THREE SPRINGS SHIRE COUNCIL

Heart of North Midlands

AGENDA
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
25 FEBRUARY 2026
COMMENCING AT 5.30 PM

WILDFLOWER COUNTRY

Councillors,

An ordinary meeting of Council is called for Wednesday, 25 February 2026, in the Council Chambers, Railway Road, Three Springs commencing at 5.30pm.

Krys East
Temporary Chief Executive Officer
19 February 2026

DISCLAIMER

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

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

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

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

Disclosure of Interest Form

(Elected Members/Committee Members/Employees/Contractors)

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

To: Chief Executive Officer

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

Report No ______________________

Report Title ______________________

Name ______________________

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

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

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

Nature of Interest

____

____

____

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

____

____

Name:______________________ **Signed:**______________________**Date:** ______________________

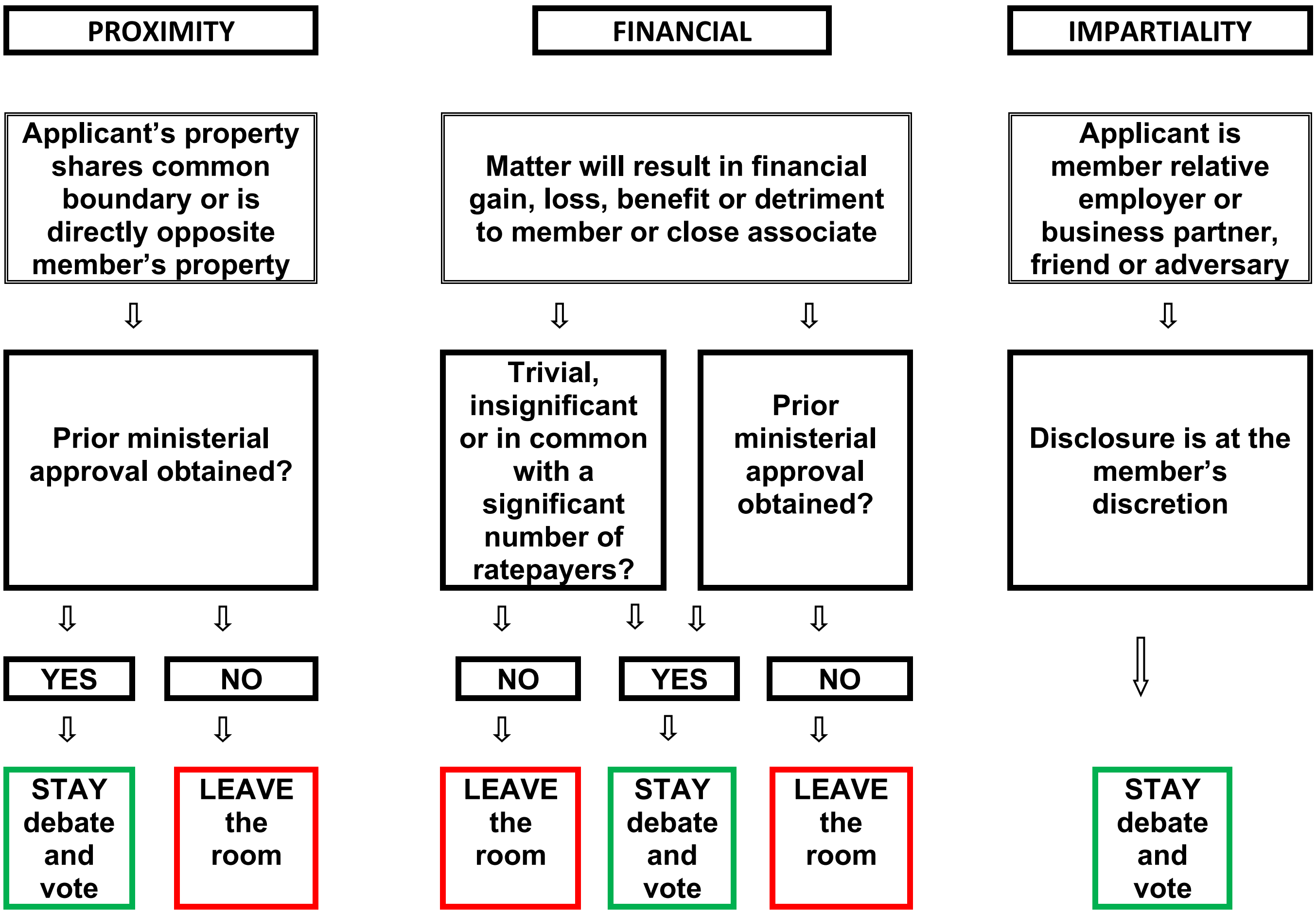
Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

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

OFFICE USE ONLY

CEO : ______________________ **Signed:** ______________________ **Date:** ______________________

Declaring an Interest



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

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

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

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

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

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

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

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

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

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

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

5.71 - Employees to disclose interests relating to delegated functions.

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

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

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

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

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

TABLE OF CONTENTS

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at: pm and would like to remind everyone that this meeting is being recorded.

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

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

Cr. Mutter to attend via Teams – permission granted at the 10 December 2025 Ordinary Council Meeting.

	Attendance	**Approved Leave of Absence**	**Absent**
Councillor Eva			
Councillor Mutter			
Councillor Ennor			
Councillor Connaughton			
Temporary Chief Executive Officer			
Manager of Infrastructure			
Executive Secretary			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	**Moved**	**Seconded**	**Vote**	**Date**
5.1						

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting is confirmed as true and accurate record of proceedings.					
		Date	**Moved**	**Seconded**	**Vote**
6.1	Ordinary Council Meeting	10.12.2025	Cr.	Cr.	
6.2	Annual Electors Meeting	03.02.2026	Cr.	Cr.	

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

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

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

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Eva	
Cr. Mutter	
Cr. Ennor	
Cr. Connaughton	

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF OFFICERS

Executive Services	
10.1 Executive Leadership Realignment – Temporary Chief Executive Officer Appointment	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Temporary CEO
File Reference:	ADM0527
Disclosure of Interest:	Krys East, Temporary CEO
Date:	25 February 2026
Author:	Krys East, Temporary Chief Executive Officer
Attachment (s):	**Confidential Attachments** 1. Previous Council Resolution – Appointment of Temporary CEO dated 12 June 2025 2. Mark Dacombe CV

Council Role:

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

Report Purpose:
To seek Council approval to:

1. Revoke the resolution appointing the Deputy Chief Executive Officer as Temporary Chief Executive Officer; and
2. Appoint Mr Mark Dacombe as Temporary Chief Executive Officer for an interim period.

Background:
At its meeting held on 12 June 2025, Council resolved to appoint the Deputy Chief Executive Officer as Temporary Chief Executive Officer for a period not exceeding twelve (12) months.

Since that resolution:

- The Manager of Infrastructure, Risk Co-ordinator and Community Development Officer positions have been filled; however, all appointees are new to the organisation and require substantial supervision, mentoring and strategic oversight.
- The Shire is approaching a critical financial period, including Budget Review and preparation of the upcoming Annual Budget.
- There has been a marked increase in external stakeholder engagement requirements, particularly in relation to alternative energy developments, lease negotiations, land use agreements, and infrastructure proposals within the district.
- Executive-level negotiations and correspondence with proponents, State agencies and private entities have increased materially.

While the original appointment was made in good faith and based on the organisational structure at that time, the scale and complexity of current demands have exceeded initial expectations.

Officer's Comment:
The Chief Executive Officer role under section 5.41 of the *Local Government Act 1995* includes:

- Overall organisational leadership and performance management
- Implementation of Council decisions
- Strategic negotiations and stakeholder management
- Oversight of financial management and budgeting
- Ensuring legislative compliance
- Workforce leadership and governance assurance

Although the roles have now been filled, the onboarding of three new officers simultaneously has increased, rather than reduced, executive demand. Each role requires structured induction, supervision, performance management frameworks, and strategic alignment with Council objectives.

In addition, the Shire is currently experiencing increased activity in:

- Alternative energy proposals (wind, solar and associated infrastructure)
- Lease and land tenure negotiations
- External agency liaison and advocacy
- Commercial agreements and land use matters

These matters are CEO-level responsibilities requiring timely response, detailed negotiation and risk assessment.

It is not operationally sustainable for the Deputy CEO to continue carrying the dual burden of:

- CEO statutory and strategic responsibilities; and
- Substantive Deputy CEO / financial leadership responsibilities, including Budget Review and Annual Budget preparation.

The risk profile of continuing under the current arrangement includes:

- Delays in responding to proponents and State agencies
- Reduced negotiation leverage due to response lag
- Financial governance strain during budget preparation

- Executive fatigue and performance risk
- Strategic opportunity loss for the Shire

Following consultation with the Shire President, it is considered prudent governance practice to appoint Mr Mark Dacombe as Temporary CEO, allowing the Deputy CEO to revert to their substantive portfolio and focus on financial stewardship and organisational support.

Consultation:
Shire President

Statutory Environment:
Local Government Act 1995

- Section 5.36 – Local government employees
- Section 5.39 – Contracts for CEO and senior employees
- Section 5.41 – Functions of the CEO

Policy Implications:
Council Policy 2.19 – Appointment of Acting or Temporary Chief Executive Officer
The proposed appointment is consistent with Council Policy 2.19.

Financial/Resources Implications:
The Temporary CEO remuneration will be accommodated within the existing CEO salary allocation in the adopted budget.

The Deputy CEO will revert to their substantive salary and duties.

No additional unbudgeted expenditure is anticipated beyond contractual employment costs.

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Strategic Community Plan 2024–2034	Outcome 7.1 – High Standard of Governance Ensures stable executive leadership during a period of increased strategic complexity. Outcome 7.1(c) – Transparent Financial Management Enables focused oversight of Budget Review and Annual Budget preparation.

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

Corporate Business Plan 2020-2024	
Scope Statement:	**Project Outputs:**
Supports efficient, accountable and strategically focused governance.	

Voting Requirements:
Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.1**
That Council: 1. Revokes its previous resolution appointing the Deputy Chief Executive Officer as Temporary Chief Executive Officer; and 2. Appoints Mr Mark Dacombe as Temporary Chief Executive Officer of the Shire of Three Springs effective 3 March 2026 for a period not exceeding twelve (12) months or until a substantive CEO is appointed and commences; and 3. Notes that the Deputy Chief Executive Officer will revert to their substantive role effective the same date.	

10. REPORTS OF OFFICERS

Executive Services	
10.2 Exercise of Further Term Option - Licence for Shared Use of Three Springs town, Football Oval	
Agenda Reference:	TCEO
Location/Address:	Lot 96 DP 207297 (Reserve 12432)
Name of Applicant:	Minister for Education
File Reference:	ADM0191
Disclosure of Interest:	Nil
Date:	25 February 2026
Author:	Krys East, Temporary Chief Executive Officer
Attachment (s):	1. Letter of Extension Variation – Licence for Shared Use Oval 2. 2015 Licence Agreement

Council Role:

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

Report Purpose:
To acknowledge and give effect to the exercise by the Minister for Education of the Further Term option under the existing Crown land licence for the shared use of the Three Springs town, football oval, extending the licence from 1 July 2025 to 30 June 2035.

The option to extend for a further 10-year term was contractually approved by Council in 2015 and forms part of the existing State Solicitor-prepared licence agreement. No breaches or compliance issues have occurred during the initial term.

Background:

In 2015, Council entered into a formal Crown land licence with the Minister for Education under section 18 of the Land Administration Act 1997 for the shared use of the Three Springs Primary School oval.

The licence was executed for:

• An initial 10-year term from 1 July 2015 to 30 June 2025; and
• A pre-approved Further Term of 10 years from 1 July 2025 to 30 June 2035, exercisable at the Minister's election.

The Further Term is expressly provided for in the licence schedule and is not a new or discretionary lease.

The Department of Education has formally notified the Shire that it has exercised that option, and the licence therefore continues in force for the Further Term.

Officer's Comment:
The licence has operated without incident for the full initial term. There have been:

• No defaults
• No breaches
• No disputes
• No insurance or safety issues

Under Clause 7 of the licence, where no breach has occurred and notice has been given, the Minister is contractually entitled to the Further Term on the same terms and conditions (subject only to review of the contribution amount).

Council is therefore not being asked to approve a new agreement, but to acknowledge and give effect to the continuation of an existing State-approved Crown land licence.

Consultation:
SoTS Chief Executive Officer

Statutory Environment:
The land is Crown Reserve land and the licence was approved under section 18 of the Land Administration Act 1997. The Further Term forms part of the original statutory approval and contractual framework.

Refusal to recognise the Further Term would place the Shire in breach of a State-approved Crown land licence.

Policy Implications:
The extension is consistent with Council's long-standing policy of supporting Three Springs Primary School and ensuring that the State Government, not the school community, contributes to the maintenance of Shire facilities used for school purposes.

Financial/Resources Implications:
Under the licence, the Minister is required to contribute toward maintenance costs.

The Department of Education has proposed:

• An updated annual contribution of $3,600 plus GST,
• Subject to an annual 3% fixed increase,
• Commencing from 1 July 2025.

This reflects the licence clause permitting review of the contribution for the Further Term.

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

Strategic Community Plan 2024-2034	
Council Objectives:	**Outcome:**
Strategic Community Plan 2024–2034	3.7.2 – Continue to support Three Springs Primary School 3.4.1 – Maintain community sporting infrastructure

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

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

Voting Requirements:
Simple Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION: 10.2

That Council:

1. Acknowledge the exercise by the Minister for Education of the Further Term option under the existing Crown land licence for the shared use of the Three Springs town, football oval;

2. Confirm that the licence continues in force for the period 1 July 2025 to 30 June 2035 in accordance with the 2015 agreement;

3. Approve the revised annual contribution of $3,600 plus GST, subject to a fixed 3% annual increase; and

4. Authorise the Chief Executive Officer to execute and exchange the variation documentation confirming the Further Term and contribution adjustment.

10. REPORTS OF OFFICERS

Executive Services	
10.3 Cat Local Law Exemption – 21 Mayrhofer Street (KeevaKatze Maine Coons)	
Agenda Reference:	TCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Cheryl Houdek
File Reference:	A493
Disclosure of Interest:	Nil
Date:	25 February 2026
Author:	Krys East, Temporary Chief Executive Officer
Attachment (s):	1. Letter dated 22/01/2021 – Approval to keep six cats. 2. Letter dated 28/02/2025 – 12 month approval for eight cats. 3. Email dated 12.02.26 – request for permanent approval for eight cats.

Council Role:

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

Report Purpose:
For Council to determine whether to grant permanent exemption approval under the Shire of Three Springs Cat Local Law to permit the keeping of eight (8) cats at 21 Mayrhofer Street, comprising:

- Five (5) breeding queens
- One (1) stud
- Two (2) pet cats

following completion of a 12-month conditional approval period.

Background:
In 2020, the applicant sought approval to breed cats at the premises, with the exemption framework outlined under the Cat Local Law. Approval was granted.

On 27 February 2025, conditional approval was granted administratively to increase the number of breeding queens from three (3) to five (5), permitting a maximum of eight (8) cats in total on the property.

This approval was subject to a 12-month trial period and compliance conditions.

The trial period concludes 17 February 2026.

The applicant has now requested that the arrangement be made permanent.

Officer's Comment:
The premises currently houses:

- 5 breeding queens
- 1 breeding stud
- 2 desexed pet cats

Total: 8 cats

Shire records confirm that during the 12-month trial period:

- No nuisance complaints have been received;
- No compliance concerns have been recorded.
- An inspection by the Environmental Health Officer confirmed that the house and yard are appropriate for the number of cats kept and no health, hygiene, noise or amenity concerns were identified;

Consultation:
SoTS EHO – Dave Hadden
No formal public consultation was undertaken for the trial period. The absence of complaints over 12 months has informed this assessment.

Statutory Environment:

- Cat Act 2011
- Local Government Act 1995
- Shire of Three Springs Health Local Laws – Clause 5.2.4 (Cats)

Clause 5.2.4 of the Shire's Health Local Laws provides:

- A person shall not, without exemption in writing from Council, keep more than two (2) cats over the age of three (3) months on premises within the District.
- Council shall not grant an exemption unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.
- An exemption must specify the owner, the premises, and the maximum number of cats permitted.
- Council may impose conditions relating to shelter size, enclosure dimensions, setbacks and hygiene standards.

The statutory test for Council is therefore whether the keeping of eight (8) cats at the premises will not be a nuisance or injurious or dangerous to health.

Policy Implications:
Nil

Financial/Resources Implications:
Nil direct impact beyond administrative and inspection resources.

Strategic Implications:
This decision demonstrates Council's:

- Balanced approach to regulatory compliance;
- Protection of residential amenity and public health;
- Support of responsible home-based enterprise where statutory requirements are met.

The operation has demonstrated compliance while maintaining amenity outcomes consistent with the intent of the Health Local Laws.

Voting Requirements:
Simple Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.3**

That Council:

1. Notes the completion of the 12-month conditional approval permitting the keeping of up to eight (8) cats at 21 Mayrhofer Street;

2. Notes that no complaints or compliance breaches were recorded during the trial period;

3. Notes that an inspection by the Environmental Health Officer confirmed the premises are appropriate for the number of cats kept and that no nuisance or health concerns were identified;

4. Pursuant to Clause 5.2.4 of the Shire of Three Springs Health Local Laws, is satisfied that the keeping of eight (8) cats at 21 Mayrhofer Street will not be a nuisance or injurious or dangerous to health; and

5. Grants permanent exemption approval to Cheryl Houdek for the keeping of up to eight (8) cats at any one time at 21 Mayrhofer Street, with the exemption to specify:
   - The owner/occupier to whom the exemption applies;
   - The premises to which the exemption applies; and
   - The maximum number of cats permitted being eight (8) at any one time; and

6. Notes that this exemption may be reviewed or revoked by Council should nuisance, non-compliance or health concerns arise in the future.

10. REPORTS OF OFFICERS

Corporate Services	
10.4 Monthly Financial Report for Periods 31 December 2025	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	25 February 2026
Author:	Gillian Smith, Bob Waddell & Associates, Consultant
Attachment (s):	Monthly Financial Report 31 December

Council Role:

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

Report Purpose:
That Council accepts the monthly financial report for the period ending 31 December 2025.

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

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- (b) recorded in the minutes of the meeting at which it is presented.

Officer's Comment:
The 2025-2026 Budget was adopted at the Ordinary Council Meeting held on 27 August 2025

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

Consultation:
Nil

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

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

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

(1A) In this regulation —

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

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

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

(b) budget estimates to the end of the month to which the statement relates; and

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

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

(e) the net current assets at the end of the month to which the statement relates.

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

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and

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

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

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

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

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

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

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

Policy Implications:
Nil

Financial/Resources Implications:

The total Cash Available as of 31 December 2025 is $5,856,832. Cash available comprises Unrestricted cash of $3,431,756 and Restricted cash of $2,425,076 primarily made up of various reserves.

Rates Debtors balance as of 31 December 2025 is $571,005. Rates Notices for 2025-26 were issued in September 2025. The rates collected as at end of December 2025 was $2,707,528 – 82.58%

December 2025:

Operating Revenue – Operating revenue of $4,104,401 is made up of Rates – 46%, Grants - 48%, Fees and Charges - 4%, Other Revenue - 1% and Interest Earnings – 1%.

Operating Expenses – Operating expenses of $4,036,755 is made of Depreciation - 34%, Employee Costs – 32%, Materials and Contracts – 21%, Insurance – 7%, Utilities – 5%, Loss on Disposal of Assets – 0% and Other Expenditure – 1%.

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

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

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.4**
That Council accepts the monthly financial report for the period ending 31 December 2025	

10. REPORTS OF OFFICERS

Corporate Services	
10.5 Monthly Financial Report for Periods 31 January 26	
Agenda Reference:	Temporary CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	25 February 2026
Author:	Gillian Smith, Bob Waddell & Associates, Consultant
Attachment (s):	Monthly Financial Report 31 January 2026

Council Role:

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

Report Purpose:
That Council accepts the monthly financial report for the period ending 31 January 2026.

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

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

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

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

Officer's Comment:

The 2025-2026 Budget was adopted at the Ordinary Council Meeting held on 27 August 2025

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

Consultation:
Nil

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

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

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

(1A) In this regulation —

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

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

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

(b) budget estimates to the end of the month to which the statement relates; and

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

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

(e) the net current assets at the end of the month to which the statement relates.

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

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and

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

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

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

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

> *(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
>
> *(b) recorded in the minutes of the meeting at which it is presented.*
>
> *(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances."*

Policy Implications:
Nil

Financial/Resources Implications:

The total Cash Available as of 31 January 2026 is $5,680,569. Cash available comprises Unrestricted cash of $3,255,106 and Restricted cash of $2,425,463 primarily made up of various reserves.

Rates Debtors balance as of 31 January 2026 is $504,682. Rates Notices for 2025-26 were issued in September 2025. The rates collected as at end of January 2026 was $2,773,851 – 84.61%

January 2026:

Operating Revenue – Operating revenue of $4,147,498 is made up of Rates – 46%, Grants - 48%, Fees and Charges - 4%, Other Revenue - 1% and Interest Earnings – 1%.

Operating Expenses – Operating expenses of $4,565,844 is made of Depreciation - 35%, Employee Costs – 32%, Materials and Contracts – 21%, Insurance – 6%, Utilities – 5%, Loss on Disposal of Assets – 0% and Other Expenditure – 1%.

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

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

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	**10.5**
That Council accepts the monthly financial report for the period ending 31 January 2026	

10. REPORTS OF OFFICERS

Corporate Services	
10.6 Accounts for Payments 31 December 2025	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	25 February 2026
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 December 2025

Council Role:

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

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

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

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

Consultation:
Nil

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

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

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

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

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

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction;

and

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

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

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

(b) recorded in the minutes of that meeting.

Policy Implications:
Nil

Financial/Resources Implications:
Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2025-2026.

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

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

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.6

That Council accepts:

1. The accounts for payment as presented for December 2025 from the CBA Municipal Fund totalling $2,118,931.46.
2. Represented by Electronic Fund Transfers No's 21305 – 21456 and Direct Debits 17669.1 – 17706.1, and 17745.1 – 17759.1.
3. Licensing Fund totalling $-6,074.70 represented by Direct Debit No. 17598.1, 17715.1 – 17717.1, 17761.1 – 17769.1.

Total Payments for December 2025 $2,112,856.76.

10. REPORTS OF OFFICERS

Corporate Services	
10.7 Accounts for Payments 31 January 2026	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	25 February 2026
Author:	Jelena Brown, Assistant Finance Officer
Attachment (s):	List of creditors paid as at 31 January 2026

Council Role:

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

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

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

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

Consultation:
Nil

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

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

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

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

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

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction;

and

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

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

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

(b) recorded in the minutes of that meeting.

Policy Implications:
Nil

Financial/Resources Implications:
Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2025-2026.

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

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

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

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

Voting Requirements:
Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.7

That Council accepts:

4. The accounts for payment as presented for January 2026 from the CBA Municipal Fund totalling $148,228.98.
5. Represented by Electronic Fund Transfers No’s 21457 – 21494 and Direct Debits 17799.1 – 17800.1, 17802.1, 17805.1 – 17806.1, 17818.1 – 17829.1 and 17842.1 – 17845.1.
6. Licensing Fund totalling $7,360.35 represented by Direct Debit No. 17801.1, 17803.1 – 17804.1, 17815.1 – 17817.1, 17839.1 – 17841.1, and 17849.1.

Total Payments for January 2026 $155,589.33.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12.1. Elected Members
12.2 Staff

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

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

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday, 25 March 2026 @ 5.30pm.

16. CONFIDENTIAL ITEMS

17. MEETING CLOSURE

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

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

Signed: ____
Presiding Officer

Date: 25 March 2026