THREE SPRINGS SHIRE COUNCIL

Heart of North Midlands

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
27 NOVEMBER 2024
COMMENCING AT 5.30 PM

WILDFLOWER COUNTRY

SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
27 NOVEMBER 2024

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 27 November 2024, in the Council Chambers, Railway Road, Three Springs commencing at 5.30pm.

Keith Woodward PSM
Chief Executive Officer

21 November 2024

Shire of Three Springs
PO Box 117, Three Springs
WA 6519

Disclosure of Interest Form

(Elected Members/Committee Members/Employees/Contractors)

Local Government Act 1995 (Section 5.65, 5.70 & 5.71)

To: Chief Executive Officer

- ☐ **Ordinary Council Meeting held on** ____________________
- ☐ **Special Council Meeting held on** ____________________
- ☐ **Committee Meeting held on** ____________________
- ☐ **Other** ____________________

Report No ____________________

Report Title ____________________

Name ____________________

☐ **Elected Member** ☐ **Committee** ☐ **Employee** ☐ **Contractor**

Type of Interest *(*see overleaf for further information)*

☐ **Proximity** ☐ **Financial** ☐ **Impartiality**

Nature of Interest

____

____

____

Extent of Interest (if intending to seek Council approval to be involved with debate and/or vote)

____

____

Name:____________________ **Signed:**____________________ **Date:** ____________________

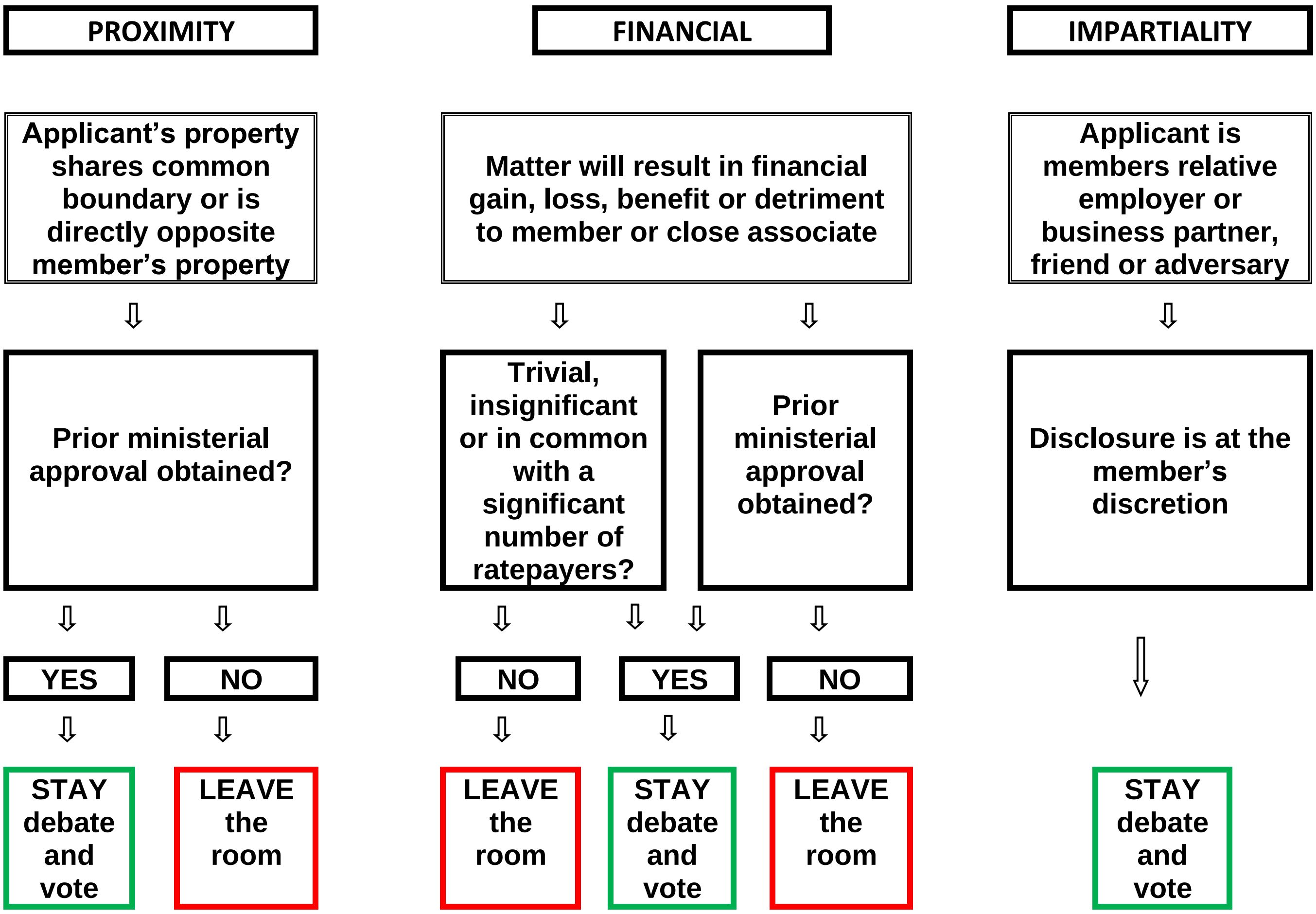
Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

Note 2: Employees or Contractors disclosing an interest in any matter apart from at meetings, where there is a conflict of interest including disclosures required by s5.71 are required to submit this form to the CEO as soon as practicable.

OFFICE USE ONLY

CEO: ____________________ **Signed:** ____________________ **Date:** ____________________

Declaring an Interest



***Local Government Act 1995* - Extract**

5.65 - Members' interests in matters to be discussed at meetings to be disclosed.

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3)This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.70 - Employees to disclose interests relating to advice or reports.

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the Council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the Council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

(a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

***'Local Government (Administration) Regulations 1996* – Extract**

In this clause and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996:

"Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

TABLE OF CONTENTS

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at:

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

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

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

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	**Moved**	**Seconded**	**Vote**	**Date**
5.1	Cr.		Cr.	Cr.		
5.2	Cr.		Cr.	Cr.		
5.3	Cr.		Cr.	Cr.		

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting is confirmed as true and accurate record of proceedings.					
		Date	**Moved**	**Seconded**	**Vote**
6.1	Ordinary Council Meeting	23.11.24	Cr.	Cr.	

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

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

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

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

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

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF OFFICERS

Executive Services	
10.1 Budget Adjustment for CEO's Key Performance Indicator (KPI) Projects	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 November 2024
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Part A and Part B - Performance Criteria

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	Executive	The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
	Legislative	Includes adopting local laws, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

To recommend a reduction of $83,000 in the 2024/25 Shire budget's allocation to the Transfer to Reserves Account (from $259,784 to $176,784) to provide necessary funding for the Chief Executive Officer's Key Performance Indicators (KPIs) projects. This adjustment supports initiatives aligned with the Shire's Community Strategic Plan (CSP) and Corporate Business Plan (CBP) without impacting other budget areas.

Background:

At the November 2024 Ordinary Council meeting, the Shire of Three Springs Council endorsed the CEO's 2024/25 performance criteria, comprising:

- Part A: Contractual Performance Criteria, which includes key responsibilities such as legislative advice, legal, communication, and resource management.

- Part B: Annual Performance Criteria, highlighting priority projects integral to achieving the Shire's strategic goals.

Officer's Comment:
The Chief Executive Officer's KPIs for 2024/25 are designed to align the Shire's operational efforts with the objectives outlined in the CSP and CBP. The budget reallocation will ensure the delivery of targeted projects, with each KPI backed by a designated budget allocation for effective execution.

Budget Allocations for CEO KPI Projects:

1. Gravel Extraction & Water Resource Policy – $25,000
   Establishes a sustainable resource policy for gravel and water to support Shire projects.

2. Duffy's Store Redevelopment – $15,000
   Supports heritage preservation and community value through redevelopment plans.

3. Sports Pavilion Renovation – $15,000
   Enhances community facilities with renovations to improve usability and appeal.

4. Aquatic Centre Master Plan – $1,000
   Develops a long-term plan for optimal usage, staffing, and public programming.

5. Town Derelict Housing Strategy – $7,000
   Addresses derelict housing to improve town presentation and safety.

6. Shire Housing Construction & Acquisition – $5,000
   Explores options for constructing or purchasing housing to meet community and workforce needs.

7. Glyde Street Worker Accommodation Plan – $15,000
   Reactivates the Glyde Street camp for workforce housing and tourism.

8. Townsite Greening and Beautification Plan – TBC
   Aims to create a sustainable and visually appealing environment through greening initiatives.

Total Budget Allocation: $83,000

This reallocation from the Transfer to Reserves Account supports these strategic projects without impacting other budget areas. These projects address specific CSP and CBP objectives, advancing sustainable development, enhancing community facilities, and supporting efficient resource management.

Consultation:
Consultation has been conducted with the following stakeholders:

- Shire of Three Springs Council
- Shire of Three Springs Chief Executive Officer
- Shire of Three Springs Deputy Chief Executive Officer
- John Philips Consulting (Independent Consultant)

Statutory Environment:

In accordance with Section 6.8 of the Local Government Act 1995, Council may authorize unbudgeted expenditure through an absolute majority.

Strategic Implications:
This item is relevant to the SoTS Strategic Community Plan 2024-2034.

Council Objectives (SCP Reference)	KPI
No alignment	Gravel Extraction & Water Resource Policy
Objective 3.1c Transform Duffy's Store into a prominent tourist attraction.	Duffy's Store Redevelopment
Objective 4.2a Improvements to the Football Pavilion.	Sports Pavilion Renovation
Objective 4.2c Develop the Aquatic Centre Master Plan.	Aquatic Centre Master Plan
No alignment	Town Derelict Housing Strategy
Objective 2.3b Maintain, improve, and expand Shire housing stock.	Shire Housing Construction & Acquisition
Objective 2.3c Recommission the Three Springs Mining Camp.	Glyde Street Worker Accommodation Plan
Objective 4.2d Develop the Three Springs Townsite Greening Plan.	Townsite Greening and Beautification Plan

This item is relevant to the SoTS Corporate Business Plan 2020-2024.

Scope Statement (CBP Reference)	KPI
CBP 2.6.3 Effectively manage the acquisition of gravel and rehabilitation of gravel pits.	Gravel Extraction & Water Resource Policy
CBP 2.4.1.1 Develop and restore Duffy's Store.	Duffy's Store Redevelopment
CBP 2.8.5.1 Maintain, renew, and upgrade sporting infrastructure.	Sports Pavilion Renovation
CBP 2.8.5.1 Maintain, renew, and upgrade sporting infrastructure.	Aquatic Centre Master Plan
No alignment	Town Derelict Housing Strategy
CBP 2.8.2.1 Develop staff housing to retain and attract quality staff.	Shire Housing Construction & Acquisition
CBP 1.3.6.1 Develop the long-term use of the Three Springs Mining Camp.	Glyde Street Worker Accommodation Plan
CBP 2.5.2.1 Continue to implement the main street revitalisation plan.	Townsite Greening and Beautification Plan

Policy Implications:
Nil

Financial/Resources Implications:
The $83,000 reduction in the Transfer to Reserves Account will lower the Housing and Building Reserve balance projected for June 2025 to approximately $717,575, down from the originally planned $800,575. This shortfall may affect the Shire's capacity to fund the $1 million housing development planned for 2028/29.

To address this, surplus funds identified at the end of each financial year could be reallocated to the Reserve to bridge this gap, enabling the Shire to meet its long-term financial objectives for housing development.

Strategic Implications:

This budget adjustment aligns the CEO's KPIs with the Shire's CSP and CBP, supporting goals for governance, community development, environmental stewardship, and economic growth.

Voting Requirements:
Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.1**
That Council: 1. Approves the reduction of $83,000 in the 2024/25 budget allocation to the Transfer to Reserves Account, reducing it from $259,784 to $176,784. 2. Allocates the reduced funds towards the implementation of the Chief Executive Officer's Key Performance Indicators (KPIs) for 2024/25, as outlined in this report, to support projects and initiatives that align with the Shire's Community Strategic Plan and Corporate Business Plan.	

10. REPORTS OF OFFICERS

Executive Services	
10.2 Establishment of Vehicle Impoundment Procedures and Fees.	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 November 2024
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Vehicle Impoundment Fee Comparison and Benchmarking Analysis

---

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	Executive	The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	Includes adopting local laws, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
This report seeks the Council's approval to establish formal vehicle impoundment procedures and introduce fees for managing abandoned and illegally parked vehicles within the Shire. With increased abandoned vehicles impacting public spaces, these measures aim to create a structured and financially sustainable approach to impoundment that aligns with the Shire's statutory responsibilities under the Local Government Act 1995. Implementing these procedures will allow the Shire to efficiently manage abandoned vehicles, recover associated costs, and maintain effective management of public areas.

Background:
This report provides an overview of the need to formalise vehicle impoundment procedures and introduce associated fees to address the issue of abandoned vehicles within the Shire. Council approval by an absolute majority is sought to adopt these

measures and ensure compliance with statutory obligations.

Key Objectives:

1. Establish formal vehicle impoundment and fee recovery procedures.
2. Introduce fees for towing, storage, and administrative costs.
3. Comply with statutory requirements under the Local Government Act 1995.
4. Ensure financial sustainability in managing abandoned vehicles.
5. Obtain Council approval by an absolute majority.

Officer's Comment:
To mitigate the impact of abandoned and illegally parked vehicles, it is recommended that the Shire implement vehicle impoundment procedures and introduce fees to support cost recovery. The proposed strategy includes the following key elements:

- **Identification and Impoundment**:
  Under Section 3.39 of the Local Government Act 1995, vehicles identified as abandoned or illegally parked in public areas may be impounded, with costs for removal and storage covered by the vehicle owner upon reclamation.

- **Withholding Until Costs Paid**:
  Section 3.46 permits the Shire to withhold impounded vehicles until costs for removal, impoundment, and storage are paid.

- **Notification to Owners**:
  The Shire will make reasonable efforts to notify vehicle owners per Section 3.40, detailing the impoundment location, reasons, and instructions for reclaiming the vehicle.

- **Fees and Charges**:
  Fees for towing, daily storage, and administration will support financial sustainability. Under Section 6.16(1), the Council may impose and recover fees for services provided.

- **Setting Fees and Charges**:
  When setting fees, the Council must consider costs, community importance, and comparable market rates as per Section 6.17.

- **Public Notice of Fees and Charges**:
  Compliance with Section 6.19 requires that public notice is given before introducing new fees post-budget adoption.

Common Impoundment Reasons:
Abandoned Vehicles, Illegal Parking, Unregistered/Uninsured Vehicles, Public Nuisance or Hazard, Traffic Violations, Criminal Evidence and Eviction or Property Repossession.

Consultation:
Nil

Statutory Environment:
Local Government Act 1995

- Section 3.39: Authority to impound goods involved in contraventions.

- Section 3.40: Notification requirements for impounded goods.
- Section 3.40A: Removal and impounding of abandoned vehicle wrecks.
- Section 3.46: Withholding goods until costs are paid.
- Section 6.16: Imposing fees or charges requires an absolute majority.
- Section 6.17: Fees must consider service costs, community importance, and market comparisons.
- Section 6.19: Public notice required for new fees introduced post-budget adoption.

Local Government (Financial Management) Regulations 1996
- Regulation 25: Fees and charges to be included in the annual budget.
- Regulation 41: Maintain a public register of all fees and charges

Policy Implications:
Nil

Financial/Resources Implications:
The proposed fees for vehicle impoundment aim to recover costs associated with abandoned and illegally parked vehicles, benchmarked against nearby local governments.

Fee Type	Proposed Fee	Comparison
Towing Fee	$220 minimum or full cost recovery	Comparable to the City of Geraldton's full cost recovery model and other local government rates.
Daily Storage Fee	$25 per day	Positioned between Geraldton's higher rate ($32.50) and lower rates from other Shires (e.g., Dalwallinu at $15).
Administrative Fee	$120	Matches Geraldton's rate, covering ranger and administrative costs.

The proposed fees offer a cost-recovery model aligned with other local governments, supporting sustainable management of impounded vehicles.

Strategic Implications:
This item is relevant to the SoTS Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Nil	Nil

This item is relevant to the SoTS Corporate Business Plan 2020-2024.

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

Voting Requirements:
Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.2**

That Council:

1. Adopts the proposed vehicle impoundment procedures, authorising the Shire to impound vehicles identified as abandoned or illegally parked in public spaces and to withhold such vehicles until associated costs are paid by the owner.

2. Approves the introduction of the following fees and charges for the impoundment of abandoned vehicles within the Shire:

    - Towing Fee: $220 minimum or full cost recovery.
    - Daily Storage Fee: $25 per day.
    - Administrative Fee: $120 per vehicle.

3. Instructs the CEO to provide public notice of the new fees and charges.
4.

10. REPORTS OF OFFICERS

Executive Services	
10.3 Proposed reactivation of the original Playgroup (PG) building at 8 Mayrhofer Street	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 November 2024
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Three Springs Play Group Correspondence

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	Executive	The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	Includes adopting local laws, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person’s rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
This report explores the proposed reactivation of the original Playgroup (PG) building at 8 Mayrhofer Street, which has seen limited use since the establishment of the Early Childhood Learning Centre (ECLC) and was previously considered for disposal due to low utilisation. Renewed interest from the playgroup community has highlighted the building’s potential value as a community asset. Reactivating the facility will require capital investment for critical structural repairs, an enhanced maintenance budget, and additional gardening support to maintain the grounds.

Background:
The PG building at 8 Mayrhofer Street has been an important resource for local families, though its limited capacity and infrastructure have historically constrained its use. The ECLC Project Business Case (April 2015) highlighted these limitations, noting that the building’s maximum capacity of 12 children would likely struggle to accommodate the community’s growing early childhood needs. The business case acknowledged the

building's restricted size and functional constraints, recommending that its future role be periodically reviewed to ensure it could continue to serve community needs. Importantly, the business case recognised that, despite the establishment of the new ECLC, the original PG building might require reactivation in the future to address additional demands or as a supplementary facility for other community services.

On 31 October 2023, Playgroup WA (PGWA) contacted Shire of Three Springs, Chief Executive Officer (CEO), to discuss the planned activities for the term at the PG building. The schedule featured interactive sessions using an activity box, craft projects, Storytime led by Parenting Connection, a visit from a child health nurse, and a festive Christmas celebration. PGWA requested that these events be promoted weekly on social media to boost community engagement, reflecting a more comprehensive approach to family programming and the building's potential to serve as a vibrant community hub. As participation and demand increased, the building's facility limitations became more evident. On 19 October 2024, Three Springs PG contacted the Shire President to report on essential facility improvements at the 8 Mayrhofer Street building.

Comment:
The reactivation of the original playgroup building at 8 Mayrhofer Street provides an opportunity to address the growing community demand for family-oriented spaces and programming. The initial establishment of the ECLC sought to meet early childhood needs; however, increased participation and evolving requirements have highlighted the value of retaining and upgrading the original playgroup facility as an auxiliary community resource.

Statutory Environment:
Section 6.8 of the Local Government Act 1995, the Council may authorise unbudgeted expenditure through an absolute majority.

Policy Implications:
Nil

Financial/Resources Implications:
Table One: 8 Mayrhofer Street building maintenance and grounds maintenance budget 2020-2024.

Table One

Date	**2020/21 Actual**	**2021/22 Actual**	**2022/23 Actual**	**2023/24 Actual**	**2024/25 Budget**
Operating					
Building Operations (BO1022)	$394.47	$941.62	$856.59	$735.00	$915.00
Building Maintenance (BM1022)	$351.73	$435.04	$294.66	$848.12	$1,455.00
Grounds Maint					
Capital Works					
Building (Capital) (BC1022)	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$746.20**	**$1,376.66**	**$1,151.25**	**$1,583.12**	**$2,370.00**

Table Two: The proposed 8 Mayrhofer Street maintenance and grounds maintenance budget.

Table Two

Date	2024/25 Budget
Operating	
Building Operations (BO1022)	$915
Building Maintenance (BM1022)	$1,455
Grounds Maint	$3,500
Capital Works	
Building (Capital) (BC1022)	$8,300
Total	**$14,160**

Table Three: November 2024, 8 Mayrhofer Street works list:

Table Three

Task/Item	**Description (as per attached email)**	**Status/Notes**	**Cost**
Shade Cloth Installation	*Locate and install large shade cloth from Works Depot.*	Completed	$250
Smaller Shade Sails	*Install two self-funded smaller shade sails. Infrastructure already in place.*	20 December	$5,000
New Toilet Installation	*Replace the kiddy-size toilet with an adult-size toilet inside the building.*	Completed	$1,200
Portaloo Removal	*Remove the temporary portaloo from the back once the indoor toilet is replaced.*	In Progress	$250
Smoke Alarm Maintenance	*Test and replace smoke alarm batteries.*	Completed	$150
Aircon Service	*Service all air conditioners; one is currently not working.*	Completed	$500
Sand Pit Replenishment	*Add clean sand to sand pits and arrange ongoing gardening support.*	Completed	$500
Gutter Cleaning	*Clean out gutters to ensure proper drainage.*	Completed	$100
Tree Pruning	*Cut back the overgrown olive tree near the portaloo.*	Completed	$100
Back Door Repair/Replacement	*Repair or replace the swollen back door leading to the portaloo.*	Completed	$150
Back Gate Re-hanging	*Re-hang gate at the back of the yard (can be done internally).*	Completed	$100
Total			**$8,300**

The 2024/25 budget for 8 Mayrhofer Street is proposed at $14,160, reflecting increased operating and capital expenditure to address overdue maintenance and upgrades.

Key updates:

- **Operating Costs:** Increased allocations for building operations ($915), maintenance ($1,455), and grounds maintenance ($3,500).

- **Capital Works:** A new $8,300 allocation for upgrades.

It is proposed that the PG building budget amendment be managed during the Mid-Year Budget Review.

Strategic Implications:
This item is relevant to the SoTS Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
4.1 c. Inclusive and diverse community activities and events	Support community sporting clubs, groups, local clubs and associations to deliver their activities, competitions and services.

This item is relevant to the SoTS Corporate Business Plan 2020-2024.

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
2.8.5. Maintain and develop community and sporting facilities	To retain and improve high-quality infrastructure

Voting Requirements:
Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.3**

That Council:

1. Approve the Reactivation of the Playgroup Building at 8 Mayrhofer Street.

2. Approves an increase to the Playgroup Building and Maintenance Budget to $14,160 and authorises the immediate expenditure of funds. The budget amendment will be formalised during the Mid-Year Budget Review.

10. REPORTS OF OFFICERS

Corporate Services	
10.4 Monthly Financial Report for Period 31 October 2024	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	27 November 2024
Author:	Krys East, Deputy Chief Executive Officer
Attachment (s):	Monthly Financial Report 31 October 2024

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	Executive	The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
■	Legislative	Includes adopting local laws, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
That Council accepts the monthly financial report for the period ending 31 October 2024.

Background:
The Provision of the FM Regulations 1996 and associated regulations requires a monthly financial report to be presented at an ordinary council meeting within 2 months of the period end date.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

Officer's Comment:
When writing this report, the closing surplus is an estimate only and is subject to change until the 2023-2024 year has been audited.

The 2024-2025 Budget was adopted at the Special Council Meeting held on 15 August 2024.

Further information can be found by referring to Financial/Resources Implications.

Consultation:
Nil

Statutory Environment:
The preparation of Monthly Financial reports is prepared under Section 6.4 of the Local Government Act 1995.

In accordance with FM regulation 34 (5), a report must be complied on variances greater than the materiality threshold adopted by the council of $10,000 or 10%. As this report is composed at a program level, variances commentary considers the most significant items that comprise the variance.

34. *Financial activity statement required each month (Act s. 6.4)*

(1A) In this regulation —

***committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —*

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the relevant month; and

(c) actual amounts of expenditure, revenue and income to the end of the relevant month; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

[(a) deleted]

(b) an explanation of each of the material variances referred to in subregulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and

(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

[Regulation 34 inserted: Gazette 31 Mar 2005 p. 1049-50; amended: Gazette 20 Jun 2008 p. 2724; SL 2022/88 r. 8; SL 2023/106 r. 19.]

Policy Implications:
Nil

Financial/Resources Implications:

The total Cash Available as of 31 October 2024 is $7,258,144. Cash available comprises Unrestricted cash of $5,121,464 and Restricted cash of $2,136,680, primarily made up of various reserves.

Rates Debtors balance as at 31 October 2024 is $922,048. Rates Notices for 2024-25 were issued on 26 August 2024. The rates collected as at end of October 2024 was $2,181,718 – 70.29%

October 2024:

Operating Revenue – Operating revenue of $3,487,996 comprises Rates – 43%, Grants - 53%, Fees and Charges - 3%, Other Revenue - 0% and Interest Earnings – 1%.

Operating Expenses – Operating expenses of $2,199,588 are made of Depreciation - 41%, Employee Costs –28%, Materials and Contracts – 15%, Insurance – 12%, Utilities – 3%, Loss on Disposal of Assets – 0% and Other Expenditure – 1%.

Strategic Implications:
This item is relevant to the Council’s approved Strategic Community Plan 2024-2034.

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Nil	Nil

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

Corporate Business Plan 2024-2034	
Scope Statement:	**Project Outputs:**
Nil	Nil

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.4
That Council accepts the monthly financial report for the period ending 31 October 2024.	

10. REPORTS OF OFFICERS

Corporate Services	
10.5 Accounts for Payments 31 October 2024	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	27 November 2024
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 October 2024

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	Executive	The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
■	Legislative	Includes adopting local laws, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
That Council accepts the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

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

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

Consultation:

Nil

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

12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction;

and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Policy Implications:
Nil

Financial/Resources Implications:
Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2023-2024.

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

Strategic Community Plan 2018-2028	
Council Objectives:	**Outcome:**
Nil	Nil

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.5**
That Council accepts: 1. The accounts for payment as presented for *October* 2024 from the CBA Municipal Fund totalling $536,524.89. 2. Represented by Electronic Fund Transfers No's 20244 - 20354 and Direct Debits 16365.1 – 16365.8, 16367.1 – 16370.1, 16376.1 – 16382.1, 16404.1 – 16420.7 and 16451.1 – 16460.1. 3. Licensing Fund totalling $7,124.90 represented by Direct Debit No. 16360.1, 16366.1, 16375.1, 16384.1 - 16391.1 and 16429.1 – 16433.1. **Total Payments for October 2024 $543,649.79**	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12.1. Elected Members
12.2 Staff

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday, 11 December 2024 @ 5.30pm.

16. CONFIDENTIAL ITEMS

16.1. RECOMMENDATION TO CLOSE COUNCIL MEETING

Reason for Confidentiality. Local Government Act 1995: Section 5.23 (2) (c) " the personal affairs of any person" and "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."

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 16.1.1, this will be considered an "exempt document" in accordance with Schedule 1 of the *Freedom of Information Act 1992* denying public access.

16. CONFIDENTIAL ITEMS

Executive Services	
16.1.1 Chief Executive Officer's Annual Performance Review, 2024-2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 November 2024
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	**Annual Performance Review Council Report, 1 November 2024**

Council Role:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
■	Executive	The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	Includes adopting local laws, local planning schemes and policies.
☐	Review	When Council reviews decisions made by Officers.
☐	Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

To recommend Council:

Voting Requirements:
Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	16.1.1
That Council:	

OFFICER'S RECOMMENDATION	16.2
That Council re-open the meeting to members of the public after discussion of confidential items.	

17. MEETING CLOSURE

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

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

Signed: ____

Presiding Officer

Date: 11 December 2024