



AGENDA FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
WEDNESDAY  
19<sup>TH</sup> JUNE 2018

SHIRE OF THREE SPRINGS  
PROGRAM FOR WEDNESDAY 19<sup>TH</sup> JUNE 2019

12:30 - 1:30PM	WORKING LUNCH AND COUNCIL NETWORKING
1:30PM	COUNCIL MEETING COMMENCES
3:00PM	AFTERNOON TEA



WILDFLOWER COUNTRY

**SHIRE OF THREE SPRINGS  
ORDINARY COUNCIL MEETING NOTICE PAPER  
19<sup>TH</sup> JUNE 2019**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 19<sup>th</sup> June 2019, in the Council Chambers, Railway Road, Three Springs commencing at 1:30pm.

**Sylvia Yandle  
Chief Executive Officer**

**14<sup>th</sup> June 2019**

## **THREE SPRINGS SHIRE COUNCIL**

### **DISCLAIMER**

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

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

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

## SHIRE OF THREE SPRINGS

### AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 19<sup>th</sup> JUNE 2019 COMMENCING AT 1.30 PM.

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

Welcome to students and teachers Three Springs Primary School

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

## **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

## **4. PUBLIC QUESTION TIME**

## **5. APPLICATIONS FOR LEAVE OF ABSENCE**

## **6. CONFIRMATION OF PREVIOUS MEETING MINUTES**

### **6.1. Confirmation of Minutes of Ordinary Meeting held 15<sup>th</sup> May 2019**

#### **OFFICER RECOMMENDATION – ITEM 6.1**

**That the Minutes of the Ordinary Council Meeting held on the 15<sup>th</sup> of May 2019 be confirmed as a true and accurate record of proceedings.**

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

05/06/19	President Cr Lane and CEO attended “Breakfast” with Minister Templeman and WALGA Northern Country Zone representatives
05/06/19	Cr Lane - LEMC Risk Assessment Workshop and meeting, and Network Meeting
06/06/19	Cr Lane - JCP Consulting CEO Recruitment process meeting – application assessments undertaken
12/06/19	Cr Lane – Lions Club Change Over Dinner

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

## **9. OFFICERS REPORTS**

## 9.1. HEALTH, BUILDING AND TOWN PLANNING

#### 9.1.1. PROPOSED ALFRESCO AREA – COMMERCIAL HOTEL

<b>Agenda Reference:</b>	TP 6/19-01
<b>Location/Address:</b>	Lot 12 corner Railway Road & Thomas Street, Three Springs
<b>Name of Applicant:</b>	D. Thompson
<b>File Reference:</b>	A420
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	12 June 2019
<b>Author:</b>	Simon Lancaster, DCEO/Planning Advisor Shire of Chapman Valley & Sylvia Yandle, CEO

**Signature of Author:** \_\_\_\_\_

## SUMMARY

Council is in receipt of an application to establish an alfresco area at the Commercial Hotel, and this item recommends that Council grant conditional approval to a revised layout.

**ATTACHMENT**

- 9.1.1(a) Copy of received alfresco application  
9.1.1(b) Suggested revised alfresco area layout

## BACKGROUND

The Commercial Hotel is sited on the 1,153m<sup>2</sup> Lot 12 on the corner of Railway Road and Thomas Street. The roofline of the two storey building, and a portion of the accompanying balcony and verandah, extends beyond the property boundaries into both road reserves.

**Figure 9.1.1(a) – Aerial Photo of Lot 12 corner Railway Road & Thomas Street**

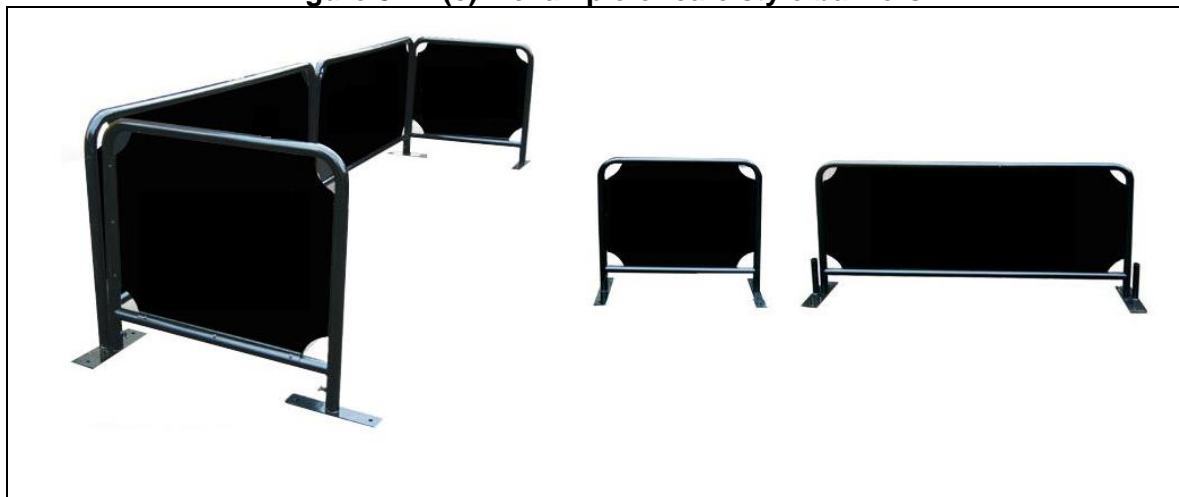


**Figure 9.1.1(b) – View looking south at Commercial Hotel**



The proposed alfresco area would be located under the verandah of the Railway Road frontage of the Commercial Hotel, extending 2.6m out from the wall of the building and running for a length of 16m and would be separated from the remainder of the footpath by café style barriers.

**Figure 9.1.1(c) – example of café style barriers**



A copy of the received application has been provided as **Attachment 9.1.1(a)** that includes the applicant's supporting correspondence and a plan of the proposed alfresco area.

#### **COMMENT**

Shire staff do not raise objection to the proposed use of a portion of the Commercial Hotel verandah that is within the Railway Road reserve as an alfresco area. The proposal has the potential to assist a local business, appeal to residents and visitors alike, and activate a section of the Three Springs townsite's main street.

Shire staff would however, suggest that the following issues be addressed through the application of planning conditions:



### Pedestrian movement

The primary purpose of the road reserve is to allow for movement (both vehicular and pedestrian) and alfresco activity should not be at the expense of this primary purpose.

The applicant is proposing that the alfresco area occupy the 2.6m width between the building and the verandah posts for a length of 16m.

However, the extended kerb area in front of the Commercial Hotel only extends for approximately half of this length, meaning that pedestrians would be required to step off the kerb and walk for a section along the parallel parking area before stepping back over the kerb to reach the footpath.

This proposed arrangement is considered unsafe for pedestrians and would disadvantage people with wheelchairs, prams, walking frames and also vision impaired people.

A suggested revised alfresco layout has been provided as **Attachment 9.1.1(b)** for Council's consideration, that whilst reducing the proposed alfresco area by approximately half would maintain the ability of passing pedestrians to remain within the footpath/kerbed area.

Alternatively the applicant could agree to the cost of extending the widened kerb area further southwards along Railway Road in which case the alfresco area could be increased under the verandah and pedestrians would still be able to walk past the Commercial Hotel without stepping off the footpath/kerb.

**Figure 9.1.1(d) – View looking north-west of proposed alfresco area**



### Public liability

It is standard practice for Councils to require that parties using reserve land that is under the management of a local government to possess public liability insurance that references/covers the local government in the event of accident e.g. concert organisers in parks, horse/camel/quad riding tourism ventures along beaches, alfresco café owners using road verges etc.



It is recommended that public liability coverage be a requirement of the applicant in this instance.

#### Annual Approval/Renewal

Council may wish to approve the alfresco activity on a 'rolling' basis as this would provide it with the ability to reconsider this matter in the event that any issues were to arise with the development (e.g. noise, nuisance, pedestrian obstruction, hours of operation etc.).

It is recommended that an approval be made subject to a 12 month annual renewal period whereby Council retains the right to review its approval in the event of complaint being received, or concern being raised, over the operation of the development.

#### **CONSULTATION**

Schedule 2 Part 9 clause 66 of the *Planning and Development (Local Planning Schemes) Regulations 2015* notes that if an application relates to proposed development on land that is reserved under the Scheme for a public purpose and vested in a public authority, the local government must provide a copy of the application to that authority for objections and recommendations before making a decision on the application.

The Shire therefore consulted with Main Roads WA, as the Railway Road (and wider Midlands Road) reserve is under its management. Main Roads WA have advised that its approval would only be required if there was a major change to traffic accessing the facility onto its road (in which case a Traffic Impact Assessment report, prepared by a suitably qualified consultant, would be required), however in this instance it was considered that the minor nature of the proposed activity would not trigger this requirement. Main Roads WA further advised that as the Shire has responsibility of the road reserve outside the line of kerb Main Roads WA has no objection to this development conditional that it meets all Council requirements.

The Commercial Hotel is not listed on the Shire of Three Springs Municipal Inventory of Heritage Places or the State Register of Heritage Places and the application is not therefore required to be referred to the State Heritage Office for comment. Given that the proposed alfresco activity would not alter the built form it is not considered that this application would have a significant heritage impact.

#### **STATUTORY ENVIRONMENT**

Lot 12 is zoned 'Commercial' under the Shire of Three Springs Local Planning Scheme No.2.

The objectives listed in Table 2 of the Scheme for the 'Commercial' zone are as follows:

- “• To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites or activity centres.
- To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
- To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.”

The proposed use is considered to meet the definition of 'Restaurant/Cafe' which is listed in the Scheme Zoning Table as a permitted use in the 'Commercial' zone.

The Scheme defines this use as follows:

*“restaurant/cafe means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the Liquor Control Act 1988.”*

The proposed alfresco activity would take place partially within the confines of Lot 12 but would also occupy part of the Railway Road reserve which is identified as 'Primary Distributor Road' within the Scheme.

The objectives listed in Table 1 of the Scheme for the "Primary Distributor Road" are as follows:

*"To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy."*

Schedule 2 Part 9 clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* notes that in considering an application for development approval the local government is to have due regard to the following relevant matters

- "(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- (k) the built heritage conservation of any place that is of cultural significance;*
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;*
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) the amenity of the locality including the following-*
  - (i) environmental impacts of the development;*
  - (ii) the character of the locality;*
  - (iii) social impacts of the development;...*
- ...(r) the suitability of the land for the development taking into account the possible risk to human health or safety;...*
- ...(u) the availability and adequacy for the development of the following...*
  - ...(iv) access for pedestrians and cyclists...*
- (v) access by older people and people with disability;*
- (w) the history of the site where the development is to be located;*
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;...*
- ...(za) the comments or submissions received from any authority consulted under clause 66;*
- (zb) any other planning consideration the local government considers appropriate."*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council may consider it appropriate to charge the applicant an annual fee for the use of a portion of a road reserve under its management.

## **STRATEGIC IMPLICATIONS**

The proposed development would be in keeping with the Three Springs Townsite Strategy that identified that visitors needed to be 'captured' in the main street, and which identified the following objectives for the Main Street Precinct:

Objectives	Planning Provisions	Priority Level
1.2 - To provide for an appropriate mix of land uses that are compatible with its commercial character and function.	P1.1 - For new development and change of use within the Town Centre, active land uses (e.g. shopfronts, restaurants, cafes and retail) should be encouraged at ground level to promote movement and interaction and to enhance the vitality and vibrancy of the streetscape.	Short Term
1.3 - Encourage the preservation and use of historical properties along Midlands Road.	P1.6 - Development on Midlands Road shall create visual and physical linkage between this part of the town and to its surrounds. P1.7 - Establish a pedestrian tourism trail that links key historical buildings along Midlands Road.	Short Term  Medium Term

## VOTING REQUIREMENTS

Simple Majority

## OFFICERS RECOMMENDATION – ITEM 9.1.1

That Council:

- 1 Grant planning approval for the proposed alfresco activity upon portion of the Railway Road frontage of the Commercial Hotel, Three Springs subject to the following:

### Conditions

- (a) Development shall be in accordance with the revised alfresco area layout as provided in Attachment 9.1.1(b) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- (b) Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- (c) The approval is valid for a period of 1 year after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.
- (d) Pedestrian movement must remain unobstructed through provision and maintenance of a minimum 1.7m wide pedestrian access width area with consistent alignment (i.e. all objects and activities must not obstruct pedestrian movement within this area).
- (e) All objects and activities must be setback 1.25m from the doorways to the business to ensure adequate circulation space is maintained.
- (f) All furniture and objects (including barriers) are to be well constructed and not a hazard (e.g. they should be able to withstand windy conditions) and should be readily removable to allow for cleaning of the area, however where it is demonstrated to the local government that there are positive benefits to the public, more permanent features may be permitted.
- (g) The Commercial Hotel landowner must possess (and provide copy to the local government) public liability insurance cover of not less than \$10 million that

specifically notes the alfresco use and associated activities/installations/appliances.

Advice Notes:

- (i) The applicant is advised that this approval is only issued for a trial period of 12 months and the operation of this development will be monitored by the Shire and should complaints arise and not be adequately managed to the satisfaction of the Shire, then it should not be construed that further approval would be granted.
  - (ii) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the obtaining of any required approvals from the Department of Racing, Gaming & Liquor, Department of Health, Department of Planning, Lands & Heritage and Main Roads WA. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
  - (iii) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of the decision.
- 2 That Council delegate authority to the Chief Executive Officer to amend/expand the approved alfresco area in the event that the applicant agrees to the cost of extending the widened kerb area further southwards along Railway Road so that pedestrians are still able to walk past the Commercial Hotel without stepping off the footpath/kerb. The applicant should be aware that the extended kerbing area will be required to be designed and constructed to the requirements of Main Roads WA and the local government.
- 3 That Council delegate authority to the Chief Executive Officer for the annual renewal of the approval should no written, author-identified complaints be received during the preceding 12 month period, and there being no change in the circumstances under which the previous approval was granted.



## FORM OF APPLICATION FOR PLANNING APPROVAL

(PLEASE COMPLETE ALL BOXES)

### OWNER DETAILS:

Name(s): Commercial Hotel Three Springs  
 Postal Address: PO Box 95 Three Springs Postcode: 6519  
 Contact Person: Daniel Thompson  
 Phone: 0439 559 100 Email: commercialhotelthreesprings@gmail.com  
 Signature: DM Thompson Date: 2/6/19  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The signatures of ALL the owner(s) is required to process this application.

### APPLICANT DETAILS: (if different from owner)

Name: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PROPERTY DETAILS:

Lot/Location No: \_\_\_\_\_ House/Street No: 56  
 Street Name: Railway Road Locality/Suburb: Three Springs  
 Diagram/Plan No: \_\_\_\_\_ Volume No: \_\_\_\_\_ Folio No: \_\_\_\_\_

As Attached

Page 1 of 2



**EXISTING DEVELOPMENT/LAND USE:**Nature of any Existing Development/Land Use: commercial hotel**PROPOSED DEVELOPMENT/LAND USE:**Description of Proposed Development/Land Use: commercial hotelApproximate Cost: \$2000Estimated Time of Completion: 2 days**REQUIRED INFORMATION & FEES:**

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Application No: \_\_\_\_\_

Accepting Officer's Initials: \_\_\_\_\_ File Number: \_\_\_\_\_

Required Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Commercial Hotel Three Springs (Bluedan Pty Ltd) via director Daniel Thompson of said business is seeking council approval to have the footpath area immediately adjacent to Railway Road Three Springs and adjoining the licensed area of the hotel approved as an alfresco area. The area of the footpath we seek approval for as an alfresco area is approximately 2.6 m x 16 m. (see attached site plan).

The area would be defined by the installation of café style barriers between the existing posts supporting the balcony Railway Road Three Springs (see attached photo example). 5 barriers would be erected.

We are proposing to have 5 tables (90 cm x 90 cm with 4 chairs for each table) that would allow customers to have a seated meal area outdoors and would also permit the consumption of alcohol. Our intention is to fit the area with quality outdoor tables and chairs that can be removed when the hotel is shut.

A guide to the proposed alfresco area.

- The alfresco area would extend from the hotel for 2.6 m to the footpath drainage.
- The café style barriers would be installed on the hotel side of the footpath drainage between the exiting posts supporting the hotel balcony.
- An area of approximately 3 m would remain clear of barriers in front of the hotel door to allow comfortable access in and out of the alfresco area and from the street to the hotel.

Liquor licensing will ultimately approve or deny the proposal. The required forms for liquor licensing have been completed but require council approval before liquor licensing will consider said proposal.

An alfresco area in front of the hotel will add to the streetscape appeal during the day and would be of great value to both the hotel and Three Springs business community during the wild flower season in keeping caravaners in town during the day.

The proposed alfresco area has accounted for ongoing foot traffic for both hotel patrons and towns people walking past and to and from hotel.

If this proposal could be considered at the June ordinary council meeting it would be greatly appreciated.

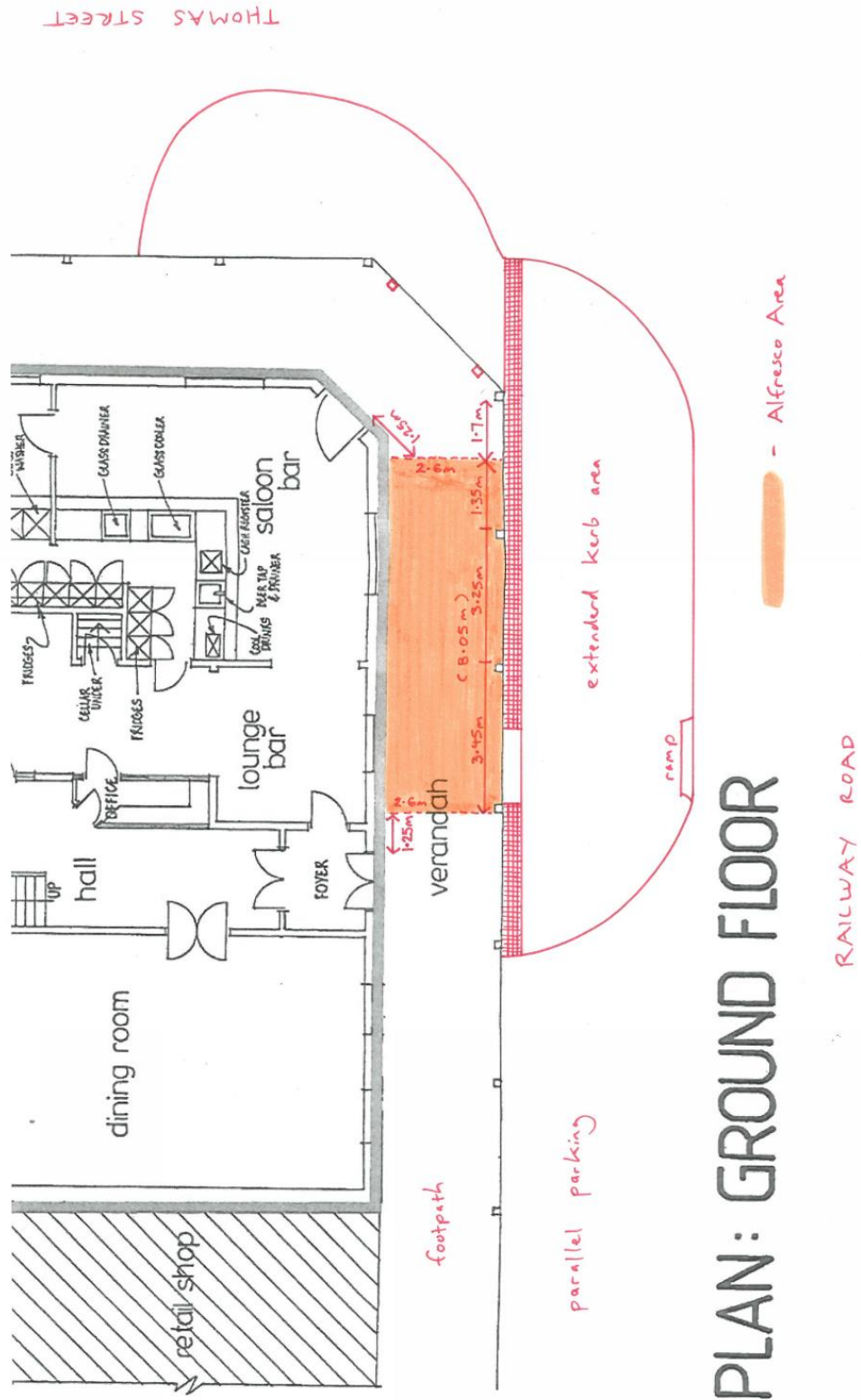
Regards



Daniel Thompson

Director Bluedan Pty Ltd





PLAN: GROUND FLOOR

## 9.2. ADMINISTRATION

### 9.2.1. 2019 LOCAL GOVERNMENT ELECTIONS CONDUCT AS POSTAL ELECTION

**Agenda Reference:** CEO 06/19-1  
**Location/Address:** 132 Railway Road, Three Springs  
**Name of Applicant:** Western Australian Electoral Commission  
**File Reference:** ADM0166  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> June 2019  
**Author:** Sylvia Yandle CEO

**Signature of Author:** \_\_\_\_\_

## SUMMARY

For Council to consider appointing the Western Australian Electoral Commission to run the 2019 Ordinary Election for the Shire of Three Springs as a Postal Voting Election.

## ATTACHMENT

9.2.1a Letter from Western Australian Electoral Commission

## BACKGROUND

Enquiry was made to Western Australia Electoral Commission in relation to Shire of Three Springs conducting 2019 Local Government Elections as a Postal Vote Election. Attached is a letter outlining a cost estimation and the process required for Council when considering appointing WAEC under section 4.20(4) of the Local Government Act and also to declare the annual election as a Postal Election under section 4.61(2) of the Local Government Act.

Council has not previously conducted elections as full Postal Elections with the WA Electoral Commission appointed to undertake the election, however from information received from another Shire, Postal Elections tend to have a higher participation rate. Example from Shire of Coorow is as follows:

2009	53.71%
2011	Candidates Elected Unopposed
2013	46.17%
2015	51.92%
2017	55.63%

## COMMENT:

Postal elections are convenient and independently run which is more appealing to electors as opposed to having to attend a polling booth in person on a set day.

Council should consider running the 2019 Ordinary Election as a full Postal Vote Election and appoint the WA Electoral Commissioner to undertake the 2019 Ordinary Election.

The WA Electoral Commission must conduct the Local Government Elections under a full cost recovery and this is anticipated to be \$9,700 including GST.

The costs not included in the \$9,700 are:

- Non-Statutory advertising



- Any legal expenses other than those that are determined to be borne by the WA Electoral Commission in a court of disputed returns
- One Local Government staff member to work in the polling place on Election Day: and
- Additional postage charges/increases by Australia Post.

## CONSULTATION

Shire President Cr Lane, WA Electoral Commission, Deputy CEO Shire of Coorow

## STATUTORY ENVIRONMENT:

*Local Government Act 1995*, Part 4, Division 7 — Provisions about electoral officers and the conduct of elections

### 4.20. CEO to be returning officer unless other arrangements made

(4)A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*\* Absolute majority required.*

### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
- postal election*** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
- voting in person election*** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.

*\* Absolute majority required.*

## POLICY IMPLICATIONS:

There are no policy implications.

## STRATEGIC IMPLICATIONS:

The Shire of Three Springs Strategic Community Plan – The Council is the decision making body that sets the strategic direction and policies of the Shire. It is responsible for the governance and performance of the Shire's local government functions. The Council is also responsible for overseeing the allocation of finances and resources Council elections are held every two years, at each election three to four Councillors are elected for a four year term.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER RECOMMENDATION – ITEM 9.2.1

**That:**

- 1) A provision of \$9,700 be made in 2019/20 draft budget to allow for the 2019 Ordinary Election to be run by the Western Australian Electoral Commission as a full Postal Election;**
- 2) In accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may be required;**
- 3) In accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election**

LGE 028



WESTERN AUSTRALIAN  
Electoral Commission

Ms Sylvia Yandle  
Chief Executive Officer  
Shire of Three Springs  
PO Box 117  
THREE SPRINGS WA 6519

Dear Ms Yandle

**Local Government Ordinary Election: 2019**

Thank you for your letter dated 6 June 2019 requesting a cost estimate to conduct the Shire of Three Springs local government election as a postal election.

The estimated cost for the 2019 election if conducted as a postal ballot is \$9,700 inc GST, which has been based on the following assumptions:

- 330 electors
- response rate of approximately 60%
- 4 vacancies
- count to be conducted at the offices of the Shire of Three Springs
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

An additional amount of \$66 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The Commission is of the view that the regular service is adequate for outgoing mail for most local governments, particularly in the metropolitan area.

Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

This cost estimate could potentially be reduced depending on the identity and location of the appointed Returning Officer or if a local government employee was available to be appointed as a Deputy Returning Officer in order to assist with the taking of nominations.

155376

Level 2, 111 St Georges Terrace PERTH WA 6000  
GPO Box F316 PERTH WA 6841

T | (08) 9214 0400  
F | (08) 9226 0577

E | [waec@waec.wa.gov.au](mailto:waec@waec.wa.gov.au)  
W | [www.elections.wa.gov.au](http://www.elections.wa.gov.au)



The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2019 for the Shire of Three Springs in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Three Springs also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your Council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Three Springs in anticipation of an affirmative vote by Council.

Yours sincerely



David Kerslake  
**ELECTORAL COMMISSIONER**

7 June 2019

## **9.2.2. ARRINO COMMUNITY CROPPING - Pt. Reserve 2326**

**Agenda Reference:** CEO 06/19-2  
**Location/Address:** Arrino Pt Reserve- 2326  
**Name of Applicant:** Three Springs Community Action Group and Three Springs Sporting Club  
**File Reference:** ADM0326  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> June 2019  
**Author:** Sylvia Yandle CEO

**Signature of Author:** \_\_\_\_\_

### **SUMMARY**

For Council to consider the applications for the cropping of Arrino Reserve for the 2020- 2022 seasons.

### **ATTACHMENT**

- 9.2.2a Original Letter from Three Springs Community Action Group
- 9.2.2b Original Letter from Three Springs Sporting Club
- 9.2.2c Letter Three Springs Community Action Group additional information
- 9.2.2d Letter Three Springs Sporting Club additional information

### **BACKGROUND**

Council considered applications for cropping Arrino Reserve for 2020-2022 seasons, however a decision was not made as further information was requested from Three Springs Community Action Group and Three Springs Sporting Club in support of their applications.

Further information requested has been presented in letters from both organisations as per attachments 9.2.2c and 9.2.2d.

### **COMMENT**

Currently the Three Springs Golf Club have permission to crop this land until 2019. In November 2018 an enquiry was made by Three Springs Sporting Club seeking permission to crop the land for the 2020 -2022 seasons.

Council at its November 2018 meeting approved for Expressions of Interest to be submitted, advert appear in Yakabout on 15<sup>th</sup> and 29<sup>th</sup> April with submissions to be received by 8<sup>th</sup> May 2019.

Submissions were received from the Three Springs Community Action Group and Three Springs Sports Club seeking permission to crop the land.

- Community Action Group is looking at setting up a Community Fund, which smaller groups in town can request financial help, by requesting via an application process which will be assessed and approved via our committee.
- Three Springs Sporting Club bowling green surface has a limited lifeline and will need replacing within 5 years. The Sporting Club have indicated it has been difficult to put



aside sufficient funds during non cropping seasons and have made every approach without success for any cropping land to raise funds for their green replacement in the future.

Both organisations have advised the cropping would be done on a “rotating” basis; i.e. legume or canola then cereal crop, preference over 3 years.

Community Action Group have identified the events that they provided over the past 12months free of charge to the community and advised they were keen to include more events such as Stargazing Tourism, Mental Health and Wellbeing and any other programs that may benefit the community.

Sporting Club main project was future bowling green replacement, however advised other sporting facilities (tennis courts, squash courts and basketball courts) along with ageing clubhouse are all in need of constant maintenance and upgrade. Any work undertaken on the Sporting Club facilities is at their expense, which would be the same for any upgrade on the building or surrounds, a huge commitment for a facility that they do not own.

## **CONSULTATION**

CEO, Community Action Group and Sporting Club

## **STATUTORY ENVIRONMENT**

The Reserve is vested in the Shire of Three Springs and Council has the care, control and management responsibilities for this land and can use it for any public purpose.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

The Strategic Community Plan has as one of its Strategies 3.1.6 “Continue to support community organisations”.

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION – ITEM 9.2.2**

#### **1. That Council grant permission to the:-**

**a) Three Springs Community Action Group,**

**or**

**b) Three Springs Sporting Cub to utilise Part Reserve 2326 Arrino for cropping during the 2020 -2022 seasons.**



**Three Springs  
Community Action  
Group**

*PhotoGrid*

We are writing to the council to express our interest in the Arrino Cropping Rights for 3 years starting in 2020.

CAG is looking at setting up Community Fund, which smaller groups in town can request financial help, by requesting via an application process which will be assessed and approved via our committee. As not all community groups in town have the capabilities to put a crop in, so enabling CAG to be able to do this on behalf of all the smaller groups in town. CAG can see this a positive and another way our town can thrive, by creating stronger community groups providing more for our town.

As a committee we have discussed what percentage from the cropping funds we would put aside for the Community Fund, 50% would be set aside for the fund, the other 50% would be put aside for community events, with grant funding applications still being a priority of ours, so we can co fund and be able to be financial enough to carry projects until acquittal's are complete.

We are aware that the program is only for 3 years, so we are also mindful that we will need to spread the funding out over the years we will not have it.

Mt Leonora Farm will be assisting us in managing and putting the program in and the harvesting of the crop, as they have for various groups in previous years, they will be requesting donations and assistance from contacts that they have as a business. David and Wayne Mutter and families are fully on board with the concept of having a community fund set up for the greater community.

The 3 year program will be wheat, wheat and canola, as this year 2019, is canola. With fertilizer and inputs being the same as their normal farming program throughout the season as required.

Kind Regards

A handwritten signature in black ink, appearing to be 'Stacey Pajich'. The signature is stylized with loops and a long horizontal stroke at the end.

Stacey Pajich

**Chair Person of Three Springs Community Action Group**

**047665961**

**Attachment 9.2.2b**

8<sup>th</sup> May 2019

Dear Sylvia,

The Three Springs Sporting Club wish to apply for the cropping program at the Arrino Reserve for a three year tenure, beginning next season.

The Sporting Club facilities include 1 bowling green, 4 tennis courts, 2 squash courts and 2 basketball courts, these sporting facilities along with the clubhouse are ageing and are in need of constant maintenance and upgrade.

Due to ageing, declining membership and district depopulation, our Club, like many others in the Town, District and indeed the State are facing financial uncertainty. For example, the 2018/2019 outgoings for the year to date are listed below.

Rates- \$1167  
Insurance (Building)- \$1925  
Insurance (Contents)- \$2834  
License Fees- \$603  
Affiliation Fees- \$2721  
Clubs WA Levy- \$587  
Wages- \$11973  
Utilities (Power, water, phone, security)- \$6822  
Maintenance- \$670

Total- \$29302

Added to these annual "running" expenses are future major expenditure items as estimated:

Kitchen renovation- \$30000-\$35000  
Air Conditioning replacement- \$10000-\$15000  
Bowling green maintenance (restretching)- \$4000-\$6000

Profit and Loss Report 1/7/17-30/6/18

Expenses- \$73131.42  
Income- \$66870.84

Total loss- \$6260.58

The Sporting Club has a designated "green replacement" investment account, currently at \$50000, which was established as per shire councils generous grant towards green replacement in 2015. Additionally we are obliged to contribute funds into this account annually, however given our perilous financial position, declining memberships and bar patronage we are unlikely to meet this obligation.

The ultimate survival of this Sporting Complex, without financial backing, grants or a sustainable cropping programme are paramount in keeping one of the towns vital assets open and accessible for the people of Three Springs.

Our Club Committee, members and club patrons would therefore ask for favourable consideration when allocating the next cropping program cycle at the Arrino Reserve.

Yours Sincerely,

Bill McGree  
President  
Three Springs Sporting Club



Dear Council,

Thank you for giving us the opportunity to provide more information for our application for the Arrino cropping program for 3 years, commencing in 2020.

CAG-

“A community group formed to engage and enhance the community of Three Springs, and to be proactive in supporting our community”

We provide events for the community with no cost for the participants, planned, co-ordinated and run by volunteers.

In the past 12 months we have provided these events in town, free of charge

- Halloween Event – 30 plus children attended, plus adults, prizes for the best dressed. Prizes and treats supplied by members
- Seniors Christmas Dinner – 70 plus for dinner, and home delivered meals for those that could not attend. All donated by, The Lions, Thrift Shop, Commercial Hotel and donations from the community
- Community Christmas Tree - \$2200 sourced by CAG from the following groups, WAPOL Community engagement \$1000, Thrift Shop \$500, Lions Club \$500 and the P&C \$200. Venue donated by the Shire of Three Springs. With the groups such as TS Playgroup, TS Childcare, TS Sporting Club and TS Hockey Club able to do their own fundraising at this event as well.
- Decorate your Gate – over 20 entries. With prize money being donated by CAG
- Blue tree project – Awareness for Mental Health. Fantastic turnout with all items donated, from Bunnings, Dudawa Haulage, Dennis Agri Services, Lions Club, IGA, Rossiter & Co
- CAG Calendars – 100 printed with profit going back into CAG for various events
- Easter event and Movie Night- Free event with an Easter Egg hunt and movie screening on the Silos. 60 –70 enjoying the night. Movie license was paid for by CAG and Easter eggs donated by Dennis Agri Services.

So, as you can see with the events, we have had in the last 12 months we have been busy, providing free events for the community with ages ranging from 0 –100.



Since becoming incorporated in February, we have been able to start applying for our own grants, we have applied for the Volunteer Australia Grant, and we were successful in receiving \$1000, for a town Thankyou Volunteer Movie night. This will be a priority of CAG to apply for grants that can provide health and wellbeing programs, creative and seasonal events. Moving forward with 2019 and beyond, we are will be applying for grants where possible, putting costs on future events is hard as we may or may not be successful

On top of this we believe there are smaller community groups that would benefit of having an incorporated body that they can apply for financial help if or when required. These groups may not be able to make an application for the Arrino cropping, so are missing out on funding. We also believe that this would take the pressure of all business's and our Shire in town that are always being asked to contribute in some way to individual fundraising efforts.

CAG have been very proactive in providing events which brings the community together engaging with each other, and we will continue to do so. Applying for grants requires being able to be financial, to either co contribute and also able to have funds until we complete the acquittals.

Our current bank balance is \$463.61.

We have been able to provide enjoyment in the community with a very small bank account balance. As we are newly incorporated and entering a new period for us as a group, we are excited at the possibility we will be able to provide to the WHOLE community.

CAG is keen to include more events with Stargazing Tourism, Mental Health and wellbeing and any events, programs that will benefit the community, or the what the community needs are.

We are also looking forward to being independent, without relying on other groups in town for contributions. With the funds we would get from the Arrino cropping we would be able to provide so much more for the community.

By granting CAG the Arrino Cropping for 3 years would be assisting our smaller community groups to grow, as these groups do not have the capacity to put the crop in, but they can gain a little from CAG on an application basis, where they submit what they require. We are aware that this is a new concept for Three Springs, before any of the funds are received, we will be getting advice on setting up guidelines and application process.

We are aware that the other application for the cropping rights for the next 3 years had the rights just prior to the Golf Club, and would hope that the council's decision would take this into consideration, knowing that CAG have never applied before and we represent the whole community to engage, enhance and to be proactive in supporting the community.



Stacey Pajich

Chairperson for Three Springs Community Action Group

6<sup>th</sup> June 2019

Dear Sylvia,

The Three Springs Sporting Club wish to submit the following information to support our recent application for the next community cropping cycle at the Arrino Reserve.

1. Monies raised from cropping will be allocated to term deposit account for future bowling green replacement. Projected "life" of current synthetic green is 10-12 years, the green is now 5 years old and estimated replacement cost in 2024-2026 is \$150,000 to \$250,000 (depending on scope of groundworks required). As indicated in previous application, we are obliged to set aside annual funds to assist in green replacement, unfortunately our recent profit/loss trading deficit has inhibited our ability to do so. A three year cropping program will substantially assist us to offset the inevitable green replacement cost and therefore have less reliance on grants/funding from local council.
2. As a committee we have, and continue to be, proactive in seeking land for lease in the Three Springs Shire for the sole purpose of raising funds for the future viability of the "Three Springs" Sporting Club. Unfortunately there has been no leasehold land available so the opportunity to crop the Shire's Arrino reserve for a three year term would be very beneficial to our long term viability.
3. We believe the current three year cropping cycle is most beneficial to the allocated community group and also to achieve the desired cropping rotation for the benefit of the land. Therefore if our submission is successful we would request a three year term.

In closing, our committee wish to stress the benefit to the shire and the community of having a functional Sporting Club, with doors open and facilities available for locals and visitors to enjoy. We hope that council would agree that a functional Sporting Club with suitable facilities is very important in the long term future of our town and indeed encouraging people to move to our town.

Hoping that our submission has included the requested relevant information and is judged accordingly.

Yours Sincerely

Bill McGree (Pres. TS Sporting Club)

### **9.2.3. GENERAL POLICY MANUAL AMENDMENTS**

**Agenda Reference:** CEO 06/19 - 03  
**Location/Address:** Three Springs  
**Name of Applicant:**  
**File Reference:** ADM0200  
**Disclosure of Interest:**  
**Date:** 10<sup>th</sup> June 2019  
**Author:** Sylvia Yandle CEO

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

For Council to endorse a range of general amendments to its Policy Manual.

#### **ATTACHMENT**

9.2.3a Current Policy Manual (Separate attachment).

#### **BACKGROUND**

Council's Policy Manual from time to time will require reviewing. The policy manual is a living document and should be updated regularly as deficiencies are identified and organisational requirements change.

#### **COMMENT**

While there are a number of specific amendments and draft new policies prepared there are some self-explanatory amendments to a range of policies that need to be undertaken.

The changes recommended to the document are not exhaustive and form part of an initial review picking up matters that are straight forward changes due in the main to changed circumstances or best practice in the local government industry. A further more comprehensive review will be undertaken in due course notwithstanding that the majority of the document is relevant and is unlikely to need any significant changes.

The amendments required in the main relate to staff changeover, purchasing authority and delegations.

The current policy manual was updated in May 2019 with inclusion of Lighting Management Policy is attached, however due to changeover in staff and change in position titles a number of policies require amendments to be made, along with Policy 3007.2 Authorised Purchasing Officers allocated amounts.

Reference to Three Springs PACE – change to Three Springs Community Action Group

Reference to Manager of Finance – change to Deputy Chief Executive Officer/Manager of Finance

Reference to Works Supervisor – change to Manager of Works and Services

Reference to Community Emergency Services Manager – change to Emergency and Ranger Services Officer

## 2006 THREE SPRINGS COMMUNITY ACTION GROUP

That Council support Three Springs Community Action Group and the establishment of Tidy Towns Committee within the Shire of Three Springs, and offer support where available

### 3002.3 DELEGATED AUTHORITY

- Officers authorised to make investment decisions and sign investment lodgment's, withdrawals etc., are outlined below and must be named in Council's Delegated Authority Register.
- In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons, under advice to Council.
- Any investments made under delegated authority are to comply with the Authorised Investments List.
- Decisions in excess of \$750,000 unauthorized investments or for terms > 12 months should be referred to Council.

Limit	Activity	Delegated Authority To Open and Operate Account
Investment decision (within Limit)  <\$750,000	Investment Decision	Chief Executive Officer  (Investment Advisor may be consulted)
	Place Investments	Chief Executive Officer Joint with Deputy Chief Executive Officer/Manager of Finance
	Transfer Investments to the Municipal Account	Deputy Chief Executive Officer/Manager of Finance joint with Senior Finance and Admin Officer
Investment decision (exceeding Limit)  > \$750,000	Investment Decision	Council Resolution by Absolute Majority  (Investment Advisor may be consulted)
	Place Investments	Shire President and Chief Executive Officer
	Transfer Investments to the Municipal Account	Shire President and Chief Executive Officer

## **3007.2 AUTHORISED PURCHASING OFFICERS**

The officers are appointed as authorised purchasing officers within the following ranges:

- Emergency & Ranger Services Officer \$0 - \$200
- Building Maintenance Officer, Senior Finance &  
Administration Officer \$0 - \$500
- Manager of Works and Services \$0 - \$1,000
- Deputy Chief Executive Officer/Manager of Finance \$0 - \$50,000
- Chief Executive Officer \$0 - \$150,000

Where an officer requires goods and services above their approved limit the purchase order is to be countersigned by their line supervisor or the Chief Executive Officer.

## **3009 CORPORATE CREDIT CARD**

### **Issue of Credit Cards and Limits**

Council shall provide credit cards to the following positions, for the listed credit limit amounts

Chief Executive Officer	\$8000
Deputy Chief Executive Officer/Manager of Finance	\$3000

## **3010 RELATED PARTY DISCLOSURE**

KMP's for the Council are considered to be;

- Councillors (including the President)
- Chief Executive Officer
- Deputy Chief Executive Officer/Manager of Finance
- Managers including Manager of Works and Services
- A person acting in the Chief Executive Officer or Senior position (that are not already identified as a KMP).

## **4003 APPOINTMENTS**

The Senior Executive Staff shall consist of Chief Executive Officer, Deputy Chief executive Officer/Manager of Finance and Manager of Works and Services. Any recommendations to increase staff levels are to be submitted to Council with full details to justify such increase.

## **4009.1 COUNCIL VEHICLES ISSUED TO STAFF**

The following staff shall have Council vehicles issued to them under the following conditions:

1. Chief Executive Officer – as per negotiated salary package.
2. Deputy Chief Executive Officer/Manager of Finance – as per negotiated salary package.

3. Manager of Works and Services – as per negotiated salary package.
4. Building Maintenance Officer and Mechanic – commuting use only
5. That those Officers entitled to private use of Councils' vehicles be required to charge all fuels and oils through Councils' accounts and be responsible for all amounts relevant to the private use of such vehicles as per employee contracts.

#### **4009.3 COMMUTER USE**

In recognition of its interest in the welfare of its employees, the Council authorises the CEO or Acting CEO, or in his absence the Manager of Works and Services to allow after hours personal usage of plant to employees

#### **7001 VEHICLE REPLACEMENT PROGRAM**

The CEO, in conjunction with the Works Supervisor and Council, shall prepare a replacement program to allow economical replacement of plant and vehicles. The replacement program will be evaluated and/or amended by Council when considering the Plan for the Future and be considered in conjunction with the annual budget.

#### **CONSULTATION**

Chief Executive Officer

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995.

Local Government (Functions and General) Regulations 1996.

#### **POLICY IMPLICATIONS**

Shire of Three Springs Policy manual sections 2006, 3002.3, 3007.2, 3009, 3010, 4003, 4009.1, 4009.3 and 7001.

#### **FINANCIAL IMPLICATION**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER RECOMMENDATION – Item 9.2.3**

That Council adopt the following changes to its Policy Manual: –

#### **2006 THREE SPRINGS COMMUNITY ACTION GROUP**

That Council support Three Springs Community Action Group and the establishment of Tidy Towns Committee within the Shire of Three Springs, and offer support where available

### 3002.3 DELEGATED AUTHORITY

- Officers authorised to make investment decisions and sign investment lodgment's, withdrawals etc., are outlined below and must be named in Council's Delegated Authority Register.
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Investment decision (exceeding Limit)  > \$750,000	Investment Decision	Council Resolution by Absolute Majority  (Investment Advisor may be consulted)
	Place Investments	Shire President and Chief Executive Officer
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- Deputy Chief Executive Officer/Manager of Finance \$0 - \$50,000
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### **3010 RELATED PARTY DISCLOSURE**

KMP's for the Council are considered to be;

- Councillors (including the President)
- Chief Executive Officer
- Deputy Chief Executive Officer/Manager of Finance
- Managers including Manager of Works and Services
- A person acting in the Chief Executive Officer or Senior position (that are not already identified as a KMP).

### **4003 APPOINTMENTS**

The Senior Executive Staff shall consist of Chief Executive Officer, Deputy Chief executive Officer/Manager of Finance and Manager of Works and Services. Any recommendations to increase staff levels are to be submitted to Council with full details to justify such increase.

### **4009.1 COUNCIL VEHICLES ISSUED TO STAFF**

The following staff shall have Council vehicles issued to them under the following conditions:

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2. Deputy Chief Executive Officer/Manager of Finance – as per negotiated salary package.



3. **Manager of Works and Services – as per negotiated salary package.**
4. **Building Maintenance Officer and Mechanic – commuting use only**
5. **That those Officers entitled to private use of Councils' vehicles be required to charge all fuels and oils through Councils' accounts and be responsible for all amounts relevant to the private use of such vehicles as per employee contracts.**

#### **4009.3 COMMUTER USE**

**In recognition of its interest in the welfare of its employees, the Council authorises the CEO or Acting CEO, or in his absence the Manager of Works and Services to allow after hours personal usage of plant to employees**

#### **7001 VEHICLE REPLACEMENT PROGRAM**

**The CEO, in conjunction with the Works Supervisor and Council, shall prepare a replacement program to allow economical replacement of plant and vehicles. The replacement program will be evaluated and/or amended by Council when considering the Plan for the Future and be considered in conjunction with the annual budget.**

#### **9.2.4. BUDGET ADJUSTMENT 2018/19**

**Agenda Reference:** CEO 06/19 - 04  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0130  
**Disclosure of Interest:** Nil  
**Date:** 11<sup>th</sup> June 2019  
**Author:** Sylvia Yandle, CEO

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

For Council to approve and allocate \$57,000 out of Municipal funds to Refuse Site Reserve and transfer \$25,000 to Drainage Reserve.

#### **ATTACHMENT**

Nil

#### **BACKGROUND**

During 2016 when the transfer for purchase of land for new Refuse site was being finalised, negotiations were held with Karara to allocate funds for the construction of 3 trenches at the new site. Construction to be undertaken when current site reached capacity and funds of \$57,000 would be available for this work. Karara paid these funds (based on cost for construction of trenches when power line was being built) which have been held in Council's Municipal account and no allowance was made to transfer funds to a Reserve account prior to work commencing. It is recommended that Council consider transferring these funds to a Refuse Site Reserve for future development of the site.

When the 2018/19 Budget was adopted on 18<sup>th</sup> July 2018, Council approved transfer of funds totalling \$126,000 to the following Reserve funds:

- Plant Reserve \$56,000
- Housing & Development Reserve \$20,000
- Lovelock Soak Reserve \$25,000
- Road Reserve \$25,000

During 2017/18 discussions were held in relation to the Town Drainage Project and a decision was made in June 2018 to transfer \$300,000 to be held in a Drainage Reserve Account, however no allowance was made in 2018/19 budget to transfer funds to build up the Reserve before any major works commenced.

#### **COMMENT**

In order to have funding available when current Refuse Site reaches capacity and the fact that funds have been received it is sensible that a budget adjustment be made in 2018/19 to open a Reserve account and also consider transferring funds each financial year to allow for future work.

As mentioned no allowance was made in 2018/19 budget to transfer funds to Drainage Reserve and with drainage issues being a huge concern along with an ongoing large capital expense expected over many years to rectify these issues it is imperative that funds are allocated to build up Drainage Reserve account. It is recommend an amount of \$25,000 be transferred from Municipal Fund to Drainage Reserve prior to 30<sup>th</sup> June 2019.

The Drainage Reserve will now be funded out of the Surplus \$682,268 March Budget Review forecast.

## **CONSULTATION**

CEO, Deputy CEO/Manager of Finance

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **6.8. Expenditure from municipal fund not included in annual budget**

*\* Absolute majority required.*

(1a) In subsection (1) —

***additional purpose*** means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Budget amendment proposed will be funded from Municipal funds and as such there will be adjustment to Council's current Budget Surplus position of \$682,268.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER RECOMMENDATION – ITEM 9.2.4**

**That Council amends the 2018/2019 Current Budget and approves \$25,000 to be transferred to Drainage Reserve account and \$57,000 to a new Refuse Site Reserve from Municipal Fund.**

### 9.2.5. FREEDOM OF INFORMATION STATEMENT

**Agenda Reference:** CEO 06/19 - 05  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Officer of Information Commissioner  
**File Reference:** ADM0063  
**Disclosure of Interest:**  
**Date:** 13th June 2019  
**Author:** Donna Newton Finance Officer

#### SUMMARY

For Council to endorse Shire of Three Springs Freedom of Information Statement 2019.

#### ATTACHMENT

Shire of Three Springs Draft Freedom of Information Statement 2019.

#### BACKGROUND

The Shire of Three Springs as an agency is required in accordance with section 96(2) of the Freedom of Information Act to either publish a “stand-alone” information statement or include the prescribed information in its annual report.

Where an information statement is produced as a stand-alone document, reference to its existence and details of how it can be inspected or purchased should also be contained in Council’s annual report. Council is required to make a copy of its Information Statement available for inspection and/or purchase at its office of administration.

Council may elect to publish its information statement in its annual report and if it does, it must include all the information specified in section 97 to be compliant with the FOI Act. The information need not be all together in one part of the report, in the way it would appear in a stand-alone document, but all the required information must be included.

In the Information Commissioner’s 2002 Annual Report, the Commissioner noted and supported the publication of information statement and internal manual online. Many agency websites now utilise this method of publication which is another way of ensuring that the public has access to the information it needs to effectively use FOI.

#### CONSULTATION

Chief Executive Officer and Finance Officer.

#### STATUTORY ENVIRONMENT

##### Freedom of Information Act 1992 Part 5 s.96 and 97

##### **96. Information statement, each agency to publish annually**

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act-
  - a) Within 12 months after the commencement of this Act; and
  - b) At subsequent intervals of not more than 12 months.

- (2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.
- (3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.
- (4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

*(Section 96 amended by No. 47 of 1999 s. 13)*

**97. Information statement and internal manual, each agency to make available etc.**

- (1) An agency (other than a Minister or an exempt agency) has to cause copies of –
  - a) its most up-to-date information statements; and
  - b) each of its internal manuals,
- (2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.
- (3) A subcontractor does not have to comply with subsection (1) and (2) if the relevant contractor has complied with those subsections on behalf of the subcontractor.

**FINANCIAL IMPLICATIONS**

Fees as determined by Freedom of Information Act.

**STRATEGIC IMPLICATIONS**

Shire of Three Springs Freedom of Information Statement to be published on Council website and available at the Shire Office.

**OFFICERS COMMENT**

The Freedom of Information Statement 2019 for Shire of Three Springs has been prepared and updated and on endorsement by Council will be forwarded to Office of the Information Commissioner as required (at intervals of not more than 12 months).

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION – ITEM 9.2.1**

**That Council endorse Shire of Three Springs Freedom of Information Statement 2019, forward a copy to Office of the Information Commissioner and publish statement on Council website with a copy available at the Shire Office.**

## FREEDOM OF INFORMATION STATEMENT



## DRAFT FREEDOM OF INFORMATION STATEMENT 2019

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

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## **1 MISSION STATEMENT**

The Shire of Three Springs operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance. Council is committed to improve the quality of life of the residents of Three Springs through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

Its objectives are to:

- provide high quality roads and other services to residents in the community at reasonable cost;
- strengthen the financial viability of Council by improving efficiency and effectiveness; and
- by recognising the need to be responsible to the electorate in providing information on the activities of the Shire and to involve electors in everyday decision making, to increase the awareness of the Shire's objectives and policies for all those who live and work in the Shire, and to help the community understand the need to reconcile often conflicting factors in planning and providing services.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

## **2 DETAILS OF LEGISLATION ADMINISTERED**

Including, yet not limited to:

- Local Government Act 1995
- Freedom of Information Act 1992
- Dog Act 1976
- Cat Act 2011
- Planning and Development Act 2005
- And all other legislation relevant to Local Government functions

## **3 COUNCIL STRUCTURE**

The Shire of Three Springs consists of seven (7) Councillors including the Shire President. Councillors are elected for a four year term with four members retiring in one election and the balance (three) retiring at the next. Election is held in October of every second year. The President of the Council is elected by the Councillors at the first meeting following the ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

Council is the decision making body of all policy matters.

The CEO reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).



#### 4 DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of Full Council are generally held on the third Wednesday of every month (except the month of January when Council is in recess and December when the meeting is bought forward by one week), and commence at 1:30 p.m. Members of the public are welcome to attend and Public Question Time is the first item of business.

The main business of the meeting is to consider and make resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least one week prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

##### 4.1 Minutes

Minutes of Full Council Meetings are placed on display on the Council website within:

- 10 days after Ordinary Council Meeting

#### 5 THREE SPRINGS SHIRE COUNCILLORS

Councillor C. (Chris) Lane (President)	Term expires October 2021
Councillor C. (Chris) Connaughton (Deputy President)	Term expires October 2019
Councillor A. E. (Anthony) Thomas	Term expires October 2019
Councillor R. (Richard) Thorpe	Term expires October 2019
Councillor J. A. (Jennyfer) Lake - Resigned	Term expires October 2019
Councillor R. J. (Jim) Heal	Term expires October 2021
Councillor J. D. (Jenny) Mutter	Term expires October 2021

FOR 2019/2020	
COMMITTEE	COUNCIL REPRESENTATIVE
1. Northern Country Zone of WALGA	President, Cr. C Lane & Deputy President Cr. C Connaughton (Proxy)
2. WALGA Conference	President, Cr. C Lane and Cr. A Thomas
3. Wildflower Regional Tourism Committee	Cr. J Lake & Cr. J Mutter (Proxy)
4. North Midlands Medical Practice Management Committee	President, Cr. C Lane, Deputy President, Cr. C Connaughton, Cr. A Thomas, Cr. R Thorpe, Cr. J Lake, Cr. R Heal & Cr. J Mutter
5. MRWA Regional Road Group	Deputy President Cr. C Connaughton & Cr. R Heal (Proxy)
7. Three Springs Local Emergency Management Committee	Cr. R Heal & Cr. R Thorpe (Proxy)
8. Audit Committee	All Councillors
9. Tidy Towns & C.A.G.	Cr. J Mutter & Cr. C Lane (Proxy)
10. Development Assessment Panel	Cr Thorpe and Deputy President Cr Connaughton Alternate members – President Cr Lane and Cr Thomas

To be reviewed 19<sup>th</sup> June 2019

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## 6 DELEGATIONS

The CEO has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The CEO has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirement:

- to determine policies to be applied by the Council in exercising its discretionary powers
- to determine the type, range and scope of projects to be undertaken by the Council
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

## 7 SERVICES FOR THE COMMUNITY

Council makes decisions on policy issues relating to services that are provided for members of the public.

These services currently include:

Roads/Footpaths/Kerbing	Stormwater Drainage
Traffic Control Devices	Street Lighting
Street Tree Planting	Refuse Collection & Tip Control
Public Toilets	Public Library
Aged Persons Accommodation	Parks and Reserves
Dog & Cat Control	Planning Controls
Environmental Health Matters	Pest Controls
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies
Landcare	

## **8 PUBLIC PARTICIPATION**

### **8.1 Council Meetings**

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations - With the permission of the Presiding Officer or the President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council
2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council

### **8.2 Community Consultation**

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise

## 9 ACCESS TO DOCUMENTS

### 9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office free of charge. Members of the public may purchase copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	}
Council Minutes	}
Policy Manual	}
Council Budget	}
Council Annual Financial Statements	}
Council Local Laws	} at the set photocopying rate
Planning/Building Application Register	}
Principal Activities Plan	}
Assessment Book	}
Delegation Register	}
Directional Maps	}
Building Plans	}
Council Town Planning Scheme No. 2	}
Scheme Text	}
Consolidated Roll	\$11.00 complete roll
Owner & Occupier Roll	\$11.00 complete roll

## 10 OTHER INFORMATION REQUESTS

### 10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, *the Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

### 10.2 Freedom of Information Applications:

Access applications have to-

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

To be reviewed 19<sup>th</sup> June 2019

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## Shire of Three Springs Freedom of Information Statement

### **Postal Address:**

Shire of Three Springs  
PO Box 117  
THREE SPRINGS WA 6519

### **In Person:**

132 Railway Road  
THREE SPRINGS WA 6519

Application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

### **10.3 Freedom of Information Charges**

A scale of fees and charges are set under the FOI Act Regulations. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

#### **1. Type of Fee**

Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00

#### **2. Type of Charge**

• Charge for time dealing with application (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopy	.20cents
• Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	Actual cost
• Delivery, packaging and postage	Actual cost

#### **Deposits**

• Advance deposit may be required of the estimated charges	25%
• Further advance deposit may be required to meet the charges for dealing with the application	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the Charge is reduced by 25%

## **11 ACCESS ARRANGEMENTS**

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

To be reviewed 19<sup>th</sup> June 2019

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## 12 NOTICE OF DECISION

As soon as possible but in any case within 45 days the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made
- the name and designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter exempt;
- or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights.

### Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

**Sylvia Yandle**  
**Chief Executive Officer**

## ATTACHMENTS

- Application for Access to Documents
- Figure 1 - Corporate Structure

To be reviewed 19<sup>th</sup> June 2019

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**SHIRE OF THREE SPRINGS**  
**APPLICATION FOR ACCESS TO DOCUMENTS**  
(Under the Freedom of Information Act 1992, Section 12)

**DETAILS OF APPLICANT:**

Surname: ..... Given Names .....

Australian Postal Address: .....

Post Code: ..... Telephone Number(s): .....

*If the application is on behalf of an organisation:*

Name of Organisation/Business: .....

**DETAILS OF REQUEST:** (please tick) Personal Documents ☐ Non-Personal Documents ☐

I am applying for access to document(s) concerning .....

(If space provided is not sufficient, please attach details on a separate sheet.)

**FORM OF ACCESS:** (Please tick appropriate box)

I wish to inspect the document(s) YES ☐ NO ☐

I require a copy of the document(s) YES ☐ NO ☐

I require access in another form YES ☐ NO ☐

(Specify) .....

**FEES AND CHARGES:**

Attached is a cheque/cash to the amount of \$ ..... to cover the application fee. I understand that before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges if appropriate.

*In certain cases, a reduction in fees and charges may apply - see section on FEES AND CHARGES on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.*

I am requesting a reduction in fees and charges: YES ☐ NO ☐ (Please tick appropriate box)

**APPLICANT'S SIGNATURE:** ..... Date: .....

**(OFFICE USE ONLY)**

FOI Reference Number: .....

Received on: ...../...../..... Deadline for response: ...../...../.....

Acknowledgment sent on: ...../...../.....

**Proof of Identity** (If applicable)

Type: ..... Sighted: ..... Number: .....

## **PLEASE NOTE**

### **FOI Application**

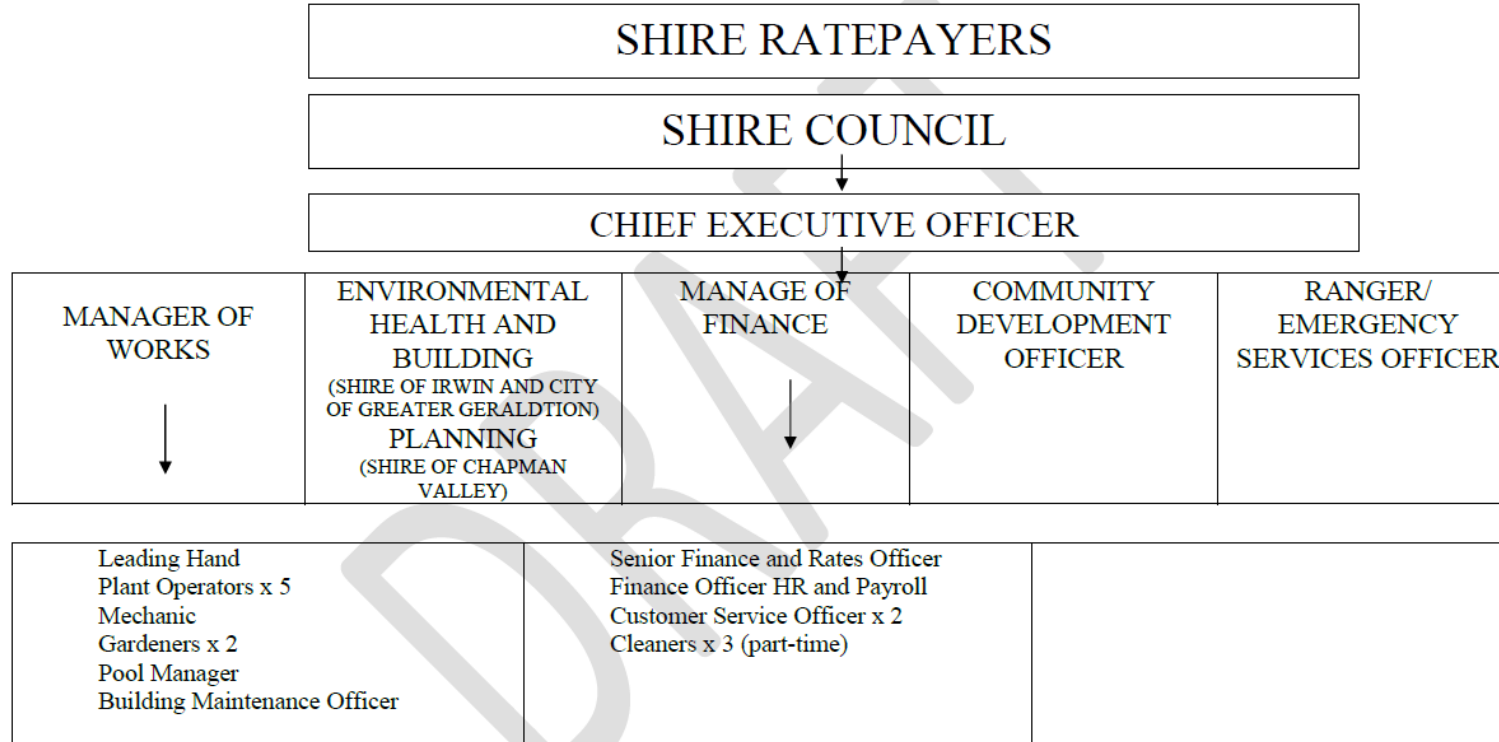
- Provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Three Springs may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, written authorisation is required.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (Telephone: 9222 8216).



Figure 1 - Shire of Three Springs Organisational Structure

## SHIRE OF THREE SPRINGS ORGANISATIONAL STRUCTURE

MAY 2019



To be reviewed 19<sup>th</sup> June 2019

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### 9.3. FINANCE

<b>9.3.1. FINANCIAL STATEMENTS FOR MONTH ENDING 31 MAY 2019</b>
---

**Agenda Reference:** CEO  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0243  
**Disclosure of Interest:**  
**Date:** 13<sup>th</sup> June 2019  
**Author:** Rajinder Sunner

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

The Monthly Statement of Financial Activity report for the month ending 31<sup>st</sup> May, 2019 is presented to Council for adoption.

#### **ATTACHMENT**

Finance Report ending 31<sup>st</sup> May, 2019.

#### **BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council.

#### **CONSULTATION**

No consultation required.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.4.  
Local Government (Financial Management) Regulations 1996 Section 34.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Financial implications are outlined in comments.

#### **STRATEGIC IMPLICATIONS**

Nil.

#### **OFFICER COMMENT**

Council's estimated Surplus C/FWD as at the 31<sup>st</sup> May 2019, is \$2,345,657.

<b>SUMMARY OF FUNDS – SHIRE OF THREE SPRINGS</b>	
Municipal Account	\$33,855
Business Cash Maximiser (Municipal Funds)	\$1,141,050
Grant Funds Holding Maximiser Account (Municipal Funds)	\$1,059,229
Trust Account	\$708
Reserve Maximiser	\$1,756,706
Police Licensing Account	\$98,473

Account Balances as at 31<sup>st</sup> May 2019 close:

- Sundry Debtor - \$102,505.
- Creditors - \$50,346.
- Rates Debtors - \$53,569.

#### VOTING REQUIREMENTS

Simple Majority.

#### **OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council adopts the preliminary Monthly Statement of Financial Activity for the month ending 31<sup>st</sup> May, 2019**



**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 May 2019**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 06 June 2019  
Prepared by:  
Reviewed by:

#### **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 and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has 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 13.

#### **SIGNIFICANT ACCOUNTING POLICES**

##### **GOODS AND SERVICES TAX**

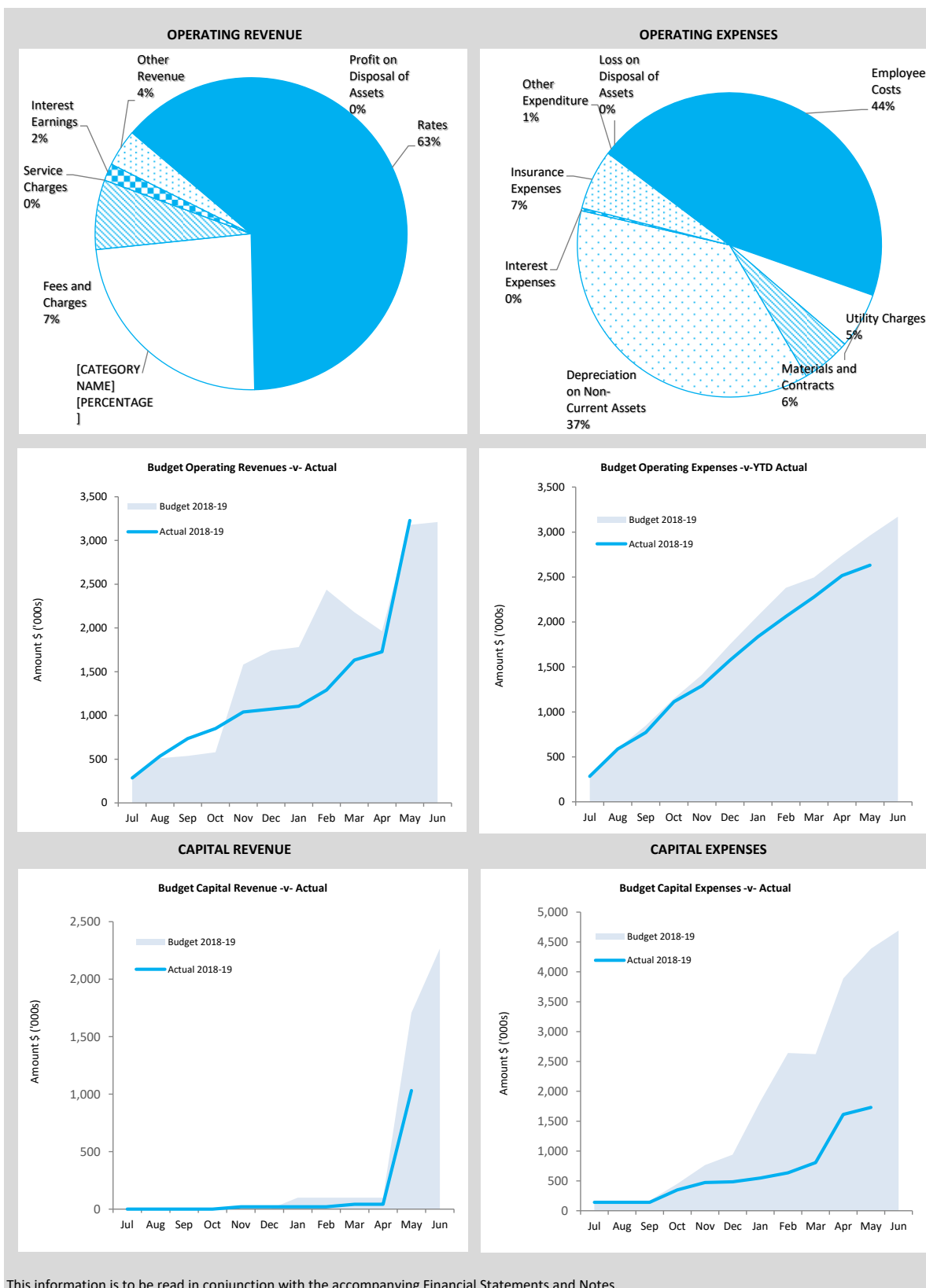
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, 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 operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<b>GOVERNANCE</b>	<b>ACTIVITIES</b>
To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services 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.
<b>GENERAL PURPOSE FUNDING</b>	
To collect revenue to fund provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	
To ensure a safer community in which to live.	Supervision of various local laws, fire prevention, emergency services and animal control.
<b>HEALTH</b>	
To provide an operational framework for good community health.	Food quality and pest control, maintenance of child health centre, medical centre, dental clinic and administration of group health scheme.
<b>EDUCATION AND WELFARE</b>	
To support the needs of the community in education and welfare.	Assistance to Day Care Centre, Playgroup, Youth activities and other voluntary services.
<b>HOUSING</b>	
Provide adequate housing to attract and retain staff and non-staff.	Maintenance of council owned staff and non-staff housing.
<b>COMMUNITY AMENITIES</b>	
Provide services as required by the community.	Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, rest centres, stormwater drainage and FM radio retransmitter.
<b>RECREATION AND CULTURE</b>	
To establish and efficiently manage infrastructure and resources that help the social wellbeing of the community.	Maintenance of swimming pool, recreation centre, library, parks, gardens and reserves.
<b>TRANSPORT</b>	
To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic lights, cycleways, depot maintenance and airstrip maintenance.
<b>ECONOMIC SERVICES</b>	
To help promote the shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes.
<b>OTHER PROPERTY AND SERVICES</b>	
To monitor and control overheads and operating accounts.	Private works operations, plant repairs and operations and engineering costs.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,614,197	1,614,197	<b>1,631,279</b>	17,082	1.06%	
<b>Revenue from operating activities</b>							
Governance		46,397	44,507	<b>42,884</b>	(1,623)	(3.65%)	
General Purpose Funding - Rates	6	2,038,819	2,038,102	<b>2,042,588</b>	4,486	0.22%	
General Purpose Funding - Other		676,441	674,029	<b>678,153</b>	4,124	0.61%	
Law, Order and Public Safety		27,389	17,514	<b>23,879</b>	6,365	36.34%	▲
Health		15,797	14,465	<b>14,666</b>	201	1.39%	
Education and Welfare		14,762	13,702	<b>11,866</b>	(1,836)	(13.40%)	
Housing		92,339	83,788	<b>84,827</b>	1,039	1.24%	
Community Amenities		84,053	83,268	<b>86,680</b>	3,412	4.10%	
Recreation and Culture		25,213	24,008	<b>22,097</b>	(1,911)	(7.96%)	
Transport		132,517	130,106	<b>130,561</b>	455	0.35%	
Economic Services		20,469	20,169	<b>30,675</b>	10,506	52.09%	▲
Other Property and Services		35,755	33,899	<b>60,532</b>	26,633	78.57%	▲
		<b>3,209,951</b>	<b>3,177,557</b>	<b>3,229,408</b>	51,851		
<b>Expenditure from operating activities</b>							
Governance		(249,160)	(240,888)	<b>(202,351)</b>	38,537	16.00%	▲
General Purpose Funding		(40,572)	(36,255)	<b>(34,054)</b>	2,201	6.07%	
Law, Order and Public Safety		(179,985)	(169,501)	<b>(179,454)</b>	(9,953)	(5.87%)	
Health		(120,426)	(112,469)	<b>(110,749)</b>	1,720	1.53%	
Education and Welfare		(7,981)	(7,580)	<b>(5,251)</b>	2,329	30.73%	
Housing		(377,133)	(348,305)	<b>(313,641)</b>	34,664	9.95%	
Community Amenities		(308,426)	(286,391)	<b>(203,508)</b>	82,883	28.94%	▲
Recreation and Culture		(818,083)	(763,745)	<b>(727,519)</b>	36,226	4.74%	
Transport		(917,064)	(838,192)	<b>(791,239)</b>	46,953	5.60%	
Economic Services		(129,893)	(122,924)	<b>(104,896)</b>	18,028	14.67%	▲
Other Property and Services		(22,691)	(34,475)	<b>(61,362)</b>	(26,887)	(77.99%)	▼
		<b>(3,171,414)</b>	<b>(2,960,725)</b>	<b>(2,734,024)</b>	226,701		
Non-cash amounts excluded from operating activities	1(a)	957,689	863,427	<b>1,006,750</b>	143,323	16.60%	▲
<b>Amount attributable to operating activities</b>		<b>996,226</b>	<b>1,080,259</b>	<b>1,502,134</b>	421,875		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12(b)	2,165,736	1,665,736	<b>989,536</b>	(676,200)	(40.59%)	▼
Proceeds from disposal of assets	7	100,000	42,000	<b>42,000</b>	0	0.00%	
Purchase of property, plant and equipment	8	(4,691,818)	(4,388,321)	<b>(1,730,247)</b>	2,658,074	60.57%	▲
<b>Amount attributable to investing activities</b>		<b>(2,426,082)</b>	<b>(2,680,585)</b>	<b>(698,711)</b>	1,981,874		
<b>Financing Activities</b>							
Transfer from Reserves	10	732,400	0	<b>0</b>	0	0.00%	
Repayment of Debentures	9	(66,233)	(56,390)	<b>(56,390)</b>	0	0.00%	
Transfer to Reserves	10	(168,240)	(32,655)	<b>(32,655)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>497,927</b>	<b>(89,045)</b>	<b>(89,045)</b>	0		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>682,268</b>	<b>(75,174)</b>	<b>2,345,657</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2018-19 year is \$5,000 or 10.00% whichever is the greater.

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



**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2019**

**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.

**NATURE OR TYPE DESCRIPTIONS**

**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.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus / (Deficit)</b>	1(c)	1,614,197	1,614,197	<b>1,631,279</b>	17,082	1.06%	▲
<b>Revenue from operating activities</b>							
Rates	6	2,038,102	2,038,102	<b>2,042,588</b>	4,486	0.22%	
Operating grants, subsidies and contributions	12(a)	769,273	759,322	<b>766,288</b>	6,966	0.92%	▲
Fees and charges		237,282	226,821	<b>232,686</b>	5,865	2.59%	▲
Interest earnings		65,047	58,440	<b>57,185</b>	(1,255)	(2.15%)	
Other revenue		94,997	89,622	<b>124,411</b>	34,789	38.82%	▲
Profit on disposal of assets	7	5,250	5,250	<b>6,250</b>	1,000	19.05%	
		<b>3,209,951</b>	<b>3,177,557</b>	<b>3,229,408</b>	51,851		▲
<b>Expenditure from operating activities</b>							
Employee costs		(1,273,238)	(1,185,329)	<b>(1,202,576)</b>	(17,247)	(1.46%)	
Materials and contracts		(528,219)	(521,546)	<b>(161,904)</b>	359,642	68.96%	▲
Utility charges		(185,333)	(176,751)	<b>(143,885)</b>	32,866	18.59%	▲
Depreciation on non-current assets		(951,290)	(858,677)	<b>(1,013,000)</b>	(154,323)	(17.97%)	
Interest expenses		(12,314)	(9,690)	<b>(7,987)</b>	1,703	17.57%	
Insurance expenses		(175,616)	(170,645)	<b>(174,521)</b>	(3,876)	(2.27%)	
Other expenditure		(35,404)	(28,087)	<b>(30,149)</b>	(2,062)	(7.34%)	
Loss on disposal of assets	7	(10,000)	(10,000)	<b>0</b>	10,000	100.00%	▲
		<b>(3,171,414)</b>	<b>(2,960,725)</b>	<b>(2,734,022)</b>	226,703		▲
Non-cash amounts excluded from operating activities	1(a)	957,689	863,427	<b>1,006,750</b>	143,323	16.60%	▲
<b>Amount attributable to operating activities</b>		<b>996,226</b>	<b>1,080,259</b>	<b>1,502,136</b>	421,877		▲
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	12(b)	2,165,736	1,665,736	<b>989,536</b>	(676,200)	(40.59%)	
Proceeds from disposal of assets	7	100,000	42,000	<b>42,000</b>	0	0.00%	
Payments for property, plant and equipment	8	(4,691,818)	(4,388,321)	<b>(1,730,247)</b>	2,658,074	(60.57%)	▲
<b>Amount attributable to investing activities</b>		<b>(2,426,082)</b>	<b>(2,680,585)</b>	<b>(698,711)</b>	1,981,874		▲
<b>Financing Activities</b>							
Transfer from reserves	10	732,400	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(66,233)	(56,390)	<b>(56,390)</b>	0	0.00%	
Transfer to reserves	10	(168,240)	(32,655)	<b>(32,655)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>497,927</b>	<b>(89,045)</b>	<b>(89,045)</b>	0		
<b>Closing Funding Surplus / (Deficit)</b>	1(c)	<b>682,268</b>	<b>(75,174)</b>	<b>2,345,659</b>			

**KEY INFORMATION**

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

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

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

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Amended Budget	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals		(5,250)	(6,250)
Less: Movement in liabilities associated with restricted cash		1,649	0
Add: Loss on asset disposals		10,000	0
Add: Depreciation on assets		951,290	1,013,000
<b>Total non-cash items excluded from operating activities</b>		<b>957,689</b>	<b>1,006,750</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		This Year Opening 01 Jul 2018	Year to Date 31 May 2019
<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	10	(1,724,052)	(1,756,707)
Add: Borrowings	9	66,233	9,842
Add: Provisions - employee	11	148,223	148,223
<b>Total adjustments to net current assets</b>		<b>(1,509,596)</b>	<b>(1,598,642)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>			
Cash and cash equivalents	2	3,235,209	3,991,141
Rates receivables	3	35,623	53,569
Receivables	3	235,451	102,505
Other current assets	4	5,497	5,497
<b>Less: Current liabilities</b>			
Payables	5	(156,449)	(50,346)
Borrowings	9	(66,233)	(9,842)
Provisions	11	(148,223)	(148,223)
<b>Less: Total adjustments to net current assets</b>	1(c)	<b>(1,509,596)</b>	<b>(1,598,642)</b>
<b>Closing Funding Surplus / (Deficit)</b>		<b>1,631,279</b>	<b>2,345,659</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the C

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash at Bank Muni A/C	Cash and cash equivalents	2,234,135			2,234,135	NAB	Variable	ongoing
Reserve Funds	Cash and cash equivalents	0	1,756,706		1,756,706	NAB	2.50%	19/05/2019
Petty Cash	Cash and cash equivalents	300			300	n/a	n/a	n/a
<b>Total</b>		<b>2,234,435</b>	<b>1,756,706</b>	<b>0</b>	<b>3,991,141</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,234,435	1,756,706	0	3,991,141			
Financial assets at amortised cost		0	0	0	0			
		<b>2,234,435</b>	<b>1,756,706</b>	<b>0</b>	<b>3,991,141</b>			

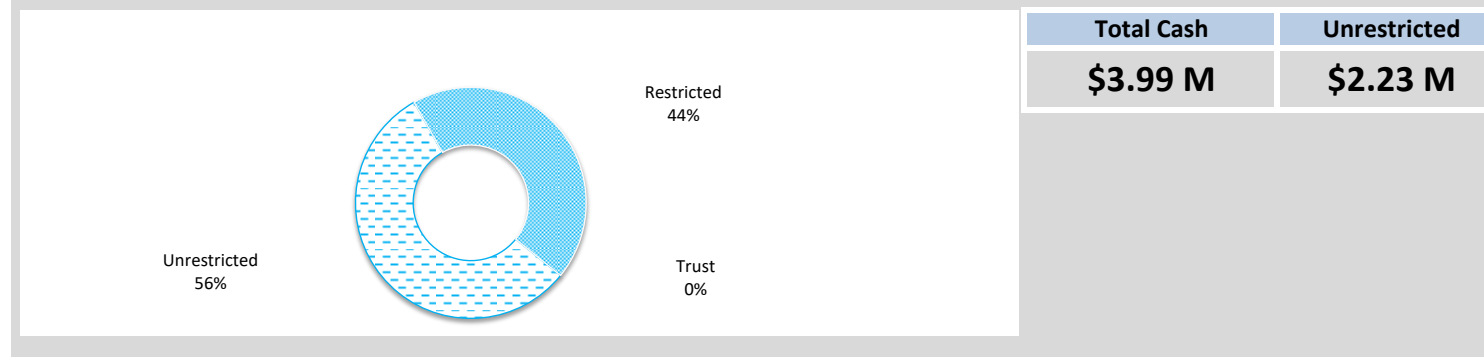
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 net current assets.

The local government 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.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

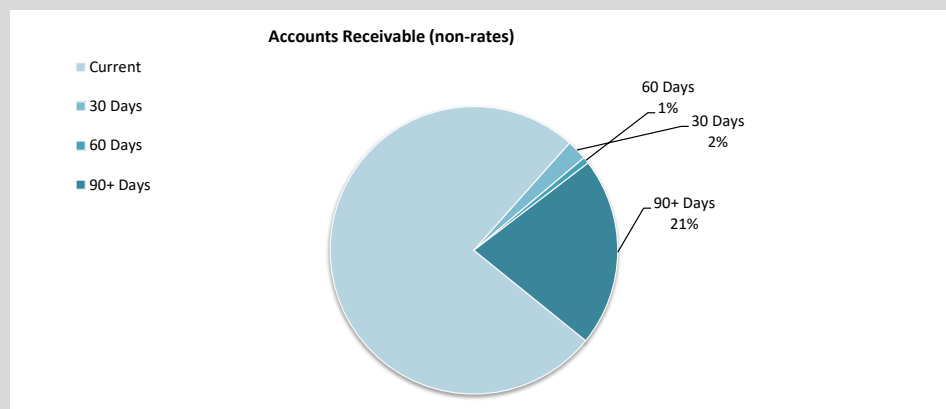
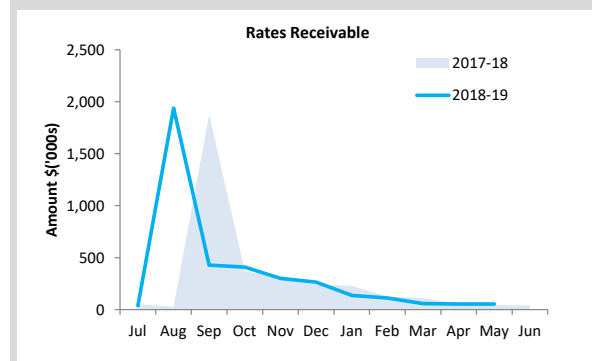
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates Receivable	30 June 2018	31 May 19
	\$	\$
Opening Arrears Previous Years	35623	35,623
Levied this year	2,038,819	2,042,588
Less - Collections to date	(2,038,819)	(2,024,642)
Equals Current Outstanding	<b>35623</b>	<b>53,569</b>
<b>Net Rates Collectable</b>	<b>35,623</b>	<b>53,569</b>
% Collected	98.3%	97.4%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	858	67,906	2,047	660	19,030	90,501
Percentage	0.9%	75%	2.3%	0.7%	21%	
<b>Balance per Trial Balance</b>						
Sundry receivable						90,501
GST receivable						12,084
Other receivables [describe]						(80)
<b>Total Receivables General Outstanding</b>						<b>102,505</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. 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.



Collected	Rates Due
<b>97.4%</b>	<b>\$53,569</b>

<b>Debtors Due</b>
<b>\$102,505</b>
<b>Over 30 Days</b>
<b>24%</b>
<b>Over 90 Days</b>
<b>21%</b>

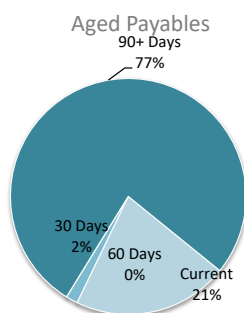
## OPERATING ACTIVITIES

### NOTE 5

#### Payables

## KEY INFORMATION

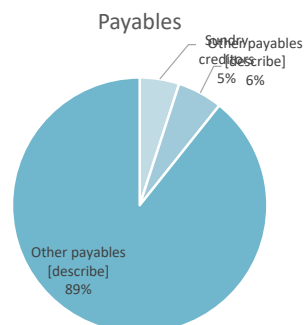
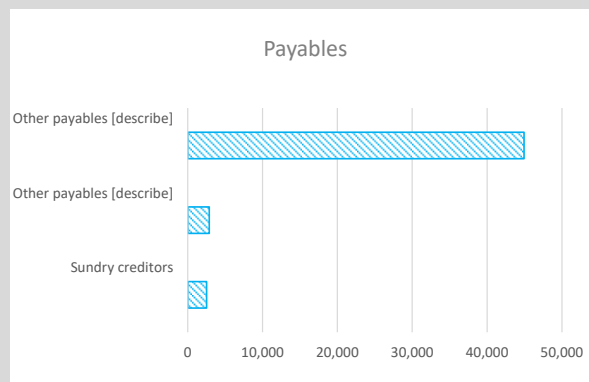
- Current
- 30 Days
- 60 Days
- 90+ Days



**\$50,346**

79%

**77.1%**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

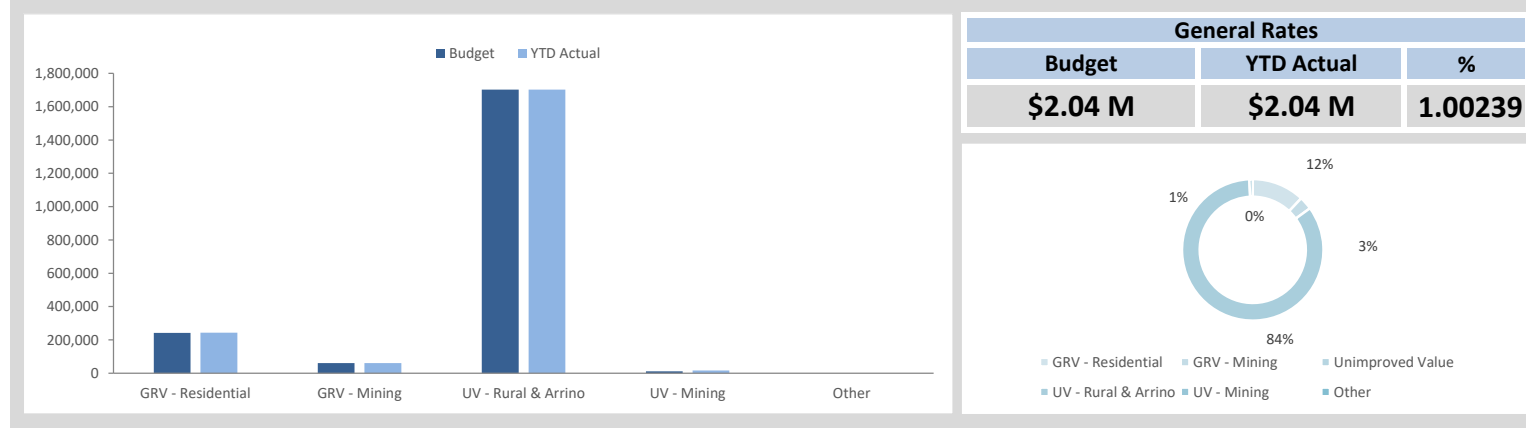
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General Rate Revenue

RATE TYPE	Rate in \$ (cents)	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>Differential General Rate</b>											
<b>Gross Rental Value</b>											
GRV - Residential	0.119606	208	2,041,052	244,122	(1,607)	0	242,515	244,122	(1,275)	0	242,847
GRV - Mining	0.239212	1	252,500	60,401	0	0	60,401	60,401	0	0	60,401
<b>Unimproved Value</b>											
UV - Rural & Arrino	0.015334	184	111,030,000	1,702,534	0	0	1,702,534	1,702,534	0	0	1,702,534
UV - Mining	0.030667	14	363,228	11,139	0	0	11,139	11,139	(159)	4,707	15,687
Other		67					0				0
<b>Sub-Total</b>		474	113,686,780	2,018,196	(1,607)	0	2,016,589	2,018,196	(1,434)	4,707	2,021,469
<b>Minimum Payment</b>											
<b>Gross Rental Value</b>											
GRV - Residential	455	20	13,439	9,100	0	0	9,100	9,100	0	0	9,100
GRV - Mining	455	0	0	0	0	0	0	0	0	0	0
<b>Unimproved Value</b>											
UV - Rural & Arrino	455	21	280,150	9,555	0	0	9,555	9,555	0	0	9,555
UV - Mining	275	13	31,985	3,575	0	0	3,575	3,575	0	0	3,575
<b>Sub-Total</b>		54	325,574	22,230	0	0	22,230	22,230	0	0	22,230
<b>Amount from General Rates</b>							2,038,819				2,043,699
<b>Write off</b>											(1,111)
<b>Total General Rates</b>							2,038,819				2,042,588

KEY INFORMATION

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

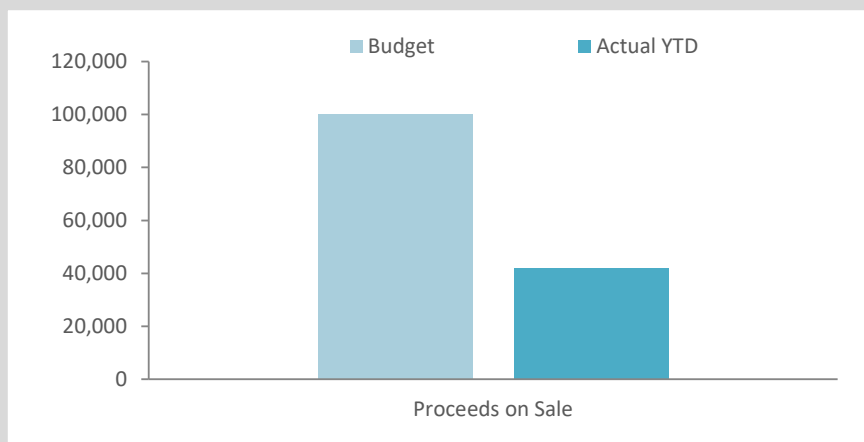


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	2009 Caterpillar Skid Steere	15,750	20,000	4,250	0	15,750	21,000	5,250	0
	Caterpillar 12M Motor Grader	90,000	80,000	0	(10,000)	0	0	0	0
	2001 Backhoe Case Loader 580LE	0	0	0	0	20,000	21,000	1,000	0
		<b>105,750</b>	<b>100,000</b>	<b>4,250</b>	<b>(10,000)</b>	<b>35,750</b>	<b>42,000</b>	<b>6,250</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
<b>\$100,000</b>	<b>\$42,000</b>	<b>42%</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

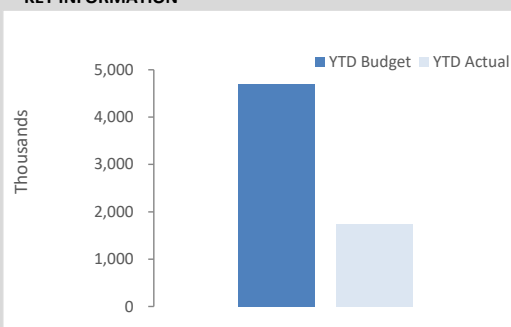
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,001,030	1,992,078	405,644	(1,586,434)
Furniture & Equipment	191,319	136,905	3,534	(133,371)
Plant & Equipment	481,000	478,776	113,869	(364,907)
Infrastructure - Roads	1,902,069	1,665,114	1,112,211	(552,903)
Infrastructure - Footpaths	80,000	80,000	94,989	14,989
Infrastructure - Parks & Ovals	36,400	35,448	0	(35,448)
<b>Capital Expenditure Totals</b>	<b>4,691,818</b>	<b>4,388,321</b>	<b>1,730,247</b>	<b>(2,658,074)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,165,736	1,665,736	989,536	(676,200)
Other (Disposals & C/Fwd)	100,000	42,000	42,000	0
Cash Backed Reserves				
Housing and development	100,000	0	0	0
Local gov comm housing	60,000	0	0	0
Swimming pool rec eq	72,400	0	0	0
Child centre	500,000	0	0	0
Contribution - operations	1,693,682	2,680,585	698,711	(1,981,874)
<b>Capital Funding Total</b>	<b>4,691,818</b>	<b>4,388,321</b>	<b>1,730,247</b>	<b>(2,658,074)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

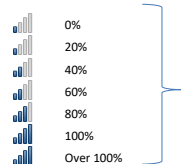
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current 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>\$4.69 M</b>	<b>\$1.73 M</b>	<b>37%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$2.17 M</b>	<b>\$.99 M</b>	<b>46%</b>

Capital Expenditure Total  
Level of Completion Indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

% of  
Completion

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

		Adopted			
	Account Description	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Furniture &amp; Equipment</b>					
	0014 Furniture & Equipment	15,000	15000	2860	12140
	0940 Furniture & Equipment	108819	64405	0	64405
19%	1104 Furniture & Equipment (Medical Centre)	30000	20000	0	20000
	2854 Furniture & Equipment (Pool)	20000	20000	0	20000
	3484 Furniture & Equipment	5000	5000	0	5000
5%	3804 Furniture & Equipment	12500	12500	674.1	11825.9
3%	<b>Furniture &amp; Equipment Total</b>	<b>191319</b>	<b>136905</b>	<b>3534.1</b>	<b>133370.9</b>
<b>Buildings</b>					
	0024 Buildings	0	0	0	0
	0696 Fire Prevention Buildings	0	0	0	0
	1124 Buildings cap - Doctors House, 5 Howard St	0	0	0	0
9%	1615 Child Care Facility	1630000	1630000	144994.89	1485005.11
55%	1732 Buildings Capital - Housing Other (Input Taxed)	70498	70498	38715.28	31782.72
35%	1744 Building Capital -Staff Housing	47000	39160	13635.45	25524.55
100%	1750 Purchase of Staff Housing	140632	140632	140632.71	-0.71
2%	2404 Buildings	5000	5000	79.58	4920.42
1%	2434 Buildings - Public Halls/Civic Centre	5000	5000	53.04	4946.96
1%	2814 Building - Pavilion	7500	7500	53.04	7446.96
79%	2834 Buildings	85400	85400	67400.77	17999.23
	3494 Buildings	0	0	0	0
1%	3814 Buildings	10000	8888	79.56	8808.44
20%	<b>Buildings Total</b>	<b>2001030</b>	<b>1992078</b>	<b>405644.32</b>	<b>1586433.68</b>
<b>Plant &amp; Equipment</b>					
	0604 M/V Purchase	0	0	0	0
	3544 Purchase of Motor Vehicles	0	0	0	0
25%	3554 Purchase Plant & Equipment	455000	455000	113869.05	341130.95
24%	3564 Tools & Equipment	26000	23776	0	23776
	<b>Plant &amp; Equipment Total</b>	<b>481000</b>	<b>478776</b>	<b>113869.05</b>	<b>364906.95</b>
<b>Infrastructure - Parks &amp; Ovals</b>					
	2274 Infrastructure Assets Parks & Gardens	0	0	0	0
	2865 Infrastructure - Parks & Ovals	22800	22800	0	22800
	3152 Townscape	5000	5000	0	5000
	3854 Infrastructure - Tourism Promotion	8600	7648	0	7648
	<b>Infrastructure - Parks &amp; Ovals Total</b>	<b>36400</b>	<b>35448</b>	<b>0</b>	<b>35448</b>
<b>Land</b>					
	2824 Land	0	0	0	0
	<b>Land Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Roads</b>					
	3104 Blackspot Grant - Projects	225000	200000	0	200000
103%	3124 RRG Project Grants	37231	37231	38289.34	-1058.34
102%	3134 Roads To Recovery Grants	323945	301025	306189.29	-5164.29
71%	3154 MRWA - Road Projects	853500	758672	539275.35	219396.65
67%	3164 - Municipal Fund	429787	339202	227591.4	111610.6
3%	5594 Town Streets - Kerbing & Drainage	32606	28984	865.27	28118.73
67%	<b>Infrastructure - Roads Total</b>	<b>1902069</b>	<b>1665114</b>	<b>1112210.65</b>	<b>552903.35</b>
<b>Infrastructure - Footpaths</b>					
	3224 Footpaths	80000	80000	94989	-14989
119%	<b>Infrastructure - Footpaths Total</b>	<b>80000</b>	<b>80000</b>	<b>94989</b>	<b>-14989</b>
39%	<b>Grand Total</b>	<b>4691818</b>	<b>4388321</b>	<b>1730247.12</b>	<b>2658073.88</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - Borrowings

Information on Borrowings Particulars	1 July 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>									
Loan 156 - Swimming Pool Upgrade	17,531	0	0	17,531	17,531	0	0	703	703
Loan 160 - Swimming Pool	129,146	0	0	9,653	19,496	119,493	109,650	2,525	4,861
<b>Transport</b>									
Loan 157 - Grader	60,230	0	0	29,206	29,206	31,024	31,024	3,141	3,251
<b>Total</b>	206,907	0	0	56,390	66,233	150,517	140,674	6,369	8,815
Current borrowings	66,233					9,842			
Non-current borrowings	140,674					140,675			
	206,907					150,517			

All debenture repayments were financed by general purpose revenue.

New Borrowings 2018-19

No new debentures are budgeted for the financial year ending 30 June 2019.

Unspent Borrowings

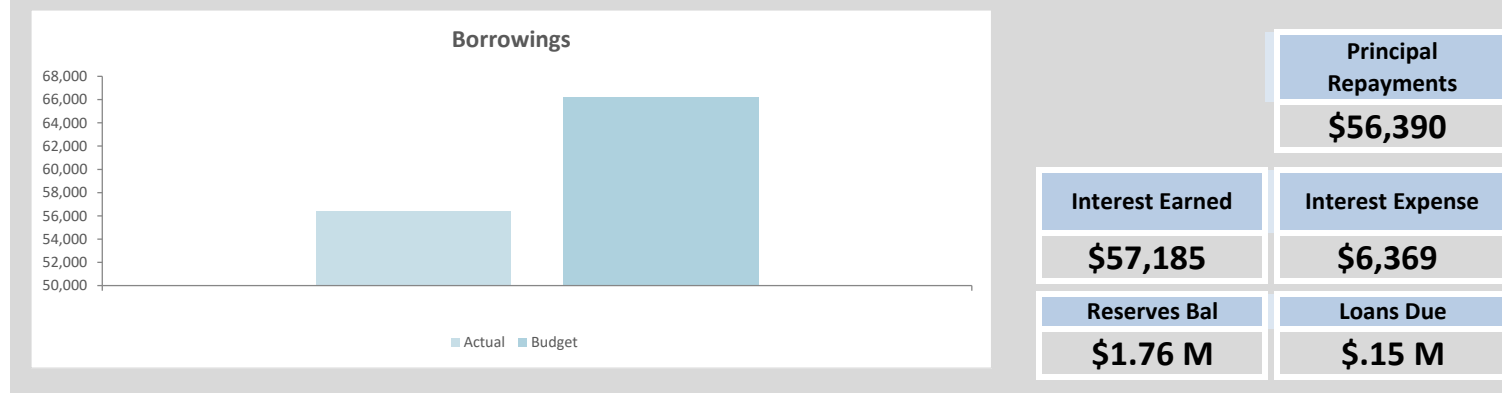
The Shire has no unspent debenture funds as at 30th June 2018, nor is it expected to have unspent funds as at 30th June 2019.

Overdraft

Council do not anticipate having an overdraft facility during 2018/19.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



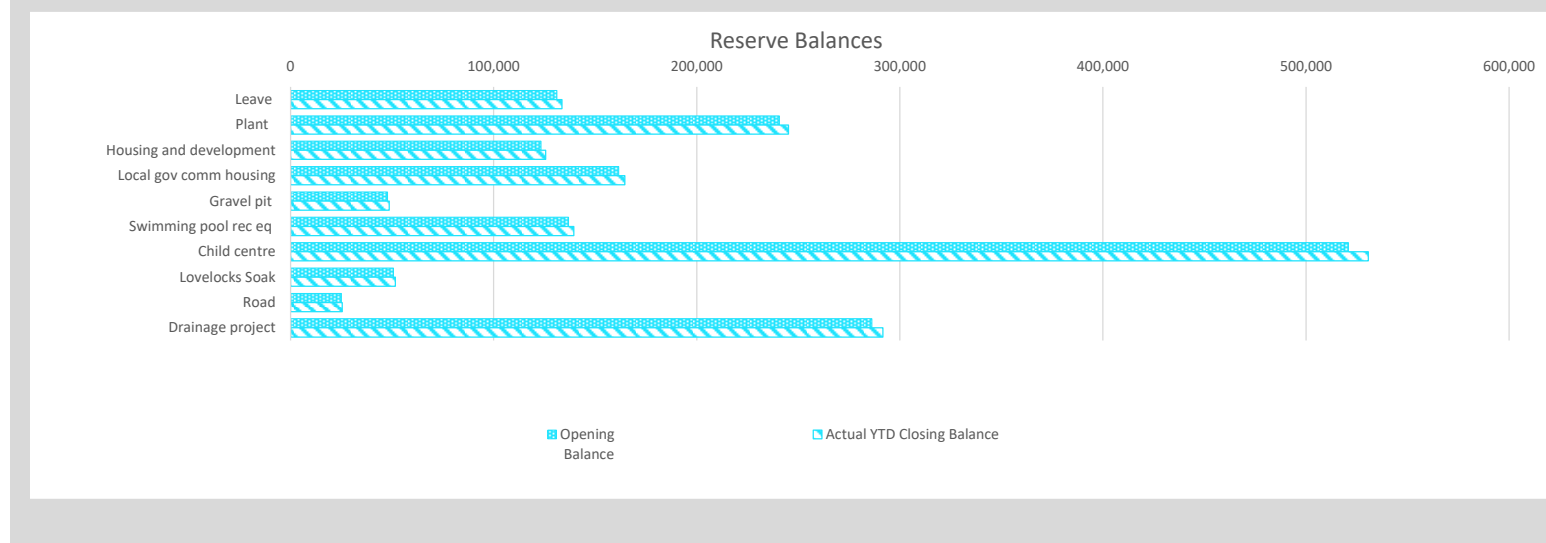
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	131,141	3,213	2,484	0	0	0	0	134,354	133,625
Plant	240,654	61,896	4,558	0	0	0	0	302,550	245,212
Housing and development	123,308	23,021	2,335	0	0	(100,000)	0	46,329	125,643
Local gov comm housing	161,548	3,958	3,060	0	0	(60,000)	0	105,506	164,608
Gravel pit	47,703	1,169	904	0	0	0	0	48,872	48,607
Swimming pool rec eq	136,891	3,354	2,593	0	0	(72,400)	0	67,845	139,484
Child centre	520,893	12,762	9,866	0	0	(500,000)	0	33,655	530,759
Lovelocks Soak	50,635	26,241	959	0	0	0	0	76,876	51,594
Road	25,000	25,612	474	0	0	0	0	50,612	25,474
Drainage project	286,279	7,014	5,422	0	0	0	0	293,293	291,701
	1,724,052	168,240	32,655	0	0	(732,400)	0	1,159,892	1,756,707

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 July 2018	Liability Increase	Liability Reduction	Closing Balance 31 May 2019
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		95,753	0	0	95,753
Long service leave		52,470	0	0	52,470
<b>Contract Liabilities</b>					
<b>Total Other Current assets</b>					<b>148,223</b>
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the followign pages at 11(a) and 11(b)

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

Unspent Operating Grants, Subsidies and Contributions Revenue

Provider	Amended Budget Revenue	YTD Budget	Annual Budget	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>					
<b>General purpose funding</b>					
General Purpose Grant	419,558	419,558	419,558	419,558	419,558
Formula Local Road Grant	219,192	219,192	219,192	219,192	219,192
<b>Law, order, public safety</b>					
Grants Fire Protection	25,869	16,119	25,869	25,869	22,409
<b>Education and welfare</b>					
Seniors Events Income/Grant	0	0	0	0	0
<b>Recreation and culture</b>					
Sundry Grants	500	500	500	500	500
Youth/Children Week Grant	0	0	0	0	0
Community Grant	2,909	2,721	2,909	2,909	2,909
<b>Transport</b>					
Grants - Street Lighting	200	187	200	200	200
Grants - Direct - MRWA	101,045	101,045	101,045	101,045	101,045
Grants- Other	0	0	0	0	475
	<b>769,273</b>	<b>759,322</b>	<b>769,273</b>	<b>769,273</b>	<b>766,288</b>
<b>TOTALS</b>	<b>769,273</b>	<b>759,322</b>	<b>769,273</b>	<b>769,273</b>	<b>766,288</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Non Operating Grants, Subsidies and Contributions Revenue				
	Amended Budget Revenue	YTD Budget	Annual Budget	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>					
<b>Law, order, public safety</b>					
Grants Law & Other	50,235	50,235	50,235	50,235	50,235
<b>Education and welfare</b>					
Grants - Child Care Centre	1,050,000	550,000	1,050,000	1,050,000	150,000
<b>Recreation and culture</b>					
Contributions & Donations	6,400	6,400	6,400	6,400	0
<b>Transport</b>					
Grants - RRG Projects - MRWA	569,000	569,000	569,000	569,000	455,200
Grants - Blackspot Funding	150,000	150,000	150,000	150,000	0
Grants - Roads To Recovery - DOTARS	310,101	310,101	310,101	310,101	310,101
Grants - Country Pathways	30,000	30,000	30,000	30,000	24,000
	<b>2,165,736</b>	<b>1,665,736</b>	<b>2,165,736</b>	<b>2,165,736</b>	<b>989,536</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>2,165,736</b>	<b>1,665,736</b>	<b>2,165,736</b>	<b>2,165,736</b>	<b>989,536</b>

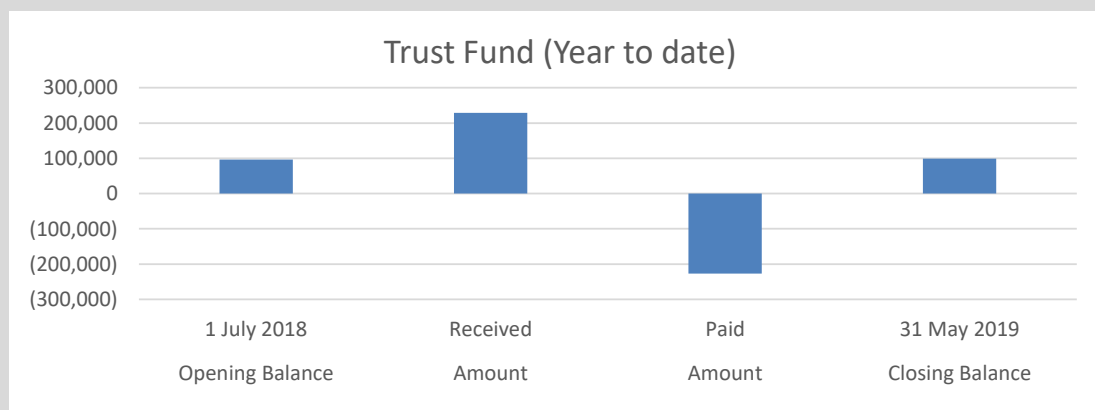
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**NOTE 13  
TRUST FUND**

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 1 July 2018	Amount Received	Amount Paid	Closing Balance 31 May 2019
	\$	\$	\$	\$
Police Licencing	785	226,336	(223,616)	3,505
Three Springs LCDC	4,334	0	0	4,334
Arrowsmith Catchment	77,393	0	0	77,393
Arrowsmith Rates	11,556	0	0	11,556
Nomination Fees	0	0	0	0
East Three Springs Catchment	2,014	0	0	2,014
BCITF Levy	91	450	(541)	0
BRB Levy	63	479	(542)	0
Cat Trap Bond	0	0	0	0
Housing Bonds	280	0	0	280
Hall Hire Bond	0	1,760	(1,760)	0
Community Bus Bond	0	0	0	0
	96,616	229,025	(226,459)	99,182

**KEY INFORMATION**





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2019**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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 Actual materially.

The material variance adopted by Council for the 2018-19 year is \$5,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Law, Order and Public Safety	6,365	36.34%	▲	
Economic Services	10,506	52.09%	▲	
Other Property and Services	26,633	78.57%	▲	
Housing	34,664	9.95%		
Community Amenities	82,883	28.94%	▲	
Economic Services	18,028	14.67%	▲	
Other Property and Services	(26,887)	(77.99%)	▼	
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(676,200)	(40.59%)	▼	
Proceeds from Disposal of Assets	0	0.00%		
Capital Acquisitions	2,658,074	60.57%	▲	



**Shire of Three Springs**  
2018/2019 Works Programme @ 31st May 2019

Road/Works	Job No	GL No	Works Program Progress													Financial Information			
			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Full Year Budget	Y'td Budget	Y'td Actuals	Comments	
Main Roads Projects																			
Three Springs Morawa Rd slk15.71-20.35 Pre seal	MR09	3154						X			X	X			267,000	237,336	129,633	Work in progress	
Three Spring - Enneabba Road 10mm PMB re-seal SLK 12-19	MR10	3154						X			X	X			320,000	284,448	227,572	Work in progress	
Three Spring - Perenjori 10mm PMB re-seal SLK8.4-14.8	MR11	3154						X			X	X			266,500	236,888	181,088	Work in progress	
Black Spot - Midlands Arrino intersection	1252	3104													225,000	200,000	0	Feasibility study commencing soon	
RG04 - Intersection - Three Springs-Eneabba, Nebru Rd	RG04	3124	X	X			X			X					37,231	37,231	38,289	Release of retention monies for past capital works.	
Perenjori Road -Widen, seal & reconstruct	MR08	3154		X											0	0	983		
															1,078,500	995,903	577,565		
Roads To Recovery																			
Dudawa Road Various locations Pavement Repairs	RR09	3134										X			50,868	45,216	54,639	Road works complete	
Arrino South Road Various locations Pavement Repairs	RR10	3134										X			155,444	138,176	145,599	Road works complete	
Bunney Road	RR01	3134				X	X	X							117,633	117,633	105,951	Road works complete	
															323,945	301,025	306,189		
Shire Projects																			
Strutton RoadResheet 1km	C1095	3164										X			139,509	114,798	95,222	Extend Road works to 4km @ total cost of \$139,509.	
Simpson Road Resheet 1km & pruning	C1007	3164					X		X	X	X	X			149,509	117,635	105,462	Extend Road works from 1km to 4 km resheeting @ total cost of \$149,509.	
Drainage	1208	5594		X								X			32,606	28,984	865	Shire /Contractor	
Footpath	1245	3224							X		X	X			80,000	80,000	94,989	Footpaths construction at Glyde street completed	
															401,624	341,417	296,538		
Total Capital Works															1,804,069	1,638,345	1,180,292		
WANDRRA PROJECTS																			
FLOOD DAMAGE WORKS		3322													0	0	0	Wandrra project cancelled - removed in Budget review	
															0	0	0		
Operations and Maintenance Expenditure																			
Maintenance General		3352													0	0	392,428	Total made up of individual road maintenance costings.	
Town Street Maintenance	1201	3352	X	X	X	X	X	X	X	X	X	X			32,116	30,446	24,765		
Rural Road Maintenance	1202	3352	X	X		X	X	X	X		X	X			113,433	103,994	11,307		
Road Maintenance Grading	1229	3352													305,471	280,016	0	Cost against individual roads -row 43	
Fire Control	5001	0692	X	X	X	X	X		X	X	X	X							
Refuse Site Maintenance	1001	1772	X		X	X	X	X	X	X	X	X			30,426	29,174	15,450		
Tree Pruning Rural Roads (Contract)	1324	3372									X	X			100,000	91,663	44,599		
Tree Pruning Town (Contract)	1322	3372				X					X				15,000	13,950	13,024		
Traffic Signs & Control	1240	3442						X				X			6,000	5,500	174		
Landscape and kerbing maintenance		2102									X				20,000	18,337	27		
Parks and Garden Maintenance																			
Other Parks & Gardens Maintenance	1105	2642	X	X	X	X	X	X	X	X	X	X			77,717	76,210	59,075	Most costs captured in activity areas.	
Street Trees & Watering	1232	3362	X	X	X	X	X	X	X	X	X	X			4,450	4,325	943		
Street Cleaning	1231	3432	X	X	X	X	X	X	X	X	X	X			30,000	27,364	37,113		
Oval Maintenance		2652	X	X	X	X	X	X	X	X	X	X			101,315	95,338	74,625		
Stormwater Drain Maintenance	1003	2002	X	X	X		X				X	X			9,950	9,130	5,335		
Centenary Water Feature	1120	3132	X	X	X	X	X	X	X	X	X	X			7,950	7,393	6,327		
Verge Spraying - Weed control	1301	3842	X	X	X	X	X				X	X			20,500	19,361	11,884		
Cemetery Maintenance		2302	X	X	X	X	X	X	X	X	X	X			22,050	21,232	21,539	Clean up Arrino and T/Springs cemeteries	
Depot Maintenance	1230	3402	X	X	X	X	X	X	X	X	X	X			34,391	32,519	34,271		
Total Operations and Maintenance															930,769	865,952	752,886		

		Debtors Trial Balance						
		As at 31.05.2019						
Debtor #	Name	Credit Limit	02.03.2019		01.04.2019	01.05.2019	31.05.2019	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
			Of					
			Oldest					
			Invoice					
			(90Days)					
4			0.00	0	20.00	0.00	0.00	20.00
A18			0.00	0	0.00	0.00	49256.00	49256.00
A59			0.00	0	0.00	0.00	15400.00	15400.00
B33			0.00	0	0.00	0.00	10.00	10.00
C92			0.00	0	0.00	69.44	0.00	69.44
C102			0.00	0	0.00	740.70	0.00	740.70
H54			0.00	0	0.00	0.00	0.00	-0.02
I17			80.00	119	0.00	0.00	0.00	80.00
J17			0.00	0	0.00	0.00	1430.00	1430.00
K20			0.00	0	0.00	0.00	0.00	-100.00
K30			0.00	0	0.00	0.00	0.00	0.00
M58			0.00	0	0.00	120.00	0.00	120.00
M103			10.00	116	0.00	0.00	0.00	10.00
M118			112.50	140	0.00	0.00	0.00	112.50
N7			0.00	0	0.00	0.00	900.00	900.00
N22			0.00	0	0.00	30.00	0.00	30.00
O17			0.00	0	0.00	0.00	0.00	-600.00
P43			0.00	0	0.00	0.00	20.00	20.00
T52			2130.34	178	640.00	1086.56	800.00	4656.90
T57			0.00	0	0.00	0.00	40.00	40.00
V11			0.00	0	0.00	0.00	50.00	50.00
W60			0.00	0	0.00	0.00	0.00	-158.21
Totals --- Credit Balances:		-858.23	2332.84		660.00	2046.70	67906.00	72087.31

### **9.3.2. ACCOUNTS FOR PAYMENT – 31 MAY 2019**

**Agenda Reference:** CEO  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0083  
**Disclosure of Interest:**  
**Date:** 13<sup>th</sup> June, 2019  
**Author:** Donna Newton

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

Council to confirm the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

#### **ATTACHMENT**

Lists of creditors paid as at 31<sup>st</sup> May, 2019 is attached.

#### **BACKGROUND**

Financial regulations require a schedule of payments made through the Council's bank accounts be presented to Council for their inspection. The list includes details for each account paid incorporating payee's name, amount of the payment, date of payment and sufficient information to identify the transaction.

#### **CONSULTATION**

No consultation required.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.4.  
Local Government (Financial Management) Regulations 1996 Section 12 and 13.

#### **POLICY IMPLICATIONS**

Payments have been made under delegation.

#### **FINANCIAL IMPLICATIONS**

Funds available to meet expenditure.

#### **STRATEGIC IMPLICATIONS**

Nil.

## **OFFICER COMMENT**

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costing and that the amounts shown were due for payment.

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION – ITEM 9.3.2**

That Council notes the accounts for payment as presented for May, 2019 from the –

Municipal Fund totalling \$165,161.64 represented by Electronic Fund Transfers No's 15201 - 15249 Cheque No's 11544 – 1111545 and Direct Debits 11882.1, 11883.1, 11897.1 – 11897.5, 11904.1 – 11904.5 and 11905.1

Licensing Fund totalling \$16,848.90 represented by Direct Debit No 11907.1  
and

Trust Fund totalling \$335.21 represented by 15199 and 15200

Date: 04/06/2019  
Time: 11:25:11AM

**SHIRE OF THREE SPRINGS**  
**Statement of Payments for the Month of May 2019**

USER: Donna Newton  
PAGE: 1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
<b>Synergy</b>				
11544	13/05/2019	Electricity Usage Charges		10,211.50
INV	26/04/2019	Electricity Usage Charges 21/03/2019 to 17/04/2019 & Over the counter	4,076.35	
INV	02/05/2019	Electricity Usage Charges 25/03/2019- 24/04/2019 & Over the counter	2,180.30	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019 - Oncharged to	184.00	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019- 89 Williamson	76.35	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019 - Unit 1 (A) 66	142.10	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019 - Fire Shed, Over	188.30	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019- 16 Touche Street, ,	70.15	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019- 50 Carter Street,	285.45	
INV	08/05/2019	Electricity Usage Charges 02/03/2019 to 06/05/2019 - Water Feature , ,	426.90	
INV	08/05/2019	Electricity Usage Charges 02/03/2019 to 06/05/2019- Unit 1 Kadathinni,	122.95	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019 - 41 Slaughter	349.30	
INV	08/05/2019	Electricity Usage Charges 01/03/2019 to 06/05/2019- 21 Franklin Street,	242.10	
INV	08/05/2019	Electricity Usage Charges 02/03/2019 to 06/05/2019- Old Nurses	155.10	
INV	08/05/2019	Electricity Usage Charges 02/03/2019 to 06/05/2019 - Medical Centre, ,	1,552.55	
INV	09/05/2019	Electricity Usage Charges 09/03/2019 to 06/05/2019 - 17 Glyde Street	92.50	
INV	10/05/2019	Electricity Usage Charges 07/03/2019 to 09/05/2019 - Duffy's Store	67.10	
<b>Telstra</b>				
11545	13/05/2019	Monthly Account		284.96
INV	11/04/2019	Mobile Phone Usage 11/03/2019 to 10/04/2019 - 0407 981 659 \$25.00	50.00	
INV	05/05/2019	Mobile Phone Usage 05/04/19 to 04/05/19 - 0448 070 406 (Internet)	184.96	
INV	11/05/2019	Mobile Phone Usage 11/04/2019 to 10/05/2019 - 0407 981 659 \$25.00	50.00	
<b>CITF (BCITF Levy Payment)</b>				
EFT15199	10/05/2019	BCITF LEVY COLLECTED APRIL 2019		198.55
INV TBCITF	10/05/2019	Building Permit 2019/005 - BCITF Levy for Hay Shed at 17613	198.55	
<b>Building Commission</b>				
EFT15200	10/05/2019	BSL LEVY COLLECTED FOR APRIL 2019		136.66
INV TBRB	10/05/2019	Building Permit 2019/005 - BSL for Hay Shed at 17613 Midlands Rd,	136.66	
<b>BOC Gases</b>				
EFT15201	13/05/2019	Monthly Account		43.89
INV	28/04/2019	Daily Cylinder Tracking 29/03/2019 to 27/04/2019 - Oxygen Industrial	43.89	
<b>Child Support Agency</b>				
EFT15202	13/05/2019	Payroll deductions		337.56
INV	30/04/2019	Payroll Deduction for 30/04/2019	337.56	
<b>Toll Transport Pty Ltd</b>				
EFT15203	13/05/2019	Freight Account Various		119.26
INV 0406	19/04/2019	12/4/19- Fire Equipment sent from Fire & Safety WA 6065 to Three	45.38	
INV 0407	26/04/2019	Freight from Westrac to Three Springs - Parts, Freight from Westrac to	73.88	
<b>Veolia Environmental Services</b>				
EFT15204	13/05/2019	Monthly Account		4,653.31
INV	31/03/2019	1x 240L Rearlift Medical - Medical Centre	99.00	
INV	30/04/2019	Weekly Bin Collection - (09/04/2019, 16/04/2019, 23/04/2019 &	4,554.31	
<b>WINC Australia Pty Limited</b>				
EFT15205	13/05/2019	Meter Plan Charges		312.71
INV	23/04/2019	Meterplan Charge MPC6004EXSP 20/03/2019 - 20/04/2019 - 2279	312.71	
<b>Commercial Hotel Three Springs</b>				
EFT15206	13/05/2019	Refreshments ANZAC Day 2019		345.93
INV	26/04/2019	Block Emu Export Cans ANZAC Day 2019, Block Great Northern 3.5	345.93	
<b>Dormakaba Australia</b>				
EFT15207	13/05/2019	Repair Front Entry Automatic Doors		927.06
INV	08/05/2019	01/05/2019 Call to site. Attend to auto door. Locate to and replace faulty	927.06	
<b>Geraldton Fuel Company Pty Ltd (Refuel Australia)</b>				
EFT15208	13/05/2019	Monthly Account		180.00
INV	01/05/2019	Havoline Ultra V 5w-30 5L	180.00	

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**Statement of Payments for the Month of May 2019**

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
<b>Mitchell &amp; Brown</b>				
EFT15209	13/05/2019	DishWasher - 2 Mayrhofer		540.00
INV	26/04/2019	Dishlex/DSF6106W Dishwasher (2 year warranty)	540.00	
<b>Geraldton Building Services &amp; Cabinets</b>				
EFT15210	13/05/2019	Progress Claim 1 Three Springs Daycare Centre		25,673.56
INV 64197A	29/04/2019	Progress Claim 1 - Construction Three Springs Early Childhood Learning	25,673.56	
<b>Great Southern Fuel Supplies</b>				
EFT15211	13/05/2019	Monthly Account		11,966.09
INV 1006548	16/04/2019	BP 10 PPM Diesel 8500 litres @ 1.2600 ex GST	11,781.00	
INV APRIL	30/04/2019	ULP For OTS 01/04/19 56.60L \$74.94, 12/4/19 52.95L \$78.31, 23/4/19	185.09	
<b>Health Insurance Fund (HIF) Of Australia Ltd</b>				
EFT15212	13/05/2019	Payroll deductions		121.75
INV	30/04/2019	Payroll Deduction for 30/04/2019	121.75	
<b>Lo-Go Appointments</b>				
EFT15213	13/05/2019	Acting Manager of works M Browne		5,497.18
INV	16/04/2019	Acting Works Supervisor week commencing 08/04/19 Ordinary rate	3,156.38	
INV	07/05/2019	Acting Works Supervisor week commencing 15/04/19- Ordinary Rate	2,340.80	
<b>Starick Tyres</b>				
EFT15214	13/05/2019	Monthly Account		128.37
INV 31673	30/04/2019	18/04/2019 - 1400R24"TL Puncture rpair. 1 x CT-80 Patch (150x195mm)	128.37	
<b>Moore Stephens</b>				
EFT15215	13/05/2019	Management & Financial Reporting Workshop CEO & DCEO		4,096.40
INV 371	09/05/2019	Management Reporting Workshop CEO 23.05.19, Financial Reporting	4,096.40	
<b>Momar Australia Pty Ltd</b>				
EFT15216	13/05/2019	Monthly Account		568.98
INV 190623	12/04/2019	8x Nutcracker Aersol cans, 1x Z-95 Aersol, 5x Twenty-s 5L, 1x Shield	568.98	
<b>Marketforce Pty Ltd</b>				
EFT15217	13/05/2019	Advertising Account		1,145.97
INV 27482	26/04/2019	Geraldton Guardian Consultant CEO recruitment	433.05	
INV 27483	26/04/2019	West Australian Consultant CEO recruitment	822.60	
INV 31336	01/05/2019	March 2019 - Early Settlement Discount	-109.68	
<b>Perfect Computer Solutions Pty Ltd</b>				
EFT15218	13/05/2019	Computer & IT Services		297.50
INV 24622	30/04/2019	Labour - 7/03/2019 - Install Eaton UPS software. Need to install software	297.50	
<b>Rossiter &amp; Co</b>				
EFT15219	13/05/2019	Anzac Day 2019		141.56
INV APRIL	24/04/2019	Porterhouse Steak x 12 ANZAC Day, Sausages x 3 kg ANZAC Day	141.56	
<b>Dudawa Haulage</b>				
EFT15220	13/05/2019	Contractor		18,953.00
INV	01/04/2019	Movement of Shire Loader from Three Springs to Westrac Geraldton and	1,650.00	
INV	07/05/2019	10/4/19 to 30/04/19 Cart gravel ex Nebru road to Strutton road for	17,303.00	
<b>Australian Communications and Media Authority (ACMA)</b>				
EFT15221	13/05/2019	Annual Licence Fee		45.00
INV	10/05/2019	Licence Number 10448857/1 - Broadcasting/ Narrowcasting Service	45.00	
<b>Sweetman's Hardware</b>				
EFT15222	13/05/2019	Monthly Account		402.73
INV 67	07/05/2019	Flush Cones, Shower Head, Tap Washers, Flexi Hose, Retic, Door	402.73	
<b>Sweetman's Ampol Cafe</b>				
EFT15223	13/05/2019	Refreshments CEO Recruitment Meeting		107.00
INV 17	05/05/2019	7x Meat & Salad Wraps- CEO Recruitment process planning meeting, 5x	107.00	
<b>Rajinder Sunner</b>				
EFT15224	13/05/2019	Reimbursement of Relocation expenses and Pre-Employment Medical		1,696.20
INV	10/05/2019	Reimbursement of Pre-Employment Medical Expenses, Reimbursement	1,696.20	

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<b>T Quip</b>				
EFT15225	13/05/2019	Purchase Toro RM3100 Ride on Mower		11,000.00
INV	10/05/2019	Purchase Toro Reelmaster 3100-D Sidewinder (Used)	11,000.00	
<b>Three Springs IGA</b>				
EFT15226	13/05/2019	Monthly Account		288.13
INV APRIL	30/04/2019	Arn Choc Tim Tam 200gm. Councillors Meeting April 2019, Darrell Lea	85.65	
INV APRIL	30/04/2019	Bread - TS Morrow Cadets ANZAC Dinner, Margarine - TS Morrow	202.48	
<b>The Australian Local Government Job Directory</b>				
EFT15227	13/05/2019	Advertising		1,320.00
INV	13/05/2019	Advertising CEO Recruitment LG Job Directory 13th May.	1,320.00	
<b>Three Springs Medical</b>				
EFT15228	13/05/2019	Pre Employment Medical		283.90
INV	01/05/2019	Pre employment Medical - Manager fo Works & Services- 01/05/2019	283.90	
<b>Van't Veer Services</b>				
EFT15229	13/05/2019	Monthly Account		32.35
INV 821	01/05/2019	04/04/2019- Pre Paid Registered Postage - Cemetery, 04/04/2019- 0-125g	32.35	
<b>Westrac Pty Ltd</b>				
EFT15230	13/05/2019	Monthly Account		2,190.13
INV	19/04/2019	333-0960 wear strip, 302-6338 wear strip, 5P 8500 key, 273 -4972 hose	2,149.26	
INV	19/04/2019	379-1172 - Switch As-Pres - TS5002	40.87	
<b>Australian Taxation Office</b>				
EFT15231	22/05/2019	Super Guarantee Statement Quarter Ending 31/03/2010		8,203.89
INV	01/05/2019	General Interest Charge (GIC) calculated from 25/04/2019 to 25/04/2019,	30.15	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2009 -	497.78	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2012 -	187.78	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/12/2012 -	236.69	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2013 -	645.89	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2010 -	268.93	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2013 -	181.79	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2013 -	347.21	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/09/2012 -	273.48	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2014 -	277.24	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2015 - Nominal	71.02	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2015 - Nominal	124.40	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2010 -	751.67	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2015 - Nominal	102.87	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/12/2015 - Nominal	112.64	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2016 - Nominal	139.13	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2016 - Nominal	89.59	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2016 - Nominal	153.84	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/12/2016 - Nominal	145.10	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2017 - Nominal	202.37	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2017 - Nominal	106.74	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2017 - Nominal	94.53	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/12/2017 - Nominal	158.94	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2010 -	375.97	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2018 - Nominal	179.38	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2018 - /06/2018 -	87.99	
INV	02/05/2019	General Interest Charge (GIC) calculated from 27/04/2019 to 28/04/2019,	12.70	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/12/2010 -	224.43	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2011 -	741.71	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/06/2011 -	173.55	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 30/09/2011 -	265.15	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/12/2011 -	245.21	
INV SG QE	02/05/2019	Super Guarantee Statement Quarter Ending 31/03/2012 -	698.02	
<b>Marc Nathan Bennett</b>				
EFT15232	22/05/2019	Reimbursement for National Police Certificate		54.30
INV	18/04/2019	Reimbursement for National Police Certificate	54.30	



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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
<b>Child Support Agency</b>				
EFT15233	22/05/2019	Payroll deductions		337.56
INV	14/05/2019	Payroll Deduction for 14/05/2019	337.56	
<b>Toll Transport Pty Ltd</b>				
EFT15234	22/05/2019	Freight Account Various		51.16
INV	12/05/2019	Freight from Westrac to Three Springs - Parts	10.73	
INV	19/05/2019	Freight from Ausdrill (Pneumatic Solutions) to Wingfield SA - TS7002	40.43	
<b>Department for Planning, Lands &amp; Heritage</b>				
EFT15235	22/05/2019	Professional Services		1,147.20
INV	29/04/2019	Document Lodgement fee - Three Springs/Eneabba/Neburu road	1,147.20	
<b>Dormakaba Australia</b>				
EFT15236	22/05/2019	Maintenance Service - Medical Centre Automatic Doors		335.18
INV	13/05/2019	Automatic Door Service for the Three Springs Medical Centre Building	275.00	
INV	13/05/2019	Parts for Automatic Door Service for the Three Springs Medical Centre	60.18	
<b>Gilmour Earthmoving</b>				
EFT15237	22/05/2019	Contractor		15,301.00
INV 0001090	29/04/2019	Hire of Dozer for Stockpile of Gravel for Wilton Well Road. Includes	15,301.00	
<b>Raymond William Geary</b>				
EFT15238	22/05/2019	Reimbursement for National Police Certificate		54.30
INV	21/03/2019	Reimbursement for National Police Certificate	54.30	
<b>JR &amp; A Hersey Pty Ltd</b>				
EFT15239	22/05/2019	Monthly Account		775.00
INV	10/05/2019	*supply 1 X XXG-300 load restraint cover	775.00	
<b>Health Insurance Fund (HIF) Of Australia Ltd</b>				
EFT15240	22/05/2019	Payroll deductions		141.75
INV	14/05/2019	Payroll Deduction for 14/05/2019	141.75	
<b>Lo-Go Appointments</b>				
EFT15241	22/05/2019	Provision of Relief Works Supervisor		7,277.93
INV	30/04/2019	Relief Works Supervisor week commencing 22.04.19	1,170.40	
INV	10/05/2019	Relief Works Supervisor week commencing 29.04.19	2,633.40	
INV	14/05/2019	Acting Works Supervisor week commencing 6th May, Acting Works	3,474.13	
<b>Officeworks</b>				
EFT15242	22/05/2019	Supplies for shWcAse IN PIXELS (Formerly Banners in the Terrace)		109.69
INV	09/05/2019	Posca 8K Pen - Green, Posca 8K Pen - Orange	31.92	
INV	10/05/2019	Posca 8K Pen - Fluoro Green, Posca 8K Pen - Metallic Green, Posca 8K	77.77	
<b>Perfect Computer Solutions Pty Ltd</b>				
EFT15243	22/05/2019	Computer and IT Services		212.50
INV 24657	16/05/2019	29/04/2019 - MWS Outlook view was customized accidentally, wasnt	212.50	
<b>Pneumatic Solutions Australia</b>				
EFT15244	22/05/2019	Monthly Account		468.32
INV	13/05/2019	BFK80-DA-E actuator, 366 04 06 reducer, 3616 06 00 bulk head fitting	468.32	
<b>Rural Traffic Services PTY LTD</b>				
EFT15245	22/05/2019	Contractor		7,457.45
INV	21/05/2019	Traffic Control for Three Springs/Perenjori Reseal., Traffic Control for	7,457.45	
<b>Safer Australian Roads and Highways Inc.</b>				
EFT15246	22/05/2019	Drive to Survive Wristbands for National Road Safety Week		525.00
INV	08/05/2019	"Drive so others Survive" wristbands - National Road Safety Week,	525.00	
<b>Visage Productions</b>				
EFT15247	22/05/2019	Participation in the Our Town television series		4,400.00
INV 1028	15/05/2019	Participation in the Our Town television series 50% Final payment as per	4,400.00	
<b>Westrac Pty Ltd</b>				
EFT15248	22/05/2019	Monthly Account		415.67
INV PI	01/05/2019	446-1526 Strip-Wear TS5005 12 Grader, 299-8229 Filter AS-FU TS5005	215.97	
INV PI	02/05/2019	293-8068 - Pipe Fuel TS5005 12M Grader	55.20	
INV PI	10/05/2019	462-1171 oil filter, 273-5711 oil filter, 299-8229 fuel filter, 326-1644 fuel	144.50	

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**Statement of Payments for the Month of May 2019**

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
<b>Afgri Equipment Pty Ltd</b>				
EFT15249	22/05/2019	Service for TS125 Dr's Vehicle		391.95
INV 1828811	16/04/2019	Scheduled Service for TS125 Toyota RAV 4 (Dr's Vehicle)	391.95	
<b>Commander Australia</b>				
DD11882.1	13/05/2019	Monthly Account		46.92
INV	24/04/2019	Commander Contract (System Rental) 16/05/2019 to 15/06/2019 - Depot	46.92	
<b>iiNet Limited</b>				
DD11883.1	01/05/2019	Monthly Medical Centre Coorow Account		322.45
INV	16/04/2019	Monthly Medical Centre Internet Account, 10 ADSL 1 SP-10 User Name	322.45	
<b>WA Super</b>				
DD11897.1	14/05/2019	Payroll deductions		4,970.07
INV SUPER	14/05/2019	Super. for 14/05/2019	3,991.58	
INV	14/05/2019	Payroll Deduction for 14/05/2019	36.93	
INV	14/05/2019		147.71	
INV	14/05/2019	Payroll Deduction for 14/05/2019	311.15	
INV	14/05/2019	Payroll Deduction for 14/05/2019	207.69	
INV	14/05/2019	Payroll Deduction for 14/05/2019	275.01	
<b>Colonial First State - FirstChoice Wholesale Personal Super</b>				
DD11897.2	14/05/2019	Superannuation contributions		646.16
INV	14/05/2019	Payroll Deduction for 14/05/2019	300.00	
INV SUPER	14/05/2019	Super. for 14/05/2019	346.16	
<b>Australian Super</b>				
DD11897.3	14/05/2019	Superannuation contributions		443.66
INV	14/05/2019	Payroll Deduction for 14/05/2019	104.56	
INV SUPER	14/05/2019	Super. for 14/05/2019	339.10	
<b>ANZ Smart Choice Super</b>				
DD11897.4	14/05/2019	Superannuation contributions		50.98
INV SUPER	14/05/2019	Super. for 14/05/2019	50.98	
<b>Sunsuper Superannuation Fund</b>				
DD11897.5	14/05/2019	Superannuation contributions		200.34
INV SUPER	14/05/2019	Super. for 14/05/2019	200.34	
<b>WA Super</b>				
DD11904.1	28/05/2019	Payroll deductions		5,257.07
INV SUPER	28/05/2019	Super. for 28/05/2019	4,233.95	
INV	28/05/2019	Payroll Deduction for 28/05/2019	36.74	
INV	28/05/2019		146.95	
INV	28/05/2019	Payroll Deduction for 28/05/2019	311.15	
INV	28/05/2019	Payroll Deduction for 28/05/2019	207.69	
INV	28/05/2019	Payroll Deduction for 28/05/2019	320.59	
<b>Colonial First State - FirstChoice Wholesale Personal Super</b>				
DD11904.2	28/05/2019	Superannuation contributions		646.16
INV	28/05/2019	Payroll Deduction for 28/05/2019	300.00	
INV SUPER	28/05/2019	Super. for 28/05/2019	346.16	
<b>Australian Super</b>				
DD11904.3	28/05/2019	Superannuation contributions		621.46
INV	28/05/2019	Payroll Deduction for 28/05/2019	94.04	
INV SUPER	28/05/2019	Super. for 28/05/2019	527.42	
<b>ANZ Smart Choice Super</b>				
DD11904.4	28/05/2019	Superannuation contributions		67.20
INV SUPER	28/05/2019	Super. for 28/05/2019	67.20	
<b>Sunsuper Superannuation Fund</b>				
DD11904.5	28/05/2019	Superannuation contributions		200.34
INV SUPER	28/05/2019	Super. for 28/05/2019	200.34	

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
<b>National Mastercard</b>				
DD11905.1	27/05/2019	Monthly Credit Card Account		117.00
INV MAY	20/05/2019	Anzac Day Wreath, Card Fee - SJY	117.00	
<b>Department Of Transport - Daily Licensing</b>				
DD11907.1	31/05/2019	POLICE LICENSING PAYMENTS FOR MAY 2019		16,848.90
INV T1	31/05/2019	POLICE LICENSING 29/04/2019, POLICE LICENSING 30/04/2019,	16,848.90	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
L	POLICE LICENSING	<b>16,848.90</b>
M	MUNICIPAL BANK	<b>165,161.64</b>
T	TRUST BANK	<b>335.21</b>
<b>TOTAL</b>		<b>182,345.75</b>

## National Business Visa Card

19 April, 2019 to 20 May, 2019

### Chief Executive Officer

Anzac Day Wreath	\$	108.00
	<b>\$</b>	<b>108.00</b>

### Deputy Chief Executive Officer

NIL	\$	-
	<b>\$</b>	<b>-</b>

Bank Charges	\$	9.00
	<b>\$</b>	<b>9.00</b>

<b>Total Direct Debit Payment made on 27/05/2019</b>	<b>\$</b>	<b>117.00</b>
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## Police Licensing

### Direct Debits from Trust Account

1 May, 2019 to 31 May, 2019

1/05/2019

Wednesday, 1 May 2019	\$	549.85
Thursday, 2 May 2019	\$	453.85
Friday, 3 May 2019	\$	638.10
Monday, 6 May 2019	\$	32.80
Tuesday, 7 May 2019	\$	760.25
Wednesday, 8 May 2019	\$	874.80
Thursday, 9 May 2019	\$	40.80
Friday, 10 May 2019	\$	1,204.40
Tuesday, 14 May 2019	\$	1,465.95
Wednesday, 15 May 2019	\$	26.85
Thursday, 16 May 2019	\$	395.45
Friday, 17 May 2019	\$	26.85
Monday, 20 May 2019	\$	881.30
Wednesday, 22 May 2019	\$	826.80
Thursday, 23 May 2019	\$	473.65
Monday, 27 May 2019	\$	111.20
Tuesday, 28 May 2019	\$	106.80
Wednesday, 29 May 2019	\$	1,348.50
Thursday, 30 May 2019	\$	2,192.30
Friday, 31 May 2019	\$	1,313.55
	<b>\$</b>	<b>13,724.05</b>

## Bank Fees

### Direct Debits from Muni Account

1 May, 2019 to 31 May, 2019

Total direct debited from Municipal Account	\$	<b>146.92</b>
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## Payroll

### Direct Payments from Muni Account

1 May, 2019 to 31 May, 2019

Wednesday, 1 May 2019	\$	28,779.66
Wednesday, 15 May 2019	\$	32,227.93
Wednesday, 29 May 2019	\$	34,436.82
	\$	<b>95,444.41</b>

<b>9.3.3. 2019/20 FEES AND CHARGES SCHEDULE</b>
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**Agenda Reference:** Manager of Finance  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0130  
**Disclosure of Interest:** Nil  
**Date:** 13<sup>th</sup> June 2018  
**Author:** Rajinder Sunner

### **SUMMARY**

Council is requested to adopt the proposed 2019/2020 Fees and Charges Schedule as presented. The proposal is required to be advertised for a period of seven days and will become effective from the start of 2019/2020 financial year.

### **ATTCHMENT**

Fees and Charges Schedule 2019/2020

### **BACKGROUND**

The Budget preparation schedule for 2019/2020 includes the provision of budget components prior to the formal adoption of the entire budget document. This allows Council additional time to review each component prior to the formal adoption deadline.

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

Fees and Charges schedule reviewed with comparison to previous years and no significant increases proposed for 2019/2020. The increases adopted in 2019/2020 considered sufficient and be maintained in the New Year. An increase in Councillors meeting fees to bring in align with neighbouring shires and SAT prescribed fees and allowances. There will be further alignment of meeting fees over the next few years to bring meeting fees and allowances with SAT. There was an increase of 7% in Building fees as per building regulations 2012. Other Statutory fees have remained the same although this may later be reviewed with any changes effected by the respective governing bodies. Included in Lifetime registration for Dogs which was missing from the schedule.

### **CONSULTATION**

Chief Executive Officer, Senior Finance Officer.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995, Local Government (Finance) Regulations 1996

### **Section6.16. Imposition of fees and charges**

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

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

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

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

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

*\* Absolute majority required.*

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

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

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The Fees and Charges schedules proposed for the 2019/20 will have minimal impact on revenue.

## **STRATEGIC IMPLICATIONS**

The modest increase in Fees and Charges will have minimal impact on the 2019/20 Budget.

## **OFFICERS COMMENT**

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

## **VOTING REQUIREMENTS**

Absolute Majority

## **Officer Recommendation – ITEM 9.3.4**

**That the Schedule of Fees and Charges for the 2019/2020 financial year, as presented be adopted to become effective 1<sup>st</sup> of July 2019 and local public notice be given in accordance with Section 6.19 of the Local Government Act 1995.**



## Shire of Three Springs Schedule of Fees and Charges - 2019/20

PROGRAMS	Proposed Fees 2019/2020 Total Cost	Cost	GST	2018/2019 Total Cost	2017/2018 Total Cost	General Ledger Code
<b>ADMINISTRATION</b>						
<b>COUNCILLOR MEETING FEE</b>						
Ordinary Meeting:						
President	\$ 400.00	\$ 400.00		\$ 264.00	\$ 264.00	101520
Councillors	\$ 200.00	\$ 200.00		\$ 132.00	\$ 132.00	101520
Committee/Special Meetings:						
President	\$ 100.00	\$ 100.00		\$ 66.00	\$ 66.00	101520
Councillors	\$ 50.00	\$ 50.00		\$ 33.00	\$ 33.00	101520
Other Payments						
Presidents Allowance	\$ 10,000.00	\$ 10,000.00		\$ 7,500.00	\$ 7,500.00	101520
Deputy Presidents Allowance	\$ 2,500.00	\$ 2,500.00		\$ 1,375.00	\$ 1,375.00	101520
<b>PHOTOCOPYING</b>						
A4 1 - 20 copies simultaneously (per copy)	\$ 0.50	\$ 0.45	\$ 0.05	\$ 0.50	\$ 0.50	100730
A4 21 copies or more simultaneously (per copy)	\$ 0.30	\$ 0.27	\$ 0.03	\$ 0.30	\$ 0.25	100730
A3 (per copy)	\$ 0.65	\$ 0.59	\$ 0.06	\$ 0.65	\$ 0.60	100730
Own paper supplied (per copy)	\$ 0.20	\$ 0.18	\$ 0.02	\$ 0.20	\$ 0.15	100730
Coloured Printing (per copy)	\$ 0.60	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.60	100730
Binding (per document)	\$ 5.50	\$ 5.00	\$ 0.50	\$ 5.50	\$ 5.00	100730
<b>LAMINATING</b>						
A4 (per page)	\$ 2.00	\$ 1.82	\$ 0.18	\$ 2.00	\$ 1.50	100730
A3 (per page)	\$ 2.50	\$ 2.27	\$ 0.23	\$ 2.50	\$ 2.00	100730
<b>INTERNET ACCESS POINT COMPUTERS</b>						
General usage and internet access (per 1/2 hour)	\$ 3.00	\$ 2.73	\$ 0.27	\$ 3.00	\$ 3.00	101130
General usage and internet access (per 1 hour)	\$ 5.00	\$ 4.55	\$ 0.45	\$ 5.00		101130
Printing (per page)	\$ 0.50	\$ 0.45	\$ 0.05	\$ 0.50	\$ 0.50	101130
Coloured Printing (per page)	\$ 0.60	\$ 0.55	\$ 0.05	\$ 0.60		101130
<b>FACSIMILE</b>						
Per page	\$ 1.00	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	100730
Service charge	\$ 1.00	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	100730
<b>COUNCIL MINUTES</b>						
	N/C			N/C	N/C	
<b>FREEDOM OF INFORMATION</b>						
	N/C			N/C	N/C	
Administration/Staff time	\$ 50.00	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	101130
Photocopying charges - refer above						
<b>ELECTORAL ROLLS</b>						
	\$ 11.00	\$ 10.00	\$ 1.00	\$ 11.00	\$ 11.00	101130
<b>YAKABOUT - LOCAL NEWS</b>						
Sale Price						
Per Issue	\$ 1.00	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	100230
Annual Subscription (electronic copy)	\$ 20.00	\$ 18.18	\$ 1.82	\$ 20.00		100230
Annual Subscription (hard copy)	\$ 20.00	\$ 18.18	\$ 1.82	\$ 20.00		100230
Advertising Charges - Business/Commercial						
Prepared						
Full Page (Black and White)	\$ 40.00	\$ 36.36	\$ 3.64	\$ 40.00	\$ 30.00	100230
Full Page (Colour)	\$ 160.00	\$ 145.45	\$ 14.55	\$ 100.00	\$ 120.00	100230
Half Page (Black and white)	\$ 20.00	\$ 18.18	\$ 1.82	\$ 20.00	\$ 15.00	100230
Half Page (Colour)	\$ 80.00	\$ 72.73	\$ 7.27	\$ 80.00	\$ 60.00	100230
Quarter Page (Black and White)	\$ 10.00	\$ 9.09	\$ 0.91	\$ 10.00	\$ 7.50	100230
Quarter Page (Colour)	\$ 40.00	\$ 36.36	\$ 3.64	\$ 20.00	\$ 30.00	100230
Attachment (copies provided)	\$ 8.00	\$ 7.27	\$ 0.73	\$ 8.00	\$ 7.50	100230
Advertising Charges - Non Business/Commercial						
Prepared						
Full Page (Black and White)	\$ 30.00	\$ 27.27	\$ 2.73	\$ 30.00	\$ 40.00	100230
Full Page (Colour)	\$ 80.00	\$ 72.73	\$ 7.27	\$ 80.00	\$ 160.00	100230
Half Page (Black and white)	\$ 15.00	\$ 13.64	\$ 1.36	\$ 15.00	\$ 20.00	100230
Half Page (Colour)	\$ 40.00	\$ 36.36	\$ 3.64	\$ 40.00	\$ 80.00	100230
Quarter Page (Black and White)	\$ 8.00	\$ 7.27	\$ 0.73	\$ 8.00	\$ 10.00	100230
Quarter Page (Colour)	\$ 20.00	\$ 18.18	\$ 1.82	\$ 10.00	\$ 40.00	100230
Attachment (copies provided)	\$ 8.00	\$ 7.27	\$ 0.73	\$ 8.00	\$ 7.50	100230

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GENERAL PURPOSE FUNDING						
RATES ENQUIRIES						
Change of ownership advices	\$	75.00	\$	75.00	\$	75.00 \$ 65.00 105530
Instalment - administration fee	\$	12.00	\$	12.00	\$	12.00 \$ 10.00 105530
Rate payment by special arrangements	\$	22.00	\$	22.00	\$	22.00 105530
LAW, ORDER AND PUBLIC SAFETY						
DOG REGISTRATION FEES (set by Dog Act )						
Sterilised Dog						
One Year						
Normal Fee	\$	20.00	\$	20.00	\$	20.00 \$ 20.00 108330
Pensioner Concession	\$	10.00	\$	10.00	\$	10.00 \$ 10.00 108330
Working Dogs	\$	5.00	\$	5.00	\$	5.00 \$ 5.00 108330
Three Years						
Normal Fee	\$	42.50	\$	42.50	\$	42.50 \$ 42.50 108330
Pensioner Concession	\$	21.25	\$	21.25	\$	21.25 \$ 21.25 108330
Working Dogs	\$	10.63	\$	10.63	\$	10.63 \$ 10.63 108330
LifeTime						
Normal Fee	\$	100.00	\$	100.00		108330
Pensioner Concession	\$	50.00	\$	50.00		108330
Unsterilised Dog						
One Year						
Normal Fee	\$	50.00	\$	50.00	\$	50.00 \$ 50.00 108330
Pensioner Concession	\$	25.00	\$	25.00	\$	25.00 \$ 25.00 108330
Working Dogs	\$	12.50	\$	12.50	\$	12.50 \$ 12.50 108330
Three Years						
Normal Fee	\$	120.00	\$	120.00	\$	120.00 \$ 120.00 108330
Pensioner Concession	\$	60.00	\$	60.00	\$	60.00 \$ 60.00 108330
Working Dogs	\$	30.00	\$	30.00	\$	30.00 \$ 30.00 108330
LifeTime						
Normal Fee	\$	250.00	\$	250.00		108330
Pensioner Concession	\$	125.00	\$	125.00		108330
DOG & CAT IMPOUNDING FEES						
1st Day	\$	100.00	\$	100.00	\$	100.00 \$ 100.00 108530
Additional days	\$	30.00	\$	30.00	\$	30.00 \$ 20.00 108530
Kennel Registration	\$	200.00	\$	200.00	\$	200.00 \$ 200.00 108530
SCHEDULE OF DOG INFRINGEMENT FEES						
Charged in accordance with the Dog Act 1976						
CAT REGISTRATION FEES (set by Cat Act)						
Sterilised Cat						
One Year						
Normal Fee	\$	20.00	\$	20.00	\$	20.00 \$ 20.00 108740
Three Years						
Normal Fee	\$	42.50	\$	42.50	\$	42.50 \$ 42.50 108740
Cat Traps - refundable bond, no daily hire fee	\$	50.00	\$	50.00	\$	50.00 \$ 50.00 108740
HEALTH						
SEPTIC TANK FEES						
Refer to Health Regulations Statutory Fees for various statutory fees	as per Regs			as per Regs	as per Regs	114230
HEALTH (PET MEAT) AMENDMENT REGULATIONS 2007						
Refer to Health Regulations Statutory Fees for various statutory fees	as per Regs			as per Regs	as per Regs	114230
HEALTH (OFFENSIVE TRADES FEES) REGULATIONS 1976						
Refer to Health Regulations Statutory Fees for various statutory fees	as per Regs			as per Regs	as per Regs	114230
HEALTH (PUBLIC BUILDING) AMENDMENT REGULATIONS 2007						
Refer to Health Regulations Statutory Fees for various statutory fees	as per Regs			as per Regs	as per Regs	114230
HEALTH (TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE) AMENDMENT REGULATIONS 2007 (Schedule 1)						
Application for the approval of an apparatus by relevant local governments	as per Regs			as per Regs	as per Regs	114230
Application for the approval of an apparatus by the Executive Director-						
a) with a local government report	as per Regs			as per Regs	as per Regs	114230
b) without a local government report	as per Regs			as per Regs	as per Regs	114230
Issuing of a 'Permit to Use an Apparatus'	as per Regs			as per Regs	as per Regs	114230
FOOD PREMISES						
Registration - All premises including mobile and itinerant						
Annual renewal fee						
- High Risk Premises	as per Regs			as per Regs	as per Regs	114230
- Medium Risk Premises	as per Regs			as per Regs	as per Regs	114230
- Low Risk Premises	as per Regs			as per Regs	as per Regs	114230

HOUSING						
RENTALS (per week)						
Staff Housing	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00		117230
Non - Staff Housing/ or as negotiated (3 Bedroom)	\$ 160.00	\$ 160.00	\$ 160.00	\$ 160.00		117230
Non - Staff Housing/ or as negotiated (4 Bedroom)	\$ 200.00					117230
Non - Staff Housing/ or as negotiated (4 Bedroom plus & 2 Bathroom)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 255.00		117230
Kadathinni Units (2 Tenants)	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00		118830
Kadathinni Units (1 Tenant)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		118830
54 & 60 Glyde Street (negotiable)	Negotiable			\$ 160.00	\$ 160.00	117530
223 Mayrhofer Street (NMHS)	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00		117930
3 Howard Street (Dentist)	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		117830
Bond Deposit of 4 weeks rent required for all housing (including Senior Staff)	per above					
If Residential Rent - Input Taxed sales						
COMMUNITY AMENITIES						
REFUSE CHARGES						
240 Litre Bin Collection	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00		118030
Additional 240 Litre Bin Collection	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00		118030
1500 Litre Bin Collection	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00		119230
Additional 1500 Litre Bin Collection	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00		119230
3000 Litre Bin Collection	\$ 1,935.00	\$ 1,935.00	\$ 1,935.00	\$ 1,935.00		119230
Additional 3000 Litre Bin Collection	\$ 1,935.00	\$ 1,935.00	\$ 1,935.00	\$ 1,935.00		119230
Asbestos Waste (per cubic metre)	\$ 150.00	\$ 136.36	\$ 13.64	\$ 150.00	\$ 150.00	119550
Demolition rubble / refuse (per cubic metre)	\$ 150.00	\$ 136.36	\$ 13.64	\$ 150.00	\$ 150.00	119550
PLANNING APPROVAL FEES (MINIMUM)	as per regs		as per regs	as per regs		122530
Refer to Regulations for statutory fees						
COMMUNITY AMENITIES						
THREE SPRINGS CEMETERY						
Burial Fee	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00		123630
Reservation Fee	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00		123630
Permission to erect headstone etc	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00		123630
Undertakers license fee	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00		123630
Permission to inter ashes in grave	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00		123630
Reservation Fee for Niche Wall	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00		123630
PLANNING FEES						
Development Applications:						
Home Occupation						
(a) Initial Fee	as per regs		as per regs	as per regs		122530
(b) Renewal Fee	as per regs		as per regs	as per regs		122530
Advertising Signs	as per regs		as per regs	as per regs		122530
All Other Development - Where the Estimated Cost of Development is:						
(a) Not More than \$50,000.00	as per regs		as per regs	as per regs		122530
(b) \$50,000.00 - \$500,000.00 (0.32% of Estimated Development Cost)	as per regs		as per regs	as per regs		122530
(c) \$500,000.00 - \$2.5m (\$1,600.00 + 0.257% for every \$1 in excess of \$500,000)	as per regs		as per regs	as per regs		122530
(d) \$2.5m and above	as per regs		as per regs	as per regs		122530
Lodging House Operation	\$ 80.00	\$ 80.00	\$ -	\$ 80.00	\$ 80.00	122530
Hawkers Licence (Per Day)	\$ 30.00	\$ 30.00	\$ -	\$ 30.00	\$ 30.00	113830
Hawkers Licence (Annual)	\$ 600.00	\$ 600.00	\$ -	\$ 600.00		113830
RECREATION & CULTURE						
THREE SPRINGS COMMUNITY HALL/PAVILION						
COMMERCIAL						
Whole Facility/Main Hall						
Touring Artists, Performing Artists, Films etc.	\$ 350.00	\$ 318.18	\$ 31.82	\$ 350.00	\$ 350.00	124530
Commercial Displays, Luncheons, Presentations, Seminars	\$ 250.00	\$ 227.27	\$ 22.73	\$ 250.00	\$ 250.00	124530
Red Room/Pavilion/ Multi Purpose Function Room						
Touring Artists, Performing Artists, Films etc.	\$ 150.00	\$ 136.36	\$ 13.64	\$ 150.00	\$ 150.00	124530
Commercial Displays, Luncheons, Presentations, Seminars	\$ 80.00	\$ 72.73	\$ 7.27	\$ 80.00	\$ 80.00	124530
SPORTING / COMMUNITY GROUPS						
Whole Facility/Main Hall						
Cabarets, Balls, Champagne Breakfasts, Weddings, 21st	\$ 190.00	\$ 172.73	\$ 17.27	\$ 190.00	\$ 190.00	124530
Luncheons, Presentations, Seminars, School Concerts	\$ 70.00	\$ 63.64	\$ 6.36	\$ 70.00	\$ 70.00	124530
Dance Classes, Yoga, Meetings (Per hour)	\$ 20.00	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	124530
Rehearsals, Preparations, Indoor Bowls, Badminton	\$ 10.00	\$ 9.09	\$ 0.91	\$ 10.00	\$ 10.00	124530
Cleaning of/ Damage to Facilities						
All venues should be in a clean state before hire. Hirer's who do not leave the facility in the same state will be charged to clean the facility and cost of any damage.						
Hourly Rate	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	\$ 100.00	124530
EQUIPMENT HIRE						
PA System / Projector	\$ 30.00	\$ 27.27	\$ 2.73	\$ 30.00	\$ 20.00	124530
Bond for use of PA System / Projector	\$ 50.00	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	124530
Trestles	\$ 2.00	\$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	124530
Chairs	\$ 1.00	\$ 0.91	\$ 0.09	\$ 1.00	\$ 1.00	124530
HIRE BOND FEES						
Venues where liquor is provided - Commercial	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		124530
Venues where liquor is provided-Local Organisations	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		124530

SWIMMING POOL						
<b>Daily Entrance Fees</b>						
Adults	\$ 3.50	\$ 3.18	\$ 0.32	\$ 3.50	\$ 3.50	127830
Children/Students and Aged Pensioners	\$ 2.00	\$ 1.82	\$ 0.18	\$ 2.00	\$ 2.00	127830
Children 4 years and under	Free			Free	Free	
<b>Monthly Tickets</b>						
Family	\$ 50.00	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	127830
Double	\$ 40.00	\$ 36.36	\$ 3.64	\$ 40.00	\$ 40.00	127830
Single	\$ 30.00	\$ 27.27	\$ 2.73	\$ 30.00	\$ 30.00	127830
Children/Student and Aged Pensioners	\$ 20.00	\$ 18.18	\$ 1.82	\$ 20.00	\$ 20.00	127830
<b>Season Tickets</b>						
Family	\$ 160.00	\$ 145.45	\$ 14.55	\$ 160.00	\$ 160.00	127830
Double	\$ 120.00	\$ 109.09	\$ 10.91	\$ 120.00	\$ 120.00	127830
Single	\$ 70.00	\$ 63.64	\$ 6.36	\$ 70.00	\$ 70.00	127830
Children/Students and Aged Pensioners	\$ 50.00	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	127830
Pool Party Hire	\$ 30.00	\$ 27.27	\$ 2.73	\$ 30.00	\$ 20.00	127830
SPORTING CLUB LEASES						
Football Club (per annum)	\$ 2,500.00	\$ 2,272.73	\$ 227.27	\$ 2,500.00	\$ 2,500.00	127530
Netball Club (per annum)	\$ 300.00	\$ 272.73	\$ 27.27	\$ 300.00	\$ 300.00	127530
Hockey Club (per annum)	\$ 600.00	\$ 545.45	\$ 54.55	\$ 600.00	\$ 600.00	127530
Cricket Club (per annum)	\$ 600.00	\$ 545.45	\$ 54.55	\$ 600.00	\$ 600.00	127530
TRANSPORT						
<b>TALC AND COCKY COUNTRY PLATES</b>						
Fees set by the Department of Planning and Infrastructure						
ECONOMIC SERVICES						
TOURISM & AREA PROMOTION						
Caravan Park - Ablution Block key deposit/refund	\$ 10.00	\$ 10.00		\$ 10.00	\$ 10.00	139930
BUILDING FEES						
<b>Building Construction Industry Training Fund (ITF Levy)</b>						
The rate of Levy is 0.2% of the total value of construction (GST inclusive) over \$20,000.	as per calc.	as per calc.		as per regs	as per regs	141830
<b>Building Services Levy</b>						
Set by Other Legislation: Building Regulation 2012						
Application for Building Permit:						
- Estimated value of work (incl gst) of Over \$45,000	0.137%	0.137%		0.137%	0.139%	141430
- Estimated value of work (incl gst) of \$45,000 or Less	\$ 61.65	\$ 61.65		\$ 61.65	62.5	141430
Application for Demolition Permit:						
- Estimated value of work (incl gst) of Over \$45,000	0.137%	0.137%		0.137%	0.139%	141430
- Estimated value of work (incl gst) of \$45,000 or Less	\$ 61.65	\$ 61.65		\$ 61.65	62.5	141430
Occupancy permit or building approval certificate for approved building work under ss47, 49, 50 or 52 of the building Act	\$ 61.65	\$ 61.65		\$ 61.65	61.65	141430
Occupancy permit or building approval certificate for unauthorised building work under s51 of the building Act: Value of work over \$45,000	0.274%	0.274%		0.274%	0.0278%	141430
Occupancy permit or building approval certificate for unauthorised building work under s51 of the building Act: Value of work \$45,000 or Less	\$ 123.30	\$ 123.30		\$ 123.30	125.15	141430
Occupancy permit under S46 of the Building Act	No Levy			No Levy	No Levy	141430
Modification of occupancy permit for additional use of building on temporary basis under S48 of the Building Act.	No Levy			No Levy	No Levy	141430
<b>Building Act Fees</b>						
<b>Division 1 - Application for building permits, demolition permits</b>						
Certified application for a building permit (s.16(1))						
(a) for a building work for a Class 1 or Class 10 building or incidental structure: 0.19% of the estimated value of the building work, but less than \$105	as per regs			as per regs	as per regs	141530
(a) for a building work for a Class 2 to Class 9 building or incidental structure: 0.09% of the estimated value of the building work, but less than \$105	as per regs			as per regs	as per regs	141530
Uncertified application for a building permit (s.16(1))						
0.32% of the estimated value of the building work, but less than \$105	as per regs			as per regs	as per regs	141530
Application for a demolition permit						
(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure	\$ 105.00	\$ 105.00		\$ 97.70	\$ 96.00	141530
(b) for demolition work in respect of a Class 2 to Class 9 building or incidental structure: \$97.70 for each storey of the building	\$ 105.00	\$ 105.00		\$ 97.70	\$ 96.00	141530
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	\$ 105.00	\$ 105.00		\$ 97.70	\$ 96.00	141530

<b>Division 2 - Application for occupancy permits, building approval certificates</b>						
Application for an occupancy permit for a completed building (s. 46)	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application for a temporary occupancy permit for an incomplete building (s. 47)	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2)). \$11.60 for each strata unit covered by the application, but not less than \$115.	as per regs	as per regs	as per regs	\$ 10.60	141430	
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2)): 0.18% of the estimated value of the unauthorised work as determined by the permit authority, but not less than \$105.00	as per regs	as per regs	as per regs	0.183%	141430	
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3)): 0.38% of the estimated value of the unauthorised work as determined by the permit authority, but not less than \$105.00.	as per regs	as per regs	as per regs	0.38%	141430	
Application to replace an occupancy permit for an existing building (s52(1))	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	\$ 105.00	\$ 105.00	\$ 97.70	\$ 96.00	141430	
Application as defined in regulation 31(for each building standard in respect of which a declaration is sought)	\$ 2,160.15	\$ 2,160.15	\$ 2,160.15	\$ 2,123.00	141430	
Inspection of pool enclosures (regulation 53)	\$ 57.45					
Application for approval of battery powered smoke alarms (regulation 61 )	\$ 179.40					
<b>BUILDING INSPECTION/PLANNING FEE (EHO/BS - per hr)</b>	\$ 88.50	\$ 80.45	\$ 8.05	\$ 88.50	\$ 88.50	122530
<b>STANDPIPE WATER (per kilo litres)</b>	\$ 3.60	\$ 3.60	\$ 3.60	\$ 3.50	142730	
<b>OTHER PROPERTY AND SERVICES</b>						
<b>PLANT HIRE</b>						
Minimum charge of 1 hour per plant hired						
<i>Rate includes operator</i>	Per Hour			Per Hour	Per Hour	
Grader - Contractor	\$ 174.00	\$ 158.18	\$ 15.82	\$ 174.00	\$ 150.00	143330
Grader - Ratepayer	\$ 154.00	\$ 140.00	\$ 14.00	\$ 154.00	\$ 130.00	143330
Tractor/ Roller - Contractor	\$ 139.00	\$ 126.36	\$ 12.64	\$ 139.00	\$ 115.00	143330
Tractor/ Roller - Ratepayer	\$ 119.00	\$ 108.18	\$ 10.82	\$ 119.00	\$ 95.00	143330
Backhoe - Contractor	\$ 164.00	\$ 149.09	\$ 14.91	\$ 164.00	\$ 140.00	143330
Backhoe - Ratepayer	\$ 144.00	\$ 130.91	\$ 13.09	\$ 144.00	\$ 120.00	143330
Loader - Contractor	\$ 174.00	\$ 158.18	\$ 15.82	\$ 174.00	\$ 150.00	143330
Loader - Ratepayer	\$ 154.00	\$ 140.00	\$ 14.00	\$ 154.00	\$ 130.00	143330
Prime Mover plus Side Tipper - Contractor	\$ 179.00	\$ 162.73	\$ 16.27	\$ 179.00	\$ 155.00	143330
Prime Mover plus Side Tipper - Ratepayer	\$ 159.00	\$ 144.55	\$ 14.45	\$ 159.00	\$ 135.00	143330
Prime Mover plus Low Loader - Rate per Km	\$ 5.00	\$ 4.55	\$ 0.45	\$ 5.00	\$ 5.00	143330
Tip Truck - Contractor (large truck)	\$ 169.00	\$ 153.64	\$ 15.36	\$ 169.00	\$ 145.00	143330
Tip Truck - Ratepayer (large truck)	\$ 149.00	\$ 135.45	\$ 13.55	\$ 149.00	\$ 125.00	143330
Truck & Trailer - Contractor	\$ 179.00	\$ 162.73	\$ 16.27	\$ 179.00	\$ 155.00	143330
Truck & Trailer - Ratepayer	\$ 159.00	\$ 144.55	\$ 14.45	\$ 159.00	\$ 135.00	143330
Tractor - Contractor	\$ 124.00	\$ 112.73	\$ 11.27	\$ 124.00	\$ 100.00	143330
Tractor - Ratepayer	\$ 109.00	\$ 99.09	\$ 9.91	\$ 109.00	\$ 85.00	143330
Rubbered Tyred Roller - Contractor	\$ 144.00	\$ 130.91	\$ 13.09	\$ 144.00	\$ 120.00	143330
Rubbered Tyred Roller - Ratepayer	\$ 124.00	\$ 112.73	\$ 11.27	\$ 124.00	\$ 100.00	143330
Vibratory Roller - Contractor	\$ 164.00	\$ 149.09	\$ 14.91	\$ 164.00	\$ 140.00	143330
Vibratory Roller - Ratepayer	\$ 144.00	\$ 130.91	\$ 13.09	\$ 144.00	\$ 120.00	143330
Small Truck - Contractor	\$ 134.00	\$ 121.82	\$ 12.18	\$ 134.00	\$ 110.00	143330
Small Truck - Ratepayer	\$ 114.00	\$ 103.64	\$ 10.36	\$ 114.00	\$ 90.00	143330
Skid Steer - Contractor	\$ 134.00	\$ 121.82	\$ 12.18	\$ 134.00	\$ 110.00	143330
Skid Steer - Ratepayer	\$ 114.00	\$ 103.64	\$ 10.36	\$ 114.00	\$ 90.00	143330
Bus Hire - Commercial (charge per kilometre), BOND \$200	\$ 1.20	\$ 1.09	\$ 0.11	\$ 1.20	\$ 1.00	123640
Bus Hire - Community (charge per kilometre), BOND \$100	\$ 0.60	\$ 0.55	\$ 0.05	\$ 0.60	\$ 0.50	123640
<b>SUPERVISOR (per hour)</b>	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	\$ 100.00	143330
Penalty rates will apply if overtime is involved						
<b>LABOURER (per hour)</b>	\$ 55.00	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	143330
Penalty rates will apply if overtime is involved						
<b>SAND/GRAVEL/BLUE METAL Flat rate of:</b>						
Small Truck (approx. 3 to 4 metres) - per load	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	\$ 100.00	143330
Large Truck (approx. 10m3) per load	\$ 170.00	\$ 154.55	\$ 15.45	\$ 170.00	\$ 170.00	143330
<b>Sale of:</b>						
SAND/GRAVEL/BLUE METAL BY 6x4 TRAILER LOAD	\$ 30.00	\$ 27.27	\$ 2.73	\$ 30.00	\$ 30.00	143330
<b>SMALL ITEMS</b>						
Minimum charge of 1 day per items hired						
Verticutter - per day	\$ 45.00	\$ 40.91	\$ 4.09	\$ 45.00	\$ 45.00	143330
Plate Compactor - per day	\$ 55.00	\$ 50.00	\$ 5.00	\$ 55.00	\$ 55.00	143330
Cement Mixer - per day	\$ 50.00	\$ 45.45	\$ 4.55	\$ 50.00	\$ 50.00	143330
Other minor plant at the discretion of CEO or WS						

**10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**11. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**11.1. ELECTED MEMBERS**

**11.2. STAFF**

**12. QUESTIONS BY MEMBERS WITHOUT NOTICE**

**13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**14. TIME AND DATE OF NEXT MEETING**

**The Next Ordinary Council Meeting will be held on Wednesday 17<sup>th</sup> July 2019 at 1.30pm.**

**15. CONFIDENTIAL ITEMS**

**15.1. RECOMMENDATION TO CLOSE COUNCIL MEETING**

In accordance with the *Local Government Act 1995* Section 5.23(2)(d) & (f) it is appropriate for Council to resolve “*the meeting be closed to members of the public*” for Agenda Item 15.1.1

It is a requirement of the *Freedom of Information Act 1992* that all this information is returned to the Chief Executive Officer at the completion of these items for appropriate filing to maintain confidentiality.

Once all negotiations have been completed for Agenda Item 15.1.1 this will be considered an “exempt document” in accordance with Schedule 1 of the *Freedom of Information Act 1992* denying public access.

**15.1. STAFF RECOMMENDATION**

**Council resolve the meeting be closed to members of the public to discuss Agenda Item 15.1 in accordance with the *Local Government Act 1995* Section 5.23(2)(d) & (f).**

### 15.1.1 ACTING CHIEF EXECUTIVE OFFICER ARRANGEMENTS

**Agenda Reference:** CEO 06/19 - 06  
**Location/Address:** N/A  
**Name of Applicant:** Sylvia Yandle  
**File Reference:** ADM0061  
**Disclosure of Interest:** CEO  
**Date:** 13<sup>th</sup> June 2019  
**Author:** Sylvia Yandle, CEO prepared on behalf of Cr Chris Lane Shire President

**Signature of Author:** \_\_\_\_\_

#### **CONFIDENTIAL ITEM: Appointment of Relief Chief Executive Officer**

***Reason for Confidentiality*** - Local Government Act 1995: Section 5.23(2) (c), “a contract entered into, or which may be entered into by the local government.”

### 15.2. RECOMMENDATION TO RE-OPEN COUNCIL MEETING

### 16. MEETING CLOSURE