



MINUTES
ORDINARY COUNCIL MEETING
HELD ON
WEDNESDAY
27 APRIL 2022
COMMENCING AT 5 PM



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

☐ Committee

☐ Employee

☐ Contractor

Member

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.

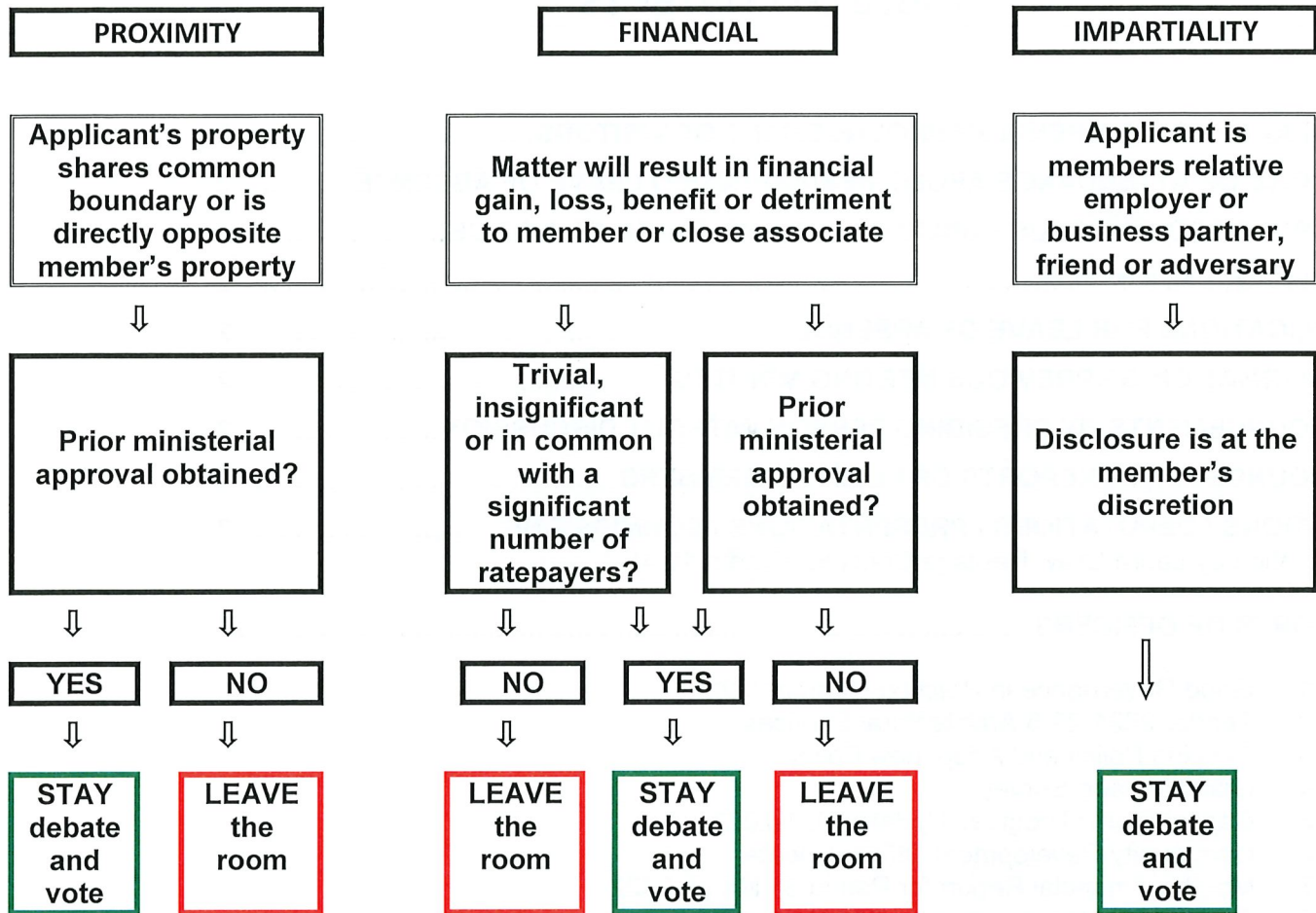
OFFICE USE ONLY

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 Deputy President declared the meeting open at: 5.03pm

Acknowledgement of 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		Apology	
Councillor Connaughton	Present		
Councillor Heal	Leave		23/03/2022
Councillor Mutter	Present		
Councillor Mills		Apology	
Councillor Ennor	Present		
Councillor Eva	Present		
Chief Executive Officer	Present		
Deputy Chief Executive Officer	Present		
Community Development Officer	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. Mutter	Cr. Ennor	3/0	25/05/2022
5.2	Cr.		Cr.	Cr.		
5.3	Cr.		Cr.	Cr.		

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

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

	Date	Moved	Seconded	Vote
6.1 OCM	23/03/2022	Cr. Ennor	Cr. Mutter	4/0

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	8 March – International Woman's Day morning tea 17 March – Audit Exit meeting 21 March – Strategic Briefing 23 March – Audit & Risk committee meeting 23 March – OCM
Cr. Connaughton	21 March – Strategic Briefing 23 March – OCM
Cr. Heal	21 March – Strategic Briefing 23 March – OCM
Cr. Mutter	8 March – International Woman's Day morning tea 21 March – Strategic Briefing 23 March – OCM
Cr. Mills	21 March – Strategic Briefing 23 March – OCM
Cr. Ennor	21 March – Strategic Briefing 23 March – OCM
Cr. Eva	9 March – LEMC meeting 21 March – Strategic Briefing 23 March – Audit & OCM

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Deputation by Laura Gray, Heritage Consultant - Draft Local Heritage Survey

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:	27 April 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Nil

Council Role:

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

Report Purpose:

That Council Accepts:

1. The Governance Compliance Calendar report for March 2022.
2. Actions Performed under Delegated Authority for March 2022.

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 2022

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.34	DLGSC WA Local Government Accounting Manual	March 2022 reports were submitted to the February 2022 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	Yes	
Financial Interests Register - Review Review register to remove Primary and Annual Returns (no other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.	Local Government Act 1995	s.5.88(3)(4)		Yes Register is up to date.	
Emergency Services Levy - Option B Payment Due by: 21 March and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	22 February Creditors -Invoice from DFES received, and the 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 Regs. 13, 14 and 15		Audit Committee Meeting 23 March 2022. Submitted to Council OCM 23 March 2022.	

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		Submitted to DLGSCI on 24 March 2022.	
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 the City of Geraldton	

Execution of Delegation for March 2022

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
1-Mar-22	PMT ID: F203013862310	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Chief Executive Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Payroll and Super Payments \$60,000.00 PMT ID: F203013862310
4-Mar-22	PMT ID: F203044112622	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Chief Executive Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments \$100,000.00 PMT ID: F203044112622
4-Mar-22	PMT ID: F203044122692	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors Payment	CBA	Chief Executive Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments \$93,379.43 PMT ID: F203044122692
11-Mar-22	PMT ID: F203114544023	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Chief Executive Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments and to cover Payroll \$100,000.00 PMT ID: F203114544023
11-Mar-22	PMT ID: F203114547309	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Chief Executive Officer	Creditor Payments \$25,539.24 EFT PMT ID: F203114547309
15-Mar-22	PMT ID: F203154678232	Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	Chief Executive Officer	Fortnightly Payroll PPE 15/03/22 - \$37,735.76 PMT ID: F203154678232
17-Mar-22	PMT ID: F203174846712	Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Chief Executive Officer	Creditor Payments \$26,017.54 EFT PMT ID: F203174846712
25-Mar-22	PMT ID: F203255317739	CS002 - CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Chief Executive Officer	Creditor Payments \$36,639.28 EFT PMT ID: F203255317739
29-Mar-22	PMT ID: F203295460898	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	Chief Executive Officer	Fortnightly Payroll PPE 29/03/22 - \$38,461.52 PMT ID: F203295460898

30-Mar-22	PMT ID: F203305551644	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Chief Executive Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments and to cover Payroll \$167,000.00 PMT ID: F203305551644
30-Mar-22	PMT ID: F20330555106	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Chief Executive Officer	Creditor Payments \$166,937.58 EFT PMT ID: F20330555106
1-Mar-22	PMT ID: F203013862310	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Finance Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Payroll and Super Payments \$60,000.00 PMT ID: F203013862310
4-Mar-22	PMT ID: F203044112622	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Finance Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments \$100,000.00 PMT ID: F203044112622
4-Mar-22	PMT ID: F203044122692	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors Payment	CBA	Finance Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments \$93,379.43 PMT ID: F203044122692
11-Mar-22	PMT ID: F203114544023	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Finance Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments and to cover Payroll \$100,000.00 PMT ID: F203114544023
11-Mar-22	PMT ID: F203114547309	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Finance Officer	Creditor Payments \$25,539.24 EFT PMT ID: F203114547309
17-Mar-22	PMT ID: F203174846712	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Finance Officer	Creditor Payments \$26,017.54 EFT PMT ID: F203174846712
25-Mar-22	PMT ID: F203255317739	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Finance Officer	Creditor Payments \$36,639.28 EFT PMT ID: F203255317739
30-Mar-22	PMT ID: F203305551644	CS002 - Payments from Municipal Fund and Trust Fund	Transfer of Funds from the Maximiser to Municipal Account	CBA	Finance Officer	Transfer of Funds from the Maximiser Account to the Muni Account for Creditor Payments and to cover Payroll \$167,000.00 PMT ID: F203305551644
30-Mar-22	PMT ID: F20330555106	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditor Payments	CBA	Finance Officer	Creditor Payments \$166,937.58 EFT PMT ID: F20330555106
1-Mar-22	PMT ID: F203013902609	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	Customer Service Officer 2	Fortnightly Payroll PPE 01/03/22 - \$34,549.62 PMT ID: F203013902609
15-Mar-22	PMT ID: F203154678232	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	Customer Service Officer 2	Fortnightly Payroll PPE 15/03/22 - \$37,735.76 PMT ID: F203154678232
29-Mar-22	PMT ID: F203295460898	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	CBA	Customer Service Officer 2	Fortnightly Payroll PPE 29/03/22 - \$38,461.52 PMT ID: F203295460898

Statutory Environment:

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

5.41. Functions of CEO

The CEO's functions are to —

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

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

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

Policy Implications:

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

- 1. Optimise the achievement of our vision, mission, strategies, goals and objectives.*
- 2. Provide transparent and formal oversight of the risk and control environment to enable effective decision making.*
- 3. Enhance risk versus return within our risk appetite.*
- 4. Embed appropriate and effective controls to mitigate risk.*

5. *Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.*
6. *Enhance organisational resilience.*
7. *Identify and provide for the continuity of critical operations*

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

Financial/Resources Implications:

Nil

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

028/2022 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.1
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Mutter</p> <p>That Council Accepts:</p> <ol style="list-style-type: none"> 1. The Governance Compliance Calendar report for March 2022. 2. The Execution of Delegation report for March 2022. <p style="text-align: right;">CARRIED: VOTED: 4/0</p>

10. REPORTS OF OFFICERS

Executive Services	
10.2. Tender 2021-22-4 Architectural Services	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 April 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Confidential Tender Evaluation Report

Council Role:

- | | | |
|-------------------------------------|----------------|---|
| <input type="checkbox"/> | Advocacy | When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input checked="" type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | Legislative | Includes adopting local laws, local planning schemes and policies. |
| <input checked="" type="checkbox"/> | Review | When Council reviews decisions made by Officers. |
| <input type="checkbox"/> | 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 awards Tender 2021-22-4 Provision of Architectural Services as recommended in the confidential evaluation report.

Background:

The Shire requires architectural services associated with Duffy's Store rebuild, the Shire Hall renovations and other building projects.

Officer's Comment:

Tender RFT 2021-22-4 Provision of Architectural Services was advertised on 2 March 2022 in the West Australian newspaper. One tender submission was received by the tender deadline of 16 March 2022 at 4.00 pm WST. The tender contract term is three years.

The confidential tender evaluation report is available in Attachment 1.

Consultation:

Nil

Statutory Environment:

Section 3.57 of the *Local Government Act 1995 and the Local Government Regulation 1996 (Function and General)* Part 4, Division 2 section 11 (2) (b).

Section 3.57 of the *Local Government Act (LGA) 1995* and the LGA Functions and General Regulations, 11 to 24G.

Regulation 18 (4) of the *Local Government (Functions and General) Regulations* states:

"Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept."

All tenders were evaluated against the selection criteria by which each tender is assigned a score based on the tenderer's capacity to meet the tender objectives.

The contract will be awarded to a Tenderer who best demonstrates the ability to carry out the required service at a competitive price. The tendered prices were assessed via qualitative and compliance criteria to determine the most advantageous outcome for Council.

Policy Implications:

1.5 – Procurement Policy

Financial/Resources Implications:

The expenditure associated with architectural services will be included in the Shire budgets.

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority

Officer's Recommendation:

MOVED: Cr. Eva
SECONDED: Cr. Ennor

That Council accepts:

1. The tender assessment report.
2. The Schedule of Rates and the Lump Sum Fee proposal.
3. The award of Tender 2021-22-4 Provision of Architectural Services as recommended in the confidential evaluation report to Eastman Poletti Sherwood.

CARRIED:
VOTED: 4/0

10. REPORTS OF OFFICERS

Executive Services	
10.3. Rescind Policy and Adopt new Policy	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 April 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	New Purchasing Policy

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:

1. Rescind the March 2021 Purchasing Policy 03.
2. Adopt the new April 2022 Purchasing Policy 03.

Background:

- 17 March 2022, Butler Settineri and the Office of the Auditor-General for Western Australia conducted an audit exit meeting with the Shire President and the Chief Executive Officer.
- The CEO reported the audit findings to the Shire Audit and Risk Committee.
- The Shire Audit and Risk Committee minutes were presented to Council at the March 2022 meeting via agenda 12.2.1.

The Audit showed that the Shire purchasing policy was arduous regarding the acquisition of items from local retail businesses such as the supermarket and hardware shops.

The March 2022 report 12.2.1 stated that “The CEO will review the appropriateness and effectiveness of the Shire purchasing policy” and “The Shire has implemented the Altus Procurement System. This system improves governance controls and transparency. The Altus system has the ability to customise the purchasing rules to meet policy requirements”.

Officer’s Comment:

Nil

Consultation:

Shire Staff

Statutory Environment:

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

2.7. Role of Council

- (1) The Council —
 - (a) governs the local government’s affairs; and
 - (b) is responsible for the performance of the local government’s functions.
- (2) Without limiting subsection (1), the Council is to —
 - (a) oversee the allocation of the local government’s finances and resources; and
 - (b) determine the local government’s policies.

Policy Implications:

Adoption of new Policy

Financial/Resources Implications:

Nil

Strategic Implications:

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

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
4. 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 Corporate Business Plan 2020-2024.

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

Voting Requirements:

Absolute Majority

Officer’s Recommendation:

030/2022 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.3

MOVED: Cr. Ennor
SECONDED: Cr. Eva

That Council:

1. Rescind the March 2021 Purchasing Policy 03.
2. Adopt the new April 2022 Purchasing Policy 03.

CARRIED:
VOTED: 4/0

10. REPORTS OF OFFICERS

Executive Services	
10.4 Draft Local Heritage Survey	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 April 2022
Author:	Keith Woodard, Chief Executive Officer
Attachment (s):	1. Draft LHS Report 2022 2. Appendix 1 LHS List 3. Appendix 2 LHS List 4. Appendix 3 Guidelines for Heritage List 5. Appendix 5 Burra Charter 2

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 draft Local Heritage Survey and endorses the associated public consultation. Once public comment is received Council will be requested to adopt the Local Heritage Survey.

Background:

Laura Gray of Heritage Intelligence (WA) has been contracted to undertake a review of the 1996 Shire of Three Springs Municipal Inventory of Heritage Places.

The review is undertaken in consideration of the Department of Planning, Lands and Heritage's guidelines; *Criteria for the assessment of local heritage places and areas* as recommended in *State Planning Policy 3.5 Historic Heritage Conservation*.

Assessments determine levels of significance for each place in consideration of the overall context of the Shire's towns and district. The levels of significance are consistent with the required categories (Heritage Act 2018).

Laura Gray presented an overview of the review process to the Council on 22 November 2021 and discussed the implications associated with the Heritage List.

The draft report comprises recommendations for the Local Heritage Survey and the places within that survey that form the Heritage List for conservation guidance through the provisions of the Shire's planning scheme and a local planning policy.

Officer's Comment:

The draft report summarises the recommendations for the Local Heritage Survey and the places within that survey that form the Heritage List for conservation guidance through the provisions of the Shire's planning scheme.

55 places are recommended in the Local Heritage Survey, many of which were mentioned in the 1996 heritage inventory. Some places still require information to identify and/or inform of their history.

The Council's endorsement of the draft report for community consultation is an integral part of the review process as it engages with the community to understand further, provide information, make connections and amend the draft document.

The Local Heritage Survey is a summary of the community's heritage, and having a role to be included, empowers them as the custodians of this heritage.

Laura Gray is available for any public or less public meetings regarding any concerns or queries that property owners may have, particularly concerning the proposed Heritage List, in the company of a Shire Officer.

Consultation:

No community consultation has taken place to date. The Council discussion at the previous briefing has been informative.

As stated community consultation is an essential element of the consultation process.

Statutory Environment:

A review of the 1996 Heritage Inventory is a requirement of the Heritage Act 2018.

This review is in accordance with Part 8 of the Heritage Act 2018, which requires the identification of the "Heritage List".

Policy Implications:

A Local Planning Policy relevant to the Heritage List will be prepared as an integral part of the review process.

Financial/Resources Implications:

The Department of Planning, Land, and Heritage has funded 100% of this project via a grant of \$8,350.00 (exc. GST).

Strategic Implications:

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

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
Outcome 1.1 Develop tourism infrastructure and increase the length of stay.	1.2.3 Investigate and implement options for heritage opportunities
Outcome 2.4 Preservation of local heritage and the unique character of our built environs.	2.4.3 Include heritage interpretation in promotional materials

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

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

Voting Requirements:

Simple Majority

Officer's Recommendation:

031/2022	OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.4
<p style="text-align: right;"><u>MOVED:</u> Cr. Mutter <u>SECONDED:</u> Cr. Eva</p> <p>That Council endorses:</p> <ol style="list-style-type: none"> 1. The Draft Heritage Survey for public comment. 2. Community Consultation <p style="text-align: right;">CARRIED: VOTED: 4/0</p>		

10. REPORTS OF OFFICERS

Works and Services

10.5 Capital Works Progress Update 2021-2022

Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM
Disclosure of Interest:	Nil
Date:	27 April 2022
Author:	Keith Woodward, Chief Executive Officer
Attachment (s):	Capital Works Report 2021-2022

Council Role:

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

Report Purpose:

That Council accepts the Capital Works Report for March 2022.

Background:

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

Officers Comment:

Refer to the attached status report.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Purchasing Policy 3007.1

Financial/Resources Implications:

Shire of Three Springs Adopted Budget 2021-2022

Strategic Implications:

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

Strategic Community Plan 2018 - 2028	
Council Objectives	Outcome
Nil	Nil

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

032/2022 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.5
<p style="text-align: right;"><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Mutter</p> <p>That Council accepts the Capital Works Report for March 2022.</p> <p style="text-align: right;">CARRIED: VOTED: 4/0</p>

10. REPORTS OF OFFICERS

Executive Services	
10.6 Community Development Officer Update	
Agenda Reference:	CDO
Location/Address:	Shire of Three Springs
Name of Applicant:	CEO
File Reference:	
Disclosure of Interest:	Nil
Date:	27 April 2022
Author:	Raman S Virdi, 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.
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- ☒ Review When Council reviews decisions made by Officers.
- ☐ Quasi-judicial When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

That Council accepts the Community Development Report for March 2022.

Background:

This report provides Council with the Community Development update.

Officer's Comment:

Dominican Park - Information Panel	<p>New South Wales (NSW) based manufacturing company has informed Kulbardi Hill that the Dominican Park Interpretative Panel have been dispatched on Friday, 13 April 2022 and will be delivered in two to three weeks.</p> <p>The temporary corflute panel will be donated to the Dominican Nuns in Perth.</p>
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CCTV Map Coverage	<p>CCTV Cameras were installed by IP Cameras Australia Pty Ltd.</p> <p>Zed Elect has been contacted to diagnose the service interruption between the transmitters and receivers of the CCTV network.</p> <p>Zed Elect will provide a quote to correct the line of sight between the Shire Hall and the Aquatic centre.</p>
North Midlands Regional Club Development Plan (NMRCDP)	<p>NMRCDP is managed under the Every Club Grant Scheme. Every Club Grant Scheme is managed by the Department of Local Government, Sport and Cultural Industries, Government of Western Australia.</p> <p>The Shire of Morawa applied for the Every Club Grant Scheme in collaboration with the Shire of Three Springs, Shire of Carnamah, Shire of Perenjori, Shire of Mingenew and Shire of Coorow to invest in the creation and implementation of local government club development plans. The six Shire's hired a consultant to conduct a survey and workshop as per the grant requirements. The Consultant held a workshop with the Shire of Three Springs clubs on Thursday, 24 March 2022.</p> <p>A plan will be created from gathered information and presented to the Council at May 2022 meeting. Council can either accept or reject the offered plan.</p>
Official Communication - Facebook page and the Shire website.	<p>Official communication is managed by Council Policy 1.7.</p> <p>The Shire has updated its Facebook Page and website about ongoing activities accordingly.</p>
Tourist Radio	<p>Chris Lewis from ABC Radio will conduct interviews for the Tourist Radio.</p> <p>Shire council members, staff and a few community members have agreed to be interviewed for the making of Tourist Radio.</p> <p>Chris Lewis will conduct interviews on Friday, 22 April 2022, at the Council Chambers.</p>
Community Gym Activation Classes (CGAC)	<p>Three Springs Community Gym is managed by the Shire.</p> <p>The Shire has organised a 12-week fitness program to promote health and wellbeing for the Three Springs community members.</p> <p>KM fitness from Mingenew and FRF fitness from Three Springs were contacted for quotes to conduct CGAC at Three Springs Community gym. Both applications were assessed based on the cost of classes and their availability & locality.</p> <p>The Shire will use funding from the ARCI grant to fund this program.</p>

Events:

Dominican Park Opening	<p>The opening ceremony of Dominican Park at the Shire of Three Springs was held on Saturday, 2 April 2022. A total of 50 people attended the ceremony.</p> <ul style="list-style-type: none">• The Bishop from Geraldton, Dominican Sister from Perth, and Mr Shane Love MLA were present at the opening ceremony.• The ceremony started with 'Acknowledgement to Country' by Elaine Walley.• Mr. Anthony Thomas was awarded the Shire of Three Springs Freeman title.• Bishop Michael Morrissey officially opened Dominican Park with Sister Mary Ryan, and they unveiled the Dominican Park interpretive panel.• Light brunch was served at the Shire Community Hall.• The event was concluded with the cutting of Lamington cake by Sister Mary Ryan, Bishop Michael Morrissey and Anthony Thomas. <p>The Shire would like to thank Cr Jenny Mutter, Cathy Reed from Lions Club and Bridie Reed from the Community Action group for their voluntary contribution.</p>
Astrotourism Event	<p>The Astrotourism event is organised by the Shire of Three Springs and Astrotourism WA. The event will be held at the Three Springs Golf club on Friday, 22 April 2022, from 6:30 pm to 8:00 pm.</p>
ANZAC Day	<p>The Three Springs-Arrino RSL organises the ANZAC day ceremonies. The Shire supports the ANZAC Day event by:</p> <ul style="list-style-type: none">• Providing meals and accommodation for the cadets at Shire Community Hall.• Providing venue and refreshments after the event.• Providing seats to be used at the event.• Designing and printing 100 programs.• Providing hand sanitiser.• Providing traffic management for the event.• Maintenance of the War Memorial, gardens and APV display.• Advertising in the Yakabout, social media and website.

Grants:

Local Road and Community Infrastructure Program - 3 (LRCI-3)	<p>LRCI-3 is managed by the Department of Infrastructure, Transport, Regional Development and Communications.</p> <p>The Shire has been allocated \$658,208 under the LRCI-3 grant.</p>
Cultural Tourism Accelerator Program (CTAP)	<p>CTAP is managed by Regional Art Australia.</p>

	The Shire of Three Springs has successfully received the Experience Initiative grant worth \$10,000. CTAP - Experience Initiative Grant will be used to produce Tourist Radio.
National Volunteer Week Grant (NVWG)	NVWG is managed by Lotterywest and Volunteer WA. The Shire of Three Springs has successfully received the NVWG worth \$800. The Shire will organise a Thank a Volunteer Day in May to celebrate Volunteer Week.
Silos Projection Grant (SPG) - LotteryWest	The Shire of Three Springs submitted a grant application to fund the Silos Projection project. The Shire has requested 80% of the total fund required for Silos Projection from LotteryWest. The application is in the final assessment phase by the grant board. The Shire should receive notification by early May 2022.
Active Regional Communities Initiative (ARCI) Grant	ARCI Grant is managed by the Department of Local Government, Sports and Cultural Industries. The Shire of Three Springs applied for \$3,700 to fund 12-week 'Community Gym Activation Classes' at the Shire Community Gym.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial/Resources Implications:

Nil

Strategic Implications:

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

Strategic Community Plan 2018-2028	
Council Objectives:	Outcome:
Develop tourism infrastructure and increase the length of stay	1.1.2 Participate in the "Wildflower Way" Tourist Drive 1.1.6 Rebrand and promote Three Springs as an attractive place to live and work
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
A well engaged and informed community that actively participates	4.1.6 Actively facilitate, support and participate in community events

This item is relevant to the Council's 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 the length of stay
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:

033/2022	OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION	10.6
<p style="text-align: right;"><u>MOVED:</u> Cr. Ennor <u>SECONDED:</u> Cr. Mutter</p> <p>That Council accepts the Community Development Report for March 2022.</p> <p style="text-align: right;">CARRIED: VOTED: 4/0</p>		

10. REPORTS OF OFFICERS

Corporate Services	
10.7 Monthly Financial Report for Period 31 March 2022	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	19 April 2022
Author:	Bob Waddell, Bob Waddell & Associates, Consultant
Attachment (s):	10.6 Monthly Financial Report 31 March 2022

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 2022.

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*
- © *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- © *the net current assets at the end of the month to which the statement relates.*

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

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

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

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

(4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*

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

- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications:

Nil

Financial/Resources Implications:

Total Cash Available as at 31 March 2022 is \$2,746,635. Cash available is made up of Unrestricted cash \$616,483 and Restricted cash of \$2,130,153

being primarily made up of various reserves.

Rates Debtors balance as at 31 March 2022 is \$167,023 Rates Notices for 2021-22 were issued in September 2021. Rates collected as at end of March 2022 was \$2,221,404 – 93.01%.

Mar 2022:

Operating Revenue – Operating revenue of \$3,333,330 is made up of Rates - 75%, Grants - 14%, Fees and Charges - 8%, Other Revenue - 2% and Interest Earnings – 1%.

Operating Expenses – Operating expenses of \$4,374,189 is made of Depreciation - 42%, Employee Costs – 27%, Materials and Contracts – 20%, Insurance – 5% and Utilities – 5% and Other Expenditure – 1%.

Strategic Implications:

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

Strategic Implications:

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

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

MOVED: Cr. Mutter

SECONDED: Cr. Ennor

That Council accepts the monthly financial report for the period ending 31 March 2022.

CARRIED:

VOTED: 4/0

10. REPORTS OF OFFICERS

Corporate Services	
10.8 Accounts for Payments as at 31 March 2022	
Agenda Reference:	DCEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	27 April 2022
Author:	Kate O'Donnell, Customer Service Officer
Attachment (s):	List of creditors paid as at 31 March 2022

Council Role:

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

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 Strategic Community Plan 2018-2028.

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

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

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

Voting Requirements:

Simple Majority.

Officer's Recommendation:

035/2022 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 10.8
<p style="text-align: right;"><u>MOVED: Cr. Mutter</u> <u>SECONDED: Cr. Eva</u></p> <p>That Council accepts:</p> <ol style="list-style-type: none"> 1. The accounts for payment as presented for <i>March</i> 2022 from the CBA Municipal Fund totalling \$401,754.80. 2. Represented by Electronic Fund Transfers No's 17862 – 17942 and Direct Debits 13587.1– 13640.1, 13649.1 - 13650.1, 13655.1, 13664.1 - 13669.6 and 13707.1 - 13707.6. 3. Licensing Fund totalling \$34,194.65, represented by Direct Debit No. 13648.1, 13654.1, 13658.1, 13670.1 - 13702.1, 13711.1 and 13730.2. <p>Total Payments for March 2022 is \$435,949.45</p> <p style="text-align: right;">CARRIED: VOTED: 4/0</p>

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, 25 May 2022 @ 5pm.

16. CONFIDENTIAL ITEMS

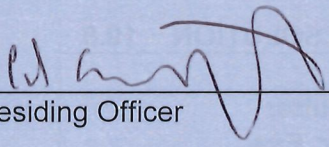
Nil

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 5.50pm.

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

Signed:


Presiding Officer

Date: 25 May 2022