



# ATTACHMENT BOOK

ORDINARY COUNCIL MEETING  
TO BE HELD ON  
WEDNESDAY  
15 DECEMBER 2021

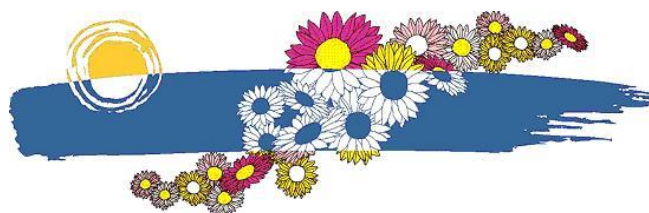


WILDFLOWER COUNTRY



**CONTENTS OF ATTACHMENTS  
ORDINARY COUNCIL MEETING  
15 DECEMBER 2021**

	<b>Ordinary Council Agenda - Attachments</b>	<b>Pages</b>
10.2	Local Government Act Review – SoTS Comments	003-039
10.3	Delegation Register 2021	040-096
10.4	Capital Works Report	097
10.6	Monthly Financial Report 30 November 2021	098-125
10.7	List of Creditors paid as of 30 November 2021	126-131



**WILDFLOWER COUNTRY**

# Local Government Act Reform

## Shire of Three Springs

### **Positions and Recommendations December 2021**

#### **Contacts**

Keith Woodward  
Chief Executive Officer  
[ceo@threesprings.wa.gov.au](mailto:ceo@threesprings.wa.gov.au)

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> <li>Suspend or dismiss councils</li> <li>Appoint Commissioners</li> <li>Suspend or, order remedial action (such as training) for individual councillors.</li> </ul> </li> <li>The Act also provides the Director General with the power to: <ul style="list-style-type: none"> <li>Conduct Authorised Inquiries</li> <li>Refer allegations of serious or recurrent breaches to the State Administrative Tribunal</li> <li>Commence prosecution for an offence under the Act.</li> </ul> </li> <li>Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.</li> <li>The Panel Report, City of</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to establish a Chief Inspector of Local Government (the <b>Inspector</b>), supported by an Office of the Local Government Inspector (the <b>Inspectorate</b>).</li> <li>The Inspector would receive minor and serious complaints about elected members.</li> <li>The Inspector would oversee complaints relating to local government CEOs.</li> <li>Local Governments would still be responsible for dealing with minor behavioural complaints.</li> <li>The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.</li> <li>The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the Corruption, Crime and Misconduct Act 2003, the Occupational Safety and Health Act 1984, the Building Act 2011, and other legislation.</li> <li>The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.</li> <li>The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.</li> <li>The Inspector would be supported by a panel of <b>Local Government Monitors</b> (see item 1.2).</li> <li>The existing Local Government Standards Panel would be replaced with a new <b>Conduct Panel</b> (see item 1.3).</li> <li><b>Penalties</b> for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).</li> </ul>	<p>The Shire supports:</p> <ol style="list-style-type: none"> <li>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</li> <li>Remove the CEO from being involved in processing complaints.</li> <li>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</li> <li>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</li> </ol> <p>The Shire is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state 'Local Governments would still be responsible for dealing with minor behavioural complaints' and therefore do not go as far as the Sector's recent request for an external oversight model for the independent assessment of local level complaints. However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local</p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

<p>Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.</p>	<ul style="list-style-type: none"> <li>These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).</li> </ul>	<p>Government concerned. <b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>Supported</li> <li>Support the proposed reforms as they align with the sectors position on external oversight and support.</li> <li>Request the Minister to explore alternate mechanisms for resolving local level complaints.</li> </ol>
<ul style="list-style-type: none"> <li>There are currently no legislative powers for the provision of monitors/temporary advisors.</li> <li>The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.</li> </ul>	<ul style="list-style-type: none"> <li>A panel of <b>Local Government Monitors</b> would be established.</li> <li>Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.</li> <li>The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.</li> <li>Monitors would be qualified specialists, such as: <ul style="list-style-type: none"> <li>Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators</li> <li>Dispute resolution experts - to address the breakdown of professional working relationships</li> <li>Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues</li> <li>Governance specialists and lawyers - to assist councils resolve legal issues</li> <li>HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.</li> </ul> </li> <li>Only the Inspector would have the power to appoint Monitors.</li> <li>Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.</li> </ul>	<p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>Supported</li> </ol>

	<p><b>Monitor Case Study 1 – Financial Management</b></p> <p>The Inspector receives information that a local government is not collecting rates correctly under the Local Government Act 1995. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p> <p><b>Monitor Case Study 2 – Dispute Resolution</b></p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
<ul style="list-style-type: none"> <li>The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide</li> </ul>	<ul style="list-style-type: none"> <li>The Standards Panel is proposed to be replaced with a new Local Government <b>Conduct Panel</b>.</li> <li>The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the</li> </ul>	<p><b>Recommendation:</b></p> <p>1. Supported</p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

<p>the sector with guidance and benchmarks about acceptable standards of behaviour.</p> <ul style="list-style-type: none"> <li>Currently, the Panel makes findings about alleged breaches based on written submissions.</li> <li>The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed.</li> </ul>	<p>Conduct Panel.</p> <ul style="list-style-type: none"> <li>The Inspector would provide evidence to the Conduct Panel for adjudication.</li> <li>The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for up to three months, with an appeal mechanism.</li> <li>For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts.</li> <li>Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.</li> </ul>	
<ul style="list-style-type: none"> <li>There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Penalties for breaching the Local Government Act are proposed to be strengthened.</li> <li>It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion.</li> <li>Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address).</li> <li>It is proposed that a councillor who is suspended multiple times may become disqualified from office.</li> <li>Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.</li> </ul>	<p>The Shire supports, in principle, a proposal for an individual elected member to be ‘stood down’ from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council’s reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with LG and specific consideration of the following issues of concern to the Sector:</p> <ol style="list-style-type: none"> <li>1. That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</li> <li>2. That activities associated with the term ‘disruptive behaviour’, presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly</li> </ol>



		<p>identified to ensure there is awareness, consistency and opportunity for avoidance.</p> <p>The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>
<ul style="list-style-type: none"> <li>Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.</li> <li>Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings.</li> <li>Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1).</li> <li>It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> <li>Require the Presiding Member to issue a clear first warning</li> <li>If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions</li> <li>If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting.</li> </ul> </li> <li>Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector.</li> <li>Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can</li> </ul>	<p><b>Recommendation:</b></p> <p>1. Supported</p>



Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

	be imposed through a review by the Inspector.	
<ul style="list-style-type: none"> <li>No current provisions.</li> <li>The Act already provides a requirement for Public Question Time at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government's operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner.</li> <li>Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person's query.</li> <li>It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.</li> </ul>	<p>The Shire supports for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</p> <ol style="list-style-type: none"> <li>1. Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</li> <li>2. Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</li> <li>3. Modernisation to address the use of electronic communications and information.</li> </ol> <p>The Act has been expanded significantly in recent years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p><b>Recommendation:</b></p> <ol style="list-style-type: none"> <li>1. Supported</li> </ol>

<ul style="list-style-type: none"> <li>• Other minor reforms are being considered to enhance the oversight of local government.</li> <li>• Ministerial Circulars have traditionally been used to provide guidance to the local government sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential other reforms to strengthen guidance for local governments are being considered.</li> <li>• For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed.</li> <li>• It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.</li> </ul>	<p>The Shire supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, the Shire calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995. Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister’s powers under Section 9.14A – ‘Notice to prevent continuing contravention’</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>
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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs.</li> <li>Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees.</li> <li>Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.</li> </ul>	<p>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>
<ul style="list-style-type: none"> <li>Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences.</li> <li>This can create confusion and complexity for homeowners and small businesses in the construction sector.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to amend the Local Government (Uniform Local Provisions) Regulations 1996 to standardise the process for approving crossovers for residential properties and residential developments on local roads.</li> <li>A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this.</li> <li>The DLGSC will work with the sector to develop standardised design and construction standards.</li> </ul>	<p><b>Recommendation:</b></p> <p>1. Supported</p>
<ul style="list-style-type: none"> <li>The Local Government Act 1995 currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).</li> </ul>	<ul style="list-style-type: none"> <li>New provisions are proposed to allow exemptions from certain requirements of the Local Government Act 1995, for: <ul style="list-style-type: none"> <li>Short-term trials and pilot projects</li> <li>Urgent responses to emergencies.</li> </ul> </li> </ul>	<p>There is currently no advocacy position in relation to Item 2.3.</p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>
<ul style="list-style-type: none"> <li>Local laws are required to be reviewed every eight years.</li> <li>The review of local laws (especially when they are standard) has been identified as a burden for the sector.</li> <li>Inconsistency between local laws is frustrating for residents and business stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local laws would only need to be reviewed by the local government every 15 years.</li> <li>Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable.</li> <li>Local governments adopting Model Local Laws will have reduced advertising requirements.</li> </ul>	<p>The Local Law making process should be simplified as follows:</p> <ul style="list-style-type: none"> <li>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</li> <li>Eliminate the requirement to consult on local laws when a model is used;</li> <li>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</li> <li>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament's Delegated Legislation Committee.</li> </ul> <p>Proposed reforms meet the Sector's preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was</p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

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		superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector's.  <b>Recommendation:</b> 1. Supported
<ul style="list-style-type: none"> <li>Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> <li>alfresco and outdoor dining</li> <li>minor small business signage rules</li> <li>running community events.</li> </ul> </li> </ul>	<b>Recommendation:</b> 1. Supported
<ul style="list-style-type: none"> <li>Local governments currently prepare individual standing order local laws.</li> <li>The Local Government Act 1995 and regulations require local governments to allocate time at meetings for questions from the public.</li> <li>Inconsistency among the meeting procedures between local governments is a common source of complaints.</li> </ul>	<ul style="list-style-type: none"> <li>To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State.</li> <li>Regulations would introduce standard requirements for public question time, and the procedures for meetings generally.</li> <li>Members of the public across all local governments would have the same opportunities to address council and ask questions.</li> </ul>	<b>Recommendation:</b> 1. Supported
<ul style="list-style-type: none"> <li>Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal "organisations of councils", such as NEWROC and WESROC.</li> <li>These initiatives typically have to be managed by a lead local government.</li> </ul>	<ul style="list-style-type: none"> <li>Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> <li>Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments</li> <li>Provide for flexibility and innovation while ensuring appropriate transparency and</li> </ul> </li> </ul>	Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.  Under the Regional Subsidiary model, two or more Local Governments are able to establish a

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

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<ul style="list-style-type: none"> <li>In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the Local Government (Regional Subsidiaries) Regulations 2017.</li> <li>So far, no Regional Subsidiary has been formed.</li> </ul>	<p>accountability of ratepayer funds</p> <ul style="list-style-type: none"> <li>Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk</li> <li>Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.</li> </ul>	<p>regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model's governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Currently, local governments are only required to make written minutes of meetings.</li> <li>While there is no legal requirement for livestreaming or video or audio recording of</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that all local governments will be required to record meetings.</li> <li>Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public</li> </ul>	<p>Additional administration for band 3 and 4 local governments.</p> <p><b>Recommendation:</b></p>

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<p>council meetings, many local governments now stream and record their meetings.</p> <ul style="list-style-type: none"> <li>• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.</li> <li>• Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors<sup>1</sup> such as: <ul style="list-style-type: none"> <li>○ Growth and development</li> <li>○ Strategic planning issues</li> <li>○ Demands and diversity of services provided to the community</li> <li>○ Total expenditure</li> <li>○ Population</li> <li>○ Staffing levels.</li> </ul> </li> </ul>	<p>archives.</p> <ul style="list-style-type: none"> <li>• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.</li> <li>• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.</li> <li>• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.</li> <li>• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.</li> </ul>	<p>1. Not supported</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting.</li> <li>The existing provision does not mandate transparency.</li> </ul>	<ul style="list-style-type: none"> <li>To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber.</li> <li>Regulations would prescribe how votes are to be consistently minuted.</li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>The Act currently provides broad definitions of what type of matters may be discussed as a confidential item.</li> <li>There is limited potential for review of issues managed as confidential items under the current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances.</li> <li>It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public.</li> <li>Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector.</li> <li>All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.</li> </ul>	<p>Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p> <p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online.</li> <li>Consistent online publication of information can substitute for certain material in annual reports.</li> <li>Consistency in online reporting across the sector will provide ratepayers with better</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included.</li> </ul> <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> <li>○ <b>Lease Register</b> to capture information</li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>information.</p> <ul style="list-style-type: none"> <li>These registers supplement the simplification of financial statements in Theme 6.</li> </ul>	<p>about the leases the local government is party to (either as lessor or lessee)</p> <ul style="list-style-type: none"> <li><b>Community Grants Register</b> to outline all grants and funding provided by the local government</li> <li><b>Interests Disclosure Register</b> which collates all disclosures made by elected members about their interests related to matters considered by council</li> <li><b>Applicant Contribution Register</b> accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking</li> <li><b>Contracts Register</b> that discloses all contracts above \$100,000.</li> </ul>	
<ul style="list-style-type: none"> <li>It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually.</li> <li>The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.</li> <li>Additional performance criteria can be used for performance review by agreement between both parties.</li> </ul>	<ul style="list-style-type: none"> <li>To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> <li>Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period)</li> <li>The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period)</li> <li>The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).</li> </ul> </li> </ul>	<p>In principle, this proposal has some merit and would be particularly effective if all CEO KPIs consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO's statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO's performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource</p> <p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>There is currently no requirement for local governments to have a specific engagement charter or policy.</li> <li>Many local governments have introduced charters or policies for how they will engage with their community.</li> <li>Other States have introduced a specific requirement for engagement charters.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community.</li> <li>A model Charter would be published to assist local governments who wish to adopt a standard form.</li> </ul>	<p>The Shire supports:</p> <ol style="list-style-type: none"> <li>Responsive, aspirational and innovative community engagement principles</li> <li>Encapsulation of aims and principles in a community engagement policy, and</li> <li>The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</li> </ol> <p>As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>
<ul style="list-style-type: none"> <li>Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers.</li> <li>These surveys provide valuable data on the performance of local governments.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey.</li> <li>Results would be required to be reported publicly at a council meeting and published on the local government's website.</li> <li>All local governments would be required to</li> </ul>	<p><b>Recommendation:</b></p> <p>1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>• The current voting method for local government elections is first past the post.</li> <li>• The existing first-past-the-post does not allow for electors to express more than one preference.</li> <li>• The candidate with the most votes wins, even if that candidate does not have a majority.</li> <li>• Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.</li> </ul>	<p>publish a response to the results.</p> <ul style="list-style-type: none"> <li>• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections.</li> <li>• In preferential voting, voters number candidates in order of their preferences.</li> <li>• Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect.</li> <li>• All other states use a form of preferential voting for local government.</li> </ul>	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> <li>1. Four year terms with a two year spill</li> <li>2. Greater participation in Local Government elections</li> <li>3. The option to hold elections through: <ul style="list-style-type: none"> <li>• Online voting</li> <li>• Postal voting, and</li> <li>• In-person voting</li> </ul> </li> <li>4. Voting at Local Government elections to be voluntary</li> <li>5. The first past the post method of counting votes</li> </ol> <p>It should be noted that the sector's advocacy against compulsory voting and "All in All out" 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the Local Government Act 1995. The Local Government Advisory Board reported on voting systems in 2006 ('Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities') and provided the following comments in support of both first past the post voting and preferential voting: 'Comments in support of retaining first past the post include:</p> <ul style="list-style-type: none"> <li>• Quick to count. Preferential voting is time consuming to count.</li> <li>• Easily understood.</li> <li>• Removes politics out of campaigning.</li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</p> <ul style="list-style-type: none"> <li>• Preferential voting allows election rigging through alliances or ‘dummy’ candidates.</li> <li>• In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.’</li> </ul> <p>‘Comments in support of replacing first past the post include:</p> <ul style="list-style-type: none"> <li>• Preferential voting is more democratic and removes an area of confusion.</li> <li>• Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</li> <li>• Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</li> <li>• FPP does not adequately reflect the wishes of electors when there are three candidates or more.</li> <li>• FPP is unsuitable when there is more than one vacancy.</li> <li>• Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.’</li> </ul> <p><b>Recommendation:</b> Not Supported</p>
<ul style="list-style-type: none"> <li>• The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> <li>○ by the electors of the district through a</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mayors and Presidents of all local governments perform an important public leadership role within their local communities.</li> <li>• Band 1 and 2 local governments generally</li> </ul>	<p>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>public vote; or</p> <ul style="list-style-type: none"> <li>by the council as a resolution at a council meeting.</li> </ul>	<p>have larger councils than those in bands 3 and 4.</p> <ul style="list-style-type: none"> <li>Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.</li> <li>A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.</li> </ul>	<p>There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President: Band 1 - 15 Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p><b>Recommendation:</b> 1. Not Supported</p>
<ul style="list-style-type: none"> <li>The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister.</li> <li>The Panel Report recommended electoral reforms to improve representativeness.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to limit the number of councillors based on the population of the entire local government.</li> <li>Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers.</li> <li>The <a href="#">Local Government Panel Report</a> proposed: <ul style="list-style-type: none"> <li>For a population of up to 5,000 – five councillors (including the President)</li> <li>population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President)</li> <li>population of above 75,000 – nine to fifteen councillors (including Mayor).</li> </ul> </li> </ul>	<p>The proposed reform to restrict Local Governments with populations under 5,000 to 5 Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjaraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p>This is too small a number especially in communities such as Three Springs. It would put pressure on for example; farmers to attend every meeting as opposed to having the ability to skip them during harvest and seeding. This may lead to less farming men applying for council. Diversity is good. Also the number of committees that the five councillors would be required to be on, would be quite onerous.</p> <p><b>Recommendation:</b></p> <p>1. Not Supported</p>
<ul style="list-style-type: none"> <li>• A local government can make an application to be divided into wards, with councillors elected to those wards.</li> <li>• Only about 10% of band 3 and 4 local governments currently have wards.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that the use of wards for councils in bands 3 and 4 is abolished.</li> <li>• Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election.</li> <li>• In smaller local governments, the population of wards can be very small.</li> <li>• These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes.</li> <li>• There has been a trend in smaller local governments looking to reduce the use of</li> </ul>	<p>The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p><b>Recommendation:</b></p> <p>1. Supported</p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	wards, with only 10 councils in bands 3 and 4 still having wards.	
<ul style="list-style-type: none"> <li>• A person with a lease in a local government district is eligible to nominate as a candidate in that district.</li> <li>• A person with a lease in a local government district is eligible to apply to vote in that district.</li> <li>• The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.</li> </ul>	<ul style="list-style-type: none"> <li>• Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.</li> <li>• The City of Perth Inquiry Report identified sham leases as an issue.</li> <li>• Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> <li>○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.</li> <li>○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.</li> </ul> </li> </ul>	<p><b>Recommendation:</b> <b>1. Supported</b></p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

	<ul style="list-style-type: none"> <li>○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.</li> <li>• The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases.</li> <li>• The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.</li> </ul>	
<ul style="list-style-type: none"> <li>• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.</li> </ul>	<ul style="list-style-type: none"> <li>• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated.</li> <li>• Longer candidate profiles would provide more information to electors, potentially through publishing profiles online.</li> <li>• It is important to have sufficient information available to assist electors make informed decisions when casting their vote.</li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>• Other minor reforms are proposed to improve local government elections.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> <li>○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required)</li> <li>○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.</li> </ul> </li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>The Act does not currently outline specific principles.</li> <li>The Act contains a short “Content and Intent” section only.</li> <li>The Panel Report recommended greater articulation of principles</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> <li>The recognition of Aboriginal Western Australians</li> <li>Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal)</li> <li>Community Engagement</li> <li>Financial Management.</li> </ul> </li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>The Act provides for the role of council, councillor, mayor or president and CEO.</li> <li>The role of the council is to: <ul style="list-style-type: none"> <li>govern the local government’s affairs</li> <li>be responsible for the performance of the local government’s functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Local Government Act Review Panel</a> recommended that roles and responsibilities of elected members and senior staff be better defined in law.</li> <li>It is proposed that these roles and responsibilities are further defined in the legislation.</li> <li>These proposed roles will be open to further consultation and input.</li> <li>These roles would be further strengthened through <b>Council Communications Agreements</b> (see item 5.3).</li> </ul>	<p>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity. <b>Recommendation:</b> 1. Supported</p>
	<p><b>5.2.1 - Mayor or President Role</b></p> <ul style="list-style-type: none"> <li>It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President.</li> <li>While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> <li>Representing and speaking on behalf of the whole council and the local government, at all times being consistent</li> </ul> </li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>with the resolutions of council</p> <ul style="list-style-type: none"> <li>○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act</li> <li>○ Developing and maintaining professional working relationships between councillors and the CEO</li> <li>○ Performing civic and ceremonial duties on behalf of the local government</li> <li>○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.</li> </ul>	
	<p><b>5.2.2 - Council Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> <li>○ Making significant decisions and determining policies through democratic deliberation at council meetings</li> <li>○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council</li> <li>○ Providing a safe working environment for</li> </ul> </li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>the CEO;</p> <ul style="list-style-type: none"> <li>o Providing strategic direction to the CEO;</li> <li>o Monitoring and reviewing the performance of the local government.</li> </ul>	
	<p><b>5.2.3 - Elected Member (Councillor) Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> <li>o Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward)</li> <li>o Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council</li> <li>o Applying relevant law and policy in contributing to the decision-making of the council</li> <li>o Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions</li> <li>o Communicating the decisions and resolutions of council to stakeholders and the public</li> <li>o Developing and maintaining professional</li> </ul> </li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>working relationships with all other councillors and the CEO</p> <ul style="list-style-type: none"> <li>○ Maintaining and developing their knowledge and skills relevant to local government</li> <li>○ Facilitating public engagement with local government.</li> </ul> <ul style="list-style-type: none"> <li>• It is proposed that elected members should not be able to use their title (e.g. “Councillor”, “Mayor”, or “President”) and associated resources of their office (such as email address) unless they are performing their role in their official capacity.</li> </ul>	
	<p><b>5.2.4 - CEO Role</b></p> <ul style="list-style-type: none"> <li>• The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council.</li> <li>• To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> <li>○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions</li> <li>○ Facilitating the implementation of council decisions</li> <li>○ Ensuring functions and decisions lawfully</li> </ul> </li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>delegated by council are managed prudently on behalf of the council</p> <ul style="list-style-type: none"> <li>Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council</li> <li>Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3)</li> <li>Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council</li> <li>Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.</li> </ul>	

<ul style="list-style-type: none"> <li>The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions.</li> <li>The availability of information is sometimes a source of conflict within local governments.</li> </ul>	<ul style="list-style-type: none"> <li>In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided.</li> <li>It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO.</li> </ul>	<p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under</p>
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	<ul style="list-style-type: none"> <li>• These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.</li> <li>• A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.</li> </ul>	<p>Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p><b>Recommendation</b></p> <p>1. Support a consistent, regulated Communications Agreement.</p>
<ul style="list-style-type: none"> <li>• Elected members are eligible to receive sitting fees or an annual allowance.</li> <li>• Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund.</li> <li>• Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.</li> <li>• Superannuation is widely recognised as an important entitlement to provide long term financial security.</li> <li>• Other states have already moved to allow councils to make superannuation contributions for councillors.</li> <li>• Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people.</li> <li>• Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn</li> </ul>	<p><b>Recommendation:</b></p> <p>1. Supported but not for Three Springs</p>

	superannuation contributions.	
<ul style="list-style-type: none"> <li>Local government elected members must complete mandatory training.</li> <li>There is no specific allowance for undertaking further education.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council.</li> <li>Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.</li> <li>Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government.</li> <li>Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.</li> </ul>	<p>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members.</p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p><b>Recommendation:</b> 1. Supported</p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

<ul style="list-style-type: none"> <li>• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.</li> <li>• This is commonly a point of public confusion.</li> </ul>	<ul style="list-style-type: none"> <li>• A state-wide caretaker period for local governments is proposed.</li> <li>• All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> <li>○ Councils do not make major decisions with criteria to be developed defining 'major'</li> <li>○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities.</li> <li>○ There are consistent election conduct rules for all candidates.</li> </ul> </li> </ul>	<p>Depending on how long the caretaker period is. One month, I feel council could be organised and work around. Any more and I see it having a significant impact on functioning.</p> <p><b>Recommendation:</b> 1. Supported</p>
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<ul style="list-style-type: none"> <li>• The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>.</li> <li>• The Local Government Panel Report and the Select Committee Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• The <a href="#">Local Government Panel Report</a> recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>.</li> <li>• Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.</li> </ul>	<p>WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p><b>Recommendation</b></p> <p>1. WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</p>
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<ul style="list-style-type: none"> <li>Recent amendments introduced provisions to standardise CEO recruitment.</li> <li>The recruitment of a CEO is a very important decision by a local government.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.</li> <li>Councils will be able to select an independent person from the approved list.</li> <li>Councils will still be able to appoint people outside of the panel with the approval of the Inspector.</li> </ul>	<p>The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p><b>Recommendation:</b> 1. Supported</p>
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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>The financial statements published in the Annual Report is the main financial reporting currently published by local governments.</li> <li>Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity.</li> <li>The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.</li> </ul>	<ul style="list-style-type: none"> <li>The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government.</li> <li>It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects.</li> <li>Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments.</li> <li>The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity.</li> <li>Recognising the difference in the complexity</li> </ul>	<ol style="list-style-type: none"> <li>Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General.</li> <li>Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</li> </ol> <p><b>Comment</b></p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p><b>Recommendation:</b> 1. Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments.</p> <ul style="list-style-type: none"> <li>• It is proposed to establish standard templates for <b>Annual Financial Statements</b> for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4.</li> <li>• <b>Online Registers</b>, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.</li> <li>• <b>Simpler Strategic and Financial Planning</b> (item 6.2) would also improve the budgeting process.</li> </ul>	
<ul style="list-style-type: none"> <li>• Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.</li> <li>• There is also the Integrated Planning and Reporting (IPR) framework.</li> <li>• While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.</li> <li>• The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.</li> <li>• In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers.</li> <li>• Local governments would be required to adopt a standard set of plans, and there will be</li> </ul>	<p><b>Recommendation:</b> 1. Supported</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>templates published by the DLGSC for use or adaption by local governments.</p> <ul style="list-style-type: none"> <li>• It is proposed that the plans that are required are: <ul style="list-style-type: none"> <li>○ Simplified <b>Council Plans</b> that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC</li> <li>○ Simplified <b>Asset Management Plans</b> to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape</li> <li>○ Simplified <b>Long Term Financial Plans</b> will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years</li> <li>○ A new <b>Rates and Revenue Policy</b> (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers</li> </ul> </li> </ul>	

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>(updated at least every four years)</p> <ul style="list-style-type: none"> <li>○ The use of simple, one-page <b>Service Proposals</b> and <b>Project Proposals</b> that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become <b>Service Plans</b> and <b>Project Plans</b> added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.</li> </ul>	
<ul style="list-style-type: none"> <li>• Local governments are not required to have a rates and revenue policy.</li> <li>• Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure.</li> <li>• A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services.</li> <li>• The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.</li> <li>• A template would be published for use or adaption by all local governments.</li> <li>• The <a href="#">Local Government Panel Report</a> included this recommendation.</li> </ul>	<p>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.</p> <p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>• No legislative requirement.</li> <li>• Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.</li> </ul>	<ul style="list-style-type: none"> <li>• The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis.</li> <li>• This provides oversight of incidental local</li> </ul>	<p>This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	government spending.	<b>Recommendation:</b> 1. Supported
<ul style="list-style-type: none"> <li>Local governments are required to report seven ratios in their annual financial statements.</li> <li>These are reported on the MyCouncil website.</li> <li>These ratios are intended to provide an indication of the financial health of every local government.</li> </ul>	<ul style="list-style-type: none"> <li>Financial ratios will be reviewed in detail, building on work already underway by the DLGSC.</li> <li>The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.</li> </ul>	<p>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</p> <ol style="list-style-type: none"> <li>Operating Surplus Ratio,</li> <li>Net Financial Liabilities Ratio,</li> <li>Debt Service Coverage Ratio, and</li> <li>Current Ratio.</li> </ol> <p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members.</li> <li>The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act.</li> <li>The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government.</li> <li>Audit Committees would also need to consider proactive risk management.</li> <li>To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees.</li> <li>The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.</li> </ul>	<p>The Sector's view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the Regional Audit Committee intended to include the same independent persons who will meet separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Do not support majority independent members of the Audit Committee.</li> <li>2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.</li> </ol>
<ul style="list-style-type: none"> <li>• The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements.</li> <li>• This is not currently provided for under the Act.</li> <li>• The Local Government Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures.</li> <li>• This would allow local governments to lend funds to improve buildings within their district.</li> <li>• Limits and checks and balances would be established to ensure that financial risks are proactively managed.</li> </ul>	<p>Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to</p>

Shire of Three Springs  
Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p><b>Recommendation:</b> 1. Supported</p>
<ul style="list-style-type: none"> <li>• No requirement for separation of waste charges on rates notice.</li> <li>• Disclosure will increase ratepayer awareness of waste costs.</li> <li>• The Review Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).</li> <li>• This would provide transparency and awareness of costs for ratepayers.</li> </ul>	<p>This proposed reform will require a relatively simple calculation,</p> <p><b>Recommendation:</b> 1. Supported</p>

SHIRE OF THREE SPRINGS

# DELEGATION REGISTER

[illegible]

## CONTENTS

SCHEDULE OF AUTHORISATIONS .....	3
GO001- Appoint Authorised Persons .....	5
GO002- Property Acquisition and Disposal .....	6
GO003 -Public Notice of Council and Committee Meetings.....	7
GO004 –Execution of Contract Documents.....	8
CS001 - Cemeteries Act 1986 - Authorised Persons .....	9
CS002 - Payments from Municipal Fund and Trust Fund .....	10
CS003- Making a Cash Advance to a Person.....	11
CS004 - Investment of Surplus Funds.....	12
CS005 – Waiving & Granting of Concessions & Write-Off of Debts other than Rates & Service Charges...	13
CS006 - Reimbursement of Expenses Incurred by an Employee.....	14
CS007 - Reimbursement of Expenses Incurred by Councillors .....	15
CC001 - Sponsorships, Donations and Waiver of Fees.....	16
DS001 - Building Act 2011 - Appointment of Authorised Persons .....	17
DS002 - Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street.....	18
DS003 - Issue and Revocation of Building Orders .....	19
DS004 - Occupancy Permit or Building Approval Certificate.....	20
DS005 – Food Act 2008 – Food Business Registrations .....	21
DS006 - Authority to Issue a Prohibition Order (Food Act 2008) .....	22
DS007 – Food Act 2008 – Appoint Authorised Officers.....	23
DS008 - Authority to Serve Infringement Notices (Food Act 2008).....	24
DS009– Public Health Act 2016.....	25
DS010 – Health (Asbestos) Regulations 1992.....	26
DS011 - Shire of Three Springs Town Planning Scheme No. 2 (Update 15/10/19).....	27
DS012 - Joint Development Assessment Panel Applications.....	30
DS013 - Infringements and Direction Notices.....	31
DS014 - Power of Entry .....	32
DS015 - Exemption from the Requirement to Pay a Fee – Trading in Thoroughfares and Public Places...	33
DS016- Certain Things to be done in Respect of Land .....	34
DS017 - Response to Applications for Subdivision and Amalgamation.....	35
DS018- Response to Application for Public Works .....	36
DS019 - Control of Vehicles (Off-Road Areas) Act 1978 – Authorised Officer .....	37
DS020 - Permits for Heavy Haulage Vehicles .....	38
DS021- Temporary Road Closures.....	39
DS022 - Revocation of Temporary Road Closure to Vehicles.....	40
DS023 - Private Works.....	41
DS024 - Private Works On, Over or Under Public Places.....	42
DS025 - Gates and Other Devices Across Thoroughfares .....	43
DS026 - Plans, Thoroughfares Levels and Alignments .....	44
DS027 - Excavation on Public Thoroughfares .....	45
DS028 - Crossing from Public Thoroughfare to Private Land or Private Thoroughfare .....	46
DS029 - Bonds for Uncompleted Works .....	47
LO001 - Bushfires Act 1954 - Authorised Persons .....	48
LO002 - Cat Act 2011 - Authorised Persons .....	49
LO003 - Dog Act 1976 - Authorised Persons.....	50
LO004 - Prohibited and Restricted Burning Times Variation .....	51
LO005 - Notices of Legal Proceedings-Bush Fires .....	52



LO006 - Bushfires Act 1954 - Powers and Duties.....53

LO007 - Dog Act 1976-Infringements.....54

LO008 - Litter Act - Withdrawal of Infringement Notices .....55

## SCHEDULE OF AUTHORISATIONS

Delegation		CEO	DCEO	MWS	ESR	SFO	FO	CDO	ES	TP	BO	HO			
GO001	Appoint Authorised Persons	X													
GO002	Property Acquisition and Disposal	X	X												
GO003	Public Notice of Council and Committee Meetings	X	X						X						
GO004	Execution of Documents and Affixing of Common Seal to Documents	X	X												
CS001	Cemeteries Act 1986 - Authorised Persons	X	X	X											
CS002	Payments from Municipal Fund and Trust Fund	X	X			X	X								
CS003	Making a Cash Advance to a Person	X	X			X	X								
CS004	Investment of Surplus Funds	X	X												
CS005	Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges	X	X												
CS006	Reimbursement of Expenses Incurred by an Employee	X	X			X	X								
CS007	Reimbursement of Expenses Incurred by Councillors	X	X			X	X								
CC001	Sponsorship, Donations and Waiver of Fees	X	X												
DS001	Building Act 2011 – Appointment of Authorised Persons	X	X								X				
DS002	Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street	X	X								X				
DS003	Issue and Revocation of Building Orders	X	X								X				
DS004	Occupancy Permit or Building Approval Certificate	X	X								X				
DS005	Food Act 2008 – Food Business Registrations	X	X								X				
DS006	Authority to issue a Prohibition Order (Food Act 2008)	X	X									X			
DS007	Food Act 2008 – Appoint Authorised Officer	X	X									X			
DS008	Authority to serve Infringement Notices (Food Act 2008)	X	X									X			
DS009	Public Health Act 2016	X	X									X			
DS010	Health (Asbestos) Regulations 1992	X	X								X	X			
DS011	Shire of Three Springs Town Planning Scheme No. 3	X	X							X					
DS012	Joint Development Assessment Panel Applications	X	X							X					
DS013	Infringements and Direction Notices	X	X							X					
DS014	Power of Entry	X	X							X					
DS015	Exemption from the Requirement to Pay a Fee – Trading in Thoroughfares and Public Places	X	X							X					
DS016	Certain Things to be done in Respect of Land	X	X							X					
DS017	Response to Applications for Subdivision and Amalgamation	X	X							X					
DS018	Response to Application for Public Works	X	X	X											
DS019	Control of Vehicles (Off-Road	X	X	X	X										
DS020	Permits for Heavy Haulage Vehicles	X	X	X											
DS021	Temporary Road Closures	X	X	X											

DS022	Revocation of Temporary Road Closure to Vehicles	X	X	X											
DS023	Private Works	X	X	X											
DS024	Private Works On, Over or Under Public Places	X	X	X											
DS025	Gates and Other Devices Across Thoroughfares	X	X	X											
DS026	Plans – Thoroughfares Levels & Alignments	X	X	X											
DS027	Excavation on Public Thoroughfares	X	X	X											
DS028	Crossing from Public Thoroughfare to Private Land or Private Thoroughfare	X	X	X											
DS029	Bonds for Uncompleted Works	X	X	X											
LO001	Bushfires Act 1954 – Authorised Persons	X	X	X	X										
LO002	Cat Act 2011– Authorised Persons	X	X	X	X										
LO003	Dog Act 1976 – Authorised Persons	X	X	X	X										
LO004	Prohibited and Restricted Burning Times Variation	X	X	X	X										
LO005	Notices of Legal Proceedings - Bush Fires	X	X	X	X										
LO006	Bushfires Act – Powers and Duties	X	X	X	X										
LO007	Dog Act 1976 - Infringements	X	X	X	X										
LO008	Litter Act - Withdrawal of Infringement Notices	X	X												

#### Legend

CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
WMS	Works Manager Services
HO	Health Officer
BO	Building Surveyor Officer
TP	Town Planner
ESR	Emergency Services Ranger
SFO	Senior Finance Officer
FO	Finance Officer
CDO	Community Development officer
ES	Executive Secretary

## GOVERNANCE

### GO001 – Appoint Authorised Persons

Date Adopted:	December 2021	Delegate:	CEO
Date Last Reviewed:	December 2021	Sub-Delegated:	
Policy Reference:		Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <p>Power Enabling Delegation:</p> <ul style="list-style-type: none"> <li>Local Government Act 1995, sections                             <ul style="list-style-type: none"> <li>5.42 Delegation of some powers or duties to the CEO</li> <li>5.43 Limitations on delegations to the CEO</li> </ul> </li> </ul> <p>Power Enabling Sub-Delegation:</p> <ul style="list-style-type: none"> <li>Local Government Act 1995, s.5.44 CEO may delegate some powers and duties to other employees</li> </ul>	<p>Legal (Subsidiary):</p> <p>Power Delegated:</p> <ul style="list-style-type: none"> <li>Local Government Act 1995                             <ul style="list-style-type: none"> <li>s.3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)</li> <li>9.10 Appointment of Authorised Persons</li> </ul> </li> <li>Shire of Three Springs Local Laws</li> </ul>
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#### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to appoint persons or classes of persons as Authorised Persons in accordance with Section 9.10 of the *Local Government Act 1995*, for the purposes of fulfilling prescribed functions within the:

1. *Local Government Act 1995*, inclusive of Regulations;
2. Shire of Three Springs Local Laws made under the *Local Government Act 1995*;
3. *Graffiti Vandalism Act 2016*, s.15 Application; and
4. *Caravan Parks and Camping Grounds Act 1995*, s.17 Authorisations.

Subject

to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Three Springs's Schedule of Authorisations.

## GO002 - Property Acquisition and Disposal

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995 (Sections 5.42/5.43(d))

Legal (Subsidiary):
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The CEO is delegated authority to acquire or dispose of any land valued at an amount not exceeding \$250,000 provided that appropriate provision is made in Council's Budget where items are to be acquired, and Council is advised in advance of the intention to dispose of any land.

## G0003 - Public Notice of Council and Committee Meetings

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO ES
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government (Administration) Regulation 1996 section 12.

The Chief Executive Officer is delegated the authority to exercise any of its powers in accordance with *Local Government Act 1995* section 5.42.

## GO004 – Execution of Contract Documents

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 9.49 A, B

Legal (Subsidiary):
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The Chief Executive Officer and Deputy Chief Executive Officer is delegated authority to execute documents.

## CS001 - Cemeteries Act 1986 - Authorised Persons

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO MWS
Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Cemeteries Act 1986
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Legal (Subsidiary):
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The Chief Executive Officer is delegated authority to appoint authorised persons to exercise the Powers and duties set out in respect of Sections 6 and 64 - *Cemeteries Act 1986* subject to:

1. A Schedule of Authorisations being submitted to Council from time to time; and
2. The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the delegation was exercised, when the delegation was exercised and the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.



## CS002 - Payments from Municipal Fund and Trust Fund

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	3007-Purchasing Policy

Delegate:	CEO
Sub-Delegated:	DCEO, SFO, FO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government (Financial Management) Regulations 1996, Regulation 12(1)(b)

### Description of Functions Delegated

Council delegates its authority and power to the Chief Executive Officer to:

1. Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund [FM r.12(1)(b)]

#### Subject to:

- a) The payment(s) only being for items of expenditure:
  - (i) detailed in the adopted annual budget, or
  - (ii) for payments that have been authorised by a resolution of Council in advance, or
  - (iii) authorised in advance by the President in an emergency; and
- b) Compliance with the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

#### CEO Conditions on Sub-Delegation

- a) Two signatories are required on each Council cheque by either CEO, DCEO, SFO or FO.
- b) Where a payment is made electronically two signatures are required utilising payment tokens assigned to either, delegate or sub delegates.

## CS003- Making a Cash Advance to a Person

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	SFO FO

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.102

The Chief Executive Officer is delegated authority to make a cash advance to a person in respect of an expense for which the person can be reimbursed, subject to:

1. Compliance with Division 8 of Part 5 of the *Local Government Act 1995*; and
2. The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## CS004 - Investment of Surplus Funds

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	3002 Investment Policy

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Sections 6.14 and 6.15
2. Local Government (Financial Management Regulations) 1996, Regulation 19C
3. Trustees Act 1962, Part III

The Chief Executive Officer is delegated authority Council delegates its authority and power to the Chief Executive Officer to invest money held in the Municipal or Trust funds that is not required for the time being for any purpose in accordance with Part III of the *Trustees Act 1962*, subject to:

1. Compliance with the established and documented internal control procedures to ensure control over the investments;
2. Compliance with Regulation 19C of the *Local Government (Financial Management) Regulations 1996*; and
3. Compliance with Council Policy – Investments.

CS005 – Waiving & Granting of Concessions &  
Write-Off of Debts other than Rates & Service Charges

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
On-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Sections 6.12

The Chief Executive Officer is delegated authority to approve or refuse to approve applications or requests for:

1. A waiver of a debt other than rates or a service charge.
2. The write-off of a debt other than rates or a service charge.

Subject to:

- a) The amount of the request or application not exceeding \$1000.00; or

## CS006 - Reimbursement of Expenses Incurred by an Employee

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	SFO FO

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.101(2)

The Chief Executive Officer is delegated authority to reimburse an employee for an expense incurred in relation to a matter affecting the local government, subject to the Chief Executive Officer in exercising delegation keeping a written record of details of how the delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## CS007 - Reimbursement of Expenses Incurred by Councillors

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	1005-Council Expenses

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.98(2)(b)
2. Local Government Act 1995, Section 5.98(4)

The Chief Executive Officer is delegated authority to approve the reimbursement of expenses to Councillors, subject to:

1. The expenses to be approved for reimbursement are those prescribed by the Act and the Regulations.
2. Compliance with Council Policy on Members – Reimbursement of Expenses Incurred.
3. The Chief Executive Officer in exercising delegation keeping a written record of details of how the delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## CC001 - Sponsorships, Donations and Waiver of Fees

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	3004-Donations

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995 (Section 5.42)

Legal (Subsidiary):
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The Chief Executive Officer is delegated authority to consider applications received for financial assistance and make the appropriate donation or engage into a sponsorship arrangement in accordance with Council's budget and Policy.

The Chief Executive Officer is delegated authority to waive fees for the use of halls, rooms and areas within any of the Council buildings, grounds or facilities, advertising or ground transport operations to associations, committees or organisations in accordance with Council's budget and Policy.

## DS001 - Building Act 2011 - Appointment of Authorised Persons

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO,BO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Building Act 2011, Section 127

Legal (Subsidiary):
1. Building Act 2011, Section 96(3)
2. Building Act 2011, Section 127
3. Building Regulations 2012

The delegation only applies to Local Government Officers

The Chief Executive Officer is delegated authority to appoint authorised persons for the purposes of the *Building Act 2011* and *Building Regulations 2012* in relation to buildings and incidental structures located, or proposed to be located in the Shire's district



## DS002 - Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, BO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Building Act 2011, Section 127

Legal (Subsidiary):
1. Building Act 2011, Section 166(3)(g)
2. Building Regulations 2012, Regulation 64

The Chief Executive Officer is delegated authority to issue licenses for:

1. The deposit of materials on a street, way or other public place; or
2. The excavation on land abutting or adjoining a street, way or other public place;

Subject to:

- a) The requirements of Regulation 64 of the *Building Regulation 2012*; and
- b) The relevant licence fee being set by Council annually.
- c) The delegation only applies to Local Government Officers.

## DS003 - Issue and Revocation of Building Orders

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, BO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 110
2. Building Act 2011, Section 117
3. Building Regulations 2012

The Chief Executive Officer is delegated authority to:

1. Make a building order in respect of one or more of the following;
  - a) Particular building work;
  - b) Particular demolition work; or
  - c) A particular building or incidental structure.
2. Revoke a building order subject to Compliance with Section 117(1) of the *Building Act 2011* by serving written notice to each person to whom the order is directed.
3. The delegation only applies to Local Government Officers.

## DS004 - Occupancy Permit or Building Approval Certificate

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, BO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Building Act 2011, Section 127

Legal (Subsidiary):
1. Building Act 2011, Section 58
2. Building Act 2011, Section 65
3. Building Act 2011, Section 65

The Chief Executive Officer is delegated authority to:

1. Approve, modify or refuse to approve applications submitted under Section 58 of the *Building Act 2011*.
2. Approve or refuse to approve applications submitted under Section 65 of the *Building Act 2011*.
3. The delegation only applies to Local Government Officers.

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO,HO
Chief Executive Instruction/Procedure:	

Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

Power Delegated:

- Food Act 2008, sections:
  - S.110(1) and (5) Registration of food business
  - S.112 Variation of conditions or cancellation of registration of food businesses.

### Description of Functions Delegated

Council delegates its authority and power to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration, if approved [s.110(1)].
2. After considering an application, grant (with or without conditions) or refuse the application [s110(5)].
3. Vary the conditions imposed on Food Business Registration or cancel a Food Business Registration under Part 9 of the *Food Act 2008* [s.112(1)].

## DS006 - Authority to Issue a Prohibition Order (Food Act 2008)

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, HO
Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <p>Power Enabling Delegation:</p> <ol style="list-style-type: none"> <li>1. Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation <ol style="list-style-type: none"> <li>a. 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]</li> <li>b. 118(4) Sub-delegation only permissible if expressly provided in regulations</li> </ol> </li> </ol>
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<p>Legal (Subsidiary):</p> <p>Power Delegated:</p> <ul style="list-style-type: none"> <li>• Food Act 2008, sections: <ul style="list-style-type: none"> <li>• 65(1) Prohibition Order</li> <li>• 66 Certificate of Clearance</li> <li>• 67(4) Request for Re-Inspection</li> </ul> </li> </ul>
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### Description of Functions Delegated

Council delegates its authority and power to:

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65].
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s.66].
3. Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].

## DS007 – Food Act 2008 – Appoint Authorised Officers

Date Adopted:	December 2021	Delegate:	CEO
Date Last Reviewed:	December 2021	Sub-Delegated:	DCEO, HO
Policy Reference:		Chief Executive Instruction/Procedure:	

### Legal (Parent):

#### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

### Legal (Subsidiary):

#### Power Delegated:

- Food Act 2008, Sections:
  - S.122(1) Appointment of authorised officers
  - S.126(13) Infringement notices

### Description of Functions Delegated

Council delegates authority and power to appoint persons to be:

1. An Authorised Officer for the purposes of the *Food Act 2008* [122(1)].
2. A Designated Officer for the purposes of the *Food Act 2008* [126(13)].

Generally subject to:

- (a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire's Schedule of Authorisations.

## DS008 - Authority to Serve Infringement Notices (Food Act 2008)

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, HO
Chief Executive Instruction/Procedure:	

### Legal (Parent):

#### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]
  - S.118(4) Sub-delegation only permissible if expressly provided in regulations

#### Power Enabling Sub-Delegation:

- Nil. Food Act / Regulations do not provide for sub-delegation.

### Legal (Subsidiary):

#### Power Delegated:

- Food Act 2008:
  - S.125 Institution of proceeding

### Description of Functions Delegated

Council delegates its authority and power to institute proceedings for an offence under the *Food Act 2008* [s.125].

Date Adopted:	December 2021	Delegate:	CEO
Date Last Reviewed:	December 2021	Sub-Delegated:	DCEO, HO
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):  Power Enabling Delegation: <ul style="list-style-type: none"> <li>Public Health Act 2016:</li> <li>s.21 Enforcement agency may delegate</li> </ul>		Legal (Subsidiary):  Power Delegated: <ul style="list-style-type: none"> <li>Public Health Act 2016:</li> <li>s.24 Designation of authorised officers</li> </ul>	

### Description of Functions Delegated

Council delegates its authority and power to designate a person or class of persons as authorised officers:

1. for the purposes of the *Public Health Act 2016* or another specified Act; or
2. for the purposes of the specified provisions of this Act or another specified Act; or
3. for the purposes of the provisions of the *Public Health Act 2016* or another specified Act other than the specified provision of that Act [s.24(1)].

### Subject to:

- a) The requirements of s.24(3), being that designated authorised officers may be either:
  - i. an environmental health officer or environmental health officers as a class; or
  - ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers; or
  - iii. a mixture of the two.
- b) Compliance with any relevant conditions established by the Chief Health Officer under s.20 of the *Public Health Act 2016*.



Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, EHO, BO
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Criminal Procedure Act 2004, Part 2

Legal (Subsidiary):
1. Health (Asbestos) Regulations 1992

1. The Chief Executive Officer is appointed as the approved officer for the purposes of Part 2 of the *Criminal Procedure Act 2004*. They are authorised to extend the period to pay or withdraw an infringement notice issued under the *Health (Asbestos) Regulations 1992*.
2. The following officers are authorised officers for the purpose of Part 2 of the *Criminal Procedure Act 2004*. They are authorised to issue infringement notices for breaches with the *Health (Asbestos) Regulations 1992*:
  - Deputy Chief Executive Officer
  - Environmental Health Officer
  - Building Surveyor

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, TP
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995 (Section 5.41(i) & 5.42 & 5.44)
2. Shire of Three Springs Town Planning Scheme No. 2
3. Planning and Development (Local Planning Schemes) Regulations 2015

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to:

1. Hold in abeyance or return to an applicant for rectification, any development (planning) application that does not contain adequate or sufficient information necessary to properly assess, evaluate, and determine the application in accordance with the Scheme provisions, Council Policy provisions and the matters listed in clause 67 of the Deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, or any other information deemed necessary to properly assess and determine the application;
2. Determine the land use classification applicable to the proposed use/development for which approval is sought;
3. Determine whether the proposed use/works falls within the classes of development exempt from obtaining development approval pursuant to clause 61 of the Deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
4. Determine and effect the consultation of a development (planning) application pursuant to clause 64 of the Deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
5. Authority to determine non-planning related objections. Objections against compliant aspects of development (planning) applications or are non-planning related are considered to be non-valid objections to the proposal.
6. To refuse to a development (planning) application for a proposed development designated as a 'X' use, 'A' use, or 'D' use in the scheme, and is determined not to comply with relevant provisions and standards prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
7. To grant approval to a development (planning) application for a development which is determined to comply with the design principles of the R-Codes and where no objections have been received.
8. To grant approval to a development (planning) application for a development designated as a 'P' use, 'I' use or 'A' use in the scheme, and is determined to comply with relevant provisions and standards

prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;

9. To grant approval to a development (planning) application for development which is not listed and/or designated with a permissibility in the scheme where the development is designated as a 'P' use , 'I' use or 'A' use, or the equivalent, by a lawfully adopted planning instrument;
10. In exceptional circumstances where a development application is determined not to have any adverse effect on the amenity of the locality, following its referral to surrounding affected land owners and no objecting submissions being received, approve a development (planning) application which varies site and development requirements relating to:
  - i. Side and rear setbacks;
  - ii. Front setback variations up to 0.5 metres;
  - iii. Wall height and/or maximum pitched roof height variations up to 0.5 metres;
  - iv. Outbuilding area variations up to 10%;
  - v. Signage dimension and/or maximum height variations up to 0.5 metres;
  - vi. Signage area variations up to 0.5m<sup>2</sup>.
11. To grant approval to an annual permit application for a Holiday House, Holiday Accommodation, Bed and Breakfast, Guesthouse, Home Occupation and Home Business approved land use where no complaints have been received in the previous 12 months, and complies with all relevant provisions and standards prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
12. To grant approval to a development (planning) application relating to a non-conforming use, and is determined to comply with relevant provisions and standards prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
13. To refuse to a development (planning) application relating to a non-conforming use, and is determined not to comply with relevant provisions and standards prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
14. Certify that any condition imposed on any development (planning) approval has been completed and fulfilled to the CEO,s satisfaction;
15. To grant approval to a development (planning) application for an advertising devise/sign in any zone listed in the scheme that complies with relevant provisions prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
16. To grant approval to a development (planning) application for an extension of time to commence development of a development (planning) approval;
17. To grant approval to amend or delete any condition to which development (planning) approval is granted under delegation, and/or to amend an aspect of the development approved which, if amended, would not substantially change the development approved under delegation or cancel a

development (planning) approval determined under delegation at request of the applicant/owner in accordance with clause 77 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

18. Impose conditions and advice on the approval granted under delegation that are considered necessary to secure the relevant provisions prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable.
19. To grant approval to a development (planning) application for a 'Holiday Accommodation' land use where no submissions objecting to the proposal have been received and the proposal is determined to comply with relevant provisions and standards prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
20. To grant approval to a development (planning) application for development on land classified as a local planning scheme reserve as follows:
  - i. Where the land is in the control and/or management of the Shire of Three Springs;
  - ii. The development is for a permitted use and/or purpose outlined in a lawfully executed lease issued by the Shire of Three Springs;
  - iii. The development is consistent with any objectives outlined for that reserve in the Scheme; and
  - iv. The value of any works is less than \$500,000;

## DS012 - Joint Development Assessment Panel Applications

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	TP

Legal (Parent):
<ol style="list-style-type: none"> <li>1. Local Government Act 1995 (Section 5.42 &amp; 5.44)</li> <li>2. Planning and Development Act 2005</li> <li>3. Shire of Three Springs Town Planning Scheme No.3</li> <li>4. Planning and Development (Development Assessment Panels) Regulations 2011</li> </ol>

Legal (Subsidiary):
<ol style="list-style-type: none"> <li>1. Local Government Act 1995, Section 6.50(1) and (2)</li> </ol>

The Chief Executive Officer is delegated authority to:

1. Hold in abeyance or return to an applicant for rectification, any Form 1 or Form 2 application that does not contain adequate or sufficient information necessary to properly assess, evaluate, and determine the application in accordance with the Scheme provisions, Council Policy provisions, or any other information deemed necessary to properly assess and determine the application;
2. Prepare Responsible Authority Reports (RAR) making a recommendation to the Joint Development Assessment Panel based on the relevant provisions prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable;
3. Determine the land use classification applicable to the proposed use/development for which approval is sought;
4. Determine and effect the consultation of a Form 1 application;
5. Certify that any condition imposed on any Form 1 or Form 2 approval has been completed and fulfilled to the CEO's satisfaction; and
6. Impose conditions and advice that are considered necessary to secure the relevant provisions prescribed by the scheme, Council planning policies, structure plan, local area plan, local planning strategy and R-Codes where applicable.

## DS013 - Infringements and Direction Notices

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, TP
Chief Executive Instruction/Procedure:	

Legal (Parent):
<ol style="list-style-type: none"> <li>1. Local Government Act 1995 (Section 5.42 &amp; 5.44)</li> <li>2. Planning and Development Act 2005 (Sections 214, 218, 228, 229, 230 &amp; 231)</li> <li>3. Shire of Three Springs Town Planning Scheme 2</li> <li>4. Planning and Development Regulations 2009 (Schedule 1)</li> </ol>

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to and in accordance with the relevant sections of the *Planning and Development Act 2005*:

1. Issue a directions notice, pursuant to section 214 and 218.
2. Appoint a Shire of Three Springs employee to give an infringement notice in accordance with section 228.
3. Determine the content of an infringement notice in accordance with section 229.
4. Grant an extension of up to 28 days in exceptional circumstances for the alleged offender to pay the infringement notice in accordance with section 230.
5. Withdraw an infringement notice in exceptional circumstances in accordance with section 231.

\*Please note the s. 234 of the *Planning and Development Act 2005* states:

"234. *Designated persons, appointment of*

- 1) *The chief executive officer of a responsible authority may, in writing, appoint persons or classes of persons to be designated persons for the purposes of section 228, 229, 230 or 231 or for the purposes of 2 or more of those sections.*
- 2) *A person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections."*

## DS014 - Power of Entry

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, TP,
Chief Executive Instruction/Procedure:	

Legal (Parent):
<ol style="list-style-type: none"> <li>1. Local Government Act 1995 (Section 3.28 - 3.36)</li> <li>2. Planning and Development (Local Planning Schemes) Regulations 2015 (Schedule 2 Clause 79)</li> </ol>

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in the *Local Government Act 1995* Section 3.28 to 3.36 inclusive, and to exercise the entry and inspection powers as contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 79.

Any occasion where this delegation is exercised by an Executive Manager is to be reported to the Chief Executive Officer soon as possible.

## DS015 - Exemption from the Requirement to Pay a Fee – Trading in Thoroughfares and Public Places

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	2008- Street Stall Permits

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	TP

Legal (Parent):
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Legal (Subsidiary):
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The Chief Executive Officer is delegated authority to:

1. Exempt a not for profit organisation from the requirement to pay an activity on local government property application or permit fee, under the Activities on Thoroughfares and Trading in Thoroughfares and Public Places subject to the waiving of the fee being recorded as a donation of Council.



## DS016- Certain Things to be done in Respect of Land

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, TP,
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995 (Section 3.24 – 3.26 & 5.42)

Legal (Subsidiary):
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The Chief Executive Officer is delegated authority to authorise any person to:

1. exercise on behalf of the local government the powers given to a local government by Subdivision 2 (Certain Provisions about Land) of the *Local Government Act 1995*; and
2. to issue notices and take the necessary action to recover costs from the person who failed to comply with the notice. (Refer Section 3.24 to 3.26– Schedule 3.1.)

Subject to documenting how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.

## DS017 - Response to Applications for Subdivision and Amalgamation

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, TP
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Planning and Development Act 2005
2. Strata Titles Act 1985
3. Shire of Three Springs Town Planning Scheme No. 2
4. Land Administration Act 1997

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to comment and/or make recommendation to the Western Australian Planning Commission and Department of Planning, Lands and Heritage on applications and proposals for subdivision, amalgamation, strata subdivision, survey-strata subdivision, crown subdivision and crown amalgamation as follows:

1. Proposals to amalgamate five (5) or less lots.
2. Proposals to create five (5) or less lots.

Subject to:

- a) the imposition of relevant conditions and advice on any proposal that are considered necessary to secure the objectives of any relevant planning document adopted by Council; and
- b) compliance with the relevant requirements of Town Planning Scheme 2, R-Codes, Local Area Plan, Structure Plan, Local Planning Strategy and Council Planning Policies.

The Chief Executive Officer is delegated authority to certify to the Western Australian Planning Commission that conditions imposed on an approval granted to subdivide, amalgamate, strata subdivide, survey-strata subdivide land contained within the municipality, that pertain to the Shire's jurisdiction, role and function, have been completed and fulfilled to the satisfaction of the Shire.

## DS018- Response to Application for Public Works

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
<ol style="list-style-type: none"> <li>1. Local Government Act 1995 (Section 5.42 &amp; 5.44)</li> <li>2. Planning and Development Act 2005 (Section 6)</li> <li>3. Shire of Three Springs Town Planning Scheme 2</li> <li>4. Public Works Act 1902</li> </ol>

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to exercise discretion and make recommendations on applications referred to the Shire pursuant to section 6 of the *Planning and Development Act 2005* for public works subject to:

1. The notification of relevant provisions that are considered necessary to ensure compliance with the relevant requirements of Town Planning Scheme 2, R-Codes, Local Area Plan, Structure Plan, Local Planning Strategy and Council Planning Policies; and
2. The total value of works being less than \$1 million per application referred.

## DS019 - Control of Vehicles (Off-Road Areas) Act 1978 – Authorised Officer

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Control of Vehicles (Off-road Areas) Act 1978, Section 38(3)

Legal (Subsidiary):
1. Control of Vehicles (Off-road Areas) Regulations 1979

The Chief Executive Officer is delegated authority to perform the duties of an authorised officer under the *Control of Vehicles (Off-road Areas) Act 1978*, for the whole of the district of the Shire of Three Springs subject to:

1. A Schedule of Authorisations being submitted to Council from time to time; and
2. The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised and the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## DS020 - Permits for Heavy Haulage Vehicles

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42
2. Main Roads Act 1930, Part 4 13a
3. Roads Traffic Regulations 2014

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to determine any heavy haulage application and either recommend:

1. Approval of the application with conditions; or
2. Refusal of the application.

to Main Roads WA for heavy haulage vehicles to use any local road within the district, subject to the requirements of any relevant Council Policy as set and amended from time to time that specifies approved routes and conditions listed therein.

## DS021- Temporary Road Closures

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Sections 3.50, 3.50A and 3.51
2. Local Government Functions and General Regulations 1996, Regulations 4, 5 and 6
3. Road Traffic (Events on Roads) Regulations 1991

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of a thoroughfare, and to undertake the necessary action for the closure of thoroughfares to vehicles:

1. In cases of emergency;
2. Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally;
3. For the conduct of an Event in accordance with the *Road Traffic (Events on Roads) Regulations 1991*; and
4. Where the Council is undertaking repair and maintenance works to a thoroughfare,

Subject to:

- a) Having regard for the requirements of Sections 3.50 and 3.50A of the *Local Government Act 1995*, and for Clauses 4, 5 and 6 of the *Local Government (Functions and General) Regulations 1996*.
- b) The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of duty.

## DS022 - Revocation of Temporary Road Closure to Vehicles

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 3.50(6)

The Chief Executive Officer is delegated authority to revoke an order to close a thoroughfare subject to the provisions of Section 3.50(6) of the *Local Government Act 1995*.

## DS023 - Private Works

Date Adopted:	August 2017
Date Last Reviewed:	June 2016

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	Private works to be approved by the CEO.

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
---------------------

The Chief Executive Officer is delegated authority to approve all Private Works in accordance with any relevant Council policy and rates and charges as set by Council.



## DS024 - Private Works On, Over or Under Public Places

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)
2. Local Government Act, Schedule 9.1(8)
3. Local Government (Uniform Provisions) Regulations, Regulation 17

The Chief Executive Officer is delegated authority to:

1. Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission, subject to the requirements of Regulation 17 of the *Local Government (Uniform Provisions) Regulations 1996*.
2. Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
3. Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
4. Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued, subject to notification being given to Council prior to legal action commencing.

## DS025 - Gates and Other Devices Across Thoroughfares

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3),
2. Local Government Act, Schedule 9.1(5)
3. Local Government Act, Schedule 3.1
4. Local Government (Uniform Provisions) Regulations, Regulation 9

The Chief Executive Officer is delegated authority to:

1. Grant permission to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission, subject to:
  - a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
  - b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
2. Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
3. Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
4. Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

## DS026 - Plans, Thoroughfares Levels and Alignments

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MW
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 3.52(4), 5.94 and 5.96

The Chief Executive Officer is delegated authority to keep plans of levels and alignments of public thoroughfares under the care, control and management of the Council and to ensure those plans are available for public inspection during office hours subject to the requirements of Sections 3.52(4), 5.94 and 5.96 of the *Local Government Act 1995*.

## DS027 - Excavation on Public Thoroughfares

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)
2. Local Government Act, Schedule 9.1(6)
3. Local Government (Uniform Provisions) Regulations, Regulation 11

The Chief Executive Officer is delegated authority to:

1. Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission, subject to the requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*;
2. Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
3. Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
4. Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

## DS028 - Crossing from Public Thoroughfare to Private Land or Private Thoroughfare

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government (Uniform Provisions) Regulations, Regulations 12, 13 and 14
2. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3)
3. Local Government Act, Schedule 9.1(7)

The Chief Executive Officer is delegated authority to:

1. Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval, subject to the requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.
2. Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
3. Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
4. Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued, subject to notification being given to Council prior to legal action commencing.
5. Issue a notice under Regulation 13(1) of the *Local Government (Uniform Provisions) Regulations 1996* to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to the requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

## DS029 - Bonds for Uncompleted Works

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995

Legal (Subsidiary):
---------------------

The Chief Executive Officer is delegated authority to determine the value of and conditions associated with the lodgement of cash bonds or other performance bonds for uncompleted works associated with the subdivision or development of land and to approve the return or payment of such bonds upon the completion of the works or event or any relevant Council policy.

## LAW, ORDER AND PUBLIC SAFETY

### LO001 - Bushfires Act 1954 - Authorised Persons

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):

1. Bushfires Act 1954, Sections 38, 59(3), 59(5), 59A(2)
2. Bushfires Infringement Regulations, Regulation 4

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to perform the specified duties under the *Bushfires Act 1954*, subject to:

1. A Schedule of Authorisations being submitted to Council from time to time; and
2. The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## LO002 - Cat Act 2011 - Authorised Persons

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

<p>Legal (Parent):</p> <p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>Cat Act 2011, section 44 Delegation by local government.</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <p>Cat Act 2011, section 45 Delegation by CEO of local government</p>
---

<p>Legal (Subsidiary):</p> <ul style="list-style-type: none"> <li>Cat Act 2011, section 48 Authorised persons</li> </ul>
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### Description of Functions Delegated

Council delegates its authority and power to:

1. Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act [s.48(1)].
2. Determine conditions on any authorisation [s.48(3)].
3. Cancel or vary an authorisation or a condition on an authorisation [s.48(4)].

Generally subject to:

- a) At least once each financial year, the CEO is required to circulate to Councillors a copy of the Shire of Three Springs Schedule of Authorisations.



## LO003 - Dog Act 1976 - Authorised Persons

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Dog Act 1976, Section 10AA.

Legal (Subsidiary):
1. Dog Act 1976, Sections 11, 29(1), 33E and 44(2)
2. Dog Regulations 2013.

The Chief Executive Officer is delegated authority to:

1. Appoint persons as Registration Officers and Authorised Officers under the *Dog Act 1976*;
2. Commence legal proceedings for offences against the *Dog Act 1976*; and
3. Appoint persons to represent the Shire in legal proceedings for offences against the *Dog Act 1976*.

The above delegations are subject to:

- a) a Schedule of Authorisations being submitted to Council from time to time; and
- b) the Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

## LO004 - Prohibited and Restricted Burning Times Variation

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Bushfires Act 1954, Section 17(10).
2. Bushfires Act 1954, Section 18(5c)

Legal (Subsidiary):
1. Bushfires Act 1954, Section 17(7) and (8)
2. Bushfires Act 1954, Section 18(5) and (5C)

Council delegates its authority and power to the President and Chief Bush Fire Control Officer jointly to-

1. Vary the prohibited burning times within the district of the Shire of Three Springs, subject to-
  - a) The appropriate notice being given as required by Section 17(8) of the *Bushfires Act 1954*.
2. Vary the restricted burning times within the district of the Shire of Three Springs-
  - b) The appropriate notice being given as required by Section 18(5C) of the *Bushfires Act 1954*.

Provided that the Officer in Charge of the Department of Parks and Wildlife (DPaW) is consulted before the authority under this delegation is exercised.

## LO005 - Notices of Legal Proceedings-Bush Fires

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Bushfires Act 1954 s.59 (3)

Legal (Subsidiary):
---------------------

The Chief Executive Officer is delegated authority to:

1. Commence legal proceedings pursuant to offences against the *Bush Fires Act 1954*; and
2. Engage independent professional advice, including legal advice, where a decision made by the Council, or a condition or conditions associated with that decision, is substantially different from the Responsible Officer's recommendation.

## LO006 - Bushfires Act 1954 - Powers and Duties

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Bushfires Act 1954, Section 48.

Legal (Subsidiary):
.

The Chief Executive Officer is delegated authority to perform all the functions and duties of the local government under the *Bushfires Act 1954* subject to-

1. This power and authority cannot be sub-delegated by virtue of Section 48(3) of the *Bushfires Act, 1954*.
  - a) The exclusion of powers and duties that:
    - i. Are prescribed in the Act that require a resolution by the local government
    - ii. Are prescribed in the Act for performance by prescribed offices.
2. Where the exercise of authority relates to the determination of firebreaks in alternative positions, or alternative action to abate fire hazards, the CEO shall liaise with the Chief Bushfire Control Officer on each specific variation request.

## LO007 - Dog Act 1976-Infringements

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO, MWS, ESR
Chief Executive Instruction/Procedure:	

Legal (Parent):
<ol style="list-style-type: none"> <li>1. Local Government Act (1995) &amp; Dog Local Laws</li> <li>2. Dog Act (1976)</li> </ol>

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to commence proceedings against a person who is reported to have:

1. Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;
2. Damaged a Municipal Pound; or
3. Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound.

In all cases where the Chief Executive Officer instructs Council's solicitors to commence proceedings, the Chief Executive Officer shall report particulars to the next succeeding Council meeting.

## LO008 - Litter Act - Withdrawal of Infringement Notices

Date Adopted:	December 2021
Date Last Reviewed:	December 2021
Policy Reference:	

Delegate:	CEO
Sub-Delegated:	DCEO
Chief Executive Instruction/Procedure:	

Legal (Parent): 1. Litter Act 1979, Section 30(4a).
--

Legal (Subsidiary): 1. Litter Regulations 1981.
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The Chief Executive Officer is delegated authority to withdraw infringement notices under the *Litter Act, 1979*.

Shire of Three Springs

Capital Works 2021-22

			Original Budget	Actual Cost	Remaining money	Variation	% Complete	Expected Completion Date	Actual Completion Date	Comment
1	Buildings	Staff House Capital	\$137,254.00	\$39,771.98	\$97,482.02		30%	Jun-22		Part of the Shires staff housing Capital Program
		Shire Building Capital	\$34,857.00	\$30,087.00	\$4,770.00		60%	Sep-21		Part of the Shires staff Building Capital Program
8	Infrastructure - Parks & Oval	Skate Park revamp	\$30,000.00	\$30,515.50		-\$515.50	95%	Oct-21	Oct-21	According to the Strategic Community Plan community consultation, 100% of the community ranked playgrounds as either very important or moderately important. The Skate Park is 20 years old, and is in need of upgrading. The company that did the original installation is no longer in operation. This has made sourcing spare parts difficult, as most skate parks are now constructed using concrete.
10	Infrastructure - Roads	Sunset Road SLK 0-5100	\$90,620.00	\$0.00	\$90,620.00	\$0.00	0%	Apr-22		The project will consist of drainage reformation and gravel Re-sheet (100mm) with gravel sourced from gravel pit on Nebro road. Sunset road is part of The Strategic Resource Plan 2016-2031 priorities a number of roads currently utilised as grain freight routes resulting in an increased frequency of maintenance and renewal and is funded through Roads to Recovery.
11	Infrastructure - Roads	McKenzie Road ( Talc Lookout)	\$45,600.00	\$0.00	\$45,600.00	\$0.00	0%	May-22		The project will consist of drainage reformation and gravel Re-sheet (100mm) with gravel sourced from gravel pit on Nebro road. Mckenzie road is part of The Strategic Resource Plan 2016-2031 priorities a number of roads currently utilised as grain freight routes resulting in an increased frequency of maintenance and renewal and is funded through Roads to Recovery.
12	Infrastructure - Roads	Lynch Road SLK 3520-11210	\$156,876.00	\$8,200.00	\$148,676.00	\$0.00	5%	Feb-22		The project will consist of drainage reformation and gravel Re-sheet (200mm) with gravel sourced from gravel pit on Nebro road. Lynch road is part of The Strategic Resource Plan 2016-2031 priorities a number of roads currently utilised as grain freight routes resulting in an increased frequency of maintenance and renewal and is funded through Roads to Recovery.
13	Infrastructure - Roads	Morawa Road SLK 24.50-29.86	\$300,000.00	\$238,156.67	\$61,843.33	\$0.00	79%	Dec-21	Dec-21	This Project funded as part of the Regional Road Group and is part of the shires Regional Roads Resealing 15 year plan. The scope of works is box out shoulders and reform reseal 14mm full length.
14	Infrastructure - Roads	Arrino South Road SLK 9.75-13.96	\$300,000.00	\$103,702.49	\$196,297.51	\$0.00	34%	Dec-21		This Project funded as part of the Regional Road Group and is part of the shires Regional Roads Resealing 15 year plan. The scope of works is to Cement stabilize SLK 10.17-10.26, 9.75 - 10.07, reseal 14mm full length.
15	Infrastructure - Roads	Dudawa Road SLK 3.53-8.39	\$300,000.00	\$55,754.00	\$244,246.00	\$0.00	18%	Dec-21		This Project funded as part of the Regional Road Group and is part of the Shires Regional Roads Resealing 15 year plan. The scope of works is to reform bend SLK 7.75-8.10and reseal to 8 mt, Install new culvert at SLK 8.25 and reseal 14mm full length.
18	Infrastructure - Drainage	Drainage & Kerbing	\$59,125.00		\$59,125.00		0%	Apr-22		This project is to replace kerb on various streets in town
20	Plant & equipment	Ride on Mower	\$35,000.00	\$31,806.36	\$3,193.64		100%	Oct-21	Oct-21	As per the Plant Replacement Schedule for the period 2016-2026
21	Plant & equipment	Plant Trailer	\$18,000.00	\$507.56	\$17,492.44		90%	Mar-02	Oct-21	As per the Plant Replacement Schedule for the period 2016-2026
22	Plant & equipment	Building Maintenance Trailer	\$12,000.00	\$0.00	\$12,000.00		0%	Mar-22	Oct-21	As per the Plant Replacement Schedule for the period 2016-2026
23	Plant & equipment	Loader	\$300,000.00	\$0.00	\$300,000.00		0%	Feb-22		As per the Plant Replacement Schedule for the period 2016-2026
	Grant Funding									
5	Infrastructure - Parks & Oval	Love Locks	\$32,370.00	\$251.07	\$32,118.93		0%	Mar-22		This project is to replace plumbing system and install monitoring boars
6	Infrastructure - Parks & Oval	Dominican Park	\$160,000.00	\$161,311.35	-\$1,311.35	-\$36,311.35	100%	Oct-21	Oct-21	This Project is to construct a BMX track, get water and power connected and to construct off street parking
9		Upgrade Glyde street Standpipe	\$10,684.00	\$23,776.31	-\$13,092.31	-\$13,092.31	100%	Oct-21	Oct-21	
	Total		\$2,011,702.00	\$700,063.98	\$1,312,153.52	-\$49,919.16				



## SHIRE OF THREE SPRINGS

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

#### TABLE OF CONTENTS

Monthly Summary Information	3 - 5
Key Terms and Descriptions - Statutory Reporting Programs	6
Statement of Financial Activity by Program	7
Key Terms and Descriptions - Nature or Type Descriptions	8
Statement of Financial Activity by Nature or Type	9
Note 1      Adjusted Net Current Assets	10
Note 2      Cash and Financial Assets	11
Note 3      Receivables	12
Note 4      Other Current Assets	13
Note 5      Payables	14
Note 6      Rating Revenue	15
Note 7      Disposal of Assets	16
Note 8      Capital Acquisitions	17
Note 9      Borrowings	20
Note 10     Reserves	21
Note 11     Other Current Liabilities	22
Note 12     Operating Grants and Contributions	23
Note 13     Non-Operating Grants and Contributions	24
Note 14     Bonds & Depoits and Trust Fund	25
Note 15     Explanation of Material Variances	26
Note 16     Budget Amendments	27



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**Items of Significance**

The material variance adopted by the Shire for the 2021/22 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
<b>Significant Projects</b>					
Duffy's Store Redevelopment Initial Planning Costs	Unbudgeted	0	0	4,500	(4,500)
New Caterpilalr Loader	0%	300,000	0	0	0
Arrino West Road Sealed 2021-22 Reconstruct SLK 5300-81	Unbudgeted	0	0	139	(139)
Sunset Road (R2R) 2021-22 Gravel Sheet SLK 0-5100	0%	90,620	0	0	0
McKenzie Road (R2R) 2021-22 Gravel resheet SLK 0-3800	0%	45,600	0	0	0
Dudawa Road Sealed 2021-22 SLK 3.53 - 8.39	8%	300,000	199,996	23,192	176,804
Arrino South Road Sealed 2021-22 SLK 9.75-13.96	17%	300,000	199,996	52,384	147,612
Three Springs-Morawa Rd (R2R)	Unbudgeted	0	0	6,400	(6,400)
Skate Park	97%	30,000	29,994	28,980	1,014
Lovelock Soak Plumbings	1%	32,370	0	251	(251)
Dominican Park	101%	160,000	159,996	161,311	(1,315)
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	66%	841,291	353,345	558,689	205,344
Non-operating Grants, Subsidies and Contributions	25%	1,206,785	229,190	305,283	76,093
	42%	2,048,076	582,535	863,972	281,437
Rates Levied	100%	2,237,195	2,237,194	2,237,963	769

% Compares current ytd actuals to annual budget

		Prior Year 30 November 2020	Current Year 30 November 2021
<b>Financial Position</b>			
Adjusted Net Current Assets	75%	\$ 2,232,203	\$ 1,676,299
Cash and Equivalent - Unrestricted	82%	\$ 2,051,081	\$ 1,675,491
Cash and Equivalent - Restricted	113%	\$ 1,862,272	\$ 2,112,181
Receivables - Rates	81%	\$ 438,961	\$ 356,460
Receivables - Other	87%	\$ 38,982	\$ 33,731
Payables	154%	\$ 48,885	\$ 75,180

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

## **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 November 2021  
Prepared by: Rajinder Sunner (DCEO)  
Reviewed by: Keith Woodward (CEO)

## **BASIS OF PREPARATION**

### **REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

## **SIGNIFICANT ACCOUNTING POLICIES**

### **GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

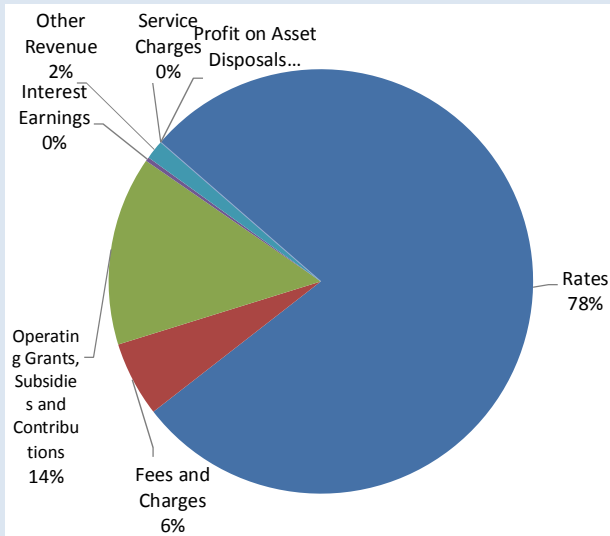
### **ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

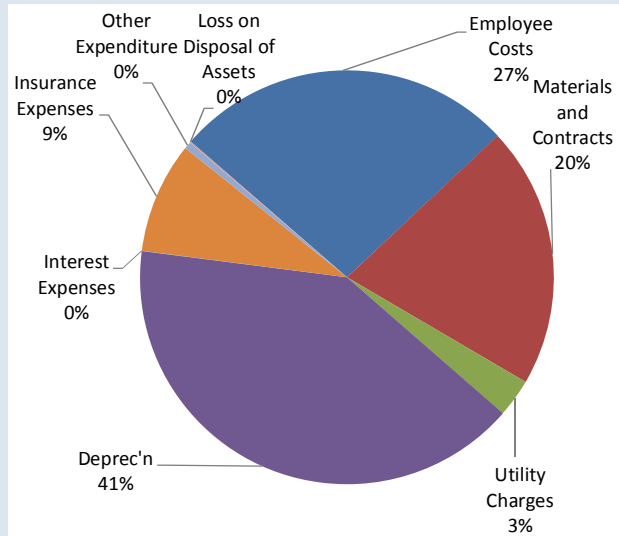
**SHIRE OF THREE SPRINGS**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**SUMMARY GRAPHS**

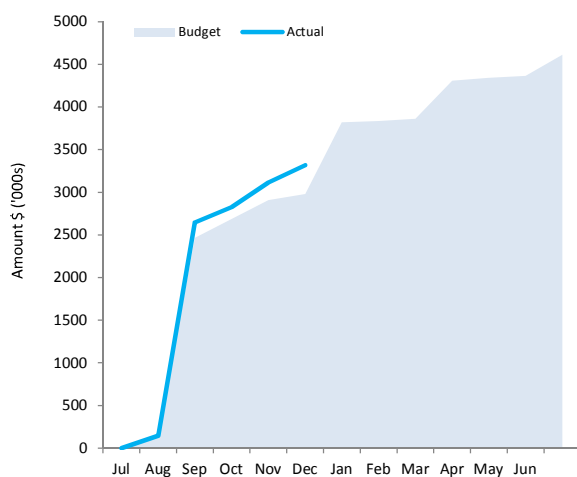
**OPERATING REVENUE**



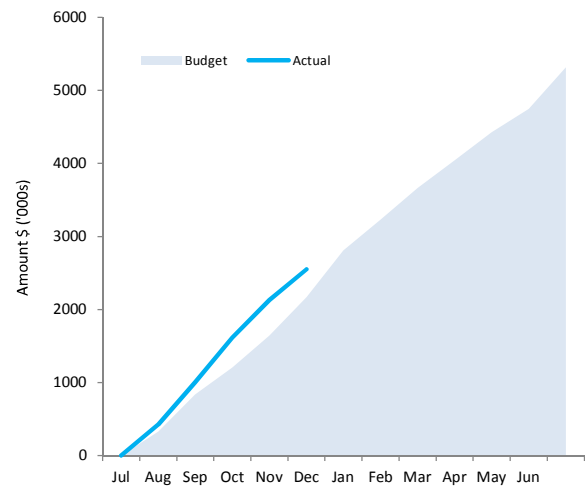
**OPERATING EXPENSES**



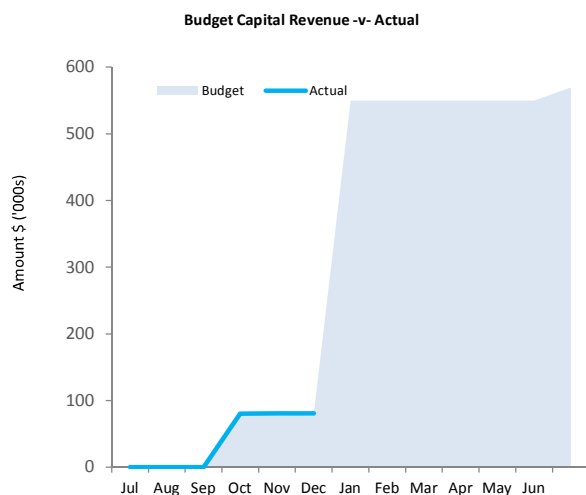
**Budget Operating Revenues -v- Actual**



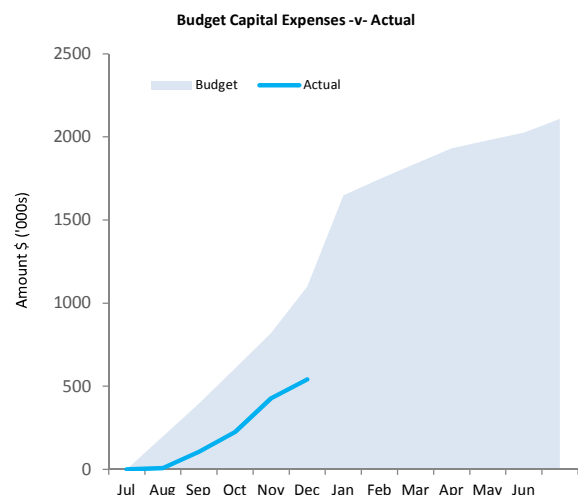
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<p><b>GOVERNANCE</b></p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p><b>ACTIVITIES</b></p> <p>Administration and operation of facilities to members of council: Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p><b>GENERAL PURPOSE FUNDING</b></p> <p>To collect revenue to fund the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b></p> <p>To ensure a safer community in which to live.</p>	<p>Supervision of various local laws, fire prevention, emergency services and animal control.</p>
<p><b>HEALTH</b></p> <p>To provide an operational framework for good community health.</p>	<p>'Food quality and pest control, maintenance of child health centre, medical centre, dental clinic and administration of group health scheme.</p>
<p><b>EDUCATION AND WELFARE</b></p> <p>To support the needs of the community in education and welfare.</p>	<p>Assistance to Day Care Centre, Playgroup, Youth activities and other voluntary services.</p>
<p><b>HOUSING</b></p> <p>Provide adequate housing to attract and retain staff and non-staff.</p>	<p>Maintenance of council owned staff and non-staff housing.</p>
<p><b>COMMUNITY AMENITIES</b></p> <p>Provide services required by the community.</p>	<p>Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, rest centres, storm water drainage and FM radio retransmitter.</p>
<p><b>RECREATION AND CULTURE</b></p> <p>To establish and effectively manage infrastructure and resources that help the social wellbeing of the community.</p>	<p>Maintenance of the swimming pool, recreation centre, library, parks, gardens and reserves.</p>
<p><b>TRANSPORT</b></p> <p>To provide effective and efficient transport services to the community.</p>	<p>Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic lights, cycleways, depot maintenance and airstrip maintenance.</p>
<p><b>ECONOMIC SERVICES</b></p> <p>To help promote the Shire and improve its economic wellbeing.</p>	<p>The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes.</p>
<p><b>OTHER PROPERTY AND SERVICES</b></p> <p>To monitor and control overheads and operating accounts.</p>	<p>Private works operations, plant repairs and operations and engineering costs.</p>

SHIRE OF THREE SPRINGS  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

		Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	Note	\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	478,209	412,740	412,740	412,740	0	0%		
Revenue from operating activities									
Governance		40,600	40,600	5,200	11,994	6,794	131%	▲	
General Purpose Funding - Rates	6	2,237,195	2,237,195	2,237,194	2,237,963	769	0%	▲	
General Purpose Funding - Other		575,554	575,554	147,668	345,388	197,720	134%	▲	\$
Law, Order and Public Safety		41,513	41,513	10,517	34,563	24,046	229%	▲	\$
Health		77,500	81,344	71,090	67,488	(3,602)	(5%)	▼	
Education and Welfare		2,000	2,000	998	275	(723)	(72%)	▼	
Housing		82,700	82,700	32,664	41,182	8,518	26%	▲	
Community Amenities		112,720	112,720	101,757	85,347	(16,410)	(16%)	▼	\$
Recreation and Culture		15,168	15,168	4,400	7,646	3,246	74%	▲	
Transport		121,990	121,990	119,580	124,806	5,226	4%	▲	
Economic Services		4,000	4,000	3,081	17,753	14,672	476%	▲	\$
Other Property and Services		90,000	90,000	15,413	37,329	21,916	142%	▲	\$
		3,400,940	3,404,784	2,749,562	3,011,733				
Expenditure from operating activities									
Governance		(601,153)	(577,153)	(220,283)	(200,433)	19,850	9%	▲	
General Purpose Funding		(115,336)	(115,336)	(47,210)	(48,221)	(1,011)	(2%)	▼	
Law, Order and Public Safety		(217,629)	(217,629)	(92,058)	(98,279)	(6,221)	(7%)	▼	
Health		(262,075)	(285,919)	(77,958)	(128,517)	(50,559)	(65%)	▼	\$
Education and Welfare		(132,404)	(132,404)	(53,581)	(27,499)	26,082	49%	▲	\$
Housing		(268,340)	(268,340)	(99,634)	(126,169)	(26,535)	(27%)	▼	\$
Community Amenities		(430,480)	(430,480)	(186,912)	(100,572)	86,340	46%	▲	\$
Recreation and Culture		(1,237,099)	(1,237,099)	(538,594)	(440,917)	97,677	18%	▲	\$
Transport		(1,758,306)	(1,713,306)	(693,871)	(1,140,811)	(446,940)	(64%)	▼	\$
Economic Services		(297,751)	(297,751)	(125,693)	(124,966)	727	1%	▲	
Other Property and Services		(28,300)	(42,300)	(33,464)	(114,642)	(81,178)	(243%)	▼	\$
		(5,348,874)	(5,317,718)	(2,169,258)	(2,551,026)				
Operating activities excluded from budget									
Add back Depreciation		1,844,742	1,844,742	737,875	1,036,131	298,256	40%	▲	\$
Adjust (Profit)/Loss on Asset Disposal	7	2,307	2,307	0	2,313	2,313		▲	
Movement in Leave Reserve (Added Back)		553	553	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		(100,332)	(65,332)	1,318,179	1,499,151				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	13	1,206,785	1,206,785	229,190	305,283	76,093	33%	▲	\$
Proceeds from Disposal of Assets	7	80,000	80,000	0	545	545		▲	
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(240,821)	(240,821)	(131,378)	(80,267)	51,111	39%	▲	\$
Plant and Equipment	8	(382,500)	(382,500)	(78,500)	(43,211)	35,289	45%	▲	\$
Furniture and Equipment	8	0	0	0	0	0			
Infrastructure Assets - Roads	8	(1,193,096)	(1,193,096)	(699,986)	(226,659)	473,327	68%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
Infrastructure Assets - Parks and Ovals	8	(187,370)	(222,370)	(189,990)	(191,283)	(1,293)	(1%)	▼	
Infrastructure Assets - Airfield	8	0	0	0	0	0			
Amount attributable to investing activities		(717,002)	(752,002)	(870,664)	(235,592)				
Financing Activities									
Proceeds from New Debentures	9	80,000	80,000	80,000	80,000	0	0%		
Repayment of Debentures	9	(61,835)	(61,835)	0	0	0			
Repayment of Lease Financing	9	0	0	0	0	0			
Advances to Community Groups		(80,000)	(80,000)	(80,000)	(80,000)	0	0%		
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		39,938	39,938	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
Transfer from Reserves	10	369,522	369,522	0	0	0			
Transfer to Reserves	10	(8,500)	(8,500)	0	0	0			
Amount attributable to financing activities		339,125	339,125	0	0				
Closing Funding Surplus(Deficit)	1	(0)	(65,469)	860,255	1,676,299				

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

## SHIRE OF THREE SPRINGS

### KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2021

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF THREE SPRINGS  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus (Deficit)</b>	1	478,209	412,740	412,740	412,740	0	0%		
<b>Revenue from operating activities</b>									
Rates	6	2,237,195	2,237,195	2,237,194	2,237,963	769	0%	▲	
Operating Grants, Subsidies and Contributions	12	837,447	841,291	353,345	558,689	205,344	58%	▲	S
Fees and Charges		218,620	218,620	130,736	163,917	33,181	25%	▲	S
Service Charges		0	0	0	0	0			
Interest Earnings		23,518	23,518	7,105	8,759	1,654	23%	▲	
Other Revenue		81,750	81,750	21,182	42,405	21,223	100%	▲	S
Profit on Disposal of Assets	7	2,410	2,410	0	0	0			
Gain FV Valuation of Assets		0	0	0	0	0			
		<b>3,400,940</b>	<b>3,404,785</b>	<b>2,749,562</b>	<b>3,011,733</b>				
<b>Expenditure from operating activities</b>									
Employee Costs		(1,561,778)	(1,572,778)	(653,917)	(679,128)	(25,211)	(4%)	▼	
Materials and Contracts		(1,495,417)	(1,455,261)	(561,126)	(521,243)	39,883	7%	▲	
Utility Charges		(174,600)	(174,600)	(70,353)	(76,470)	(6,117)	(9%)	▼	
Depreciation on Non-Current Assets		(1,844,742)	(1,844,742)	(737,875)	(1,036,131)	(298,256)	(40%)	▼	S
Interest Expenses		(2,678)	(2,678)	0	347	347		▲	
Insurance Expenses		(152,967)	(152,967)	(127,479)	(221,653)	(94,174)	(74%)	▼	S
Other Expenditure		(111,975)	(109,975)	(18,508)	(14,435)	4,073	22%	▲	
Loss on Disposal of Assets	7	(4,717)	(4,717)	0	(2,313)	(2,313)		▼	
Loss FV Valuation of Assets		0	0	0	0	0			
		<b>(5,348,874)</b>	<b>(5,317,718)</b>	<b>(2,169,258)</b>	<b>(2,551,026)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		1,844,742	1,844,742	737,875	1,036,131	298,256	40%	▲	S
Adjust (Profit)/Loss on Asset Disposal	7	2,307	2,307	0	2,313	2,313		▲	
Movement in Leave Reserve (Added Back)		553	553	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>(100,332)</b>	<b>(65,331)</b>	<b>1,318,179</b>	<b>1,499,151</b>				
<b>Investing activities</b>									
Non-Operating Grants, Subsidies and Contributions	13	1,206,785	1,206,785	229,190	305,283	76,093	33%	▲	S
Proceeds from Disposal of Assets	7	80,000	80,000	0	545	545		▲	
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(240,821)	(240,821)	(131,378)	(80,267)	51,111	39%	▲	S
Plant and Equipment	8	(382,500)	(382,500)	(78,500)	(43,211)	35,289	45%	▲	S
Furniture and Equipment	8	0	0	0	0	0			
Infrastructure Assets - Roads	8	(1,193,096)	(1,193,096)	(699,986)	(226,659)	473,327	68%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
Infrastructure Assets - Parks and Ovals	8	(187,370)	(222,370)	(189,990)	(191,283)	(1,293)	(1%)	▼	
Infrastructure Assets - Airfield	8	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(717,002)</b>	<b>(752,002)</b>	<b>(870,664)</b>	<b>(235,592)</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		80,000	80,000	80,000	80,000	0	0%		
Repayment of Debentures	9	(61,835)	(61,835)	0	0	0			
Repayment of Lease Financing	9	0	0	0	0	0			
Advances to Community Groups		(80,000)	(80,000)	(80,000)	(80,000)	0	0%		
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal	9	39,938	39,938	0	0	0			
Transfer from Reserves	10	369,522	369,522	0	0	0			
Transfer to Reserves	10	(8,500)	(8,500)	0	0	0			
<b>Amount attributable to financing activities</b>		<b>339,125</b>	<b>339,125</b>	<b>0</b>	<b>0</b>				
<b>Closing Funding Surplus (Deficit)</b>	1	<b>(0)</b>	<b>(65,468)</b>	<b>860,255</b>	<b>1,676,299</b>				

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.



## ADJUSTED NET CURRENT ASSETS

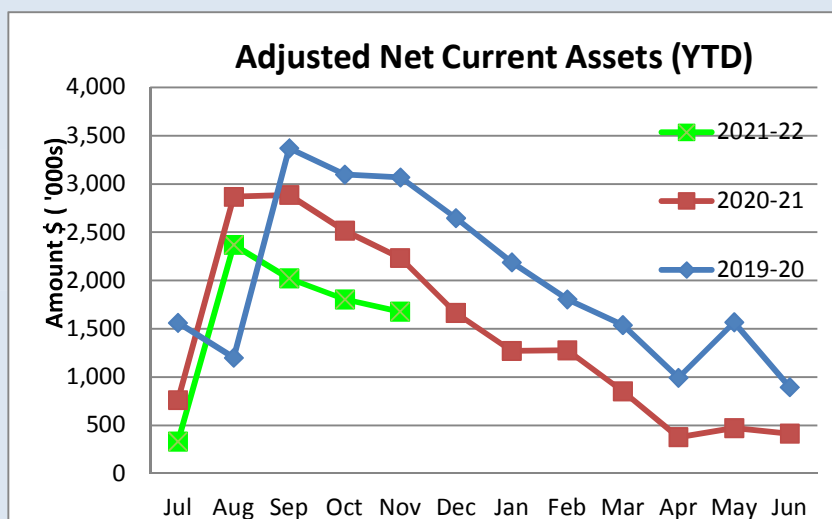
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 30/11/2020	Year to Date Actual 30/11/2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	724,025	2,051,081	1,675,491
Cash Restricted - Reserves	2	2,112,181	1,862,272	2,112,181
Cash Restricted - Bonds & Deposits	2	680	1,572	5,649
Receivables - Rates	3	49,011	438,961	356,460
Receivables - Other	3	104,334	38,982	33,731
Other Assets Other Than Inventories	4	3,194	0	0
Inventories	4	2,305	4,220	1,554
		2,995,730	4,397,088	4,185,065
<b>Less: Current Liabilities</b>				
Payables	5	(225,592)	(48,885)	(75,180)
Contract Liabilities	11	(88,136)	(167,561)	(159,883)
Bonds & Deposits	14	(100,857)	(100,776)	(105,298)
Loan and Lease Liability	9	(21,897)	(21,065)	(21,897)
Provisions	11	(193,700)	(122,394)	(193,700)
		(630,182)	(460,681)	(555,958)
Less: Cash Reserves	10	(2,112,181)	(1,862,272)	(2,112,181)
Add Back: Component of Leave Liability not Required to be funded		137,477	137,003	137,477
Add Back: Loan and Lease Liability		21,897	21,065	21,897
Less : Loan Receivable - clubs/institutions		0	0	0
<b>Net Current Funding Position</b>		<b>412,740</b>	<b>2,232,203</b>	<b>1,676,299</b>

## SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

## KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD****Surplus(Deficit)****\$1.68 M****Last Year YTD****Surplus(Deficit)****\$2.23 M**

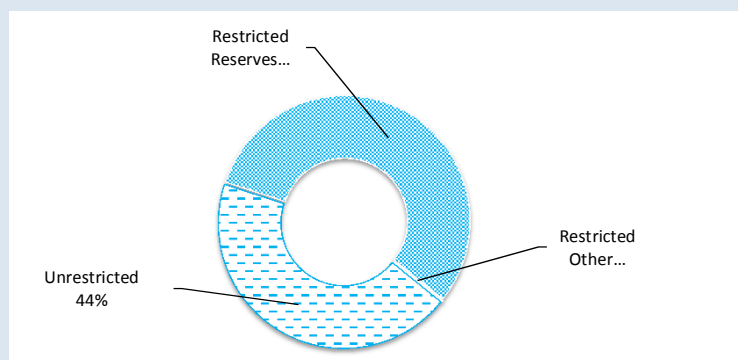
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash On Hand - Admin	27			27	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Bank Account - NAB	(354)			(354)	NAB	0.10%	Ongoing
Municipal Bank Account - CBA	211,665			211,665	CBA	0.10%	Ongoing
Police Licensing Bank Account - NAB			0	0	NAB	Variable	Ongoing
Police Licensing Account - CBA			5,649	5,649	CBA	Variable	Ongoing
Trust Cash at Bank			0	0	NAB	Variable	Ongoing
<b>Term Deposits</b>							
Cash at Bank Grant Holding A/C Muni - NAB	0			0	NAB	0.10%	Ongoing
Municipal Investment Bank Account (Maxi) - N	0			0	NAB	0.10%	Ongoing
Business Maximiser Account - CBA	1,464,153			1,464,153	CBA	0.10%	Ongoing
Cash Deposit Account CDA Investment - CBA		2,112,181		2,112,181	CBA	0.40%	31/12/2021
<b>Investments</b>							
<b>Total</b>	<b>1,675,491</b>	<b>2,112,181</b>	<b>5,649</b>	<b>3,793,321</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
<b>\$3.79 M</b>	<b>\$2.11 M</b>

# SHIRE OF THREE SPRINGS

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2021

## OPERATING ACTIVITIES NOTE 3 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	30 Nov 21
	\$	\$
Opening Arrears Previous Years	76,668	76,633
Levied this year	2,215,050	2,311,112
Less Collections to date	(2,215,086)	(2,003,663)
Equals Current Outstanding	76,633	384,081
<b>Net Rates Collectable</b>	<b>76,633</b>	<b>384,081</b>
% Collected	96.66%	83.91%

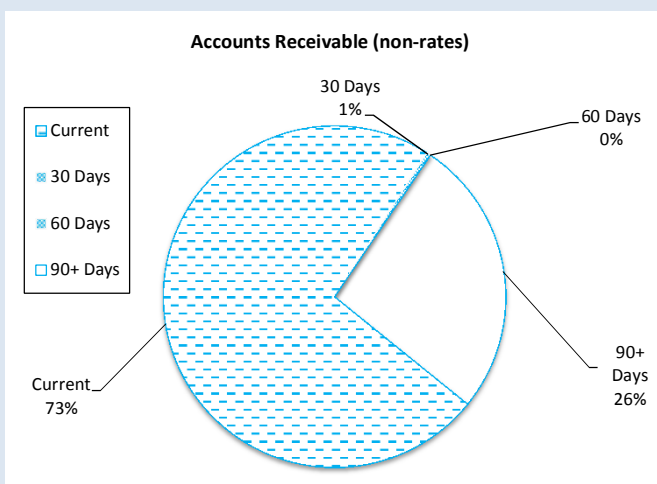
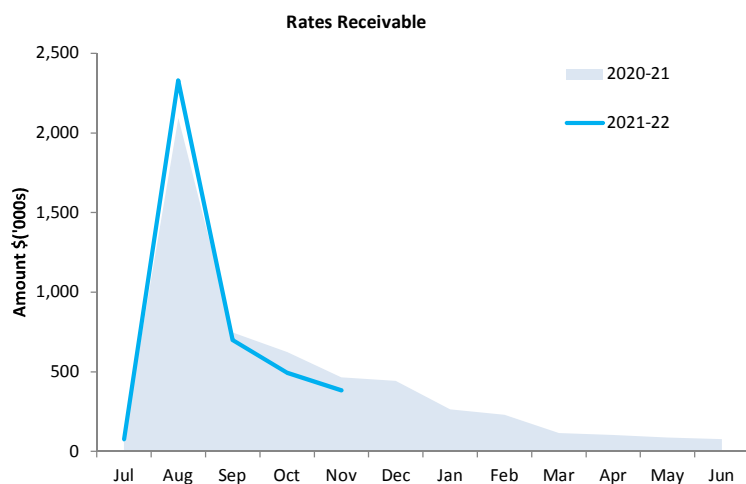
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	14,809	80	0	5,334	20,223
Percentage	73%	0%	0%	26%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					20,223
Receivables - Other					13,507
<b>Total Receivables General Outstanding</b>					<b>33,731</b>
Amounts shown above include GST (where applicable)					

### KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

### SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



### Debtors Due

**\$33,731**

### Over 30 Days

**27%**

### Over 90 Days

**26%**

### Collected

**84%**

### Rates Due

**\$384,081**

	Opening Balance 1 Jul 2021	Asset Increase	Asset Reduction	Closing Balance 30 Nov 2021
<b>Other Current Assets</b>	\$	\$	\$	\$
<b>Other Financial Assets at Amortised Cost</b>				
Financial assets at amortised cost - self supporting loans	0	80,000	0	80,000
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	2,305	0	(751)	1,554
Land held for resale	0	0	0	0
<b>Accrued income and prepayments</b>				
Accrued income and prepayments	3,194	0	(3,194)	0
<b>Contract assets</b>				
Contract assets	0	0	0	0
<b>Total Other Current assets</b>				<b>81,554</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### KEY INFORMATION

##### Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

##### Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

##### CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

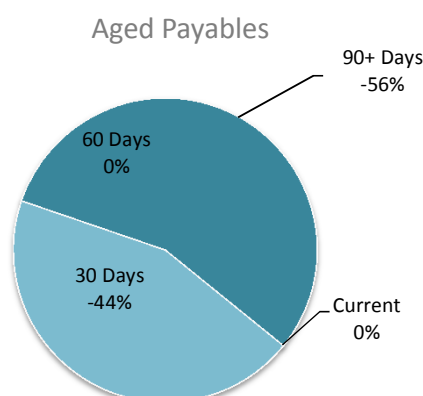
OPERATING ACTIVITIES  
NOTE 5  
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	0	(209)	0	(262)	(470)
Percentage	0%	44.4%	0%	55.6%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					(4,249)
Other creditors					44,768
Accruals/Income in Advance					5,134
ATO liabilities					29,526
Other accruals/payables					0
<b>Total Payables General Outstanding</b>					<b>75,180</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

- Current
- 30 Days
- 60 Days
- 90+ Days



Creditors Due

**\$75,180**

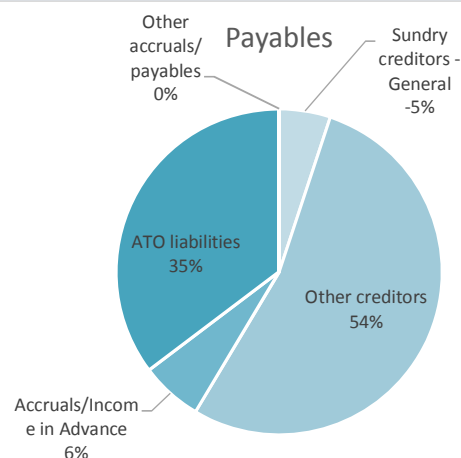
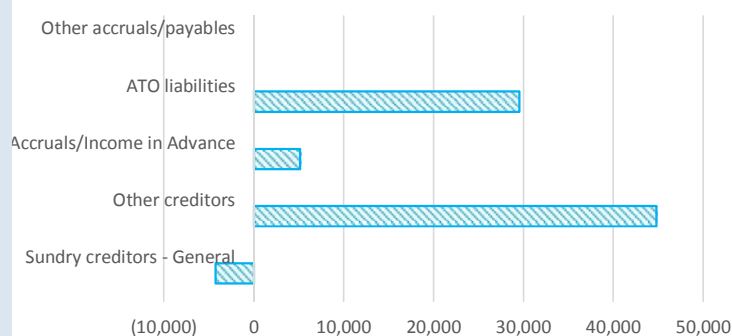
Over 30 Days

**100%**

Over 90 Days

**55.6%**

Payables



## SHIRE OF THREE SPRINGS

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2021

## OPERATING ACTIVITIES

## NOTE 6

## RATE REVENUE

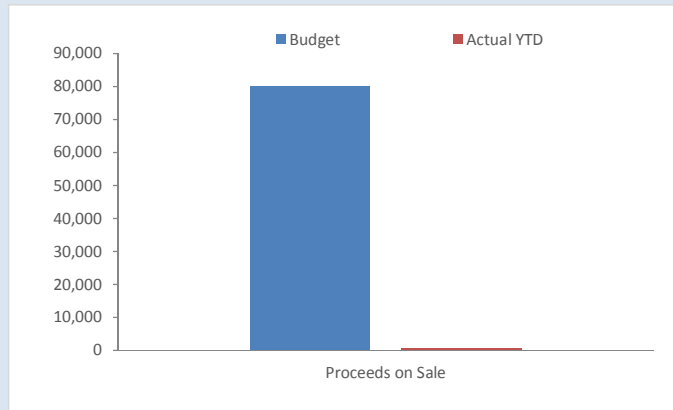
RATE TYPE	Rate in	Number of Properties	Rateable Value	Budget				YTD Actual			
				Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
GRV Residential	0.123195	206	2,021,136	248,994	0	0	248,994	248,993.82	0	0	248,994
GRV Mining	0.123195	1	252,500	31,107	0	0	31,107	31,106.74	0	0	31,107
<b>Unimproved valuations</b>											
UV Rural and Arrino Town	0.013861	183	138,087,000	1,914,024	0	0	1,914,024	1,914,023.94	1,608	0	1,915,632
UV Mining	0.013861	5	253,954	3,520	0	0	3,520	3,520.06	0	0	3,520
<b>Sub-Totals</b>		<b>395</b>	<b>140,614,590</b>	<b>2,197,645</b>	<b>0</b>	<b>0</b>	<b>2,197,645</b>	<b>2,197,645</b>	<b>1,608</b>	<b>0</b>	<b>2,199,252</b>
<b>Minimum Payment</b>											
	\$										
<b>Gross rental valuations</b>											
GRV Residential	470	20	13,439	9,400	0	0	9,400	9,400	0	0	9,400
GRV Mining	470	0	0	0	0	0	0	0	0	0	0
<b>Unimproved valuations</b>											
UV Rural and Arrino Town	470	23	330,950	10,810	0	0	10,810	10,810	0	0	10,810
UV Mining	470	22	210,533	10,340	0	0	10,340	10,340	0	0	10,340
<b>Sub-Totals</b>		<b>65</b>	<b>554,922</b>	<b>30,550</b>	<b>0</b>	<b>0</b>	<b>30,550</b>	<b>30,550</b>	<b>0</b>	<b>0</b>	<b>30,550</b>
		<b>460</b>	<b>141,169,512</b>	<b>2,228,195</b>	<b>0</b>	<b>0</b>	<b>2,228,195</b>	<b>2,228,195</b>	<b>1,608</b>	<b>0</b>	<b>2,229,802</b>
<b>Amount from General Rates</b>											
Ex-Gratia Rates							2,228,195				2,229,802
							9,000				8,161
<b>Total Rates</b>							<b>2,237,195</b>				<b>2,237,963</b>

## SHIRE OF THREE SPRINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Furniture and Equipment</b>									
FE006	New Ricoh Mpc6004Exsp Multi-Purposer Print	0	0			2,858	545		(2,313)
		0	0						
		0	0						
<b>Plant and Equipment</b>									
3096	Record Not Found								
3093	Record Not Found	0	0			0	0		
2814	Record Not Found	0	0			0	0		
2813	Record Not Found	0	0						
P500802	Caterpillar 2011 Loader 928Zq 2011(Ts5008)	74,717	70,000		(4,717)	0	0		
100	Toro Mower Gm 7200 72 S/D	7,590	8,000	410		0	0		
P7126	Custom Tilt Trailer To Suite Toro Mower	0	1,000	1,000		0	0		
P1416	Custom Built 8 X 5 Tandem Tradesman Trailer (	0	1,000	1,000.00		0	0		
		0	0			0	0		
		0	0			0	0		
		<b>82,307</b>	<b>80,000</b>	<b>2,410</b>	<b>(4,717)</b>	<b>2,858</b>	<b>545</b>	<b>0</b>	<b>(2,313)</b>

## KEY INFORMATION



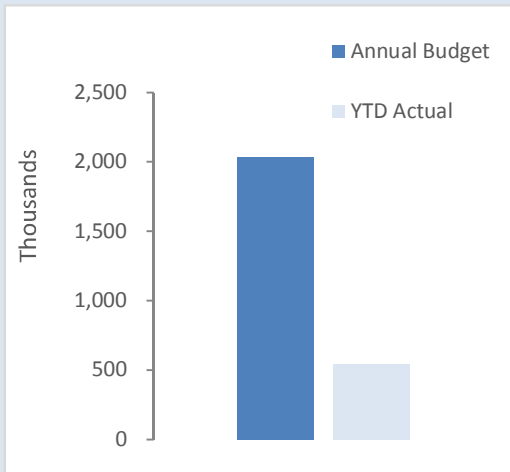
Proceeds on Sale		
Budget	YTD Actual	%
\$80,000	\$545	1%

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	240,821	131,378	240,821	80,267	(51,111)
Plant and Equipment	382,500	78,500	382,500	43,211	(35,289)
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	1,193,096	699,986	1,193,096	226,659	(473,327)
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Parks and Ovals	187,370	189,990	222,370	191,283	1,293
Infrastructure Assets - Airfield	0	0	0	0	0
<b>Capital Expenditure Totals</b>	<b>2,003,787</b>	<b>1,099,854</b>	<b>2,038,787</b>	<b>541,420</b>	<b>(558,434)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	1,206,785	229,190	1,206,785	305,283	76,093
Borrowings	80,000	80,000	80,000	80,000	0
Other (Disposals & C/Fwd)	80,000	0	80,000	545	545
Council contribution - Cash Backed Reserves					
Various Reserves	369,522	0	369,522	0	0
Council contribution - operations	267,480	790,664	302,480	155,592	(635,072)
<b>Capital Funding Total</b>	<b>2,003,787</b>	<b>1,099,854</b>	<b>2,038,787</b>	<b>541,420</b>	<b>(558,434)</b>

## SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

## KEY INFORMATION



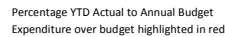
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.04 M</b>	<b>\$0.54 M</b>	<b>27%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.21 M</b>	<b>\$0.31 M</b>	<b>25%</b>



## INVESTING ACTIVITIES

### NOTE 8

## CAPITAL ACQUISITIONS

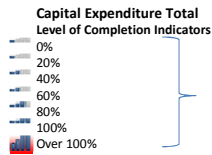


### Completion

Level of completion indicator, please see table at the top of this note for further detail.					Adopted		Amended		
		Balance Sheet Category		Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
Assets		Account Number			\$	\$	\$	\$	\$
Buildings									
Housing									
0.16		House - (Lot 74) 5 Gooch St - Building (Capital)	4090110	510	BC9002	(18,400)	(18,400)	0	(2,899)
0.64		House - (Lot 35) 47 Williamson St - Building (Capital)	4090110	510	BC9009	(30,770)	(30,770)	(20,514)	(19,831)
0.00		House - (Lot 157) 65 Carter St - Building (Capital)	4090110	510	BC9011	(17,200)	(17,200)	0	0
0.62		Unit 1 - 66A Williamson St - Building (Capital)	4090110	510	BC9015	(6,500)	(6,500)	0	(4,023)
0.36		House - (Lot 67) 19 Gooch St - Building (Capital)	4090110	510	BC9061	(31,200)	(31,200)	(31,200)	(11,365)
0.00		House - (Lot 173) 50 Carter St - Building (Capital)	4090110	510	BC9079	(9,400)	(9,400)	(9,399)	0
0.00		House - (Lot 214) 21 Franklin St - Building (Capital)	4090210	510	BC9003	(15,744)	(15,744)	0	0
0.46		House - (Lot 16) 30 Touche St (Child Care) - Building (Capital)	4090210	510	BC9052	(4,126)	(4,126)	(4,125)	(1,884)
0.00		House - (Lot 54) 17 Glyde St (LGCHP) - JV - Building (Capital)	4090210	510	BC9054	(3,914)	(3,914)	(3,912)	0
0.00		Kadathinni Unit 1 - (Lot 235) Carter St - Building (Capital)	4090310	510	BC90491	(1,200)	(1,200)	0	0
0.00		Kadathinni Unit 2 - (Lot 235) Carter St - Building (Capital)	4090310	510	BC90492	(1,200)	(1,200)	0	0
0.00		Kadathinni Unit 3 - (Lot 235) Carter St - Building (Capital)	4090310	510	BC90493	(5,400)	(5,400)	0	0
0.00		Kadathinni Unit 4 - (Lot 235) Carter St - Building (Capital)	4090310	510	BC90494	(5,400)	(5,400)	0	0
0.00		Kadathinni Unit 5 - (Lot 235) Carter St - Building (Capital)	4090310	510	BC90495	(7,570)	(7,570)	0	0
0.00		Kadathinni Unit 6 - (Lot 235) Carter St - Building (Capital)	4090310	510	BC90496	(5,400)	(5,400)	0	0
Total - Housing						(163,424)	(163,424)	(69,150)	(40,002)
									29,148
Recreation And Culture									
0.00		Swimming Pool - Mayrhofer Street - Building (Capital)	4110210	510	BC1104	(12,000)	(12,000)	0	0
0.02		Pavillion - Oval - Building (Capital) (NEW GYM)	4110310	510	BC1103	(6,937)	(6,937)	(6,936)	(149)
0.00		Sporting Club - Slaughter Street - Building (Capital) (AIR-CON)	4110310	510	BC1106	(3,960)	(3,960)	(3,960)	0
0.00		Westrail Building - Railway Road - Building (Capital)	4110710	510	BC013	(9,500)	(9,500)	(6,332)	0
Total - Recreation And Culture						(32,397)	(32,397)	(17,228)	(149)
									17,079
Economic Services									
1.00		Duffy's Store Redevelopment Intial Planning Costs	4130810	510	BC1021	0	0	0	(4,500)
0.74		Duffy Store Redevelopment 2021/22 Capex	4130810	510	BC1021A	(45,000)	(45,000)	(45,000)	(33,093)
1.00		Camp Storage Shed - Glyde Street - Building (Capital)	4130210	510	BC1136	0	0	0	(2,192)
Total - Economic Services						(45,000)	(45,000)	(45,000)	(39,785)
									5,215
Other Property & Services									
1.00		Admin Office - 132 Railway Rd - Building (Capital)	4140210	510	BC4002	0	0	0	(331)
1.00		Total - Other Property & Services				0	0	0	(331)
0.33		Total - Buildings				(240,821)	(240,821)	(131,378)	(80,267)
									51,111
Plant & Equipment									
Governance									
0.86		New Copier Ricoh IM C6000	4040130	530	CA001	(9,500)	(9,500)	(9,500)	(8,215)
Total - Governance						(9,500)	(9,500)	(9,500)	(8,215)
									1,285
Recreation & Culture									
0.34		HALLS - Plant & Equipment (Capital)	4110130	530		(8,000)	(8,000)	(4,000)	(2,682)
Total - Recreation & Culture						(8,000)	(8,000)	(4,000)	(2,682)
									1,318
Transport									
0.00		New Caterpilalr Loader	4120330	530	PA5008	(300,000)	(300,000)	0	0
0.91		New Ride on Mower	4120330	530	PA5020	(35,000)	(35,000)	(35,000)	(31,806)
0.03		Custom Made Trailer - Suit Toro Lawn Mower	4120330	530	PA7126	(18,000)	(18,000)	(18,000)	(508)
0.00		Custom made BOX Trailer	4120330	530	PA7223	(12,000)	(12,000)	(12,000)	0
Total - Transport						(365,000)	(365,000)	(65,000)	(32,314)
									32,686
0.11		Total - Plant & Equipment				(382,500)	(382,500)	(78,500)	(43,211)
									35,289
Infrastructure - Roads									
Transport									
1.00		Arrino West Road Sealed 2021-22 Reconstruct SLK 5300-8150	4120146	540	R2R005	0	0	0	(139)
0.00		Lynch Road 2021-22 Gravel resheet SLK 3520-11210	4120146	540	R2R014	(156,876)	(156,876)	0	0
0.00		Sunset Road (R2R) 2021-22 Gravel Sheet SLK 0-5100	4120146	540	R2R037	(90,620)	(90,620)	0	0
0.00		McKenzie Road (R2R) 2021-22 Gravel resheet SLK 0-3800	4120146	540	R2R056	(45,600)	(45,600)	0	0
0.08		Dudawa Road Sealed 2021-22 SLK 3.53 - 8.39	4120149	540	RRG002	(300,000)	(300,000)	(199,996)	(23,192)
0.17		Arrino South Road Sealed 2021-22 SLK 9.75-13.96	4120149	540	RRG006	(300,000)	(300,000)	(199,996)	(52,384)
1.00		Three Springs-Morawa Rd (R2R)	4120149	540	R2R106	0	0	0	(6,400)
1.00		Three Springs-Morawa Rd (RRG)	4120149	540	RRG106	0	0	0	(4,338)
0.47		Three Springs-Morawa Rd (RRG) 2020-21 SLK 24.50 - 29.86	4120149	540	RRG106A	(300,000)	(300,000)	(299,994)	(140,206)
Total - Transport						(1,193,096)	(1,193,096)	(699,986)	(226,659)
									473,327
0.19		Total - Infrastructure - Roads				(1,193,096)	(1,193,096)	(699,986)	(226,659)
									473,327
Infrastructure - Parks & Ovals									
Recreation And Culture									
0.97		Skate Park	4110370	570	PC005	(30,000)	(30,000)	(29,994)	(28,980)
1.00		Skate Park Capital Works	4110370	570	PC0031	0	0	0	(364)

SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS



Percentage YTD Actual to Annual Budget.  
Expenditure over budget highlighted in red.

% of

Completion

Level of completion indicator, please see table at the top of this note for further detail.

				Adopted		Amended		Total YTD	Variance (Under)/Over
Assets			Balance Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	
						\$	\$	\$	\$
0.01		Lovelock Soak Plumbings	4110370	570	PC006	(32,370)	(32,370)	0	(251)
1.01		Dominican Park	4110370	570	PC007	(125,000)	(160,000)	(159,996)	(161,311)
1.00		Entry Statements Capital Works	4110370	570	PC1018	0	0	0	(75)
		<b>Total - Recreation And Culture</b>				<b>(187,370)</b>	<b>(222,370)</b>	<b>(189,990)</b>	<b>(190,982)</b>
0.86		<b>Total - Infrastructure - Parks &amp; Ovals</b>				<b>(187,370)</b>	<b>(222,370)</b>	<b>(189,990)</b>	<b>(190,982)</b>
0.27		<b>Grand Total</b>				<b>(2,003,787)</b>	<b>(2,038,787)</b>	<b>(1,099,854)</b>	<b>(541,118)</b>
									<b>558,736</b>

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2021	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>													
Loan 160 - Swimming Pool	68,320	0	0	0	0	21,897	21,897	68,320	46,422	46,422	-347	2,459	2,459
	68,320	0	0	0	0	21,897	21,897	68,320	46,422	46,422	(347)	2,459	2,459
<b>Self supporting loans</b>													
<b>Recreation and Culture</b>													
Loan 161 - Bowling Green Resurface	0	80,000	80,000	80,000	0	39,938	39,938	80,000	40,062	40,062	0	218	218
	0	80,000	80,000	80,000	0	39,938	39,938	80,000	40,062	40,062	0	218	218
<b>Total</b>	68,320	80,000	80,000	80,000	0	61,835	61,835	148,320	86,485	86,485	(347)	2,678	2,678
Current loan borrowings	21,897							21,897					
Non-current loan borrowings	46,423							126,423					
	68,320							148,320					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

The Shire of Three Springs do not have any operating or finance leases to be reported.

SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

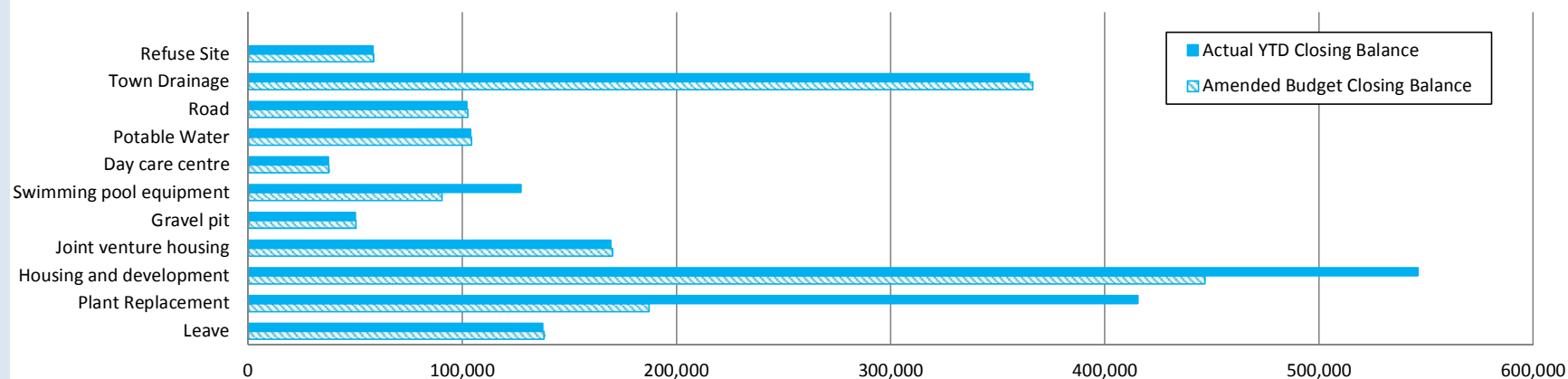
OPERATING ACTIVITIES  
NOTE 10  
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	137,477	553	0	0	0	0	0	138,030	137,477
Plant Replacement	415,416	1,672	0	0	0	(230,000)	0	187,088	415,416
Housing and development	546,222	2,198	0	0	0	(101,941)	0	446,479	546,222
Joint venture housing	169,349	682	0	0	0	0	0	170,031	169,349
Gravel pit	50,007	201	0	0	0	0	0	50,208	50,007
Swimming pool equipment	127,409	513	0	0	0	(37,581)	0	90,341	127,409
Day care centre	37,430	151	0	0	0	0	0	37,581	37,430
Potable Water	103,786	418	0	0	0	0	0	104,204	103,786
Road	102,057	411	0	0	0	0	0	102,468	102,057
Town Drainage	364,747	1,468	0	0	0	0	0	366,215	364,747
Refuse Site	58,282	233	0	0	0	0	0	58,515	58,282
	<b>2,112,181</b>	<b>8,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(369,522)</b>	<b>0</b>	<b>1,751,159</b>	<b>2,112,181</b>

KEY INFORMATION

Note 9 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2021	Liability Increase	Liability Reduction	Closing Balance 30 Nov 2021
		\$	\$	\$	\$
<b>Contract Liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	47,970	12,953	(25,923)	35,000
- non-operating	13	98,666	240,000	(155,283)	183,383
<b>Total unspent grants, contributions and reimbursements</b>		146,636	252,953	(181,206)	<b>218,383</b>
Less non-current unspent grants, contributions and reimbursements		(58,500)	0	0	<b>(58,500)</b>
<b>Total current unspent grants, contributions and reimbursements</b>		88,136	252,953	(181,206)	<b>159,883</b>
<b>Provisions</b>					
Annual leave		142,888	0	0	142,888
Long service leave		50,813	0	0	50,813
<b>Total Provisions</b>		193,700	0	0	<b>193,700</b>
<b>Total Other Current Liabilities</b>					<b>412,083</b>
Amounts shown above include GST (where applicable)					

## KEY INFORMATION

### PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### EMPLOYEE BENEFITS

#### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

#### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

### CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF THREE SPRINGS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 12**

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>									
<b>General purpose funding</b>									
Grants Commission - General (WALGGC)	0	0	0	0	0	344,064	344,064	86,016	197,265
Grants Commission - Roads (WALGGC)	0	0	0	0	0	194,490	194,490	48,622	134,629
<b>Law, order, public safety</b>									
DFES Grant - Operating Bush Fire Brigade	12,970	12,953	(25,923)	0	0	35,813	35,813	8,953	33,649
Seniors Week Grant (Council on the Ageing)	0	0	0	0	0	1,000	1,000	666	0
<b>Transport</b>									
Direct Grant (MRWA)	0	0	0	0	0	119,330	119,330	119,330	119,330
Street Lighting Subsidy (MRWA)	0	0	0	0	0	250	250	250	0
<b>Other property and services</b>									
DPRID Traineeship Grant	35,000	0	0	35,000	35,000	35,000	35,000	0	0
	<b>47,970</b>	<b>12,953</b>	<b>(25,923)</b>	<b>35,000</b>	<b>35,000</b>	<b>729,947</b>	<b>729,947</b>	<b>263,837</b>	<b>484,873</b>
<b>Operating Contributions</b>									
<b>Health</b>									
Medical Centre Contribution	0	0	0	0	0	60,000	60,000	60,000	55,858
Landcare Group - Transfer from Bonds	0	0	0	0	0	32,000	32,000	21,332	0
<b>Recreation and culture</b>									
Recreation miscellaneous contribution	0	0	0	0	0	2,500	2,500	0	0
Library miscellaneous contributions	0	0	0	0	0	0	0	0	69
<b>Other property and services</b>									
Administration miscellaneous contributions	0	0	0	0	0	13,000	13,000	4,332	13,985
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>107,500</b>	<b>107,500</b>	<b>85,664</b>	<b>69,912</b>
<b>TOTALS</b>	<b>47,970</b>	<b>12,953</b>	<b>(25,923)</b>	<b>35,000</b>	<b>35,000</b>	<b>837,447</b>	<b>837,447</b>	<b>349,501</b>	<b>554,785</b>

SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>									
General purpose funding									
Drought Community Program	0	0	0	0	0	150,000	150,000	150,000	150,000
Recreation and culture									
LRCIP Domincian Park	40,166	0	(40,166)	0	0	118,785	118,785	79,190	40,166
Transport									
RTR Grant - Nebu Road Gravel	0	0	0	0	0	156,876	156,876	0	0
RTR Grant - Sheppard Road	0	0	0	0	0	90,620	90,620	0	0
RTR Grant - Hydraulic Road	0	0	0	0	0	44,504	44,504	0	0
RRG Grant - Dudawa Rd	0	80,000	(21,455)	58,545	58,545	200,000	200,000	0	21,455
RRG Grant - Arrino South Rd	0	80,000	(45,745)	34,255	34,255	200,000	200,000	0	45,745
RRG Grant - Three Springs-Morawa Rd	0	80,000	(47,917)	32,083	32,083	200,000	200,000	0	47,917
WABN Grant - Dual Use Path Construction	0	0	0	0	0	46,000	46,000	0	0
	<b>40,166</b>	<b>240,000</b>	<b>(155,283)</b>	<b>124,883</b>	<b>124,883</b>	<b>1,206,785</b>	<b>1,206,785</b>	<b>229,190</b>	<b>305,283</b>
<b>Non-Operating Contributions</b>									
Community amenities									
Karara Mining Refuse Site Contribution	58,500	0	0	58,500	58,500	0	0	0	0
	<b>58,500</b>	<b>0</b>	<b>0</b>	<b>58,500</b>	<b>58,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>98,666</b>	<b>240,000</b>	<b>(155,283)</b>	<b>183,383</b>	<b>183,383</b>	<b>1,206,785</b>	<b>1,206,785</b>	<b>229,190</b>	<b>305,283</b>

## SHIRE OF THREE SPRINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

## NOTE 14

## BONDS &amp; DEPOSITS AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:





































Description	Opening Balance 01 Jul 2021	Amount Received	Amount Paid	Closing Balance 30 Nov 2021
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
BCITF Levy	46.87	0.00	(46.87)	0.00
BSL Levy	113.30	0.00	(113.30)	0.00
Community Bus Bonds	100.00	0.00	0.00	100.00
Crossover/Footpath Bonds	0.00	0.00	0.00	0.00
Developer Bonds	0.00	0.00	0.00	0.00
Keys, Hall and Equipment Bonds	0.00	0.00	0.00	0.00
Landcare Groups	95,295.98	0.00	0.00	95,295.98
Other Bonds	0.00	0.00	0.00	0.00
Police Licensing	300.50	64,154.85	(61,023.20)	3,432.15
Rehabilitation Bonds	0.00	0.00	0.00	0.00
Roadworks Bonds	0.00	0.00	0.00	0.00
Housing Bonds	0.00	0.00	0.00	0.00
Councillor Nomination Fees	0.00	240.00	(240.00)	0.00
Transportable Buildings Bonds	5,000.00	0.00	0.00	5,000.00
Visitor Centre	0.00	1,628.50	(1,628.50)	0.00
Community GYM Bond	0.00	1,590.00	(120.00)	1,470.00
<b>Sub-Total</b>	<b>100,856.65</b>	<b>67,613.35</b>	<b>(63,171.87)</b>	<b>105,298.13</b>
<b>Trust Funds</b>				
Nil				
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>100,856.65</b>	<b>67,613.35</b>	<b>(63,171.87)</b>	<b>105,298.13</b>

## KEY INFORMATION



The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. 	Significant Var. 	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>	\$	%				
Governance	6,794	131%			Timing	Training Reimbursement
General Purpose Funding - Other	197,720	134%			Timing	FAGS Payments and Timing of Revenue Recognition
Law, Order and Public Safety	24,046	229%			Timing	ESL funding received early Plus balance fro 2019-20
Education and Welfare	(723)	(72%)			Timing	Lower than budget income
Housing	8,518	26%			Timing	Extra Rental Income
Community Amenities	(16,410)	(16%)			Timing	Landcare Group (3FIN)- Funds not transfereed yet.
Recreation and Culture	3,246	74%			Timing	Extra Fees and Charges - GYM
Economic Services	14,672	476%			Timing	Standpipe Income - water used by Contractors
Other Property and Services	21,916	142%			Timing	Insurance Reimbursement
<b>Expenditure from operating activities</b>						
Health	(50,559)	(65%)			Timing	Timing of Payment to the Doctor - Dec 2021
Education and Welfare	26,082	49%			Timing	Below busget forecast - timing
Housing	(26,535)	(27%)			Timing	Demolition of 44 Williamson Street
Community Amenities	86,340	46%			Timing	Waste tip - Timing - below budget
Recreation and Culture	97,677	18%			Timing	Aquatic centre open early than planned
Transport	(446,940)	(64%)			Timing	Roads program behind budget
Other Property and Services	(81,178)	(243%)			Timing	Overhead Allocations
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	76,093	33%			Timing	Budget Allocations 1st Qtr - July- Sept 21
Land and Buildings	51,111	39%			Timing	Capital works - Refer to Note 8 Capital details
Plant and Equipment	35,289	45%			Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	473,327	68%			Timing	Capital works - Refer to Note 8 Capital details
<b>Financing Activities</b>						

## NOTE 16

### BUDGET AMENDMENTS

## KEY INFORMATION

## Attachment 10.7

		Debtors Trial Balance					Att		
		As at 30.11.2021							
Debtor #	Name	Credit Limit	01.09.2021		01.10.2021	31.10.2021	30.11.2021	Total	
			GT 90 days	Age	GT 60 days	GT 30 days	Current		
			Of						
			Oldest Invoice (90Days)						
A18			0.00	0	0.00	0.00	0.00	0.00	
C5			0.00	0	0.00	0.00	320.00	320.00	
C102			6355.22	286	0.00	0.00	0.00	6355.22	
D14			0.00	0	0.00	0.00	0.00	-20.00	
G71			0.00	0	0.00	40.00	0.00	40.00	
H54			0.00	0	0.00	0.00	200.00	200.00	
N7			0.00	0	0.00	0.00	720.00	720.00	
O17			0.00	0	0.00	0.00	0.00	-360.00	
P52			0.00	0	0.00	0.00	80.00	80.00	
S7			0.00	0	0.00	0.00	4294.49	4294.49	
S106			0.00	0	0.00	0.00	8787.87	8787.87	
S107			0.00	0	0.00	0.00	30.00	30.00	
S115			0.00	0	0.00	0.00	0.00	-200.00	
T52			0.00	0	0.00	0.00	0.00	-401.05	
T57			0.00	0	0.00	40.00	40.00	80.00	
W60			0.00	0	0.00	0.00	0.00	-39.95	
W101			0.00	0	0.00	0.00	336.64	336.64	
Totals --- Credit Balances:		-1021.00	6355.22		0.00	80.00	14809.00	20223.22	

# Commonwealth Corporate Charge Card

30/10/2021 to 29/11/2021

## Chief Executive Officer

Nil	\$	-
Nil	\$	-
	\$	-

## Deputy Chief Executive Officer

Fuel for 001TS	31/10/2021	\$	93.04
Fuel for 001TS	6/11/2021	\$	95.22
Fuel for 001TS	6/11/2021	\$	24.29
Fuel for 001TS	9/11/2021	\$	98.65
Fuel for 001TS	14/11/2021	\$	48.53
Fuel for 001TS	19/11/2021	\$	113.50
60,000 km Service for 001TS	19/11/2021	\$	654.00
08/12/2021 - Workshop CDO - Aboriginal Cultural	24/11/2021	\$	60.30
Fuel for 001TS	27/11/2021	\$	81.45
		\$	<b>1,268.98</b>

<b>Annual Card Fees</b>	\$	-
-------------------------	----	---

<b>Total Direct Debit Payment made on 02/12/2021</b>	\$	<b>1,268.98</b>
--	----	-----------------

## Police Licensing

### Direct Debits from Trust Account

01/11/2021 to 30/11/2021

Thursday, 28 October 2021	\$	395.30
Tuesday, 2 November 2021	\$	341.70
Wednesday, 3 November 2021	\$	462.90
Thursday, 4 November 2021	\$	5,400.90
Tuesday, 9 November 2021	\$	155.30
Wednesday, 10 November 2021	\$	613.90
Thursday, 11 November 2021	\$	134.00
Tuesday, 16 November 2021	\$	4,569.30
Wednesday, 17 November 2021	\$	479.95
Thursday, 18 November 2021	\$	567.50
Tuesday, 23 November 2021	\$	1,200.55
Wednesday, 24 November 2021	\$	70.85
Thursday, 25 November 2021	\$	44.05
<b>Total Direct Debits</b>	<b>\$</b>	<b>14,436.20</b>

## Bank Fees

### Direct Debits from Muni Account

01/11/2021 to 30/11/2021

<b>Total direct debited from Municipal Account</b>	<b>\$</b>	<b>493.38</b>
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## Payroll

01/11/2021 to 30/11/2021

Wednesday, 10 November 2021	\$	53,611.50
Tuesday, 23 November 2021	\$	41,760.85
	<b>\$</b>	<b>95,372.35</b>

Date: 06/12/2021  
Time: 10:50:10AM

**SHIRE OF THREE SPRINGS**  
**Statement of Payments for the Month of November 2021**

USER: Donna Newton  
PAGE: 1

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
11658	12/11/2021	<b>Shire Of Chapman Valley</b> Contractor		110.00
EFT17586	12/11/2021	<b>Aquatic Services WA Pty Ltd</b> Monthly Account		4,323.00
EFT17587	12/11/2021	<b>BOC Gases</b> Monthly Account		35.32
EFT17588	12/11/2021	<b>Bob Waddell &amp; Associates Pty Ltd</b> Consultant		1,287.00
EFT17589	12/11/2021	<b>B W McGree</b> Contractor		420.00
EFT17590	12/11/2021	<b>Breeze Connect Pty Ltd</b> Monthly Account		151.47
EFT17591	12/11/2021	<b>Robert Ross Waddell T/A Bob Waddell Consultant</b> Consultant		7,656.00
EFT17592	12/11/2021	<b>Toll Transport Pty Ltd</b> Monthly Account		246.75
EFT17593	12/11/2021	<b>Redmach Pty Ltd T/A Redmac Ag Services</b> Monthly Account		186.53
EFT17594	12/11/2021	<b>The Trustee For Danblue Family Trust T/a Commercial Hotel Three Springs</b> Monthly Account		80.00
EFT17595	12/11/2021	<b>Cleanaway Pty Ltd</b> Contractor		4,306.28
EFT17596	12/11/2021	<b>Dallcon</b> Monthly Account		9,337.90
EFT17597	12/11/2021	<b>Dormakaba Australia</b> Contractor		500.50
EFT17598	12/11/2021	<b>John Charles Freebairn</b> Employee Expense Claim		1,100.00
EFT17599	12/11/2021	<b>Kb &amp; Em Crouch Family Trust T/As Fifth Street Furniture Mart</b> Monthly Account		10,133.00
EFT17600	12/11/2021	<b>Geraldton Fuel Company Pty Ltd (Refuel Australia)</b> Monthly Account		13,648.25
EFT17601	12/11/2021	<b>Susan Lea Gill</b> Employee Expense Claim		57.60
EFT17602	12/11/2021	<b>Glass Co WA</b> Contractor		3,578.19
EFT17603	12/11/2021	<b>Dylan Thomas Gordge</b> Return of Gym Fob Bond		30.00
EFT17604	12/11/2021	<b>Health Insurance Fund (HIF) Of Australia Ltd</b> Payroll deductions		158.70
EFT17605	12/11/2021	<b>INFINITUM TECHNOLOGIES PTY LTD</b> Contractor		1,159.95
EFT17606	12/11/2021	<b>Jay Jordan</b> Return of Gym Fob Bond		30.00
EFT17607	12/11/2021	<b>Leeman Plumbing &amp; Excavation</b> Contractor		803.00
EFT17608	12/11/2021	<b>Midwest Turf Supplies</b> Monthly Account		1,044.00
EFT17609	12/11/2021	<b>Marketforce Pty Ltd</b> Advertising Account		1,088.53

Date: 06/12/2021  
Time: 10:50:10AM

**SHIRE OF THREE SPRINGS**  
**Statement of Payments for the Month of November 2021**

USER: Donna Newton  
PAGE: 2

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
		<b>The Trustee for The Meridian Unit Trust T/As 150 Square Pty Ltd</b>		
EFT17610	12/11/2021	Consultant		72.00
		<b>Ray's Farm Services</b>		
EFT17611	12/11/2021	Contractor		1,883.97
		<b>Dudawa Haulage</b>		
EFT17612	12/11/2021	Contractor		56,061.50
		<b>Sweetman's Hardware</b>		
EFT17613	12/11/2021	Monthly Account		296.95
		<b>Sweetman's Ampol Cafe</b>		
EFT17614	12/11/2021	Monthly Account		156.00
		<b>Three Springs Primary School</b>		
EFT17615	12/11/2021	Donation		90.00
		<b>Three Springs Rural Services</b>		
EFT17616	12/11/2021	Monthly Account		282.87
		<b>Van't Veer Services</b>		
EFT17617	12/11/2021	Monthly Account		127.60
		<b>Aquatic Services WA Pty Ltd</b>		
EFT17618	18/11/2021	Contractor		5,359.20
		<b>Bob Waddell &amp; Associates Pty Ltd</b>		
EFT17619	18/11/2021	Consultant		99.00
		<b>B W McGree</b>		
EFT17620	18/11/2021	Contractor		85.00
		<b>Toll Transport Pty Ltd</b>		
EFT17621	18/11/2021	Monthly Transport Account		112.62
		<b>City Rubber Stamps</b>		
EFT17622	18/11/2021	Monthly Account		99.80
		<b>Redframe Pty Ltd T/as Delta Cleaning Services</b>		
EFT17623	18/11/2021	Contractor		2,486.00
		<b>Geraldton Fuel Company Pty Ltd (Refuel Australia)</b>		
EFT17624	18/11/2021	Monthly Account		1,497.25
		<b>GH Country Courier</b>		
EFT17625	18/11/2021	Monthly Account		123.77
		<b>Health Communication Network Pty Limited T/a Medical Director</b>		
EFT17626	18/11/2021	Annual Subscription		1,309.00
		<b>Stephen Walter Hunter</b>		
EFT17627	18/11/2021	Contractor		1,850.00
		<b>Local Government Professionals Australia WA</b>		
EFT17628	18/11/2021	Staff Development		880.00
		<b>Officeworks</b>		
EFT17630	18/11/2021	Monthly Account		1,408.75
		<b>Three Springs IGA</b>		
EFT17631	18/11/2021	Monthly Account		3,372.20
		<b>Three Springs Rural Services</b>		
EFT17632	18/11/2021	Monthly Account		397.44
		<b>Three Springs Motel (Barracks)</b>		
EFT17633	18/11/2021	Monthly Account		660.00
		<b>Keith Alan Woodward</b>		
EFT17634	18/11/2021	Employee Expense Claim Form		235.77
		<b>Zed Elect</b>		
EFT17635	18/11/2021	Contractor		278.30
		<b>Robert James Heal</b>		

Date: 06/12/2021  
Time: 10:50:10AM

**SHIRE OF THREE SPRINGS**  
**Statement of Payments for the Month of November 2021**

USER: Donna Newton  
PAGE: 3

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
		<b>Robert James Heal</b>		
EFT17639	24/11/2021	REFUND OF NOMINATION FEE ORDINARY ELECTIONS 2021		80.00
		<b>Chris Lane</b>		
EFT17640	24/11/2021	REFUND OF NOMINATION FEE ORDINARY ELECTIONS 2021		80.00
		<b>Jennifer Dorothy Mutter</b>		
EFT17641	24/11/2021	REFUND OF NOMINATION FEE ORDINARY ELECTIONS 2021		80.00
		<b>Bob Waddell &amp; Associates Pty Ltd</b>		
EFT17642	25/11/2021	Consultant		594.00
		<b>Robert Ross Waddell T/A Bob Waddell Consultant</b>		
EFT17643	25/11/2021	Consultant		396.00
		<b>Toll Transport Pty Ltd</b>		
EFT17644	25/11/2021	Monthly Account		14.63
		<b>Health Insurance Fund (HIF) Of Australia Ltd</b>		
EFT17645	25/11/2021	Payroll deductions		158.70
		<b>INFINITUM TECHNOLOGIES PTY LTD</b>		
EFT17646	25/11/2021	Monthly Account		2,238.34
		<b>Kleenheat (Wesfarmers Kleenheat Gas Pty Ltd)</b>		
EFT17647	25/11/2021	Annual Cylinder Change		85.80
		<b>Mounes Sadek</b>		
EFT17648	25/11/2021	Return of Gym Fob Bond		30.00
		<b>J M &amp; S Enterprises Pty Ltd T/As RBC Rural</b>		
EFT17649	25/11/2021	Monthly Account		677.18
		<b>Parkgrove Investment Pty Ltd ATF Barnetson No 2 Trust T/As Geraldton Transport</b>		
EFT17650	25/11/2021	Monthly Account		115.98
		<b>SEEK Limited</b>		
EFT17651	25/11/2021	Advertising Account		357.50
		<b>Bond Administrator</b>		
EFT17653	25/11/2021	Payroll deductions		680.00
		<b>The Trustee For Aware Super T/a Aware Super Pty Ltd</b>		
DD13317.1	09/11/2021	Payroll deductions		6,415.33
		<b>Commonwealth Essential Super</b>		
DD13317.2	09/11/2021	Superannuation contributions		197.53
		<b>Australian Super</b>		
DD13317.3	09/11/2021	Superannuation contributions		316.42
		<b>ANZ Smart Choice Super</b>		
DD13317.4	09/11/2021	Superannuation contributions		261.79
		<b>Retail Employees Superannuation Pty Ltd (REST)</b>		
DD13317.5	09/11/2021	Superannuation contributions		227.41
		<b>BT Super for Life</b>		
DD13317.6	09/11/2021	Superannuation contributions		218.20
		<b>Cbus Super</b>		
DD13317.7	09/11/2021	Superannuation contributions		197.96
		<b>Amp Limited</b>		
DD13317.8	09/11/2021	Superannuation contributions		49.91
		<b>Water Corporation</b>		
DD13318.1	03/11/2021	Water Use Account		3,584.23
		<b>Telstra</b>		
DD13319.1	08/11/2021	Monthly Telephone Account		1,366.92
		<b>Water Corporation</b>		
DD13320.1	09/11/2021	Water Use and Service Charge Account		3,303.52
		<b>Water Corporation</b>		
DD13321.1	05/11/2021	Water Use and Service Charge Account		1,305.52



Date: 06/12/2021  
Time: 10:50:10AM

**SHIRE OF THREE SPRINGS**  
**Statement of Payments for the Month of November 2021**

USER: Donna Newton  
PAGE: 4

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
		<b>Telstra</b>		
DD13322.1	01/11/2021	Monthly Account		25.00
		<b>Water Corporation</b>		
DD13323.1	04/11/2021	Water Use and Service Charge Account		2,958.20
		<b>Water Corporation</b>		
DD13348.1	10/11/2021	Water Use and Service Charge Account		4,320.39
		<b>Telstra</b>		
DD13349.1	15/11/2021	Monthly Account		586.82
		<b>Commonwealth Bank of Australia</b>		
DD13350.1	02/11/2021	Monthly Credit Card Account		477.18
		<b>The Trustee For Aware Super T/a Aware Super Pty Ltd</b>		
DD13357.1	23/11/2021	Payroll deductions		6,178.77
		<b>Commonwealth Essential Super</b>		
DD13357.2	23/11/2021	Superannuation contributions		987.69
		<b>ANZ Smart Choice Super</b>		
DD13357.3	23/11/2021	Superannuation contributions		261.79
		<b>Retail Employees Superannuation Pty Ltd (REST)</b>		
DD13357.4	23/11/2021	Superannuation contributions		227.41
		<b>Cbus Super</b>		
DD13357.5	23/11/2021	Superannuation contributions		215.56
		<b>Amp Limited</b>		
DD13357.6	23/11/2021	Superannuation contributions		67.64
		<b>Synergy</b>		
DD13366.1	22/11/2021	Monthly Account		2,301.06
		<b>Synergy</b>		
DD13367.1	17/11/2021	Monthly Account		6,586.68
		<b>Telstra</b>		
DD13381.1	30/11/2021	Monthly Mobile Phone Account		25.00
		<b>Water Corporation</b>		
DD13382.1	08/11/2021	Water Usage and Service Charges		22,994.80
		<b>Telstra</b>		
DD13383.1	24/11/2021	Monthly Mobile Phone Charges		457.62
		<b>Synergy</b>		
DD13384.1	25/11/2021	Electricity Usage Charges		3,060.13
		<b>Department Of Transport - Daily Licensing</b>		
DD13387.1	30/11/2021	POLICE LICENSING PAYMENTS FOR NOVEMBER 2021		14,436.20

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
CBA-LIC	POLICE LICENSING BANK ACCOUNT - CB	<b>14,436.20</b>
CBA-MUNI	MUNICIPAL BANK ACCOUNT - CBA	<b>215,221.57</b>
CBA-TRUS	TRUST CASH AT BANK - CBA	<b>240.00</b>
<b>TOTAL</b>		<b>229,897.77</b>