



AGENDA FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
WEDNESDAY  
18<sup>TH</sup> SEPTEMBER 2019

SHIRE OF THREE SPRINGS  
PROGRAM FOR WEDNESDAY 18<sup>TH</sup> SEPTEMBER 2019

11.00AM	MEET AT SHIRE OFFICE TO GO TO LOVELOCK SOAK-ALL COUNCILLORS, CEO & MANAGER OF WORKS
12.00PM	DEMONSTRATION FROM T QUIP-VERGE SPRAYING ALL COUNCILLORS, CEO & MANAGER OF WORKS
12:30 - 1:30PM	WORKING LUNCH AND COUNCIL NETWORKING
1:30PM	COUNCIL MEETING COMMENCES
3:00PM	AFTERNOON TEA



WILDFLOWER COUNTRY

**SHIRE OF THREE SPRINGS  
ORDINARY COUNCIL MEETING NOTICE PAPER  
18<sup>TH</sup> SEPTEMBER 2019**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 18<sup>th</sup> September 2019, in the Council Chambers, Railway Road, Three Springs commencing at 1:30pm.

**Alan Lamb  
Acting Chief Executive Officer**

**11<sup>th</sup> September 2019**

## **THREE SPRINGS SHIRE COUNCIL**

### **DISCLAIMER**

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

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

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

## SHIRE OF THREE SPRINGS

### AGENDA FOR ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON 18<sup>th</sup> SEPTEMBER 2019 COMMENCING AT 1.30 PM.

#### Table of Contents

#### 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.....	1
6.1. Confirmation of Minutes of Ordinary Meeting held 21 <sup>st</sup> August 2019.....	1
7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	1
8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	1
9. OFFICERS REPORTS .....	2
9.1. HEALTH, BUILDING AND TOWN PLANNING .....	2
9.1.1 PROPOSED OUT BUILDINGS LOCAL PLANNING POLICY.....	2
9.2 ADMINISTRATION .....	8
9.2.1 SHIRE OF THREE SPRINGS CCTV DOCUMENTATION AND REQUEST FOR FOOTAGE .....	8
9.3. FINANCE .....	10
9.3.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31 <sup>st</sup> July 2019 and 31 <sup>st</sup> August 2019.....	10
9.3.2 BUDGET AMENDMENT 2019-2020 .....	12
9.3.3 Write Off Assets 30 <sup>th</sup> June 2019.....	14
9.3.4. ACCOUNTS FOR PAYMENT – 31 AUGUST 2019.....	17
10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	20
11. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	20
11.1. ELECTED MEMBERS .....	20
11.2. STAFF .....	20
12. QUESTIONS BY MEMBERS WITHOUT NOTICE.....	20
13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	20
14. TIME AND DATE OF NEXT MEETING .....	20
15. CONFIDENTIAL ITEMS .....	21
15.1. RECOMMENDATION TO CLOSE COUNCIL MEETING .....	21
15.1.1. CONFIDENTIAL REPORT - DEALING WITH STAFF MATTERS – SENIOR EMPLOYEES.....	21
15.2. RECOMMENDATION TO RE-OPEN COUNCIL MEETING .....	21
16. MEETING CLOSURE.....	21

- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**
- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4. PUBLIC QUESTION TIME**
- 5. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**6.1. Confirmation of Minutes of Ordinary Meeting held 21<sup>st</sup> August 2019**

**OFFICER RECOMMENDATION – ITEM 6.1**

**That the Minutes of the Ordinary Council Meeting held on the 21<sup>st</sup> August 2019 be confirmed as a true and accurate record of proceedings.**

- 7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
- 8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

## 9. OFFICERS REPORTS

### 9.1. HEALTH, BUILDING AND TOWN PLANNING

#### 9.1.1 PROPOSED OUT BUILDINGS LOCAL PLANNING POLICY

**Agenda Reference:** TP 9/19-01  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0200  
**Disclosure of Interest:** Nil  
**Date:** 5 September 2019  
**Author:** Simon Lancaster, Planning Advisor & Alan Lamb, Acting CEO

**Signature of Author:** \_\_\_\_\_

#### SUMMARY

Council resolved at its 17 July 2019 meeting to advertise a draft Outbuildings Local Planning Policy for comment. The draft Outbuildings Policy is now returned to Council for its consideration and this report recommends that the policy be adopted.

#### ATTACHMENT

9.1.1 Copy of advertised Shire of Three Springs Outbuildings Local Planning Policy

#### BACKGROUND

The Shire of Three Springs does not presently have a policy in relation to residential outbuildings, and in the absence of such a policy the Residential Design Codes of Western Australia (the 'R-Codes') establish the criteria by which Shire staff may approve applications for sheds under delegated authority upon the residential zoned lots within the Three Springs townsite.

Section 5.4.3.C3 of the R-Codes requires that outbuildings should collectively be not more than 60m<sup>2</sup> or 10% in aggregate of the site area whichever is the lesser. The R-Codes also establish that the outbuilding should not exceed a wall height of 2.4m and a ridge height of 4.2m.

Council requested at its 20 February 2019 that Shire staff prepare a draft Outbuildings Policy for its consideration that would allow for sheds in the Three Springs townsite of greater area and height than prescribed by the R-Codes. Several other Mid West local governments have adopted such a policy to better respond to the needs of its communities and reflect localised planning issues, and streamline the processing of applications.

Such policies establish a greater maximum outbuilding area/height in recognition that the R-Codes criteria are often metro-centric and do not adequately address the requirements for general domestic storage in a regional or rural townsite or rural-residential setting where residents may often own, and seek to store out of the elements, larger items such as 4WD's, trailers, caravans, campervans, boats, crays, ride-on mowers, motor/quadbikes and stock keeping/feeding items.

The policy would establish the procedure by which the Shire would process applications for outbuildings. Applications that comply with the policy provisions would be approved by staff

under delegated authority and applications that propose variation would be advertised for comment and presented to Council for its determination.

## COMMENT

The draft Outbuildings Policy has been prepared with regard for the policies of neighbouring local governments in an attempt to achieve a level of regional consistency.

A summary of several other Mid West Councils' policy requirements are provided below:

Maximum standards	draft Shire of Three Springs	Shire of Mingenew	Shire of Coorow	City of Greater Geraldton	Shire of Northampton** & Shire of Chapman Valley
Residential & Townsite (R10 and higher density) (i.e. lots generally < 2,000m²)					
Area (total aggregate)	80m²	80m²	120m²	150m² (120m² enclosed/30m² open)	120m²
Wall Height	4m	4m	4m	3.6m	3m
Overall Height	5m	5m	4.5m	4.5m (with 5m being permitted subject to conditions e.g. not being higher than dwelling)	4.5m (**with 5m being permitted subject to conditions e.g. not being higher than dwelling)
Residential (R5 and lower density) (i.e. lots generally > 2,000m²)					
Area (total aggregate)	80m²	200m²	180m²	270m² (210m² enclosed/60m² open)	180m² **240m² (lots 2,000m²+)
Wall Height	4m	4m	4.5m	4.2m	4m
Overall Height	5m	5m	5m	5m (with 5.5m being permitted subject to conditions e.g. not being higher than dwelling)	5m **(with 5.5m being permitted subject to conditions e.g. not being higher than dwelling & 6.5m on lots 2,000m²+
Rural Residential / Rural Smallholding (Lots < 4 ha)					
Area (total aggregate)	240m²	Exempt from the area and height requirements of the policy	200m²	420m² (300m² enclosed/120m² open)	360m² (240m² enclosed/120m² open)
Wall Height	4.5m		5m	4.8m	4m
Overall Height	5.5m		6.5m	6.5m	5.5m 6.5m (double storey barn)
Rural Residential / Rural Smallholding (Lots > 4 ha)					
Area (total aggregate)	Exempt from the area and height requirements of the policy	Exempt from the area and height requirements of the policy	240m² (less than 20ha) Exempt if greater than 20ha	420m² (300m² enclosed/120m² open)*	360m² (240m² enclosed/120m² open)
Wall Height			5m (less than 20ha) Exempt if greater than 20ha	4.8m*	4m
Overall Height			6.5m (less than 20ha) Exempt if greater than 20ha	6.5m* * applies for Rural Residential lots, Rural Smallholding lots are exempt from the policy	6.5m

## CONSULTATION

Schedule 2 Part Division 2 Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires that Council advertise a proposed Local Planning Policy for a minimum period of 21 days with a notice being placed in a locally circulating newspaper.

The draft policy provided as **Attachment 9.1.1** proposes that shed applications seeking variation may be advertised by the Shire for comment to surrounding landowners, prior to the application, and any received submissions, being placed before a meeting of Council for consideration.

The advertising of the draft Outbuildings Policy commenced on 7 August 2019 with a notice being placed in the Mid West Times, and a copy of the policy placed on the Shire website, and concluded on 30 August 2019. At the conclusion of the advertising period no submissions had been received.

Having concluded the required advertising, Council may now wish to proceed with the policy with/without modification, or not proceed with the policy.

## **STATUTORY ENVIRONMENT**

Table 7(10) of the Shire of Three Springs Local Planning Scheme No.2 addresses outbuildings as follows:

- "1) No outbuilding shall be erected on any land zoned Residential where there is no dwelling located on the lot.*
- 2) Outbuildings appurtenant to any dwelling shall be of single storey construction and shall be located behind the setback to the street or streets of any existing or proposed dwelling on a lot."*

It is proposed that these provisions be reiterated in the Outbuildings Policy to ensure consistency and assist applicants who may seek guidance from the policy in preparing their application and do not refer to the Scheme.

The policy refers to sheds in the residential and rural residential areas and does not address sheds within the industrial areas as these are covered by the Scheme provisions which set a maximum site coverage (or plot ratio) of 0.6 in the 'Light Industrial' zone and 0.5 in the 'General Industrial' zone.

Schedule 2 Part 2 Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations') provides Council with the ability to prepare Local Planning Policies.

- "3 Local planning policies*
  - (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.*
  - (2) A local planning policy —*
    - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and*
    - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.*
  - (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.*
  - (4) The local government may amend or repeal a local planning policy.*
  - (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.*
- 4 Procedure for making local planning policy*
  - (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
    - (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —*



- (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) where the proposed policy may be inspected; and
    - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must —
- (a) review the proposed policy in the light of any submissions made; and
  - (b) resolve to —
    - (i) proceed with the policy without modification; or
    - (ii) proceed with the policy with modification; or
    - (iii) not to proceed with the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government —
- (a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and
  - (b) may publish a copy of each of those local planning policies on the website of the local government.

#### **5 Procedure for amending local planning policy**

- (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

#### **6 Revocation of local planning policy**

A local planning policy may be revoked —

- (a) by a subsequent local planning policy that —
  - (i) is prepared in accordance with this Part; and
  - (ii) expressly revokes the local planning policy;
- or
- (b) by a notice of revocation —
  - (i) prepared by the local government; and
  - (ii) published in a newspaper circulating in the Scheme area.”

Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. The Scheme prevails should there be any conflict between a Policy and the Scheme.

## **POLICY IMPLICATIONS**

Where Council wishes to establish its own development guidelines and assessment criteria a Local Planning Policy can be more suited than Scheme provisions and allow for more local planning considerations than the state-wide R-Codes. A policy is still considered as reasonable basis for Council to make determinations, and is an instrument that must be given due regard in instances where a development decision is appealed to the State Administrative Tribunal, but a policy also has an improved, more responsive ability to be modified by Council where it considers that a policy is no longer in-line with its planning, or Council considers that an individual application should be supported based upon its displayed merits.

For the most part Local Planning Policies are formulated and aligned with a strategic planning direction as set by Council. The establishment of policies aids in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire and provide a consistent approach to approving land use and development.

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the policy is designed to achieve before making its determination.

## **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

The Three Springs Townsite Strategy (2014) notes the following in relation to the issue of outbuildings:

*“In keeping with the rural nature of the community many homes have larger sheds and outbuildings, rainwater tanks and other modern improvements.” (page 21)*

The Strategy also recommends for both the residential and rural-residential precincts that:

*“Roof materials for residential areas should include corrugated galvanised iron, zincalume coated steel and other material that are in keeping with the surrounding pattern of residential development.*

*Ancillary buildings or outbuildings should generally be located to the rear of allotments.” (pages 43 & 46)*

The draft Outbuildings Policy is intended to balance the expectations of the community on what is an appropriate standard of amenity, and the requirements for general domestic storage in a regional and rural-residential setting. This can often include larger items that the landowner seeks to have stored securely, and out of the elements, and it may also be preferable from an amenity viewpoint to have them stored within a shed rather than scattered about the yard.

It is always good practice for Council to review its policies be they procedural, financial or planning on a regular basis to ensure they are current, address changing circumstances,

current and evolving development trends, community demands and meet Council's expectations.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICERS RECOMMENDATION – ITEM 9.1.1**

That Council resolve, pursuant to Schedule 2 Part 2 Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to adopt the Shire of Three Springs 'Outbuildings' Local Planning Policy as contained in Attachment 9.1.1 and proceed to give notice to this effect.

## **9.2 ADMINISTRATION**

### **9.2.1 SHIRE OF THREE SPRINGS CCTV DOCUMENTATION AND REQUEST FOR FOOTAGE**

**Agenda Reference:** CDO  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0212  
**Disclosure of Interest:** Nil  
**Date:** 20<sup>th</sup> August 2019  
**Author:** Sharon Bell, Community Development Officer

Signature of Author: \_\_\_\_\_

#### **SUMMARY**

To ensure ethical use of the SoTS CCTV footage.

#### **ATTACHMENT**

Nil

#### **BACKGROUND**

With the installation of the CCTV there is the requirement of authorised staff to adhere to codes of conduct and practice, as well as utilising procedures and guidelines. There also needs to have in place a process for the release of footage from the CCTV network.

#### **CONSULTATION**

Report from CDO at August 2019 network session

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **OFFICERS COMMENT**

In accordance with best practice in the use of CCTV networks, it is imperative that the footage from the SoTS network is dealt with ethically. This ensures that only authorised personnel staff can access the footage. However, more than one member of staff need to be able to access the footage.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER RECOMMENDATION – ITEM 9.2.1**

That Council appoints authorised staff to manage the CCTV network.

That Council adopt the Code of Conduct, Code of Practice, Footage Release Form and Procedures and Guidelines.

## **9.2.2 SHIRE OF THREE SPRINGS LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

**Agenda Reference:** CDO  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0117  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> September 2019  
**Author:** Sharon Bell, Community Development Officer

**Signature of Author:** \_\_\_\_\_

### **SUMMARY**

For Council to endorse the SoTS Local Emergency Management Arrangements.

### **ATTACHMENT**

Local Emergency Management Arrangements

### **BACKGROUND**

The Arrangements have been produced and issued under the authority of S41(1) of the Emergency Management Act 2005.

### **CONSULTATION**

The Arrangements have been endorsed by the Three Springs Local Emergency Management Committee on 4<sup>th</sup> September 2019.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **OFFICERS COMMENT**

With the Arrangements having been endorsed by the LEMC, it is a requirement that Council endorse them before they can be tabled with the Midwest Gascoyne Emergency Management Committee (DEMC).

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION – ITEM 9.2.2**

**That Council endorses the Local Emergency Management Arrangements.**

### 9.3. FINANCE

<b>9.3.1 FINANCIAL STATEMENTS FOR MONTH ENDING 31<sup>st</sup> July 2019 and 31<sup>st</sup> August 2019</b>
--

**Agenda Reference:** DCEO -09/19-01  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0243  
**Disclosure of Interest:**  
**Date:** 11<sup>th</sup> September 2019  
**Author:** Rajinder Sunner, DCEO

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

The Monthly Statement of Financial Activity report for the month ending 31<sup>st</sup> July, 2019 and 31<sup>st</sup> August 2019 is presented to Council for adoption.

#### **ATTACHMENT**

Finance Report ending 31<sup>st</sup> July, 2019 – 9.3.1.  
Finance Report ending 31<sup>st</sup> August, 2019 – 9.3.1 A.

#### **BACKGROUND**

Financial Regulations require a monthly statement of financial activity report to be presented to Council. Budget was adopted in August 2019.

#### **CONSULTATION**

No consultation required.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.4.  
Local Government (Financial Management) Regulations 1996 Section 34.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Financial implications are outlined in comments.

#### **STRATEGIC IMPLICATIONS**

Nil.

#### **OFFICER COMMENT**

Council's estimated Surplus C/FWD as at the 31<sup>st</sup> July 2019, is \$1,704,415.

Council's estimated Surplus C/FWD as at the 31<sup>st</sup> August 2019, is \$1,358,255

<b>SUMMARY OF FUNDS – SHIRE OF THREE SPRINGS – Aug 2019</b>	
Municipal Account	\$40,611
Business Cash Maximiser (Municipal Funds)	\$393,186
Grant Funds Holding Maximiser Account (Municipal Funds)	\$797,617
Trust Account	\$708
Reserve Maximiser	\$1,975,535
Police Licensing Account	\$95,688

Account Balances as at 31<sup>st</sup> August 2019 close:

- Sundry Debtor - \$23,050.
- Creditors - \$4,323.
- Rates Debtors - \$70,270.

#### VOTING REQUIREMENTS

Simple Majority.

#### **OFFICER RECOMMENDATION – ITEM 9.3.1**

**That Council adopts the preliminary Monthly Statement of Financial Activity for the month ending 31<sup>st</sup> July 2019 and 31<sup>st</sup> August 2019 – Attachment 9.3.1 and 9.3.1A**

### 9.3.2 BUDGET AMENDMENT 2019-2020

**Agenda Reference:** DCEO 09/19 - 02  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0130  
**Disclosure of Interest:** Nil  
**Date:** 11<sup>th</sup> Sept 2019  
**Author:** Rajinder Sunner, DCEO

**Signature of Author:** \_\_\_\_\_

#### SUMMARY

For Council to approve re-allocations of funds \$10,000 {GL134840 Furniture and Equipment}  
To account {GL104520 – Office Maintenance}.

#### ATTACHMENT

Nil

#### BACKGROUND

Carry out refurbishment of council chamber.

#### COMMENT

In order to paint and refurbish council chamber.

#### CONSULTATION

MWS and Deputy CEO/Manager of Finance

#### STATUTORY ENVIRONMENT

Local Government Act 1995

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

*\* Absolute majority required.*

(1a) In subsection (1) —

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

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

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

#### POLICY IMPLICATIONS

Nil



**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION – ITEM 9.3.2**

**That Council amends the 2019/2020 Current Budget and approves \$10,000 to be transferred from Capital Account to operational account - \$10,000 {GL134840 Furniture and Equipment} To account {GL104520 – Office Maintenance}.**

### 9.3.3 Write Off Assets 30<sup>th</sup> June 2019

**Agenda Reference:** DCEO 09/19 - 03  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0130  
**Disclosure of Interest:** Nil  
**Date:** 11<sup>th</sup> Sept 2019  
**Author:** Rajinder Sunner, DCEO

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

The purpose of this report is to recommend to the council that it resolve to write off Assets {listed in Attachment 9.3.4} that are required under Financial Management Regulation 17A (5)

#### **ATTACHMENT**

Attachment 9.3.3 - Write Off Assets 30<sup>th</sup> June 2019

#### **BACKGROUND**

Write off assets below \$5,000 as per Local Government (Financial Management Regulation 17A (5) as at 1<sup>st</sup> July 2018.

#### **COMMENT**

It is not clear that a council resolution is really required to this matter. This is now required under per Local Government (Financial Management Regulation 17A (5) as at 1<sup>st</sup> July 2018.

However, our Auditor has previously requested a council resolution in respect of assets write-Offs, so we are recommending that council makes such a resolution. It will be better to have a council resolution and not need it than to need a council resolution and not have it.

#### **CONSULTATION**

CEO, Deputy CEO/Manager of Finance

#### **STATUTORY ENVIRONMENT**

Local Government (Financial Management Regulation 17A (5)

Australian Accounting Standards

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER RECOMMENDATION – ITEM 9.3.3**

**That Council write –off assets with effect from 30<sup>th</sup> June 2019 of assets presented in Attachment 9.3.3 of the agenda be approved.**

		Debtors Trial Balance						
		As at 31.08.2019						
Debtor #	Name	Credit Limit	02.06.2019		02.07.2019	01.08.2019	31.08.2019	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
			Of					
			Oldest					
			Invoice					
		(90Days)						
A59		15400.00	109	0.00	0.00	0.00	15400.00	
B100		0.00	0	0.00	0.00	40.00	40.00	
C92		0.00	0	0.00	0.00	23.76	23.76	
M118		112.50	232	0.00	0.00	0.00	112.50	
C6		0.00	0	80.00	0.00	0.00	80.00	
C108		0.00	0	0.00	0.00	47.59	47.59	
E30		0.00	0	0.00	0.00	100.00	100.00	
W60		0.00	0	0.00	0.00	0.00	-238.61	
E39		0.00	0	0.00	0.00	130.00	130.00	
F42		0.00	0	10.00	0.00	0.00	10.00	
H54		0.00	0	0.00	99.98	0.00	99.98	
C102		0.00	0	0.00	765.26	0.00	765.26	
F43		0.00	0	0.00	47.28	0.00	47.28	
S111		0.00	0	0.00	0.00	1300.00	1300.00	
L97		0.00	0	0.00	0.00	120.00	120.00	
N22		0.00	0	0.00	120.00	0.00	120.00	
L94		0.00	0	0.00	40.00	40.00	80.00	
T52		2406.90	179	1440.00	640.00	0.00	4486.90	
O17		0.00	0	0.00	0.00	0.00	-480.00	
C95		454.98	185	0.00	0.00	0.00	454.98	
T57		0.00	0	0.00	50.00	0.00	50.00	
B33		0.00	0	0.00	0.00	0.00	0.00	
V11		0.00	0	0.00	300.00	0.00	300.00	
Totals --- Credit Balances:		-718.61	18374.38	1530.00	2062.52	1801.35	23049.64	

#### **9.3.4. ACCOUNTS FOR PAYMENT – 31 AUGUST 2019**

**Agenda Reference:** CEO  
**Location/Address:** Shire of Three Springs  
**Name of Applicant:** Shire of Three Springs  
**File Reference:** ADM0083  
**Disclosure of Interest:**  
**Date:** 10<sup>th</sup> September, 2019  
**Author:** Jessica Parker

**Signature of Author:** \_\_\_\_\_

#### **SUMMARY**

Council to confirm the payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

#### **ATTACHMENT**

Lists of creditors paid as at 31<sup>st</sup> August, 2019 is attached – Attachment 9.3.4.

#### **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.

#### **CONSULTATION**

No consultation required.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Payments have been made under delegation.

#### **FINANCIAL IMPLICATIONS**

Funds available to meet expenditure.

#### **STRATEGIC IMPLICATIONS**

Nil.

## **OFFICER 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.

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION – ITEM 9.3.4**

That Council notes the accounts for payment as presented for August, 2019 from the-

Municipal Fund totalling \$910,421.54 represented by Electronic Fund Transfers No's 15412 – 15503, Cheque No's 11559 – 11567 and Direct Debits 11981.1, 11982.1-11982.2, 11988.1 – 11988.6, 12003.1 – 12003.7, 12007.1 & 12017.1

Licensing Fund totalling \$19,968.35 represented by Direct Debit 12017.1

## National Business Visa Card

20 July, 2019 to 20 August, 2019

### Chief Executive Officer

Accommodation for CSO2 for Lisc Training	\$	528.00
	\$	<b>528.00</b>

### Deputy Chief Executive Officer

ULP for 001TS 33.6 Litres	\$	44.40
ULP for 001TS 37.5 Litres	\$	47.74
ULP for 001TS 33.36 Litres	\$	47.00
ULP for 001TS 53.5 Litres	\$	68.32
ULP for 001TS 58.0 Litres	\$	72.91
LG Finance Professionals PD Day 23/08/19	\$	70.00
	\$	<b>350.37</b>

Bank Charges	\$	18.00
	\$	<b>18.00</b>

<b>Total Direct Debit Payment made on 26/08/2019</b>	<b>\$</b>	<b>896.37</b>
--	-----------	---------------

## Police Licensing

### Direct Debits from Trust Account

1 August, 2019 to 31 August, 2019

Thursday, 1 August 2019	\$	894.35
Friday, 2 August 2019	\$	287.85
Monday, 5 August 2019	\$	175.10
Tuesday, 6 August 2019	\$	1,662.45
Wednesday, 7 August 2019	\$	509.95
Thursday, 8 August 2019	\$	848.65
Friday, 9 August 2019	\$	1,016.30
Monday, 12 August 2019	\$	525.15
Tuesday, 13 August 2019	\$	59.80
Wednesday, 14 August 2019	\$	936.65
Thursday, 15 August 2019	\$	142.15
Friday, 16 August 2019	\$	421.20
Tuesday, 20 August 2019	\$	1,806.60
Wednesday, 21 August 2019	\$	55.60
Thursday, 22 August 2019	\$	736.90
Friday, 23 August 2019	\$	5,016.40
Monday, 26 August 2019	\$	633.90
Tuesday, 27 August 2019	\$	29.25
Wednesday, 28 August 2019	\$	2,207.70
Thursday, 29 August 2019	\$	517.80
Friday, 30 August 2019	\$	201.90
	\$	<b>18,685.65</b>

## Bank Fees

### Direct Debits from Muni Account

1 August, 2019 to 31 August, 2019

Total direct debited from Municipal Account	148.79
---	--------

## Payroll

### Direct Payments from Muni Account

1 August, 2019 to 31 August, 2019

Wednesday, 7 August 2019	\$	30,908.59
Wednesday, 21 August 2019	\$	32,927.12
	\$	<b>63,835.71</b>

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

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

**11.1. ELECTED MEMBERS**

**11.2. 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 18<sup>th</sup> September 2019 at 1.30pm.**



## 15. CONFIDENTIAL ITEMS

### 15.1. RECOMMENDATION TO CLOSE COUNCIL MEETING

In accordance with the *Local Government Act 1995* Section 5.23(2)(d) & (f) it is appropriate for Council to resolve “*the meeting be closed to members of the public*” for Agenda Item 15.1.1

It is a requirement of the *Freedom of Information Act 1992* that all this information is returned to the Chief Executive Officer at the completion of these items for appropriate filing to maintain confidentiality.

Once all negotiations have been completed for Agenda Item 15.1.1 this will be considered an “exempt document” in accordance with Schedule 1 of the *Freedom of Information Act 1992* denying public access.

### 15.1. STAFF RECOMMENDATION

Council resolve the meeting be closed to members of the public to discuss Agenda Item 15.1 in accordance with the *Local Government Act 1995* Section 5.23(2)(d) & (f).

### 15.1.1. CONFIDENTIAL REPORT - DEALING WITH STAFF MATTERS – SENIOR EMPLOYEES

<b>Agenda Reference:</b>	CEO
<b>Location/Address:</b>	Shire of Three Springs
<b>Name of Applicant:</b>	Shire of Three Springs
<b>File Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	11 September 2019
<b>Author:</b>	Alan Lamb
<b>Signature of Author:</b>	_____

### SUMMARY

The purpose of this report is to bring before Council the matter of Senior Employees

### 15.2. RECOMMENDATION TO RE-OPEN COUNCIL MEETING

## 16. MEETING CLOSURE