



AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
15 JULY 2020
COMMENCING AT 4.00 PM



**SHIRE OF THREE SPRINGS
ORDINARY COUNCIL MEETING NOTICE PAPER
15 JULY 2020**

President and Councillors,

An ordinary meeting of Council is called for Wednesday, 15 July 2020, in the Council Chambers, Railway Road, Three Springs commencing at 4pm.

**Keith Woodward
Chief Executive Officer**

9 July 2020

DISCLAIMER

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

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

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

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 Member
- 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: _____

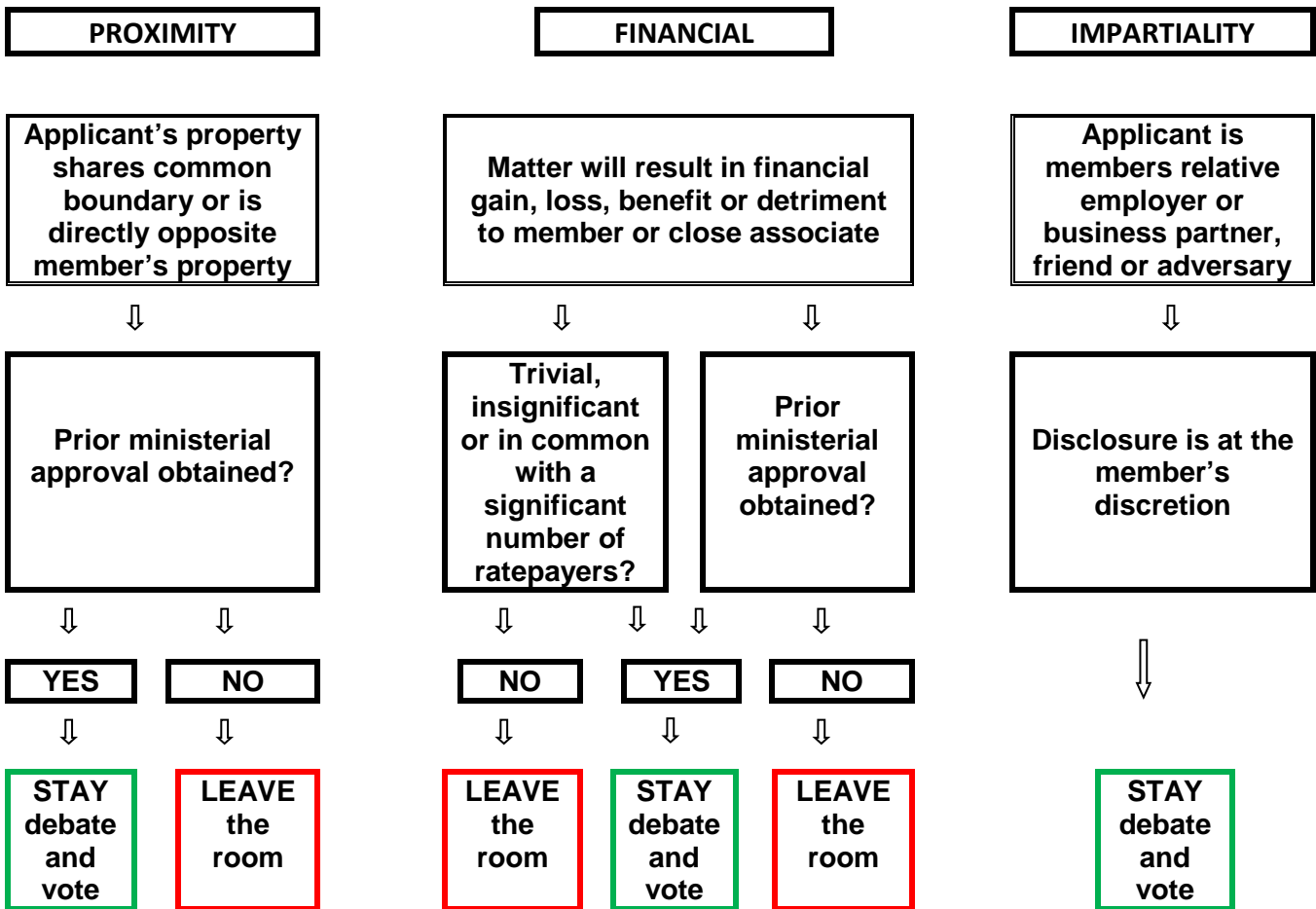
Note 1: For Ordinary meetings of Council, elected members and employees are requested to submit this completed form to the Chief Executive Officer prior to the meeting. Where this is not practicable, disclosure(s) must be given to the Chief Executive Officer prior to the matter being discussed.

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:

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			
Councillor Connaughton			
Councillor Heal			
Councillor Mutter			
Councillor Mills			
Councillor Ennor			
Councillor Eva			
Chief Executive Officer			
Deputy Chief Executive Officer			
Manager Works			
Minutes Clerk			

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

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

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

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

		Date	Moved	Seconded	Vote
6.1	OCM	17/06/2020	Cr.	Cr.	

7. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8. ANNOUNCEMENTS/REPORTS OF ELECTED MEMBERS

Councillor	Activity
Cr. Lane	
Cr. Connaughton	
Cr. Heal	
Cr. Mutter	
Cr. Mills	
Cr. Ennor	
Cr. Eva	

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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:	9 July 2020
Author:	Chief Executive Officer
Attachment (s):	

Council Role:

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

Report Purpose:

That Council Accepts:

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

Background:

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

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

Officer's Comment:

Compliance Table for June 2020

Compliance Action	Compliance Requirement	Section / Ref	Position Title Officer Responsible for Action Compliance	Records Ref	Comments. If Action not completed, report on plan to rectify non-compliance
June - Take Action					
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	DCEO	June report submitted to the July 2020 OCM. Minutes	N/A
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.	DCEO	N/A	N/A
Emergency Services Levy - Option B Payment Due Due by: 21 June and ESL Assessment Profile Return Form A	DFES - ESL Manual of Operating Procedures		SFO	June 2020 Creditors	Invoice from DFES received and Shire made payment
Decision Objection and Review Rights - Internal Audit Review the LG's template permits, licences, notices and approval letters issued under the Act and Local Laws to ensure they include advice to the recipient of their objection and review rights.	Local Government Act 1995	s.9.4	DCEO	N/A	The Shire has not received any Objection as prescribed under Part 9, Division 1 s. 9.1 of the LG ACT in 2019-2020.
FOI Annual Statistical Data - Response to Information Commissioner Due by: 30 June	Freedom of Information Act 1992	s.111(3)	FO	July 2020 OCM minutes	Associated report to the July 2020 OCM. Then submission to the Fol Commissioner
Appoint Bush Fire Control Officers - Review appointments and update if necessary	Bush Fires Act 1954	s.38	CEO	August OCM Minutes	The associated report will be presented to the August 2020 OCM.

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<p>Financial Reporting - Material Variances Each Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances. <i>(adopt and apply in the following Financial Year)</i></p>	<p>Local Government Act 1995</p>	<p>s.34(5)</p>	<p>DCEO</p>	<p>July OCM Minutes</p>	<p>These directives will be address in the adoption of the Shire 2020/2021 Budget at the July 2020 OCM</p>
<p>Elections - Council Report required determine if Electoral Commission will conduct the Election. Electoral Commission agreement to conduct the election required by: (80th day) 31/07/2019</p>	<p>Local Government Act 1995</p>	<p>s.4.20(2)(3)(4) s.4.61(2)(4)</p>	<p>CEO</p>	<p>N/A</p>	<p>N/A</p>
<p>Revaluation of Assets - Plant and Equipment LG must revalue all assets within the Plant and Equipment Class by the expiry of each 3-yearly interval after 30 June 2016</p>	<p>Local Government Act 1995</p>	<p>FM.Reg. 17A(4)</p>	<p>4-yearly Next Due: 30 June 2019</p>	<p>Jun-19</p>	<p>Griffin Valuation Advisory Reports 30 June 2019 The revaluation of Plant and Equipment occurred 30 June 2019.</p>
<p>Revaluation of Assets - Land, Buildings and Infrastructure LG must revalue all assets within the Land Building and Infrastructure Class by the expiry of each 3-yearly interval after 30 June 2017</p>	<p>Local Government Act 1995</p>	<p>FM.Reg. 17A(4)</p>	<p>4-yearly Next Due: 30 June 2020</p>	<p>Jul-20</p>	<p>Griffin Valuation Advisory Reports 30 June 2020 The revaluation of Building, Land and other infrastructure assets completed 30 June 2020.</p>
<p>Revaluation of Assets - All Other Classes of Assets LG must revalue all other classes of assets (other than, Plant and Equipment and Land Building and Infrastructure classes) by the expiry of each 3-yearly interval after 30 June 2018</p>	<p>Local Government Act 1995</p>	<p>FM.Reg. 17A(4)</p>	<p>4-yearly Next Due: 30 June 2021</p>		<p>GTS Report 30 June 2016. The roads valuation was completed 30 June 2016. The roads were valued in June 2020, this valuation was rejected because of inaccurate base data in the RAMMS system. The RAMM system will be corrected in 2020-2021 including valuations. <i>(Note: in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued)</i></p>

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Execution of Delegation for June 2020

Date	File Reference	Delegation Number	Decision Detail	Applicant	Officer	Comment
03-Jun-20	ADM0204 / Resolution No. 031/2020	GO004 -Execution of Documents and Affixing of Common Seal to Documents	General Practice Agreement	Dr. Adebola Lotsu	Chief Executive Officer	New General Practice Agreement
4-Jun-20	ADM0149	GO004 -Execution of Documents and Affixing of Common Seal to Documents	Memorandum of Understanding for Provision of "Emergency 31/12/2020 Management and Ranger Services" between Shire of Carnamah, Three Springs and Shire of Mingenew	Ranger Services	Chief Executive Officer	Term of MOU is for a period of 6 months from 01/07/20 and expiring on 31/12/2020
24-Jun-20	ADM0220	GO004-Execution of Contract Documents	Renewal of MOU	Shire of Irwin	Chief Executive Officer	Re-newal of MOU between Shire of Irwin, Mingenew / Three Springs / Carnamah and Environmental Health Services
29-Jun-20	ADM0204 / Resolution No. 031/2020	GO004 -Execution of Documents and Affixing of Common Seal to Documents	Joint Funding Agreement - Doctor between Shire of Three Springs, Shire of Carnamah and Shire of Coorow	Dr. Adebola Lotsu	Chief Executive Officer	New Joint Funding Agreement
08-Jun-20	PMT ID: 161221663	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maximiser Account to Municipal Account	NAB	Deputy Chief Executive Officer	Transfer \$355,271 from Maxi A/C to Muni A/C
10-Jun-20	PMT ID: 161358101	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 09 June 2020 - \$41,231.73
11-Jun-20	PMT ID: 161426379	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Muni Account to Licensing Account	NAB	Deputy Chief Executive Officer	Transfer Funds to Licensing Account Banking 10/06/2020 - \$788.80
15-Jun-20	PMT ID: 161613030	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maximiser Account to Municipal Account	NAB	Deputy Chief Executive Officer	Transfer \$15,000 from Maxi A/C to Muni A/C
17-Jun-20	PMT ID: 161783900	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Licensing Account to GFH Account	NAB	Deputy Chief Executive Officer	Transfer \$95,295.98 from Licensing A/C to GFH A/C
19-Jun-20	PMT ID: 161949533	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$168,477.50 from GFH A/C To Muni A/C
19-Jun-20	PMT ID: 161965505	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 161965505 for \$168,477.50
22-Jun-20	PMT ID:	CS002 - Payments	Weekly Payment -	NAB	Deputy	Creditor Payment

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	162056742	from Municipal Fund and Trust Fund	Creditors		Chief Executive Officer	- EFT PMT ID 162056742 for \$27,567.01
24-Jun-20	PMT ID: 162200788	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Deputy Chief Executive Officer	Fortnightly Payroll PPE 23 June 2020 - \$37,774.01
26-Jun-20	PMT ID: 162395366	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH to Muni A/C	NAB	Deputy Chief Executive Officer	Transfer \$100,000 from GFH A/C To Muni A/C
26-Jun-20	PMT ID: 162402022	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Deputy Chief Executive Officer	Creditor Payment - EFT PMT ID 162402022 for \$90,808.53
3-Jun-20	PMT ID: 160968167	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 02/06/2020 - \$952.50
4-Jun-20	PMT ID: 161071461	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 03/06/2020 - \$485.75
08-Jun-20	PMT ID: 161221663	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maximiser Account to Municipal Account	NAB	Senior Finance Officer	Transfer \$355,271 from Maxi A/C to Muni A/C
10-Jun-20	PMT ID: 161334602	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 09/06/2020 - \$831.25
10-Jun-20	PMT ID: 161358101	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 09 June 2020 - \$41,231.73
12-Jun-20	PMT ID: 161520168	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 11/06/2020 - \$101.50
12-Jun-20	PMT ID: 161550643	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 161550643 for \$58,292.20
15-Jun-20	PMT ID: 161613030	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Maximiser Account to Municipal Account	NAB	Senior Finance Officer	Transfer \$15,000 from Maxi A/C to Muni A/C
17-Jun-20	PMT ID: 161784140	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 16/06/2020 - \$1,172.45
17-Jun-20	PMT ID: 161783900	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from Licensing Account to GFH Account	NAB	Senior Finance Officer	Transfer \$95,295.98 from Licensing A/C to GFH A/C
18-Jun-20	PMT ID: 161847505	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 17/06/2020 - \$3,736.20
19-Jun-20	PMT ID: 161930780	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 18/06/2020 - \$70.20
19-Jun-20	PMT ID:	CS002 - Payments	Transfer Funds from	NAB	Senior	Transfer

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	161949533	from Municipal Fund and Trust Fund	GFH to Muni A/C		Finance Officer	\$168,477.50 from GFH A/C To Muni A/C
19-Jun-20	PMT ID: 161965505	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 161965505 for \$168,477.50
22-Jun-20	PMT ID: 162037972	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 18/06/2020 - \$10.00 (Incorrectly deposited to Muni Acct)
22-Jun-20	PMT ID: 162056742	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 162056742 for \$27,567.01
24-Jun-20	PMT ID: 162179151	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 23/06/2020 - \$273.20
24-Jun-20	PMT ID: 162200788	CS002 - Payments from Municipal Fund and Trust Fund	Fortnightly Payroll	NAB	Senior Finance Officer	Fortnightly Payroll PPE 23 June 2020 - \$37,774.01
25-Jun-20	PMT ID: 162259370	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 24/06/2020 - \$635.25
26-Jun-20	PMT ID: 162357617	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 25/06/2020 - \$77.55
26-Jun-20	PMT ID: 162395366	CS002 - Payments from Municipal Fund and Trust Fund	Transfer Funds from GFH to Muni A/C	NAB	Senior Finance Officer	Transfer \$100,000 from GFH A/C To Muni A/C
26-Jun-20	PMT ID: 162402022	CS002 - Payments from Municipal Fund and Trust Fund	Weekly Payment - Creditors	NAB	Senior Finance Officer	Creditor Payment - EFT PMT ID 162402022 for \$90,808.53
1-Jul-20	PMT ID: 162694431	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 30/06/2020 - \$768.90
3-Jun-20	PMT ID: 160968167	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 02/06/2020 - \$952.50
4-Jun-20	PMT ID: 161071461	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 03/06/2020 - \$485.75
10-Jun-20	PMT ID: 161334602	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 09/06/2020 - \$831.25
11-Jun-20	PMT ID: 161426379	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 10/06/2020 -

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						\$788.80
12-Jun-20	PMT ID: 161520168	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 11/06/2020 - \$101.50
17-Jun-20	PMT ID: 161784140	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 16/06/2020 - \$1,172.45
18-Jun-20	PMT ID: 161847505	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 17/06/2020 - \$3,736.20
19-Jun-20	PMT ID: 161930780	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 18/06/2020 - \$70.20
22-Jun-20	PMT ID: 162037972	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 18/06/2020 - \$10.00 (Incorrectly deposited to Muni Acct)
24-Jun-20	PMT ID: 162179151	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 23/06/2020 - \$273.20
25-Jun-20	PMT ID: 162259370	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 24/06/2020 - \$635.25
26-Jun-20	PMT ID: 162357617	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 25/06/2020 - \$77.55
24-Jun-20	OCM 20-June 2020	GO003 Public Notice of Council and Committee Meetings	Notice of 2020-2021 Fees and Charges	Shire of Three Springs	Executive Secretary	Advertised in 24 June 2020 edition of Midwest Times

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 2017 – 2021'.

'Corporate Business Plan 2017 – 2021'	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority.

Officer's Recommendation:

OFFICERS RECOMMENDATION:	10.1
That Council Accepts:	
<ol style="list-style-type: none"> 1. The Governance Compliance Calendar report for June 2020. 2. The Execution of Delegation report for June 2020. 	

10.2 REPORTS OF OFFICERS

Executive Services	
10.2. Strategic Resource Plan 2020-2035	
Agenda Reference:	ADM0165
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0165
Disclosure of Interest:	Nil
Date:	9 July 2020
Author:	Chief Executive Officer
Attachment (s):	10.2 - Strategic Resource Plan 2020-2035

Council Role:

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

Report Purpose:

That Council adopt the Strategic Resource Plan 2020-2035.

Background:

Integrated Planning and Reporting (IPR) is a framework for local governments to:

- Articulate the community's vision, outcomes and priorities
- Allocate resources to achieve the vision, striking a considered balance between aspirations and affordability
- Monitor and report progress

IPR consists of the following "suite" of plans:

- A Strategic Community Plan that clearly shows the community vision, strategic direction, long and medium term priorities and resourcing implications with a horizon of 10+ years
- A Corporate Business Plan which contains a four-year delivery program, aligned to the Strategic Community Plan, and accompanied by four-year financial projections
- Informing Strategies, consisting of the core Informing Strategies (Long Term Financial Plan, Asset Management Plan and Workforce Plan) and any other issue or area specific council plans (e.g. Disability Access and Inclusion Plan) that inform the Strategic Community Plan and Corporate Business Plan. The core Informing Strategies play a vital role in prioritisation and integration.

The Long Term Financial Plan is a 10-year rolling plan that informs the Corporate Business Plan in the activation of Strategic Community Plan priorities. The Long Term Financial Plan includes robust forecast budgets for four years accompanying the Corporate Business Plan. From these planning processes, annual budgets that are aligned with strategic objectives can be developed.

The Long Term Financial Plan is therefore a key element of the Integrated Planning and Reporting Framework that enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community priorities. It is also an indicator of a local government's long term financial sustainability and allows early identification of financial issues and their longer term impacts. The Long Term Financial Plan highlights linkages between specific plans and strategies and enhances the transparency and accountability of the council to the community.

The Shire's Strategic Resource Plan 2020-2025 incorporates the 10 year financial plan and is part of the Shire's ongoing commitment to an integrated approach to planning for the District's future. Despite the current uncertain times, it provides the Council and the community with a picture of the Shire's long term financial and asset management circumstances and assists us to meet our strategic outcomes and objectives, both during and beyond the COVID-19 Pandemic.

The Shire will encounter many challenges and opportunities over the next 15 years. Changes in population levels and demographics bring with them changing community needs and expectations. Council will require a clear understanding of its capacity to meet these service expectations as it maintains a strong focus on sound financial management.

The Shire of Three Springs's Strategic Resource Plan is an important planning tool as we strive to achieve the strategies set out in the Shire of Three Springs Strategic Community Plan 2018 - 2028. The Strategic Resource Plan 2020-2035 will be used with the Corporate Business Plan and Workforce Plan to achieve our goals and drive the Shire in achieving its vision of *"Three Springs becomes a healthy and unified community with a bright future"*.

The Shire has recently devoted significant resources to improving its strategic planning. This work continues as we constantly seek to improve our systems and service delivery.

Officer's Comment:

The following information provides a brief summary of the Strategic Resource Plan 2020 – 2035.

The Shire of Three Springs is planning for a positive and stable future, despite the current uncertainty arising from COVID-19. The Shire seeks to maintain, and where possible, improve service levels into the future while ensuring a healthy financial position.

Long term maintenance and renewal of the Shire's infrastructure remains a significant challenge and requires external funding to ensure the economic and social benefits of the Shire's infrastructure. The continued provision of community infrastructure remains one of the key priorities and major expenditure items for the Shire.

Significant Issues

Road maintenance and road renewal remain a high priority for the Shire due to the strategic economic benefit the road network provides to the district and broader region. Adequate maintenance, renewal and upgrading of the road network remains highly dependent on the receipt of external grants and contributions.

Due to the current world-wide COVID-19 pandemic, and the subsequent restrictions put in place by the Federal and State Governments, the economic forecast has an increased level of uncertainty. In line with the State Government's direction, the Shire of Three Springs has not planned for an increase in rates or fees and charges revenue in 2020/21.

Rate revenue is forecast to increase at 3% per year from 2021/22 for the duration of the Plan. These increases are to assist in the long term financial stability of the Shire and to increase the level of services to the community where possible. These increases will be reviewed annually when setting future budgets and once the impacts of the COVID-19 pandemic are more apparent.

Forecast Capital Projects

A capital works program has been incorporated into the Strategic Resource Plan 2020 – 2035 with a mixture of new/upgrade assets and asset renewals aimed at ensuring the continued provision of high quality community infrastructure to residents of the Shire. External funding is required to undertake these works.

Project by Asset Class	2020 - 2035 Amount (\$)
Infrastructure – Roads	
Road upgrades and renewal program	18,756,254
Infrastructure - Roads Total	18,756,254
Infrastructure - Footpaths	
Footpaths renewals	120,000
Infrastructure - Footpaths Total	120,000
Infrastructure - Parks and Ovals	
Parks and Ovals renewals	864,931
Infrastructure - Parks and Ovals Total	864,931
Infrastructure - Airfield	
Airfield renewals	200,000
Infrastructure - Airfield Total	200,000
Plant and Equipment	
Plant replacement program	7,071,097
Plant and Equipment Total	7,071,097
Buildings	
Building renewals	3,514,566
Buildings Total	3,514,566
Furniture and equipment	
Furniture and Equipment renewals	750,000
Furniture and equipment Total	750,000
Grand Total	31,276,848

Strategic Resource Improvement Plan

All strategic plans require continuous development in order to improve the quality of planning. The following asset management areas are suggested as worthy of focus in the future.

Road Asset data

Road asset data requires review to better reflect the estimated remaining life of each unsealed road sector.

Hierarchy

A hierarchy exists for road assets and should be further developed for other asset classes.

Level of Service

Level of service measures were defined within the previous Asset Management Plan. No systems are currently in place to record and report against these levels of service.

Risk Management

Risk management is used as a decision making tool to define and treat risks facing the Shire when seeking to meet its defined objectives. The Shire is in the very early stages of utilising risk techniques. As risk management is developed, a greater understanding of risks will be formalised.

Operation and Maintenance

The Shire does not have a current documented Operation and Maintenance Strategy.

Renewal and Replacement

A key component of understanding long term asset funding requirements is defining the extent, timing and likely costs to refurbish or replace an asset in future. The focus is to maintain a consistent level of service to the community. Constant review and improvement to these forecasts is likely to result in improved planning outcomes.

New, Upgrade and Disposal

The Shire does not have a current documented Capital Investment Plan to address future asset demands or Asset Disposal Plan (other than the disposal of plant and equipment).

Standard Useful Life Estimates

Improvements in road asset records should enable better estimation of standard useful lives of road assets components based on the method of construction used.

There are a number of improvement actions as per the Asset Management Improvement Plan, some key improvement actions resulting from this Strategic Resourcing Plan are to:

- Report levels of service for key assets
- Improve the accuracy of future financial forecasts through improved forecasting of operational, maintenance, renewal, new and upgrade costs.
- Maintain formal asset maintenance and renewal programs for all assets.

In 2020/2021 the executive team will be improving the asset valuation rigidity and the ratios. In the next 12 months the Strategic Resource Plan 2020 – 2035 will be updated to better reflect improvements in asset valuation and the ratios.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Part 5, Division 6, s5.56:

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996 Regulation 19DA (3):

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and **long-term financial planning**.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Policy Implications:

Nil

Financial/Resources Implications:

As adopted by Council.

Strategic Implications:

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

'Strategic Community Plan 2018-2028'.	
Council Objectives:	Outcome:
A collaborative and forward thinking community that is guided by strong leadership.	<p>Review and improve strategic financial reporting for ease of understanding.</p> <p>Review and improve long term financial planning.</p> <p>Lead by example and improve and maintain community infrastructure.</p> <p>Community infrastructure is better supported.</p>

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

'Corporate Business Plan 2020-2024'.	
Scope Statement:	Project Outputs:
<p>Economic Development: A prosperous, thriving and innovative local economy</p> <p>Environment: To have a sustainable natural and built environment balanced with the needs of the community</p> <p>Civic Leadership: A collaborative and forward thinking community that is guided by strong leadership.</p>	<p>Outcome 1.4 Maintain and improve business infrastructure</p> <p>Outcome 2.6 Efficient use of resources</p> <p>Outcome 2.8 To retain and improve high quality infrastructure</p> <p>Outcome 4.2 A long term strategically focused Shire that is efficient respected and accountable</p>

Voting Requirements:

Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.2
That Council adopt the Strategic Resource Plan 2020 – 2035.	

10. REPORTS OF OFFICERS

Executive Services	
10.3. Capital Works Progress Update 2019-2020	
Agenda Reference:	ADM0155
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM01056
Disclosure of Interest:	Nil
Date:	9 July 2020
Author:	Chief Executive Officer
Attachment (s):	10.3 Capital Works Status 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 accept the Capital Works Report for June 2020.

Background:

This report provides Council with the 2019-2020 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 2019-2020

Strategic Implications:

This item is relevant to the Councils 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 2017 – 2021'.

'Corporate Business Plan 2017 – 2021'.	
Scope Statement:	Project Outputs:
<i>Built Environment /Infrastructure</i>	Road condition Improvement
Roads Program	Safer roads
<i>Community</i>	Paths which link key arrears and increase accessibility
Pathways Program	

Voting Requirements:

Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.3
That Council accept the Capital Works Report for June 2020.	

10.4 REPORTS OF OFFICERS

Corporate Services	
10.4. Annual Budget 2020-2021	
Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0130
Disclosure of Interest:	Nil
Date:	9 July 2020
Author:	Deputy Chief Executive Officer
Attachment (s):	10.4 - Shire of Three Springs Budget for the year ended 30 June 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 approves the Shire of Three Springs Annual Budget 2020-2021.

Background:

The Annual Budget 2020-2021 has been prepared in accordance with the Corporate Business Plan and the Strategic Resources Plan (Long Term Financial Plan) as adopted by Council.

The Budget has been workshopped with Council in June 2020.

Officer's Comment:

The Annual Budget 2020-2021 has been formulated including the State Government directive of a zero rate increase for 2020-2021 in response to the COVID-19 Pandemic.

Council has adopted the followings:-

1. No rate increase
2. No interest on late payment
3. No Interest on instalment payment
4. No Instalment admin fees
5. Reduction in Sitting fees – Councillors initiative
6. New Community Assistance Fund

The Annual Budget 2020-2021 has been formulated in consultation with Council. The final version of the Budget is attached.

The Budget is based on a substantial estimated surplus, the main reason for this opening surplus is the advance payment of \$625,114.00 related to the 2020-2021 early release of the Commonwealth Financial Assistance Grant.

There are still several outstanding invoices and the end of year calculation has to be completed. Once this occurs the carried forward surplus may change as a result of 2019-2020 final audit.

Consultation:

Council
Moore Stephens
Executive
Staff

Statutory Environment:

Local Government Act 1995, section 6.2 & 6.35 (5)
Local Government Financial Management Regulation 22-33

Policy Implications:

This Budget is based on the principles of the Strategic Resource Plan 2020-2035 (Long Term Financial Plan), the Strategic Community Plan 2018-2028, the Forward Capital Works Plan 2020-2021 and the Corporate Business Plan 2020-2024.

Financial/Resources Implications:

Attached Annual Shire 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:

Absolute Majority

OFFICER'S RECOMMENDATION: 10.4

Officer's Recommendation:

That Council in accordance with section 6.2 (a) of the Local Government Act 1995 adopt the Budget for the financial year ending 30 June 2020 as resolved below:-

General Rates

Impose general rate on rateable land within the Shire of Three Springs in accordance with section 6.33 of Local government Act 1995 the following schedule rates:

Rate Category	Rate in the Dollar Cents	Minimum payment \$
Residential {GRV}	11.9607	455
Mining {GRV}	11.9607	
Rural and Arrino {VU}	1.4416	455
Mining {UV}	1.4416	455

Payment options of Rates and Due Dates

Set the due date for payment of rate instalments as follows:

- Option 1 – Single payment due no later than 4:00pm on 14 September 2020
- Option 2 – Four Instalments
 - First instalment due no later than 4:00pm on 14 September 2020
 - Second instalment due no later than 4:00pm on 16 November 2020
 - Third instalment due no later than 4:00pm on 18 January 2021
 - Fourth instalment due no later than 4:00pm on 22 March 2021

Administration Charges in instalments

Set an administration charge of **\$0.00** per rate instalment notice where the instalment plan is selected

Interest on Rate Instalments

Set as an additional charge of way of interest where instalment plan is selected a rate of **0.00%**

Late Payments Interest Charge

Set an interest rate of **0.00%** as a penalty interest for the late payment of rates and charges.

Material Variance

The 2020-2021 Financial Statement presented to the Council during the financial year for review and comparison to budget will indicate Variance Value (+) or minus (-) of 10% or \$10,000 whichever is greater

Elected Members Entitlements

Meeting Fees

President \$200 per meeting

Councillors \$100 per meeting

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Councillors – Other Meetings {Prescribed Meetings}	\$100 per Meeting
<u>Allowance to be paid in addition to the meeting Fees</u>	
President	\$7,500 Per Annum
Deputy President	\$1,875 Per Annum
ICT Allowance	\$2,000 Per Annum

10.5 REPORTS OF OFFICERS

Corporate Services	
10.5. Financial Statement for Period Ending 30 June 2020	
Agenda Reference:	201107
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0243
Disclosure of Interest:	Nil
Date:	9 July 2020
Author:	Deputy Chief Executive Officer
Attachment (s):	10.5 - Financial Report June 2020

Council Role:

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

Report Purpose:

That Council accepts the monthly financial report for the period ending 30 June 2020.

Background:

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

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

Officer’s Comment:

Refer to Financial/Resources Implications

Consultation:

Nil

Statutory Environment:

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

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

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

(1A) *In this regulation —*

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

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

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

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

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

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

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

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

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- (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:

As at 30 June 2020 the operating revenue was \$3,967,140. The operating Revenue is made up of Rates 54%, Grants & Subsidies 34%, Fees and Charges 6% and others 6%.

The Operating Expenditure is \$4,687,371. The Operating expenditure is made up of Employee Costs 27%, Depreciation 37%, Insurance 4%, Materials & Contracts 24%, Utilities 6% and others 2%.

Shire collected as at 30 June 2020 – 97.60% of total outstanding rates. Outstanding rates debtors \$52,940 and General Debtors \$75,479.

Total Cash Available is \$2,912,744. Total cash is made up of Unrestricted cash \$1,054,733 and Restricted cash \$1,858,011 backed by various reserves.

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 2017 – 2021'.

'Corporate Business Plan 2017 – 2021'	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority.

Officer's Recommendation:

OFFICER'S RECOMMENDATION:	10.5
That Council accepts the monthly financial report for the period ending 30 June 2020.	

Corporate Services	
10.6 Accounts for Payments 30 June 2020	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0083
Disclosure of Interest:	Nil
Date:	9 July 2020
Author:	Finance and Payroll Officer – Donna Newton
Attachment (s):	10.6 - Lists of creditors paid as at 30 June 2020

Council Role:

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

Report Purpose:

That Council accepts:

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

Background:

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

Officer's Comment:

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

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 Section 6.4.

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

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

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

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

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

Policy Implications:

Nil

Financial/Resources Implications:

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

Strategic Implications:

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

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

This item is relevant to the Council’s approved ‘Corporate Business Plan 2017 – 2021’.

‘Corporate Business Plan 2017 – 2021’.	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority.

Officer’s Recommendation:

OFFICER’S RECOMMENDATION:	10.6
<p>That Council accepts:</p> <p style="padding-left: 40px;">The accounts for payment as presented for June, 2020 from the;</p> <ol style="list-style-type: none"> 1. Municipal Fund totalling \$380,523.90 Represented by Electronic Fund Transfers No’s 16156 - 116256, Cheque No’s 11610 and Direct Debits 12360.1, 12369.1 – 12369.7, 12383.1, 12384.1, 12385.1, 12386.1, 12387.1, 12388.1, 12389.1, 12390.1, 12391.1, 12400.1, 12409.1 - 12409.7, 12414.1, 12422.1 – 12422.3 and 124232. 2. Licensing Fund totalling \$11,170.65 represented by Direct Debit No 12428.1. <p style="padding-left: 40px;">Total for June 2020 \$391,694.55</p>	

Corporate Services	
10.7. Freedom of Information Statement	
Agenda Reference:	CEO
Location/Address:	Shire of Three Springs
Name of Applicant:	Shire of Three Springs
File Reference:	ADM0063
Disclosure of Interest:	Nil
Date:	9 July 2020
Author:	Finance and Payroll Officer – Donna Newton
Attachment (s):	10.7 - Freedom of Information Statement 2020

Council Role:

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

Report Purpose:

For Council to endorse the Shire of Three Springs Freedom of Information Statement 2020.

Background:

The Shire of Three Springs as an agency is required in accordance with section 96(2) of the Freedom of Information Act to either publish a "stand-alone" information statement or include the prescribed information in its annual report.

Where an information statement is produced as a stand-alone document, reference to its existence and details of how it can be inspected or purchased should also be contained in Council's annual report. Council is required to make a copy of its Information Statement available for inspection and/or purchase at its office of administration.

Council may elect to publish its information statement in its annual report and if it does, it must include all the information specified in section 97 to be compliant with the FOI Act. The information need not be all together in one part of the report, in the

way it would appear in a stand-alone document, but all the required information must be included.

In the Information Commissioner's 2002 Annual Report, the Commissioner noted and supported the publication of information statement and internal manual online. Many agency websites now utilise this method of publication which is another way of ensuring that the public has access to the information it needs to effectively use FOI.

Officer's Comment:

The Freedom of Information Statement 2019 for Shire of Three Springs has been prepared and updated and on endorsement by Council will be forwarded to Office of the Information Commissioner as required (at intervals of not more than 12 months).

Consultation:

Chief Executive Officer and Finance Officer

Statutory Environment:

Freedom of Information Act 1992 Part 5 s.96 and 97

96. *Information statement, each agency to publish annually*

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act-
 - a) Within 12 months after the commencement of this Act; and
 - b) At subsequent intervals of not more than 12 months.
- (2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.
- (3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.
- (4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

(Section 96 amended by No. 47 of 1999 s. 13)

97. *Information statement and internal manual, each agency to make available etc.*

- (1) An agency (other than a Minister or an exempt agency) has to cause copies of –
 - a) it's most up-to-date information statements; and
 - b) each of its internal manuals,

(2) An agency has to provide a copy of its information statement to the Commissioner as soon as is practicable after the statement is published under section 96.

(3) A subcontractor does not have to comply with subsection (1) and (2) if the relevant contractor has complied with those subsections on behalf of the subcontractor.

Policy Implications:

The Shire of Three Springs Freedom of Information Statement to be published on Council website.

Financial/Resources Implications:

Fees as determined by Freedom of Information Act.

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 2017 – 2021’.

‘Corporate Business Plan 2017 – 2021’.	
Scope Statement:	Project Outputs:
Nil	Nil

Voting Requirements:

Simple Majority

Officer’s Recommendation:

OFFICER’S RECOMMENDATION:	10.7
That the council endorse the Shire of Three Springs Freedom of Information Statement 2020, forward a copy to Office of the Information Commissioner and publish statement on Council website.	

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

12.1. ELECTED MEMBERS

12.2. STAFF

13. QUESTIONS BY MEMBERS WITHOUT NOTICE

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

15. TIME AND DATE OF NEXT MEETING

The Next Ordinary Council Meeting will be held on Wednesday 19 August 2020 at 4pm.

16. CONFIDENTIAL ITEMS

17. MEETING CLOSURE