



AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
16 SEPTEMBER 2020
COMMENCING AT 5.00 PM



**SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
16 SEPTEMBER 2020**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 16 September 2020, in the Council Chambers, Railway Road, Three Springs commencing at 5pm.

**Keith Woodward
Chief Executive Officer**

10 September 2020

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.

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

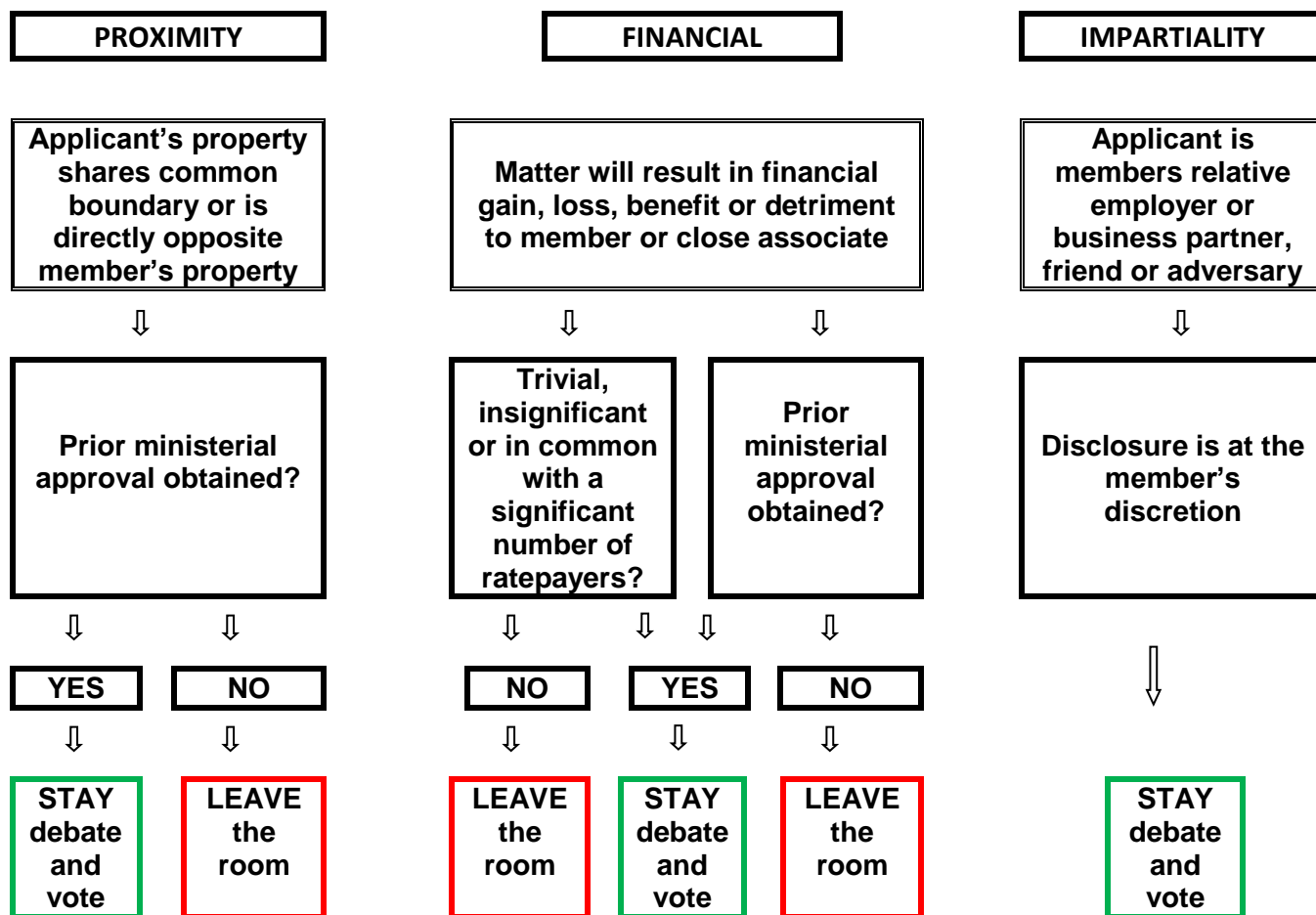
CEO

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

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	2
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	2
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	2
4. PUBLIC QUESTION TIME	2
5. APPLICATIONS FOR LEAVE OF ABSENCE	2
6. CONFIRMATION OF PREVIOUS MEETING MINUTES.....	2
7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	2
8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS.....	3
9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	3
10. REPORTS OF OFFICERS	4
10.1 Good Governance in Practice	
10.2 Ordinary Council Meetings Dates 2021	
10.3 Chief Executive Officer - Performance and Salary Review Committee	
10.4 Appointment of Bush Fire Control Officers	
10.5 Lot 10907) Eneabba-Three Springs Road, Kadathinni	
10.6 39 (Lot 9) Slaughter Street, Three Springs	
10.7 Capital Works Status Report August 2020	
10.8 Financial Statement for Period Ending 31 August 2020	
10.9 Budget Amendment 2020-21 Aquatic Centre	
10.10 Accounts for Payments 31 August 2020	
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	46
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	46
12.1. ELECTED MEMBERS	46
12.2. STAFF	46
13. QUESTIONS BY MEMBERS WITHOUT NOTICE.....	46
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	46
15. TIME AND DATE OF NEXT MEETING	47
16. CONFIDENTIAL ITEMS	47
17. MEETING CLOSURE.....	47

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at:

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			
Councillor Connaughton			
Councillor Heal			
Councillor Mutter			
Councillor Mills			
Councillor Ennor			
Councillor Eva			
Chief Executive Officer			
Deputy Chief Executive Officer			
Manager Works			
Minutes Clerk			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

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

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

That the Minutes of the Council meeting are confirmed as true and accurate record of proceedings.

	Date	Moved	Seconded	Vote
6.1 Ordinary Council Meeting	19 August 2020	Cr.	Cr.	

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

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

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF OFFICERS

Executive Services	
10.1. Good Governance in Practice	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	16 September 2020
Author:	Chief Executive Officer Keith Woodward
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 the month of August 2020.
2. Actions Performed under Delegated Authority for the month of August 2020.

Background:

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

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

Ordinary Council Meeting Agenda – 16 September 2020

Officer's Comment:

Compliance Table for August 2020:

Compliance Action	Compliance Requirement	Section / Ref	Records Ref (Evidence of completion)	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	August 2020 report submitted to the September 2020 OCM. Reference Minutes	
Emergency Services Levy - Option A Remittance. 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.	N/A	
Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted - refer concerns to the CEO	Local Government Act 1995	s.2.25	Register up to date	
Elections - State-wide Public Notice Enrolment Eligibility Claims - CEO to give notice of the closing date and time for elector enrolments.	Local Government Act 1995	s.4.39(2)	N/A. Next due 2021	
Elections - for CEO to advise Electoral Commissioner of the need to prepare an updated residents roll	Local Government Act 1995	s.4.40(1)	N/A. Next due 2021	
Elections - State-wide Public Notice Call for Nominations - from 56 days and no later than 45th day before Election Day.	Local Government Act 1995	s.4.47(1)	N/A. Next due 2021	
Elections - Close of Rolls Enrolment eligibility claims received by 5pm can continue to be processed with a decision on eligibility required by	Local Government Act 1995	s.4.39(1)	N/A. Next due 2021	
Annual Returns - Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor.	Local Government Act 1995	s.5.76(1)	Completed 100% compliant	
Annual Budget - During period 1 June to 31 August, Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year.	Local Government Act 1995	s.6.2(1)	July 2020 OCM Minutes	

Ordinary Council Meeting Agenda – 16 September 2020

Execution of Delegation for August 2020

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
26-Aug-20	ADM0156	GO004-Execution of Contract Documents	Drought Communities Programme-Grant Agreement	Shire of Three Springs	CEO	
28-Aug-20	ADM0208	CC001 - Sponsorships, Donations and Waiver of Fees	\$30 per day charge for use of room at ELCC	Stacey Anderston	CEO	
05-Aug-20	PMT ID: 164764389	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 4 August 2020 - \$39,788.91
07-Aug-20	PMT ID: 164987384	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$190,000.00 from GFH A/C To Muni A/C
13-Aug-20	PMT ID: 165307781	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$129,882.86from GFH A/C To Muni A/C
13-Aug-20	PMT ID: 165313043	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 165313043 for \$129,274.62
17-Aug-20	PMT ID: 165477006	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 165477006 for \$51,658.45
19-Aug-20	PMT ID: 165590531	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 18 August 2020 - \$37,716.73
24-Aug-20	PMT ID: 165846765	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 20/08/2020 - \$3,354.95
26-Aug-20	PMT ID: 165993309	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 25/08/2020 - \$196.80
28-Aug-20	PMT ID: 166179528	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 26/08/2020 - \$369.05
28-Aug-20	PMT ID: 166179621	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 27/08/2020 - \$422.20
5-Aug-20	PMT ID: 164756191	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 04/08/2020 - \$773.80
05-Aug-20	PMT ID: 164764389	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 4 August 2020 - \$39,788.91
7-Aug-20	PMT ID: 164954412	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 06/08/2020 - \$4,179.40
07-Aug-20	PMT ID: 164987384	CS002 - Payments from Municipal	Transfer Funds from GFH to Muni A/C	NAB	Senior Finance	Transfer \$190,000.00 from GFH A/C To Muni

Ordinary Council Meeting Agenda – 16 September 2020

		Fund and Trust Fund			Officer	A/C
12-Aug-20	PMT ID: 165172390	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 11/08/2020 - \$184.98
13-Aug-20	PMT ID: 165307781	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH to Muni A/C	NAB	Senior Finance Officer	Transfer \$129,882.86 from GFH A/C To Muni A/C
13-Aug-20	Chq 11614	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - City of Greater Geraldton	NAB	Senior Finance Officer	Creditors Payment - City of Greater Geraldton # 11614 - \$608.24
13-Aug-20	PMT ID: 165313043	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 165313043 for \$129,274.62
14-Aug-20	PMT ID: 165367980	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 13/08/2020 - \$1,831.20
17-Aug-20	PMT ID: 165477006	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 165477006 for \$51,658.45
19-Aug-20	PMT ID: 165592959	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 18/08/2020 - \$318.34
19-Aug-20	PMT ID: 165590531	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 18 August 2020 - \$37,716.73
24-Aug-20	PMT ID: 165846765	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 20/08/2020 - \$3,354.95
28-Aug-20	PMT ID: 166179528	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 26/08/2020 - \$369.05
28-Aug-20	PMT ID: 166179621	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 27/08/2020 - \$422.20
5-Aug-20	PMT ID: 164756191	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 04/08/2020 - \$773.80
7-Aug-20	PMT ID: 164954412	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 06/08/2020 - \$4,179.40
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26-Aug-20	PMT ID: 165993309	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 25/08/2020 - \$196.80
26-Aug-20	OCM 19 Aug	GO003 Public Notice	Advertisement of	Shire of Three	Executive	Advertised in 26

Ordinary Council Meeting Agenda – 16 September 2020

	2020	of Council and Committee Meetings	proposed change of times to OCM from Sept 2020 and change of date for OCM in December 2020	Springs	Secretary	August 2020 edition of Midwest Times
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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'

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
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 2020–2024'.

'Corporate Business Plan 2020 – 2024'.	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority.

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.1
That Council Accepts: <ol style="list-style-type: none">1. The Governance Compliance Calendar report for August 2020.2. The Execution of Delegation report for August 2020.	

10. REPORTS OF OFFICERS

Executive Services	
10.2. Ordinary Council Meetings Dates 2021	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	16 September 2020
Author:	Chief Executive Officer-Keth Woodward
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 consider the proposed Ordinary Council Meeting dates and starting times for 2021.

Background:

The proposed meeting dates for 2021, being the fourth Wednesday of the month (except December when it will be held on the third Wednesday) commencing at 5.00pm are as follows:

- There will be no Ordinary Council meeting in January 2021
- 24 February
- 24 March
- 28 April
- 26 May
- 23 June

Ordinary Council Meeting Agenda – 16 September 2020

- 28 July
- 25 August
- 22 September
- 27 October
- 24 November
- 15 December

Council are required to give local public notice of the proposed dates as per Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

Officers Comment:

Nil

Consultation:

Nil

Statutory Environment:

Local Government (Administration) Regulations 1996

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
- (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,
- are to be held in the next 12 months.

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
A long term strategically focused Shire that is efficient, respected and accountable.	4.1.4. Lead by example to get the community involved in the decision making process.
Working in partnership with all community, government and corporate	4.3.2. Ensure compliance with all relevant legislation.

Ordinary Council Meeting Agenda – 16 September 2020

stakeholders	
To be strong advocates representing the community's interest	

This item is relevant to the Councils approved 'Corporate Business Plan 2020–2024'.

'Corporate Business Plan 2020 – 2024'. Governance/Leadership	
Scope Statement:	Project Outputs:
Continue to lobby and advocate for key government and infrastructure services, and solve community issues and act on opportunities.	Advocacy on key issues

Voting Requirements:
Simple Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.2
<p>That Council endorse the following dates for Ordinary Council meetings for 2021 commencing at 5.00pm:</p> <ul style="list-style-type: none"> • There will be no Ordinary Council meeting in January 2021 • 24 February • 24 March • 28 April • 26 May • 23 June • 28 July • 25 August • 22 September • 27 October • 24 November • 15 December 	

Executive Services	
10.3 Chief Executive Officer - Performance and Salary Review Committee	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	11 August 2020
Author:	Chief Executive Officer-Keth Woodward
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 Authorise:

1. The appointment of Councillors as representatives to the Shire of Three Springs *Chief Executive Officer - Performance and Salary Review Committee*.
2. John Philips Consulting is engaged to guide/assist the "*Chief Executive Officer - Performance and Salary Review Committee*".
3. Policy '05 *Procurement* requires three quotes for expenditure between \$5,001 and up to \$20,000 (exc. GST). Exemption requested, one quote will be acquired.

Background:

As per Council Policy 09 Chief Executive Officers Performance Review:

1. *Council will establish a committee to be titled the “Chief Executive Officer - Performance and Salary Review Committee” (the Committee) for the purpose of undertaking the probationary, and annual performance and salary review of the Shire’s Chief Executive Officer.*
2. *Establishment of the Committee will be in accordance with Part 5, Division 2, Subdivision 2 of the Local Government Act 1995.*
3. *Part 5, Division 2, s5.9(4) of the Act determines that if Council were to form such a Committee, and the Shire President informs Council members of his/her wish to be a member of that Committee, the local government is to appoint the Shire President to the Committee.*
4. *The undertaking of performance and salary reviews will be in accordance with the Local Government Act 1995, the Local Government (Administration) Regulations 1996, Salaries and Allowances Act 1975 (Salary and Allowances Tribunal), and the Chief Executive Officer’s Contract of Employment.*
5. *The Committee will comprise the Shire President and some Council members.*
6. *The Shire President in consultation and agreement with the Chief Executive Officer is authorised to source a suitably qualified external professional to facilitate the review process, but the formal engagement must be undertaken by an employee of the Shire.*

Officers Comment:

John Philips Consulting (JPC) was engaged by the Shire of Three Springs to recruit the Chief Executive Officer in 2019. JPC also advised on the CEO’s 2019-2020 Key Performance Indicators.

It is recommended that:

1. John Philips Consulting is engaged to guide/assist the “Chief Executive Officer - Performance and Salary Review Committee” with the November 2020 Chief Executive Officers annual performance review.
2. Policy ‘05 Procurement’ requires three quotes for expenditure between \$5,001 and up to \$20,000 (exc GST). Exemption requested, one quote will be acquired.
3. The Deputy Chief Executive Officer is to manage the engagement of John Philips Consulting in consultation with the Shire President.

Consultation:

Nil

Statutory Environment:

Ordinary Council Meeting Agenda – 16 September 2020

The Local Government Act 1995 Section 5.8, 5.9 and 5.10 empowers Council to establish committees and elect persons to serve on those committees.

All Committees are established under provisions of Subdivision 2 – Committees and their meetings s 5.8 to 5.18 of the Local Government Act 1995.

The committee is to be appointed by an absolute majority decision of Council and consist of three or more person to assist the council.

In accordance with s.5.9(2) of the members a committee is to comprise of:

A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

Policy Implications:

05 Procurement Policy

09 Chief Executive Officers Performance Review

Financial/Resources Implications:

Costs included in the 2020/2021 Shire Budget.

Strategic Implications:

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

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

This item is relevant to the Councils approved '*Corporate Business Plan 2020-2024*'.

'Corporate Business Plan 2020– 2024'. Governance/Leadership	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Absolute Majority

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.3
<p>That Council authorises:</p> <ol style="list-style-type: none">1. Appoint councillors to the Shire of Three Springs Chief Executive Officer - Performance and Salary Review Committee. Cr. Lane Cr. Cr.2. John Philips Consulting is engaged to guide/assist the "<i>Chief Executive Officer - Performance and Salary Review Committee</i>".3. Policy '05 <i>Procurement</i>' requires three quotes for expenditure between \$5,001 and up to \$20,000 (exc GST). Exemption requested, one quote will be acquired.	

Executive Services	
10.4. Appointment of Bush Fire Control Officers	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0146
Disclosure of Interest:	Nil
Date:	11 August 2020
Author:	Chief Executive Officer-Keth Woodward
Attachment (s):	

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | 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 consider appointing persons to the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers for the Shire of Three Springs, and the associated Shire of Three Springs Volunteer Bush Fire Brigade.

Background:

These appointments are statutory appointments under the provisions of the *Bush Fire Act 1954* and are typical.

Officer's Comment:

In accordance with the *Bush Fire Act 1954*, Section 38(1), the local government must appoint individuals to be Bush Fire Control Officers.

Consultation:

Shire of Three Springs Bush Fire Brigades and the Department of Fire and Emergency Services.

Statutory Environment:

The *Bush Fires Act 1954*, Part IV, Division 1, Section 38 outlines Council's process to appoint a Bush Fire Control Officer.

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
People are motivated, work together and have an increased pride and participation in the community.	Maintain and improve the provision of emergency services Support and acknowledge volunteers Continue to support community organisations.

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

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

Voting Requirements:

Simple Majority

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.4
That Council appoint the following persons to the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officer:	
Shire of Three Springs Volunteer Bush Fire Brigade:	
1. Craig Morgan to the position of Chief Bush Fire Control Officer	
2. Christian Haeusler to the position of Deputy Chief Bush Fire Control Officer	
Town Brigade:	
3. Rod Ennor to the position of Captain	
4. John Freebairn to the position of Vice Captain	

East Brigade:

5. Christian Haeusler to the position of Captain
6. Robbie Weir to the position of Vice Captain
7. Mick Verrall to the position of Bush Fire Control Officer

Arrino Brigade:

8. Ash Bone to the position of Captain
9. Liam Mutter to the position of Vice Captain

West Brigade:

10. Jim Heal to the position of Captain
11. Chad Eva to the position of Vice Captain
12. Adam Thomas to the position of Bush Fire Control Officer

Bush Fire Control Officers Appointed as Permit Issuing Officers:

Emergency and Ranger Services Manager	Grant Fidock
Chief Executive Officer	Keith Woodward
Chief Bush Fire Control Officer	Craig Morgan
Deputy Bush Fire Control Officer	Christian Haeusler

Fire Weather Reader

Fire Weather Reader	Craig Morgan
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10.5 REPORTS OF OFFICERS

Executive Services	
10.5. Proposed Additional Dwellings	
Agenda Reference:	A766
Location/Address:	3023 (Lot 10907) Eneabba-Three Springs Road, Kadathinni
Name of Applicant:	Viridis Ag Pty Ltd
File Reference:	A252
Disclosure of Interest:	Nil
Date:	4 September 2020
Author:	Planning Advisor & Chief Executive Officer
Attachment:	Attachment 10.5.1 – Submitted Application

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:

Council is in receipt of an application for additional dwellings upon 3023 (Lot 10907) Eneabba-Three Springs Road, Kadathinni. This report recommends that Council approve the application.

Background:

Lot 10907 is a 1,878.448ha property, predominantly cleared for farming purposes, located approximately 28km south-west of the Three Springs townsite.

A copy of the received application, inclusive of site, floor and elevation plans has been provided as **Attachment 10.5.1** for Council's consideration.

Figure 10.5(a) – Location Plan for 3023 (Lot 10907) Eneabba-Three Springs Road, Kadathinni

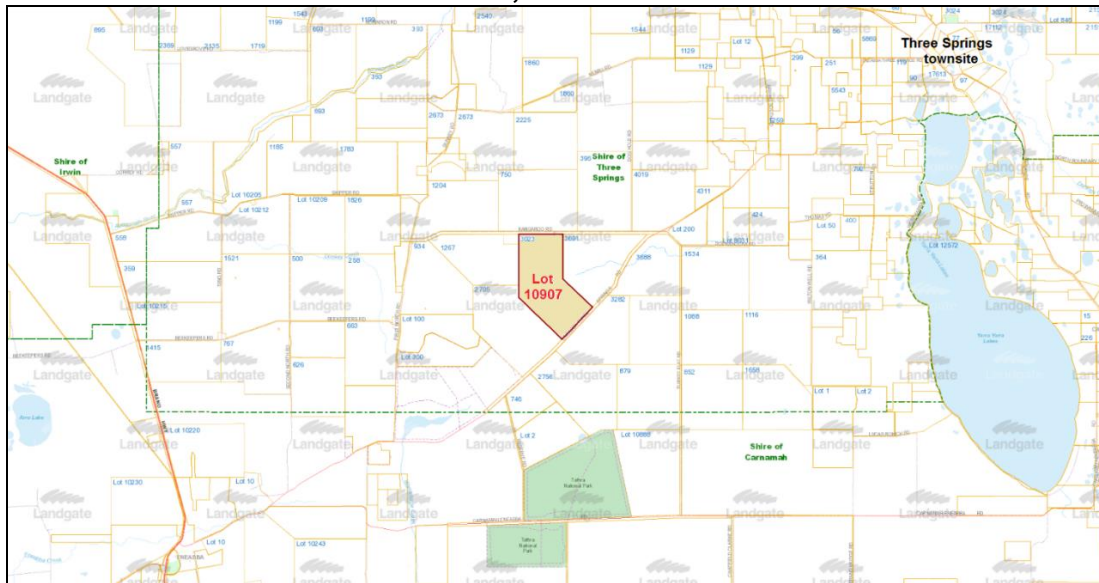


Figure 10.5(b) – Aerial Photo of 3023 (Lot 10907) Eneabba-Three Springs Road, Kadathinni



Officer's Comment:

The applicant is seeking approval to site 2 workers accommodation units upon Lot 10907 consisting of:

- a 4 bedroom 'quarters' building (each with an ensuite) - 3.3m x 14.4m (47.52m²) and clad with colorbond walls (Shale Grey colour) and zincalume skillion roofs (3.07m height falling to 2.425m height. The building would be clustered with the existing farm residence and outbuildings upon Lot 10907 and sited approximately 96m back from/north-east of the front property boundary and 250m from the actual Eneabba-Three Springs Road alignment.

- a 11m x 8m (88m²) 2 bedroom 'cottage' building (with shared bathroom) and a common living room, kitchen and laundry, and clad with 2.465m high colorbond walls (Surfmist colour) and a gable colorbond roof (2.665m ceiling ridge height). The building would be sited alongside an existing farm outbuilding and would be approximately 650m south-west of the 'quarters' building and would be sited approximately 400m back from the front property boundary and 570m back from the actual Eneabba-Three Springs Road alignment.

Figure 10.5(c) – Aerial Photo of proposed development area upon Lot 10907



Consultation:

Council is not required to undertake consultation for this application should it consider the matter under Table 7(5) of its Local Planning Scheme, alternatively Council may determine that the application should be assessed as 'Workforce Accommodation' and advertise the application for comment prior to making its determination.

Statutory Environment:

Lot 10907 is zoned 'Rural' under the Shire of Three Springs Local Planning Scheme No.2 ('the Scheme').

The Scheme lists the objective of the 'Rural' zone as being:

"To provide for the sustainable use of land for the agricultural industry and other uses complementary to sustainable agricultural practices, which are compatible with the capability of the land and retain the rural character and amenity of the locality."

The requirements listed in Table 7 of the Scheme for the 'Rural' zone are as follows:

"Additional Dwellings on Farms"

- 1) *Notwithstanding any other provisions in the Scheme, the Council may grant approval for one (1) additional dwelling in the Rural zone provided that:*
 - (a) the total number of dwellings on the lot (excluding any ancillary accommodation) will not exceed three (3);*
 - (b) the local government is satisfied that adequate provision can be made for the supply of domestic water and for the disposal of sewage from the additional dwelling/s;*
 - (c) the additional dwelling/s will not adversely affect the rural landscape or conflict with agricultural production on the subject lot or on adjoining land;*
 - (d) the additional dwelling/s should generally be clustered in one location on the property with all relevant services shared; and*
 - (e) the approval of more than one (1) single dwelling on any lot zoned Rural shall not be construed as support for the subdivision of the lot.”*

The Scheme provisions allow for up to 3 dwellings upon a rural lot (excluding any ancillary accommodation) and Council may consider that the 2 accommodation units, being sited relatively close to the existing residence upon a large farming lot would meet with the Scheme’s intent to support agricultural production.

Alternatively Council may consider that the proposed development should not be assessed under the ‘Additional; Dwellings on Farms’ provisions and instead be assessed as ‘Workforce Accommodation’ which is defined under the Scheme as follows:

“workforce accommodation means premises, which may include modular or relocatable buildings, used —

- (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and*
- (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.”*

‘Workforce Accommodation’ is listed by the Scheme for the ‘Rural’ zone as a use that must be advertised for comment prior to Council making a determination. However, Council may consider that this form of land use definition is more appropriately applied to larger construction and mining projects, involving significant numbers of accommodation units and amenities buildings, rather than employment of full-time farm workers.

Policy Implications:

Nil.

Financial/Resources Implications:

This matter contains no implications to the Shire of Three Springs Adopted Budget 2020-2021.

Strategic Implications:

Section 3.3.1 of the Shire of Three Springs Local Planning Strategy (2014) lists the objective for the ‘Rural Hinterland’ objective as being *“to support the sustainable*

continuation of primary industry and agriculture activity as key economic drivers for the Shire” and notes the following of relevance to this application:

To support the sustainable continuation of primary industry and agriculture activity as key economic drivers for the Shire.	
Strategies	Actions
To only consider the establishment of Transient Workforce Accommodation facilities within the ‘General Agriculture’ zone when it can be demonstrated that there is no opportunity to house workers within an existing settlement.	Include ‘Transient Workforce Accommodation’ as an ‘A’ (discretionary subject to advertising) use in the ‘General Agriculture’ zone and a prohibited use in the ‘Priority Agriculture’ zone.

The Shire of Three Springs Strategic Community Plan 2018-2028 identifies the community’s visions and is the Shire’s principal strategic guide for future planning and activities, and lists the following outcomes that might be considered relevant to this application:

Reference	Strategy	Still Relevant	Priority	Timeframe
1.3.1	Promote existing and new industry opportunities to increase employment	Yes	High	Ongoing
1.3.3	Support sustainable farming and other industry development	Yes	Medium	Ongoing
4.2.4	Encourage business to employ local where possible.	Yes	High	Ongoing

Council might consider that workers (whether casual or full-time) required for farming operations upon Lot 10907 should be based in the Three Springs townsite, or take the alternate view that given the property is located approximately 28km from the Three Springs townsite that this is not necessarily a viable proposition, and they should instead be accommodated upon the property, and that the farm based workers would still be likely to contribute to the local townsite economy and community.

Council has previously approved a similar application from Viridis Pty Ltd for accommodation units upon its operation at 1185 (Lot 10206) Skipper Road, Arrowsmith East at its 20 February 2019 meeting.

This item is not considered relevant to the Shire of Three Springs Corporate Business Plan 2020–2024.

Voting Requirements:

Simple Majority.

OFFICERS RECOMMENDATION:	10.5
That Council grant:	
Formal planning approval for the proposed siting of 2 additional (1 x 4 bedroom and 1	

x 2 bedroom) accommodation units upon 3023 (Lot 10907) Eneabba-Three Springs Road, Kadathinni subject to compliance with the following:

Conditions:

- (a) Development shall be in accordance with the plans included within Attachment 10.5 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- (b) Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- (c) The buildings, and additions to, shall utilise colours and materials and be to a finish to the approval of the local government.
- (d) The buildings shall have external skirting cladding between the ground level and floor level that utilises complementary colours and materials to the accommodation units and be to a finish to the approval of the local government.
- (e) The planting and maintenance of trees in proximity to the development sites for the purposes of providing shade and screening to the approval of the local government.
- (f) The buildings shall not be occupied until compliant with the requirements of the Building Code of Australia, the *Health Act 1911* and the *Health (Treatment Of Sewage And Disposal Of Effluent And Liquid Waste) Regulations 1974*.
- (g) If the development/land use, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.

Notes:

- (i) Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
- (ii) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (iii) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

10 REPORTS OF OFFICERS

Executive Services	
10.6. Proposed Residence	
Agenda Reference:	CEO
Location/Address:	39 (Lot 9) Slaughter Street, Three Springs
Name of Applicant:	A. Al-Shammari
File Reference:	A461
Disclosure of Interest:	Nil
Date:	3 September 2020
Author:	Planning Advisor & Chief Executive Officer
Attachments:	Attachment 10.6(a) – Applicant Correspondence Attachment 10.6(b) – Approved Plans

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:

Council is in receipt of correspondence from the landowner of 39 (Lot 9) Slaughter Street, Three Springs seeking an extension of time for their development approval for the conversion of 2 sea containers and construction of an infill structure between them to serve as a residence. A copy of the received correspondence has been provided as **Attachment 10.6(a)**. This report recommends that Council grant an extension of 6 months subject to conditions.

Background:

Lot 9 is a 1,012m² property on the corner of Slaughter Street and Young Street in the Three Springs townsite.

The applicant placed a '40 foot' (12m x 2.5m) sea container upon Lot 9 without obtaining the necessary prior approval of the Shire.

The Shire advised the landowner that the placement of a sea container required the approval of Council, and they subsequently lodged an application seeking approval for the 30m² sea container to be permanently located upon Lot 9 and undertake works to convert it into a dwelling. The application also proposed to construct a 9m x 4m (36m²) two-storey (5m high) structure, that would look similar to the central section of a barn-style shed, at 90° over the central section of the sea container to serve as additional dwelling area.

Figure 10.6(a) – Location Plan for 39 (Lot 9) Slaughter Street, Three Springs



Figure 10.6(b) – Aerial Photograph of 39 (Lot 9) Slaughter Street, Three Springs



The proposed residence was to be setback 7.5m from the Slaughter Street property boundary and 4m from the Young Street property boundary. The applicant advised

that the estimated time of completion for their proposed development would be 1 year.

Council resolved at its 17 July 2019 meeting:

“That Council defer its consideration upon the application for the placement of a sea container and the construction of a structure around portion of the sea container, and additional internal and external works to serve as a residence upon 39 (Lot 9) Slaughter Street, Three Springs pending the following:

- 1 The applicant is required to submit additional information upon their proposed development in relation to the following:*
 - (a) proposed roof and wall cladding materials;*
 - (b) proposed external colours;*
 - (c) further details to be provided on the site plan including reference to proposed fencing, landscaping, driveway/vehicle access points, on-site vehicle parking areas and proposed finished floor level information relevant to existing ground level; &*
 - (d) timeframe for proposed work schedule stages.*
- 2 Upon receipt of the required additional information that the application be advertised for public comment for a minimum period of 21 days and the application, along with any received submissions be returned to a future meeting of Council for its consideration.”*

The landowner submitted the requested additional information and their application was advertised for comment from 19 August 2019 until 13 September 2019. The Shire wrote to the landowners of the 9 surrounding landowners inviting comment and at the conclusion of the advertising period, 4 submissions had been received, 2 in support of the application, and 2 in objection.

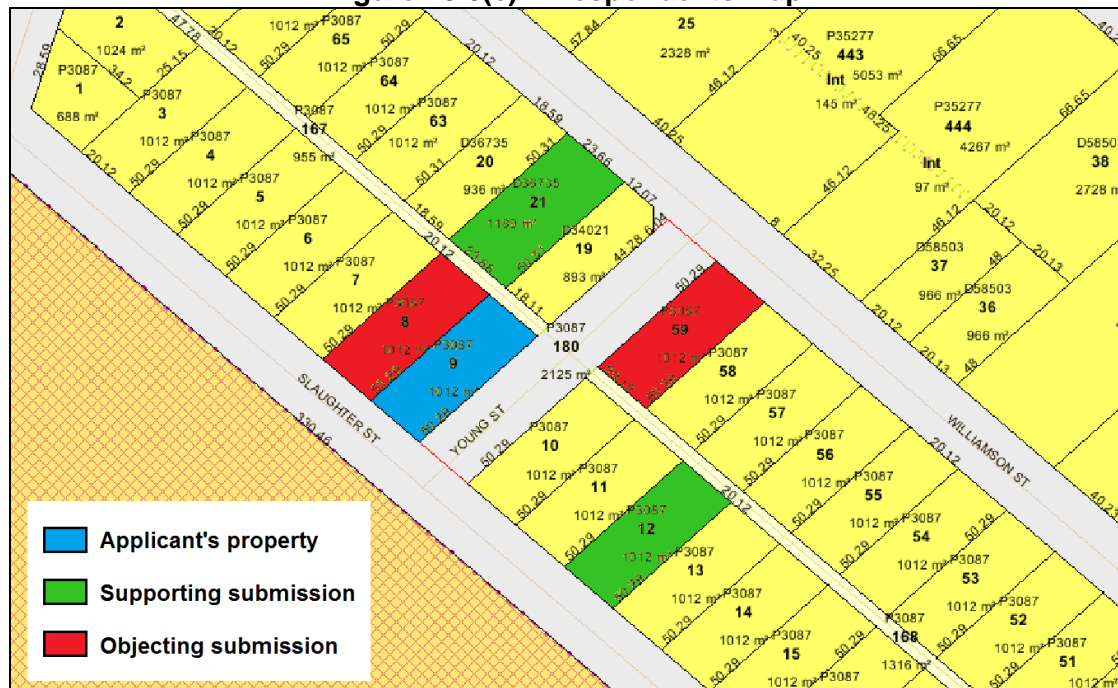
The objections centred on the two main issues of appearance and privacy as follows:

“We are opposed to the proposal...due to it invading our privacy and those of surrounding residences. N.E. elevation with double storey proposed will overlook our house and backyard with a view into our house limiting privacy. S.E. elevation would overlook neighbour at the intersection of Young Street and Williamson Street...Fencing would not alleviate the problem of privacy to our home”

“retrogressive design and structure that will only lower the building standards of our town”

“I have just erected a 1.8m high colorbond fence around my property to gain some privacy and this will be compromised with a double storey house being built on the proposed site”

Figure 10.6(c) – Respondents Map



The applicant was provided with the opportunity to respond to the issues raised in objection and submitted revised single storey plans that sought to address the neighbours' concerns with privacy. The revised plans proposed a single storey residence that would consist of 2 sea containers being sited 6m apart, one of the sea containers would be converted to a bedroom and the other sea container converted into a bedroom and bathroom/toilet. The area between the 2 sea containers would be developed as a living room and kitchen, and a gable roof would be mounted over the total 66m² floor area.

This matter was subsequently presented to the meeting of Council held on 16 October 2019 where it was resolved as follows:

"That Council grant formal planning approval for the revised application for the placement of two sea containers and the construction of an infill structure between the sea containers, and additional internal and external works to serve as a residence upon 39 (Lot 9) Slaughter Street, Three Springs subject to compliance with the following:

Conditions:

- 1 Development shall be in accordance with the applicant's submitted revised plans included within Attachment 9.1.1(c) to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.*
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.*
- 3 The development shall be clad in colours and materials and to a finish to the approval of the local government.*

- 4 *The development must not be occupied until it is compliant with the Class 1 requirements of the Building Code of Australia to the approval of the local government.*
- 5 *Fencing and landscaping is required to be installed and maintained for the purpose of softening and screening the visual impact of the development to the approval of the local government.*
- 6 *All stormwater is to be disposed of on-site to the approval of the local government.*
- 7 *Any soils disturbed or deposited on-site shall be stabilised to the approval of the local government.*
- 8 *Installation of crossing place/s to the standards and specifications of the local government.*
- 9 *A bond of \$5,000 must be lodged by the applicant with the local government that will be returned upon completion of the requirements pertaining to the abovementioned conditions within a period of 12 months, and in the event that the works described in the application are not carried out within the 12 month timeframe the bond shall be forfeited to the local government.*

Advice Notes:

- (i) *In regards to condition 5 the fencing along the Slaughter Street frontage and the Young Street frontage (for the length between the Slaughter Street corner and the point in-line with the front wall of the residence) shall be colorbond fencing 1.2m in height; the fencing along all other boundaries shall be colorbond fencing 1.8m in height (although greater height between Lots 8 & 9 may be supported) and the colour of the fencing shall be complementary to the colorbond cladding used upon the residence to the approval of the local government.*
- (ii) *In regards to condition 9 should the bond be forfeited then Shire staff will present a report to Council for its consideration outlining how the forfeited bond monies should be expended to address the outstanding conditions.*
- (iii) *If an applicant is aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."*

A copy of the approved plans has been provided as **Attachment 10.6(b)**.

Officer's Comment:

On 24 August 2020 the Shire wrote to the applicant advising that their approval would expire on 16 October 2020 and further advising that, by this date, the works were either required to be completed or the sea container was required to be removed from the property.

The applicant met with the Shire CEO on 2 September 2020 and sought an extension of time citing the delays caused to the commencement of their project in getting the necessary structural engineering certification and other design/drafting requirements to be able to comply with the Building Code of Australia and obtain a building permit. The applicant also raised the difficulties and lost-time they had experienced due to the COVID19 travel restrictions, preventing them (and their contractors) being able to attend the site. The applicant also noted that their payment of the \$5,000 bond to the Shire on 28 November 2019 demonstrated their good faith

in wishing to complete the project and that this bond provided some level of surety to the Shire that the project would be completed as intended.

The Shire CEO advised that the applicant's request for an extension of time would be presented to Council for its consideration, but sought from the applicant an intended works schedule to provide a level of confidence in their timeframe, and this is also provided within **Attachment 10.6(a)**.

Consultation:

The original application for the placement of a sea container upon 39 (Lot 9) Slaughter Street, Three Springs and the construction of a structure around portion of the sea container, to serve as a two-storey residence was advertised for comment from 19 August 2019 until 13 September 2019. Following receipt of objections during the advertising period, the applicant submitted correspondence expressing that it was their wish to respect privacy concerns and provided revised plans proposing instead a single storey residence that would utilise 2 sea containers and undertake additional external works between them to create a residence. These revised plans were approved by Council subject to conditions.

Statutory Environment:

39 (Lot 9) Slaughter Street is zoned 'Residential R10' under the Shire of Three Springs Local Planning Scheme No.2 ('the Scheme'). The objectives listed in Table 2 of the Scheme and Schedule 1 Part 3 Clause 16 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the 'Residential' zone are as follows:

- “• To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.”

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or any other proposed planning instrument that the local government is seriously considering adopting or approving;...
- ...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;...

- ...(p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...*
- ...(x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- ...(y) *any submissions received on the application;...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

A 'Single House' is listed as a permitted use within the 'Residential' zone, and applications within this zone that comply with the requirements of the Scheme, any Local Planning Policies and the R-Codes can ordinarily proceed to lodgement of the building permit application without requirement to lodge a planning application.

However, in this instance it was determined that as the application was not proposing to erect a dwelling on-site, but instead place a non-habitable sea container on-site and then undertake subsequent works to convert the sea container into a residence and therefore did not satisfy the criteria under Schedule 2 Part 7 Section 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and lodgement of a planning application, and obtaining of development approval was required.

When Council issued approval at its 16 October 2019 meeting for a residence upon 39 (Lot 9) Slaughter Street, Three Springs it was subject to the works being completed within 12 months of this date (i.e. by 16 October 2020). In the event that Council does not grant an extension of time to the applicant, and the approved works are not completed (and the associated conditions complied with) by 16 October 2020 then the approval will be deemed to have lapsed.

Council may then consider that the siting of the sea container upon 39 (Lot 9) Slaughter Street, Three Springs beyond 16 October 2020 constitutes an offence under the *Planning and Development Act 2005* and issue a written direction requiring removal of the sea container from the property within 60 days. Should the landowner fail to comply with this direction, they can be deemed to commit an offence and are liable to a maximum penalty of \$200,000 and in the case of a continuing offence, a further maximum fine of \$25,000 for each and every day during which the offence continues. Parties may apply to the State Administrative Tribunal for review of the decision within 28 days of being given direction.

Policy Implications:

The R-Codes establish criteria by which Shire staff may approve applications under delegated authority, and this application was first brought before Council for its determination as it was considered to exceed this delegated authority.

Part 5 of the R-Codes contains the objective of ensuring that residential development meets community expectations in regards to appearance, use and amenity. The issues of amenity, design, streetscape and appearance are often matters that are subject to debate and subjectivity, the Part 4 of the Explanatory Guidelines to the R-Codes makes some comment on this as follows:

"Physical and natural attributes combine to define the character of an area. It is important that development maintains and enhances local or neighbourhood character. In situations where areas are undergoing

transition, good design will reflect the future desired character of the area as outlined in the local planning framework. However, if no future desired character has been set out, development should respond to the existing character of the area, in terms of its scale, function and visual appearance.”

Slaughter Street has a residential streetscape on its eastern side that is generally comprised of single storey older houses that might be considered at odds with the proposed development, however, it is reasonable to note also that the streetscape is dominated by the CBH grain receival infrastructure on its western side, and also contains non-residential elements including fuel storage facilities, sporting fields and former/current commercial buildings.

Financial/Resources Implications:

Nil.

Strategic Implications:

The Three Springs Townsite Strategy (2014) identifies Lot 9 Slaughter Street as being within ‘Precinct 2 – Residential East’ and list the following objectives and provisions:

Objectives	Planning Provisions
02.3 Encourage a consistent pattern in the orientation, scale, and siting of residential development.	P2.10 In the case of residential redevelopment new buildings and development proposals shall respect the predominant orientation, scale and size of buildings and regular street pattern. New development is not to be sited in a way that would create an undesirable pattern of development for the area.
	P2.11 The development of second-hand transportable dwellings is discouraged.
	P2.12 Where there is an existing pattern of uniform setbacks, any new buildings, residential or commercial, shall be sympathetic to this continuity. Where adjoining buildings abut the street frontage, new development should preferably also abut the street frontage.
	P2.13 Roof materials for residential areas should include corrugated galvanised iron, zincalume coated steel and other material that are in keeping with the surrounding pattern of residential development.
	P2.14 Ancillary buildings or outbuildings should generally be located to the rear of allotments.

The Strategy also notes in Section 4.1.5 ‘Architectural Style’ the following:

“Architectural style can refer to a combination of factors that influence building construction, such as built form, construction materials and local character. Architectural styles evolve over time and reflect the historic context and growth of an area. The local architecture of Three Springs spans many eras from the 1900s to the present, nevertheless there are still common elements from different periods that can, when possible, be incorporated into new development.

Early residences incorporate hipped iron roofs with verandahs (see plate 5). There is also a mixture of residences from the 1960’s to 1980’s of brick and tile style that retain the simple architectural form of these early residences including low front fences (see Plate 6).

Present day residential development is largely characterised by houses that are constructed of weatherboard, corrugated iron and/or Colorbond

sheeting (see Plate 7). Some newer homes have returned to passive climate responses typical of earlier housing and incorporate eaves and verandahs into the design detail. In keeping with the rural nature of the community many homes have larger sheds and outbuildings, rainwater tanks and other modern improvements (see Plate 8).

In order to promote flexibility and encourage new residential development, it is not recommended that any design controls be implemented for residential dwellings, however developers are encouraged to draw from the architectural palette of traditional homes in the townsite when planning new development.”

Figure 10.6(d) – extract from Three Springs Townsite Strategy



The Three Springs Townsite Strategy also noted the following as a Consultation Outcome in its summary of workshop outcomes (page 35):

“The community didn’t want specific building constraints in terms of urban design as the Town Planning Scheme is considered to cover most broad specifications. It was noted that poor second hand transportables are not desirable within the townsite.”

The Shire of Three Springs Strategic Community Plan 2018-2028 identifies the community’s visions and is the Shire’s principal strategic guide for future planning

and activities, and the following strategy might be considered relevant to this application:

Reference	Strategy	Still Relevant	Priority	Timeframe
1.6.2	Develop and maintain attractive and affordable housing	Yes	Medium	Ongoing

This item is not considered relevant to the Shire of Three Springs Corporate Business Plan 2020–2024.

Voting Requirements:

Simple Majority.

OFFICERS RECOMMENDATION:	10.6
<p>That Council grant:</p> <p>A 6 month extension (from the date of expiry) to its planning approval for the placement of two sea containers and the construction of an infill structure between the sea containers, and additional internal and external works to serve as a residence upon 39 (Lot 9) Slaughter Street, Three Springs. The new expiry date for approval is 16 April 2021 and the approval is subject to the conditions of approval as contained within Council's 16 October 2019 resolution. In the event that the applicant/landowner has not met the conditions of approval by the new expiry date of 16 April 2021, this matter is to be returned to Council for its consideration as to the commencement of legal action against the applicant/landowner.</p>	

10.7 REPORTS OF OFFICERS

Executive Services	
10.7 Capital Works Progress Update 2020-2021	
Agenda Reference:	ADM0155
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM01056
Disclosure of Interest:	Nil
Date:	16 September 2020
Author:	Manager of Works and Services
Attachment (s):	Maintenance Grading Map August 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 accept the Capital Works Report for August 2020.

Background:

This report provides Council with the 2020-2021 Capital Works progress update.

Officers Comment:

Program	Budget	Actual	Delivery Time Frame
Roads			
Morawa Road Re-Seal/shoulders	\$369,688		Aug - Dec 2020
Sheppard Road Re-Sheet	\$131,828		Apr - May 2021
Nebru Road Re- Sheet	\$131,828		Feb - Mar 2021
Hydraulic Road Re-Sheet	\$131,828		Mar - Apr 2021
Arrino West Second Coat	\$102,000		Dec 2020
Nebru Road Second Coat	\$100,575		Dec 2020

Ordinary Council Meeting Agenda – 16 September 2020

Walter Street Re-Seal	\$ 28,025		Dec 2020
Maley Street Re-Seal	\$ 28,025		Dec 2020
Plant & Equipment			
CEO Car	\$ 47,000	\$46,772	Aug 2020
MWS Car	\$ 49,000	\$46,140	Aug 2020
Garden Truck	\$ 60,000		Aug 2020
Ford Escape (sell)	\$ 18,000		Aug 2020
Western Star (sell)	\$ 80,000		May 2021
Holden Calais (sell)	\$ 20,000		Jan 2021
Amrok (sell)	\$ 20,000	\$28,000	Aug 2020
Fuel System	\$ 15,000		Sept 2020
Mitsubishi Canter (sell)	\$ 5,000		Sept 2020
Infrastructure			
Footpath Slaughter Street	\$ 62,750		Sept - Oct 2020
Kerb & Drainage	\$ 54,356		Sept - June 2021
Skate Park	\$ 10,000		Feb - Mar 2021
Building			
Housing	\$ 80,800		Jan - June 2021
Building	\$ 25,000		Jan - June 2021
Work Shop Extension	\$ 45,000		Aug - Dec 2020
Foreman's Office (demolition)	\$ 10,000		Dec 2020
Building Signs	\$ 28,895		Jan - Jun 2021
Duffys Store	\$ 10,000		Jan - Mar 2021
Furniture & Equipment			
Pool Sand filter	\$ 50,000		Sept 2020
Drought Funding			
New Gym	\$180,000		Oct - Dec 2020
Sports Club Air Con	\$ 30,000		Oct 2020
ECLC Solar	\$ 25,000		Oct 2020
Pool Lights	\$ 40,000		Nov 2020
Main Street Revitalisation	\$479,104		Oct - Dec 2020
Lovelock	\$100,000		May - Jun 2021
Dominican Park	\$ 55,000		Oct - Dec 2020

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 2020-2021

Strategic Implications:

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

‘Strategic Community Plan 2018-2028’. Foundation 4: Civic Leadership	
Council Objectives:	Outcome:
Nil	Nil

This item is relevant to the Councils approved ‘Corporate Business Plan 2020 – 2024’.

‘Corporate Business Plan 2020 – 2024’. Governance/Leadership	
Scope Statement:	Project Outputs:
Provide and maintain good quality tourism infrastructure and facilities.	Maintain and enhance attractions in line with asset plan.
Continue to implement the main street revitalisation plan.	Reactivate the development strategy.
Investigate options for water harvesting	Support and encourage best practice water utilisation management.

Voting Requirements:
Simple Majority.

Officer’s Recommendation:

OFFICER’S RECOMMENDATION:	10.7
That Council accept the Capital Works Report for August 2020.	

10.8 REPORTS OF OFFICERS

Corporate Services	
10.8. Financial Statement for Period Ending 31 August 2020	
Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	16 September 2020
Author:	Deputy Chief Executive Officer
Attachment (s):	10.8 - Financial Report August 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 August 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:

Total Cash Available is \$2,963,075. Total cash is made up of Unrestricted cash \$1,105,064 and Restricted cash \$1,858,011 backed by various reserves.

Rates notices for 2020-2021 were issued in August 2020. Rates Debtors as at end of August 2020 \$2,068,098. Seven (7%) of rates were paid by end of August 2020. First instalment is due on 14 September 2020.

Strategic Implications:

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
Nil	Nil

This item is relevant to the Council's approved '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:	10.8
That Council accepts the monthly financial report for the period ending 31 August 2020.	

10.9 REPORTS OF OFFICERS

Corporate Services	
10.9. Budget Amendment 2020-21 Aquatic Centre	
Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	16 September 2020
Author:	Deputy 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 approve a budget amendment of \$35,000 from employee cost {GL 126100.02} to Contractor cost {GL 126100.10}.

Background:

To prepare Three Springs Aquatic Centre for 2020-2021 summer season.

Officer's Comment:

Refer to Financial/Resources Implications.

Consultation:

Chief Executive Officer and Manager of Works and Services

Statutory Environment:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

** Absolute majority required.*

(1a) In subsection (1) —

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

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

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

Policy Implications:

Nil

Financial/Resources Implications:

There is no financial impact with this budget amendment. There is no extra funds required, it is the re-purposing of funds within same GL account and same program.

Strategic Implications:

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

‘Strategic Community Plan 2018-2028’.	
Council Objectives:	Outcome:
Nil	Nil

This item is relevant to the Council’s approved ‘Corporate Business Plan 2020 – 2024’.

‘Corporate Business Plan 2020 – 2024’.	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Absolute Majority.

Officer’s Recommendation:

OFFICER’S RECOMMENDATION:	10.9
That Council approve a budget amendment of \$35,000 from employee cost {GL 126100.02} to Contractor cost {GL 126100.10}.	

Corporate Services	
10.10 Accounts for Payments 31 August 2020	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	16 September 2020
Author:	Finance and Payroll Officer
Attachment (s):	Lists of creditors paid as at 31 August, 2020 is attached at 10.10

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 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 2020-2021.

Strategic Implications:

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
Nil	Nil

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

'Corporate Business Plan 2020– 2024'.	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority.

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.10
That Council accepts: 1. The accounts for payment as presented for August, 2020 from the Municipal Fund totalling \$212,948.78. Represented by Electronic Fund Transfers No's 16352 - 169391, Cheque No 11614 and Direct Debits 12468.1 – 12468.7, 12474.1, 12484.1 – 12484.7, 12488.1, 12489.1, 12490.1 – 12490.2, 12494.1, 12498.1, 12503.1 & 12506.1. 2. Licensing Fund totalling \$19,847.10. Represented by EFT No 16932. Total Payments for August 2020 \$232,795.88	

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 21 October at 5pm.

16. CONFIDENTIAL ITEMS

17. MEETING CLOSURE