



AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
24 FEBRUARY 2021
COMMENCING AT 5.00 PM



**SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
24 FEBRUARY 2021**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 24 February 2021, in the Council Chambers, Railway Road, Three Springs commencing at 5pm.

**Keith Woodward
Chief Executive Officer**

18 February 2021

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

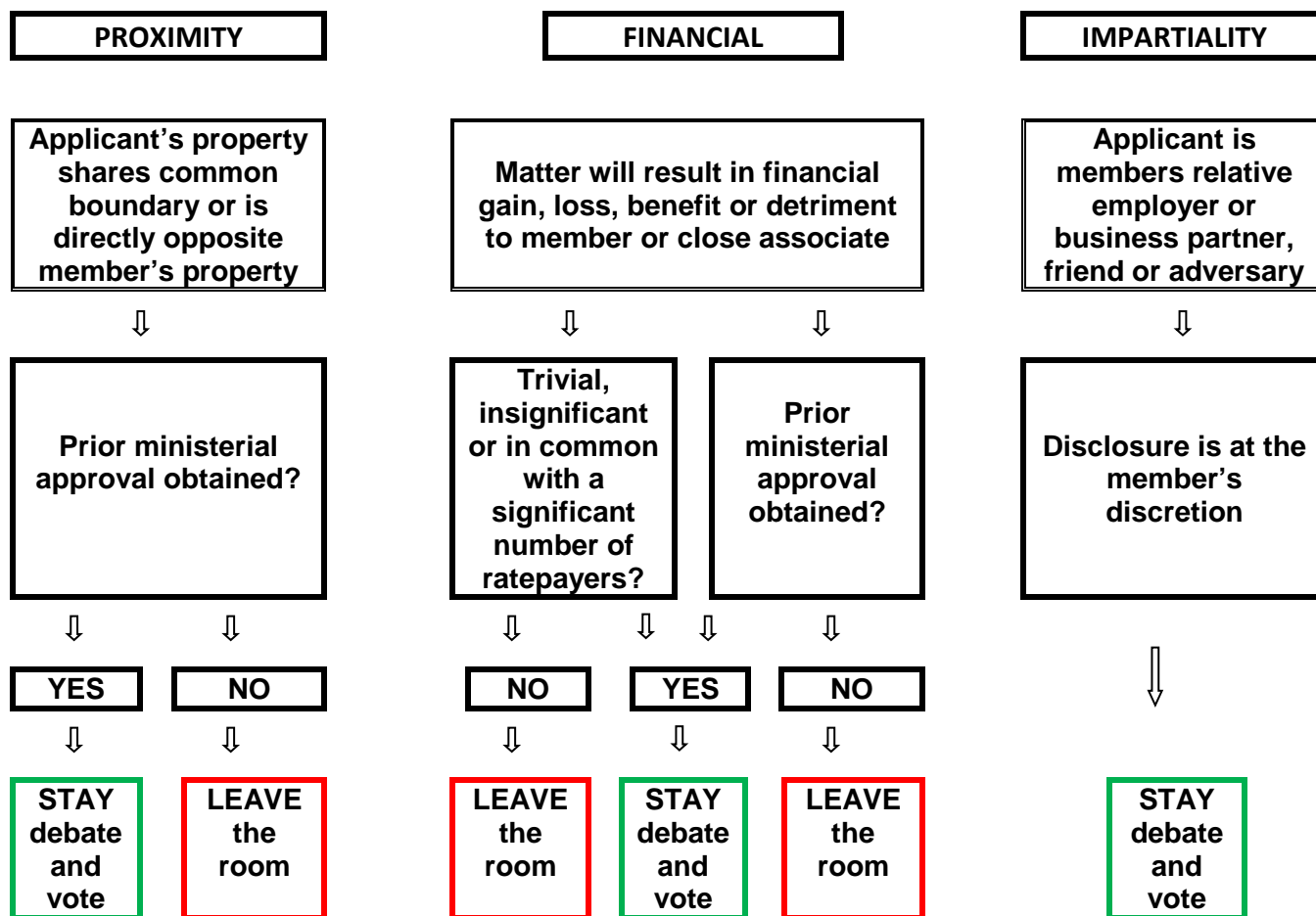
CEO

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.

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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 | Audit Committee Meeting | 16/12/2020 | Cr. | Cr. | |
| 6.2 | Ordinary Council Meeting | 16/12/2020 | Cr. | Cr. | |
| 6.3 | Annual Electors Meeting | 10/02/2021 | 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: | 24 February 2021 |
| Author: | Keith Woodward, 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 December 2020 and January 2021.
2. Actions Performed under Delegated Authority for the month of December 2020 and January 2021.

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 December 2020

| Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | 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 | DLGSC website - WA Local Government Accounting Manual | November 2020 report submitted to the December 2020 OCM. Reference Minutes | |
| Emergency Services Levy - 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 website - Manual of Operating Procedures | N/A | |
| Emergency Services Levy - Option B Payment Due Due by: 21 December and ESL Assessment Profile Return Form A | DFES - ESL Manual of Operating Procedures | | DFES -ESL website - Manual of Operating Procedures | N/A | |
| Council / Committee Meeting Schedule - At least once per year, determine meeting schedule for next 12 months (see January - and give Local Public Notice) | Local Government Act 1995 | s.5.25(1)(g) Admin.Reg.12 | | Completed | |
| Annual Report - Accepted, by Absolute Majority, by no later than 31st December | Local Government Act 1995 | s.5.53 s.5.54 | DLGSCI website - WA Local Government Accounting Manual | The Annual Financial Report was presented at the December 2020 OCM. | |
| Elections - Declarations of Office for new Elected Members, Shire President / Mayor and Deputy Shire President / Mayor sworn in following Election Day (2 months from declaration of result - s.2.32(c)) | Local Government Act 1995 | s.2.29 | DLGSC website - Elections Timetable DLGSC website - Returning Officer Manual | N/A | |

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|---|----------------------------|------|--|---------------------------------|--|
| Master Compliance Calendar - Review Review the Master Compliance Calendar content and consult with the LGs CEO, Executive and key employees to identify any additional Compliance Actions for inclusion in the next year's Master Compliance Calendar. | n/a | n/a | | Completed on a monthly basis. | |
| Valuer General Information Due 14th day of each month - providing schedules of: <ul style="list-style-type: none"> • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985 | Valuation of Land Act 1978 | s.37 | | Completed. City of Geraldton | |

Compliance January 2021

| Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance |
|---|---|--------------------|---|---|--|
| January - Take Action | | | | | |
| 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 | February 2021OCM | Minutes February 2021 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 | 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 | DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | | No primary returns for 2020 - only Annual Returns |

Ordinary Council Meeting Agenda – 24 February 2021

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|--|----------------------------|---------------------------------------|--|------------------|--|
| 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) | | | Register updated and the 5 year record is stored on the CEO/ES/Governance shelf in the safe. |
| Valuer General Information Due 14th day of each month - providing schedules of: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985 | Valuation of Land Act 1978 | s.37 | | | Completed by City of Geraldton |
| Review Council Member Continuing Professional Development Policy LG must review the policy after each ordinary election. | Local Government Act 1995 | s.5.128 | | | Next election October 2021 |
| Compliance Audit Return - Commence Audit Commence the Compliance Audit Return as an internal audit. Due: 31 March | Local Government Act 1995 | s.7.13(1)(i) Audit.Reg. 13, 14 and 15 | | | DCEO and CEO will commence this report |
| Council / Committee Meeting Schedule - At least once per year, give Local Public Notice of the meeting schedule for next 12 months | Local Government Act 1995 | s.5.25(1)(g) Admin.Reg.12 | | OCM 16 Sept 2020 | Advertised Mid West Times, Shire Notice Board & Website |
| Primary Returns - New Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office Due by: dd/mm/yyyy | Local Government Act 1995 | s.5.75(1) | WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | | Next Elections October 2021 |
| Revaluation of Assets - Plant and Equipment - Commence Work LG must revalue all assets within the Plant and Equipment Class by the expiry of each 3-yearly interval after 30 June 2016 | Local Government Act 1995 | FM.Reg.17A(4) | | | N/A |
| Revaluation of Assets - Land, Buildings and Infrastructure - Commence Work LG must revalue all assets within the Land Building and Infrastructure Class by the expiry of each 3-yearly interval after 30 June 2017 | Local Government Act 1995 | FM.Reg.17A(4) | | 30-Mar-20 | Completed March 2020 |

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|---|---------------------------|---------------|--|-----------|----------------------|
| Revaluation of Assets - All Other Classes of Assets - Commence Work LG must revalue all other classes of assets (other than, Plant and Equipment and Land Building and Infrastructure classes) by the expiry of each 3-yearly interval after 30 June 2018 | Local Government Act 1995 | FM.Reg.17A(4) | | 30-Mar-20 | Completed March 2021 |
|---|---------------------------|---------------|--|-----------|----------------------|

Execution of Delegation for December 2020 and January 2021

| Date | File Reference | Delegation Number | Decision Detail | Applicant | Officer | Comment |
|-----------|-------------------|---|--|-----------|--------------------------------|--|
| 21-Dec-20 | ADM0382 | GO004-Execution of Contract Documents | Grant Agreement | SoTS | CEO | Dominican Park |
| 4-Dec-20 | PMT ID: 172209280 | 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 (remainder of dishonoured cheque 02/10/2020) - \$68.15 |
| 4-Dec-20 | PMT ID: 172209655 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Trust Account to Municipal Account | NAB | Deputy Chief Executive Officer | Transfer Funds to Municipal Account (Incorrectly Banked to TRUST Acct - Refunded Bond Amounts) NOV 2020 - \$1,260.00 |
| 07-Dec-20 | PMT ID: 172393775 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Deputy Chief Executive Officer | Creditor Payment - EFT PMT ID 172393775 for \$32,651.93 |
| 09-Dec-20 | PMT ID: 172507099 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Deputy Chief Executive Officer | Transfer \$60,000.00 from Maxi A/C to Muni A/C |
| 09-Dec-20 | PMT ID: 172525431 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Deputy Chief Executive Officer | Fortnightly Payroll PPE 08 December 2020 - \$41,749.80 |
| 10-Dec-20 | PMT ID: 172606190 | 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 09/12/2020 - \$943.95 |
| 11-Dec-20 | PMT ID: 172700905 | 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 10/12/2020 - \$549.35 |
| 17-Nov-20 | PMT ID: 173127297 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Deputy Chief Executive Officer | Transfer \$224,474.68 from Maxi A/C to Muni A/C |
| 17-Dec-20 | PMT ID: 173140451 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Deputy Chief Executive Officer | Creditor Payment - EFT PMT ID 173140451 for \$216,392.71 |
| 22-Dec-20 | PMT ID: 173468307 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Deputy Chief Executive Officer | Transfer \$352,896.47 from Maxi A/C to Muni A/C |
| 22-Dec-20 | PMT ID: 173477130 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Deputy Chief Executive Officer | Creditor Payment - EFT PMT ID 173477130 for \$345,344.57 |
| 23-Dec-20 | PMT ID: 173526291 | CS002 - Payments from Municipal Fund and | Fortnightly Payroll | NAB | Deputy Chief | Fortnightly Payroll PPE 22 December 2020 - |

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|-----------|-------------------|---|--|-----|--------------------------------|--|
| | | Trust Fund | | | Executive Officer | \$42,299.85 |
| 06-Jan-21 | PMT ID: 174054824 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Deputy Chief Executive Officer | Transfer \$60,000.00 from Maxi A/C to Muni A/C |
| 06-Jan-21 | PMT ID: 174061057 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Deputy Chief Executive Officer | Fortnightly Payroll PPE 05 January 2021 - \$42,450.05 |
| 7-Jan-21 | PMT ID: 174121540 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Muni Account to Licensing Account | NAB | Deputy Chief Executive Officer | |
| 20-Jan-21 | PMT ID: 174846439 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Deputy Chief Executive Officer | Fortnightly Payroll PPE 19 January 2021 - \$44,436.12 |
| 20-Jan-21 | PMT ID: 174868958 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Deputy Chief Executive Officer | Transfer \$50,000.00 from Maxi A/C to Muni A/C |
| 20-Jan-21 | PMT ID: 174880543 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Deputy Chief Executive Officer | Creditor Payment - EFT PMT ID 174880543 for \$177,808.78 |
| 22-Jan-21 | PMT ID: 175012279 | 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 21/01/2021 - \$2,450.90 |
| 2-Dec-20 | PMT ID: 172059165 | 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 01/12/2020 - \$718.55 |
| 4-Dec-20 | PMT ID: 172209280 | 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 (remainder of dishonoured cheque 02/10/2020) - \$68.15 |
| 4-Dec-20 | PMT ID: 172209655 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Trust Account to Municipal Account | NAB | Senior Finance Officer | Transfer Funds to Municipal Account (Incorrectly Banked to TRUST Acct - Refunded Bond Amounts) NOV 2020 - \$1,260.00 |
| 07-Dec-20 | PMT ID: 172393775 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Senior Finance Officer | Creditor Payment - EFT PMT ID 172393775 for \$32,651.93 |
| 09-Dec-20 | PMT ID: 172507099 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Senior Finance Officer | Transfer \$60,000.00 from Maxi A/C to Muni A/C |
| 09-Dec-20 | PMT ID: 172525431 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Senior Finance Officer | Fortnightly Payroll PPE 08 December 2020 - \$41,749.80 |
| 9-Dec-20 | PMT ID: 172527637 | 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 08/12/2020 - \$2,506.70 |
| 11-Dec-20 | PMT ID: 172700905 | 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 10/12/2020 - \$549.35 |
| 14-Dec-20 | PMT ID: 172824349 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Licensing Account to Muni Account | NAB | Senior Finance Officer | Transfer Funds to Municipal Account to correct Banking 09/12/2020 - \$403.55 (\$943.95 was |

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|-----------|-------------------|---|---|-----|------------------------|---|
| | | | | | | originally transferred instead of \$540.40) |
| 16-Dec-20 | PMT ID: 172991330 | 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 15/12/2020 - \$678.30 |
| 17-Dec-20 | PMT ID: 173088647 | 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 16/12/2020 - \$7,700.05 |
| 17-Nov-20 | PMT ID: 173127297 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Senior Finance Officer | Transfer \$224,474.68 from Maxi A/C to Muni A/C |
| 17-Dec-20 | Chq 11621 | CS002 - Payments from Municipal Fund and Trust Fund | Creditors Payment - Water Corporation | NAB | Senior Finance Officer | Creditors Payment - Water Corporation # 11621 - \$8,081.97 |
| 17-Dec-20 | PMT ID: 173140451 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Senior Finance Officer | Creditor Payment - EFT PMT ID 173140451 for \$216,392.71 |
| 22-Dec-20 | PMT ID: 173468307 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Senior Finance Officer | Transfer \$352,896.47 from Maxi A/C to Muni A/C |
| 22-Dec-20 | Chq 11622 | CS002 - Payments from Municipal Fund and Trust Fund | Creditors Payment - Department of Transport | NAB | Senior Finance Officer | Creditors Payment - Department of Transport # 11622 - \$7,551.90 |
| 22-Dec-20 | PMT ID: 173477130 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Senior Finance Officer | Creditor Payment - EFT PMT ID 173477130 for \$345,344.57 |
| 23-Dec-20 | PMT ID: 173526291 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Senior Finance Officer | Fortnightly Payroll PPE 22 December 2020 - \$42,299.85 |
| 23-Dec-20 | PMT ID: 173526089 | 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 22/12/2020 - \$338.20 |
| 23-Dec-20 | PMT ID: 173594845 | 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 23/12/2020 - \$252.85 |
| 06-Jan-21 | PMT ID: 174054824 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Senior Finance Officer | Transfer \$60,000.00 from Maxi A/C to Muni A/C |
| 06-Jan-21 | PMT ID: 174061057 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Senior Finance Officer | Fortnightly Payroll PPE 05 January 2021 - \$42,450.05 |
| 20-Jan-21 | PMT ID: 174831396 | 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 19/01/2021 - \$5615.30 |
| 20-Jan-21 | PMT ID: 174846439 | CS002 - Payments from Municipal Fund and Trust Fund | Fortnightly Payroll | NAB | Senior Finance Officer | Fortnightly Payroll PPE 19 January 2021 - \$44,436.12 |
| 20-Jan-21 | PMT ID: 174868958 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Maxi A/C to Muni A/C | NAB | Senior Finance Officer | Transfer \$50,000.00 from Maxi A/C to Muni A/C |
| 20-Jan-21 | Chq 11623 | CS002 - Payments from Municipal Fund and Trust Fund | Creditors Payment - Shire of Chapman Valley | NAB | Senior Finance Officer | Creditors Payment - Shire of Chapman Valley # 11623 - \$748.00 |
| 20-Jan-21 | PMT ID: 174880543 | CS002 - Payments from Municipal Fund and Trust Fund | Weekly Payment - Creditors | NAB | Senior Finance Officer | Creditor Payment - EFT PMT ID 174880543 for \$177,808.78 |
| 21-Jan-21 | PMT ID: 174914821 | 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 20/01/2021 - |

Ordinary Council Meeting Agenda – 24 February 2021

| | | | | | | |
|-----------|----------------------|---|---|-----|------------------------|--|
| | | | | | | \$174.80 |
| 22-Jan-21 | PMT ID: 175012279 | 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 21/01/2021 - \$2,450.90 |
| 29-Jan-21 | PMT ID: 175295766 | 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 27/01/2021 - \$917.00 |
| 29-Jan-21 | PMT ID: 175380913 | 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 28/01/2021 - \$532.90 |
| 2-Dec-20 | PMT ID: 172059165 | 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 01/12/2020 - \$718.55 |
| 9-Dec-20 | PMT ID: 172527637 | 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 08/12/2020 - \$2,506.70 |
| 10-Dec-20 | PMT ID: 172606190 | 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 09/12/2020 - \$943.95 |
| 14-Dec-20 | PMT ID: 172824349 | CS002 - Payments from Municipal Fund and Trust Fund | Transfer Funds from Licensing Account to Muni Account | NAB | Finance Officer | Transfer Funds to Municipal Account to correct Banking 09/12/2020 - \$403.55 (\$943.95 was originally transferred instead of \$540.40) |
| 16-Dec-20 | PMT ID: 172991330 | 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 15/12/2020 - \$678.30 |
| 17-Dec-20 | PMT ID: 173088647 | 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 16/12/2020 - \$7,700.05 |
| 23-Dec-20 | PMT ID: 173594845 | 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 23/12/2020 - \$252.85 |
| 7-Jan-21 | PMT ID: 174121540 | 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 06/01/2021 - \$303.95 |
| 20-Jan-21 | PMT ID: 174831396 | 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 19/01/2021 - \$5615.30 |
| 21-Jan-21 | PMT ID: 174914821 | 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 20/01/2021 - \$174.80 |
| 29-Jan-21 | PMT ID: 175295766 | 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 27/01/2021 - \$917.00 |
| 29-Jan-21 | PMT ID: 175380913 | 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 28/01/2021 - \$532.90 |

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:

| OFFICER'S RECOMMENDATION: | 10.1 |
|--|------|
| <p>That Council Accepts:</p> <ol style="list-style-type: none"> 1. The Governance Compliance Calendar report for December 2020 and January 2021. 2. The Execution of Delegation report for December 2020 and January 2021. | |

10. REPORTS OF OFFICERS

| Executive Services | |
|---|---|
| 10.2. Committee of Council - Three Springs Catchment Group | |
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | |
| File Reference: | ADM0410 |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Keith Woodward, Chief Executive Officer |
| Attachment (s): | Shire of Three Springs Catchment Group Committee Minutes. |

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 endorse the recommendations from 10 February, 2021 Three Springs Catchment Group Committee meeting.

Background:

On 10 February, 2021 the Three Springs Catchment Group (Committee) of Council conducted its first meeting.

Officer's Comment:

As per attached Committee Minutes.

Consultation:

Committee of Council, Three Springs Catchment Group.

Statutory Environment:

Local Government Act 1995, Part 5, Division 2, Subdivision 2, Section 5.8.

Local Government (Administration) Regulation 1996, Part 2.

Policy Implications:

Nil

Financial/Resources Implications:

As per the Committee Minutes.

Strategic Implications:

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

| Strategic Community Plan 2018-2028 | |
|--|--|
| Council Objectives: | Outcome: |
| 4. 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 Council's approved Corporate Business Plan 2020-2024.

| Corporate Business Plan 2020-2024 | |
|---|--|
| Scope Statement: | Project Outputs: |
| 1.3.3 Support sustainable farming and other industry development. | Investigate diversification opportunities (water supply, horticulture, and aquaculture) and investment for potential pilot projects. |

Voting Requirements:

Simple Majority.

Officer's Recommendation:

| OFFICER'S RECOMMENDATION: | 10.2 |
|---|------|
| <p>That Council endorse the Three Springs Catchment Group Committee recommendations:</p> <ul style="list-style-type: none">• Three Springs Catchment Group Minutes 10 February, 2020.• The Election of the Presiding Member Cr Jim Heal.• The Election of the Deputy Presiding Member Chad Eva.• The Growers Group Alliance application for Associate Membership.• Request financial support from the Growers Group Alliance based on a 75% financial contribution towards the formulation of the Catchment Strategic Plan. | |

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- The Shire's 25% financial contribution towards the Catchment Strategic Plan.
- Award the development of the Catchment Strategic Plan to: 150 Square Strategic Solutions.

10. REPORTS OF OFFICERS

| Executive Services | |
|-----------------------------|--|
| 10.3. Economic Forum | |
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Keith Woodward, Chief Executive Officer |
| Attachment (s): | Economic Forum Workshop Work Sheets Shire of Three Springs Economic Prospective |

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:

1. The initiatives in this report are included in the 2021-2031 Strategic Community Plan (SCP 21-31) subject to regulatory consultation with the Ratepayers and Electors of the Shire of Three Springs.
2. The minutes of this report, the forum working sheets and the Economic Perspective to be provided to the Economic Forum (EF) participants.

Background:

On 21 October, 2020 the Shire of Three Springs presented an EF to the Three Springs business community. Council recognised the need to collaborate with the business community to strengthen the Shire's Economic Strategy and to support and develop the economic base of Three Springs. The Council considered constructive

engagement and systematic evaluation of alternative strategies essential for developing the 2021 to 2031 economic roadmap and strengthening the upcoming 2021-2031 Strategic Community Plan.

The EF included the entire Shire Council, executive staff and 32 local business owners and managers. The EF survey data showed that the session was useful, interesting, well organised and met expectations.

Officer's Comment:

The Chief Executive Officer (CEO) assessed the EF results and developed a course of action to target economic initiatives based on the suggestions from the Three Springs business community. One of the strengths of the economic initiatives is the strategy targets different elements to force change in multiple areas of the economic environment. Another positive is Council is moving the decision making process closer to the ratepayers and electors and that there is a strong desire for change from the business community.

Ratcheting up the Shire's development interest will cause changes to local and regional relationships that will become more complex with Council needing to manage competing interests and resistance to change. Council cannot eliminate this conflict, but rather strengthen its position and ability to manage conflict by ensuring its decisions are based and managed through the Integrated Strategic Planning (ISP) system. The foundation of the ISP system is based on a hierarchy system when the balance of power is from the bottom up, the aspirations of the ratepayers and electors.

One of the challenges for Council is that local government monetary investment is required to develop an environment that supports private sector led growth. Typically for Local Government for every \$1m in grants/development \$50k is required for prudent businesses planning, cost benefit analysis, design and investigations. Robust planning is required to gain inter-governmental cooperation (grants).

The EF analysis revealed opportunities associated with tourism, services, land/housing and municipal asset. The flow chart below is an example of how the associated elements are developed together to create an environment that is conducive to population growth and economic stimulus.



It is recommend to Council that the EF initiatives be classified into broad strategic statements with directives. This information will be managed through the future 2021-2031 Strategic Community Plan (SCP 21-31), which is subject to regulatory consultation with the Ratepayers and Electors of the Shire of Three Springs. The advantage of inclusion in the SCP 21-31 is the directives will be integrated throughout the Shire's strategic platform which includes the Corporate Business Plan, the 10 Year Financial Plan, the Asset Plan and the Workforce Plan.

The strategic initiatives are:

Tourism:

Develop the tourism business case and cost benefit analysis:

- Duffys Store.
- Silo Walk in Cinema.
- Events.
- Win Awards, Tidy Towns, Tourism, Heritage and the Arts.

Land:

Commence a Town Planning Scheme Amendment and Acquire Industrial Land:

- Rezone Williamson Street land to live/work light industrial.
- Rezone farm land that interfaces the town site to 'Special Rural Residential/Horticultural'.

- Commence negotiations with the Department of Planning for the acquisition of industrial Lots 230 and 231 West Yarra Road, Three Springs.

Development:

Investigate and Business Plan:

- Lobby State Government to undertake an extensive ground water and horticultural research project.
- Investigate the development of the 2.6HA Glyde Street site into a retirement park or a tradeable commodity for future sale, development, joint venture partnership or business attractor incentive.

Private Sector Incentive:

Investigate and Business Plan:

- The supply of free industrial land subject to conditions.
- Lot 10 Gooch Street subdivision as tradeable commodity for future sale, development, joint venture partnership or business attractor incentive.

Transport:

Forward plan the roads and gravel maintenance and development system.

- Develop the 15 Year Roads Management Plan.
- Develop the 15 year road construction gravel plan including the rezoning of crown land for extraction purpose.

Social:

Forward plan the long term medical system:

- Develop the Statutory Health Plan with an extensive focus on aged care and future proofing the health services.
- Develop the 15 year health financial plan including doctor, dentist and pharmaceutical. Model through the ISP system.

Recreation:

Forward plan the recreation maintenance and development costs.

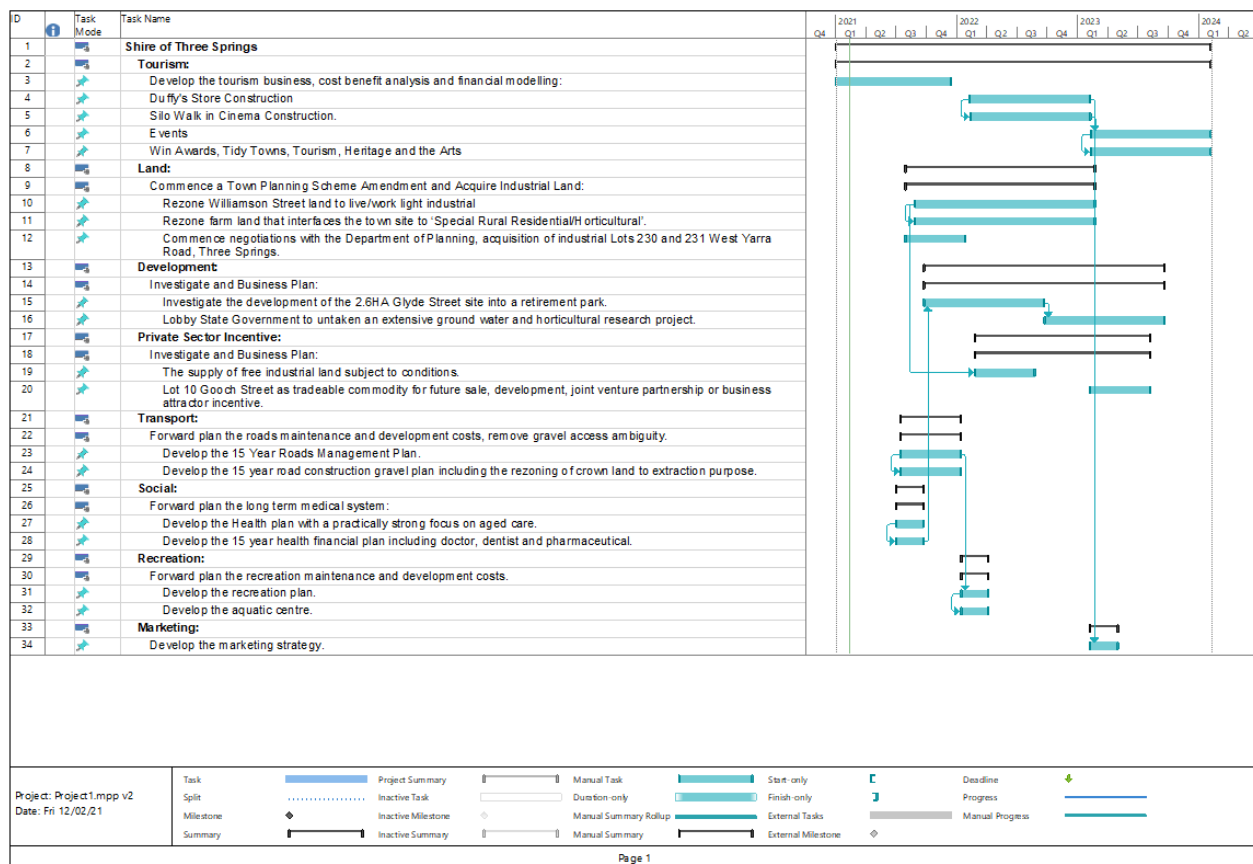
- Develop the recreation plan and rationalisation of facilities.
- Develop the aquatic centre.

Marketing:

- Develop the marketing strategy.

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Timeframe:



Consultation:

Three Springs Business Community.

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

| Strategic Community Plan 2018-2028 | |
|---|---|
| Council Objectives: | Outcome: |
| A collaborative and forward thinking community that is guided by strong leadership. | Maintain, review and ensure relevance of Council policies and local laws. |
| Outcome 1.1 Develop tourism infrastructure and increase length of | 1.1.1 Provide and maintain good quality |

Ordinary Council Meeting Agenda – 24 February 2021

| | |
|---|--|
| stay | <p>tourism infrastructure and facilities</p> <p>1.1.4 Continue to support and develop the Three Springs Visitors Centre</p> <p>1.1.5 Investigate and implement options for heritage opportunities</p> <p>1.3.1 Promote existing and new industry opportunities to increase employment</p> <p>1.3.6 Investigate and develop the long-term use of the Three Springs Mining Camp</p> <p>2.3.2 Lead by example and improve and maintain community infrastructure</p> <p>2.4.1 Develop and restore Duffys Store</p> <p>2.4.2 Work closely with CBH to identify future opportunities for alternative uses of the silos</p> <p>2.4.3 Include heritage interpretation in promotional materials</p> |
| Outcome 2.1 A community that is well informed and respects our natural, cultural and built environments | |

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

| Corporate Business Plan 2020 – 2024 | | |
|-------------------------------------|--|--|
| Scope Statement: | | Project Outputs: |
| Outcome 1.1 | Develop tourism infrastructure and increase length of stay | <p>Provide and maintain good quality tourism infrastructure and facilities.</p> <p>Provide the Visitor Centre facility.</p> <p>Develop the long-term use of the Three Springs Mining Camp report.</p> <p>Implement strategic land development program to invest in the redevelopment of the main street.</p> <p>Develop and restore Duffys Store.</p> <p>Approach CBH in relation to Silo alternative use opportunities.</p> |

Voting Requirements:

Simple Majority.

Officer's Recommendation:

| OFFICER'S RECOMMENDATION: | 10.3 |
|--|-------------|
| That Council authorise: | |
| <ol style="list-style-type: none">1. The initiatives in this report are included in the 2021-2031 Strategic Community Plan (SCP 21-31) subject to regulatory consultation with the Ratepayers and Electors of the Shire of Three Springs.2. The minutes of this report, the forum working sheets and the Economic Perspective to be provided to the Economic Forum (EF) participants. | |

10. REPORTS OF OFFICERS

| Executive Services | |
|---------------------------------------|--|
| 10.4. Local Government Elections 2021 | |
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | ADM0166 |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Keith Woodward, Chief Executive Officer |
| Attachment (s): | Western Australian Electoral Commission Correspondence |

Council Role:

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

Report Purpose:

Council to appoint the Western Australian Electoral Commission (WAEC) to run the 2021 Ordinary Election for the Shire of Three Springs as a Postal Voting Election, and to approve the associated expenditure of \$11,566.

Background:

Council has received correspondence from the WAEC requesting that Council appoint the WAEC under section 4.20(4) of the Local Government Act 1995 and also to declare the annual election as a Postal Election under section 4.61(2) of the Local Government Act 1995.

Officer's Comment:

Postal elections are convenient and independently run which is more appealing to electors as opposed to having to attend a polling booth in person on a particular day.

The 2019 Shire of Three Springs elections were managed by the WAEC.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Part 4, Division 7, section 4.20 — Provisions about electoral officers and the conduct of elections

4.20. *CEO to be returning officer unless other arrangements made*

- (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

** Absolute majority required.*

4.61. *Choice of methods of conducting election*

- (1) *The election can be conducted as a —*
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) *The local government may decide* to conduct the election as a postal election.*

** Absolute majority required.*

Local Government Act 1995, Part 6, Division 4, Section 6.8 (1) (B)

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*
 - (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

Policy Implications:

Nil

Financial/Resources Implications:

The WAEC cost to manage the 2021 elections is \$11,566. These costs will be included in the 2021/2022 Shire budget.

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: | 10.4 |
|--|------|
| That Council authorise: <ul style="list-style-type: none">1. In accordance with section 6.8 (1) (B) in advance include \$11,566 in the 2021/2022 Shire Budget for the purpose of Election.2. In accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required.3. In accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election. | |

10. REPORTS OF OFFICERS

| Executive Services | |
|--|---|
| 10.5. Change of Time of 24 March 2021 Ordinary Council Meeting | |
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | ADM0206 |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Keith Woodward, 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:

Council approve the change of 24 March, 2021 Ordinary Council meeting start time from 5.00pm to 2.30pm.

Background:

Schedule of events for 24 March 2021:

1. The Government of Western Australia Local Grants Commission will be meeting in the Three Springs Shire Chamber from 11.30am to approximately 1.30pm.
2. The Audit Committee of Council will be meeting at 2.00pm to assess the Statutory Compliance Audit.
3. The Ordinary Council meeting will be meeting at 2.30pm.

Officer's Comment:

Nil

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Part 5, Division 2, Subdivision 1, Section 5.4.

Policy Implications:

Nil

Financial/Resources Implications:

Nil

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: | 10.5 |
|---|------|
| That Council approve the change of 24 March 2021 Ordinary Council meeting start time from 5.00pm to 2.30pm. | |

10. REPORTS OF OFFICERS

| Executive Services | |
|--|---|
| 10.6. Proposed Extension of Approval – Solar Farm, Tourist Development & Temporary Worker's Accommodation | |
| Agenda Reference: | ADM0315 / A564 |
| Location/Address: | Lot M1366 Wilson Road, Womarden |
| Name of Applicant: | Logie Legal for Bestry Farms Pty Ltd & Spring Solar Pty Ltd |
| File Reference: | A546 |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Planning Advisor, Simon Lancaster & Chief Executive Officer, Keith Woodward |
| Attachment: | Attachment 10.6(a) – Request for extension of approval Attachment 10.6(b) – Council 18/12/17 Minutes extract Attachment 10.6(c) – Development Assessment Panel 14/12/17 Agenda (<i>provided as separate website link</i>) Attachment 10.6(d) – Development Assessment Panel 14/12/17 Minutes |

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 provided as **separate Attachment 10.6(a)** seeking an extension to the approval for a Solar Farm, Tourist Development & Temporary Worker's Accommodation upon Lot M1366 Wilson Road, Womarden. This report recommends that Council approve a 5 year extension of the approval period.

Background:

Council received the application at 18 October 2017 meeting and the relevant extract from the Council Minutes has been provided as **separate Attachment 10.6(b)**.

The application (being a project with a cost in excess of \$10 million) was required to be forwarded to a Development Assessment Panel ('DAP') for determination.

The application was approved by the DAP on 14 December 2017, subject to conditions, including that the development must be substantially commenced by 14 December 2019. The DAP Agenda, provided as provided as **separate Attachment 10.6(c)**, which also contains details of the application, including site plans and supporting material, can be viewed at the following link (it has been provided as a website link due to the file size):

<https://www.dplh.wa.gov.au/departmentofplanninglandsheritage/media/daps/mid-west%20wheatbelt%20dap/agenda/2017/december/20171214%20-%20agenda%20-%20no%2022%20-%20shire%20of%20three%20springs%20-%20shire%20of%20boddington.pdf>

The DAP Minutes have been provided as **separate Attachment 10.6(d)**.

Figure 10.6(a) – Location Plan for Lot M1366 Wilson Road, Womarden

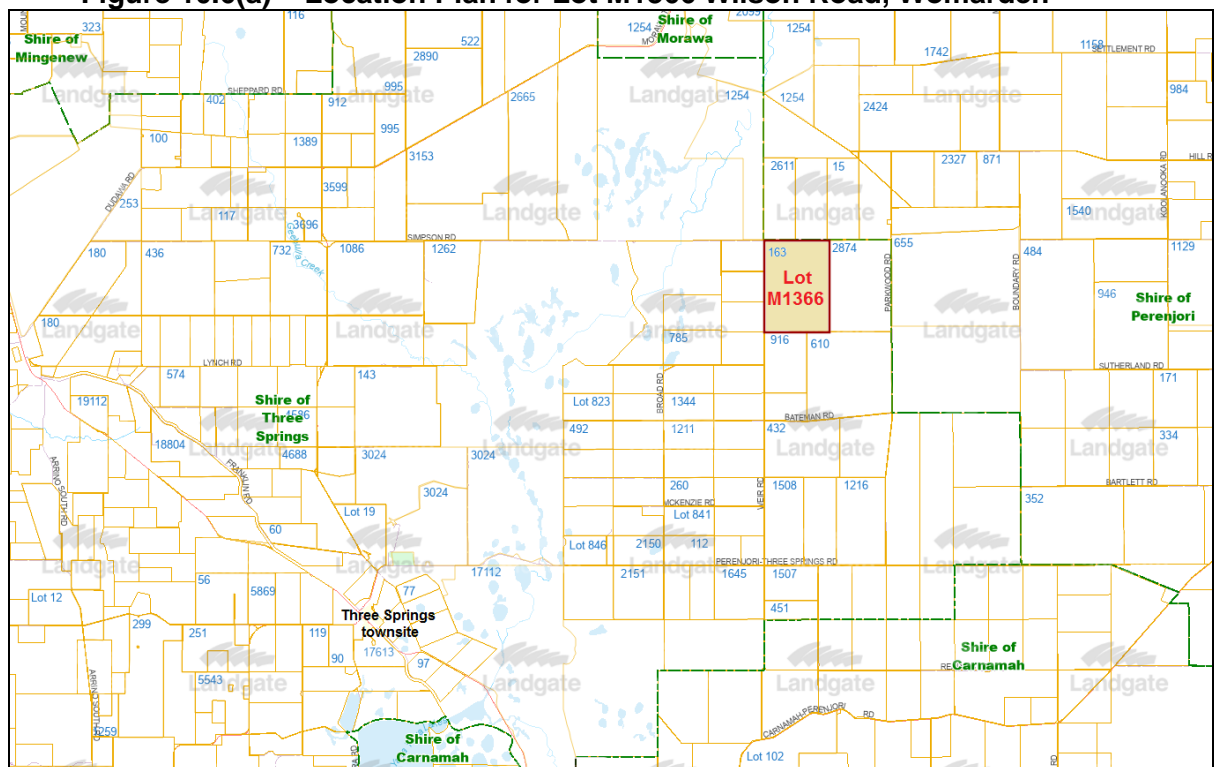
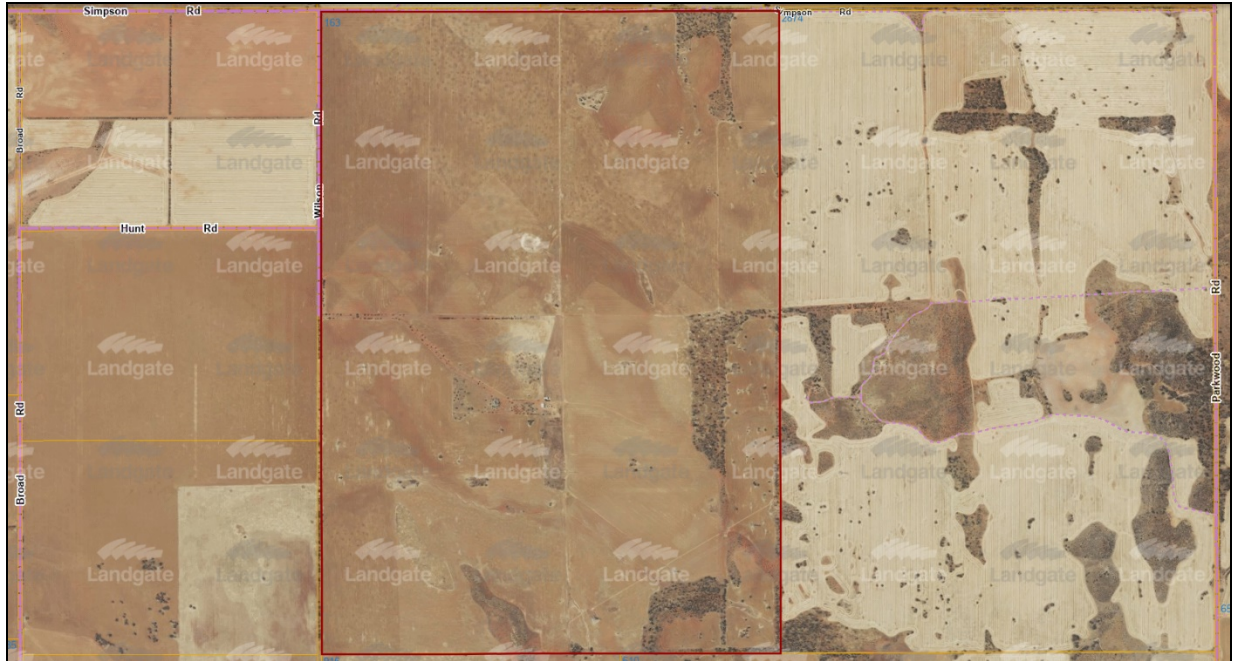


Figure 10.6(b) – Aerial Photo of Lot M1366 Wilson Road, Womarden



Officer's Comment:

It is considered that extension of the approval period is reasonable given that delays are not unknown for projects of this size due to a wide range of factors including financing requirements, applicant restructuring, Commonwealth and State Government policy changes, regulatory reforms, negotiating access to power networks, project costings and other matters. Further to this, many projects have been delayed due to factors relating to COVID-19 including workplace and travel restrictions and associated delays across the professional, production, supply, contractor and transport sectors.

It is also noted that the applicant is not seeking to modify any aspect of the development other than the timeframe for commencement, and on this basis the sought amendment is considered minor.

Consultation:

The application was advertised for comment to surrounding landowners and government agencies in 2017 and details of the consultation period and submissions received can be found in the 'Public Consultation' section of the DAP Agenda available at the following link:

<https://www.dplh.wa.gov.au/departmentofplanninglandsheritage/media/daps/mid-west%20wheatbelt%20dap/agenda/2017/december/20171214%20-%20agenda%20-%20no%2022%20-%20shire%20of%20three%20springs%20-%20shire%20of%20boddington.pdf>

Statutory Environment:

On 1 July 2011 the *Planning and Development (Development Assessment Panel) Regulations 2011* were gazetted requiring that applications in excess of \$10million must be presented to a DAP for consideration. The application for a Solar Farm, Tourist Development & Temporary Worker's Accommodation upon Lot M1366 Wilson Road, Womarden, having an estimated project cost of \$180million, was therefore referred to a DAP by Council.

Condition 1 of the subsequent 14 December 2017 DAP approval specified the requirement for the development to be substantially commenced within a 2 year period i.e. by 14 December 2019.

The applicant can apply for an extension to the substantial commencement date under Regulation 17A of the *Planning and Development (Development Assessment Panels) Regulations 2011*. The Shire's understanding of Regulation 17A was that such an extension could be addressed by the local government rather than the DAP. Nonetheless, on 4 December 2020 the Shire wrote to the Department of Planning, Lands & Heritage – DAP Section seeking confirmation that this was their interpretation of the Regulations also. On 22 December 2020 DPLH-DAP confirmed this advising as follows:

"The applicant can apply for an extension to the substantial commencement date through the local government under regulation 17a of the Planning and Development (Development Assessment Panels) Regulations 2011. Once you have assessed the application and made a determination you will be required to send a copy of the determination notice which must include the date of determination, the determination, the terms of any conditions to which the approval of the application is subject or any reasons for a refusal of the application."

It is noted that the request for an extension was received after the conclusion of the approval period, however, Clause 77(2)(b) of the Deemed Provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* makes allowance for an applicant to apply for, and an approving authority to consider, an extension of approval both during, or after, the period in which development approval must be substantially commenced.

Policy Implications:

Nil.

Financial/Resources Implications:

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

Strategic Implications:

Thorough assessment of the application can be found in the 'Officers Comment' section of the DAP Agenda available at the following link:

<https://www.dplh.wa.gov.au/departmentofplanninglandsheritage/media/daps/mid-west%20wheatbelt%20dap/agenda/2017/december/20171214%20-%20agenda%20-%20no%2022%20-%20shire%20of%20three%20springs%20-%20shire%20of%20boddington.pdf>

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 it is considered that the application aligns with the following outcomes:

| 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 |
| 1.3.4 | Support the provision of power, water and gas services to the region | Yes | Medium | Ongoing |
| 1.3.5 | Leverage opportunities in regards to substation | Yes | Medium | Ongoing |
| 4.2.4 | Encourage business to employ local where possible. | Yes | High | Ongoing |

Voting Requirements:
Simple Majority.

| OFFICER'S RECOMMENDATION: | 10.6 |
|---|-------------|
| <p>That Council approve the applicant's request for a minor amendment to Condition 1 of Development Approval (DAP File No: DAP/17/01256) to extend the 2 year approval for the proposed Solar Farm, Tourist Development & Temporary Worker's Accommodation upon Lot M1366 Wilson Road, Womarden for a further 5 years from the date of expiry (i.e. new date for requirement of substantial commencement being 14 December 2024).</p> <p>Amended Condition</p> <p>1 This decision constitutes planning approval and is valid for a period of seven years from the date of approval. If the subject development is not substantially commenced within the seven year period (by 14 December 2024), the approval shall lapse and be of no further effect.</p> <p>Advice Notes</p> <p>All other conditions and requirements detailed on the previous approval dated 14 December 2017 shall remain unaltered.</p> | |

10. REPORTS OF OFFICERS

| Works and Services | |
|--|--|
| 10.7. Capital Works Progress Update 2020-2021 | |
| Agenda Reference: | MWS |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Marc Bennett, Manager of Works and Services, |
| Attachment (s): | 1. Capital Works Report 2020-21 2. Maintenance Grading Map December 2020 and January 2021 |

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 December 2020 and January 2021.

Background:

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

Officer's 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 2020-2021.

Strategic Implications:

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

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

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

| Corporate Business Plan 2020 – 2024 | |
|--|---|
| 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 accepts the Capital Works Report for December 2020 and January 2021. | |

10. REPORTS OF OFFICERS

| Executive Services | |
|---|--|
| 10.8. Community Development Officer Report | |
| Agenda Reference: | CDO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Sharon Bell, Community Development Officer |
| Attachment (s): | Nil |

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 Community Development Report for December 2020 and January 2021.

Background:

This report provides Council with the Community Development update.

Officer's Comment:

| Tourism | | |
|------------------------------|---|--|
| December 2020 - January 2021 | Wildflower Country WFC Trails Working Group Meeting General Meeting | The Trails Working Group had a Zoom meeting with Xyst on 21 st January. Documentation required has been sent to Xyst, and an onsite visit will occur in March. First meeting for WFC for 2021 is being held Thursday |

Ordinary Council Meeting Agenda – 24 February 2021

| | | |
|---------------|---|---|
| | | 25 February 2021 in Three Springs. I am currently doing up the agenda. Visitors for the meeting will be Xyst, who will be attending via Zoom. |
| | Tourist Radio | I am in discussions with Hinterland Collaborative. They estimate that it would be approximately 3-4 days' work to record and create a four hour loop. |
| | Local Tourism | The tourist activity has slowed right down. Occasional visitor through. |
| | Eco Caravan Park | Still getting visitors using the caravan park and leaving reviews on Wikicamp. Some are using the pool as well, and are leaving positive reviews about both the pool and the Pool Manager. |
| | Tourist Information Brochure | The TS Tourist Information Brochures are now out of stock. This is giving us the opportunity to revamp it. This will also allow us to update relevant contact details etc. |
| | Historical Photos | With the installation of the 6 new bin surrounds on Railway Rd, I am now sourcing historical photos and artwork from TSPS to put on the bins, so that they match the existing pictures. |
| Grants | | |
| | WA Bike Network | Three Springs submitted a full proposal for two projects - Dominican Park loop and Williamson / Walther Sts. Proposal was not successful. However, we were able to defer the Murcott/Young St paths until the 2021-22 FY. Slaughter St project is completed. This saw a proper path from railway crossing (Touche St) to Slaughter St, and then south on Slaughter. Need to record video of the use of the path to complete acquittal. |
| | Traineeship Grant | DPIRD has offered another round of grants for trainees. A submission for \$35,000 has gone in, with the preferred traineeships in Parks and Gardens, Construction, Aquatic Centre and Mechanical. Application was successful. Funding will be provided after the appointment of a trainee. |
| | Australia Day Rebranding | Grant has been acquitted. |
| | Australia Day COVID Safe Grant | Grant has been acquitted. |
| | Airstrip Upgrade | An application to re-sheet the airstrip has been submitted. There is no need of a co-contribution if the work is under \$150,000. The application is for \$95,000. Waiting to hear if grant is successful. |
| | International Day of People with Disabilities | Report has been provided to funding body. Positive outcome is weekly normal aqua fit classes on a Monday evening. |
| | Grants for Women | Application was unsuccessful |
| | State Library Technology Grant | Funding only approved for replacement public computer. |
| | Community Housing Maintenance Grant | Funding for maintenance for Kadathinni Units 2, 4 and 6 is being sought as part of these maintenance grants. Works can include repairs and replacement of walls, |

Ordinary Council Meeting Agenda – 24 February 2021

| | | |
|--------------------------------|-------------------------------|--|
| | | flooring, paving etc., but not painting. Application for \$18,500 has been submitted. |
| | CBH Grass Roots Grants | An application for \$3,465 has been submitted. This is for 15 double sided banners for Railway Road, showcasing agriculture in the Shire. Three themes: harvest, seeding, and then and now. |
| Emergency Services | | |
| | LEMC Meeting | Meeting was held Wednesday 10 th February 2021. The draft Adverse Events Plan was presented for feedback, as well as information on any agency support plans, procedures that will enhance the document. |
| | VBFB Contact Details for DFES | To be collated. |
| | LEMA | I have provided Three Springs Police with an electronic copy of the Local Emergency Management Arrangements at their request. They needed to submit them to headquarters in Perth. TS Primary School requested information on who is the DFES contact. I provided them with the information, and I did suggest that they send a school representative to the LEMC meetings. |
| Projects | | |
| | Dominican Park | Work has commenced on the BMX track and Glyde St parking area. |
| | Astrotourism | Membership has been renewed for 2020/2021 year. I have booked the 26 May for the event, as this will be a lunar eclipse. Will see if any community groups want to do catering out there as a fund raiser. |
| | Dual Use Paths | Touché St and north end of Slaughter St construction is completed. There are still a couple of Telstra access points to be covered before I can video people using the path. |
| | Yakabout | Erin works with me to do the Yakabout. She is proving to be very competent in production of the document. |
| | Australia Day | 100 people attended the event. I would like to thank the Councillors who attended the day, especially those who cooked. Outside crew members and Pool Manager assisted in set up on the Monday. It was great to include the DFES medal presentation as part of the event. Only thing to change for next year is to put all food stations up at the BBQ area and use the marquee for shade. |
| Marketing and Promotion | | |
| | Website | Website is updated as necessary. Every update now has to be recorded. |
| | Social media | All posts have to be recorded. |
| | Rubbish Bin Surrounds | I am sourcing old photos as well as designs from TSPS for the new surrounds, so that they match the existing ones. |
| Governance | | |
| | Annual Report | Revamped Annual Report as directed by CEO. |
| | Investment Prospectus | Created document as directed by CEO. |

Ordinary Council Meeting Agenda – 24 February 2021

| | | |
|--|---------------------------|---|
| | Adverse Events Plan | Created document as directed by CEO. Quote provided by LGIS was for \$15,000 to create. |
| | Health and Wellbeing Plan | I have commenced work on this document. Quote provided by EHO was for \$15,000 to create. |
| | Budget Bulletin | I have commenced work on this document as requested by DCEO. |

| Grant | Amount Applied For | Amount Approved | Successful | Notes |
|---|--------------------|-----------------|------------|---|
| Drought in Communities | \$500,000 | \$500,000 | Yes | Team effort, wrote application and submitted it. |
| REDS | \$224,000 | | No | For Caravan Park |
| Local Roads and Community Infrastructure | \$329,104 | \$329,104 | Yes | Wrote the project plan for Keith to submit. |
| Sport and Rec | \$81,530.54 | | No | Program highly subscribed, feedback indicated application was very good, however there were other priority areas. |
| WABN | \$70,000 | | No | Dual use paths for Williamson St and Dominican Park |
| | \$46,000 | \$46,000 | Yes | Murcott and Young St paths (deferred from 2020-21). |
| DPIRD - Traineeship | \$35,000 | \$35,000 | Yes | Traineeship application, potentially for Parks and Gardens, Construction, Pool. |
| Australia Day - Rebranding | \$1,000 | \$1,000 | Yes | For bunting and promotional materials with the new message on them. |
| Australia Day - COVID Safe | \$20,000 | \$20,000 | Yes | Items to ensure social distancing: BBQ, trestles, chairs, urn, eskies, more marketing materials. |
| NAIDOC | \$3,257 | \$1,000 | Yes | Received \$1,000. |
| International Day of People with Disability | \$1,000 | \$1,000 | Yes | Event and equipment at pool. |
| Air Strip | \$94,641 | | Unknown | For re-sheeting of airstrip. Waiting to hear. |
| Library Technology | \$5,000 | \$1,905 | Unknown | For a new public computer, and to upgrade the staff computer. |
| Grants for Women | \$3,600 | | No | Grant submitted on behalf of the Ladies Lipstick Luncheon committee. |
| Local Roads and | \$234,465 | \$234,465 | Yes | Dominican Park |

Ordinary Council Meeting Agenda – 24 February 2021

| | | | | |
|--------------------------|-----------------------|--------------------|---------|---|
| Community Infrastructure | | | | construction. Team effort, submitted application. |
| CHO Maintenance Grant | \$18,500 | | Unknown | Community Housing. Applied for maintenance for Units 2, 4, 6 of Kadathinni. |
| CBH Grass Roots Grant | \$3,465 | | Unknown | For 15 banners for harvesting, seeding and history of agriculture. |
| Total | \$1,670,562.54 | \$1,169,474 | | |

Consultation:

Business Community
LEMC

Statutory Environment:

Nil

Policy Implications:

Nil

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: |
| Develop tourism infrastructure and increase length of stay | 1.1.2 Participate in the “Wildflower Way” Tourist Drive 1.1.3 Develop complementary infrastructure and activities such as walk trails and heritage interpretation 1.1.6 Rebrand and promote Three Springs as an attractive place to live and work |
| An attractive, inviting and functional main street environment | 2.5.2 Continue to implement that main street revitalisation plan |
| People are motivated, work together and have an increased pride and participation in the community | 3.1.6 Actively facilitate, support and participate in community events |
| Managed population growth across a range of demographics, particularly aged and families | 3.2.2 Develop an Investment Attraction Plan |
| Increase the range and quality of housing for families and seniors | 3.4.1 Develop and implement an Investment Attraction Plan |

Ordinary Council Meeting Agenda – 24 February 2021

| | |
|--|--|
| Maintain and improve the provision of emergency services | <p>3.7.1 Continue to support and fund the community and emergency services management position for the region</p> <p>3.7.2 Update and implement Emergency Management Plans</p> |
| A well engaged and informed community that actively participates | <p>4.1.5 Support and acknowledge volunteers</p> <p>4.1.6 Actively facilitate, support and participate in community events</p> |

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

| Corporate Business Plan 2020 – 2024 | |
|--|---|
| Scope Statement: | Project Outputs: |
| A prosperous, thriving and innovative local economy | 1.1 Develop tourism infrastructure and increase length of stay |
| To have a sustainable natural and built environment balanced with the needs of the community | 2.5 An attractive, inviting and functional main street environment |
| A healthy, cohesive and safe community | <p>3.3 Three Springs is recognized as an Age-Friendly community</p> <p>3.4 Increase the range and quality of housing for families and seniors</p> <p>3.7 Maintain and improve the provision of emergency services</p> |
| A collaborative and forward thinking community that is guided by strong leadership | 4.1 A well engaged and informed community that actively participates |

Voting Requirements:

Simple Majority.

Officer's Recommendation:

| | |
|---|-------------|
| OFFICER'S RECOMMENDATION: | 10.8 |
| That Council accepts the Community Development Report for December 2020 and January 2021. | |

10.9 REPORTS OF OFFICERS

| Corporate Services | |
|--|---|
| 10.9. Financial Statement for Period Ending 31 January 2021 | |
| Agenda Reference: | 201107 |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | ADM0243 |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Rajinder Sunner, Deputy Chief Executive Officer |
| Attachment (s): | 10.9.1 Advice from DLGSC dated 15 February 2021 |

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 receive the information that Monthly Financial Statements for December 2020, January 2021 and February 2021 will be presented to the council at the March 2021 OCM.

Background:

The Financial Management Regulations 1996 and associated Regulations requires the monthly financial report (MFR) to be presented at the Ordinary Council Meeting (OCM) within 2 months of the period end date. The intent was to provide the December 2020 and January 2021 MFR at the February 2021 council meeting. This will not be possible.

In December 2020 the Shire commenced the process of transferring the chart of account to a new chart of account system (COA). The new COA is the local government Industry standard and the new COA is supported by the Department of Local Government, Sports and Cultural Industries (DLGSCI). The DLGSCI is partly funding this project.

We had a major problems during the transfer process and we have been advised that the problems will be resolved at the end of February 2021. Therefor the associated reporting will have to occur at the March 2021 OCM.

The Executive obtained advice from the DLGSCI as follows:

“There is no provision to make application for an extension of time to table monthly financial reports. It just means technically the Shire has not complied. My suggestion is to put a short item in the Council agenda for February 2021 titled Monthly Financial Statement December 2020 (as they will be the only one’s overdue at the end of February 2021). In the item, indicate the financials have been delayed (for the reasons you outlined below) and that they should be presented to the March 2021 OCM along with January and February 2021 financial statements. The recommendation would be -That the information be received. That way, community members can track the monthly financial report situation through the OCM minutes.Senior Advisory Officer Local Government Support”. 16/2/2021

Officer’s Comment:

Nil

Consultation:

DLGSCI

Statutory Environment:

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

In accordance with FM regulation 34 (5), a report must be complied on variances greater than the materiality threshold adopted by the council of \$10,000 or 10% 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:

Nil

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: | 10.9 |
|---|-------------|
| Council receive the information that Monthly Financial Statements for December 2020, January 2021 and February 2021 will be presented to the council at the March 2021 OCM. | |

10. REPORTS OF OFFICER'S

| Corporate Services | |
|---|---|
| 10.10 Accounts for Payments as at 31 December 2020 and 31 January 2021 | |
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | |
| Disclosure of Interest: | Nil |
| Date: | 24 February 2021 |
| Author: | Donna Newton, Finance and Payroll Officer |
| Attachment (s): | List of creditors paid as at 31 December 2020 List of Creditors paid as at 31 January 2021 is attached at 10.6.1 |

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:

| OFFICER'S RECOMMENDATION: | 10.10 |
|---|-------|
| That Council accepts: 1. The accounts for payment as presented for December, 2020 from the Municipal Fund totalling \$645,586.37. Represented by Electronic Fund Transfers No's 16661 - 16753, Cheque No 11621 - 11622 and Direct Debits 12692.1 - 12725.1. 2. Licensing Fund totalling \$23,767.75 Represented by Direct Debit No. 12729.1. Total Payments for December, 2020 \$669,354.12 3. The accounts for payment as presented for January, 2021 from the Municipal Fund totalling \$225,322.08. Represented by Electronic Fund Transfers No's 16754 - 16785, Cheque No 11623 and Direct Debits 12732.1 – 12772.1. 4. Licensing Fund totalling \$12,539.50. Represented by Direct Debit No. 12786.1. Total Payments for January, 2021 \$237,861.58. | |

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

- 12.1. ELECTED MEMBERS
- 12.2. STAFF

12. QUESTIONS BY MEMBERS WITHOUT NOTICE

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

14. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday 24 March @ 2.30pm.

15. CONFIDENTIAL ITEMS

16. MEETING CLOSURE