



MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
28 APRIL 2021
COMMENCING AT 5PM



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

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

To: Chief Executive Officer

☐ Ordinary Council Meeting held
on

☐ Special Council Meeting held
on

☐ Committee Meeting held on

☐ Other

Report No

Report Title

Name

☐ Elected
Member

☐ Committee

☐ Employee

☐ Contractor

Type of Interest (*see overleaf for further information)

☐ Proximity

☐ Financial

☐ Impartiality

Nature of Interest

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

Name: _____ Signed: _____ Date: _____

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

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

OFFICE USE ONLY

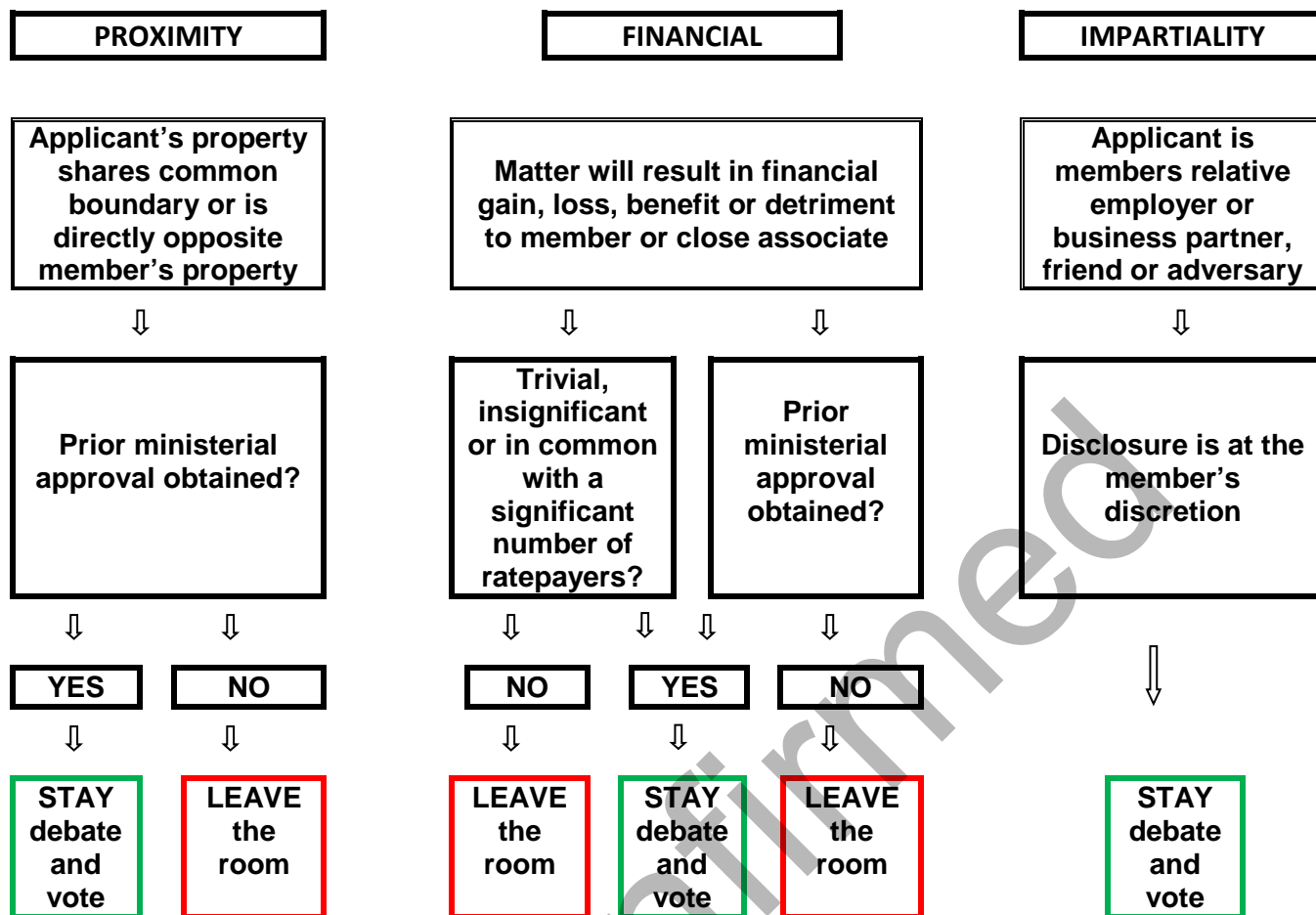
CEO

Signed:

Date:

:

* Declaring an Interest



Local Government Act 1995 - Extract

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

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

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

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

5.71 - Employees to disclose interests relating to delegated functions.

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

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

'Local Government (Administration) Regulations 1996 – Extract

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

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at:5.04pm

Welcome to Country:-

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

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

	Attendance	Apologies	Approved Leave of Absences
Councillor Lane	Present		
Councillor Connaughton	Present		
Councillor Heal	Present		
Councillor Mutter	Present		
Councillor Mills		Apology	
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. Connaughton	May	Cr. Ennor	Cr. Eva	6/0	28/04/2021
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 Ordinary Council Meeting	24/03/2021	Cr. Lane	Cr. Eva	6/0

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

President Chris Lane acknowledged the recent passing of Mrs. Ramona Broad who passed away on 10 April 2021.

The past 2 and a half weeks have seen a massive change in the energy and work load of the Shire, shifting from day to day operations to disaster recovery and

community assistance. A huge thank you to the senior management, admin, works crew and external staff for their rapid mobilisation to clear debris and return a semblance of normality to our Shire.

Thanks also to the government agencies who have assisted. DFES, SES, WA Police, Western Power, Water Corp, Telstra, Department of Communities, Mid West Development Commission. I would also like to thank the charities and community groups who have offered support.

The community have rallied together to help their neighbours, both locally and in the wider Midwest district. The ongoing clean up and reconstruction will continue for many months. Physically we may have come away unscathed but we need to ensure our mental health is also being looked after. I urge you as community leaders to be mindful of your own work / life balance as we can only assist from a healthy place.

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	01 March - Agritourism workshop @ Mingenew 22 March - Strategic briefing 24 March - WFC Trials meeting with CDO 24 March - Audit committee meeting 24 March - Grants Commission meeting 24 March - OCM 25 March - Silo Projection Trial 29 March - Meeting with Visitors Centre committee Weekly catch up with CEO
Cr. Connaughton	16 March – RRG Coorow 22 March - Strategic briefing 24 March - Audit committee meeting 25 March - Silo Projection Trial 29 March – RRG Geraldton
Cr. Heal	25 March - Silo Projection Trial
Cr. Mutter	22 March - Strategic briefing 24 March - Audit committee meeting 25 March - Silo Projection Trial
Cr. Mills	22 March - Strategic briefing 24 March - Audit committee meeting 25 March - Silo Projection Trial
Cr. Ennor	24 March - Grants commission 24 March - Audit meeting 24 March - OCM 25 March – Projector Viewing
Cr. Eva	11 March – TS Farm Group strategic planning meeting 24 March – Grants commission meeting 24 March - Audit committee meeting 24 March - OCM 25 March – Projector viewing

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:	28 April 2021
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	

Council Role:

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

Report Purpose:

That Council Accepts:

1. The Governance Compliance Calendar report for March 2021.
2. Actions Performed under Delegated Authority for March 2021.

Background:

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

This expectation is prescribed in the *Local Government Act 1995* through the Office of the CEO.

Officer's Comment:

Compliance Table for March 2021

Compliance Action	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
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.3 4	DLGSC WA Local Government Accounting Manual	March 2021 report submitted to the April 2021 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 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 - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	N/A	No new designated employees
Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at	Local Government Act 1995	s.5.88(3)(4)		2020/2021 Interest Register	The interests register has been audited and is compliant with the statutory directive.

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least 5 years after the person ceased to be a Designated Employee.					
Emergency Services Levy - Option B Payment Due Due by: 21 March and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	March 21 Creditors - Invoice from DFES received and Shire made payment.	
Compliance Audit Return - Report to Audit Committee Compliance Audit Return, report considered by Audit Committee, with recommendations to Council. Note - Schedule Committee / Council consideration with sufficient time to enable submission to DLGSCI by 31 March	Local Government Act 1995	s.7.13(1)(i) Audit.Reg s. 13, 14 and 15		February 2021 Audit Committee Minutes	
Compliance Audit Return - Report to DLGSCI Compliance Audit Return certified by CEO and President / Mayor. Copy of Compliance Audit Return and Council report / minutes provided to Executive Director of DLGSCI DUE: 31 March	Local Government Act 1995	s.7.13(1)(i) Audit Regs. 13, 14 and 15		OCM 24February 2021. Submitted to the Department 30 March 2021.	
Valuer General Information Due 14th day of each month - providing schedules of: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	s.37		Completed by City of Geraldton	

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Execution of Delegation for March 2021

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
05-Mar-21	ADM0199	GO001 - Appoint Authorised Persons	Certificate of Authorisation - Pool Inspections	SoTS & Environmental Health Officer	CEO	ICR2114660
05-Mar-21	ADM0199	GO001 - Appoint Authorised Persons	Certificate of Authorisation - Cats	CEO & Shire Staff	CEO	
05-Mar-21	ADM0199	GO001 - Appoint Authorised Persons	Certificate of Authorisation - Dogs	CEO & Shire Staff	CEO	
25-Mar-21	A463	D5009 - Public Health Act 2016	Septic Approval Letter - Lot 10 Glyde	CEO & SFO	CEO	OBA214153
03-Mar-21	PMT ID: 177519049	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 02 March 2021 - \$51,305.88
03-Mar-21	P75 OCR:214120	G0004 - Execution of Contract Documents	Employing - Melissa Borg {Casual Admin and Customer Service Officer}		Deputy Chief Executive Officer	Letter of an Appointment to Melissa Borg - Casual Admin and Customer Service Officer.
04-Mar-21	PMT ID: 177614967	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 177614967 for \$129,806.54
04-Mar-21	Chq 11626	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Three Springs Engineering	NAB	Deputy Chief Executive Officer	Creditors Payment - Three Springs Engineering # 11626 - \$170.00
04-Mar-21	Chq 11627	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Western Diagnostic Pathology	NAB	Deputy Chief Executive Officer	Creditors Payment - Western Diagnostic Pathology # 11627 - \$45.30
09-Mar-21	BPAY PMT ID: 177865116	CS002 - Payments from Municipal Fund and Trust Fund	Payment - NAB BPAY Credit Card	NAB	Deputy Chief Executive Officer	NAB BPAY Credit Card - PMT ID 177865116 for \$2,790.66
12-Mar-21	PMT ID: 178162459	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 178162459 for \$129,442.44
12-Mar-21	Chq 11628	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Australia Post Office	NAB	Deputy Chief Executive Officer	Creditors Payment - Australia Post Office # 11628 - \$66.00
13-Mar-21	Chq 11629	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Australia Post Office	NAB	Deputy Chief Executive Officer	Creditors Payment - Australia Post Office # 11628 - \$66.01
17-Mar-21	PMT ID: 178410908	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 16 March 2021 - \$44,190.45
18-Mar-21	PMT ID: 178495795	CS002 -	Transfer	NAB	Deputy	Transfer Funds to

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		Payments from Municipal Fund and Trust Fund	Funds from Muni Account to Licensing Account		Chief Executive Officer	Licensing Account Banking 17/03/2021 - \$422.15
25-Mar-21	PMT ID: 178938270	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 178938270 for \$129,580.15
31-Mar-21	PMT ID: 179277894	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 30 March 2021 - \$47,342.69
31-Mar-21	PMT ID: 179347680	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 179347680 for \$68,513.24
03-Mar-21	PMT ID: 177519049	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 02 March 2021 - \$51,305.88
03-Mar-21	PMT ID: 177559095	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 02/03/2021 - \$906.10
04-Mar-21	PMT ID: 177614967	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 177614967 for \$129,806.54
04-Mar-21	Chq 11626	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Three Springs Engineering	NAB	Senior Finance Officer	Creditors Payment - Three Springs Engineering # 11626 - \$170.00
04-Mar-21	Chq 11627	CS002 - Payments from Municipal Fund and Trust Fund	Creditors Payment - Western Diagnostic Pathology	NAB	Senior Finance Officer	Creditors Payment - Western Diagnostic Pathology # 11627 - \$45.30
09-Mar-21	BPAY PMT ID: 177865116	CS002 - Payments from Municipal Fund and Trust Fund	Payment - NAB BPAY Credit Card	NAB	Senior Finance Officer	NAB BPAY Credit Card - PMT ID 177865116 for \$2,790.66
10-Mar-21	PMT ID: 177930684	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 09/03/2021 - \$77.70
11-Mar-21	PMT ID: 178061089	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 10/03/2021 - \$19.00
12-Mar-21	PMT ID: 178120384	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 11/03/2021 - \$460.40
12-Mar-21	PMT ID: 178162459	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 178162459 for \$129,442.44
12-Mar-21	Chq 11628	CS002 - Payments from Municipal Fund	Creditors Payment - Australia	NAB	Senior Finance Officer	Creditors Payment - Australia Post Office # 11628 - \$66.00

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		and Trust Fund	Post Office			
17-Mar-21	PMT ID: 178406261	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 16/03/2021 - \$1090.95
17-Mar-21	PMT ID: 178410908	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 16 March 2021 - \$44,190.45
18-Mar-21	PMT ID: 178495795	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 17/03/2021 - \$422.15
19-Mar-21	PMT ID: 178595610	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 18/03/2021 - \$390.95
24-Mar-21	PMT ID: 178837744	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 23/03/2021 - \$396.00
25-Mar-21	PMT ID: 178915091	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 24/03/2021 - \$463.75
25-Mar-21	PMT ID: 178938270	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 178938270 for \$129,580.15
31-Mar-21	PMT ID: 179279944	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Senior Finance Officer	Transfer Funds to Licensing Account Banking 30/03/2021 - \$3,405.11
31-Mar-21	PMT ID: 179277894	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 30 March 2021 - \$47,342.69
31-Mar-21	PMT ID: 179347680	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 179347680 for \$68,513.24
3-Mar-21	PMT ID: 177559095	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 02/03/2021 - \$906.10
10-Mar-21	PMT ID: 177930684	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 09/03/2021 - \$77.70
11-Mar-21	PMT ID: 178061089	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 10/03/2021 - \$19.00

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			Account			
12-Mar-21	PMT ID: 178120384	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 11/03/2021 - \$460.40
17-Mar-21	PMT ID: 178406261	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Finance Officer	Transfer Funds to Licensing Account Banking 16/03/2021 - \$1090.95
19-Mar-21	PMT ID: 178595610	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 18/03/2021 - \$390.95
24-Mar-21	PMT ID: 178837744	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 23/03/2021 - \$396.00
25-Mar-21	PMT ID: 178915091	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 24/03/2021 - \$463.75
31-Mar-21	PMT ID: 179279944	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 30/03/2021 - \$3405.11
31-Mar-21	ADM0166	GO003 Public Notice of Council and Committee Meetings	Advertisement of Review of Health Local Law	Shire of Three Springs	Executive Secretary	Advertised State wide in West Australian 01/04/2021 and advertised locally on Website, noticeboard and Library.

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:

022/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1
<p style="text-align: right;"><u>MOVED:</u> Cr. Heal <u>SECONDED:</u> Cr. Connaughton</p> <p>That Council Accepts:</p> <ol style="list-style-type: none"> 1. The Governance Compliance Calendar report for March 2021. 2. The Execution of Delegation report for March 2021. <p style="text-align: right;">CARRIED: VOTED: 6/0</p>

10. REPORTS OF OFFICERS

Executive Services	
10.2. Chief Executive Officer Recruitment, Performance and Termination Policy	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM0200
Disclosure of Interest:	Nil
Date:	28 April 2021
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	1. Chief Executive Officer Recruitment Policy 2. Guideline for Local Government CEO Recruitment and Selection, Performance Review and Termination.

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 adopts the Chief Executive Officer (CEO) Recruitment, Performance and Termination Policy.

Background:

On 2 February 2021, the Local Government (Administration) Amendment Regulations 2021 was proclaimed in the government gazette and took effect from that day. Local Governments are now required to adopt a set of standards for CEO recruitment, performance and termination within three (3) months after 2 February 2021.

Officer's Comment:

Nil

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, sections 5.39A and 5.39B

5.39A Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following -
 - (a) the recruitment of CEOs;
 - (b) the review of the performance of CEOs;
 - (c) the termination of the employment of CEOs.
- (2) Regulations may amend the model standards.
[Section 5.39A inserted: No. 16 of 2019 s. 22.]

5.39 Adoption of model standards

- (1) In this section -
model standards means the model standards prescribed under section 5.39A (1).
- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.
** Absolute majority required.*
- (3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.
** Absolute majority required.*
- (4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- (5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for -
 - (a) the monitoring of compliance with adopted standards; and
 - (b) the way in which contraventions of adopted standards are to be dealt with.

Local Government (Administration) Regulations 1996, clauses 18A - 18FC

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

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

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

Corporate Business Plan 2020 – 2024	
Scope Statement:	Project Outputs:
Maintain, review and ensure the relevance of Council policies and local laws.	Seek a high level of legislative compliance and effective internal controls.

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

023/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.2
<p><u>MOVED:</u> Cr. Ennor <u>SECONDED:</u> Cr. Eva</p> <p>That Council adopts the Chief Executive Officer (CEO) Recruitment, Performance and Termination Policy.</p> <p>CARRIED: VOTED: 6/0</p>

10. REPORTS OF OFFICERS

Executive Services	
10.3. Duffy's Store	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0385
Disclosure of Interest:	Nil
Date:	28 April 2021
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Confidential Report

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 authorises NAJA engagement to produce the Duffy's Store Business Case and, if required, the Building Better Regions grant submission.

Background:

1. September 2019, the Chief Executive Officer was advised that Council required a plan and 'purpose' for Duffy's Store.
2. November 2019, Council authorised the Chief Executive Officer Key Performance Indicators, including Duffy's Store and the Strategic Review of the Long Term Financial Plan, the Workforce Plan and the Corporate Business Plan.
3. June 2020, the Chief Executive Officer presented the Three Springs Duffy's Store, Silos and Caravan Park Report, which was a feasibility and discussion

paper. The report discusses matters such as project goals and risk assessment. One of the risk strategies was to obtain an *'independent project review and analysis'*.

4. June 2020, the Duffy's Store project was modelled through the Shire's Integrated Strategic Planning system, which included the new 2020 Long Term Financial Plan, the 2020 Workforce Plan and the 2020 Corporate Business Plan. This strategic work occurred so Council could have broad insight and understanding of the project's long-term consequences.
5. July 2020, the aforementioned Integrated Strategic Planning documents were reported to Council.
6. November 2020, Council authorised the Chief Executive Officer Key Performance Indicators, which included Duffy's Store.
7. March 2021, the *'independent project review and analysis'* presented as the NAJA Cost-Benefit Analysis was provided to Council through the Shire President.
8. March 2021, Council discussed the Cost-Benefit Analysis at a strategic briefing meeting.
9. April 2021, Council discussed the Cost-Benefit Analysis and the broader concepts of the project.

Officer's Comment:

NAJA consulting is recommended because of its organisational capacity and demonstrated experience as per section 5 of the attached confidential proposal. It is important to note that NAJA Mr. Rosair led the Western Australian Government's \$10.5 billion Royalties for Regions Program and was the Director-General for the Department of Regional Development. Mr. Rosair has extensive experience developing and accessing Business Cases, Cost-Benefit Analyses and Grant/Funding Proposals.

The Chief Executive Officer is confident that NAJA has the technical skill and experience to produce an unbiased business case. A critical tool to aid Councillors in their decision-making process.

Should Council vote to proceed and submit a Building Better Regions Fund application, the Business Case will need to be very competitive, well-developed and evidence-based, addressing claims against each of the four merit criteria.

- Assessment criterion 1: Economic benefits of your project for the region.
- Assessment criterion 2: Social benefits of your project for the region.
- Assessment criterion 3: Capacity, capability and resources to deliver the project.
- Assessment criterion 4: Impact of funding on your project.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

The Officer is recommending to Council that the Procurement Policy 05 does not apply to this acquisition.

Financial/Resources Implications:

The Business Case costs are referenced in the attached 'confidential' quote.

The business case costs are included in the 2020-2021 Shire Budget.

Strategic Implications:

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

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
Three Springs becomes a healthy and unified community with a bright future.	1.1 Provide and maintain good quality tourism infrastructure and facilities.
Three Springs a prosperous, thriving and innovative local economy.	1.1.4 Continue to support and develop the Three Springs Visitors Centre.
Develop tourism infrastructure and increase the length of stay.	1.1.5 Investigate and implement options for heritage opportunities.
People are motivated, work together and have an increased pride and participation in the community.	1.3.1 Promote existing and new industry opportunities to increase employment.
Manage population growth across a range of demographics, particularly aged and families.	1.3.6 Investigate and develop the long-term use of the Three Springs Mining Camp.
A long term, strategically focused Shire that is efficient, respected and accountable.	2.1.3 Develop promotional material to better inform visitors and locals about our natural, cultural and built environment.
Improved long term planning and strategic management.	2.3.2 Lead by example and improve and maintain community infrastructure.
	2.4.1 Develop and restore Duffy's 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.

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

Corporate Business Plan 2020 – 2024		
Scope Statement:		Project Outputs:
Outcome 1.3	Increase the diversity of the existing business base.	1.3.6.1 Develop the long-term use of the Three Springs Mining Camp report.
Outcome 2.4	Preservation of local heritage and the unique character of our built environs.	2.4.1.1 Develop and restore Duffy's Store
Outcome:	The Shire also sees ongoing opportunities in tourism development and supports the Duffy's Building development as a key tourism facility and will also continue to be part of the Wildflower Country Incorporate projects to maximise tourism opportunities	2.4.2.1 Approach CBH in relation to Silo alternative use opportunities.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

024/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.3

MOVED: Cr. Eva
SECONDED: Cr. Connaughton

That Council approves NAJA engagement to produce the Business Case and, if required, the Building Better Regions Fund grant submission.

CARRIED:
VOTED: 6/0

10. REPORTS OF OFFICERS

Executive Services	
10.4. Adverse Events Plan	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0209
Disclosure of Interest:	Nil
Date:	28 April 2021
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Shire of Three Springs Adverse Events Plan

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 the Shire of Three Springs Adverse Events Plan.

Background:

The Shire of Three Springs Adverse Events Plan (AEP) has been prepared by the Shire in response to the Federal Government's Drought Communities Program requirements.

This document responds to "Drought in Australia", Coordinator-General for Drought's advice on a Strategy for Drought Preparedness and Resilience.

The purpose of the AEP is to provide detailed guidance for Council and the community to prepare for and manage adverse events that directly and indirectly affect the Shire of Three Springs.

The objectives of this plan are to:

- Build community leadership capability and community resilience, and capacity to adapt and cope with chronic stresses and acute shocks caused by adverse events.
- Identify key strategies and actions to be undertaken by the Council and other relevant stakeholders to prepare for and manage adverse events that could affect the Shire of Three Springs.
- Standardise the approach of the Council to meet the needs of the community in dealing with adverse events.

Officer's Comment:

The adverse events, in particular, drought, as well as the potential for floods and bushfires, and other adverse events, affect businesses and communities. These events impact the productivity and profitability of farms, which is the leading employment area within the Shire of Three Springs. When farming experiences a downturn, local services and other businesses suffer as less money is spent locally. This may lead to staff unemployment, some businesses closing, fewer new employment opportunities and some people leaving the community to access employment elsewhere.

Adverse events also have significant social and environmental impacts. Stress affects the health and wellbeing of the whole community. Farmland and natural areas can become degraded as a result of adverse events.

- The AEP is intended to assist the Council and the community to prepare for adverse events.
- The support of Federal and State Governments is essential to this process, as Local Governments do not have the capacity to respond to the full extent required to prepare their communities for future adverse events.
- The outcome of responding to the key strategies and objectives is a stronger rural community and a stronger local economy.

Consultation:

Three Springs Local Emergency Management Committee (LEMC).

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
3.7 Maintain and improve the provision of emergency services	Update and implement Emergency Management Plans

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:

025/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.4
<p style="text-align: right;"><u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Heal</p> <p>That Council endorse the Shire of Three Springs Adverse Events Plan.</p> <p style="text-align: right;">CARRIED: VOTED: 6/0</p>

10. REPORTS OF OFFICERS

Executive Services	
10.5 Proposed Extension of Approval – Solar Farm	
Agenda Reference:	ADM0315
Location/Address:	Lots M761, M762, M763 & M764 Bruce Road & Lot 50 Three Springs-Perenjori Road
Name of Applicant:	Three Springs Solar Pty Ltd
File Reference:	A219
Disclosure of Interest:	Nil
Date:	23 April 2021
Author:	Planning Advisor & Chief Executive Officer
Attachment:	Attachment 10.5(a) – Request for extension of approval <i>(provided as separate attachment)</i> Attachment 10.5(b) – Council 18/10/17 Minutes extract <i>(provided as separate attachment)</i> Attachment 10.5(c) – Development Assessment Panel 14/12/17 Agenda <i>(provided as separate website link)</i> Attachment 10.5(d) – Development Assessment Panel 14/12/17 Minutes <i>(provided as separate attachment)</i> Attachment 10.5(e) – Lot Amalgamation Application Minutes <i>(provided as separate attachment)</i>

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.
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Report Purpose:

Council is in receipt of correspondence provided as **separate Attachment 10.5(a)** seeking an extension to the approval for a Solar Farm upon Lots M761, M762, M763 & M764 Bruce Road & Lot 50 Three Springs-Perenjori Road, Three Springs. This report recommends that Council approve a 5 year extension of the approval period.

Background:

Council received the application at its 18 October 2017 meeting and the relevant extract from the Council Minutes has been provided as **separate Attachment 10.5(b)**.

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

The application was approved by the DAP on 30 November 2017, subject to conditions, including that the development must be substantially commenced by 30 November 2019. The DAP Agenda, provided as **separate Attachment 10.5(c)**, which also contains details of the application, including site plans and supporting material, can be viewed at the following link (it has been provided as a website link due to the file size):

<https://www.dplh.wa.gov.au/departmentofplanninglandsheritage/media/daps/mid-west%20wheatbelt%20dap/agenda/2017/november/20171130%20-%20agenda%20-%20no%2021%20-%20shire%20of%20three%20springs.pdf>

The DAP Minutes have been provided as **separate Attachment 10.5(d)**.

Figure 10.5(a) – Lots M761, M762, M763 & M764 Bruce Rd & Lot 50 Three Springs-Perenjori Rd



Officer's Comment:

It is considered that extension of the approval period is reasonable given that delays are not unknown for projects of this size due to a wide range of factors including financing requirements, applicant restructuring, Commonwealth and State Government policy changes, regulatory reforms, negotiating access to power

networks, project costings and other matters. Further to this, many projects have been delayed due to factors relating to COVID-19 including workplace and travel restrictions and associated delays across the professional, production, supply, contractor and transport sectors.

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

The landowner has also applied to the Western Australian Planning Commission (WAPC) seeking to amalgamate their 5 lots into 1 lot and a copy of their lot amalgamation application has been provided as **separate Attachment 10.5(e)**. The WAPC are seeking the Shire's comment upon this lot amalgamation application and it is considered that the amalgamating of the 5 lots into 1 lot would present no issue, and would be of benefit by ensuring that no later structures associated with the solar farm are located across lot boundaries.

Consultation:

The solar farm application was advertised for comment to surrounding landowners and government agencies in September-October 2017 and details of the consultation period and submissions received can be found in pages 6-9, the Public Consultation section, of the DAP Agenda available at the following link:

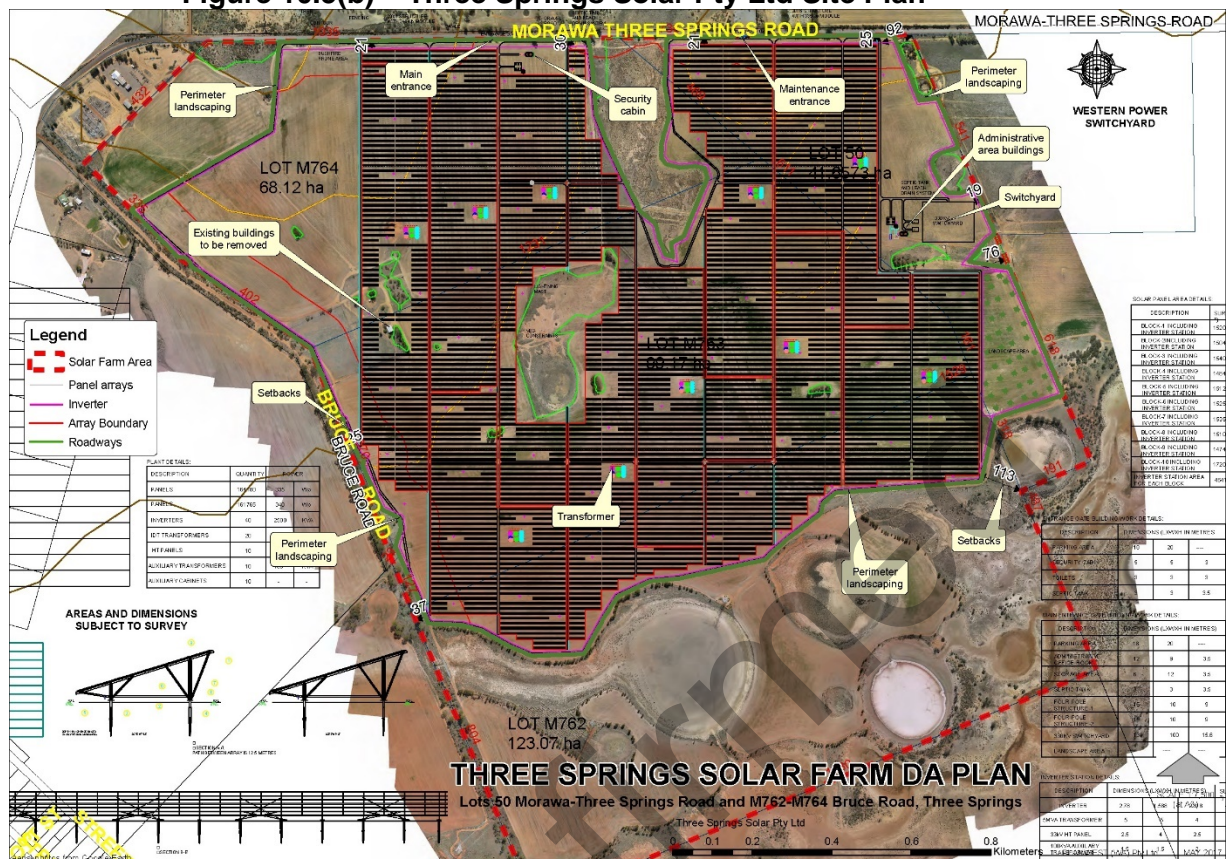
<https://www.dplh.wa.gov.au/departments/planninglandsheritage/media/daps/mid-west%20wheatbelt%20dap/agenda/2017/november/20171130%20-%20agenda%20-%20no%2021%20-%20shire%20of%20three%20springs.pdf>

In regards to the lot amalgamation application the WAPC is not obliged to undertake any public consultation in its assessment of subdivision/amalgamation applications, but has referred the application to the Shire of Three Springs, Department of Biodiversity Conservation & Attractions, Department of Fire & Emergency Services, Department of Mines Industry Regulation & Safety, Department of Water & Environment Regulation, Main Roads WA, Telstra, Water Corporation and Western Power inviting comment.

Statutory Environment:

On 1 July 2011 the *Planning and Development (Development Assessment Panel) Regulations 2011* were gazetted requiring that applications in excess of \$10million must be presented to a DAP for consideration. The application for a Solar Farm upon Lots M761, M762, M763 & M764 Bruce Road & Lot 50 Three Springs-Perenjori Road, Three Springs, having an estimated project cost of \$80million, was therefore referred to a DAP by Council.

Figure 10.5(b) – Three Springs Solar Pty Ltd Site Plan



Condition 1 of the subsequent 30 November 2017 DAP approval specified the requirement for the development to be substantially commenced within a 2 year period i.e. by 30 November 2017.

The applicant can apply for an extension to the substantial commencement date under Regulation 17A of the *Planning and Development (Development Assessment Panels) Regulations 2011*. The Shire's understanding of Regulation 17A was that such an extension could be addressed by the local government rather than the DAP.

Nonetheless, when addressing a similar matter relating to a request for approval extension for a Solar Farm, Tourist Development & Temporary Worker's Accommodation upon Lot M1366 Wilson Road, Womarden the Shire wrote to the Department of Planning, Lands & Heritage – DAP Section seeking confirmation that this was also their interpretation of the Regulations. In response to that enquiry the DPLH-DAP advised on 22 December 2020 DPLH-DAP that:

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

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

Policy Implications:

Nil.

Financial/Resources Implications:

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

Strategic Implications:

Thorough assessment of the application can be found in pages 9-24, the Planning Assessment/Officers Comment sections, of the DAP Agenda available at the following link:

<https://www.dplh.wa.gov.au/departmentofplanninglandsheritage/media/daps/mid-west%20wheatbelt%20dap/agenda/2017/november/20171130%20-%20agenda%20-%20no%2021%20-%20shire%20of%20three%20springs.pdf>

The Shire of Three Springs Strategic Community Plan 2018-2028 identifies the community's visions and is the Shire's principal strategic guide for future planning and activities, and it is considered that the application aligns with the following outcomes:

Reference	Strategy	Still Relevant	Priority	Timeframe
1.3.1	Promote existing and new industry opportunities to increase employment	Yes	High	Ongoing
1.3.3	Support sustainable farming and other industry development	Yes	Medium	Ongoing
1.3.4	Support the provision of power, water and gas services to the region	Yes	Medium	Ongoing
1.3.5	Leverage opportunities in regards to substation	Yes	Medium	Ongoing
4.2.4	Encourage business to employ local where possible.	Yes	High	Ongoing

Voting Requirements:
Simple Majority.

026/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.5

MOVED: Cr. Heal
SECONDED: Cr. Connaughton

That Council approve the applicant's request for a minor amendment to Condition 1 of Development Approval (DAP File No: DAP/17/01181) to extend the 2 year approval for the proposed Solar Farm upon Lots M761, M762, M763 & M764 Bruce Road & Lot 50 Three Springs-Perenjori Road, Three Springs for a further 5 years from the date of expiry (i.e. new date for requirement of substantial commencement being 30 November 2024).

Amended Condition

- 1 This decision constitutes planning approval and is valid for a period of seven years from the date of approval. If the subject development is not substantially commenced within the seven year period (by 30 November 2024), the approval shall lapse and be of no further effect.

Advice Notes

All other conditions and requirements detailed on the previous approval dated 30 November 2017 shall remain unaltered.

CARRIED:
VOTED: 6/0

027/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.5.a

MOVED: Cr. Eva
SECONDED: Cr. Ennor

That Council advise the Western Australian Planning Commission that it supports the proposed amalgamation of Lots M761, M762, M763 & M764 Bruce Road & Lot 50 Three Springs-Perenjori Road, Three Springs into 1 lot (WAPC Application No.160648).

CARRIED:
VOTED: 6/0

10. REPORTS OF OFFICERS

Works and Services	
10.6 Capital Works Progress Update 2020-2021	
Agenda Reference:	MWS
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	28 April 2021
Author:	Marc Bennett , Manager of Works and Services
Attachment (s):	1. Maintenance Grading Map March 2021 2. Capital Status Report

Council Role:

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

Report Purpose:

That Council accepts the Capital Works Report for March 2021.

Background:

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

Officers Comment:

Refer to the attached status report.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 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:
Provide and maintain good quality tourism infrastructure and facilities.	Maintain and enhance attractions in line with the asset plan.
Continue to implement the main street revitalisation plan.	Reactivate the development strategy.
Investigate options for water harvesting	Support and encourage best practice water utilization management.

Voting Requirements:

Simple Majority.

Officer's Recommendation:

028/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.6	
<p style="text-align: right;"><u>MOVED:</u> Cr. Connaughton <u>SECONDED:</u> Cr. Mutter</p> <p>That Council accepts the Capital Works Report for March 2021.</p> <p style="text-align: right;">CARRIED: VOTED: 6/0</p>	

10. REPORTS OF OFFICERS

Executive Services	
10.7. Community Development Officer - Report	
Agenda Reference:	CDO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	28 April 2021
Author:	Sharon Bell, Community Development Officer
Attachment (s):	Nil

Council Role:

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

Report Purpose:

That Council accepts the Community Development Report for March 2021.

Background:

This report provides Council with the Community Development update.

Officer's Comment:

Tourism		
March 2021	Wildflower Country General Meeting	Next meeting being held 29 April. Xyst had Three Springs onsite visit on 24 March. Cr Lane and myself attended. Potential trails include walk trails around town (east side, behind caravan park etc.),

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		as well as Yarra Yarra Lakes (drive), Dookanooka Reserve. Have not heard results of visit yet.
	Tourist Radio	Waiting on the budget review before confirming.
	Local Tourism	Tourism activity increasing. Getting more reviews on Wikicamps.
	Tourist Information Brochure	Currently being re-designed.
	Historical Photos	Stickers have been ordered. I did not hear back from TSPS so have gone ahead without them. Some replacement stickers have also been ordered.
Grants		
	WA Bike Network	I will be organising an event with TSPS for the Slaughter St project to record video of the use of the path to complete acquittal. I have been invited to sit on a Reference Group for the WABN Grants Program. CEO has approved this.
	Traineeship Grant	MWS, CEO to decide on traineeship and HR to advertise position.
	Airstrip Upgrade	An application to re-sheet the airstrip has been submitted. There is no need of a co-contribution if the work is under \$150,000. The application is for \$95,000. Waiting to hear if grant is successful.
	State Library Technology Grant	Computer has been ordered and received. Library to be reorganised to place computer in.
	Community Housing Maintenance Grant	Funding for maintenance for Kadathinni Units 2, 4 and 6 is being sought as part of these maintenance grants. Works can include repairs and replacement of walls, flooring, paving etc., but not painting. Application for \$18,500 has been submitted
	CBH Grass Roots Grants	An application for \$3,465 was submitted; however it was not successful.
	NAIDOC Day	NAIDOC Day will be held in July 2021. Unfortunately this will fall in the school holidays. Event must be held during this time. Application not submitted. Plan to host a morning tea, smoking ceremony, and have a banner for the main street.
Emergency Services		
	LEMC Meeting	Next meeting in June, will be visiting our Evacuation Centres
	VBFB Contact Details for DFES	Monthly reports being sent to all Captains.
	DFES - STAND NBN Satellite Communications	An application has been submitted for an emergency satellite to be put on the Admin

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		Centre as part of the DFES STAND program
	Cyclone Seroja	Working to assist the community in the recovery process
Projects		
	Astrotourism	Membership has been renewed for 2020/2021 year. I have booked the 26 th May for the event, as this will be a lunar eclipse. Will see if any community groups want to do catering out there as a fund raiser.
	Yakabout	Erin works with me to do the Yakabout. She is proving to be very competent in production of the document.
Marketing and Promotion		
	Website	Website is updated as necessary. Every update now has to be recorded.
	Social media	All posts have to be recorded.
Governance		
	Health and Wellbeing Plan	I have commenced work on this document. Quote provided by EHO was for \$15,000 to create.
	Budget Bulletin	I have commenced work on this document as requested by DCEO.
	DAIP	Dept. of Licencing DAIP reporting has been completed.

Grant	Amount Applied For	Amount Received	Successful	Notes
Drought in Communities	\$500,000	\$500,000	Yes	Team effort, wrote application and submitted it
REDS	\$224,000		No	For Caravan Park
Local Roads and Community Infrastructure	\$329,104	\$329,104	Yes	Wrote the project plan for Keith to submit
Sport and Rec	\$81,530.54		No	Program highly subscribed, feedback indicated application was very good, however there were other priority areas.
WABN	\$70,000		No	Dual use paths for Williamson St and Dominican Park
	\$46,000	\$46,000	Yes	Murcott and Young St paths (deferred from 2020-21)
DPIRD - Traineeship	\$35,000	\$35,000	Yes	Traineeship application, potentially for Parks

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				and Gardens, Construction, Pool
Australia Day - Rebranding	\$1,000	\$1,000	Yes	For bunting and promotional materials with the new message on them.
Australia Day - COVID Safe	\$20,000	\$20,000	Yes	Items to ensure social distancing: BBQ, trestles, chairs, urn, eskies, more marketing materials
NAIDOC	\$3,257	\$1,000	Yes	Received \$1,000
International Day of People with Disability	\$1,000	\$1,000	Yes	Event and equipment at pool
Air Strip	\$94,641		Unknown	For re-sheeting of airstrip. Waiting to hear.
Library Technology	\$5,000	\$1,905	Yes	For a new public computer, and to upgrade the staff computer.
Grants for Women	\$3,600		No	Grant submitted on behalf of the Ladies Lipstick Luncheon committee.
Local Roads and Community Infrastructure	\$234,465	\$234,465	Yes	Dominican Park construction. Team effort, submitted application.
CHO Maintenance Grant	\$18,500		Unknown	Community Housing. Applied for maintenance for Units 2, 4, 6 of Kadathinni.
CBH Grass Roots Grant	\$3,465		No	For 15 banners for harvesting, seeding and history of agriculture
Total	\$1,670,562.54	\$1,171,379		

Consultation:

Business Community
LEMC

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
Develop tourism infrastructure and increase length of stay	<p>1.1.2 Participate in the "Wildflower Way" Tourist Drive</p> <p>1.1.3 Develop complementary infrastructure and activities such as walk trails and heritage interpretation</p> <p>1.1.6 Rebrand and promote Three Springs as an attractive place to live and work</p>
An attractive, inviting and functional main street environment	2.5.2 Continue to implement that main street revitalisation plan
People are motivated, work together and have an increased pride and participation in the community	3.1.6 Actively facilitate, support and participate in community events
Managed population growth across a range of demographics, particularly aged and families	3.2.2 Develop an Investment Attraction Plan
Increase the range and quality of housing for families and seniors	3.4.1 Develop and implement an Investment Attraction Plan
Maintain and improve the provision of emergency services	<p>3.7.1 Continue to support and fund the community and emergency services management position for the region</p> <p>3.7.2 Update and implement Emergency Management Plans</p>
A well engaged and informed community that actively participates	<p>4.1.5 Support and acknowledge volunteers</p> <p>4.1.6 Actively facilitate, support and participate in community events</p>

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

029/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.7
<p style="text-align: right;"><u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Heal</p> <p>That Council accept the Community Development Report for March 2021.</p> <p style="text-align: right;">CARRIED: VOTED: 6/0</p>	

10. REPORTS OF OFFICERS

Corporate Services	
10.8. Mid-Year Budget Review 2020-2021	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0130
Disclosure of Interest:	Nil
Date:	28 April 2021
Author:	Rajinder Sunner, Deputy Chief Executive Officer
Attachment (s):	Mid-Year Budget Review 2020-2021

Council Role:

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

Report Purpose:

That Council adopts the 2020-2021 Mid-Year Budget review prepared for the period ending 28 February 2021.

Background:

The mid-year budget report incorporates year-to-date variations and forecasts to 30 June 2021 for the period ending 28 February 2021.

Local Government Financial Regulations 33A requires that the local government conduct a budget review between 1 January and 31 March each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review. The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulation 1996 and Australian Accounting Standards.

Local governments are required to conduct a budget review to establish whether they are meeting their budget commitments and/or determining any areas of savings, over-spend/concern or required changes, and considering receipt of income and incurred expenditure in accordance with the adopted budget.

Once officers have completed the review, the Council is required to consider the review submitted and determined whether or not to adopt the review or any recommendations made.

When adopting the 2020-2021 annual budget, the Council adopted 10% and \$10,000 (whichever is the highest) as the trigger-point for reporting of material variances to be used in the statements of financial activity.

Officer's Comment:

Budget Comment:

1. The Council adopted the original 2020/2021 budget on 15 July 2020.
2. As a result of this midyear budget review, the closing fund has a projected surplus of \$0, representing a balanced budget result.
3. The 2020-21 opening budget deficit/surplus has been adjusted by (\$118,407), being the difference between the estimated surplus brought forward of \$1,012,765 and the actual audited surplus of \$894,358. The difference of (\$118,407) between budget and actual are accounting transactions that occurred after budget adoption but before the previous year's financial statement and audit.

Revenue from Operating Activities

Revenue exceeding budget by Net \$235,903

- LRCIP Phase 2 Grant \$234,465
- Australia Day Grant \$17,440
- Reduction in Reserve Term Deposit by \$12,100
- Reduction in Fuel Tax Credit by \$9,000

Expenditure from Operating Activities

Expenditure less than budget by Net \$166,435

- COVID-19 Response \$200,000 {Transfer to Drainage Reserve}

Investing Activities – Capital Receipts and Expenses

Capital Receipts and expenses Increase by Net \$239,045

- Dominican Park Extra \$234,465 {LRCIP Phase 2}
- Gym Cost reduced by \$85,000
- Duffy Store extra \$45,000 for Consultant
- Skate Park Extra \$10,000

Transfer to Reserve \$200,000 – COVID-19.

Consultation:

Chief Executive Officer

Manager of Work and Services

Statutory Environment:

Regulation 33A of the Local Government (Financial Management) Regulation 1996 requires:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
 - (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
 - (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
 - (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- *Absolute majority required.**
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications:

Nil

Financial/Resources Implications:

Specific financial implications are outlined in the budget review statement.

The budget review is a legislative requirement and establishes a system for sound and prudent financial management of the shire, as the budget underpins the Shire's ability to meet current and future demands/requirements for works, services and programmes.

Strategic Implications:

The adopted budget and subsequent review has been developed using the existing strategic planning documents adopted by the Council.

The budget is based on principles contained in the Community Strategic Plan, Corporate Business Plan, and forward Capital Works Plan as well as other operational plans that make up the integrated planning framework.

Strategic Community Plan 2018-2028	
Council Objectives	Outcome
Nil	Nil

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

Corporate Business Plan 2020 – 2024	
Scope Statement	Project Outputs
Nil	Nil

Voting Requirements:

Absolute Majority.

Officer's Recommendation:

030/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.8	
<p style="text-align: right;"><u>MOVED:</u> Cr. Lane <u>SECONDED:</u> Cr. Connaughton</p> <p>That Council adopt:</p> <ol style="list-style-type: none">1. The budget review for the period 1 July 2020 to 28 February 2021 as per the projected figures indicated in the Budget Review Report – Attachment 10.82. The 2020-2021 budget be amended as follows:- <p style="text-align: right;">CARRIED: VOTED: 6/0</p>	

SHIRE OF THREE SPRINGS
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Classification	(Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
			\$	\$	\$	\$	
	Budget Adoption	Opening Surplus(Deficit)			(118,407)	(118,407)	Closing Balance 2019/20
2030114	RATES - Debt Collection Expenses	Operating Expenses			(3,500)	(121,907)	Budget Review - Debt Collections Exps
3030122	RATES - Reimbursement of Debt Collection Costs	Operating Revenue		5,300		(116,607)	Budget Review - Debt Collections Recovery
3030140	RATES - Ex-Gratia Rates (CBH, etc.)	Operating Revenue		295		(116,312)	Budget Review - Fix Allocations
2030211	GEN PUR - Bank Fees & Charges	Operating Expenses			(1,200)	(117,512)	Budget Review - Increase Payments via Credit Cards
2030299	GEN PUR - Administration Allocated	Operating Expenses		14,752		(102,760)	Budget Review - Adjust Admin Allocations
3030201	GEN PUR - Reimbursements	Operating Revenue		2,000		(100,760)	Budget Review - Insurance Claims
3030245	GEN PUR - Interest Earned - Reserve Funds	Operating Revenue			(11,100)	(111,860)	Budget Review - Interest Rates Very Low
3030246	GEN PUR - Interest Earned - Municipal Funds	Operating Revenue			(1,000)	(112,860)	Budget Review - Interest Rates Very Low
2040104	MEMBERS - Training & Development	Operating Expenses		13,000		(99,860)	Budget Review - Won't Spend in 2020-21
2040109	MEMBERS - Members Travel and Accommodation	Operating Expenses			(1,000)	(100,860)	Budget Review - Correct Allocations of Sitting Fees
2040111	MEMBERS - Mayors/Presidents Allowance	Operating Expenses		11,500		(89,360)	Budget Review - Correct Allocations of Sitting Fees
2040112	MEMBERS - Deputy Mayors/Presidents Allowance	Operating Expenses			(1,875)	(91,235)	Budget Review - Correct Allocations of Sitting Fees
2040113	MEMBERS - Members Sitting Fees	Operating Expenses		5,375		(85,860)	Budget Review - Correct Allocations of Sitting Fees
2040114	MEMBERS - Communications Allowance	Operating Expenses			(14,000)	(99,860)	Budget Review - Correct Allocations of Sitting Fees
2040130	MEMBERS - Insurance Expenses	Operating Expenses			(600)	(100,460)	Budget Review - Insurance Premium

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2040199	MEMBERS - Administration Allocated	Operating Expenses	32,346		(68,113)	Budget Review - Adjust Admin Allocations
3040101	MEMBERS - Reimbursements	Operating Revenue		(1,800)	(69,913)	Budget Review - Actual Income is less
2040221	OTH GOV - Information Systems	Operating Expenses	10,000		(59,913)	Budget Review - Actual is less
2040251	OTH GOV - Consultancy - Strategic	Operating Expenses	35,300		(24,613)	Budget Review - Re-Allocation to Other Accounts
2040252	OTH GOV - Other Consultancy	Operating Expenses		(21,000)	(45,613)	Budget Review - Re-Allocation from Other Accounts
3040235	OTH GOV - Other Income	Operating Revenue	5,500		(40,113)	Budget Review - Employment Assistance
2050110	FIRE - Motor Vehicle Expenses	Operating Expenses		(4,000)	(44,113)	Budget Review - MV cost now capture via Plant Ledger
2050199	FIRE - Administration Allocated	Operating Expenses	1,019		(43,094)	Budget Review - Adjust Admin Allocations
2050216	ANIMAL - Relief Ranger Services	Operating Expenses		(3,000)	(46,094)	Budget Review - Extra Cost for CESM Payout
2050299	ANIMAL - Administration Allocated	Operating Expenses	2,513		(43,581)	Budget Review - Adjust Admin Allocations
2050311	OLOPS - CCTV Maintenance	Operating Expenses	1,450		(42,131)	Budget Review - Actual is less
2050387	OLOPS - Other Expenditure	Operating Expenses	200,000		157,869	Budget Review - COVID 19 Response
2050399	OLOPS - Administration Allocated	Operating Expenses	1,002		158,871	Budget Review - Adjust Admin Allocations
2050520	ESL BFB - Communication Expenses	Operating Expenses		(150)	158,721	Budget Review - Extra Cost
2050530	ESL BFB - Insurance Expenses	Operating Expenses	17,100		175,821	Budget Review - Insurance Premium
3050502	ESL BFB - Admin Fee/Commission	Operating Revenue	5,000		180,821	Budget Review - Re-Allocations ESL
3050510	ESL BFB - Operating Grant	Operating Revenue	9,143		189,964	Budget Review - Re-Allocations ESL
2050752	EM - Consultants	Operating Expenses	1,500		191,464	Budget Review - Adjustment
2070412	HEALTH - Analytical Expenses	Operating Expenses		(350)	191,114	Budget Review - No Budget
2070499	HEALTH - Administration Allocated	Operating Expenses	1,494		192,608	Budget Review - Adjust Admin Allocations
2070710	OTH HEALTH - Motor Vehicle Expenses	Operating Expenses		(6,640)	185,968	Budget Review - Extra Cost for Doctor's Car
2070721	OTH HEALTH - Information Technology	Operating Expenses		(9,000)	176,968	Budget Review - Increase ICT Cost Medical Centre
2070741	OTH HEALTH - Subscriptions & Membership	Operating Expenses	1,000		177,968	Budget Review - Nil Cost to date
2070787	OTH HEALTH - Other Expenses	Operating Expenses	1,500		179,468	Budget Review - Lower Cost to date
2070788	OTH HEALTH - Building Operations	Operating Expenses	2,650		182,118	Budget review - Lower Building Maint Cost
2070789	OTH HEALTH - Building	Operating Expenses		(2,650)	179,468	Budget review - Medical Centre

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	Maintenance					Building Maint Cost
2070799	OTH HEALTH - Administration Allocated	Operating Expenses	2,675		182,143	Budget Review - Adjust Admin Allocations
2080388	FAMILIES - Building Operations	Operating Expenses		(8,900)	173,243	Budget Review - Extra Cost for Building Operation ECLC
2080389	FAMILIES - Building Maintenance	Operating Expenses		(1,800)	171,443	Budget Review - Extra Cost for Building Miant ECLC
2080399	FAMILIES - Administration Allocated	Operating Expenses	9,283		180,726	Budget Review - Adjust Admin Allocations
4080310	Early Learning Childhood Centre - Building (Capital) Solar Panels	Capital Expenses	17,000		197,726	Drought Funding - ECLC Solar Panels
2080713	WELFARE - Grants General Expense	Operating Expenses		(1,500)	196,226	Budget Review - Re-Allocate
2080753	WELFARE - Events	Operating Expenses	1,500		197,726	Budget Review - Re-Allocate
2080799	WELFARE - Administration Allocated	Operating Expenses		(8,263)	189,463	Budget Review - Adjust Admin Allocations
3080710	WELFARE - Grants	Operating Revenue	1,000		190,463	Budget Review - Extra Grant Disability WA
4080781	WELFARE - Transfers to Reserve	Capital Expenses	219		190,682	Budget Review - Reserve Account Interest Lower
2090188	STF HOUSE - Staff Housing Building Operations	Operating Expenses		(6,500)	184,182	Budget Review - re-Allocation of Housing Cost
2090189	STF HOUSE - Staff Housing Building Maintenance	Operating Expenses		(6,780)	177,402	Budget Review - re-Alloc of Housing Cost \$15K for Demolition
2090199	STF HOUSE - Administration Allocated	Operating Expenses	4,189		181,591	Budget Review - Adjust Admin Allocations
4090110	House - (Lot 35) 47 Williamson St - Building (Capital)	Capital Expenses	10,000		191,591	Budget Review - Transfer to Unit 1 - 66A Williamson St
4090181	STF HOUSE - Transfers to Reserve	Capital Expenses	3,197		194,788	Budget Review - Reserve Account Interest Lower
2090289	OTH HOUSE - Building Maintenance	Operating Expenses	8,600		203,388	Budget Review - Kadathini Units Bldg Maint Cost Lower
2090289	OTH HOUSE - Building Maintenance	Operating Expenses		(4,985)	198,403	Budget Review - 2 Maryhofer Bldg Maint Cost Extra
2090289	OTH HOUSE - Building Maintenance	Operating Expenses	4,300		202,703	Budget Review - 17 Glyde St Bldg Maint Cost Lower
2090299	OTH HOUSE - Administration Allocated	Operating Expenses	3,334		206,037	Budget Review - Adjust Admin Allocations
4090281	OTH HOUSE - Transfers to Reserve	Capital Expenses	991		207,028	Budget Review - Reserve Account Interest Lower
2100111	SAN - Waste Collection	Operating Expenses	5,000		212,028	Budget Review - Lower Cost of Domestic Rubbish Collections
2100199	SAN - Administration Allocated	Operating Expenses	1,002		213,030	Budget Review - Adjust Admin

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2100211	SAN OTH - Waste Collection	Operating Expenses	12,000		225,030	Allocations
2100299	SAN OTH - Administration Allocated	Operating Expenses	838		225,868	Budget Review - Lower Cost of Commercial Rubbish Collections
4100281	SAN OTH - Infrastructure Other (Capital)	Capital Expenses	341		226,209	Budget Review - Adjust Admin Allocations
2100399	SEW - Administration Allocated	Operating Expenses	181		226,390	Budget Review - Reserve Account Interest Lower
4100481	STORM - Transfers to Reserve	Capital Expenses		(200,838)	25,552	Budget Review - Reserve Account Interest Lower
2100699	PLAN - Administration Allocated	Operating Expenses	2,350		27,901	Budget Review - Transfer to Drainage Reserve - COVID 19
2100710	COM AMEN - Motor Vehicle Expenses	Operating Expenses		(3,500)	24,401	Budget Review - Adjust Admin Allocations
2100711	COM AMEN - Cemetery Maintenance/Operations	Operating Expenses	8,000		32,401	Budget Review - Community Bus Extra Usage
2100789	COM AMEN - Public Conveniences Maintenance	Operating Expenses		(3,590)	28,811	Budget Review - Lower Cost Cemetery Maint
2100799	COM AMEN - Administration Allocated	Operating Expenses	2,841		31,653	Budget Review - Extra Cost Bldg Maint Hockey Ground
4100781	COM AMEN - Transfers to Reserve	Capital Expenses	607		32,260	Budget Review - Adjust Admin Allocations
2110165	HALLS - Maintenance/Operations	Operating Expenses	3,000		35,260	Budget Review - Reserve Account Interest Lower
2110188	HALLS - Town Halls and Public Bldg Operations	Operating Expenses	2,000		37,260	Budget Review - Bldg Maint Lower
2110189	HALLS - Town Halls and Public Bldg Maintenance	Operating Expenses	2,000		39,260	Budget Review - Bldg Oper Lower
2110199	HALLS - Administration Allocated	Operating Expenses	2,186		41,445	Budget Review - Bldg Maint Lower Budget Review - Adjust Admin Allocations
2110289	SWIM AREAS - Building Maintenance	Operating Expenses	10,000		51,445	Budget Review - Bldg Maint Lower
2110299	SWIM AREAS - Administration Allocated	Operating Expenses	3,369		54,814	Budget Review - Adjust Admin Allocations
4110210	Swimming Pool - Mayrhofer Street - Building (Capital)	Capital Expenses	10,000		64,814	Budget Review - Won't Spend in 2020- 21
4110210	Swimming Pool Lights	Capital Expenses		(6,000)	58,814	Lights at Aquatic Centre - Extra Cost
4110230	Pool Sand Filter	Capital Expenses	50,000		108,814	Budget Review - Won't Spend in 2020- 21
4110230	Pool Cleaner	Capital Expenses		(2,000)	106,814	Pool Cleaner Extra Cost
4110281	SWIM AREAS - Transfers to Reserve	Capital Expenses	746		107,560	Budget Review - Reserve Account Interest Lower
5110281	SWIM AREAS - Transfers from	Capital Expenses		(50,000)	57,560	Budget Review -Transfer from Swim

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	Reserve					Reserve Not required
2110365	REC - Parks & Gardens Maintenance/Operations	Operating Expenses		(5,215)	52,345	Budget Review - Parks & Garden Maint Extra Cost
2110366	REC - Town Oval Maintenance/Operations	Operating Expenses	23,000		75,345	Budget Review - Parks & Garden Oper Lower Cost
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Operating Expenses	6,000		81,345	Budget Review - Parks & Garden Maint Lower Cost
4110370	Main Street Beautification	Capital Expenses		(24,000)	57,345	Actual Cost is More than budget
4110370	Skate Park	Capital Expenses		(10,000)	47,345	Extra Funds requested for Skate Park Development
4110370	Dominican Park	Capital Expenses		(234,465)	(187,120)	Dominican Park - LRCI Phase 2 Fundings
2110389	REC - Other Rec Facilities Building Maintenance	Operating Expenses		(23,500)	(210,620)	Budget Review - Other Facilities Bldg Maint Extra Cost
2110399	REC - Administration Allocated	Operating Expenses	3,170		(207,450)	Budget Review - Adjust Admin Allocations
3110310	REC - Grants	Operating Revenue	234,465		27,015	Budget Review - LRCIP Phase 2 Income - Dominican park
4110310	Pavilion - Oval - Building (Capital) (NEW GYM)	Capital Expenses	85,000		112,015	New Gym Revised Cost
2110588	LIBRARY - Library Building Operations	Operating Expenses		(500)	111,515	Budget Review - New PC for Library
2110599	LIBRARY - Administration Allocated	Operating Expenses	5,027		116,542	Budget Review - Adjust Admin Allocations
3110500	LIBRARY - Contributions & Donations	Operating Revenue	1,800		118,342	Budget Review - State Library ICT Grant
2110688	HERITAGE - Building Operations	Operating Expenses		(500)	117,842	Budget Review - re-Allocate from Old Nurses Qtr Bldg Maint
2110689	HERITAGE - Building Maintenance	Operating Expenses	500		118,342	Budget Review - re-Allocate to Old Nurses Qtr Bldg Oper
2110725	OTH CUL - Festival & Events	Operating Expenses		(6,546)	111,796	Budget Review - Return Empowering Women Grant
2110725	OTH CUL - Festival & Events	Operating Expenses	5,200		116,996	Budget Review - Revised X-Mas Decorations cost
2110765	OTH CUL - Maintenance/Operations	Operating Expenses		(2,490)	114,506	Budget Review - Arrino Community Garden Extra Cost
2110799	OTH CUL - Administration Allocated	Operating Expenses	5,627		120,133	Budget Review - Adjust Admin Allocations
3110710	OTH CUL - Grants - Other Culture	Operating Revenue	6,546		126,679	Budget Review - Empowering Women Grant
3110710	OTH CUL - Grants - Other Culture	Operating Revenue	17,440		144,119	Budget Review - National Aus Day Grant
4120110	Shire Depot - Talc Road - Building	Capital Expenses	21,000		165,119	Mechanic Shed Extension - Revised

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	(Capital)				Cost
4120110	Depot Signage	Capital Expenses	28,895	194,014	Budget Review - Won't Spend in 2020-21
4120140	Maley Road (Capital)	Capital Expenses	14,525	208,539	Actual Cost is less than budget
4120140	Water Street (Capital)	Capital Expenses	4,000	212,539	Actual Cost is less than budget
4120141	Nebru Road Sealed (Capital)	Capital Expenses	25,000	237,539	Actual Cost is less than budget
4120141	Arrino West Road Sealed (Capital)	Capital Expenses	21,000	258,539	Actual Cost is less than budget
4120165	Drainage Construction General (Budgeting Only)	Capital Expenses	59,000	317,539	Budget Review - Won't Spend in 2020-21
4120181	ROADC - Transfers to Reserve	Capital Expenses	2,399	319,938	Budget Review - Reserve Account Interest Lower
2120211	ROADM - Road Maintenance - Built Up Areas	Operating Expenses	(74,987)	244,951	Budget Review - Road Maint Cost - PWOH and POC Adjust
2120252	ROADM - Consultants	Operating Expenses	(6,200)	238,751	Budget Review - RAMM Subscriptions
2120289	ROADM - Depot Building Operations	Operating Expenses	(47,000)	191,751	Budget Review - Extra work carried out at the Depot - OHS
2120299	ROADM - Administration Allocated	Operating Expenses	6,720	198,471	Budget Review - Adjust Admin Allocations
2120391	PLANT - Loss on Disposal of Assets	Operating Expenses	1,588	198,471	Budget Review - Loss on Disposal low
2120399	PLANT - Administration Allocated	Operating Expenses	1,840	200,311	Budget Review - Adjust Admin Allocations
3120390	PLANT - Profit on Disposal of Assets	Operating Revenue	10,354	200,311	Budget Review - No Budget, Plant disposal yield more.
4120330	TS5001 New MWS Vehicle	Capital Expenses	2,000	202,311	Replacement Cost Lower than Budget
4120330	TS5010 New Tip Truck	Capital Expenses	15,000	217,311	Replacement Cost Lower than Budget
4120330	New Fuel System	Capital Expenses	(25,000)	192,311	Self Bunded Fuel Tank with dispensing pump
4120330	Others	Capital Expenses	5,000	197,311	Self Bunded Fuel Tank with dispensing pump
4120381	PLANT - Transfers to Reserve	Capital Expenses	0	188,549	Budget Review - Transfer to Reserve is more
5120350	PLANT - Proceeds on Disposal of Assets	Capital Revenue	(44,885)	143,664	Budget Review - Adjustment for Truck not sold
5120351	PLANT - Realisation on Disposal of Assets	Capital Revenue	44,885	143,664	Budget Review - Adjustment for Truck not sold
2120599	LICENSING - Administration Allocated	Operating Expenses	6,703	150,367	Budget Review - Adjust Admin Allocations
3120502	LICENSING - Transport Licensing Commission	Operating Revenue	(3,000)	147,367	Budget Review - Income is less than forecast
2120699	AERO - Administration Allocated	Operating Expenses	1,002	148,369	Budget Review - Adjust Admin Allocations

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2130111	RURAL - Noxious Weed Control	Operating Expenses	9,000		157,369	Budget Review - Re-Allocation
2130199	RURAL - Administration Allocated	Operating Expenses	150		157,519	Budget Review - Adjust Admin Allocations
2130240	TOUR - Public Relations & Area Promotion	Operating Expenses		(5,000)	152,519	Budget Review - Tourist Radio New
2130265	TOUR - Maintenance/Operations	Operating Expenses		(7,450)	145,069	Budget Review - Glyde St Camp Maint
2130265	TOUR - Maintenance/Operations	Operating Expenses		(2,000)	143,069	Budget Review - Info bay Arrino Rest Area
2130288	TOUR - Building Operations	Operating Expenses		(600)	142,469	Budget Review - Tourist Centre
2130299	TOUR - Administration Allocated	Operating Expenses	6,232		148,701	Budget Review - Adjust Admin Allocations
3130221	TOUR - Caravan Park Fees	Operating Revenue	2,000		150,701	Budget Review - Caravan Park Fees
2130352	BUILD - Consultants	Operating Expenses		(4,500)	146,201	Budget Review - EHO
2130399	BUILD - Administration Allocated	Operating Expenses	3,005		149,206	Budget Review - Adjust Admin Allocations
3130320	BUILD - Fees & Charges (Licences)	Operating Revenue	3,400		152,606	Budget Review - Increase Income from Building Approvals
2130699	ECON DEV - Administration Allocated	Operating Expenses	5,882		158,488	Budget Review - Adjust Admin Allocations
2130865	OTH ECON - Standpipe Maintenance/Operations	Operating Expenses	7,400		165,888	Budget Review - Glyde St Standpipe Oper Cost
2130865	OTH ECON - Standpipe Maintenance/Operations	Operating Expenses	8,550		174,438	Budget Review - Arrino Standpipe Oper Cost
2130889	OTH ECON - Building Maintenance	Operating Expenses		(565)	173,873	Budget Review - Westrail Bldg Extra Cost
2130889	OTH ECON - Building Maintenance	Operating Expenses	1,910		175,783	Budget Review - Duffy Store Bldg Maint
2130889	OTH ECON - Building Maintenance	Operating Expenses	2,170		177,953	Budget Review - Thrift Shop Bldg Maint
2130899	OTH ECON - Administration Allocated	Operating Expenses	1,019		178,972	Budget Review - Adjust Admin Allocations
4130810	Duffy's Store - Railway Road - Building (Capital)	Capital Expenses		(55,000)	123,972	Duffy Store Redevelopment - Consultant Cost
4130881	OTH ECON - Transfers to Reserve	Capital Expenses	293		124,265	Budget Review - Reserve Account Interest Lower
2140187	PRIVATE - Other Expenses	Operating Expenses	17,000		141,265	Budget Review - Private Works Lower
2140199	PRIVATE - Administration Allocated	Operating Expenses	163		141,428	Budget Review - Adjust Admin Allocations
3140120	PRIVATE - Private Works Income	Operating Revenue		(20,000)	121,428	Budget Review - Private Works income is less
2140221	ADMIN - Information Technology	Operating Expenses	30,000		151,428	Budget Review - ICT Projects to looked in 2021-22 Budget
2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	Operating Expenses		(2,300)	149,128	Budget Review - Insurance Premium

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2140299	ADMIN - Administration Overheads Recovered	Operating Expenses	(135,397)	13,731	Budget Review - Adjust Admin Allocations	
3140235	ADMIN - Other Income Relating to Administration	Operating Revenue	(12,086)	1,645	Budget Review - Reimburse Income is lower	
4140281	ADMIN - Transfers to Reserve	Capital Expenses	806	2,451	Budget Review - Reserve Account Interest Lower	
2140307	PWO - Protective Clothing	Operating Expenses	(3,000)	(549)	Budget Review - Protective Clothing Extra	
2140329	PWO - Insurance Expenses (Except Workers Comp)	Operating Expenses	(1,700)	(2,249)	Budget Review - Insurance Premium	
2140399	PWO - Administration Allocated	Operating Expenses	102,779	100,530	Budget Review - Adjust Admin Allocations	
2140393	PWO - Less - Allocated to Works (PWO's)	Operating Expenses	(98,479)	2,051	Budget Review - PWOC Adjust	
2140412	POC - Fuels and Oils	Operating Expenses	15,000	17,051	Budget Review - Fuel and Oils Lower Cost	
2140413	POC - Tyres and Tubes	Operating Expenses	3,000	20,051	Budget Review - Cost now capture via Plant Module	
2140416	POC - Licences/Registrations	Operating Expenses	5,000	25,051	Budget Review - Cost now capture via Plant Module	
2140492	POC - Depreciation	Operating Expenses	(33,000)	25,051	Budget Review - Revised Depn Allocations	
2140494	POC - LESS Plant Operation Costs Allocated to Works	Operating Expenses	(16,600)	8,451	Budget Review - POC Allocation Adjust	
3140410	POC - Fuel Tax Credits Grant Scheme	Operating Revenue	(9,000)	(549)	Budget Review - FTC Lower	
	Movement in Leave Reserve Balance	Operating Expenses	550	1		
				1		
Amended Budget Cash Position as per Council Resolution			23,827	1,431,655	(1,431,654)	1

Classifications Pick List

Operating Revenue	\$293,889	-\$57,986
Operating Expenses	\$760,747	-\$594,312
Capital Revenue	\$0	-\$44,885
Capital Expenses	\$377,019	-\$616,064
Opening Surplus(Deficit)	\$0	-\$118,407
Non Cash Item	\$0	\$0
	\$1,431,655	-\$1,431,654

10. REPORTS OF OFFICERS

Corporate Services	
10.9. Financial Statement for Period 31 March 2021	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	24 March 2021
Author:	Rajinder Sunner-Deputy Chief Executive Officer
Attachment (s):	Monthly Financial Report 31 March 2021

Council Role:

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

Report Purpose:

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

Background:

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

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

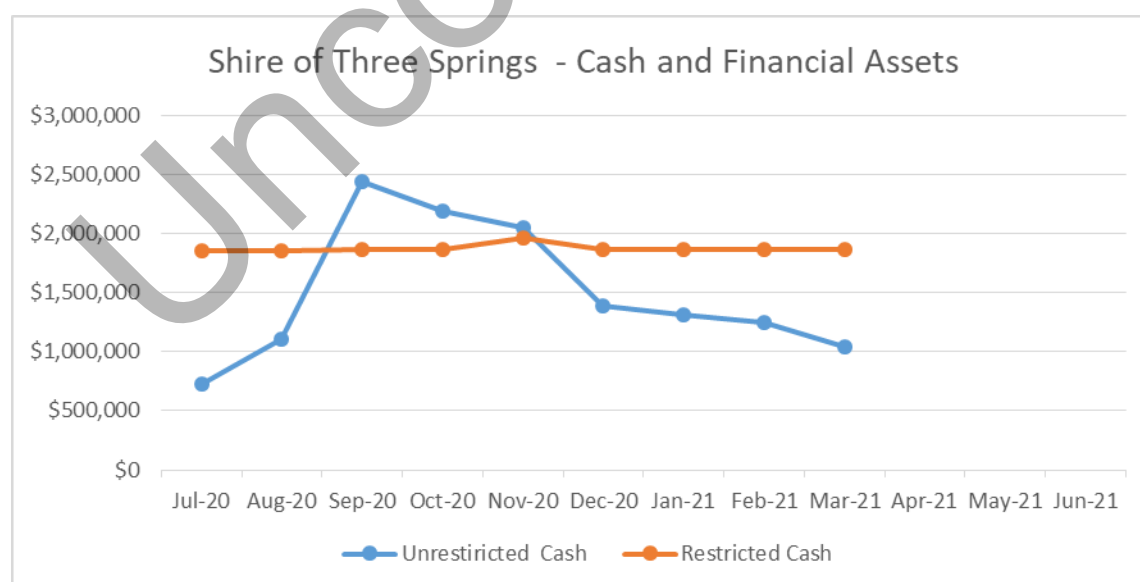
Total Cash Available as at 31 March 2021 is \$2,910,084. Cash available is made up of Unrestricted cash \$1,042,666 and Restricted cash \$1,867,418 backed by various reserves. Reserve funds are invested in term deposit with NAB expiring on 28 June 2021 attracting interest of 0.22%.

Rates Debtors as at 31 March 2021 \$115,745. We have collected 94.95% of our outstanding Rates as at 31 March 2021.

Operating revenue as at 31 March 2021 is \$3,189,572. The breakdown of the Operating revenue; Rates 65%, Operating grants subsidies and contributions 27%, Fees and Charges 6% and Other revenue 2%.

Operating expenses as at 31 March 2021 is \$3,844,262. The breakdown of the Operating expenses; Employee Costs 29%, Materials and Contracts 24%, Depreciation 36%, Insurance Expense 5%, Utility Charges 4% and Others 2%.

Cash and Financial Assets for 2020-21



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:

031/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.9
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Connaughton</p> <p>That Council accepts the monthly financial report for the period ending 31 March 2021.</p> <p style="text-align: right;">CARRIED: VOTED: 6/0</p>

Corporate Services	
10.10 Accounts for Payments as at 31 March 2021	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	
Disclosure of Interest:	Nil
Date:	20 April 2021
Author:	Donna Newton, Finance and Payroll Officer
Attachment (s):	List of creditors paid as at 31 March 2021

Council Role:

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

Report Purpose:

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

Background:

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

Officer's Comment:

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

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 Section 6.4.

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

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

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

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

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

Policy Implications:

Nil

Financial/Resources Implications:

Funds available to meet expenditure in accordance with Shire of Three Springs adopted budget 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:

032/2021 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.10

MOVED: Cr. Lane
SECONDED: Cr. Mutter

That Council accepts:

1. The accounts for payment as presented for March 2021 from the Municipal Fund totalling \$526,632.83. Represented by Electronic Fund Transfers No's 16916 - 17021, Cheque No 11626 – 11628 and Direct Debits 12807.1 – 12893.1.
2. Licensing Fund totalling \$8,422.05. Represented by Direct Debit No. 12895.1.

Total Payments for March 2021 \$535,054.88

CARRIED:
VOTED: 6/0

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 26 May @ 5pm.

16. CONFIDENTIAL ITEMS

Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.22pm.

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

Signed: _____
Presiding Officer

Date: 26 May 2021