



MINUTES OF  
ORDINARY COUNCIL MEETING  
HELD ON  
WEDNESDAY  
15 APRIL 2020



**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.*

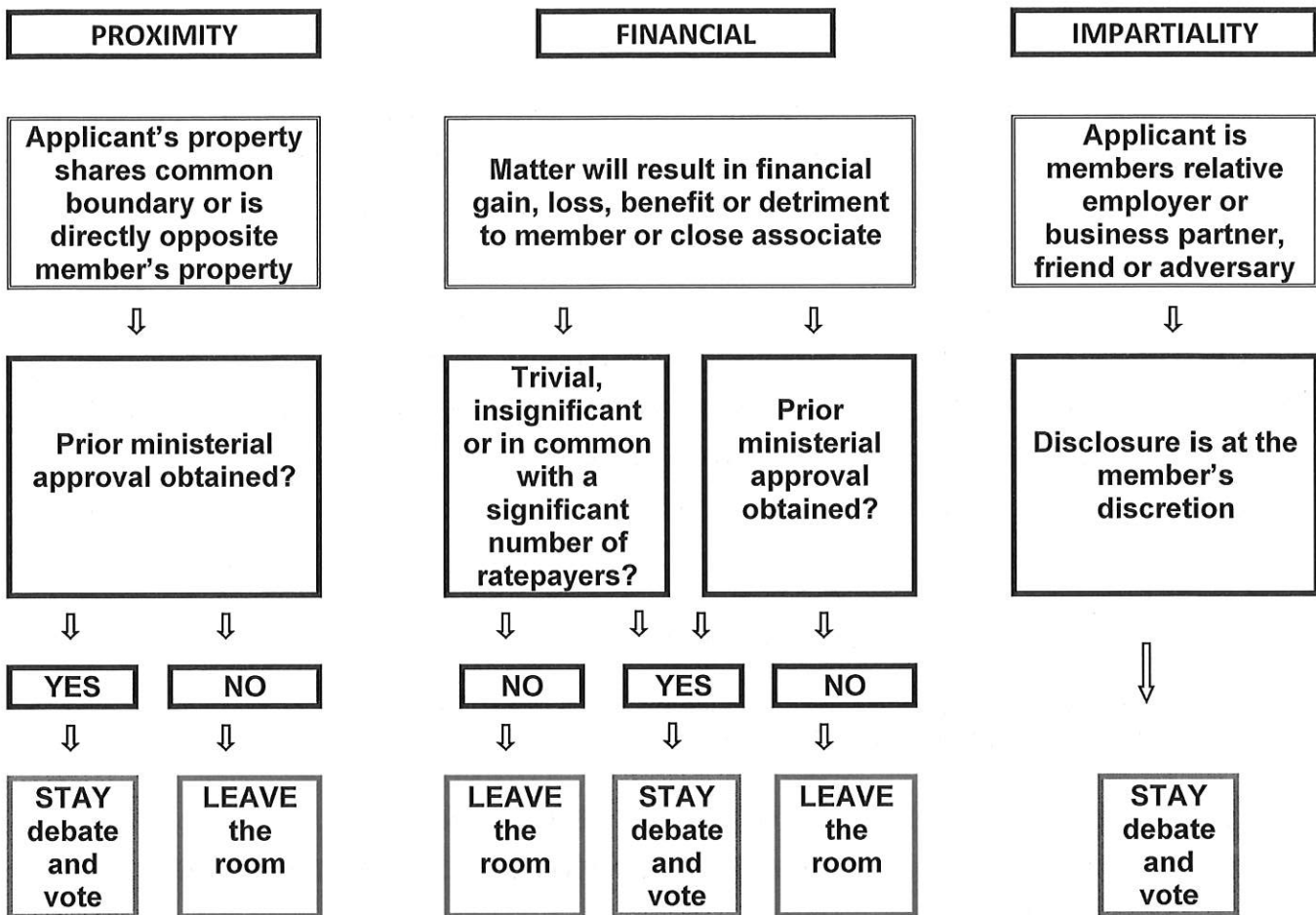
OFFICE USE ONLY

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

<b>1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....</b>	<b>2</b>
<b>2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....</b>	<b>2</b>
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>2</b>
<b>4. PUBLIC QUESTION TIME.....</b>	<b>3</b>
<b>5. APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>3</b>
<b>6. CONFIRMATION OF PREVIOUS MEETING MINUTES .....</b>	<b>4</b>
<b>7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....</b>	<b>4</b>
<b>8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS.....</b>	<b>4</b>
<b>9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....</b>	<b>5</b>
<b>10. REPORTS OF OFFICERS .....</b>	<b>6</b>
10.1 Good Governane in Practice	
10.2 Capital Works Progress Update 2019/2020	
10.3 Three Springs Revitalisation Project	
10.4 Financial Statement For Period Ending - 31 March 2020	
10.5 Accounts for Payment –31 March 2020	
<b>11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>26</b>
<b>12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....</b>	<b>26</b>
12.1. ELECTED MEMBERS .....	26
12.2. STAFF .....	27
<b>13. QUESTIONS BY MEMBERS WITHOUT NOTICE .....</b>	<b>27</b>
<b>14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>27</b>
<b>15. TIME AND DATE OF NEXT MEETING.....</b>	<b>27</b>
<b>16. CONFIDENTIAL ITEMS.....</b>	<b>27</b>
<b>17. MEETING CLOSURE.....</b>	<b>27</b>

<p align="center"><b>MINUTES OF THE ORDINARY eMEETING OF COUNCIL</b></p> <p align="center"><b>HELD IN COUNCIL CHAMBERS ON 15 APRIL 2020</b></p>
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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at: 4.04pm

***Welcome to Country:-***

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

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

	Attendance	Apologies	Approved Leave of Absences
Councillor Lane	Present		
Councillor Connaughton	Present		
Councillor Heal	Present		
Councillor Mutter	Present		
Councillor Mills	Present		
Councillor Ennor	Present		
Councillor Eva	Present		
Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Manager Works	Present		
Minutes Clerk	Present		

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

Nil

#### 4. PUBLIC QUESTION TIME

An email was received from Mrs. Joy Ridley on 15 April at 1.28pm as follows:

From: Joy Ridley [mailto:habberlin58@gmail.com]  
Sent: Wednesday, 15 April 2020 1:28 PM  
To: General <general@threesprings.wa.gov.au>  
Subject: Some Questions for the Council Meeting today

Good Afternoon Councilors

I have a few questions for this afternoons meeting.

I read in the Agenda re the revitalization program for our Eco Caravan Park, a fire pit, Shade trees, Delineated roads for caravan parking. I was always under the impression that our ECO park was just that, & we were told there were going to be no fire pits, no designated parking. Has this changed?

I also see new benches & tables for our main street & flower tubs. We have tried the flower tubs before, they ended up full of dead plants. May I suggest some wicking beds, a lot less maintenance & much more resilient in our climate. We have great wooden benches in our main street & in our park & hockey oval area. These benches just need some maintenance, sanding down & recoating, they will look brand new then. The tables & benches in the parking areas, just need to be kept clean. I would not sit down & have a coffee at any of them.

I was pretty surprised at the Water Corporation Account \$30,707.74. I do notice that the ovals are still being watered with scheme water, pumped over from the swimming pool. Last week the sprinklers were on the ovals 3 days in a row, I think that is a little excessive.

I wish to make comment re our gravel roads. The maintenance grader driver is leaving windrows all over the roads, digging holes, & at the intersections there are windrows all across them. It is pretty obvious that he does not know how to grade a road.

Thanks for your time

Regards Joy Ridley

PS Is there anything happening with the pigeons that are still flying around in a big flock??

#### In response to the Public Questions:

1. The Revitalisation Program always included upgrade of the Eco Caravan Park. I was unaware that this particular element had been removed from the Revitalisation Plan.
2. The wicking beds idea is noted. The new garden beds will be maintained.
3. The wooden table and benches are in the process of being renovated and maintained by Shire staff.
4. Water Corporation invoice was \$30,707.74. This bill is for the entire Shire and not exclusively associated with the pool. The Shire has decreased the irrigated supply across the landscaped asset due to the cooler weather.

It should be noted that Lovelocks soak has yielded less water than typical and therefore a greater reliance on scheme was required over summer. The Manager of Works and Services also replied stating that the oval would not have been watered for 3 days in a row.

5. The Manager of Works and Services stated that the maintenance grader driver is a new employee and therefore still in the learning process and standards will improve with time and experience.
6. The Ranger will be contacted in relation to the pigeon flocks.

#### 5. APPLICATIONS FOR LEAVE OF ABSENCE

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

## 6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting are confirmed as true and accurate record of proceedings.					
		Date	Moved	Seconded	Vote
6.1	Special Council Meeting	02.04.2020	Cr. Lane	Cr. Connaughton	6/0

\* 4.14pm – Cr. Heal left the meeting (lost internet coverage)

## 7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

President Chris Lane acknowledged the recent passing of two previous residents:

Ms Helen Louzensky and Mr Glynne (Stooge) Stokes.

President Chris Lane also made the following speech:-

*"I will just say a word of thanks to the Council & Staff at the way we have handled the last 6 weeks. It has been a credit to the leadership team that the community feel safe & supported during these uncertain times. As a council we now have some further tough decisions to be made in regard to the budget and future spending while still be progressive and relevant. Thanks to Keith & the senior staff for their solid leadership and their ability to implement the necessary changes to keep operating smoothly.*

*It amazes me how quickly we adapt and what may have been unthinkable just a few short months ago, is now the "norm" for the entire planet."*

## 8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	3 <sup>rd</sup> March – Dominican Park planning onsite meeting 13 <sup>th</sup> March – Councillor training @ TS Chambers 16 <sup>th</sup> March – Interview for Doctor TS Medical Practice 16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM 30 <sup>th</sup> March – Shire Emergency Covid 19 Procedures
Cr. Connaughton	3 <sup>rd</sup> March – Dominican Park planning onsite meeting 10 <sup>TH</sup> March - BFAC meeting 13 <sup>th</sup> March – Councillor training @ TS Chambers 16 <sup>th</sup> March – Interview for Doctor TS Medical Practice 16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM 30 <sup>th</sup> March – Shire Emergency Covid 19 Procedures
Cr. Heal	16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM
Cr. Mutter	13 <sup>th</sup> March – Councillor training @ TS Chambers 16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM
Cr. Mills	13 <sup>th</sup> March - Councillor training @ TS Chambers

	16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM
Cr. Ennor	13 <sup>th</sup> March – Councillor training @ TS Chambers 16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM
Cr. Eva	13 <sup>th</sup> March – Councillor training @ TS Chambers 16 <sup>th</sup> March – Agenda briefing 18 <sup>th</sup> March – OCM

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

Nil



## 10. REPORTS OF OFFICERS

Executive Services	
<b>10.1. Good Governance in Practice</b>	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	6 April 2020
Author:	Chief Executive Officer
Attachment (s):	

### 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:

1. The Governance Compliance Calendar report for month of March 2020.
2. Actions Performed under Delegated Authority for the month of March 2020.

### Background:

Local Governments are required to fulfil duties and functions prescribed in legislation.

This expectation is prescribed in the *Local Government Act 1995* through the CEO duties which require the management of legislative compliance.

### Officer's Comment:

### Compliance Table for March 2020

Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref	Comments. If Action not completed, report on plan to rectify non-compliance
Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	DCEO	April 2020 OCM	Minutes April 2020 OCM	
Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	DCEO	N/A		
Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA - Governance Subscripion - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	CEO	N/A		
Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	CEO/ES	Nov-19	2019/20 Interest Register	The interests register has been audited and is compliant with the statutory directive.

Emergency Services Levy - Option B Payment Due Due by: 21 March and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	Quarterly	DCEO	March 20 Creditors	Invoice from DFES received and Shire made payment	
Compliance Audit Return - Report to Audit Committee Compliance Audit Return, report considered by Audit Committee, with recommendations to Council. <b>Note</b> - Schedule Committee / Council consideration with sufficient time to enable submission to DLGSCI by 31 March	Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15		Annual	DCEO	5-Feb-20	Feb 20 Audit Committee Minutes	
Compliance Audit Return - Report to DLGSCI Compliance Audit Return certified by CEO and President / Mayor. Copy of Compliance Audit Return and Council report / minutes provided to Executive Director of DLGSCI <b>DUE: 31 March</b>	Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15		Annual	DCEO	Mar-20	Lodged with DLGSCI 27 March 2020	

### **Execution of Delegation for March 2020**

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
05-Mar-20	PMT ID: 155825014	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maximiser Account to Municipal Account	NAB	Deputy Chief Executive Officer	Transfer \$560,144.34 from Maximiser A/C to Muni A/C to cover Creditor Payments
05-Mar-20	PMT ID: 155825388	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 155825388 for \$515,009.33
05-Mar-20	Chq 11597	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Midwest Windscreen	NAB	Deputy Chief Executive Officer	Creditors Payment - Midwest Windscreen # 11597 - \$926.00
05-Mar-20	Chq 11598	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Aust Post	NAB	Deputy Chief Executive Officer	Creditors Payment - Aust Post # 11598 - \$157.00
05-Mar-20	Chq 11599	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Synergy	NAB	Deputy Chief Executive Officer	Creditors Payment - Synergy # 11599 - \$11,779.17
05-Mar-20	Chq 11600	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Telstra	NAB	Deputy Chief Executive Officer	Creditors Payment - Telstra # 11600 - \$1,565.10
05-Mar-20	Chq 11601	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Water Corp	NAB	Deputy Chief Executive Officer	Creditors Payment - Water Corp # 11601 - \$30,707.74

17-Mar-20	PMT ID: 156418508	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 13/03/2020 - \$142.40
17-Mar-20	ADM0241	GO004 Execution of Contract Documents	Agreement for a Electricity Sale - Small Use Business Flexi	Synergy	Deputy Chief Executive Officer	Electricity Sale Agreement - 01.4.2020 To 31.03.2022
17-Mar-20	PMT ID: 156461387	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 16/03/2020 - \$839.30
18-Mar-20	PMT ID: 1565535531	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 18 March 2020 - \$37,495.88
18-Mar-20	PMT ID: 156559393	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 17/03/2020 - \$8,366.35
19-Mar-20	PMT ID: 156629604	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 18/03/2020 - \$8,889.45
20-Mar-20	PMT ID: 156706612	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 19/03/2020 - \$1,316.45
23-Mar-20	PMT ID: 156786349	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 20/03/2020 - \$1,985.45
24-Mar-20	PMT ID: 156857599	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 23/03/2020 - \$59.65
24-Mar-20	ADM0241	GO004 Execution of Contract Documents	Agreement for a Electricity Sale - Large Use Business Flexi	Synergy	Deputy Chief Executive Officer	Electricity Sale Agreement - 01.4.2020 To 31.03.2022
25-Mar-20	PMT ID: 156963651	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 24/03/2020 - \$899.95
25-Mar-20	Chq 11605	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Telstra	NAB	Deputy Chief Executive Officer	Creditors Payment - Telstra # 11605 - \$1,502.85
25-Mar-20	PMT ID: 156974351	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 156974351 for \$37,089.12
27-Mar-20	PMT ID: 157102251	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 25/03/2020 - \$474.15
27-Mar-20	157102312	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 26/03/2020 - \$44.05
01-Apr-20	PMT ID: 157389396	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 31 March 2020 - \$37,746.81
01-Apr-20	PMT ID: 157392369	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 31/03/2020 - \$136.85

**Consultation:**

Nil

**Statutory Environment:**

Local Government Act 1995, Administration Part 5, Division 4, S.5.40

**5.41. Functions of CEO**

*The CEO's functions are to —*

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government (Audit) Regulations 1996

**17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) risk management; and*
  - (b) internal control; and*
  - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

**Policy Implications:**

Council Policy 1100 Risk Management. The risk management objectives of this policy are:

1. *Optimise the achievement of our vision, mission, strategies, goals and objectives.*
2. *Provide transparent and formal oversight of the risk and control environment to enable effective decision making.*
3. *Enhance risk versus return within our risk appetite.*
4. *Embed appropriate and effective controls to mitigate risk.*
5. *Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.*
6. *Enhance organisational resilience.*
7. *Identify and provide for the continuity of critical operations*

The Good Governance in Practice Principles 'compliance and reporting' align with Council policy and legislation reducing organisation's risk.

**Financial/Resources Implications:**

Nil

**Strategic Implications:**

This item is relevant to the Councils approved 'Strategic Community Plan 2018-2028'

<b>'Strategic Community Plan 2018-2028'.</b>	
<b>Council Objectives:</b>	<b>Outcome:</b>
A long term strategically focused Shire that is efficient, respected and accountable.	4.3.2. Ensure compliance with all relevant legislation.

This item is relevant to the Councils approved 'Corporate Business Plan 2017 – 2021'.

<b>'Corporate Business Plan 2017 – 2021'.</b>	
<b>Scope Statement:</b>	<b>Project Outputs:</b>
Nil	Nil

**Voting Requirements:**  
Simple Majority.

**Officer's Recommendation:**

019/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION: 10.1	
That Council Accepts:	<b><u>MOVED:</u> Cr. Mutter</b> <b><u>SECONDED:</u> Cr. Connaughton</b>
1. The Governance Compliance Calendar report for March 2020.	
2. The Execution of Delegation report for March 2020	
	<b><u>CARRIED:</u></b> <b><u>Voted:</u> 5/0</b>

\* 4.18pm – Cr. Eva left the meeting (lost internet coverage)



<b>Works and Services</b>	
<b>10.2 Capital Works Progress Update 2019-2020</b>	
Agenda Reference:	ADM0155
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0155
Disclosure of Interest:	Nil
Date:	6 April 2020
Author:	Manager of Works
Attachment (s):	10.2.1 Capital Works Status Report

#### **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:

The Capital Works Report for March 2020.

#### **Background:**

This report provides Council with the 2019-2020 Capital Works situational update.

#### **Officers Comment:**

Refer to the attached status report.

#### **Consultation:**

Nil

#### **Statutory Environment:**

Nil

#### **Policy Implications:**

Purchasing Policy 3007.1



**Financial/Resources Implications:**

Shire of Three Springs Adopted Budget 2019-2020

**Strategic Implications:**

This item is relevant to the Councils approved 'Strategic Community Plan 2018-2028'

<b>'Strategic Community Plan 2018-2028'. Foundation 4: Civic Leadership</b>	
<b>Council Objectives:</b>	<b>Outcome:</b>
Nil	Nil

This item is relevant to the Councils approved 'Corporate Business Plan 2017 – 2021'.

<b>'Corporate Business Plan 2017 – 2021'. Governance/Leadership</b>	
<b>Scope Statement:</b>	<b>Project Outputs:</b>
<i>Built Environment /Infrastructure</i>	Road condition Improvement
Roads Program	Safer roads
<i>Community</i>	Paths which link key arrears and increase accessibility
Pathways Program	

**Voting Requirements:**

Simple Majority.

**Officers Recommendation:**

<b>020/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION: 10.2</b>	
That Council:	<b><u>MOVED:</u> Cr. Ennor</b>
	<b><u>SECONDED:</u> Cr. Mutter</b>
That Council:	
Accepts The Capital Works Report for March 2020	
	<b><u>CARRIED:</u></b>
	<b><u>Voted:</u> 5/0</b>

<b>10.3 Three Springs Revitalisation Project</b>	
Agenda Reference:	ADM0371
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0371
Disclosure of Interest:	Nil
Date:	6 April 2020
Author:	Manager of Works
Attachment (s):	10.3.1 Three Springs Revitalisation Project

#### **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 formally recommence the Three Springs Revitalisation Project.

Establish an agreed scope of works with the intent of completing the Three Springs Revitalisation Project by 2023/24.

#### **Background:**

In February 2014 Council passed a resolution to:

"140204 COUNCIL RESOLUTION – ITEM 9.2.1

Turley MOVED: Cr G.W

Thorpe SECONDED: Cr R.J

*That Council accept the Three Springs Revitalisation Project final plans and broad cost estimates provided by Chris Antill Planning and Urban Design and Sally Malone Design.*

CARRIED

*Voted: 5/0"*

The Three Springs Shire Council consulted with the Three Springs community to establish priorities for the enhancement of the Three Springs Townsite.

The principal objectives of the project was to revitalise Three Springs, to provide it with a dynamic and inviting street presence and to establish it as a preferred visitor stopover point. The project was to encompass the elements of social, economic and environmental viability.

The Town Enhancement Project is part of an overall plan by Council to create a community that is inviting to those considering relocating to a regional area and to tourists alike. Other aspects of the plan include:

- Town Expansion Plan (Strategic Town Planning)
- Shared cycle/pedestrian paths
- Extended heritage trail
- Restoration of a State Heritage listed property and installation of a Community Resource Centre
- Various recycling projects to reduce litter.

Professional Consultant firm of Chris Antill Planning and Urban Design Consultant was engaged to prepare a concept plan for town centre revitalisation, and to provide broad cost estimates for the implementation of the entire project and separate components.

**Officers Comment:**

The plan is to recommence the town site development project in 2020/21 with the intent of completing the Three Springs Revitalisation Project over the next 5 years.

This report structures the annual works program allowing for flexibility, as required, due to civil components being varied subject to the annual budget.

The scope of works referenced in Table 1 excludes various elements from the original design. The elements from the original design which have been excluded are referenced in Table 2.

**Table 1: Annual Scope of Works** (Attached maps highlight the annual location work works)

<b>Table 1</b>		
<b>Year</b>		<b>Cost</b>
2019/20	<b>Eastern side of Railway Road from Thomas Street to Maley Street</b> <ul style="list-style-type: none"><li>• Three rail PVC fence</li></ul>	\$13,000
	<b>Western side of Railway Road from Thorpe Street to Thomas Street</b> <ul style="list-style-type: none"><li>• Tree Planting</li></ul>	\$4,000
<b>Sub Total</b>		<b>\$17,000</b>

2020/21	<b>Railway Road Tourism Parking Area</b>	
	<ul style="list-style-type: none"> <li>• Rebuild garden bed, new plantings</li> <li>• New kerb</li> <li>• New footpath</li> <li>• Red coloured asphalt (hot mix)</li> <li>• Two benches</li> <li>• Two bins</li> </ul>	\$40,000
	<b>Railway Road War Memorial</b>	
	<ul style="list-style-type: none"> <li>• New kerb</li> <li>• New footpath</li> <li>• Red coloured asphalt (hot mix)</li> <li>• Shade sail at bus location</li> <li>• Two benches</li> <li>• Two bins</li> </ul>	\$70,000
	<b>Railway Road various locations east and west sides</b>	
	<ul style="list-style-type: none"> <li>• Six new benchers</li> <li>• Ten planter boxes</li> <li>• Six bins</li> </ul>	\$37,000
<b>Sub Total</b>		<b>\$147,000</b>
2021/22	<b>Railway Road Information Bay opposite Water Street</b>	
	<ul style="list-style-type: none"> <li>• New kerb</li> <li>• Fixing the existing paving under the information gazebo</li> <li>• Renovate gazebo</li> <li>• Renovate the tourism and business signage</li> <li>• Red coloured asphalt (hot mix)</li> </ul>	\$68,700
	<b>Eco Caravan Park</b>	
	<ul style="list-style-type: none"> <li>• New signage</li> <li>• Furniture, benches, tables and fire pits</li> <li>• Shade trees</li> <li>• Delignate, roads, caravan parking, and pedestrians</li> </ul>	\$28,800
	<b>Eastern Side Glyde Street to Thomas Street.</b>	
	<ul style="list-style-type: none"> <li>• Three rail PVC fence</li> </ul>	\$13,000
	<b>Eastern side of Railway Road from Glyde Street to Thomas Street</b>	
	<ul style="list-style-type: none"> <li>• Tree Planting</li> </ul>	\$4,000
<b>Sub Total</b>		<b>\$114,500</b>
2022/23	<b>Railway Road Truck Bay</b>	
	<ul style="list-style-type: none"> <li>• Red coloured asphalt (hot mix)</li> <li>• New kerb</li> </ul>	\$35,000
	<b>Eastern side of Railway Road from Maley Street to Hall Street.</b>	
	<ul style="list-style-type: none"> <li>• Tree Planting</li> <li>• Three rail PVC fence</li> </ul>	\$17,000

	<b>Silo</b>	
	<ul style="list-style-type: none"> <li>Art and interpretation Silo. Projection and sound</li> </ul>	\$85,000
	<b>Sub Total</b>	<b>\$137,000</b>
2023/24	<b>Railway Road War Memorial</b>	
	<ul style="list-style-type: none"> <li>Renovate the public toilets</li> </ul>	\$150,000
	<b>Eastern Side of Railway Road from Hall Street to Water Street</b>	
	<ul style="list-style-type: none"> <li>Tree Planting</li> <li>Three rail PVC fence</li> </ul>	\$17,000
	<b>Sub Total</b>	<b>\$167,000</b>
	<b>Grand Total</b>	<b>\$582,500</b>

Table 2: Elements Removed from the Project.

<b>Table 2</b>		
		<b>Cost</b>
	<b>Western side of Railway Road from Maley Street to Thomas Street</b>	
	<ul style="list-style-type: none"> <li>Tree Planting</li> </ul>	\$4,000
	<b>Railway Road Various Locations</b>	
	<ul style="list-style-type: none"> <li>Pedestrian direction information signs</li> <li>Banners, hot spots and art projects</li> </ul>	\$155,000
	<b>Railway Road War Memorial</b>	
	<ul style="list-style-type: none"> <li>War Memorial grassed area</li> </ul>	\$255,000
	<b>Total</b>	<b>\$414,000</b>

**Consultation:**

Chief Executive Officer  
Council

**Statutory Environment:**

Nil

**Policy Implications:**

Purchasing Policy 3007.1

**Financial/Resources Implications:**

The 5 year development cost estimated is \$582,500

The proposed annual budget as follows.

<b>Year</b>	<b>Budget</b>	<b>Comment</b>
2019/20	\$17,000	Shire funded
2020/21	\$147,000	Commonwealth Drought Communities Program Grant.

2021/22	\$114,500	Shire funded
2022/23	\$137,000	Shire funded
2023/24	\$167,000	Shire funded
<b>Total</b>	<b>\$582,500</b>	

**Strategic Implications:**

This item is relevant to the Councils approved 'Strategic Community Plan 2018-2028'

<b>'Strategic Community Plan 2018-2028'. Foundation 4: Civic Leadership</b>	
<b>Council Objectives:</b>	<b>Outcome:</b>
Provide and maintain good quality tourism infrastructure and facilities	<i>1.1 Develop tourism infrastructure</i>
Develop complementary infrastructure and activities	
Continue to implement main street revitalisation project	<i>2.5.2 Attractive, inviting and functional main street</i>

This item is relevant to the Councils approved 'Corporate Business Plan 2017 – 2021'.

<b>'Corporate Business Plan 2017 – 2021'. Governance/Leadership</b>	
<b>Scope Statement:</b>	<b>Project Outputs:</b>
Economy	New Business Attraction

**Voting Requirements:**

Simple Majority.

**Officers Recommendation:**

<b>021/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION: 10.3</b>
<p style="text-align: right;"><b><u>MOVED:</u> Cr. Mills</b> <b><u>SECONDED:</u> Cr. Mutter</b></p> <p>That Council:</p> <p>Approves the re-commencement of the Three Springs Revitalisation Project as per Table 1, scope of works being subject to the annual budget process.</p> <p style="text-align: right;"><b><u>CARRIED:</u></b> <b><u>Voted: 6/0</u></b></p>

\* 4.21pm – Cr. Eva returned to the meeting

## 10.4 REPORTS OF OFFICERS

Corporate Services	
<b>10.4. Financial Statement for Period Ending 31 March 2020</b>	
Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	7 April 2020
Author:	Deputy Chief Executive Officer
Attachment (s):	10.4.1 SOTS Financial Report March 2020

### 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 March 2020.

### 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:**

Refer 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 compiled on variances greater than the materiality threshold adopted by the council of \$10,000 or 10% whichever is greater. 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:**

As at 31 March 2020 the operating revenue was \$3,046,354. The operating Revenue is made up of Rates 70%, Grants & Subsidies 19%, Fees and Charges 7% and others 4%.

The Operating Expenditure is \$3,133,122. The Operating expenditure is made up of Employee Costs 37%, Depreciation 41%, Insurance 6%, Materials & Contracts 9%, Utilities 6% and others 1%.

Shire has collected as at 31 March 2020 93.30% of total outstanding rates. Outstanding rates debtors \$146,280 and General Debtors \$61,310.

Total Cash Available is \$3,062,760. Total cash is made up of Unrestricted cash \$1,565,300 and Restricted cash \$1,497,460 backed by various reserves.

**Strategic Implications:**

This item is relevant to the Council's approved 'Strategic Community Plan 2018-2028'

<b>'Strategic Community Plan 2018-2028'.</b>	
<b>Council Objectives:</b>	<b>Outcome:</b>
Nil	Nil

This item is relevant to the Council's approved 'Corporate Business Plan 2017 – 2021'.

<b>'Corporate Business Plan 2017 – 2021'.</b>	
<b>Scope Statement:</b>	<b>Project Outputs:</b>
Nil	Nil

**Voting Requirements:**  
Simple Majority.

**022/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION: 10.4**

**MOVED: Cr. Connaughton**  
**SECONDED: Cr. Mills**

That Council Accepts:

The monthly financial report for the period ending 31 March 2020.

**CARRIED:**  
**Voted: 6/0**

<b>Corporate Services</b>	
<b>10.5 Accounts for Payments 31 March 2020</b>	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	7 April 2020
Author:	Finance and Payroll Officer – Donna Newton
Attachment (s):	Lists of creditors paid as at 31 March 2020 is attached at 10.5.1

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**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).

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**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 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 2019-2020.

**Strategic Implications:**

This item is relevant to the Council's approved 'Strategic Community Plan 2018-2028'

<b>'Strategic Community Plan 2018-2028'.</b>	
<b>Council Objectives:</b>	<b>Outcome:</b>
Nil	Nil

This item is relevant to the Council's approved 'Corporate Business Plan 2017 – 2021'.

<b>'Corporate Business Plan 2017 – 2021'.</b>	
<b>Scope Statement:</b>	<b>Project Outputs:</b>
Nil	Nil

**Voting Requirements:**

Simple Majority.

**Officer's Recommendation:**

<b>023/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION: 10.5</b>
<p style="text-align: right;"><b><u>MOVED:</u> Cr. Connaughton</b> <b><u>SECONDED:</u> Cr. Eva</b></p> <p>That Council accepts:</p> <ol style="list-style-type: none"><li>1. The accounts for payment as presented for March, 2020 from the Municipal Fund totalling \$680,398.24, Represented by Electronic Fund Transfers No's 15938 - 16035, Cheque No's 11597 – 11605 and Direct Debits 12219.1 – 12219.7, 12223.1 – 12223.2, 12224.1, 12238.1, 12244.1 – 12244.7, 12254.1 – 12254.7 and 12258.1.</li><li>2. Licensing Fund totalling \$29,939.35 represented by Direct Debit No 12260.1.</li></ol> <p style="text-align: right;"><b><u>CARRIED:</u></b> <b><u>Voted: 6/0</u></b></p>

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

Nil

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

Nil

**12.1. ELECTED MEMBERS**

12.2. STAFF

**12. QUESTIONS BY MEMBERS WITHOUT NOTICE**

Nil

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

Nil

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

The Next Ordinary Council eMeeting will be held on Wednesday 20 May 2020 at 4pm.

**15. CONFIDENTIAL ITEMS**

Nil

**16. MEETING CLOSURE**

There being no further business the Presiding Officer closed the meeting at 4.24pm

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

Signed: \_\_\_\_\_



Presiding Officer

Date: 20<sup>th</sup> May 2020