

**MINUTES
FOR
SHIRE OF THREE SPRINGS COMMUNITY FUND ASSESSMENT COMMITTEE
HELD ON
TUESDAY
15 JUNE 2021 @11AM
SHIRE CHAMBERS**



WILDFLOWER COUNTRY

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

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

To: Chief Executive Officer

Ordinary Council Meeting held
on

Special Council Meeting held
on

Committee Meeting held on

Other

Report No

Report Title

Name

Elected
Member

Committee

Employee

Contractor

Type of Interest (**see overleaf for further information*)

Proximity

Financial

Impartiality

Nature of Interest

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

Name: _____ Signed: _____ Date: _____

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

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

OFFICE USE ONLY

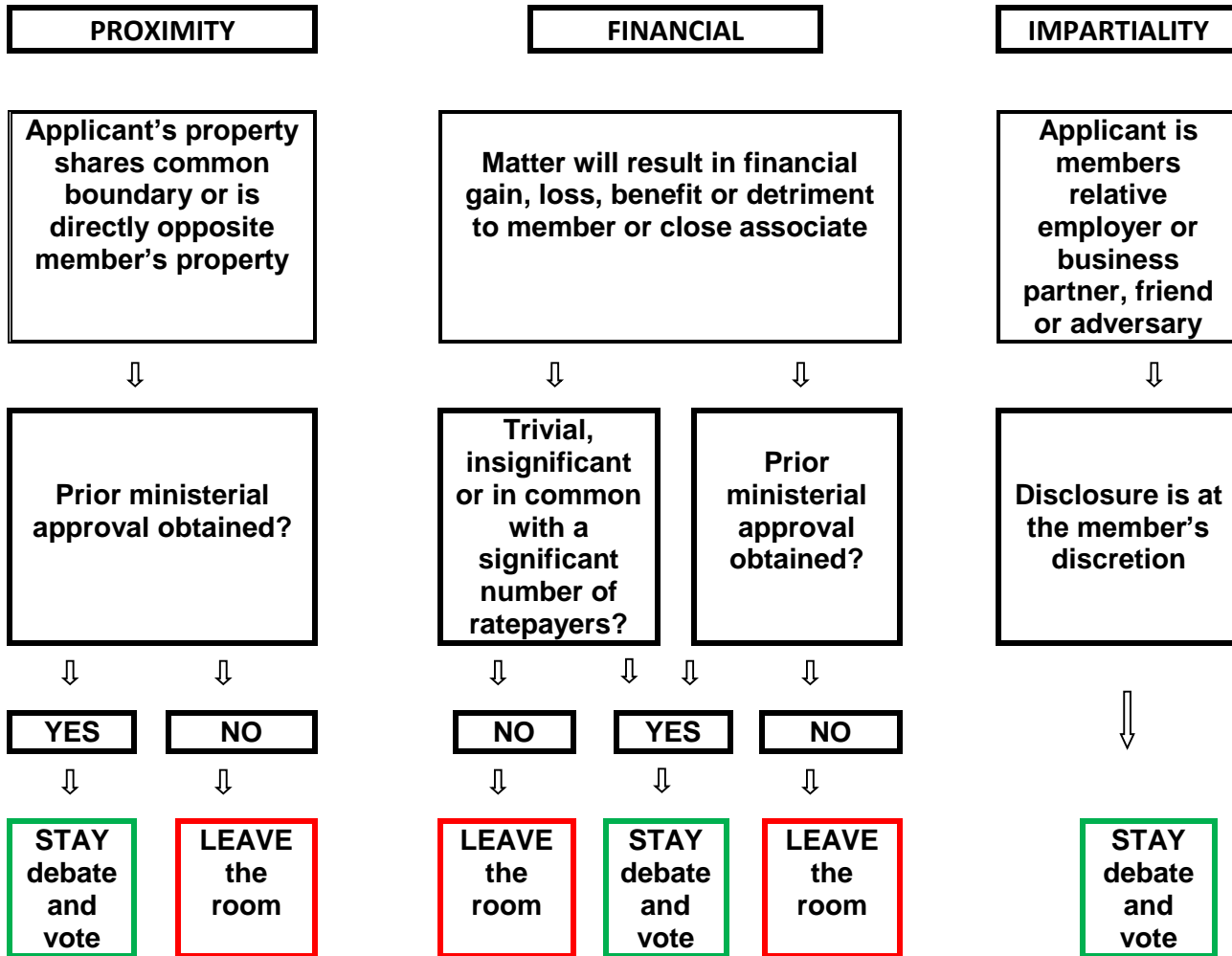
CEO

Signed:

Date:

:

*** Declaring an Interest**



Local Government Act 1995 - Extract

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

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest:

(a) in a written notice given to the CEO before the meeting; or (b) at the meeting immediately before the matter is discussed. (Penalties apply).

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know:

(a) that he or she had an interest in the matter; or (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

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

(1) In this section: 'employee' includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the council or Committee, as the case may be, disclose the extent of the interest. (Penalties apply).

5.71 - Employees to disclose interests relating to delegated functions.

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

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

'Local Government (Administration) Regulations 1996 – Extract

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

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

**MINUTES OF
SHIRE OF THREE SPRINGS COMMUNITY
FUND ASSESSMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS, THREE SPRINGS
ON TUESDAY 15 JUNE 2021**

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 11.02am

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

| | Attendance | Apologies | Approved Leave of Absences |
|-------------------------|----------------|-----------|----------------------------|
| Councillor Ennor | Present | | |
| Councillor Eva | Present | | |
| Chief Executive Officer | Present | | |

3. CONFIRMATION OF PREVIOUS MEETING MINUTES

Nil

| |
|--|
| That the Minutes of the previous Committee meeting are confirmed as true and accurate record of proceedings. |
|--|

| | Date | Moved | Seconded | Vote |
|--|------|-------|----------|------|
| | | | | |

4. ANNOUNCEMENTS/REPORTS OF COMMITTEE MEMBERS

Nil

| Committee Member | Activity |
|-------------------------|----------|
| Councillor Ennor | |
| Councillor Eva | |
| Chief Executive Officer | |

5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

6.1 REPORTS

| Election of Chairperson and Deputy Chairperson | |
|--|--|
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | ADM0410 |
| Disclosure of Interest: | Nil |
| Date: | 15 June 2021 |
| Author: | Keith Woodward , Chief Executive Officer |
| Attachment (s): | |

Committee Role:

- Advocacy When Committee 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 Committee 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 Committee reviews decisions made by Officers.

Report Purpose:

The Committee Elect the Chair Person and the Deputy Chair Person.

Background:

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

- (2) A committee is to comprise —
- (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

Officer's Comment:

1. The members of a committee are to elect a presiding member from amongst themselves.

2. The members of a committee may elect a deputy presiding member from amongst themselves.
3. The CEO is to preside at the meeting until the presiding member office is filled.

Consultation:

The Three Springs Shire Council.

Statutory Environment:

Local Government Act 1995, Part 5, Division 2, Subdivision 2, Section 5.8.
 Local Government (Administration) Regulation 1996, Part 2

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: |
| 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 Councils approved Corporate Business Plan 2020-2024

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

Voting Requirements:

Election of Presiding Member:

Election of Deputy Presiding Member:

Officer's Recommendation:

| 160601 OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION 6.1 | |
|---|---|
| | <p><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Cr. Ennor</p> |
| <p>The Committee:</p> | |
| <p>Elect the Presiding Member: Cr. Ennor</p> | |
| <p>Elect the Deputy Presiding Member: Cr. Eva</p> | |
| | <p>CARRIED: VOTED: 3/0</p> |

6.2 Reports

| Assessing Community Small Grant Applications | |
|---|---|
| Agenda Reference: | CEO |
| Location/Address: | Shire of Three Springs |
| Name of Applicant: | Shire of Three Springs |
| File Reference: | ADM0410 |
| Disclosure of Interest: | Nil |
| Date: | 05 February 2021 |
| Author: | Keith Woodward, Chief Executive Officer |
| Attachment (s): | 1. Confidential |

Committee Role:

- Advocacy When Committee 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 Committee 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 Committee reviews decisions made by Officers.

Report Purpose:

The committee review the Community Small Grant submissions and make recommendations to Council.

Background:

The Shire has received four Community Small Grant submissions from:

1. Three Springs Primary School
2. Three Springs Wildflower Show and Art Exhibition
3. Three Springs Visitors Centre
4. Three Springs Golf Club

Officer's Comment:

The purpose of the Shire of Three Springs Community Small Grant committee is to assess the submissions against the CF Guidelines and make recommendations to Council.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995, Part 5, Division 2, Subdivision 2, Section 5.8.
Local Government (Administration) Regulation 1996, Part 2

Policy Implications:

Policy 28: Community Small Grant Fund
The Community Grants program Guidelines

Financial/Resources Implications:

| | Request | Budget |
|--|-------------------|---------------------------|
| | | <u>\$30,000.00</u> |
| Three Springs Primary School | \$3,000.00 | \$27,000.00 |
| Three Springs Wildflower Show and Art Exhibition | \$1,350.00 | \$25,650.00 |
| Three Springs Visitors Centre | \$1,207.92 | \$24,442.08 |
| Three Springs Golf Club | \$2,482.00 | \$21,960.08 |
| | \$8,039.92 | |

Strategic Implications:

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

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

Voting Requirements:

Simple

Officer's Recommendation:

| OFFICER'S RECOMMENDATION and COUNCIL RESOLUTION | 6.2 |
|---|---|
| <p>The Committee supports the submission from:</p> <ol style="list-style-type: none"> 1. Three Springs Primary School 2. Three Springs Wildflower Show and Art Exhibition 3. Three Springs Visitors Centre 4. Three Springs Golf Club | <p><u>MOVED:</u> Cr. Eva <u>SECONDED:</u> Keith Woodward</p> <p>No Yes Yes Yes</p> <p>CARRIED: VOTED: 3/0</p> <p><i>Cr. Eva declared an Impartiality Interest</i></p> |

17. MEETING CLOSURE

There being no further business the Presiding Officer closed the meeting at 11.52am

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

Signed: _____
Presiding Officer

Date: 23 June 2021

TIME AND DATE OF NEXT MEETING

The date and time of the next Committee will be advised