



MINUTES FOR
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
25 AUGUST 2021
COMMENCING AT 5PM



Disclosure of Interest Form

(Elected Members/Committee Members/Employees/Contractors)

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

To: Chief Executive Officer

☐ Ordinary Council Meeting held

on

☐ Special Council Meeting held

on

☐ Committee Meeting held on

☐ Other

Report No

Report Title

Name

☐ Elected

Member

☐ Committee

☐ Employee

☐ Contractor

Type of Interest (*see overleaf for further information)

☐ Proximity

☐ Financial

☐ Impartiality

Nature of Interest

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

Name: _____ Signed: _____ Date: _____

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

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

OFFICE USE ONLY

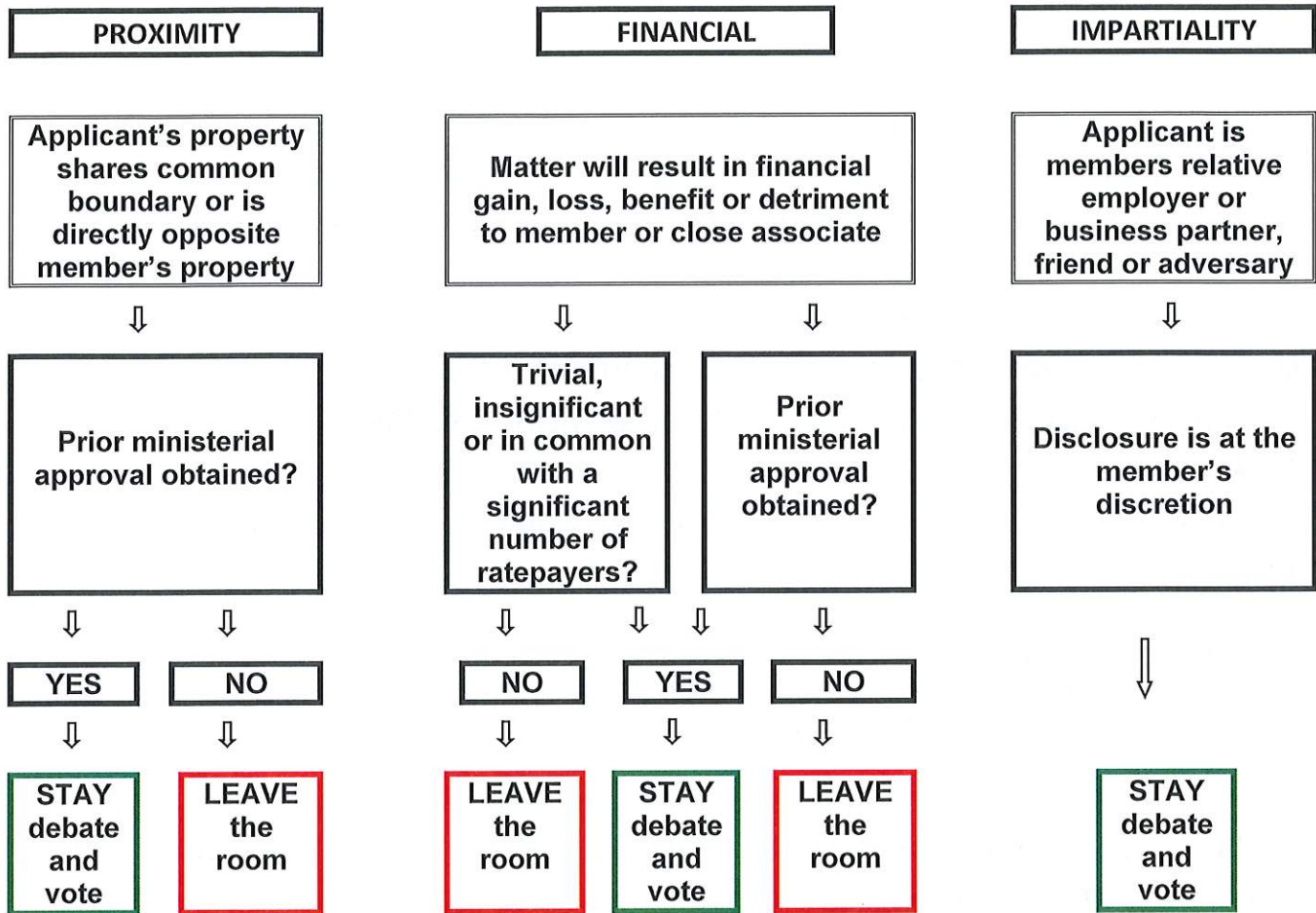
CEO

:

Signed:

Date:

Declaring an Interest



Local Government Act 1995 - Extract

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

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:
 - (a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know:
 - (a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

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

- (1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the Council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the Council or committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

- If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:
- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

'Local Government (Administration) Regulations 1996 – Extract

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

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

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	1
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	1
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	1
4. PUBLIC QUESTION TIME.....	1
5. APPLICATIONS FOR LEAVE OF ABSENCE	1
6. CONFIRMATION OF PREVIOUS MEETING MINUTES	2
7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	2
8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS.....	2
9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	2
10. REPORTS OF OFFICERS	3
10.1 Good Governance in Practice	
10.2 Appointment of Bush Fire Control Officers	
10.3 Ordinary Council Meetings Dates 2022	
10.4 Capital Works Progress Update 2021-2022	
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	23
12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	23
12.1. ELECTED MEMBERS	23
12.2. STAFF	23
Late Item 12.2.1 - Financial Statement for Period Ending 31 July 2021	
Late Item 12.2.2 - Accounts for Payment as at 31 July 2021	
13. QUESTIONS BY MEMBERS WITHOUT NOTICE.....	31
14. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	31
15. TIME AND DATE OF NEXT MEETING.....	31
16. CONFIDENTIAL ITEMS.....	31
17. MEETING CLOSURE.....	31

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at: 5.11pm

Welcome to Country:-

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

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

	Attendance	Apologies	Approved Leave of Absences
Councillor Lane	Present		
Councillor Connaughton	Present		
Councillor Heal		Apology	
Councillor Mutter	Present		
Councillor Mills	Present		
Councillor Ennor	Present		
Councillor Eva	Present		
Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Manager of Works & Services	Present		
Executive Secretary	Present		

Public Gallery

Stephen Cosford

Michael Flanagan

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Michael Flanagan queried if the NAB Bank is temporarily closed. He heard that it would be closing permanently on 10 September. He had not received any correspondence as a long term customer from NAB. He queried whether a Community Bank would be an option in Three Springs. Shire President, Chris Lane requested that he do some research and Council would also discuss the option and would be in touch with him soon.

5. APPLICATIONS FOR LEAVE OF ABSENCE

		OCM Month	Moved	Seconded	Vote	Date
5.1	Cr. Mutter	September	Cr. Ennor	Cr. Connaughton	6/0	25/08/21
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	SCM	09/08/2021	Cr. Lane	Cr. Mills	6/0
6.2	OCM	28/07/2021	Cr. Lane	Cr. Eva	6/0

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

President Chris Lane acknowledged the recent passing of Walter Frank Addison resident of Three Springs aged 92 years. Frank served on Council from 2003-2009 as a Councillor and also Deputy Shire President.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	12 July - NAJA council workshop 13 July - NAJA community workshop 26 July - Briefing session 28 July – OCM Weekly catch ups with CEO
Cr. Connaughton	12 July - NAJA council workshop 13 July - NAJA community workshop 20 July – 3FIN meeting 26 July – CWBA Dalwallinu 26 July - Briefing session 28 July - OCM
Cr. Heal	12 July - NAJA council workshop 13 July - NAJA community workshop 16 July - 3FIN meeting 26 July - Briefing session 28 July - OCM
Cr. Mutter	12 July - NAJA council workshop 13 July - NAJA community workshop 16 July - WFC Meeting 26 July - Briefing session 28 July - OCM
Cr. Mills	26 July - Briefing session
Cr. Ennor	12 July – NAJA council workshop 13 July – Community meeting with NAJA re: Duffy's 20 July – 3FIN meeting 26 July – Shire briefing 28 July – OCM
Cr. Eva	12 July – Councillor meeting with NAJA re: Duffy's/tourism 13 July – Community meeting with NAJA re: Duffy's 20 July – 3FIN meeting 26 July – Shire briefing 28 July – OCM

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

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:	25 August 2021
Author:	Keith Woodward, Chief Executive 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:

1. The Governance Compliance Calendar report for July 2021.
2. Actions Performed under Delegated Authority for July 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 Office of the CEO.

Officer's Comment:**Compliance Table for July 2021**

Compliance Action	Compliance Requirement	Section / Ref	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	July 2021 report submitted to the August 2021 OCM. Reference Minutes	
Report on Elected Member Training Due by: 31 July LG must prepare a report on the training completed by Council members in the previous financial year. CEO must publish the report on the LG's website within one month of the end of the financial year.	Local Government Act 1995	s.5.127	Up to date 2020/2021 Register on Council Members Training on website	
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.	Payment Remittance	Shire does not practice option A. Option B is activated during months of September/March/June
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		N/A – no new designated Employees

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)		The Interests Register has been audited and is compliant with the statutory directive.
Emergency Services Levy - End of Year Reconciliation Report Due by: 31 July Schedule 6 Form C	DFES - ESL Manual of Operating Procedures	Clause. 5.13.4	N/A	Option B is exercised by the Shire of Three Springs
Annual Returns - Request Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor	Local Government Act 1995	s.5.76(1)		Annual Returns have been provided to Council and relevant Staff. A reminder has been sent to those who have still not returned the completed forms.
Elections - Electoral Commission agreement to conduct the election required by: (80th day)	Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)		February OCM 2021 Minutes. Confirmation received from the Electoral Commission

Execution of Delegation for July 2021

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
19-Jul-21	PMT ID: 186411939	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Muni Account to CBA Muni Account	Nab - CBA	Chief Executive Officer	Transfer Funds to Licensing Account Banking Aware Super Refund - \$103.84
20-Jul-21	PMT ID: F107201602771	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Chief Executive Officer	Transfer \$47,000.00 from Maxi A/C to Muni A/C
20-Jul-21	PMT ID: F107211611633	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Chief Executive Officer	Fortnightly Payroll PPE 20 July 2021 - \$46,823.04
22-Jul-21	PMT ID: F107271986673	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Chief Executive Officer	Transfer \$50,000.00 from Maxi A/C to Muni A/C
26-Jul-21	PMT ID:	CS002 -	Transfer Funds	NAB	Chief	Transfer Funds from NAB

	F186588313	Payments from Municipal Fund and Trust Fund	from NAB Muni A/C to CBA Maxi A/C		Executive Officer	Muni A/C to CBA Maxi A/C 20/07/2021 \$400,000.00
27-Jul-21	PMT ID: F107271986673	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Chief Executive Officer	Transfer \$23,000.00 from Maxi A/C to Muni A/C
28-Jul-21	ADM0373	GO004 - Execution of Documents and Affixing of Common Seal to Documents	Agreement		Chief Executive Officer	Agreement July 2021
01-Jul-21	PMT ID: 185345855	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$766,128.44 from Maxi A/C to Muni A/C
01-Jul-21	PMT ID: 185343737	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH A/C to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$284,377.34 from GFH A/C to Muni A/C
01-Jul-21	PMT ID: 185385405	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Muni A/C to CBA Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$2,815,675.27 from NAB Muni A/C to CBA Muni A/C
01-Jul-21	PMT ID: 185384438	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Lisc A/C to CBA Lisc A/C	NAB	Deputy Chief Executive Officer	Transfer \$379.60 from NAB Lisc A/C to CBA Lisc A/C
02-Jul-21	PMT ID: F107020623568	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Muni A/C to CBA Maxi A/C	CBA	Deputy Chief Executive Officer	Transfer \$650,000.00 from CBA Muni A/C to CBA Maxi A/C
7-Jul-21	PMT ID: F107060847985	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 06 July 2021 - \$47,062.32
07-Jul-21	PMT ID: F107070892510	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Deputy Chief Executive Officer	Transfer \$20,000.00 from Maxi A/C to Muni A/C
09-Jul-21	PMT ID: F107091048483	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Deputy Chief Executive Officer	Transfer \$92,000.00 from Maxi A/C to Muni A/C
09-Jul-21	PMT ID: F107091064016	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID F107091064016 for \$91,637.87
12-Jul-21	PMT ID: F107121124115	CS002 - Payments from Municipal Fund and Trust Fund	Bpay Telstra Bill - Creditors	CBA	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID F107121124115 for \$1,420.36
14-Jul-21	PMT ID: F107141296403	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Deputy Chief Executive Officer	Transfer \$80,000.00 from Maxi A/C to Muni A/C
19-Jul-21	PMT ID: 186411939	CS002 - Payments	Transfer Funds from NAB Muni	Nab - CBA	Deputy Chief	Transfer Funds to Licensing Account

		from Municipal Fund and Trust Fund	Account to CBA Muni Account		Executive Officer	Banking Aware Super Refund - \$103.84
20-Jul-21	PMT ID: F107201602771	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Deputy Chief Executive Officer	Transfer \$47,000.00 from Maxi A/C to Muni A/C
20-Jul-21	PMT ID: F107211611633	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 20 July 2021 - \$46,823.04
21-Jul-21	PMT ID: F186588313	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Muni A/C to CBA Maxi A/C	NAB	Deputy Chief Executive Officer	Transfer Funds from NAB Muni A/C to CBA Maxi A/C 20/07/2021 \$400,000.00
22-Jul-21	PMT ID: F107221764776	CS02 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID F107221764776 for \$42,654.55
22-Jul-21	PMT ID: F107271986673	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Deputy Chief Executive Officer	Transfer \$50,000.00 from Maxi A/C to Muni A/C
27-Jul-21	PMT ID: F107271986673	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Deputy Chief Executive Officer	Transfer \$23,000.00 from Maxi A/C to Muni A/C
28-Jul-21	PMT ID: F107282063018	CS02 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID F107282063018 for \$22,016.67
1-Jul-21	PMT ID: 185341608	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 30/06/2021 - \$270.60
01-Jul-21	PMT ID: 185345855	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$766,128.44 from Maxi A/C to Muni A/C
01-Jul-21	PMT ID: 185343737	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$284,377.34 from GFH A/C to Muni A/C
01-Jul-21	PMT ID: 185385405	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Muni A/C to CBA Muni A/C	NAB	Senior Finance Officer	Transfer \$2,815,675.27 from NAB Muni A/C to CBA Muni A/C
01-Jul-21	PMT ID: 185384438	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Lisc A/C to CBA Lisc A/C	NAB	Senior Finance Officer	Transfer \$379.60 from NAB Lisc A/C to CBA Lisc A/C
02-Jul-21	PMT ID: F107020623568	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Muni A/C to CBA Maxi A/C	CBA	Senior Finance Officer	Transfer \$650,000.00 from CBA Muni A/C to CBA Maxi A/C
02-Jul-21	PMT ID: F107020646974	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Muni A/C to CBA Lisc A/C	CBA	Senior Finance Officer	Transfer \$404.45 from CBA Muni A/C to CBA Lisc A/C
05-Jul-21	PMT ID:	CS002 -	Transfer Funds	NAB	Senior	Transfer \$78.00 from NAB

	185526433	Payments from Municipal Fund and Trust Fund	from NAB Muni A/C to CBA Muni A/C		Finance Officer	Muni A/C to CBA Muni A/C
05-Jul-21	PMT ID: 185539420	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer \$29.90 to Licensing A/C - Banking Correction Error: Funds Deposited into Wrong Bank Acc 01/07/2021 Banking 30/06/2021
06-Jul-21	PMT ID: F107060796553	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Lisc A/C to NAB Lisc A/C to cover Direct Debit 05/07/2021	CBA to NAB	Senior Finance Officer	Transfer \$404.45 from the CBA Lisc A/C to NAB Lisc A/C to cover DoT Direct Debit on 05/07/2021
07-Jul-21	PMT ID: F107060847985	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 06 July 2021 - \$47,062.32
07-Jul-21	PMT ID: F107070892510	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Senior Finance Officer	Transfer \$20,000.00 from Maxi A/C to Muni A/C
09-Jul-21	PMT ID: F107091011288	CS02 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Muni Account to CBA Licensing Account	CBA	Senior Finance Officer	Transfer Funds to Licensing Account Banking 08/07/2021 - \$259.30
09-Jul-21	PMT ID: F107091048483	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Senior Finance Officer	Transfer \$92,000.00 from Maxi A/C to Muni A/C
12-Jul-21	PMT ID: F107121124115	CS002 - Payments from Municipal Fund and Trust Fund	Bpay Telstra Bill - Creditors	CBA	Senior Finance Officer	Creditor Payment - EFT PMT ID F107121124115 for \$1,420.36
12-Jul-21	PMT ID: 185993724	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Muni Account to CBA Muni Account	NAB to CBA	Senior Finance Officer	Transfer Funds to Licensing Account Banking 05/07/2021 - \$359.65
14-Jul-21	PMT ID: F107141296403	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	CBA	Senior Finance Officer	Transfer \$80,000.00 from Maxi A/C to Muni A/C
14-Jul-21	PMT ID: F107141300353	CS02 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Senior Finance Officer	Creditor Payment - EFT PMT ID F107141300353 for \$77,892.81
1-Jul-21	PMT ID: 185341608	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Customer Service Officer 2	Transfer Funds to Licensing Account Banking 30/06/2021 - \$270.60
5-Jul-21	PMT ID: 185526433	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from NAB Muni Account to CBA Muni Account	NAB	Customer Service Officer 2	Transfer Funds to CBA Muni Account from NAB Muni Account 02/07/2021 - \$78.00
5-Jul-21	PMT ID: 185539420	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Customer Service Officer 2	Transfer Funds to Licensing Account - Banking Correction Error: Funds Deposited into Wrong Bank Acc 30/06/2021 - \$29.90
8-Jul-21	PMT ID: F107080939006	CS002 - Payments	Transfer Funds from CBA Muni	CBA	Customer Service	Transfer Funds to Licensing Account

		from Municipal Fund and Trust Fund	Account to CBA Licensing Account		Officer 2	Banking 07/07/2021 - \$586.80
9-Jul-21	PMT ID: F107091011288	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Muni Account to CBA Licensing Account	CBA	Customer Service Officer 2	Transfer Funds to Licensing Account Banking 08/07/2021 - \$259.30
10-Jul-21	PMT ID: F107091064016	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Customer Service Officer 2	Creditor Payment - EFT PMT ID F107091064016 for \$91,637.87
14-Jul-21	PMT ID: F107141300353	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Customer Service Officer 2	Creditor Payment - EFT PMT ID F107141300353 for \$77,892.81
21-Jul-21	PMT ID: F107211628580	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from CBA Muni Account to CBA Licensing Account	CBA	Customer Service Officer 2	Transfer Funds to Licensing Account Banking 20/07/2021 - \$69.25 F107211628580
22-Jul-21	PMT ID: F107221764776	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Customer Service Officer 2	Creditor Payment - EFT PMT ID F107221764776 for \$42,654.55
28-Jul-21	PMT ID: F107282063018	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	CBA	Customer Service Officer 2	Creditor Payment - EFT PMT ID F107282063018 for \$22,016.67

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 sub-regulation (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:

063/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1	
<p style="text-align: right;"><u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Connaughton</p> <p>That Council Accepts:</p> <ol style="list-style-type: none"> 1. The Governance Compliance Calendar report for July 2021. 2. The Execution of Delegation report for July 2021. <p style="text-align: right;">CARRIED: VOTED: 6/0</p>	

Executive Services	
10.2 Appointment of Bush Fire Control Officers	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0146
Disclosure of Interest:	Nil
Date:	25 August 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 consider appointing persons to the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers for the Shire of Three Springs, and the associated Shire of Three Springs Volunteer Bush Fire Brigade.

Background:

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

Officer's Comment:

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

Consultation:

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

Statutory Environment:

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

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority

Officer's Recommendation:

064/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.2
<p style="text-align: right;"><u>MOVED: Cr. Eva</u> <u>SECONDED: Cr. Mutter</u></p> <p>That Council appoint the following persons to the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officer:</p> <p>Shire of Three Springs Volunteer Bush Fire Brigade:</p> <ol style="list-style-type: none"> 1. Craig Morgan to the position of Chief Bush Fire Control Officer 2. Christian Haeusler to the position of Deputy Chief Bush Fire Control Officer <p>Town Brigade:</p> <ol style="list-style-type: none"> 3. Rod Ennor to the position of Captain

4. John Freebairn to the position of Vice Captain

East Brigade:

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

Arrino Brigade:

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

West Brigade:

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

Bush Fire Control Officers Appointed as Permit Issuing Officers:

Emergency and Ranger Services	Jason Cacic and Kylie Spark
Chief Executive Officer	Keith Woodward
Chief Bush Fire Control Officer	Craig Morgan
Deputy Bush Fire Control Officer	Christian Haeusler

Fire Weather Reader

Fire Weather Reader	Craig Morgan
---------------------	--------------

CARRIED:
VOTED: 6/0

10. REPORTS OF OFFICERS

Executive Services	
10.3 Ordinary Council Meetings Dates 2022	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0211
Disclosure of Interest:	Nil
Date:	25 August 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 consider the proposed Ordinary Council Meeting dates and starting times for 2022.

Background:

The proposed meeting dates for 2022, being the fourth Wednesday of the month (except December when it will be held on the second Wednesday) commencing at 5.00pm are as follows:

- There will be no Ordinary Council meeting in January 2022
- 23 February
- 23 March
- 27 April

- 25 May
- 22 June
- 27 July
- 24 August
- 28 September
- 26 October
- 23 November
- 13 December

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

Officers Comment:

Nil

Consultation:

Nil

Statutory Environment:

Local Government (Administration) Regulations 1996

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

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

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

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

community, government and corporate stakeholders	relevant legislation.
To be strong advocates representing the community's interest	

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

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

Voting Requirements:

Simple Majority

Officer's Recommendation:

065/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.3
<p style="text-align: right;"><u>MOVED: Cr. Mutter</u> <u>SECONDED: Cr. Connaughton</u></p> <p>That Council endorse the following dates for Ordinary Council meetings for 2022 commencing at 5.00pm:</p> <ul style="list-style-type: none"> • There will be no Ordinary Council meeting in January 2022 • 23 February • 23 March • 27 April • 25 May • 22 June • 27 July • 24 August • 28 September • 26 October • 23 November • 13 December <p style="text-align: right;">CARRIED: VOTED: 6/0</p>

10. REPORTS OF OFFICERS

Works and Services	
10.4. Capital Works Progress Update 2020-2021	
Agenda Reference:	MWS
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	25 August 2021
Author:	Marc Bennett, Manager of Works and Services
Attachment (s):	Capital Works Report 2021-22

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 Capital Works Report for July 2021.

Background:

This report provides Council with the 2021-2022 Capital Works progress update.

Officers Comment:

Refer to the attached status report.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 2021-2022

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:
Provide and maintain good quality tourism infrastructure and facilities.	Maintain and enhance attractions in line with the 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 utilization management.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

066/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.4
<p style="text-align: right;"><u>MOVED:</u> Cr. Mills <u>SECONDED:</u> Cr. Connaughton</p> <p>That Council accepts the Capital Works Report for July 2021.</p> <p style="text-align: right;">CARRIED: VOTED: 6/0</p>

Shire of Three Springs Capital Works 2021/22							
		Budget	Actual Cost	Variation	% Complete	Completion Date	Comment
1	Buildings	\$ 163,424.00	\$ 22,000.00	\$ 141,424.00	5%	Jun-22	Part of the Shires staff housing Capital Program
		\$ 34,857.00		\$ 34,857.00	0%	Jun-22	Part of the Shires staff Building Capital Program
8	Infrastructure - Parks & Oval	\$ 30,000.00	\$ 25,550.77	\$ 4,449.23	60%	Oct-21	According to the Strategic Community Plan community consultation, 100% of the community ranked playgrounds as either very important or moderately important. The Skate Park is 20 years old, and is in need of upgrading. The company that did the original installation is no longer in operation. This has made sourcing spare parts difficult, as most skate parks are now constructed using concrete.
10	Infrastructure - Roads	\$ 90,620.00		\$ 90,620.00	0%	Apr-22	The project will consist of drainage reformation and gravel Re-sheet (100mm) with gravel sourced from gravel pit on Nebru road. Sunset road is part of The Strategic Resource Plan 2016-2031 priorities a number of roads currently utilised as grain freight routes resulting in an increased frequency of maintenance and renewal and is funded through Roads to Recovery.
11	Infrastructure - Roads	\$ 45,600.00		\$ 45,600.00	0%	May-22	The project will consist of drainage reformation and gravel Re-sheet (100mm) with gravel sourced from gravel pit on Nebru road. McKenzie road is part of The Strategic Resource Plan 2016-2031 priorities a number of roads currently utilised as grain freight routes resulting in an increased

									frequency of maintenance and renewal and is funded through Roads to Recovery.
12	Infrastructure - Roads	Lynch Road SLK 3520-11210	\$ 156,876.00	\$ 8,200.00	\$ 148,676.00	5%	Feb-22		The project will consist of drainage reformation and gravel Re-sheet (200mm) with gravel sourced from gravel pit on Nebru road. Lynch road is part of The Strategic Resource Plan 2016-2031 priorities a number of roads currently utilised as grain freight routes resulting in an increased frequency of maintenance and renewal and is funded through Roads to Recovery.
13	Infrastructure - Roads	Morawa Road SLK 24.50-29.86	\$ 300,000.00	\$ 19,680.00	\$ 280,320.00	5%	Dec-21		This Project funded as part of the Regional Road Group and is part of the shires Regional Roads Resealing 15 year plan. The scope of works is box out shoulders and reform reseat 14mm full length.
14	Infrastructure - Roads	Arrino South Road SLK 9.75-13.96	\$ 300,000.00	\$ -	\$ 300,000.00	0%	Dec-21		This Project funded as part of the Regional Road Group and is part of the shires Regional Roads Resealing 15 year plan. The scope of works is to Cement stabilize SLK 10.17-10.26, 9.75 - 10.07, reseat 14mm full length.
15	Infrastructure - Roads	Dudawa Road SLK 3.53-8.39	\$ 300,000.00	\$ 12,300.00	\$ 287,700.00	5%	Dec-20		This Project funded as part of the Regional Road Group and is part of the Shires Regional Roads Resealing 15 year plan. The scope of works is to reform bend SLK 7.75-8.10and reseat to 8 mt, Install new culvert at SLK 8.25 and reseat 14mm full length.
18	Infrastructure - Drainage	Drainage & Kerbing	\$ 59,125.00		\$ 62,306.25	0%	Apr-22		This project is to replace kerb on various streets in town
20	Plant & equipment	Ride on Mower	35,000.00	\$ -	\$ 35,000.00	0%	Oct-21		As per the Plant Replacement Schedule for the period 2016-2026
21	Plant & equipment	Plant Trailer	\$ 18,000.00	\$ -	\$ 18,000.00	0%	Oct-21		As per the Plant Replacement Schedule for the period 2016-2026

22	Plant & equipment	Building Maintenance Trailer	\$ 12,000.00	\$ -	\$ 12,000.00	0%	Oct-22	As per the Plant Replacement Schedule for the period 2016-2026
23	Plant & equipment	Loader	\$ 300,000.00	\$ -	\$ 300,000.00	0%	Mar-22	As per the Plant Replacement Schedule for the period 2016-2026
	Grant Funding							
5	Infrastructure - Parks & Oval	Love Locks	\$ 32,370.00		\$ 32,370.00	0%	Mar-22	This project is to replace plumbing system and install monitoring boards
6	Infrastructure - Parks & Oval	Dominican Park	\$ 125,000.00	\$ 103,026.84	\$ 21,973.16	60%	Oct-21	This Project is to construct a BMX track, get water and power connected and to construct off street parking
9		Upgrade Glyde street Standpipe	7,000.00		\$ 7,000.00	0%	Oct-21	
	Total		\$2,002,872.00	\$ 190,757.61	\$ 1,815,295.64			

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

12.1. ELECTED MEMBERS – Nil

12.2. STAFF – Late Items

12.2.1 Late Item - Financial Statement for Period Ending 31 July 2021

12.2.2 Late Item - Accounts for Payment as at 31 July 2021

067/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	12.2.
-----------------------------------------------------------------	--------------

MOVED: Cr. Eva

SECONDED: Cr. Mutter

That Council accept late items 12.2.1 and 12.2.2.

CARRIED:

VOTED: 6/0

12. REPORTS OF OFFICERS

Corporate Services	
12.2.1 Monthly Financial Report for Period 31 July 2021	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	25 August 2021
Author:	Rajinder Sunner, Deputy Chief Executive Officer
Attachment (s):	12.2.1 Monthly Financial Report 31 July 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 accepts the monthly financial report for the period ending July 2021.

Background:

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

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

Officer's Comment:

At the time of writing this report, there were still several outstanding invoices etc. and end of year calculation have yet to be done, so the closing surplus is an estimate only and is subject to change until 2020-2021 year has been audited.

Consultation:

Nil

Statutory Environment:

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

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

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

(1A) *In this regulation —*

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

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

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- (b) *budget estimates to the end of the month to which the statement relates; and*
- © *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*
- © *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*
- © *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*
- © *by business unit.*

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

Policy Implications:

Nil

Financial/Resources Implications:

Total Cash Available as at 31 July 2021 is \$2,879,557. Cash available is made up of Unrestricted cash \$767,376 and Restricted cash \$2,112,181 backed by various reserves.

Rates Debtors as at 31 July 2021 \$76,263. Rates Notices for 2021-22 will be issued in August 2021.

Strategic Implications:

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

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

068/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 12.2.1

MOVED: Cr. Mills

SECONDED: Cr. Eva

That Council accepts the monthly financial report for the period ending 31 July 2021.

CARRIED:

VOTED: 6/0

12. REPORTS OF OFFICERS

Corporate Services	
12.2.2 Accounts for Payments as at 31 July 2021	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	25 August 2021
Author:	Kate O'Donnell, Relief Finance and Payroll Officer
Attachment (s):	List of creditors paid as at 31 July 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 accepts the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

Background:

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

Officer's Comment:

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

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 Section 6.4.

Local Government (Financial Management) Regulations 1996 Section 12 and 13.

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

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;**and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Policy Implications:

Nil

Financial/Resources Implications:

Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2021-2022.

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

069/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 12.2.2
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter</p> <p>That Council accepts:</p> <ol style="list-style-type: none"> 1. The accounts for payment as presented for July 2021 from the NAB Municipal Fund totalling \$16,121.44 2. The accounts for payment as presented for July 2021 from the CBA Municipal Fund totalling \$257,469.26 3. Represented by Electronic Fund Transfers No's 17246 - 17325 and Direct Debits 13027.1 – 13105.1 4. Licensing Fund totalling \$5,990.25. Represented by Direct Debit No. 13137.1 & 13141.1 <p>Total Payments for July 2021 \$279,580.95</p> <p style="text-align: right;">CARRIED: VOTED: 6/0</p>

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

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

Nil

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday 22 September 2021 @ 5pm.

16. CONFIDENTIAL ITEMS

Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.25pm.

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

Signed: _____

Presiding Officer

Date: 22 September 2021

