



MINUTES FOR
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
18 NOVEMBER 2020



Disclosure of Interest Form
(Elected Members/Committee Members/Employees/Contractors)

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

To: Chief Executive Officer

☐ Ordinary Council Meeting held
on

☐ Special Council Meeting held
on

☐ Committee Meeting held on

☐ Other

Report No

Report Title

Name

☐ Elected
Member

☐ Committee

☐ Employee

☐ Contractor

Type of Interest (*see overleaf for further information)

☐ Proximity

☐ Financial

☐ Impartiality

Nature of Interest

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

Name: _____ Signed: _____ Date: _____

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

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

OFFICE USE ONLY

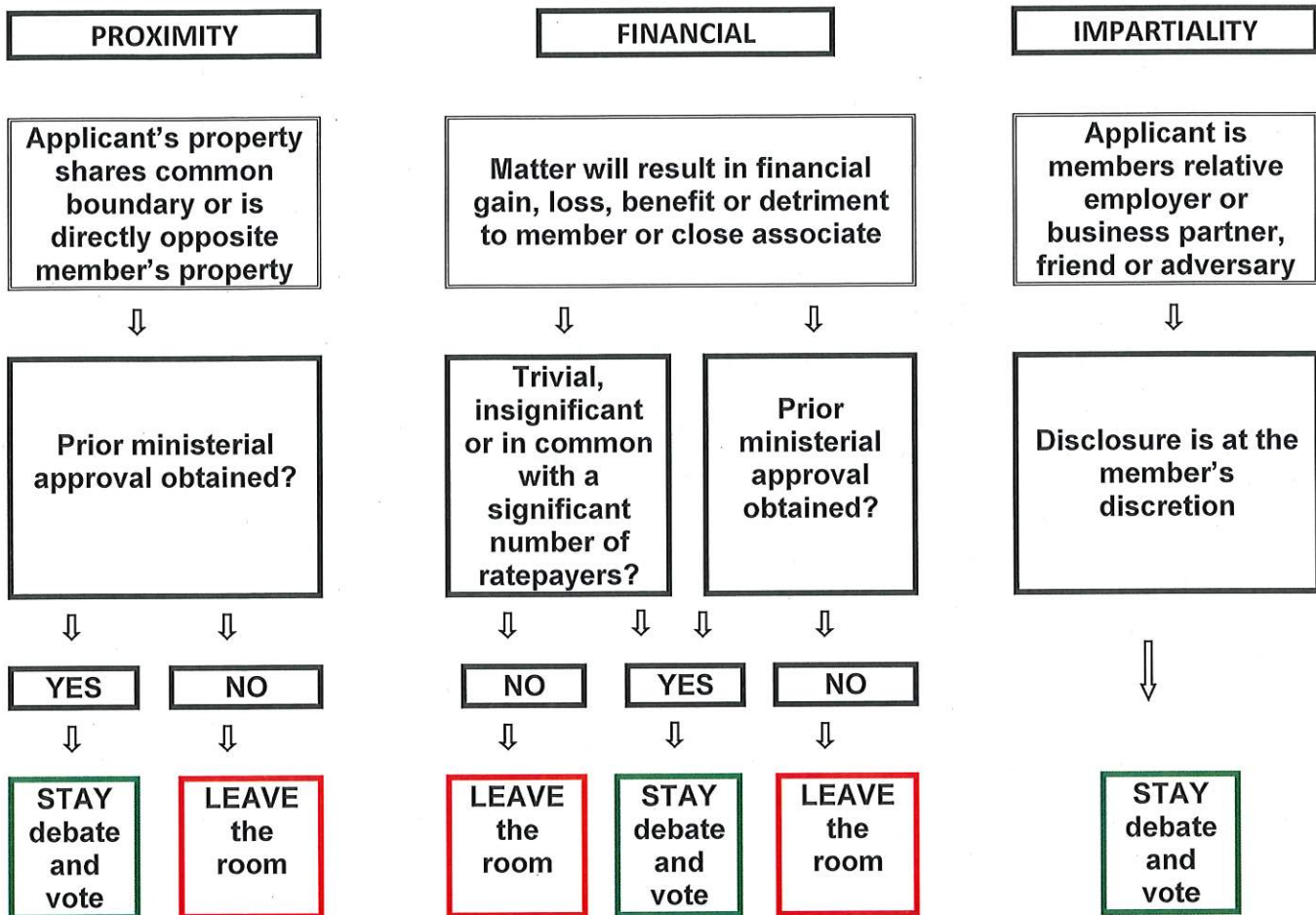
CEO

Signed:

Date:

:

* Declaring an Interest



Local Government Act 1995 - Extract

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

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

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

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

5.71 - Employees to disclose interests relating to delegated functions.

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter. (Penalties apply)

'Local Government (Administration) Regulations 1996 – Extract

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

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

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at: 5.06pm

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			18/11/2020
Councillor Heal		18/11/2020	
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		

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

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

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

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

	Date	Moved	Seconded	Vote
6.1 OCM	21/10/2020	Cr. Lane	Cr. Ennor	5/0

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

President Chris Lane acknowledged the recent passing of Maryke "Ric" Rossiter, former School Teacher in Three Springs and wife of the late Gary Rossiter, former Butcher in Three Springs.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	Friday 9 Oct – meeting with S2 Resources representative Thursday 15 Oct – Strike Energy well site visit Monday 19 Oct – Economic Business Forum Wednesday 21 Oct – OCM Friday 30 Oct – Arrowsmith East Telstra Mobile tower function Weekly catch up with CEO
Cr. Connaughton	Monday 19 Oct – Economic Business Forum Wednesday 21 Oct – OCM
Cr. Heal	Monday 19 Oct – Economic Business Forum Wednesday 21 Oct – OCM
Cr. Mutter	Monday 19 Oct – Economic Business Forum Wednesday 21 Oct – OCM
Cr. Mills	Monday 19 Oct – Economic Business Forum Wednesday 21 Oct – OCM
Cr. Ennor	19 October – Networking and briefing session & Business Forum 21 October – Ordinary Council Meeting 29 October – Wildflower Country Meeting – Jurien Bary
Cr. Eva	19 October – Networking and briefing session & Business Forum 21 October – OCM 30 October – Opening of 700 th blackspot tower

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:	18 November 2020
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	

Council Role:

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

Report Purpose:

That Council Accepts:

1. The Governance Compliance Calendar report for month of October 2020.
2. Actions Performed under Delegated Authority for the month of October 2020.

Background:

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

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

Officer's Comment:

Compliance Table for October 2020

Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Records Ref (Evidence of completion)	Comment
Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC website - WA Local Government Accounting Manual	November 2020 report submitted to the November 2020 OCM. Reference Minutes	
Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL website - Manual of Operating Procedures	N/A	
Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSC website - Operational Guideline No.21 Disclosure of Financial Interests in Returns.	N/A	
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)		N/A	
Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	s.2.25		N/A	
Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)	Local Government Act 1995	s.4.35 Elections Regs.14 and 15 Form 6 and 7	WALGA website - Template Enrolment Eligibility Claims Register	N/A	
Policy Review - Code of Conduct Following each Election - provide Council report to enable the 'new' Council to review and adopt the Code of Conduct.	Local Government Act 1995	s.5.103 s.5.104 Admin.Reg. Part 9 Rules of Conduct Regs.	WALGA website - Model Code of Conduct Recommended Practice • Review the Code following each Election cycle to ensure new (and old) Elected Members understand requirements.	N/A	
Elections - Declarations of Office for new Elected Members <u>elected unopposed</u> (due 2 months from declaration of result at close of nominations - s.2.32(c))	Local Government Act 1995	s.2.29	DLGSC website - Elections Timetable DLGSC website - Returning Officer Manual	N/A	

Valuer General Information Due 14th day of each month - providing schedules of: <ul style="list-style-type: none"> • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985 	Valuation of Land Act 1978	s.37	<p>City Of Geraldton "confirms that our administration officer completes the Building Permit Data base on behalf of the shire. DMIRS uses this data collected to share with Australian Bureau of Statistics (ABS) and Worksafe this saves the shire from reporting separately to these agencies.</p> <p>The shire collects all fees associated with the building applications and forwards the BSL and BCIFT levies once the building permits have been issued, the DMIRS users the data base to check remuneration of the levies.</p> <p>Once the shire has received a notice of completion BA7 advising that the building project has been completed and is of a category required to be referred to the Valuer General for a rates revaluation, than the building documentation is sent."</p>
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Execution of Delegation for October 2020

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
22-Oct-20	ADM0349	GO004-Execution of Contract Documents	Goods and / or Services Contract Conditions	Dudawa Haulage & Shire of Three Springs	CEO	
2-Oct-20	PMT ID: 168335597	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Overdrawn amount due to dishonoured Cheques - \$710.20
02-Oct-20	PMT ID: 168350624	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 168350624 for \$4,431.29
02-Oct-20	PMT ID: 168389243	CS002 - Payments from Municipal Fund and Trust Fund	Payrun	NAB	Deputy Chief Executive Officer	Payrun 02 October 2020
09-Oct-20	PMT ID: 168779941	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 168779941 for \$114,003.85
13-Oct-20	PMT ID: 168936996	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$30,000.00 from Maxi A/C to Muni A/C
13-Oct-20	PMT ID: 168937073	CS002 - Payments from Municipal Fund and	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 13 October 2020 - \$40,771.93

16-Oct-20	PMT ID: 169195534	Trust Fund CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 169195534 for \$27,099.35
22-Oct-20	PMT ID: 169515502	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 20/10/2020 - \$467.65
22-Oct-20	PMT ID: 169515672	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 21/10/2020 - \$1,098.90
22-Oct-20	PMT ID: 169545179	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$85,000.00 from Maxi A/C to Muni A/C
22-Oct-20	PMT ID: 169545396	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 169545396 for \$144,665.80
22-Oct-20	Chq 11617	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - TS Engineering	NAB	Deputy Chief Executive Officer	Creditors Payment - TS Engineering # 11617 - \$660.00
28-Oct-20	PMT ID: 169819646	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$30,000.00 from Maxi A/C to Muni A/C
28-Oct-20	PMT ID: 169825341	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 27 October 2020 - \$43,961.34
2-Oct-20	PMT ID: 168335052	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 01/10/2020 - \$772.80
2-Oct-20	PMT ID: 168335597	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 Overdrawn amount due to dishonoured Cheques - \$710.20
02-Oct-20	PMT ID: 168350624	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 168350624 for \$4,431.29
02-Oct-20	PMT ID: 168389243	CS002 - Payments from Municipal Fund and Trust Fund	Payrun	NAB	Senior Finance Officer	Payrun 02 October 2020
8-Oct-20	PMT ID: 168550889	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 06/10/2020 - \$64.75
09-Sep-20	PMT ID: 168779485	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$75,000.00 from Maxi A/C to Muni A/C
09-Oct-20	PMT ID:	CS002 -	Weekly Payment -	NAB	Senior	Creditor Payment

	168779941	Payments from Municipal Fund and Trust Fund	Creditors		Finance Officer	- EFT PMT ID 168779941 for \$114,003.85
13-Oct-20	PMT ID: 168860662	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 07/10/2020 - \$311.95
13-Oct-20	PMT ID: 168936996	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$30,000.00 from Maxi A/C to Muni A/C
13-Oct-20	PMT ID: 168937073	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 13 October 2020 - \$40,771.93
14-Oct-20	PMT ID: 168976905	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 13/10/2020 - \$2,527.70
15-Oct-20	PMT ID: 169067145	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 14/10/2020 - \$1,756.05
16-Oct-20	PMT ID: 169195534	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 169195534 for \$27,099.35
22-Oct-20	PMT ID: 169515502	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 20/10/2020 - \$467.65
22-Oct-20	PMT ID: 169515672	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 21/10/2020 - \$1,098.90
22-Oct-20	PMT ID: 169545179	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$85,000.00 from Maxi A/C to Muni A/C
22-Oct-20	PMT ID: 169545396	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 169545396 for \$144,665.80
22-Oct-20	Chq 11617	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - TS Engineering	NAB	Senior Finance Officer	Creditors Payment - TS Engineering # 11617 - \$660.00
23-Oct-20	PMT ID: 169594357	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 22/10/2020 - \$1,348.30
26-Oct-20	PMT ID: 169663112	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 23/10/2020 - \$14.95
28-Oct-20	PMT ID: 169819646	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$30,000.00 from Maxi A/C to Muni A/C

28-Oct-20	PMT ID: 169825341	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 27 October 2020 - \$43,961.34
28-Oct-20	PMT ID: 169859870	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 27/10/2020 - \$87.70
29-Oct-20	PMT ID: 169904990	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 28/10/2020 - \$917.55
30-Oct-20	PMT ID: 170055330	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 29/10/2020 - \$257.20
30-Oct-20	PMT ID: 170054545	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maxi A/C to Muni A/C	NAB	Senior Finance Officer	Transfer \$30,000.00 from Maxi A/C to Muni A/C
30-Oct-20	PMT ID: 170067933	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 170067933 for \$40,515.03
30-Oct-20	Chq 11618	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Shire of Chapman Valley	NAB	Senior Finance Officer	Creditors Payment - Shire of Chapman Valley # 11618 - \$1,716.00
2-Oct-20	PMT ID: 168335052	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 01/10/2020 - \$772.80
8-Oct-20	PMT ID: 168550889	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 06/10/2020 - \$64.75
13-Oct-20	PMT ID: 168860662	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 07/10/2020 - \$311.95
14-Oct-20	PMT ID: 168976905	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 13/10/2020 - \$2,527.70
15-Oct-20	PMT ID: 169067145	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 14/10/2020 - \$1,756.05
26-Oct-20	PMT ID: 169663112	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 23/10/2020 - \$14.95
28-Oct-20	PMT ID: 169859870	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 27/10/2020 - \$87.70
29-Oct-20	PMT ID: 169904990	CS002 - Payments from Municipal	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking

		Fund and Trust Fund				28/10/2020 - \$917.55
30-Oct-20	PMT ID: 170055330	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 29/10/2020 - \$257.20

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Administration Part 5, Division 4, S.5.40

5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

Policy Implications:

Council Policy 1100 Risk Management. The risk management objectives of this policy are:

1. *Optimise the achievement of our vision, mission, strategies, goals and objectives.*
2. *Provide transparent and formal oversight of the risk and control environment to enable effective decision making.*
3. *Enhance risk versus return within our risk appetite.*
4. *Embed appropriate and effective controls to mitigate risk.*
5. *Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.*
6. *Enhance organisational resilience.*
7. *Identify and provide for the continuity of critical operations*

The Good Governance in Practice Principles 'compliance and reporting' align with Council policy and legislation reducing organisation's risk.

Financial/Resources Implications:

Nil

Strategic Implications:

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
A long term strategically focused Shire that is efficient, respected and accountable.	4.3.2. Ensure compliance with all relevant legislation.

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

MOVED: Cr. Mills

SECONDED: Cr. Eva

That Council Accepts:

1. The Governance Compliance Calendar report for October 2020
2. The Execution of Delegation report for October 2020

CARRIED:

VOTED: 5/0

10. REPORTS OF OFFICERS

Executive Services	
10.2. Policy-Tourism	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM0200
Disclosure of Interest:	Nil
Date:	18 November 2020
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 adopt the 'Tourism' Policy dated 18 November 2020.

Background:

In the past 12 months the Shire's strategic focus has been on the Strategic Community Plan (SCP), Element 1 Economic Development. The objective has been to identify strategies to slow the declining population and increase commerce. These objectives have been developed and multiple reports identifying growth opportunities and projects have been submitted to Council, including:

1. Updated *Plan for the Future* strategic reports, Corporate Business Plan, Long Term Financial/Asset Plan, Workforce plan and asset fair value reports.
2. Industrial, land and housing report.
3. Tourism report.

4. Economic forum and business engagement.
5. Recommencement of the Town Centre Revitalisation Plan-Civil Works.
6. Lovelocks water harvesting and discussions about horticultural diversification.

The broader context is the Shire's vision, *"Three Springs becomes a healthy and unified community with a bright future"*, this vision is being pushed on various platforms and the discovery of Western Australia's largest land based gas and helium reservoirs are in the Shire of Three Springs (Strike Energy 'West Erregulla' and Beach Energy 'Beharra Springs' project). These resource discoveries have the potential to change Three Springs in conjunction with a strong tourism product, land and families focus. This situation is creating a sense of urgency for Three Springs to keep pace with the changing economic environment and to be prepared in advance to attract and offer incentives, and sound reasons for industry to locate operations, support industry and personnel in Three Springs.

When major projects/decisions are developed, structured and reported to Council there will be an expectation that Council adopt policy to guide Shire officers. The adoption of policy is the fourth statutory directive to Council, *"determine the local government's policies"*. A policy is a rule or principle that should better guides decisions, resulting in positive outcomes that enhance the community or unit.

Officer's Comment:

1. Part 1 of the Local Government Act 1995 section 1.3 (3) states, *"In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity"* and section 1.3 (c) (d) states, *"greater accountability of local governments to their communities; and more efficient and effective local government"*.
2. The SCP is the Shire's long-term plan for the future. It outlines the long term vision, values, aspirations and priorities of the community as identified by the community, and helps Council ensure local government service delivery is consistent with and supports the community aspirations for the Shire. In practice, the Strategic Community Plan guides decision making through the Corporate Business Plan and Annual Budget. It helps to determine priorities for the delivery of programs, projects and services.
3. The Shire of Three Springs 2018-2028 SCP states in section 2.4.1 *"Develop and restore Duffys Store"*, 2.4.2 *"Work Closely with CBH to identify opportunities for alternative uses of the silos"* and 1.3.6 *"Investigate and develop the long-term use of the Three Springs Mining Camp"*.
4. The 2013-2017 Shire of Three Springs Corporate Business Plan (CBP) stated, *"The proposal is to restore the building to bring it back to a safe level where it will not deteriorate further, and then install a Museum and Visitor Centre within the building. Third stage of the building project would be to install another building behind the heritage listed buildings to house machinery and tools for display, and have a Men's Shed operate in this space"*.

5. The 2017-2021 CBP stated, *"The Shire also sees ongoing opportunities in tourism development and supports the Duffys Building development as a key tourism facility and will also continue to be part of the Wildflower Country Incorporated projects to maximise tourism opportunities"* and *"The proposal is to continue to repair and restore the building and then incorporate other community facilities at the rear of the heritage building. This could include Pop up Shop, Museum Space, or Men's Shed"*.
6. The 2020-2024 CBP states *"Develop and Restore Duffys Store"*, *"Work Closely with CBH to identify future opportunities for alternative uses of the silos"* and *"investigate and develop the long-term use of the Three Springs Mining Camp"*.

In June 2020 the Chief Executive Officer (CEO) submitted to Council with the Duffys Store Discussion Paper. The paper included three tourism elements; Duffys Store, Silo projection/tours and the Glyde Street Caravan Park. These elements should not be viewed in isolation but as a symbiosis as with the multiple Duffys Store attractions.

Tourism is one of the Shire economic elements that can be aligned particularly when the Shire's SCP tourism strategy and initiatives align and support State and National Government Strategy.

"The State Tourism Strategy 2020 was intended to realise that opportunity by growing visitor numbers and doubling tourism spend to \$12 billion a year."

"Tourism contributes a significant amount to the WA economy. In the year ending 31 March 2017, 19.35 million trips were taken within the state by Western Australians and there were 10.4 million overnight visitors to the state. All visitors, which includes international, interstate, intrastate and day trippers combined, spent \$10.14 billion in WA, and \$4.7 billion of this was spent in regional areas."

In 2010, the federal government agency Tourism Australia released a national strategy setting a whole of government target of doubling Australia's tourist spend to \$115 billion by 2020."

Tourism WA subsequently led the development of the WA Tourism 2020 strategy which was released in December 2012. The strategy describes 7 strategic 'pillars' for growth, linked together by ongoing operations, to help deliver WA's strategy goal of doubling tourism spend from \$6 billion in 2010 to \$12 billion by 2020." Western Australian Auditors General Report, WA State Tourism Strategy 2020.

What are we trying to achieve in the future?

The Tourism Vision:

Three Springs is the heart of the North Midland tourism experience becoming an iconic desired tourism destination achieving its full potential by delivering against the State's tourism brand promise.

Three Springs will promote the arts and culture to those persons who do not have ready access to the benefits of a vibrant and diverse art and

cultural centre by showcasing through quality collections, projection and performance of cultural heritage.

That heritage is the heart of Three Springs, we recognise and conserve our places of significance cultural heritage to the State, by preserving and presenting Duffys Store and the Silos.

This stretch vision and goals assumes that National and the State Government will support Three Springs by partnering and creating a favourable environment for tourism infrastructure investment and development, activities that support and participate in the overall vision to deliver the experience extraordinary brand promised.

Three Springs also boasts a diverse and exciting events calendar, featuring events such as off road motor racing, star gazing, wild flower exhibition weekend and the North Midlands arts festival and walk-in cinema.

Our Shire Council and hardworking farming community wants to share these experiences with the world, growing our domestic and international tourism market, and we believe that the whole of government and industry working together will help us achieve this goal.

There are currently three tourism elements:

1. Develop Duffys Store into an iconic historical tourist site and community hub to serve as a model for other regional tourism sites.
2. Develop the grain silos tourism experience. The silos are located in the centre of town across the road from Duffys Store:
 - Incorporate the projection livestreaming of cultural events and the projection walk-in cinema.
 - Incorporate silo tours with a strong focus on education, adventure sports and sightseeing with unprecedented viewing over the North Midlands landscape. This will be an iconic experience.
3. Develop the Glyde Street site into a caravan/camping park. Located 400m from the town centre is the 2.6 HA Glyde Street site. This site has been partially developed, and includes \$1.9m of existing infrastructure, power, water, sewage to 40 sites and some above ground asset including site fencing, and pergolas. The focus is to stimulate the local economy by value priced caravan sites and using this municipal asset in conjunction with other asset to package attractions. Examples include, livestream the arts from Perth and on those weekends offer free municipal caravan sites, access to tennis courts, lawn bowls and the 50m swimming pool.

Schedule of Development

2020-2023	Obtain grants and redevelop/construct Duffys Store, Caravan Park and Projection.
2020-2023	Build relations with Indigenous Locals, Museums WA, Arts WA, Tourism WA and the Heritage Council.
2020-2023	Develop the special events strategy.
2023	Official Opening-Governor, Premier, Minister, special events for the weekend.
2023-2024	Win Tidy Towns' Win best tourism town, Win promotion of the art award.
2023-2024	Obtain grants to redevelop the Silos into an educational, adventure sports, sightseeing and tourism iconic site.

Tourism Elements:

1. Duffys Store

Duffys Store and Billiard Saloon was constructed in 1909 during the opening up of the region and settlement of the Three Springs township. The historical value and importance of Duffys Store being the oldest standing shop in Western Australia sets apart this project. The heritage significance of the building was recognised when it was registered on the State Register of Heritage Places in March 2005.

The Duffys Store project goals are:

1. Provide a safe and relaxing environment that is 1909 focussed with experiences for all age groups;
2. Restore Duffys store/shop to a 1909 museum experience;
3. Museum WA endorsed experience, presenting the history of Three Springs, the region, and travelling museums exhibitions;
4. Relocate the Visitors Centre to the store;
5. Restaurant offering diverse high quality licenced culinary experience from the region;
6. Sell local Aboriginal art and regional food on a commission basis;
7. Community meeting place;
8. Arts and exhibition centre;
9. Historical movies, i.e. The history of wheat and sheep in Australia;
10. Manage the silo projection system;
11. Manage the future Shire Caravan Park;
12. Manage the Silo Tourism and Projection.

2. Silos

The silo projection project would project images on to the silos opposite Duffys Store to attract visitors to town. This is still being developed, however should the project

proceed the management of the project could be coordinated by the staff in Duffys Store.

Ideas to be projected could be related to particular events, for example the arts, ANZAC Day, road safety messages and bushfires.

The Silo Projection Goals are:

1. The ability to project the arts events from the city or other regional locations to the North Midlands. e.g. Symphony in the City and Opera in the Park.
2. To provide outdoor cinema.
3. To showcase aboriginal arts.
4. To support events packaging and marketing of the Western Australian tourism locations and products.
5. To project community messaging and safety.
6. The silo developed into an iconic tourism destination offering silo tours, education, wheat industry, adventure sports and unprecedented North Midlands sightseeing experience.

3. Glyde Street Caravan Park

This project is the development of the former workers accommodation site that housed people working on the Mid West Energy project. Underground infrastructure including water, sewage and power remain in place making the development of a caravan park a real possibility. This project is important to maximising the economic benefit to the town from visitors staying one night or more. Research¹ has indicated the average daily spend in regional Western Australia is \$123 per person, including accommodation which could represent a significant economic benefit for the town. In the off-peak tourist months, competitive rates could be offered to attract long term visitors.

The Caravan Park goals are:

1. To provide good value camping and caravanning facilities
2. To attract more people to Three Springs
3. To increase the overnight stays by providing a range of tourism experiences

4. Special Events

The Shire specialises in drawcard weekend events. Maximising the use of the municipal asset to add substantial value to the events.

- National off-road motor racing
- Wild flower show
- Outdoor cinema and live streaming the Arts and Cultural events regional impact
- Rodeo
- Salt lake sail racing

- Silo adventure sports competition

Consultation:

Correspondence and discussions have already taken place with:

- Honourable David Alan Templeman MLA Minister for Local Government; Heritage; Culture and The Arts
- Honourable Paul Papalia CSC MLA Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests
- Honourable Melissa Price, M.P. Minister for Defence Industry
- Honourable Darren Legh West MLC

Parliamentary Secretary to the Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade - representative for Hon Alannah MacTiernan M.L.C.

- Hon Shane Love M.L.A. Deputy Leader of the Nationals WA
- CBH Board and Directors
- Coral Coast Chief Executive Officer
- Australia's Golden Outback Chief Executive Officer
- North Midlands Project (Regional Arts W.A.)
- Tourism Council Western Australia, Evan Hall, Chief Executive Officer
- Regional Arts WA-Chief Executive Officer

Statutory Environment:

Local Government Act 1995, Part 2, Division 2, s.2.7:

2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Policy Implications:

Local Government Act 1995, Part 2, Division 2, s.2.7 states that Council, (a) oversee the allocation of the local government's finances and resources; and (b) determine the local government's policies.

The CEO is requesting that Council determine policy related to the redevelopment of Duffys Store, Glyde Street Caravan Park and silos.

The purpose of this policy is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

GOVERNANCE-COUNCIL MEMBERS and EMPLOYEES

Tourism

Adoption		
Date	Meeting	Council Decision
	OCM	
Review		
Date	Meeting	Council Decision
	OCM	
Delegation		
No.	Title	
Legislative Reference		
Local Government Act 1995 s5.41 (f), [Rules of Conduct Reg.3(d), s.2.8(1)(d) of the Local Government Act 1995, s.2.8(1)(d) of the Local Government Act 1995, s.5.93 of the Local Government Act 1995]		

PURPOSE

The Council will in relation to tourism in the Shire of Three Springs:

- a) Recognise tourism as a social and economic force within the diverse economy of the Shire of Three Springs.
- b) Foster and create community awareness of the benefits of tourism within the Three Springs district.
- c) Support the development of tourism in Three Springs district and on a regional and State level.
- d) Provide the infrastructure sufficient to encourage tourism development.
- e) Ensure that facilities within the Three Springs area are adequate to cater for visitors.

POLICY

To achieve these objectives the Council will:

1. Recognise the importance of our Regional and State affiliations as a means to further develop tourism as an economic and social stimulus
2. Assist to foster and create a community awareness of the role and value of tourism within Three Springs.
3. Encourage tourist organisations or events which have the potential to develop tourism in the Three Springs region.
4. Provide a budget allocation for tourism expenditure.
5. In the formulation and review of its planning instruments, take into consideration policies on tourism and other leisure related issues, and requirements of tourism development.
6. Ensure the welfare of the community when supporting tourism development and the provision of facilities.

OFFICIAL COMMUNICATION and LOBBING

Authorise the Chief Executive Officer speak on behalf of Council (LGA s5.41 (f), to lobby government, the media and to apply for grants associated with the following tourism elements:

1. Duffy's Store
2. Glyde Street Caravan Park
3. CBH Silos

Communications by the Chief Executive Officer, must not:

1. Bring the Shire of Three Springs into disrepute, [Rules of Conduct Reg.3(d)];
2. Compromise the person's effectiveness in their role with the Shire of Three Springs,
3. Imply the Shire's endorsement of personal views [s.2.8(1)(d) of the Local Government Act 1995].
4. Disclose, without authorisation, confidential information [s.5.93 of the Local Government Act 1995].

Financial/Resources Implications:

Nil

Strategic Implications:

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
A collaborative and forward thinking community that is guided by strong leadership.	Maintain, review and ensure relevance of Council policies and local laws.
Outcome 1.1 Develop tourism infrastructure and increase length of stay	1.1.1 Provide and maintain good quality tourism infrastructure and facilities 1.1.4 Continue to support and develop the Three Springs Visitors Centre 1.1.5 Investigate and implement options for heritage opportunities 1.3.1 Promote existing and new industry opportunities to increase employment 1.3.6 Investigate and develop the long-term use of the Three Springs Mining Camp 2.3.2 Lead by example and improve and maintain community infrastructure 2.4.1 Develop and restore Duffys Store 2.4.2 Work closely with CBH to identify future opportunities for alternative uses of the silos 2.4.3 Include heritage interpretation in promotional materials
Outcome 2.1 A community that is well informed and respects our natural, cultural and built environments	

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

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

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

080/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION	10.2
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter</p> <p>That Council adopt the 'Tourism' Policy dated 18 November 2020.</p> <p style="text-align: right;">CARRIED: VOTED: 5/0</p>	

Executive Services

10.3 Dominican Park Development

Agenda Reference:	
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	
Date:	18 November 2020
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 endorses:

1. The development of Dominican Park (DP).
2. The allocation of the 2020-2021 Local Road and Community Infrastructure (LRCI) grant of \$234,465 toward the development of DP.

Background:

1. 2016 DP Reserve Management order issued by the State Government in favour of the Shire for the purpose of recreation.
2. 2017 Parkland furniture installed.
3. 2020 Community consultation.
4. 2020 Successful grant \$55,000.

DP is not referenced in the Shire's Strategic Community Plan. However, it is clear that the concept to develop the DP was established in 2016 with capital investment commencing in 2017.

In July 2019 it was decided to form a working group; however the project was put on hold due to the changing of CEOs.

In March 2020 the working group met on site. All attendees received a paper detailing potential scope of works, and were asked to develop basic concept plans. Most people submitted plans which were passed onto the Manager of Works and Services.

From the consultation outcomes the park land development is generally based on the following wishes:

- **Dual Use Paths:** (bike/walk/scooter/pram/walkers/disabled) - concrete 2m wide path. The path would circle the entire park with access from both Glyde and Touché Streets.
- **Fitness Stations:** have four fitness stations located on path, including those suitable for disabled / seniors.
- **Nature Play Area:** (tree trunk stepping stones, concrete culverts, swings, flying fox, twig wigwam, cable reel table and chairs etc) Could community donate item towards the construction? Mulch and sand from the Shire.
- **Half-court basketball:** cement slab size of half a court, with basketball hoop and brick half wall for hitting tennis ball or playing hand ball against. Cement could also be marked to include hopscotch
- **Children's bike circuit:** designed with crossings, stop signs etc to teach and enhance road safety awareness in children
- **Picnic area:** shaded picnic tables and benches - no bbq as there is no power to the park. Cemented or paved bases for ease of access for those using wheelchairs, strollers, prams and walkers. Water refill station in this area. Water tank on shelter for drip system for landscaping?
- **Public Toilet:** toilet would have to be on septic tank or be composting (eco toilet). Should have disabled access and be unisex. Water tank on building for drip system for landscaping?
- **Landscaping:** area of park not designated for recreation to be planted with native plants, shrubs, trees to attract birds and insects. Perhaps a sensory garden near the picnic area for those who are disabled (sight, feeling, scent). In children's area use brightly painted recycled tyres as planter pots? Utilise mulch and sand for play areas, maybe small area of grass near picnic area?
- **Parking:** Need off street parking (off Touché St), including ACROD parking.

1. SINGLE UNISEX TOILET.
2. WATER TRENCH
3. BMX TRACK
4. PICNIC SHELTERS
5. LAWN AREA
6. DUAL USE PATH.
7. PARKING
8. NATURAL PLAY
9. KIDS CYCLE
10. LANDSCAPING
11. TOWN ENT. STATEMENT
12. CITRUS FRUIT ORCHARD
13. EXERCISE STATIONS
14. WHITE PICKET FENCE



Officer's Comment:

Part 1 of the Local Government Act 1995 section 1.3 (3) states, *"In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity"* and section 1.3 (c) (d) states, "greater accountability of local governments to their communities; and more efficient and effective local government".

Social Advancement:

The townsite on the northern side of the railway line is socially disadvantaged because the development and improvement of municipal asset has stalled in this area. Social advancement as referenced in Part 1 of the Local Government Act 1995 has many applications but a reasonable assessment of the municipal asset distribution within the townsites is obvious. There are no developed parks on the northern side of town even though it has the greater number of houses. This unequal distribution of public asset needs to be considered as the town develops. The broken municipal asset, rundown basketball courts and no public recreation assets for the community use on the northern side of town is unacceptable and works against improving the impact of the low socioeconomic environment. Unengaged young people is considered a disadvantage.

Consultation:

Dominican Park became a Shire project in 2016-2019, after repeated requests from the community for the area to be developed into a recreational space.

In March 2020 the working group met up at the site. All attendees received a paper detailing potential scope of works, and were asked to develop basic concept plans. Most people submitted plans which were passed onto the Manager of Works and Services.

In April, the Council identified it as part of the Drought for Communities programme application with \$55,000 of the funding to be directed to the development of the park.

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

On the 30 October 2020 the Shire was advised that the Local Roads and Community Infrastructure (LRCI) Program – Extension would be offered to the Shire. *"Shire of Three Springs will receive an additional funding allocation of \$234,465. This funding will be available from 1 January 2021, with the Program being extended until the end of 2021. Program Guidelines and Grant Agreements are currently being drafted and will be provided in the coming weeks. In the meantime, we encourage you to consider projects you may wish to nominate for funding under the Program Extension."*

The previous 2019-2020 LRCI guidelines stated that eligible projects included landscape, fencing, picnic shelters and playgrounds.

Grant Funding Table:

Stages	Costs	Notes
Stage One 20/21	\$289,465	Drought Communities Programme \$55,000 and Local Roads and Community Infrastructure Program \$234,465.
Stage Two 21/22	\$80,000	Footpath grant \$40,000, SoTS \$40,000. Budget \$80,000.

Development Costs Stages One and Two:

Task Name	Duration	Start	Finish	Predict	Cost	Notes	January Jan	February Feb	March Mar	April Apr	May May
▲ Dominican Park	400 days	Mon 11/01/21	Fri 22/07/22		\$365,600.00						
▲ Stage 1	30 days	Mon 11/01/21	Fri 19/02/21		\$30,000.00						
Bulk Earth Works	6 wks	Mon 11/01/21	Fri 19/02/21		\$10,000.00						
Plumbing	6 wks	Mon 11/01/21	Fri 19/02/21		\$6,000.00						
Power	6 wks	Mon 11/01/21	Fri 19/02/21		\$6,000.00						
Footings	6 wks	Mon 11/01/21	Fri 19/02/21		\$8,000.00						
▲ Stage 2	40 days	Mon 22/02/21	Fri 16/04/21		\$208,600.00						
Public Toilets	8 wks	Mon 22/02/21	Fri 16/04/21	6	\$75,000.00						
BMX track	2 wks	Mon 22/02/21	Fri 5/03/21	855	\$30,600.00						
Adventure Play Ground	2 wks	Mon 8/03/21	Fri 19/03/21	9	\$8,000.00						
Irrigation and turf planting	2 wks	Mon 22/03/21	Fri 2/04/21	10	\$70,000.00						
Tree Planting	2 wks	Mon 5/04/21	Fri 16/04/21	11	\$15,000.00						
Hard structure/tables/chairs	1 wk	Mon 5/04/21	Fri 9/04/21	1255	\$10,000.00						
▲ Stage 3	12 days	Mon 12/04/21	Tue 27/04/21		\$47,000.00						
Fencing	2 wks	Mon 12/04/21	Fri 23/04/21	13	\$15,000.00						
Signage	2 wks	Wed 14/04/21	Tue 27/04/21	1555	\$2,000.00						
Kerbing	2 wks	Wed 14/04/21	Tue 27/04/21	1555	\$5,000.00						
Gravel footpaths	2 wks	Wed 14/04/21	Tue 27/04/21	1555	\$25,000.00						
▲ Stage 4	15 days	Mon 4/07/22	Fri 22/07/22		\$80,000.00						
Concrete Footpaths	3 wks	Mon 4/07/22	Fri 22/07/22		\$80,000.00	Concrete Footpath Grant 2022					

Annual Maintenance Costs:

The annual parkland maintenance cost is \$15,578 which will be absorbed into operations.

Strategic Implications:

In reference to the Shire's Strategic Plan (Plan for the Future):

- Strategic Community Plan (SCP)**
There is no direct reference to the redevelopment of Dominican Park in the SCP.
- Corporate Business Plan (CBP)**
Dominican Park is referenced in the CBP under 'Capital Program' 20-21 \$55,000.

There is no reference to future funding. The 'Forecast Statement of Funding' shows a \$0 surplus/deficit 20-21 to 23/24. Therefore potential future DP development funding will need to be linked to 'new money', or reductions in other programs or rates increase.
- Strategic Resource Plan 2020-2035 (Long term financial and asset plan) (SRP)**
Rate revenue is forecast to increase at 3% per year from 2021/22 for the duration of the SRP. These increases are to assist in the long term financial stability of the Shire.

There is no reference to future funding. The 'Forecast Statement of Funding' shows a \$0 surplus/deficit 20-21 to 34/35. Therefore potential future DP

development funding will need to be linked to 'new money', or reductions in other programs or rates increase.

There is no intent to increase rates to pay for this development and the maintenance. The development should be paid for by new money 'grants'. To offset asset depreciation, the old depot office has been demolished and removed from the asset inventory, and it is proposed to demolish the old pottery shed, remove from the inventory once additional consultation has occurred.

4. *Work Force Plan*

The parkland maintenance workload will be absorbed into existing staff structure

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
1.1.1 - Provide and maintain good quality tourism infrastructure and facilities	<p>1.1.3 - Develop complementary infrastructure and activities such as walk trails and heritage interpretation</p> <p>2.1.3 - Develop promotional material to better inform visitors and locals about our natural, cultural and built environment.</p> <p>2.8.6 - Provide high quality public toilets;</p> <p>3.3.3 - support youth activities).</p>

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

'Corporate Business Plan 2020 – 2024'.	
Scope Statement:	Project Outputs:
Capital Program	Dominican Park is referenced in the CBP under ' <i>Capital Program</i> ' 20-21 \$55,000.

Voting Requirements:

Absolute Majority.

Officers Recommendation:

MOVED: Cr. Mutter
SECONDED: Cr. Eva

That Council endorses:

1. The development of Dominican Park.
2. The allocation of the 2020-2021 Local Road and Community Infrastructure (LRCI) grant of \$234, 465 toward the development of Dominican Park.

CARRIED:
VOTED: 5/0

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:	ADM0155
Disclosure of Interest:	Nil
Date:	18 November 2020
Author:	Marc Bennett, Manager of Works and Services
Attachment (s):	Maintenance Grading Map October 2020

Council Role:

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

Report Purpose:

That Council accept the Capital Works Report for October 2020.

Background:

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

Officers Comment:

Program	Budget	Actual	Delivery Time Frame
Roads			
Morawa Road Re-Seal/shoulders	\$369,688		Aug - Dec 2020
Sheppard Road Re-Sheet	\$131,828		Apr - May 2021
Neburu Road Re-Sheet	\$131,828		Feb - Mar 2021
Hydraulic Road Re-Sheet	\$131,828		Mar - Apr 2021
Arrino West Second Coat	\$102,000		Dec 2020
Neburu Road Second Coat	\$100,575		Dec 2020
Walter Street Re-Seal	\$ 28,025		Dec 2020

Maley Street Re-Seal	\$ 28,025		Dec 2020
Plant & Equipment			
CEO Car	\$ 47,000	\$46,772	Aug 2020
MWS Car	\$ 49,000	\$46,140	Aug 2020
Garden Truck	\$ 60,000		Aug 2020
Ford Escape (sell)	\$ 18,000		Aug 2020
Western Star (sell)	\$ 80,000		May 2021
Holden Calais (sell)	\$ 20,000	\$27,000	Jan 2021
Amrok (sell)	\$ 20,000	\$28,000	Aug 2020
Fuel System	\$ 15,000		Sept 2020
Mitsubishi Canter (sell)	\$ 5,000		Sept 2020
Truck Body (sell)	\$ 6,000	\$13,350	Aug 2020
Infrastructure			
Footpath Slaughter Street	\$ 62,750		Sept - Oct 2020
Kerb & Drainage	\$ 54,356		Sept - June 2021
Skate Park	\$ 10,000		Feb - Mar 2021
Building			
Housing	\$ 80,800		Jan - June 2021
Building	\$ 25,000		Jan - June 2021
Work Shop Extension	\$ 45,000		Aug - Dec 2020
Foreman's Office (demolition)	\$ 10,000	\$10,000	Dec 2020
Building Signs	\$ 28,895		Jan - Jun 2021
Duffys Store	\$ 10,000		Jan - Mar 2021
Furniture & Equipment			
Pool Sand filter	\$ 50,000		Sept 2020
Drought Funding			
New Gym	\$180,000		Oct - Dec 2020
Sports Club Air Con	\$ 30,000	\$16,554	Oct - 2020
ECLC Solar	\$ 25,000	\$7,750	Oct - 2020
Pool Lights	\$ 40,000	\$45,577.21	Nov 2020
Main Street Revitalisation	\$479,104		Oct - Dec 2020
Lovelock	\$100,000		May - Jun 2021
Dominican Park	\$ 55,000		Oct - Dec 2020

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 2020-2021

Strategic Implications:

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

'Strategic Community Plan 2018-2028'. Foundation 4: Civic Leadership

Council Objectives:

Outcome:

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

082/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION 10.4
<p style="text-align: right;"><u>MOVED: Cr. Ennor</u> <u>SECONDED: Cr. Mutter</u></p> <p>That Council accept the Capital Works Report for October 2020.</p> <p style="text-align: right;">CARRIED: VOTED: 5/0</p>

10. REPORTS OF OFFICERS

Corporate Services

10.5. Financial Statement for Period Ending 31 October 2020

Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	18 October 2020
Author:	Rajinder Sunner, Deputy Chief Executive Officer
Attachment (s):	10.5 - Financial Report October 2020

Council Role:

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

Report Purpose:

That Council accepts the monthly financial report for the period ending 31 October 2020.

Background:

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

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

- (b) recorded in the minutes of the meeting at which it is presented.

Officer's Comment:

Refer to Financial/Resources Implications

Consultation:

Nil

Statutory Environment:

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

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

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

(1A) *In this regulation —*

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

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

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- (b) *budget estimates to the end of the month to which the statement relates; and*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the month to which the statement relates.*

(2) *Each statement of financial activity is to be accompanied by documents containing —*

- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (b) *an explanation of each of the material variances referred to in sub regulation (1)(d); and*
- (c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity may be shown —*

- (a) *according to nature and type classification; or*
- (b) *by program; or*
- (c) *by business unit.*

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

Policy Implications:

Nil

Financial/Resources Implications:

Total Cash Available is \$4,053,948. Total cash is made up of Unrestricted cash \$2,191,676 and Restricted cash \$1,862,272 backed by various reserves.

Rates notices for 2020-2021 were issued in August 2020. Rates Debtors as at end of October 2020 \$597,967.

73.10% of Rates collected as at end of October 2020 and 2nd instalment is due on 16 November 2020.

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:	
083/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION	10.5
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Ennor</p> <p>That Council accepts the monthly financial report for the period ending 31 October 2020.</p> <p style="text-align: right;">CARRIED: VOTED: 5/0</p>	

10. REPORTS OF OFFICERS

Corporate Services	
10.6 Accounts for Payments 31 October 2020	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	18 November 2020
Author:	Donna Newton, Finance and Payroll Officer
Attachment (s):	Lists of creditors paid as at 31 October 2020 is attached at 10.6.1

Council Role:

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

Report Purpose:

That Council accepts:

The payment of creditors in accordance with Local Government (Financial Management) Regulations 1996 section 13 (1).

Background:

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

Officer's Comment:

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the

rendition of services and as to prices, computations and costing and that the amounts shown were due for payment.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 Section 6.4.

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

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

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

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

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

Policy Implications:

Nil

Financial/Resources Implications:

Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 2020-2021.

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:**084/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION 10.6**

MOVED: Cr. Mutter
SECONDED: Cr. Lane

That Council accepts:

1. The accounts for payment as presented for October, 2020 from the Municipal Fund totalling \$359,719.22. Represented by Electronic Fund Transfers No's 16491 – 16585, Cheque No 11617 - 11618 and Direct Debits 12597.1 – 12629.1.
2. Licensing Fund totalling \$12,989.25. Represented by Direct Debit No. 12631.1.

Total Payments for October 2020 \$372,708.47.

CARRIED:
VOTED: 5/0

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 – Nil

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 16 December 2020 at 5pm.

16. CONFIDENTIAL ITEMS

085/2020	OFFICERS RECOMMENDATION and COUNCIL DECISION	16.1
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter</p> <p>In accordance with the <i>Local Government Act 1995</i> Section 5.23(2)(d) & (f) it is appropriate for Council to resolve “<i>the meeting be closed to members of the public</i>” for Agenda Item 16.1.1</p> <p>It is a requirement of the <i>Freedom of Information Act 1992</i> that all this information is returned to the Chief Executive Officer at the completion of these items for appropriate filing to maintain confidentiality.</p> <p>Once all negotiations have been completed for Agenda Item 16.1.1 this will be considered an “exempt document” in accordance with Schedule 1 of the <i>Freedom of Information Act 1992</i> denying public access.</p> <p style="text-align: right;">CARRIED: VOTED:5/0</p>		

Note: The Presiding Officer advised the meeting that the Chief Executive Officer had disclosed an interest in writing relating to the next item for discussion which is “Chief Executive Officer’s Annual Performance Review and 2020-2021 Key Performance Indicators” and both the Chief Executive Officer and Manager of Works and Services left the room at 5.21pm

Executive Services	
16.1.1 Matter to be Considered Behind Closed Doors. Chief Executive Officer's Annual Performance Review and 2020-2021 Key Performance Indicators	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Cr. Chris Lane
File Reference:	P72
Disclosure of Interest:	Keith Woodward, Chief Executive Officer.
Date:	18 November 2020
Author:	Rajinder Sunner, Deputy Chief Executive Officer
Attachment (s):	

Council Role:

- ☐ Advocacy When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ Executive The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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- ☐ 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).

Simple Majority.

Officer's Recommendation:

086/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION 16.1.1
<p style="text-align: right;"><u>MOVED: Cr. Ennor</u> <u>SECONDED: Cr. Mutter</u></p> <p style="text-align: right;">CARRIED: VOTED: 5/0</p>

Note: The Chief Executive Officer and Manager of Works and Services returned to the room at 5.26pm

087/2020 OFFICERS RECOMMENDATION and COUNCIL DECISION 16.2.

MOVED: Cr. Eva

SECONDED: Cr. Mutter

That Council re-open the meeting to members of the public after discussion of confidential items.

CARRIED:

VOTED: 5/0

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.27p.m.

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

Signed:  _____

Presiding Officer
Date: 16 December 2020

