



MINUTES OF
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
18TH SEPTEMBER 2019



SHIRE OF THREE SPRINGS

MINUTES OF ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON 18th SEPTEMBER 2019 COMMENCING AT 1.35 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 st August 2019 | 1 |
| 7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION..... | 2 |
| 8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS..... | 2 |
| 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 |
| 9.2.2. SHIRE OF THREE SPRINGS LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS | 10 |
| 9.3. FINANCE | 11 |
| 9.3.1. FINANCIAL STATEMENTS FOR MONTH ENDING 31 st July 2019 and 31 st August 2019..... | 11 |
| 9.3.2. BUDGET AMENDMENT 2019-2020 | 13 |
| 9.3.3. Write Off Assets 30 th June 2019 | 15 |
| 9.3.4. ACCOUNTS FOR PAYMENT – 31 AUGUST 2019..... | 18 |
| 10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 21 |
| 11. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING | 21 |
| 11.1. ELECTED MEMBERS | 21 |
| 11.2. STAFF | 21 |
| 11.2.1. CHILDCARE FACILITY – LEASE..... | 21 |
| 11.2.1. CHILDCARE FACILITY – LEASE – LATE ITEM | 21 |
| 11.2.2. AUDIT COMMITTEE - LATE ITEM | 23 |
| 12. QUESTIONS BY MEMBERS WITHOUT NOTICE Nil | 23 |
| 13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN Nil | 23 |
| 14. TIME AND DATE OF NEXT MEETING | 23 |
| 15. CONFIDENTIAL ITEMS..... | 23 |
| 15.1.1. CONFIDENTIAL REPORT - DEALING WITH STAFF MATTERS – SENIOR EMPLOYEES..... | 23 |
| 16. MEETING CLOSURE..... | 23 |

**MINUTES OF ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
18TH SEPTEMBER 2019 COMMENCING AT 1.35 PM.**

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Chris Lane declared the meeting open at 1.35pm

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

2.1 PRESENT

| | |
|---------------|----------------|
| C Lane | President |
| C Connaughton | Vice President |
| RJ Heal | Councillor |
| AEC Thomas | Councillor |
| J Mutter | Councillor |
| R Thorpe | Councillor |

STAFF

| | |
|-----------|--------------------------------|
| A Lamb | Acting Chief Executive Officer |
| R Sunner | Deputy CEO |
| M Bennett | Manager of Works and Services |
| S Bell | Community Development Officer |
| P McKeon | Customer Service Officer |

PUBLIC

Nil

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 Confirmation of Minutes of Ordinary Meeting held 21st August 2019

180901 COUNCIL RESOLUTION – ITEM 6.1

MOVED: Cr Thomas
SECONDED: Cr Connaughton

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

CARRIED:
Voted: 6/0

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

| | |
|------------|---|
| 28/08/2019 | President Cr Lane attended Special Council Meeting |
| 30/08/2019 | President Cr Lane - Meet & Greet visitors @ Eco Caravan Park |
| 04/09/2019 | President Cr Lane - LEMA Meeting |
| 04/09/2019 | President Cr Lane - Special Council Meeting |
| 16/09/2019 | President Cr Lane - Community Wellness Consult Meeting |
| 17/09/2019 | President Cr Lane - Community Action Group AGM |
| 18/09/2019 | President Cr Lane - Ordinary Council Meeting |
| 28/08/2019 | Cr J Heal attended inspection of Day Care Building & Duffys Store |
| 28/08/2019 | Cr J Heal attended Networking Session |
| 04/09/2019 | Cr J Heal – LEMC Meeting followed by tour of council town assets |
| 04/09/2019 | Cr J Heal – Special Council Meeting |
| 01/09/2019 | Cr C Connaughton – Wildflower Show Presentation |
| 04/09/2019 | Cr C Connaughton – Special Council Meeting |
| 18/09/2019 | Cr C Connaughton – Main Roads Teleconference – Arrino South Road |

8. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

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 60m² 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, crapyots, 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) | 80m ² | 80m ² | 120m ² | 150m ² (120m ² enclosed/30m ² open) | 120m ² |
| 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) | 80m ² | 200m ² | 180m ² | 270m ² (210m ² enclosed/60m ² open) | 180m ² **240m ² (lots 2,000m ² +)) |
| 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 2,000m ² +)) |

| Rural Residential / Rural Smallholding (Lots < 4 ha) | | | | | |
|--|--|--|--|---|--|
| Area (total aggregate) | 240m ² | Exempt from the area and height requirements of the policy | 200m ² | 420m ² (300m ² enclosed/120m ² open) | 360m ² (240m ² enclosed/120m ² 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 | 240m ² (less than 20ha) Exempt if greater than 20ha | 420m ² (300m ² enclosed/120m ² open)* | 360m ² (240m ² enclosed/120m ² 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

180902 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.1.1.

MOVED: Cr Thorpe
SECONDED: Cr Thomas

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

CARRIED:
Voted: 6/0

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: 20th 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

180903 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.2.1.

MOVED: Cr Heal
SECONDED: Cr Mutter

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

CARRIED:
Voted: 6/0

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: 10th September 2019
Author: Sharon Bell, Community Development Officer

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 4th 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

180904 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.2.2.

MOVED: Cr Heal
SECONDED: Cr Mutter

That Council endorses the Local Emergency Management Arrangements.

CARRIED:
Voted: 6/0

9.3. FINANCE

9.3.1. FINANCIAL STATEMENTS FOR MONTH ENDING 31st July 2019 and 31st August 2019

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: 11th September 2019
Author: Rajinder Sunner, DCEO

Signature of Author: _____

SUMMARY

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

ATTACHMENT

Finance Report ending 31st July, 2019 – 9.3.1.
Finance Report ending 31st 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 31st July 2019, is \$1,704,415.

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

| SUMMARY OF FUNDS – SHIRE OF THREE SPRINGS – Aug 2019 | |
|---|-------------|
| 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 31st August 2019 close:

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

VOTING REQUIREMENTS

Simple Majority.

180905 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.3.1.

MOVED: Cr Mutter
SECONDED: Cr Thorpe

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

CARRIED:
Voted: 6/0

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: 11th 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

180906 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.3.2.

MOVED: Cr Mutter

SECONDED: Cr Thorpe

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)

CARRIED:
Voted: 6/0

9.3.3. Write Off Assets 30th 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: 11th 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 30th June 2019

BACKGROUND

Write off assets below \$5,000 as per Local Government (Financial Management Regulation 17A (5) as at 1st 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 1st 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

180907 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.3.3.

MOVED: Cr Mutter

SECONDED: Cr Connaughton

That Council write – off assets with effect from 30th June 2019 as presented in Attachment 9.3.3 of the agenda be noted.

CARRIED:

Voted: 6/0

| | | 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: 10th 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 31st 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

180908 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 9.3.4.

MOVED: Cr Mutter
SECONDED: Cr Thorpe

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

CARRIED:
Voted: 6/0

National Business Visa Card

20 July, 2019 to 20 August, 2019

Chief Executive Officer

| | | |
|--|----|---------------|
| Accommodation for CSO2 for Lisc Training | \$ | 528.00 |
| | \$ | 528.00 |

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 |
| | \$ | 350.37 |

| | | |
|--------------|----|--------------|
| Bank Charges | \$ | 18.00 |
| | \$ | 18.00 |

| | | |
|--|-----------|---------------|
| Total Direct Debit Payment made on 26/08/2019 | \$ | 896.37 |
|--|-----------|---------------|

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 |
| | \$ | 18,685.65 |

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 |
| | \$ | 63,835.71 |

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

11.2.1. CHILDCARE FACILITY – LEASE

| |
|---|
| 11.2.1. CHILDCARE FACILITY – LEASE – LATE ITEM |
|---|

| | |
|--------------------------------|------------------------|
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | |
| Disclosure of Interest: | Nil |
| Date: | 18/9/2019 |
| Author: | Alan Lamb |
| Signature of Author: | _____ |

SUMMARY

The purpose of this report is to put before Council the draft lease agreement between the Shire and Three Springs Childcare (TSC) Inc for authorisation to execute.

ATTACHMENT

Draft lease

BACKGROUND

The attached draft lease has been drawn up by Council's legal adviser. It is based on the current lease, modified for current practices where these differ from the agreement, and has been reviewed by TSC.

Changes to the current lease:

- Addition of an annual termite inspection – Shire responsibility
- General maintenance of the premises – Lessee's responsibility in the current lease but in practice the Shire maintenance person has attended to such matters at the Shire's cost

CONSULTATION

The author has spoken with the TSC representative and it is understood that the matter has been before Council in the past.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4.

Local Government (Financial Management) Regulations 1996 Section 34.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

OFFICER COMMENT

TSC needs to have a lease in place prior to it applying for a license to operate from the new premises. The license process can be protected and so there is a need to move forward with the lease agreement.

It is recommended that Council agree to the current draft and authorise the Shire Seal to be affixed and witnessed (legislation provides for the President and CEO to witness).

The land is a Crown Reserve managed by the Shire, with power to lease for up to 21 years. As such it will be a three party agreement, TSC, the Shire and the Minister for Lands. Once the Shire and TSC have agreed to the draft it will be sent to the Department of Lands for its input and agreement. It is possible that this will result in amendments and so the recommendation is that Council's authorisation to affix the Shire Seal is subject to minor changes to wording. Any significant, non-minor, changes required by the State Government would then require that the draft be represented to Council before execution.

VOTING REQUIREMENTS

Absolute Majority.

180909 COUNCIL RESOLUTION and OFFICER RECOMMENDATION – ITEM 11.2.1.

MOVED: Cr Heal
SECONDED: Cr Thomas

That Council accept the attached Draft Lease between the Shire of Three Springs and Three Springs Childcare, authorise minor changes to wording, as required, provided these do not material affect the terms of the agreement as presented and authorise the Shire Seal to be affixed to it.

CARRIED:
Voted: 6/0

11.2.2

11.2.2. AUDIT COMMITTEE - LATE ITEM

NOTE: Late item withdrawn by Acting CEO who advised Council that the minutes of the October 2017 Ordinary Meeting included the appointment of an Audit Committee.

12. QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

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

Nil

14. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday 16th October 2019 at 1.30pm.

15. CONFIDENTIAL ITEMS

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

NOTE: Confidential item withdrawn by Acting CEO who will refer the matter to the new CEO

16. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 2.43pm.

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

Signed: _____

Presiding Officer
Date: 16th October 2019