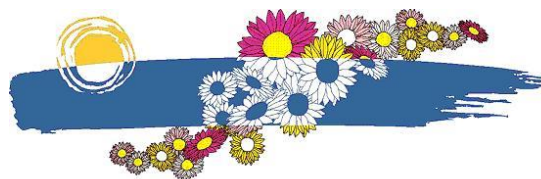




# ATTACHMENT BOOK

ORDINARY COUNCIL MEETING  
TO BE HELD ON  
WEDNESDAY  
14 DECEMBER 2022



WILDFLOWER COUNTRY



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ORDINARY COUNCIL MEETING  
14 DECEMBER 2022**

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**WILDFLOWER COUNTRY**

SHIRE OF THREE SPRINGS

# DELEGATION REGISTER

[illegible]

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## SCHEDULE OF AUTHORISATIONS

Delegation		CEO	DCEO	SOW	SOPF	ESR	FO	ES	TP	BO	EHO	BMO
GO001	Appoint Authorised Persons	X										
GO002	Property Acquisition and Disposal	X	X									
GO003	Public Notice of Council and Committee Meetings	X	X					X				
GO004	Execution of Documents and Affixing of Common Seal to Documents	X	X									
CS001	Cemeteries Act 1986 - Authorised Persons	X	X	X								
CS002	Payments from Municipal Fund and Trust Fund	X	X									
CS003	Making a Cash Advance to a Person	X	X				X					
CS004	Investment of Surplus Funds	X	X									
CS005	Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service	X	X									
CS006	Reimbursement of Expenses Incurred by an	X	X				X					
CS007	Reimbursement of Expenses Incurred by	X	X				X					
CS008	Authorised Purchasing Officer	X	X	X	X		X	X				X
CC001	Sponsorship, Donations and Waiver of Fees	X	X									
DS001	Building Act 2011 – Appointment of Authorised Persons	X	X							X		
DS002	Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street	X	X							X		
DS003	Issue and Revocation of Building Orders	X	X							X		
DS004	Occupancy Permit or Building Approval Certificate	X	X							X		
DS005	Food Act 2008 – Food Business Registrations	X	X							X		
DS006	Authority to issue a Prohibition Order (Food Act	X	X								X	
DS007	Food Act 2008 – Appoint Authorised	X	X								X	
DS008	Authority to serve Infringement Notices (Food	X	X								X	
DS009	Public Health Act 2016	X	X								X	
DS010	Health (Asbestos) Regulations 1992	X	X							X	X	
DS011	Shire of Three Springs Town Planning Scheme	X	X						X			
DS012	Joint Development Assessment Panel	X	X						X			
DS013	Infringements and Direction	X	X						X			
DS014	Power of Entry	X	X						X			
DS015	Exemption from the Requirement to Pay a Fee – Trading in Thoroughfares and Public Places	X	X						X			
DS016	Certain Things to be done in Respect of Land	X	X						X			
DS017	Response to Applications for Subdivision and Amalgamation	X	X						X			
DS018	Response to Application for Public Works	X	X	X								
DS019	Control of Vehicles (Off-Road	X	X	X		X						
DS020	Permits for Heavy Haulage Vehicles	X	X	X								
DS021	Temporary Road Closures	X	X	X								

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

#### Legend

CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
SOWS	Supervisor of Works Services
SOPF	Supervisor of Parks & Facilities
EHO	Environmental Health Officer
BO	Building Surveyor
TP	Town Planner
ESR	Emergency Services Ranger
FO	Finance Officer
ES	Executive Secretary
BMO	Building Maintenance Officer



## GOVERNANCE

### GO001 – Appoint Authorised Persons

Date Adopted:	December 2019	Delegate:	CEO
Date Last Reviewed:	December 2022	Sub-Delegated:	DCEO
Policy Reference:		Chief Executive	
		Instruction/Procedure:	

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

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

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

#### Subject

to:

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

## GO002 - Property Acquisition and Disposal

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

### Description of Functions Delegated

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

## G0003 - Public Notice of Council and Committee Meetings

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

Legal (Parent): 1. Local Government Act 1995, Section 5.42
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Legal (Subsidiary): 1. Local Government (Administration) Regulation 1996 section 12.
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### Description of Functions Delegated

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

## GO004 – Execution of Contract Documents

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

### Description of Functions Delegated

The Chief Executive Officer and Deputy Chief Executive Officer is delegated authority to execute documents.

## CS001 - Cemeteries Act 1986 - Authorised Persons

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

Legal (Parent): 1. Cemeteries Act 1986
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Legal (Subsidiary):
---------------------

### Description of Functions Delegated

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

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

## CS002 - Payments from Municipal Fund and Trust Fund

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	3007-Purchasing Policy

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

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

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

### Description of Functions Delegated

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

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

#### Subject to:

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

#### CEO Conditions on Sub-Delegation

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

## CS003- Making a Cash Advance to a Person

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

### Description of Functions Delegated

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

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

## CS004 - Investment of Surplus Funds

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	3002 Investment Policy

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

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

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

### Description of Functions Delegated

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

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



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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

### Description of Functions Delegated

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

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

Subject to:

- a) The amount of the request or application not exceeding \$1000.00; or  
Cumulative debts of a debtor valued below \$1000.00. Write off a debt greater than these values must be referred for Council decisions.

## CS006 - Reimbursement of Expenses Incurred by an Employee

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

### Description of Functions Delegated

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

## CS007 - Reimbursement of Expenses Incurred by Councillors

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	1005-Council Expenses

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

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

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

### Description of Functions Delegated

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

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

## CS008 – Authorised Purchasing Officers

Date Adopted:	14 December 2022	Delegate:	CEO
Date Last Reviewed:	December 2022	Sub-Delegated:	DCEO, Supervisor of Works, Finance Officer, Supervisor of Parks and Facilities, Building Maintenance Officer & Executive Secretary
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent): 1. Local Government Act 1995 (Section 5.42 & 5.44 & 5.43 (b))		Legal (Subsidiary):	

### Description of Functions Delegated

The Chief Executive Officer is delegated authority to sign Purchase Orders for items contained within the current budget.

This delegation includes authorisation for the Chief Executive Officer to accept a tender for purchase up to an amount of \$250,000 (Local Government Act 1995 section 5.43 (b)).

#### Delegated to:

Chief Executive Officer (Level 1)

#### On delegated to:

The Chief Executive Officer in exercising authority, under s5.44 of the Local Government Act, 1995, has delegated this power/duty to the following Officers.

Level 2 Deputy Chief Executive Officer

Level 3 Supervisor of Works and Services and Supervisor of Parks and Facilities

Level 4 Building Maintenance Officer and Executive Secretary

Level 5 Finance Officer

#### Conditions:

Limits on amounts:

- Level 1 (CEO) - \$250,000 excluding the purchase of freehold land and real estate. When authorised by Council resolution, and subject to compliance with the relevant tender legislation, the CEO can issue Purchase Orders for amounts in excess of \$250,000.
- Level 2 – up to \$50,000 excluding the purchase of freehold land and real estate.
- Level 3 – Within area of responsibility up to a maximum of \$1,000.
- Level 4 – Within area of responsibility up to a maximum of \$300.

- Level 5 – In the absence of all other authorised officers when the requirement is urgent and with verbal approval of the CEO or a Level 2 officer – CEO to countersign order on return.

Corporate Credit Card authority is in accordance with Policy 1.16 Corporate Credit Cards

Record of Use:

Office copy of the Purchase Order to be handed to Finance Officer.

Records to be kept under the provisions of the Shire of Three Springs Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

## CC001 - Sponsorships, Donations and Waiver of Fees

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	3004-Donations

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

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

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

### Description of Functions Delegated

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

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2020
Policy Reference:	

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

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

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

**The delegation only applies to Local Government Officers**

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

### Description of Functions Delegated

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

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

Subject to:

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



## DS003 - Issue and Revocation of Building Orders

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

## DS004 - Occupancy Permit or Building Approval Certificate

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

## DS005 – Food Act 2008 – Food Business Registrations

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

### Power Enabling Delegation:

- Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation
  - S.118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]

S.118(4) Sub-delegation only permissible if expressly provided in regulations

### Power Delegated:

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

## Description of Functions Delegated

Council delegates its authority and power to:

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

<p>Legal (Parent):</p> <p>Power Enabling Delegation:</p> <ol style="list-style-type: none"> <li>1. Food Act 2008, Section 118(2)(b) Functions of enforcement agencies and delegation <ol style="list-style-type: none"> <li>a. 118 (3) Delegation subject to conditions [s119] and guidelines adopted [s120]</li> <li>b. 118(4) Sub-delegation only permissible if expressly provided in regulations</li> </ol> </li> </ol>
---

<p>Legal (Subsidiary):</p> <p>Power Delegated:</p> <ul style="list-style-type: none"> <li>• Food Act 2008, sections: <ul style="list-style-type: none"> <li>• 65(1) Prohibition Order</li> <li>• 66 Certificate of Clearance</li> <li>• 67(4) Request for Re-Inspection</li> </ul> </li> </ul>
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### Description of Functions Delegated

Council delegates its authority and power to:

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

## DS007 – Food Act 2008 – Appoint Authorised Officers

Date Adopted:	December 2019	Delegate:	CEO
Date Last Reviewed:	December 2022	Sub-Delegated:	DCEO, EHO
Policy Reference:		Chief Executive Instruction/Procedure:	

### Legal (Parent):

#### Power Enabling Delegation:

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

### Legal (Subsidiary):

#### Power Delegated:

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

### Description of Functions Delegated

Council delegates authority and power to appoint persons to be:

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

Generally subject to:

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

### Legal (Parent):

#### Power Enabling Delegation:

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

#### Power Enabling Sub-Delegation:

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

### Legal (Subsidiary):

#### Power Delegated:

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

## Description of Functions Delegated

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

Date Adopted:	December 2019	Delegate:	CEO
Date Last Reviewed:	December 2022	Sub-Delegated:	DCEO, EHO
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):  Power Enabling Delegation: <ul style="list-style-type: none"> <li>Public Health Act 2016:</li> <li>s.21 Enforcement agency may delegate</li> </ul>		Legal (Subsidiary):  Power Delegated: <ul style="list-style-type: none"> <li>Public Health Act 2016:</li> <li>s.24 Designation of authorised officers</li> </ul>	

### Description of Functions Delegated

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

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

### Subject to:

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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



Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):

The Chief Executive Officer is delegated authority to:

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

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

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

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

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

## DS012 - Joint Development Assessment Panel Applications

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

Legal (Parent):
1. Local Government Act 1995 (Section 5.42 & 5.44)
2. Planning and Development Act 2005
3. Shire of Three Springs Town Planning Scheme No.3
4. Planning and Development (Development Assessment Panels) Regulations 2011

Legal (Subsidiary):
1. Local Government Act 1995, Section 6.50(1) and (2)

The Chief Executive Officer is delegated authority to:

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

## DS013 - Infringements and Direction Notices

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):

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

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

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

"234. *Designated persons, appointment of*

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

## DS014 - Power of Entry

Date Adopted:	December 2019	Delegate:	CEO
Date Last Reviewed:	December 2022	Sub-Delegated:	DCEO, TP,
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent): <ol style="list-style-type: none"> <li>1. Local Government Act 1995 (Section 3.28 - 3.36)</li> <li>2. Planning and Development (Local Planning Schemes) Regulations 2015 (Schedule 2 Clause 79)</li> </ol>	Legal (Subsidiary):
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The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in the *Local Government Act 1995* Section 3.28 to 3.36 inclusive, and to exercise the entry and inspection powers as contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 79.

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	2008- Street Stall Permits

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

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

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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

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



## DS017 - Response to Applications for Subdivision and Amalgamation

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):

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

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

Subject to:

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

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

## DS018- Response to Application for Public Works

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):

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

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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

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

## DS020 - Permits for Heavy Haulage Vehicles

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):

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

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

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

## DS021- Temporary Road Closures

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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

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

Subject to:

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

## DS022 - Revocation of Temporary Road Closure to Vehicles

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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

## DS023 - Private Works

Date Adopted:	August 2019
Date Last Reviewed:	December 2022

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

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

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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



## DS025 - Gates and Other Devices Across Thoroughfares

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

## DS026 - Plans, Thoroughfares Levels and Alignments

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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

## DS027 - Excavation on Public Thoroughfares

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

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

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

## DS029 - Bonds for Uncompleted Works

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

## LAW OR LAW ORDER AND PUBLIC SAFETY

### LO001 - Bushfires Act 1954 - Authorised Persons

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):

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

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

## LO002 - Cat Act 2011 - Authorised Persons

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

<p>Legal (Parent):</p> <p><b>Power Enabling Delegation:</b></p> <ul style="list-style-type: none"> <li>• Cat Act 2011, section 44 Delegation by local government.</li> </ul> <p><b>Power Enabling Sub-Delegation:</b></p> <p>Cat Act 2011, section 45 Delegation by CEO of local government</p>
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<p>Legal (Subsidiary):</p> <ul style="list-style-type: none"> <li>• Cat Act 2011, section 48 Authorised persons</li> </ul>
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### Description of Functions Delegated

Council delegates its authority and power to:

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

Generally subject to:

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

## LO003 - Dog Act 1976 - Authorised Persons

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

The above delegations are subject to:

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



## LO004 - Prohibited and Restricted Burning Times Variation

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

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

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

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

## LO005 - Notices of Legal Proceedings-Bush Fires

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

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

The Chief Executive Officer is delegated authority to:

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

## LO006 - Bushfires Act 1954 - Powers and Duties

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

Legal (Subsidiary):
.

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

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

## LO007 - Dog Act 1976-Infringements

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

Legal (Parent):
1. Local Government Act (1995) & Dog Local Laws
2. Dog Act (1976)
3. Cat Act 2011

Legal (Subsidiary):

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

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

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

## LO008 - Litter Act - Withdrawal of Infringement Notices

Date Adopted:	December 2019
Date Last Reviewed:	December 2022
Policy Reference:	

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

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

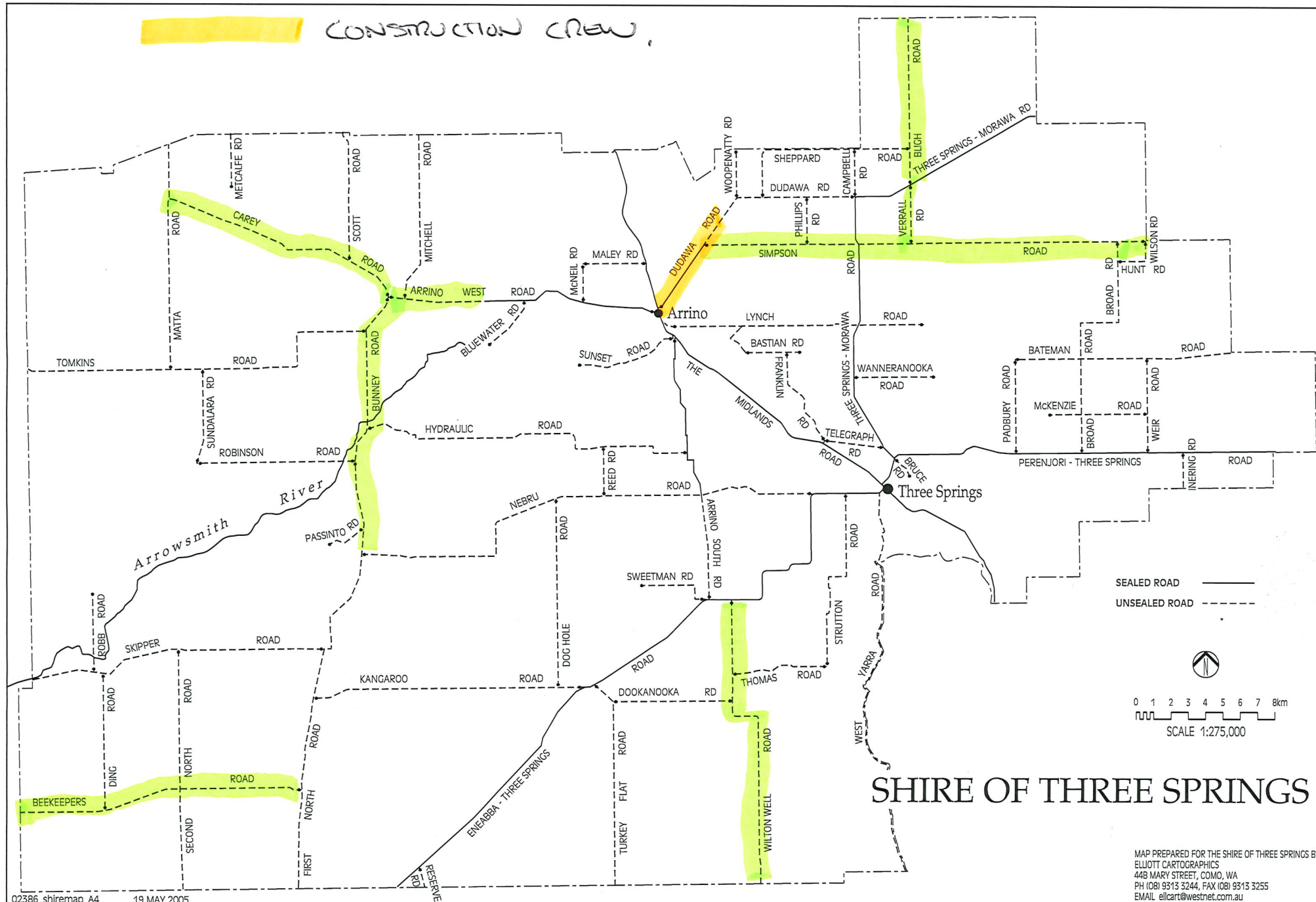
Legal (Subsidiary):
1. Litter Regulations 1981.

The Chief Executive Officer is delegated authority to withdraw infringement notices under the *Litter Act, 1979*.

MAINT GRADER NOV/DEC.

10.3

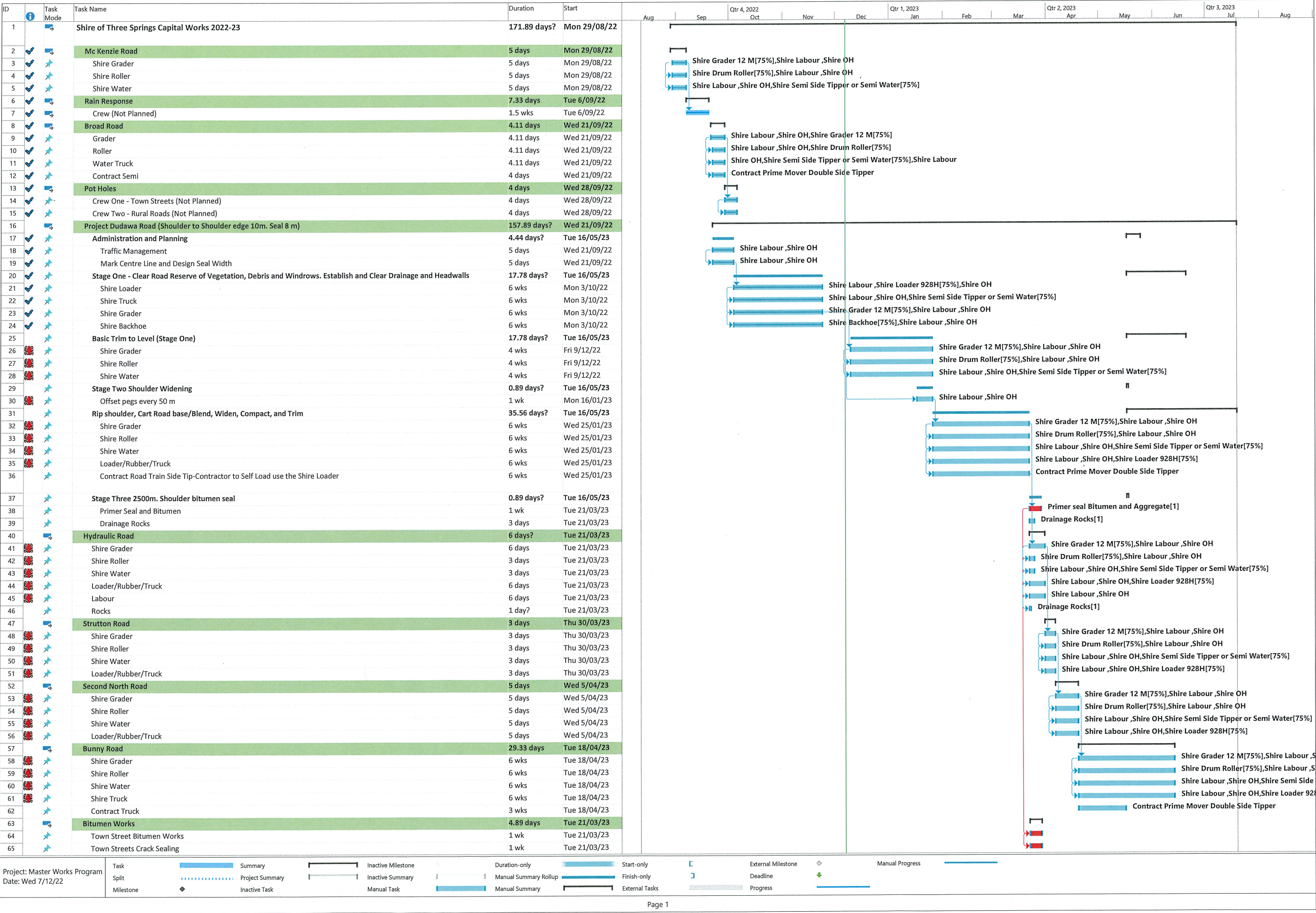
CONSTRUCTION CREW.



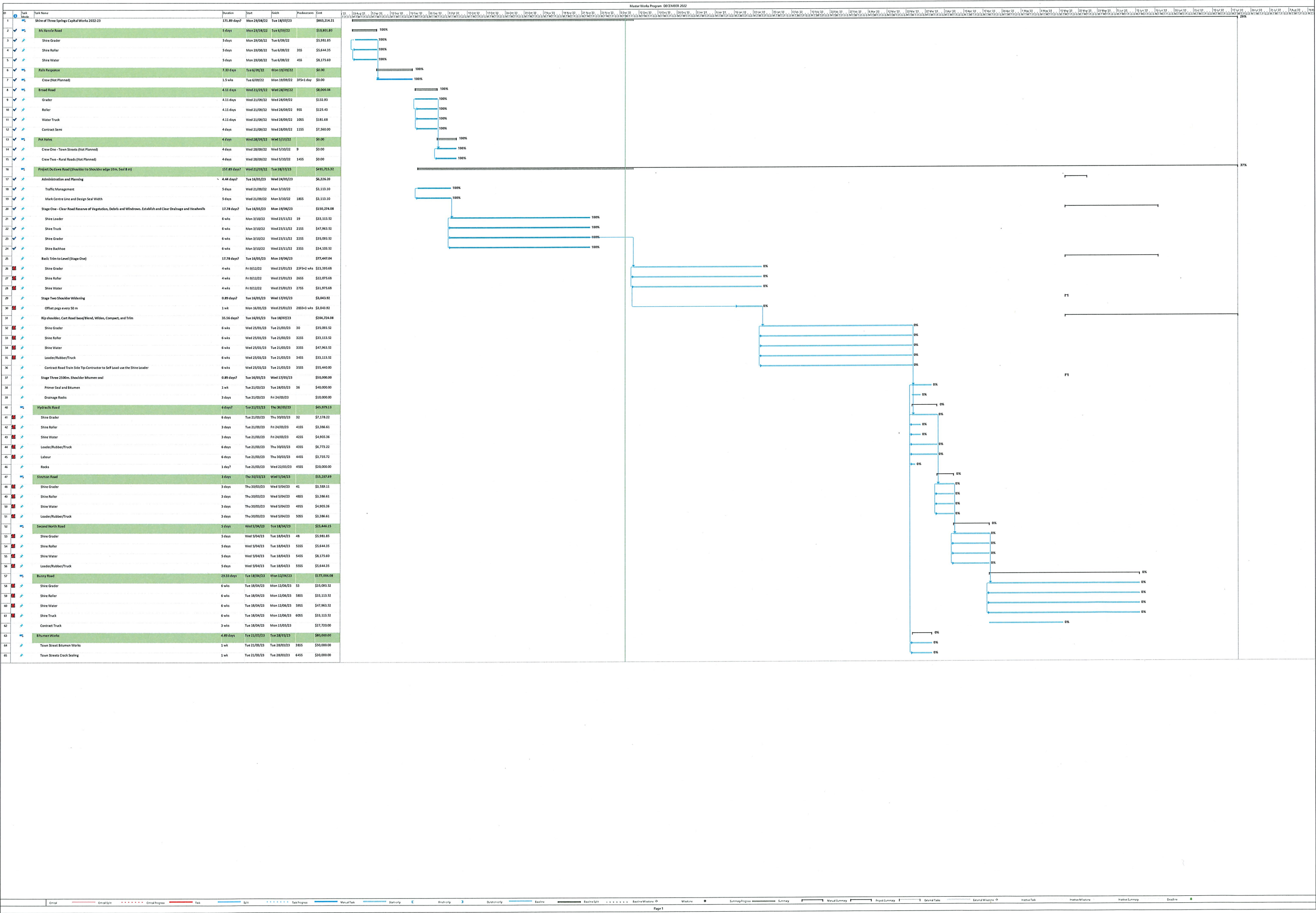
## SHIRE OF THREE SPRINGS

MAP PREPARED FOR THE SHIRE OF THREE SPRINGS BY  
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## SHIRE OF THREE SPRINGS

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF THREE SPRINGS**  
**MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire for the 2022/23 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
<b>Significant Projects</b>					
Duffy Store Redevelopment Capex	0%	2,600,000	0	0	0
Admin - Transportable building for Archive purposes (Capital)	50%	35,000	17,550	17,550	0
CCTV equipment	0%	21,000	0	0	0
Purchase of Caterpillar Loader	96%	305,600	305,600	292,450	13,150
New Elevated Work Platform	0%	20,000	0	0	0
Mulitpac Roller	0%	195,000	0	0	0
Tri-Axle Semi Side Tipper Trailer (TS7001)	0%	110,000	0	0	0
Silo Projection Project	2%	230,000	230,000	4,906	225,094
Roads - Bitumen Sealing Towns Streets - General (Budgeting Only)	0%	50,000	0	0	0
Roads - Crack Sealing Towns Streets - General (Budgeting Only)	0%	30,000	0	0	0
McKenzie Road 2021-22 Gravel resheet SLK 0-3800 (R2R)	115%	44,578	44,578	51,433	(6,855)
Bunney Road (R2R)	0%	180,000	0	0	0
Arrino South Road Sealed 2021-22 SLK 9.75-13.96 (RRG)	17%	29,581	29,581	5,160	24,421
Dudawa Road Sealed 2021-22 SLK 3.53 - 8.39 (RRG)	0%	96,064	48,036	0	48,036
Dudawa Road Sealed 2022-23 SLK 0-5 Table drain reinstatement (RRG)	31%	323,745	161,901	99,611	62,290
Dudawa Road Sealed 2022-23 - SLK 0-0.63 Rd reconstruction & road widening	0%	323,745	161,901	0	161,901
Community Hall - Carter Street - Building (Capital)	2%	508,208	12,500	12,578	(78)
Lovelock Soak Plumbings	0%	40,000	0	0	0
Netball Courts & Lighting Capital Works	1%	224,325	2,000	1,870	130
Admin - Server	0%	35,000	0	0	0
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	58%	842,191	516,144	489,688	(26,456)
Non-operating Grants, Subsidies and Contributions	6%	3,698,406	356,533	205,839	(150,694)
	15%	4,540,597	872,677	695,527	(177,150)
Rates Levied	100%	2,322,613	2,322,613	2,323,020	407

% Compares current ytd actuals to annual budget

		Prior Year 30 November 2021	Current Year 30 November 2022
<b>Financial Position</b>			
Adjusted Net Current Assets	206%	\$ 1,669,348	\$ 3,432,290
Cash and Equivalent - Unrestricted	233%	\$ 1,675,988	\$ 3,906,771
Cash and Equivalent - Restricted	85%	\$ 2,112,181	\$ 1,788,589
Receivables - Rates	99%	\$ 356,460	\$ 353,845
Receivables - Other	144%	\$ 33,231	\$ 47,907
Payables	154%	\$ 78,402	\$ 120,537

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

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due

**SHIRE OF THREE SPRINGS  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 November 2022  
Prepared by: Bob Waddell - Consultant  
Reviewed by: Krys East (DCEO)

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICIES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

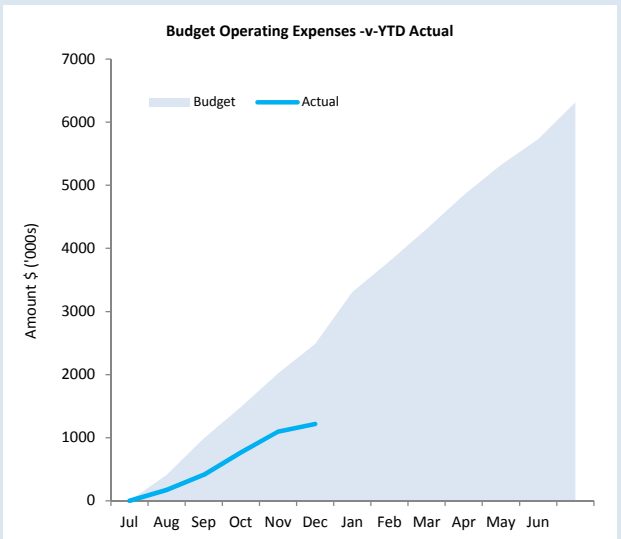
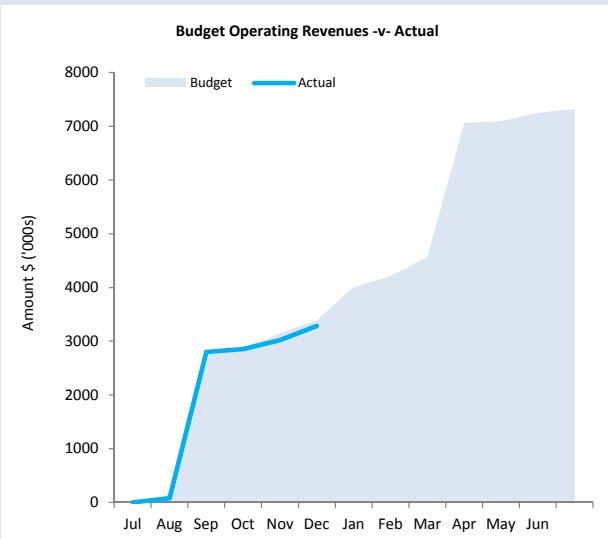
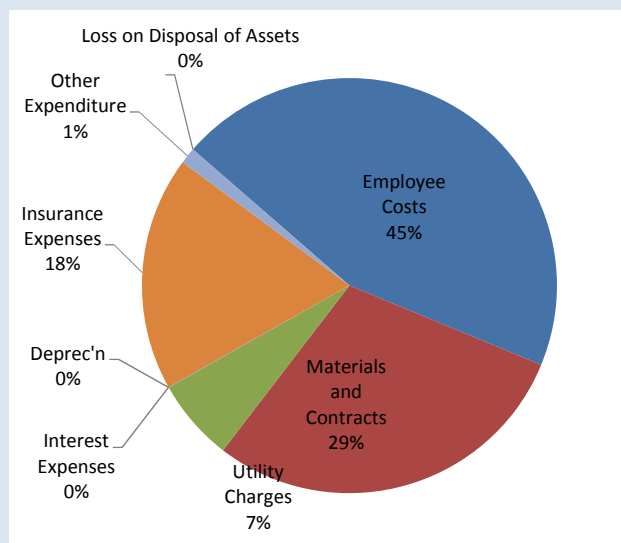
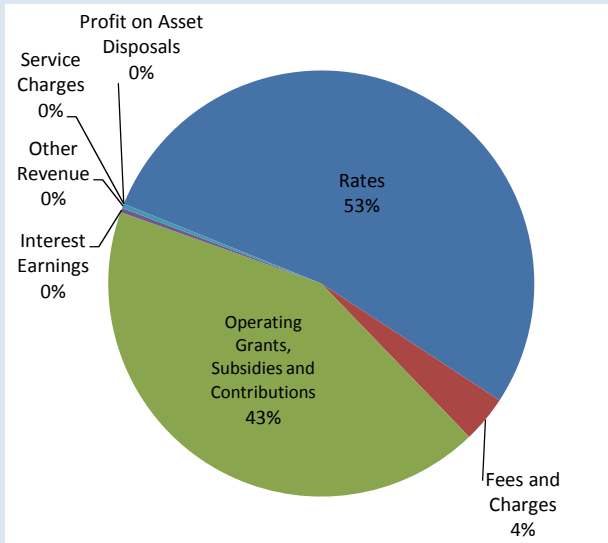
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

**ROUNDING OFF FIGURES**

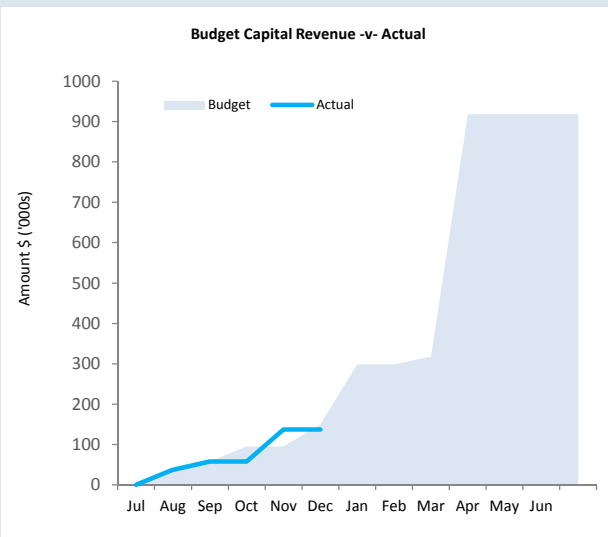
All figures shown in this statement are rounded to the nearest dollar.

**SHIRE OF THREE SPRINGS**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2022**

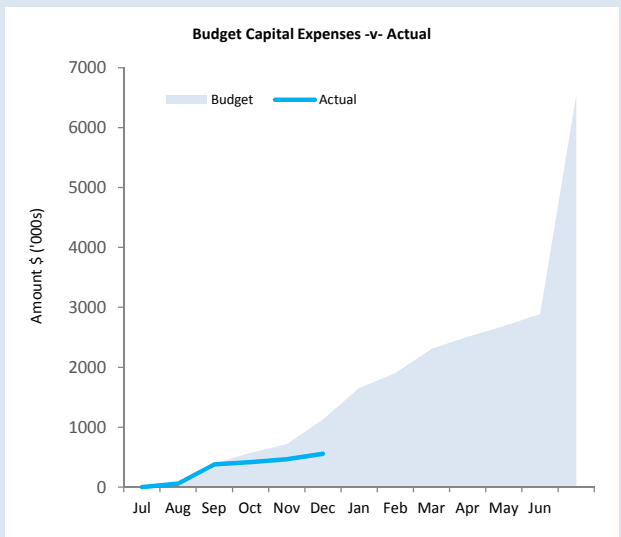
**SUMMARY GRAPHS**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

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

**GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

**ACTIVITIES**

Administration and operation of facilities to members of council: Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to fund the provision of services.

Rates, general purpose government grants and interest revenue

**LAW, ORDER, PUBLIC SAFETY**

To ensure a safer community in which to live.

Supervision of various local laws, fire prevention, emergency services and animal control.

**HEALTH**

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.

**EDUCATION AND WELFARE**

To support the needs of the community in education and welfare.

Assistance to Day Care Centre, Playgroup, Youth activities and other voluntary services.

**HOUSING**

Provide adequate housing to attract and retain staff and non-staff.

Maintenance of council owned staff and non-staff housing.

**COMMUNITY AMENITIES**

Provide services required by the community.

Rubbish collection services, tip operation, noise control, town planning administration, cemetery maintenance, rest centres, storm water drainage and FM radio retransmitter.

**RECREATION AND CULTURE**

To establish and effectively manage infrastructure and resources that help the social wellbeing of the community.

Maintenance of the swimming pool, recreation centre, library, parks, gardens and reserves.

**TRANSPORT**

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.

**ECONOMIC SERVICES**

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.

**OTHER PROPERTY AND SERVICES**

To monitor and control overheads and operating accounts.

Private works operations, plant repairs and operations and engineering costs.

SHIRE OF THREE SPRINGS  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus(Deficit)</b>	1	1,872,018	1,864,553	1,864,553	1,864,553	0	0%		
<b>Revenue from operating activities</b>									
Governance		25,600	25,600	1,866	0	(1,866)	(100%)	▼	
General Purpose Funding - Rates	6	2,322,613	2,322,613	2,322,613	2,323,020	407	0%	▲	
General Purpose Funding - Other		621,581	621,581	282,055	237,117	(44,938)	(16%)	▼	\$
Law, Order and Public Safety		43,690	43,690	11,707	31,777	20,070	171%	▲	\$
Health		77,900	77,900	67,371	68,981	1,610	2%	▲	
Education and Welfare		2,000	2,000	998	500	(498)	(50%)	▼	
Housing		104,100	104,100	40,579	40,306	(273)	(1%)	▼	
Community Amenities		131,241	131,241	125,540	125,221	(319)	(0%)	▼	
Recreation and Culture		50,420	50,420	18,041	15,926	(2,115)	(12%)	▼	
Transport		180,338	180,338	135,835	137,261	1,426	1%	▲	
Economic Services		31,700	31,700	12,197	1,889	(10,308)	(85%)	▼	\$
Other Property and Services		35,700	35,700	13,261	16,411	3,150	24%	▲	
		<b>3,626,883</b>	<b>3,626,883</b>	<b>3,032,063</b>	<b>2,998,409</b>				
<b>Expenditure from operating activities</b>									
Governance		(595,702)	(595,702)	(211,453)	(149,793)	61,660	29%	▲	\$
General Purpose Funding		(121,483)	(121,483)	(49,865)	(40,214)	9,651	19%	▲	
Law, Order and Public Safety		(261,116)	(261,116)	(106,094)	(52,990)	53,104	50%	▲	\$
Health		(261,067)	(261,067)	(110,648)	(87,333)	23,315	21%	▲	\$
Education and Welfare		(103,854)	(103,854)	(38,114)	(23,420)	14,694	39%	▲	\$
Housing		(504,310)	(504,310)	(98,955)	(66,751)	32,204	33%	▲	\$
Community Amenities		(505,949)	(512,949)	(206,907)	(108,311)	98,596	48%	▲	\$
Recreation and Culture		(1,338,460)	(1,338,460)	(571,215)	(252,306)	318,909	56%	▲	\$
Transport		(2,259,918)	(2,259,918)	(931,158)	(313,709)	617,449	66%	▲	\$
Economic Services		(333,837)	(333,837)	(139,365)	(89,549)	49,816	36%	▲	\$
Other Property and Services		(23,512)	(23,512)	(19,276)	(33,388)	(14,112)	(73%)	▼	\$
		<b>(6,309,208)</b>	<b>(6,316,208)</b>	<b>(2,483,050)</b>	<b>(1,217,766)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		2,503,916	2,503,916	1,032,095	0	(1,032,095)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	236,632	236,632	2,080	0	(2,080)	(100%)	▼	
Movement in Leave Reserve (Added Back)		4,397	4,397	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>62,620</b>	<b>55,620</b>	<b>1,583,188</b>	<b>1,780,643</b>				
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions	13	3,698,406	3,698,406	356,533	205,839	(150,694)	(42%)	▼	\$
Proceeds from Disposal of Assets	7	223,000	223,000	55,000	80,000	25,000	45%	▲	\$
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(3,453,566)	(3,453,566)	(44,048)	(30,128)	13,920	32%	▲	\$
Plant and Equipment	8	(1,038,100)	(1,038,100)	(542,100)	(303,356)	238,744	44%	▲	\$
Furniture and Equipment	8	0	0	0	0	0			
Infrastructure Assets - Roads	8	(1,189,999)	(1,189,999)	(469,545)	(163,390)	306,155	65%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
Infrastructure Assets - Parks and Ovals	8	(272,325)	(272,325)	(2,000)	(1,870)	130	7%	▲	
Infrastructure Assets - Airfield	8	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(2,032,584)</b>	<b>(2,032,584)</b>	<b>(646,160)</b>	<b>(212,906)</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures	9	600,000	600,000	0	0	0			
Repayment of Debentures	9	(42,745)	(42,745)	(19,983)	(19,983)	(0)	(0%)	▼	
Repayment of Lease Financing	9	0	0	0	0	0			
Advances to Community Groups		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		19,983	19,983	19,983	19,983	0	0%	▲	
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
Transfer from Reserves	10	75,068	75,068	75,068	37,534	(37,534)	(50%)	▼	\$
Transfer to Reserves	10	(554,359)	(554,359)	(47,949)	(37,534)	10,415	22%	▲	\$
<b>Amount attributable to financing activities</b>		<b>97,947</b>	<b>97,947</b>	<b>27,119</b>	<b>0</b>				
<b>Closing Funding Surplus(Deficit)</b>	1	<b>1</b>	<b>(14,464)</b>	<b>2,828,700</b>	<b>3,432,290</b>				

KEY INFORMATION

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

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

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

## SHIRE OF THREE SPRINGS

### KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGEES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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



SHIRE OF THREE SPRINGS  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus (Deficit)</b>	1	1,872,018	1,864,553	1,864,553	1,864,553	0	0%		
<b>Revenue from operating activities</b>									
Rates	6	2,322,613	2,322,613	2,322,613	2,323,020	407	0%	▲	
Operating Grants, Subsidies and Contributions	12	842,191	842,191	516,144	489,688	(26,456)	(5%)	▼	
Fees and Charges		283,268	283,268	165,702	156,251	(9,451)	(6%)	▼	
Service Charges		0	0	0	0	0			
Interest Earnings		72,078	72,078	7,789	14,124	6,335	81%	▲	
Other Revenue		70,400	70,400	19,054	15,326	(3,728)	(20%)	▼	
Profit on Disposal of Assets	7	36,333	36,333	0	0	0			
Gain FV Valuation of Assets		0	0	0	0	0			
		<b>3,626,883</b>	<b>3,626,883</b>	<b>3,031,302</b>	<b>2,998,409</b>				
<b>Expenditure from operating activities</b>									
Employee Costs		(1,598,401)	(1,598,401)	(662,383)	(546,619)	115,764	17%	▲	\$
Materials and Contracts		(1,351,587)	(1,358,587)	(512,448)	(355,568)	156,880	31%	▲	\$
Utility Charges		(309,203)	(309,203)	(135,046)	(78,006)	57,040	42%	▲	\$
Depreciation on Non-Current Assets		(2,503,916)	(2,503,916)	(1,032,095)	0	1,032,095	100%	▲	\$
Interest Expenses		(1,696)	(1,696)	0	460	460		▲	
Insurance Expenses		(158,615)	(158,615)	(120,065)	(222,576)	(102,511)	(85%)	▼	\$
Other Expenditure		(112,825)	(112,825)	(18,933)	(15,457)	3,476	18%	▲	
Loss on Disposal of Assets	7	(272,965)	(272,965)	(2,080)	0	2,080	100%	▲	
Loss FV Valuation of Assets		0	0	0	0	0			
		<b>(6,309,208)</b>	<b>(6,316,208)</b>	<b>(2,483,050)</b>	<b>(1,217,766)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		2,503,916	2,503,916	1,032,095	0	(1,032,095)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	236,632	236,632	2,080	0	(2,080)	(100%)	▼	
Movement in Leave Reserve (Added Back)		4,397	4,397	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
<b>Amount attributable to operating activities</b>		<b>62,620</b>	<b>55,620</b>	<b>1,582,427</b>	<b>1,780,643</b>				
<b>Investing activities</b>									
Non-Operating Grants, Subsidies and Contributions	13	3,698,406	3,698,406	356,533	205,839	(150,694)	(42%)	▼	\$
Proceeds from Disposal of Assets	7	223,000	223,000	55,000	80,000	25,000	45%	▲	\$
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(3,453,566)	(3,453,566)	(44,048)	(30,128)	13,920	32%	▲	\$
Plant and Equipment	8	(1,038,100)	(1,038,100)	(542,100)	(303,356)	238,744	44%	▲	\$
Furniture and Equipment	8	0	0	0	0	0			
Infrastructure Assets - Roads	8	(1,189,999)	(1,189,999)	(469,545)	(163,390)	306,155	65%	▲	\$
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	0	0	0	0	0			
Infrastructure Assets - Parks and Ovals	8	(272,325)	(272,325)	(2,000)	(1,870)	130	7%	▲	
Infrastructure Assets - Airfield	8	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(2,032,584)</b>	<b>(2,032,584)</b>	<b>(646,160)</b>	<b>(212,906)</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures		600,000	600,000	0	0	0			
Repayment of Debentures	9	(42,745)	(42,745)	(19,983)	(19,983)	(0)	(0%)	▼	
Repayment of Lease Financing	9	0	0	0	0	0			
Advances to Community Groups		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal	9	19,983	19,983	19,983	19,983	0	0%	▲	
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
Transfer from Reserves	10	75,068	75,068	75,068	37,534	(37,534)	(50%)	▼	\$
Transfer to Reserves	10	(554,359)	(554,359)	(47,949)	(37,534)	10,415	22%	▲	\$
<b>Amount attributable to financing activities</b>		<b>97,947</b>	<b>97,947</b>	<b>27,119</b>	<b>0</b>				
<b>Closing Funding Surplus (Deficit)</b>	1	<b>1</b>	<b>(14,464)</b>	<b>2,827,939</b>	<b>3,432,290</b>				

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

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

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

## ADJUSTED NET CURRENT ASSETS

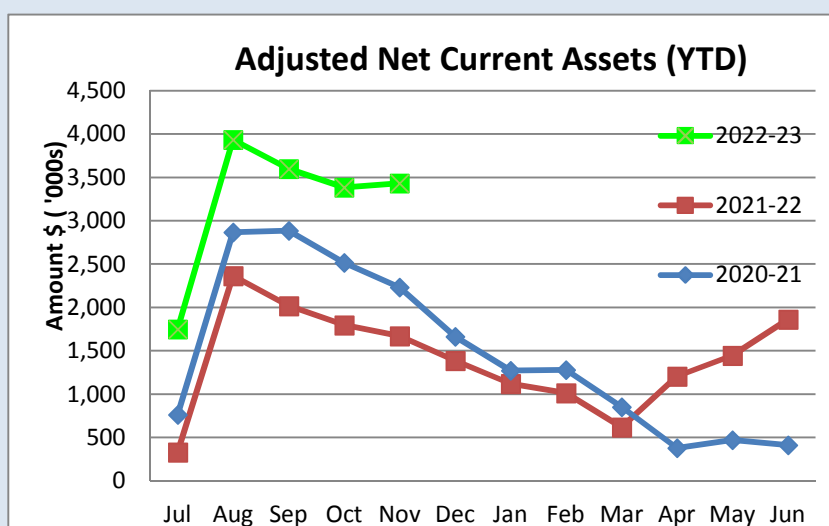
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 30/11/2021	Year to Date Actual 30/11/2022
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,685,530	1,675,988	3,906,771
Cash Restricted - Reserves	2	1,788,589	2,112,181	1,788,589
Cash Restricted - Bonds & Deposits	2	2,850	5,649	3,359
Receivables - Rates	3	33,857	356,460	353,845
Receivables - Other	3	54,222	33,231	47,907
Other Assets Other Than Inventories	4	77,109	0	20,017
Inventories	4	20,322	1,554	22,421
		4,662,480	4,185,063	6,142,909
<b>Less: Current Liabilities</b>				
Payables	5	(154,166)	(78,402)	(120,537)
Contract Liabilities	11	(693,322)	(163,609)	(690,830)
Bonds & Deposits	14	(65,052)	(105,298)	(33,850)
Loan and Lease Liability	9	(62,761)	(21,897)	(42,778)
Provisions	11	(194,819)	(193,700)	(194,819)
		(1,170,121)	(562,906)	(1,082,814)
Less: Cash Reserves	10	(1,788,589)	(2,112,181)	(1,788,589)
Add Back: Component of Leave Liability not Required to be funded		138,023	137,477	138,023
Add Back: Loan and Lease Liability		62,761	21,897	42,778
Less : Loan Receivable - clubs/institutions		(40,000)	0	(20,017)
<b>Net Current Funding Position</b>		<b>1,864,553</b>	<b>1,669,348</b>	<b>3,432,290</b>

## SIGNIFICANT ACCOUNTING POLICIES

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

## KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

**\$3.43 M**

Last Year YTD

Surplus(Deficit)

**\$1.67 M**

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

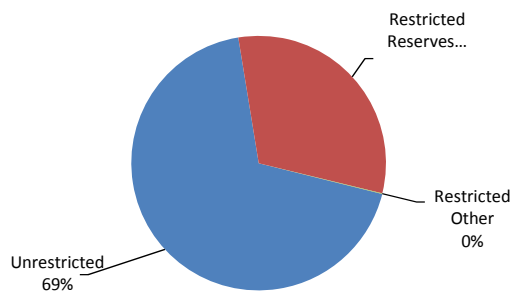
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Cash On Hand - Admin	27			27	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Bank Account - CBA	257,005			257,005	CBA	0.10%	Ongoing
Police Licensing Account - CBA			3,359	3,359	CBA	Variable	Ongoing
<b>Term Deposits</b>							
Business Maximiser Account - CBA	3,649,640			3,649,640	CBA	0.10%	Ongoing
Cash Deposit Account CDA Investment - CBA		1,788,589		1,788,589	CBA	3.11%	28/12/2022
<b>Investments</b>							
<b>Total</b>	<b>3,906,771</b>	<b>1,788,589</b>	<b>3,359</b>	<b>5,698,720</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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

**Total Cash****\$5.7 M****Unrestricted****\$1.79 M**

# SHIRE OF THREE SPRINGS

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

## OPERATING ACTIVITIES

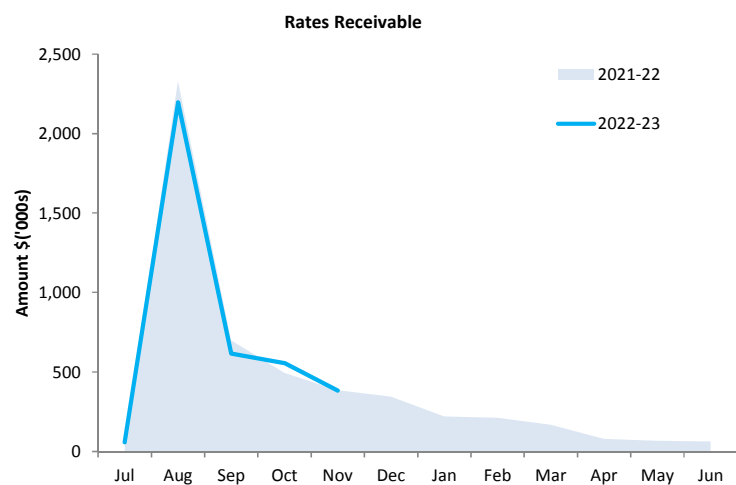
### NOTE 3

### RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	30 Nov 22
	\$	\$
Opening Arrears Previous Years	76,633	62,294
Levied this year	2,314,878	2,404,933
Less Collections to date	(2,329,217)	(2,084,945)
Equals Current Outstanding	62,294	382,282
<b>Net Rates Collectable</b>	<b>62,294</b>	<b>382,282</b>
% Collected	97.40%	84.51%

#### 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.



**Collected**

**85%**

**Rates Due**

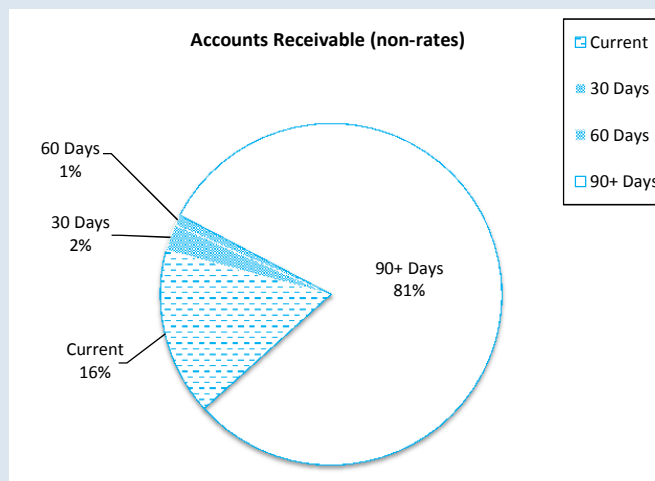
**\$382,282**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,250	200	80	6,377	7,907
Percentage	16%	3%	1%	81%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					7,907
Receivables - Other					40,000
<b>Total Receivables General Outstanding</b>					<b>47,907</b>
Amounts shown above include GST (where applicable)					

#### SIGNIFICANT ACCOUNTING POLICIES

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



**Debtors Due**

**\$47,907**

**Over 30 Days**

**84%**

**Over 90 Days**

**81%**

	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 30 Nov 2022
<b>Other Current Assets</b>	\$	\$	\$	\$
<b>Other Financial Assets at Amortised Cost</b>				
Financial assets at amortised cost - self supporting loans	40,000	0	(19,983)	20,017
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	20,322	2,099	0	22,421
<b>Total Other Current assets</b>				<b>42,438</b>
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Other financial assets at amortised cost

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

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

##### Inventory

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

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

##### Land held for resale

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

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

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

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

#### CONTRACT ASSETS

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

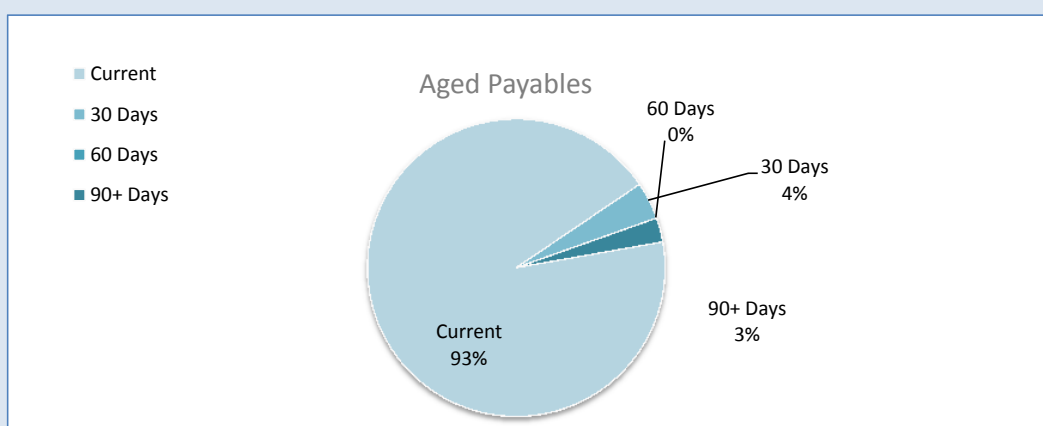
SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES  
NOTE 5  
Payables

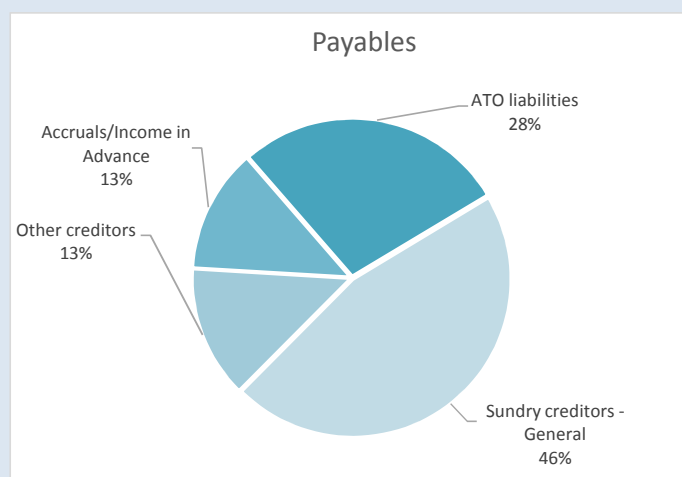
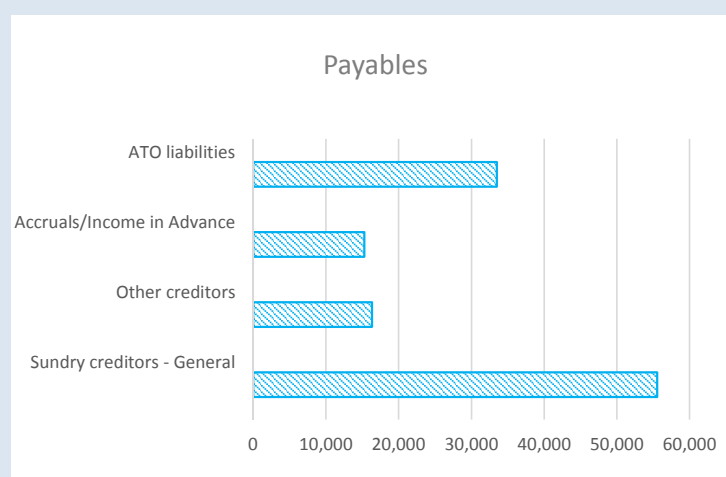
Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	51,794	2,245	0	1,470	55,509
Percentage	93.3%	4%	0%	2.6%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					55,509
Other creditors					16,293
Accruals/Income in Advance					15,245
ATO liabilities					33,489
<b>Total Payables General Outstanding</b>					<b>120,537</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

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



<b>Creditors Due</b>
<b>\$120,537</b>
<b>Over 30 Days</b>
<b>7%</b>
<b>Over 90 Days</b>
<b>2.6%</b>



## SHIRE OF THREE SPRINGS

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

## OPERATING ACTIVITIES

## NOTE 6

## RATE REVENUE

RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
GRV Residential	0.127549	205	2,017,236	257,296	0	0	257,296	257,296	57	0	257,354
GRV Mining	0.127549	1	252,500	32,206	0	0	32,206	32,206	0	0	32,206
<b>Unimproved valuations</b>											
UV Rural and Arrino Town	0.012917	183	153,361,000	1,980,964	0	0	1,980,964	1,980,964	(491)	0	1,980,473
UV Mining	0.012917	4	241,456	2,379	0	0	2,379	3,119	0	1,919	5,038
<b>Sub-Totals</b>		<b>393</b>	<b>155,872,192</b>	<b>2,272,845</b>	<b>0</b>	<b>0</b>	<b>2,272,845</b>	<b>2,273,586</b>	<b>(433)</b>	<b>1,919</b>	<b>2,275,071</b>
<b>Minimum Payment</b>											
	\$										
<b>Gross rental valuations</b>											
GRV Residential	500	26	43,247	11,000	0	0	11,000	13,000	0	0	13,000
GRV Mining	500	0	0	0	0	0	0	0	0	0	0
<b>Unimproved valuations</b>											
UV Rural and Arrino Town	500	22	445,500	13,000	0	0	13,000	11,000	0	0	11,000
UV Mining	500	31	343,934	16,000	0	0	16,000	15,500	0	0	15,500
<b>Sub-Totals</b>		<b>79</b>	<b>832,681</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>39,500</b>	<b>0</b>	<b>0</b>	<b>39,500</b>
		<b>472</b>	<b>156,704,873</b>	<b>2,312,845</b>	<b>0</b>	<b>0</b>	<b>2,312,845</b>	<b>2,313,086</b>	<b>(433)</b>	<b>1,919</b>	<b>2,314,571</b>
<b>Amount from General Rates</b>											
Ex-Gratia Rates		3	76,585	9,768			9,768				8,449
<b>Total Rates</b>							<b>2,322,613</b>				<b>2,323,020</b>

## SHIRE OF THREE SPRINGS

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2022

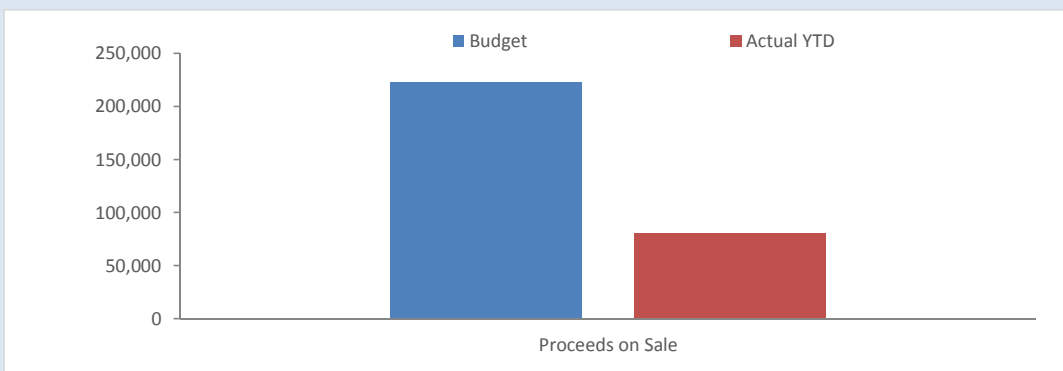
## OPERATING ACTIVITIES

## NOTE 7

## DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Building - Specialised</b>								
B2013	30 (Lot 16) Touche St (Old Dental Surgery) Assessment # 291	284,965	45,000	0	(239,965)	0	70,000	0	0
	<b>Land - Freehold land</b>								
L2021	30, Lot 16 Touche St (Assess 291) Vol 280 Fol 15A Diagram 32533	16,000	10,000 0	0	(6,000)	0	10,000	0	0
	<b>Plant and Equipment</b>								
P500802	Caterpillar 2011 Loader 928Zq 2011(Ts5008)	64,654	70,000	5,346	0	0	0	0	0
P5012	Multi Tyred Roller	42,000	20,000	0	(22,000)	0	0	0	0
P7001	Tri-Axle Semi Side Tipper Trailer (Ts7001)	27,014	50,000	22,986	0	0	0	0	0
P1245A	Hydraulic Slasher To Suit Skidsteer	0	5,000	5,000	0	0	0	0	0
P1421	Skid Mounted Retraspray 500Lt Sprayer With Boom & Spot Gun	0	3,000	3,000	0	0	0	0	0
PM002A	Ford Ranger 2019.75My Pu Wildtrack (001Ts) Dceo	25,000	20,000	0	(5,000)	0	0	0	0
		<b>459,632</b>	<b>223,000</b>	<b>36,333</b>	<b>(272,965)</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>0</b>

## KEY INFORMATION



## Proceeds on Sale

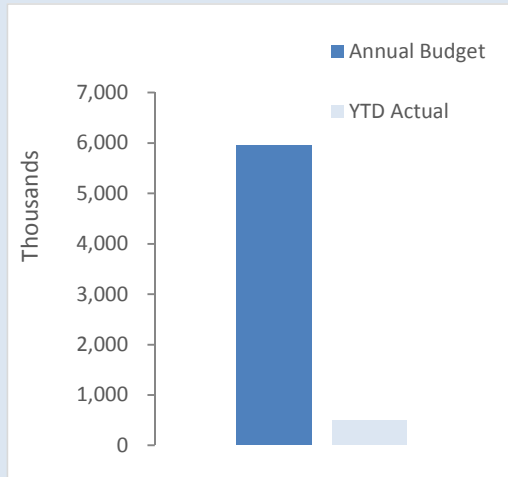
Budget	YTD Actual	%
<b>\$223,000</b>	<b>\$80,000</b>	<b>36%</b>



Capital Acquisitions	Adopted		Amended		YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget	YTD Actual Total	
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	3,453,566	44,048	3,453,566	30,128	(13,920)
Equipment on Reserves	0	0	0	0	0
Plant and Equipment	1,038,100	542,100	1,038,100	303,356	(238,744)
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	1,189,999	469,545	1,189,999	163,390	(306,155)
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	0	0	0	0	0
Infrastructure Assets - Parks and Ovals	272,325	2,000	272,325	1,870	(130)
Infrastructure Assets - Airfield	0	0	0	0	0
<b>Capital Expenditure Totals</b>	<b>5,953,990</b>	<b>1,057,693</b>	<b>5,953,990</b>	<b>498,745</b>	<b>(558,949)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	3,698,406	356,533	3,698,406	205,839	(150,694)
Borrowings	600,000	0	600,000	0	0
Other (Disposals & C/Fwd)	223,000	55,000	223,000	80,000	25,000
Council contribution - Cash Backed Reserves					
Various Reserves	75,068	75,068	75,068	37,534	(37,534)
Council contribution - operations	1,357,516	571,092	1,357,516	175,372	(395,720)
<b>Capital Funding Total</b>	<b>5,953,990</b>	<b>1,057,693</b>	<b>5,953,990</b>	<b>498,745</b>	<b>(558,949)</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>\$5.95 M</b>	<b>\$0.5 M</b>	<b>8%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$3.7 M</b>	<b>\$0.21 M</b>	<b>6%</b>



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

			Balance						Variance		
Assets	Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	(Under)/Over			
				\$	\$	\$	\$	\$			
Buildings											
Governance											
Council Chambers - Building (Capital)				4040110	510	BC4001	(5,000)	(5,000)	0	0	
Total - Governance							(5,000)	(5,000)	0	0	
Health											
Medical Centre - Thomas Street - Building (Capital)				4070710	510	BC1584	(5,000)	(5,000)	0	0	
Total - Health							(5,000)	(5,000)	0	0	
Housing											
House - (Lot 10) 41 Slaughter St - Building (Capital)				4090110	510	BC9000	(5,000)	(5,000)	0	0	
House - (Lot 182) 58 Carter St - Building (Capital)				4090110	510	BC9001	(50,000)	(50,000)	0	0	
House - (Lot 74) 5 Gooch St - Building (Capital)				4090110	510	BC9002	(18,400)	(18,400)	0	0	
House - (Lot 29) 5 Howard St - Building (Capital)				4090110	510	BC9007	(5,000)	(5,000)	(3,332)	0	3,332
House - (Lot 35) 47 Williamson St - Building (Capital)				4090110	510	BC9009	(15,000)	(15,000)	0	0	0
House - (Lot 157) 65 Carter St - Building (Capital)				4090110	510	BC9011	(37,500)	(37,500)	0	0	0
House - (Lot 67) 19 Gooch St - Building (Capital)				4090110	510	BC9061	(30,400)	(30,400)	0	0	0
House - (Lot 173) 50 Carter St - Building (Capital)				4090110	510	BC9079	(9,400)	(9,400)	0	0	0
House - (Lot 214) 21 Franklin St - Building (Capital)				4090210	510	BC9003	(15,744)	(15,744)	0	0	0
House - (Lot 54) 17 Glyde St (LGCHP) - JV - Building (Capital)				4090210	510	BC9054	(18,914)	(18,914)	0	0	0
House - 3 (Lot 30) Howard Place - Dentist Rental - Building (Capital)				4090210	510	BC9081	(16,000)	(16,000)	(10,666)	0	10,666
Kadathinni Unit 6 - (Lot 235) Carter St - Building (Capital)				4090310	510	BC90496	(7,500)	(7,500)	0	0	0
Total - Housing							(228,858)	(228,858)	(13,998)	0	13,998
Recreation And Culture											
Community Hall - Carter Street - Building (Capital)				4110310	510	BC1101	(508,208)	(508,208)	(12,500)	(12,578)	(78)
Pavillion - Oval - Building (Capital) (incl NEW GYM postings - use BC				4110310	510	BC1103	(5,000)	(5,000)	0	0	0
Squash Courts/Gymnasium - Slaughter Street - Building (Capital)				4110310	510	BC1105	(7,000)	(7,000)	0	0	0
Sporting Club - Slaughter Street - Building (Capital)				4110310	510	BC1106	(20,000)	(20,000)	0	0	0
Total - Recreation And Culture							(540,208)	(540,208)	(12,500)	(12,578)	(78)
Economic Services											
Duffy's Store Redevelopment Intial Planning Costs				4130810	510	BC1021	(20,000)	(20,000)	0	0	0
Westrail Building - Railway Road - Building (Capital)				4130810	510	BC013	(19,500)	(19,500)	0	0	0
Duffy Store Redevelopment Capex				4130810	510	BC1021A	(2,600,000)	(2,600,000)	0	0	0
Total - Economic Services							(2,639,500)	(2,639,500)	0	0	0
Admin - Transportable building for Archive purposes (Capital)				4140210	510	BC4002A	(35,000)	(35,000)	(17,550)	(17,550)	0
Total - Other Property & Services							(35,000)	(35,000)	(17,550)	(17,550)	0
Total - Buildings							(3,453,566)	(3,453,566)	(44,048)	(30,128)	13,920
Plant & Equipment											
Other Law, Order & Public Safety											
CCTV equipment				4050330	530	PE0501	(21,000)	(21,000)	0	0	0
Total - Other Law, Order & Public Safety							(21,000)	(21,000)	0	0	0
Recreation & Culture											
Gym Equipment				4110330	530	PE1103	(10,000)	(10,000)	0	0	0
Total - Recreation & Culture							(10,000)	(10,000)	0	0	0
Transport											
Purchase of Caterpillar Loader				4120330	530	PA5008	(305,600)	(305,600)	(305,600)	(292,450)	13,150
New Elevated Work Platform				4120330	530	PA001	(20,000)	(20,000)	0	0	0
Mulitpac Roller				4120330	530	PA5012	(195,000)	(195,000)	0	0	0
Tri-Axle Semi Side Tipper Trailer (TS7001)				4120330	530	PA7001	(110,000)	(110,000)	0	0	0
Hydraulic slasher to suit Skidsteer				4120330	530	PA1245	(10,000)	(10,000)	0	0	0
Skid/Tractor mounted Spray Unit				4120330	530	PA1421	(15,000)	(15,000)	0	0	0
Total - Transport							(655,600)	(655,600)	(305,600)	(292,450)	13,150
Economic Services											
Silo Projection Project				4130230	530	PE1104	(230,000)	(230,000)	(230,000)	(4,906)	225,094
Regional Arts Grant Video/Audio Recording				4130230	530	PE1105	(6,500)	(6,500)	(6,500)	(6,000)	500
Total - Economic Services							(236,500)	(236,500)	(236,500)	(10,906)	225,594
Other Property & Services											
Admin - Server				4140230	530	PE1401	(35,000)	(35,000)	0	0	0
Admin - Phone System				4140230	530	PE1402	(10,000)	(10,000)	0	0	0
Admin - Photocopier				4140230	530	PE1403	(10,000)	(10,000)	0	0	0
001TS New DCEO Vehicle				4140230	530	PA002	(60,000)	(60,000)	0	0	0
Total - Other Property & Services							(115,000)	(115,000)	0	0	0
Total - Plant & Equipment							(1,038,100)	(1,038,100)	(542,100)	(303,356)	238,744
Furniture & Equipment											
Total - Furniture & Equipment							0	0	0	0	0
Infrastructure - Roads											
Transport											
Roads - Bitumen Sealing Towns Streets - General (Budgeting Only)				4120140	540	RC000A	(50,000)	(50,000)	0	0	0
Roads - Crack Sealing Towns Streets - General (Budgeting Only)				4120140	540	RC000B	(30,000)	(30,000)	0	0	0
McKenzie Road 2021-22 Gravel resheet SLK 0-3800 (R2R)				4120146	540	R2R056	(44,578)	(44,578)	(44,578)	(51,433)	(6,855)
Bunney Road (R2R)				4120146	540	R2R050	(180,000)	(180,000)	0	0	0
Second North Road (R2R)				4120146	540	R2R009	(23,548)	(23,548)	0	0	0
Strutton Road (R2R)				4120146	540	R2R095	(11,290)	(11,290)	0	0	0
Broad Road (R2R)				4120146	540	R2R013	(23,548)	(23,548)	(23,548)	(5,942)	17,606
Lynch Road 2021-22 Gravel resheet SLK 3520-11210 (R2R)				4120146	540	R2R014	0	0	0	(1,244)	(1,244)
Hydraulic Road (R2R)				4120146	540	R2R028	(53,901)	(53,901)	0	0	0
Arrino South Road Sealed 2021-22 SLK 9.75-13.96 (RRG)				4120149	540	RRG006	(29,581)	(29,581)	(29,581)	(5,160)	24,421
Dudawa Road Sealed 2021-22 SLK 3.53 - 8.39 (RRG)				4120149	540	RRG002	(96,064)	(96,064)	(48,036)	0	48,036



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

				Adopted	Amended			
Assets	Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
				\$	\$	\$	\$	\$
Dudawa Road Sealed 2022-23 SLK 0-5 Table drain reinstatement (F	4120149	540	RRG002A	(323,745)	(323,745)	(161,901)	(99,611)	62,290
Dudawa Road Sealed 2022-23 - SLK 0-0.63 Rd reconstruction & roa	4120149	540	RRG002B	(323,745)	(323,745)	(161,901)	0	161,901
Total - Transport				(1,189,999)	(1,189,999)	(469,545)	(163,390)	306,155
Total - Infrastructure - Roads				(1,189,999)	(1,189,999)	(469,545)	(163,390)	306,155
Infrastructure - Parks & Ovals								
Recreation And Culture								
Lovelock Soak Plumbings	4110370	570	PC006	(40,000)	(40,000)	0	0	0
Dominican Park	4110370	570	PC007	(4,000)	(4,000)	0	0	0
Jack Thorpe Gardens Capital Works	4110370	570	PC210	(4,000)	(4,000)	0	0	0
Netball Courts & Lighting Capital Works	4110370	570	PC1133	(224,325)	(224,325)	(2,000)	(1,870)	130
Total - Recreation And Culture				(272,325)	(272,325)	(2,000)	(1,870)	130
Total - Infrastructure - Parks & Ovals				(272,325)	(272,325)	(2,000)	(1,870)	130
Grand Total				(5,953,990)	(5,953,990)	(1,057,693)	(498,745)	558,949

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2022	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>													
Loan 160 - Swimming Pool	46,422	0	0	0	0	22,762	22,762	46,422	23,661	23,661	-264	1,595	1,595
	46,422	0	0	0	0	22,762	22,762	46,422	23,661	23,661	(264)	1,595	1,595
<b>Economic Services</b>													
Loan 162 - Duffy Store Development	0	0	600,000	600,000	0	0	0	0	600,000	600,000	0	0	0
	0	0	600,000	600,000	0	0	0	0	600,000	600,000	0	0	0
<b>Self supporting loans</b>													
<b>Recreation and Culture</b>													
Loan 161 - Bowling Green Resurface	60,051	0	0	0	19,983	19,983	19,983	40,067	40,067	40,067	-196	101	101
	60,051	0	0	0	19,983	19,983	19,983	40,067	40,067	40,067	(196)	101	101
<b>Total</b>	<b>106,473</b>	<b>0</b>	<b>600,000</b>	<b>600,000</b>	<b>19,983</b>	<b>42,745</b>	<b>42,745</b>	<b>86,490</b>	<b>663,728</b>	<b>663,728</b>	<b>(460)</b>	<b>1,696</b>	<b>1,696</b>
Current loan borrowings	62,761							42,778					
Non-current loan borrowings	43,711							43,711					
	106,473							86,490					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

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

SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

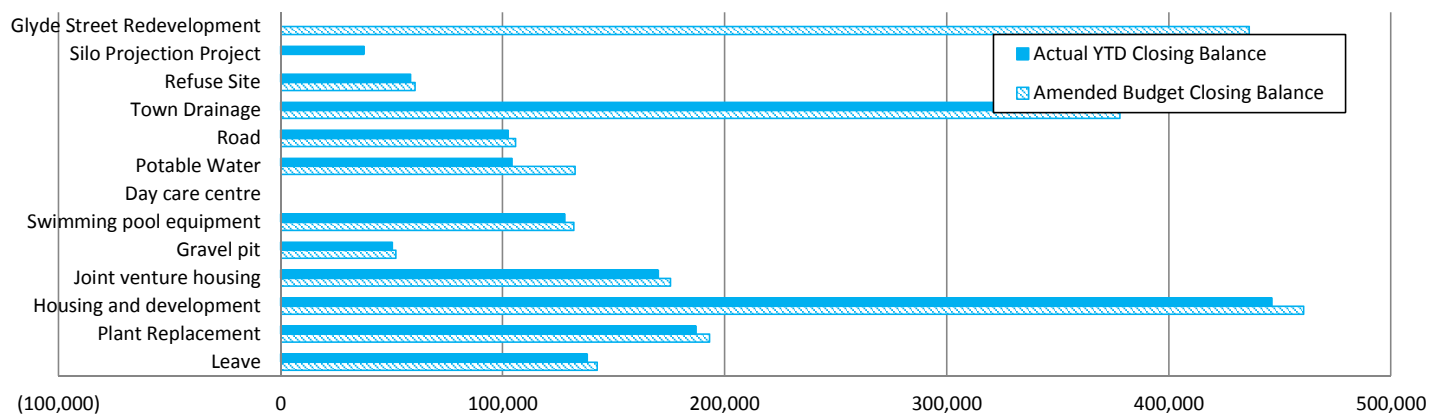
OPERATING ACTIVITIES  
NOTE 10  
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	138,023	4,397	0	0	0	0	0	142,420	138,023
Plant Replacement	187,067	5,959	0	0	0	0	0	193,026	187,067
Housing and development	446,452	14,221	0	0	0	0	0	460,673	446,452
Joint venture housing	170,022	5,416	0	0	0	0	0	175,438	170,022
Gravel pit	50,205	1,599	0	0	0	0	0	51,804	50,205
Swimming pool equipment	127,915	4,075	0	0	0	0	0	131,990	127,915
Day care centre	37,534	0	0	0	0	(37,534)	(37,534)	0	(0)
Potable Water	104,198	3,319	0	25,000	0	0	0	132,517	104,198
Road	102,462	3,264	0	0	0	0	0	105,726	102,462
Town Drainage	366,196	11,665	0	0	0	0	0	377,861	366,196
Refuse Site	58,514	1,864	0	0	0	0	0	60,378	58,514
Silo Projection Project	0	37,534	0	0	37,534	(37,534)	0	0	37,534
Glyde Street Redevelopment	0	0	0	436,046	0	0	0	436,046	0
	<b>1,788,589</b>	<b>93,313</b>	<b>0</b>	<b>461,046</b>	<b>37,534</b>	<b>(75,068)</b>	<b>(37,534)</b>	<b>2,267,880</b>	<b>1,788,589</b>

KEY INFORMATION

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



SHIRE OF THREE SPRINGS  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 30 Nov 2022
		\$	\$	\$	\$
<b>Contract Liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	14,630	19,543	(32,552)	1,621
- non-operating	13	737,191	216,356	(205,839)	747,709
<b>Total unspent grants, contributions and reimbursements</b>		<b>751,822</b>	<b>235,899</b>	<b>(238,391)</b>	<b>749,330</b>
Less non-current unspent grants, contributions and reimbursements		(58,500)	0	0	(58,500)
<b>Total current unspent grants, contributions and reimbursements</b>		<b>693,322</b>	<b>235,899</b>	<b>(238,391)</b>	<b>690,830</b>
<b>Provisions</b>					
Annual leave		102,376	0	0	102,376
Long service leave		92,443	0	0	92,443
<b>Total Provisions</b>		<b>194,819</b>	<b>0</b>	<b>0</b>	<b>194,819</b>
<b>Total Other Current Liabilities</b>					<b>944,149</b>
Amounts shown above include GST (where applicable)					

## KEY INFORMATION

### PROVISIONS

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

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

### EMPLOYEE BENEFITS

#### Short-term employee benefits

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

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

#### Other long-term employee benefits

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

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

### CONTRACT LIABILITIES

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

## SHIRE OF THREE SPRINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

## NOTE 12

## OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability			Operating Grants, Subsidies and Contributions Revenue					
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating Grants and Subsidies</b>									
<b>General purpose funding</b>									
Grants Commission - General (WALGGC)	0	0	0	0	0	344,064	344,064	172,032	152,147
Grants Commission - Roads (WALGGC)	0	0	0	0	0	194,490	194,490	97,244	66,240
<b>Law, order, public safety</b>									
DFES Grant - Operating Bush Fire Brigade	7,094	19,843	(25,318)	1,618	1,618	37,090	37,090	9,272	25,318
<b>Education and welfare</b>									
Seniors Week Grant (Council on the Ageing)	0	500	(500)	0	0	1,000	1,000	666	500
Keep Australia Beautiful Grant	0	1,000	(1,000)	0	0	0	0	0	1,000
<b>Recreation and culture</b>									
NADC National Australia Day Grant	4,823	0	(4,823)	0	0	18,342	18,342	7,640	4,823
Volunteer Week Grant	389	0	(386)	3	3	0	0	0	386
Active Regional Communities Initiative Grants - Fitness Classes	2,324	(1,800)	(524)	(0)	0	5,000	5,000	2,080	2,324
<b>Transport</b>									
Direct Grant (MRWA)	0	0	0	0	0	129,755	129,755	129,755	132,546
Street Lighting Subsidy (MRWA)	0	0	0	0	0	250	250	250	0
<b>Economic services</b>									
	<b>14,630.25</b>	<b>19,543</b>	<b>(32,552)</b>	<b>1,621</b>	<b>1,621</b>	<b>729,991</b>	<b>729,991</b>	<b>418,939</b>	<b>385,285</b>
<b>Operating Contributions</b>									
<b>Health</b>									
Medical Centre Contribution	0	0	0	0	0	60,000	60,000	60,000	61,773
Landcare Group - Transfer from Bonds	0	0	0	0	0	32,000	32,000	32,000	32,000
<b>Recreation and culture</b>									
Recreation miscellaneous contribution	0	0	0	0	0	4,700	4,700	0	0
Library miscellaneous contributions	0	0	0	0	0	300	300	125	130
OTH CUL - Contributions & Donations - Other Cul	0	0	0	0	0	200	200	80	0
<b>Other property and services</b>									
Administration miscellaneous contributions	0	0	0	0	0	15,000	15,000	5,000	10,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112,200</b>	<b>112,200</b>	<b>97,205</b>	<b>103,903</b>
<b>TOTALS</b>	<b>14,630</b>	<b>19,543</b>	<b>(32,552)</b>	<b>1,621</b>	<b>1,621</b>	<b>842,191</b>	<b>842,191</b>	<b>516,144</b>	<b>489,188</b>

## SHIRE OF THREE SPRINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 13

## NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-Operating Grants and Subsidies</b>									
<b>Recreation and culture</b>									
LRCIP Mains Street Beautification	0	32,910	(32,910)	0	0	32,910	32,910	21,940	32,910
LRCIP Domincian Park	0	23,446	(23,446)	0	0	23,446	23,446	23,446	23,446
LRCIP Community Hall - Carter Street - Building	381,156	0	(12,578)	368,578	368,578	508,208	508,208	0	12,578
LRCIP Netball Courts & Lighting Capital works	112,500	0	(1,870)	110,630	110,630	150,000	150,000	100,000	1,870
DLGSC Club Night Lights Program - Netball Lights - Income	0	0	0	0	0	15,000	15,000	10,000	0
Community Sporting and Recreation Facilities Fund - Small Grants - Netball Courts - Income	0	0	0	0	0	27,215	27,215	18,142	0
<b>Transport</b>									
RTR Grant - McKenzie Road	44,129	0	(44,129)	0	0	44,129	44,129	44,129	44,129
RTR Grant - Bunney Road	0	0	0	0	0	180,000	180,000	0	0
RTR Grant - Second North Road	0	0	0	0	0	23,548	23,548	0	0
RTR Grant - Strutton Road	0	0	0	0	0	11,290	11,290	0	0
RTR Grant - Broad Road	0	0	0	0	0	23,548	23,548	0	0
RTR Grant - Hydraulic Road	0	0	0	0	0	53,901	53,901	0	0
RRG Grant - Arrino South Road	0	0	0	0	0	39,467	39,467	0	0
RRG Grant - Dudawa Road (1)	2,031	0	0	2,031	2,031	26,868	26,868	0	0
RRG Grant - Dudawa Road (2)	0	80,000	(80,000)	0	0	200,000	200,000	0	80,000
RRG Grant - Dudawa Road (3)	0	80,000	0	80,000	80,000	200,000	200,000	0	0
<b>Economic services</b>									
Lotterywest - Silo Projection Project	132,376	0	(4,906)	127,470	127,470	132,376	132,376	132,376	4,906
Regional Arts WA Grant - Radio/Audio Promotion	6,500	0	(6,000)	500	500	6,500	6,500	6,500	6,000
Duffy Store Redevelopment Capex	0	0	0	0	0	2,000,000	2,000,000	0	0
	<b>678,691</b>	<b>216,356</b>	<b>(205,839)</b>	<b>689,209</b>	<b>689,209</b>	<b>3,698,406</b>	<b>3,698,406</b>	<b>356,533</b>	<b>205,839</b>
<b>Non-Operating Contributions</b>									
<b>Community amenities</b>									
Karara Mining Refuse Site Contribution	58,500	0	0	58,500	58,500	0	0	0	0
	<b>58,500</b>	<b>0</b>	<b>0</b>	<b>58,500</b>	<b>58,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Non-operating grants, subsidies and contributions</b>	<b>737,191</b>	<b>216,356</b>	<b>(205,839)</b>	<b>747,709</b>	<b>747,709</b>	<b>3,698,406</b>	<b>3,698,406</b>	<b>356,533</b>	<b>205,839</b>



## SHIRE OF THREE SPRINGS

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

## NOTE 14

## BONDS &amp; DEPOSITS AND TRUST FUNDS

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

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

Description	Opening Balance 01 Jul 2022	Amount Received	Amount Paid	Closing Balance 30 Nov 2022
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
BCITF Levy	51.75	265.50	(317.25)	0.00
BSL Levy	327.50	296.47	(510.67)	113.30
Community Bus Bonds	100.00	200.00	(100.00)	200.00
Crossover/Footpath Bonds	0.00	0.00	0.00	0.00
Developer Bonds	0.00	0.00	0.00	0.00
Keys, Hall and Equipment Bonds	0.00	360.00	(360.00)	0.00
Landcare Groups	62,146.71	0.00	(32,000.00)	30,146.71
Other Bonds	0.00	0.00	0.00	0.00
Police Licensing	632.50	71,839.75	(71,346.60)	1,125.65
Rehabilitation Bonds	0.00	0.00	0.00	0.00
Roadworks Bonds	0.00	0.00	0.00	0.00
Public Standpipe System Access Card	0.00	0.00	0.00	0.00
Housing Bonds	0.00	0.00	0.00	0.00
Councillor Nomination Fees	0.00	0.00	0.00	0.00
Transportable Buildings Bonds	0.00	0.00	0.00	0.00
Visitor Centre	0.00	3,346.00	(3,346.00)	0.00
Community GYM Bond	1,440.00	900.00	(430.00)	1,910.00
Treasury Unpaid Monies	353.97	0.00	0.00	353.97
<b>Sub-Total</b>	<b>65,052.43</b>	<b>77,207.72</b>	<b>(108,410.52)</b>	<b>33,849.63</b>
<b>Trust Funds</b>				
Nil				
<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>65,052.43</b>	<b>77,207.72</b>	<b>(108,410.52)</b>	<b>33,849.63</b>

## KEY INFORMATION

## EXPLANATION OF SIGNIFICANT 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 budget materially.

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>	\$	%				
General Purpose Funding - Other	(44,938)	(16%)	▼	\$	Permanent	The Shire received less than expected FAG income. Will be addressed with a budget review
Law, Order and Public Safety	20,070	171%	▲	\$	Timing	ESL Bushfire Grant Income received early, phased over last half of the year.
Economic Services	(10,308)	(85%)	▼	\$	Timing	Standpipe Income lower in first half of year to date.
<b>Expenditure from operating activities</b>						
Governance	61,660	29%	▲	\$	Timing	Various expenditure accounts tracking lower than budget including Training & Development, Travel & Accommodation, Legal fees and Consultancy Fees. These variances are likely timing, as the costs are budgeted to be recovered evenly over 12 months.
Law, Order and Public Safety	53,104	50%	▲	\$	Timing	Depreciation has not been processed, pending finalisation of FY22 asset data. Maintenance of BFB lower than budgeted to date. Likely to be recovered over the next few months.
Health	23,315	21%	▲	\$	Timing	Depreciation has not been processed, pending finalisation of FY22 asset data. Expenses to date less than expected. These variances are likely timing, as the costs are budgeted to be recovered evenly over 12 months. Corella control has not taken place to date.
Education and Welfare	14,694	39%	▲	\$	Timing	Depreciation has not been processed, pending finalisation of FY22 asset data. Expenses to date less than expected. These variances are likely timing, as the costs are budgeted to be recovered evenly over 12 months.
Community Amenities	98,596	48%	▲	\$	Timing	Refuse Site Maintenance tracking lower than budget and Storm Water Maintenance works has not commenced.
Recreation and Culture	318,909	56%	▲	\$	Timing	Depreciation has not been processed, pending finalisation of FY22 asset data. Expenses to date less than expected. These variances are likely timing, as the costs are budgeted to be recovered evenly over 12 months.
Transport	617,449	66%	▲	\$	Timing	Depreciation of ~ \$645k has not been processed, pending finalisation of FY22 asset data. Road maintenance slightly higher than YTD Budget. Street sweeping likely to occur in January.
Economic Services	49,816	36%	▲	\$	Timing	Timing - Various expenditure accounts tracking lower than budget In Other Economic and Tourism & Area Promotion programme. Standpipe costs lower than anticipated. This may even out over the second half of the year.
Other Property and Services	(14,112)	(73%)	▼	\$	Timing	Depreciation \$140k has not been processed, pending finalisation of FY22 asset data, this is creating an imbalance with the Plant Operation costs. Employee costs overall are \$142k lower due to vacancies, Plant repair costs are \$133k lower than anticipated but this may even out during the remainder of the year.
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	(150,694)	(42%)	▼	\$	Timing	Grant funding to date less than anticipated due to delays with Silo Projector purchase, Netball court works and Hall renovations. These will even out over the remainder of the year.
Proceeds from Disposal of Assets	25,000	45%	▲	\$	Permanent	Asset achieved higher sale price than expected.
Land and Buildings	13,920	32%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Plant and Equipment	238,744	44%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	306,155	65%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
<b>Financing Activities</b>						
Transfer from Reserves	(37,534)	(50%)	▼	\$	Timing	Will be completed as part of Term Deposit renewal in December.

## KEY INFORMATION

		Debtors Trial Balance						
		As at 30.11.2022						
Debtor #	Name	Credit Limit	01.09.2022		01.10.2022	31.10.2022	30.11.2022	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
			Of					
			Oldest					
			Invoice					
		(90Days)						
B101			0.00	0	0.00	0.00	0.00	-100.00
C102			4537.89	519	0.00	0.00	0.00	4537.89
C108			0.00	0	0.00	0.00	63.86	63.86
C114			0.00	0	0.00	0.00	15.51	15.51
C117			600.00	264	0.00	0.00	0.00	600.00
M146			0.00	0	0.00	200.00	0.00	200.00
O17			0.00	0	0.00	0.00	0.00	-240.00
S28			0.00	0	0.00	0.00	500.00	500.00
T8			2174.55	327	0.00	0.00	0.00	2174.55
T52			0.00	0	0.00	0.00	0.00	-595.33
T74			0.00	0	80.00	0.00	0.00	80.00
V11			0.00	0	0.00	0.00	500.00	500.00
W60			0.00	0	0.00	0.00	170.21	170.21
Totals --- Credit Balances:		-935.33	7312.44		80.00	200.00	1249.58	7906.69

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**SHIRE OF THREE SPRINGS**  
**Statement of Payments for the Month of November 2022**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
EFT18405	03/11/2022	<b>Auscarbon Pty Ltd</b> Rates refund for assessment A880 Lot 201 DOOKANOOKA ROAD KADATI		2,052.59
EFT18406	03/11/2022	<b>Bob Waddell &amp; Associates Pty Ltd</b> Consultant		660.00
EFT18407	03/11/2022	<b>Toll Transport Pty Ltd</b> Monthly Account		64.38
EFT18408	03/11/2022	<b>Winc Australia Pty Limited</b> Monthly Account		859.81
EFT18409	03/11/2022	<b>Dell Australia Pty Limited</b> Monthly Account		5,159.00
EFT18410	03/11/2022	<b>Stephen Walter Hunter</b> Contractor		2,150.00
EFT18411	03/11/2022	<b>INFINITUM TECHNOLOGIES PTY LTD</b> IT Services for Medical Centre		44.00
EFT18412	03/11/2022	<b>J M &amp; S Enterprises Pty Ltd T/As RBC Rural</b> Monthly Account		803.00
EFT18413	03/11/2022	<b>Perfect Computer Solutions</b> IT & Computer Services		1,175.00
EFT18414	03/11/2022	<b>Alba Holdings Pty Ltd T/as Quality Press</b> Monthly Account		108.90
EFT18415	03/11/2022	<b>Sweetman's Ampol Cafe</b> Catering Services		162.00
EFT18416	03/11/2022	<b>Van't Veer Services</b> Monthly Account		361.10
EFT18417	03/11/2022	<b>Ramandeep Singh Virdi</b> Employee Expense Claim		199.58
EFT18418	03/11/2022	<b>WA Contract Ranger Services Pty Ltd</b> Contract Ranger Services		418.00
EFT18419	17/11/2022	<b>Australian Taxation Office</b> BAS REMITTANCE FOR OCTOBER 2022		3,261.00
EFT18420	17/11/2022	<b>The Trustee For The Northstar Asset Trust T/as Artistralia</b> Monthly Account		440.00
EFT18421	17/11/2022	<b>BOC Gases</b> Monthly Account		29.99
EFT18422	17/11/2022	<b>CTF (BCITF Levy Payment) Building &amp; Construction Industry Training Fund</b> BCITF LEVY PAYEMNT FOR OCTOBER 2022		265.50
EFT18423	17/11/2022	<b>Department of Mines, Industry Regulation &amp; Safety (previously Building Commission)</b> BSL COLLECTED FOR OCTOBER 2022		183.17
EFT18424	17/11/2022	<b>Toll Transport Pty Ltd</b> Monthly Account		22.08
EFT18425	17/11/2022	<b>Redmach Pty Ltd T/A Redmac Ag Services</b> Monthly Account		744.26
EFT18426	17/11/2022	<b>Geraldton Fuel Company Pty Ltd T/as Refuel Australia</b> Monthly Account		1,128.97
EFT18427	17/11/2022	<b>MidWest Auto Group</b> Contractor		415.00
EFT18428	17/11/2022	<b>The Trustee For McAuliffe Family Trust T/A Mingenew Tyre Services Pty Ltd</b> Monthly Account		1,975.60

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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>Officeworks</b>		
EFT18429	17/11/2022	Monthly Account		34.24
		<b>Kate Scarlett O'Donnell</b>		
EFT18430	17/11/2022	FOB BOND - 0005FAD70131E9A0 - REFUND FOR KATE O'DONNELL		30.00
		<b>Sweetman's Hardware</b>		
EFT18431	17/11/2022	Monthly Account		170.45
		<b>Three Springs IGA</b>		
EFT18432	17/11/2022	Monthly Account		164.70
		<b>The Trustee For Lotsu Family Trust T/as Shire Of Three Springs Medical Centre</b>		
EFT18433	17/11/2022	Pre Employment Medical		110.00
		<b>The Trustee For Team Medical Supplies Unit Trust T/as Team Medical Supplies</b>		
EFT18434	17/11/2022	Monthly Account		949.52
		<b>Benjamin Taylor</b>		
EFT18435	17/11/2022	REFUND OF GYM FOB BOND - BENJAMIN TAYLOR		30.00
		<b>Van't Veer Services</b>		
EFT18436	17/11/2022	Monthly Account		66.90
		<b>Bob Waddell &amp; Associates Pty Ltd</b>		
EFT18437	24/11/2022	Consultant		660.00
		<b>Breeze Connect Pty Ltd</b>		
EFT18438	24/11/2022	Monthly Account		139.29
		<b>Robert Ross Waddell T/A Bob Waddell Consultant</b>		
EFT18439	24/11/2022	Consultant		1,980.00
		<b>Toll Transport Pty Ltd</b>		
EFT18440	24/11/2022	Monthly Account		51.44
		<b>Cancer Council Western Australia (inc)</b>		
EFT18441	24/11/2022	Daffodil Day Workplace Program Donation		269.00
		<b>Winc Australia Pty Limited</b>		
EFT18442	24/11/2022	Monthly Account		355.06
		<b>Carnamah District High School</b>		
EFT18443	24/11/2022	Reimbursement for Award		50.00
		<b>Department of Fire and Emergency Services (DFES)</b>		
EFT18444	24/11/2022	2022/23 ESL Quarter 2		12,359.70
		<b>Geraldton Fuel Company Pty Ltd T/as Refuel Australia</b>		
EFT18445	24/11/2022	Monthly Account		23,034.90
		<b>GH Country Courier</b>		
EFT18446	24/11/2022	Monthly Account		69.96
		<b>Industrial Automation</b>		
EFT18447	24/11/2022	Annual Fee		870.10
		<b>Jacob Traylen-witt</b>		
EFT18448	24/11/2022	REFUND OF GYM FOB BOND - JACOB TRAYLEN-WITT		30.00
		<b>J M &amp; S Enterprises Pty Ltd T/As RBC Rural</b>		
EFT18449	24/11/2022	Monthly Account		222.55
		<b>John Phillips Consulting</b>		
EFT18450	24/11/2022	Consultant		1,650.00
		<b>Rossiter &amp; Co</b>		
EFT18451	24/11/2022	Senior Xmas Dinner Catering		500.00
		<b>Geraldton Subcentre c</b>		
EFT18452	24/11/2022	Monthly Account		679.44
		<b>Emma Smillie</b>		
EFT18453	24/11/2022	REFUND OF GYM FOB BOND - EMMA SMILLIE		30.00
		<b>Kelly Sutton</b>		

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount</b>
EFT18454	24/11/2022	<b>Kelly Sutton</b> REFUND OF GYM FOB BOND - KELLY SUTTON		50.00
EFT18455	24/11/2022	<b>The Trustee For Lotsu Family Trust T/as Shire Of Three Springs Medical Centre</b> Pre Employment Medical		451.00
DD14312.1	07/11/2022	<b>Telstra</b> Monthly Account		1,453.88
DD14333.1	15/11/2022	<b>Telstra</b> Monthly Account		360.75
DD14334.1	17/11/2022	<b>Synergy</b> Monthly Electricity Account		5,455.02
DD14340.1	22/11/2022	<b>Synergy</b> Monthly Electricty Account		2,363.20
DD14341.1	01/11/2022	<b>Exetel Pty Ltd</b> Monthly Account		425.00
DD14342.1	01/11/2022	<b>Department Of Transport - Daily Licensing</b> POLICE LICENSING DIRECT DEBIT PAYMENT FOR 01/11/2022		3,198.45
DD14346.1	08/11/2022	<b>The Trustee For Aware Super T/a Aware Super Pty Ltd</b> Payroll deductions		5,891.07
DD14346.2	08/11/2022	<b>ANZ Smart Choice Super</b> Superannuation contributions		292.46
DD14346.3	08/11/2022	<b>Retail Employees Superannuation Pty Ltd (REST)</b> Superannuation contributions		261.57
DD14346.4	08/11/2022	<b>Cbus Super</b> Superannuation contributions		217.99
DD14346.5	08/11/2022	<b>Amp Limited</b> Superannuation contributions		104.23
DD14346.6	08/11/2022	<b>Australian Super</b> Superannuation contributions		432.77
DD14357.1	01/11/2022	<b>Commonwealth Bank of Australia</b> Monthly Account		295.38
DD14358.1	09/11/2022	<b>Department Of Transport - Daily Licensing</b> POLICE LICENSING DIRECT DEBIT PAYMENT FOR 09/11/2022		414.55
DD14359.1	03/11/2022	<b>Department Of Transport - Daily Licensing</b> POLICE LICENSING DIRECT DEBIT PAYMENT FOR 03/11/2022		479.15
DD14360.1	02/11/2022	<b>Department Of Transport - Daily Licensing</b> POLICE LICENSING DIRECT DEBIT PAYMENT FOR 02/11/2022		1,414.80
DD14361.1	29/11/2022	<b>Synergy</b> Monthly Account		2,144.17
DD14369.1	24/11/2022	<b>Synergy</b> Monthly Account		1,017.68
DD14371.1	10/11/2022	<b>Department Of Transport - Daily Licensing</b> POLICE LICENSING DIRECT DEBIT PAYMENT FOR 10/11/2022		1,155.55
DD14375.1	16/11/2022	<b>Department Of Transport - Daily Licensing</b> POLICE LICENSING DIRECT DEBIT PAYMENT FOR 16/11/2022		912.70
DD14378.1	22/11/2022	<b>The Trustee For Aware Super T/a Aware Super Pty Ltd</b> Payroll deductions		5,889.45
DD14378.2	22/11/2022	<b>ANZ Smart Choice Super</b> Superannuation contributions		297.30
DD14378.3	22/11/2022	<b>Retail Employees Superannuation Pty Ltd (REST)</b> Superannuation contributions		261.57
DD14378.4	22/11/2022	<b>Cbus Super</b> Superannuation contributions		243.63

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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>Amp Limited</b>		
DD14378.5	22/11/2022	Superannuation contributions		112.65
		<b>Australian Super</b>		
DD14378.6	22/11/2022	Superannuation contributions		665.98
		<b>Department Of Transport - Daily Licensing</b>		
DD14380.1	17/11/2022	POLICE LICENSING DIRECT DEBIT PAYMENT FOR 17/11/2022		846.70
		<b>Department Of Transport - Daily Licensing</b>		
DD14387.1	22/11/2022	POLICE LICENSING DIRECT DEBIT PAYMENT FOR 22/11/2022		19.40
		<b>Department Of Transport - Daily Licensing</b>		
DD14390.1	23/11/2022	POLICE LICENSING DIRECT DEBIT PAYMENT FOR 23/11/22		532.25
		<b>Synergy</b>		
DD14394.2	28/11/2022	Monthly account		8,621.44
		<b>Telstra</b>		
DD14412.1	24/11/2022	Monthly account		2,392.83
		<b>Synergy</b>		
DD14414.1	29/11/2022	Monthly account		110.77

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
CBA-LIC	POLICE LICENSING BANK ACCOUNT - CB	<b>8,973.55</b>
CBA-MUNI	MUNICIPAL BANK ACCOUNT - CBA	<b>107,001.97</b>
<b>TOTAL</b>		<b>115,975.52</b>



## Commonwealth Corporate Charge Card

29 October, 2022 to 28 November, 2022

### Chief Executive Officer

31/10/2022 Madmapper License - KW	\$	706.21
06/11/2022 Fuel for OTS - KW	\$	77.92
11/11/2022 ID check for sale of 30 Touche street - KW	\$	98.00
14/11/2022 Fuel for OTS - KW	\$	62.54
18/11/2022 Medical for pool manager - KW	\$	368.00
08/11/2022 Coins from Australia Post - KW	\$	60.00
	<b>\$</b>	<b>1,372.67</b>

### Deputy Chief Executive Officer

03/11/2022 - Canva refund - KE	-\$	209.90
03/11/2022 - Fuel 001TS - KE	\$	145.25
13/11/2022 - Fuel 001TS - KE	\$	130.06
	<b>\$</b>	<b>65.41</b>

<b>Annual Card Fees</b>	<b>\$</b>	<b>-</b>
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<b>Total Direct Debit Payment made on 01/12/2022</b>	<b>\$</b>	<b>1,438.08</b>
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## Police Licensing

Direct Debits from Trust Account

1st November, 2022 to 30th November, 2022

### CBA Police Licensing Account

Tuesday, 1 November 2022	-\$	3,198.45
Wednesday, 2 November 2022	-\$	1,414.80
Thursday, 3 November 2022	-\$	479.15
Wednesday, 9 November 2022	-\$	414.55
Thursday, 10 November 2022	-\$	1,155.55
Wednesday, 16 November 2022	-\$	912.70
Thursday, 17 November 2022	-\$	846.70
Tuesday, 22 November 2022	-\$	19.40
Wednesday, 23 November 2022	-\$	532.25
<b>Total Direct Debits</b>	<b>-\$</b>	<b>8,973.55</b>

## Bank Fees

### Direct Debits from Muni Account

1st November, 2022 to 30th November,2022

Total direct debited from Municipal Account	\$	243.04
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## Payroll

1st November, 2022 to 30th November,2022

Tuesday, 8 November 2022	\$	39,688.67
Tuesday, 22 November 2022	\$	46,704.69

	\$	86,393.36
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