



## Norseman Woodlands to Eucla Coast

# Notice of Meeting and Agenda Ordinary Council Meeting 28<sup>th</sup> November 2023

### NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 28<sup>th</sup> November 2023 in the Council Chambers at the Shire Administration office – Prinsep Street Norseman commencing at 6:00 pm (AWST) to consider and resolve on the matters set out in the attached agenda.

All meetings are open to the public, except for matters raised by Council under "Confidential Items".

Members of the public may ask a question at an Ordinary Council meeting under "Public Question Time".

A handwritten signature in black ink, appearing to read "Peter Fitchat", is written over a horizontal line.

Peter Fitchat  
Chief Executive Officer  
19<sup>th</sup> November 2023

AGENDA for the ORDINARY Meeting of Council  
to be held in the Council Chambers at the Shire Administration Office –  
Prinsep Street Norseman on the  
(28<sup>th</sup> November 2023) commencing at (6:00 pm) AWST

### **Notes to Agenda**

#### **PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:**

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent, or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shires decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as representation by the Shire should be sought in writing and should make clear the purpose of the request.

## Table of Contents

<b>1. Declaration of Opening and Announcement of Visitors.....</b>	<b>5</b>
1.1 Acknowledgment of Country .....	5
1.2 Attendance at meetings by electronic means.....	5
<b>2. Declarations of Financial, Proximity, Impartiality Interests &amp; Gifts Received. ...</b>	<b>5</b>
<b>3. Record of Attendance of Councillors / Officers and Apologies.....</b>	<b>5</b>
<b>4. Applications for Leave of Absence.....</b>	<b>6</b>
<b>5. Response to Previous Public Questions Taken on Notice.....</b>	<b>6</b>
<b>6. Public Question Time.....</b>	<b>6</b>
<b>7. Confirmation of Minutes of Previous Meeting.....</b>	<b>9</b>
<b>7.1 Ordinary Meeting of Council held on 26<sup>th</sup> October 2023.....</b>	<b>9</b>
<b>8. Petitions, Deputations or Presentations.....</b>	<b>10</b>
8.1 Reports of Committees .....	10
8.1.1 GVROC .....	10
8.1.2 WALGA .....	10
8.1.3 Regional Roads Group .....	10
8.1.4 RoadWise .....	10
8.1.5 Local Emergency Management Committee .....	10
8.1.6 Steering Committee Coastal Management Plan.....	10
<b>9. Announcements by Presiding Member without Discussion.....</b>	<b>10</b>
<b>10. Reports .....</b>	<b>10</b>
10.1.1 DPLH INVITATION TO COMMENT – PROPOSED REVISED CROWN LAND LEASE OPTION FOR WGEH (DPLH CASE NO.2100210) .....	10
10.1.2 PROPOSED AMALGAMATION OF LOTS 15, 16 and 17 ON DP 222908 - NORSEMAN .....	15
10.2 Administration, Finance and Community Development .....	18
<b>10.2.1 – Financial Statements for the Period Ending 30 September 2023 .....</b>	<b>18</b>
<b>10.2.2 – Accounts Paid 01/09/23 to 30/09/23.....</b>	<b>20</b>
10.2.3 – Norseman Community Resource Centre Management Report and Financial Statements.....	30
<b>10.2.4 – Review of the Register of Delegations .....</b>	<b>34</b>
10.2.5 – Updates to the Local Emergency Management Arrangements .....	36
10.3 Officers Reports .....	38
10.3.1 - Local Government Nomination for Development Assessment Panel .....	38
10.3.2 - Local Roads & Community Infrastructure Program Phase 4.....	39

10.3.4 - Item RFT 02/23 Panel of Providers .....	46
10.3.5 - Shire of Dundas WALGA RoadWise Council Invitation.....	48
10.3.6 - Tree Removal Initiative for Ratepayers.....	50
10.3.7 Request for consideration from Dr Rowlands .....	53
10.3.8 Confidential Item .....	58
10.3.9 – Appointment of Auctioneer -Sale of Land attached to unpaid Rates .....	58
<b>10.3.10 – 2023/24 Christmas/New Year Shire Facilities and Services Closure Calendar.....</b>	<b>62</b>
<b>10.3.11 – New Council Committees and Draft Terms of Reference .....</b>	<b>65</b>
<b>10.3.12 – Council Contribution to the Norseman District High School Book Awards 2023.....</b>	<b>67</b>
<b>10.3.13 Plant &amp; Equipment Purchase of Vehicle for Postal and Food Delivery</b>	<b>69</b>
10.3.14 Officers Reports .....	71
<b>11. Elected Member's Motions of Which Previous Notice Has Been Given. ....</b>	<b>72</b>
<b>12. New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting. ....</b>	<b>72</b>
<b>13. Next Meeting.....</b>	<b>72</b>
<b>14. Closure of Meeting.....</b>	<b>72</b>

## 1. Declaration of Opening and Announcement of Visitors.

The Shire President welcomes all in attendance and declared the meeting open at:

This Ordinary Council Meeting will be video recorded to assist in the preparation of the minutes of the meeting.

### 1.1 Acknowledgment of Country

The Shire of Dundas recognises the Ngadju and Mirning peoples as traditional custodians of the lands in the Shire of Dundas and pays our respects to their Elders, past and present.

### 1.2 Attendance at meetings by electronic means

## 2. Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.

Financial Interests:

Proximity Interests:

Impartiality Interests:

Gifts Received by Councillors:

As per the Shire of Dundas Code of Conduct section 3.4 Gifts, adopted by the Council on 21 October 2014 and reference to Regulation 34B of the Local Government (Administration) 1996.

## 3. Record of Attendance of Councillors / Officers and Apologies.

Cr Laurene G Bonza	Shire President
Cr Sharon M Warner	Deputy Shire President
Cr JE Patrick Hogan	
Cr John Maloney	
Cr Sharon Brown	
Cr Chantelle McLeod	

Peter Fitchat	Chief Executive Officer
Pania Turner	Deputy Chief Executive Officer
Barry Hemopo	Manager of Works and Services

### Apologies

**Public Gallery****4. Applications for Leave of Absence.****5. Response to Previous Public Questions Taken on Notice****6. Public Question Time.**

Per the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, any person may ask any question during Public Question Time.

**Previous Question OCM meeting on the 26<sup>th</sup> October 2023****Question**

**Michael O'Callaghan, 11 John Street, Norseman, WA 6443**

Four questions were posed to the Council with a request that a response be given in writing.

1. Why has the Shire paid more than double the assessed value of the IGA and associated buildings?
2. Why has the Shire of Dundas deliberately trying to remove Dr Rowlands who has been here more than 7 years?
3. If the Council is under investigation by the Corruption and Crimes Commission, as stated in the page 7 of the unconfirmed minutes 28 September 2023, should those Councillors be stood down until the investigation is concluded?
4. Was the work carried out by Bonza Contracting put out to tender, and who were the other tenders?

CEO response to Mr Michael O'Callaghan on the 6<sup>th</sup> November 2023.



Norseman Woodlands to Eucla Coast

Mr Michael O'Callaghan  
11 John Steet  
NORSEMAN, WA 6443

(Ref:PH.SE OIM2023104413)

**Subject: Response to Questions from Michael Callaghan presented at the  
Ordinary Council Meeting 26<sup>th</sup> October 2023**

Dear Mr. Callaghan,

I hope this message finds you well. Thank you for your questions and request for a written response. As the CEO of the Shire of Dundas, I am pleased to provide you with the following responses to your inquiries:

**1. Why has the Shire paid more than double the assessed value of the IGA and associated buildings?**

The Shire of Dundas has not paid more than double the assessed value for the IGA and associated buildings. The purchase included a house and also some items of plant and equipment. The value of the house alone (\$185,000 in the valuation), made the purchase price of the whole package very reasonable. If the Shire had to undertake to build a new house, we would be looking at, (based on the overall cost of the last building the Shire had built, which was a residence for the Doctor), an approx. cost of \$1.3 million. The assessed value of the IGA was based on the building and accounting valuation and was \$900,000, exclusive of franchise and goodwill. The outlay for the IGA and associated buildings and plant was \$1.435 million with an extra \$265,000 allocated for legal fees and some minor renovation works. The assessed value was based on the condition of the building, which is over 75 years old, significantly reducing its asset value. It was the view of the Council that whilst the building may not have been worth borrowing money for, it was deemed that the purchase would ultimately provide a net gain for the Shire. We utilised funds from our Asset Replacement and Renewal reserve which will not attract any interest on repayment. We are confident that this venture will be a successful business, as evidenced by the first two months of operation, which have demonstrated its viability. Additionally, this investment will contribute significantly to staff retention, community events, and improve our capability for future asset replacement and renewal. We have a significant issue in the number of rate payers who have either abandoned their properties, properties being part of deceased estates or properties belonging to the State Government, which does not pay rates. The procurement of this business can assist in making some ground on the deficiencies of income we have previously been restricted by.

**2. Why has the Shire of Dundas deliberately trying to remove Dr Rowlands who has been here more than 7 years?**

The Shire is not, nor has been at any point, trying to 'deliberately remove Dr Rowlands'. Dr Rowlands wrote to Council in May 2022, seeking from Council, an extra \$250,000 cash payment to his business to support him in his decision to transition into semi-retirement and therefore require increased locum cover. As the amount requested, coupled with the current support package already in existence (which cost the Shire MUST account for under legislation), took us beyond the legislated, threshold amount of procurement of goods and services, we were bound



Norseman Woodlands to Eucla Coast

to seek Expressions of Interest for the provision of medical services to our town. We are also bound to demonstrate to the community, best practice, in testing the market to ensure we are getting best value for money. We also had to deal with the non-compliant agreement that was in place between Dr Rowlands and the Shire. There was no reason that Dr Rowlands could not lodge an EOI in that process and he ultimately did that. Dr Rowlands was invited on many occasions prior to this point, to enter into discussions with the Shire in relation to his request. At no point did he respond to those invitations. Dr. Rowlands' EOI submission was not considered compliant in that process as it was deficient in the information provided. We had our consultant arrange a meeting with him to assist in making the EOI compliant however, the Doctor remained unwilling to fully engage in the process. At no point has the Shire 'done' anything to the Doctor. He merely had to engage in the process that we were lawfully and under legislation, bound to take.

**3. If the Council is under investigation by the Corruption and Crimes Commission, as stated in the page 7 of the unconfirmed minutes 28 September 2023, should those Councillors be stood down until the investigation is concluded?**

The Shire of Dundas is not under investigation by the Corruption and Crimes Commission (CCC). At the Ordinary Meeting of Council on 23 September 2023, Mr Mark Pink made allegations regarding asset disposal, unlawful expenditure on Hyden Road, and the laundromat budget and allocated funds. In spite of offers to assist in the process, Mr Pink appeared unwilling or unable to lodge his concerns with the CCC. To maintain transparency, and to demonstrate confidence in our processes, the Shire has self-reported these allegations to the CCC. We firmly believe that our actions have been in accordance with the law and ethical standards and they have also been subject to the external audit process. The CCC will advise in due course if we are required to take any further action or whether they will move to the next level of investigation.

**4. Was the work carried out by Bonza Contracting put out to tender, and who were the other tenders?**

The work carried out by Bonza Constructions Pty Ltd, was part of our approved panel of providers, as per the formal tender process approved in February 2022 (Item RFT 01/22 - Panel of Providers). The tender process was conducted by external consultants and Shire staff and each tender was assessed for compliance to the tender request and on its' merits through that process. Multiple contractors and handymen were engaged through this process under different requirements for services. The successful tenderers included TAPS Industries, K&R Earthworks, FRS T/as Norseman Concrete, Bonza Constructions, CONPlant, and Coates Hire. We are in the process of advertising for additional services, and if you require specific details regarding these tenders, please do not hesitate to contact us at [shire@dundas.wa.gov.au](mailto:shire@dundas.wa.gov.au) or call us at 08 9039 1205.





Resolution**8. Petitions, Deputations or Presentations.****8.1 Reports of Committees**

8.1.1 GVROC

8.1.2 WALGA

8.1.3 Regional Roads Group

8.1.4 RoadWise

8.1.5 Local Emergency Management Committee

8.1.6 Steering Committee Coastal Management Plan

**9. Announcements by Presiding Member without Discussion.****10. Reports****10.1 Planning, Development, Health, and Building**

Agenda Reference and Subject	
<b>10.1.1 DPLH INVITATION TO COMMENT – PROPOSED REVISED CROWN LAND LEASE OPTION FOR WGEH (DPLH CASE NO.2100210)</b>	
Location / Address	Unallocated Crown Land (UCL) within the Eucla region
File Reference	GR.SL.39
Author	Anthony Dowling, Dowling Giudici + Associates (DG+A) - Town Planning Consultant
Date of Report	13 November 2022
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

Summary

The Department of Planning, Lands and Heritage (DPLH) has invited the Shire to comment on a revised lease option proposal from the Western Green Energy Hub Pty Ltd (WGEH) to **lease Crown land parcels within the Eucla region for a proposed renewable energy hub.**

The revised proposal is for a **5-year lease option** instead of a previously proposed 4-year lease option, subject to at least the following four (4) conditions being annexed to the Option Deed:

- (i) The Shire not being precluded or prohibited from entering upon the lease areas to carry out of any of its **prescribed statutory functions** or **its strategic planning roles and functions** (where these are deemed necessary); and
- (ii) WGEH P/L being requested to **consider** entering a **memorandum of understanding (MOU) with the Shire** to clearly articulate and establish each organisation's role and functions in the planning, developing, and ongoing management of the planned renewable energy hub comprised within the Shire's local government district.
- (iii) Carrying out a visual impact study to assess whether the proposed hub will generate any adverse visual impacts upon the regional landscape, especially upon the escarpment of the Hampton Tableland, the Eyre Highway corridor, and the Roe Plains, and if so, how the identified adverse impacts will be mitigated, lessened, or preferably eliminated; and
- (iv) Preparing a preliminary/draft waste management and disposal plan, especially for all waste generated from construction, production, and operational processes. This plan ought to be oriented to recycling/upcycling and reuse of all waste material or materials, products, and components when they are no longer 'fit-for-purpose' or past their 'use by date'.

It is recommended that Council advise DPLH of **no objection** to the 5-year lease option proposal, subject to the above recommended lease conditions and any other relevant conditions that it considers ought to be imposed.

### Background

At its Ordinary Council Meeting held on 24 September 2022, the Council considered a previous proposal by WGEH P/L to lease two (2) unallocated Crown land parcels for **4 years** to advance the planning and development of its proposed renewable energy hub located within the land district of Mundrabilla and near the Eucla townsite.

These 2 land parcels were initially denoted as **Option Area – Lease Area A** and **Option Area – Lease Coastal Area**, respectively, as shown on the map provided in **Attachment 10.1.1 (i)** to this agenda.

These proposed lease option areas straddled the local government boundary shared by the Shire and the City of Kalgoorlie-Boulder.

Council resolved at that meeting to advise the Department of Planning Lands and Heritage (DPLH) of **no objection to the 4-year lease option** proposal subject to the conditions above listed in the **Summary** of this report.

The 4-year lease option periods were to coincide with the **31 July 2026** expiry date of **temporary development approvals** granted by Council for the installation and operation of two (2) x 165 m high weather monitoring masts within the proposed **Option Area – Lease Area A**.

Subsequent to the installation of these 2 masts, the Council granted **temporary development approval** at its Ordinary Meeting held on **25 July 2023** to 2 further 165-metre-high weather monitoring masts proposed within the Option Area – Lease Area A. These approvals expire on **25 July 2028**.

All 4 masts have since been erected and are now functioning—monitoring and observing the weather and other atmospheric conditions in these locations to inform the development of the planned renewable energy hub.

### Proposal

WGEH P/L seeks approval from the DPLH for a **revised lease option of 5 years** instead of the initial 4 years lease option over the land parcels cross-hatched blue and red shown on the tenure map provided in **Attachment 10.1.1 (ii)** to this agenda.

The lease option proposal considers the grant of two separate forms of substantive tenure as follows—

- (A) **Exclusive leases** (shown cross-hatched **red** on the attached tenure map) granted pursuant to **section 79** of the *Land Administration Act 1997* ('**LAA**') for intensive land uses including, but not limited to, electrolysis equipment, ammonia reactors, and desalination facilities.

Specifically, the **western** and **eastern** red leased areas will be for 'upstream' and 'downstream' activities such as facilities for the utilisation or conversion of energy, storage tanks, conveyance infrastructure including pipelines and power cables, and ancillary infrastructure (or similar).

The **southern** red leased area will be for the carrying out of downstream activities and associated land uses (i.e., facilities for management, conveyance, utilisation and storage of renewable energy products, desalination facilities, marine offloading and storage facilities, any associated infrastructure including rail, road, wharves, jetties, pipelines and power cables in accordance with an approved development plan (or similar).

- (B) A **diversification lease** (shown cross-hatched **blue** on the attached tenure map) is granted pursuant to **section 92B** of the **LAA** for energy generation (wind and solar infrastructure) and more passive, co-existing land uses such as grazing, tourism, and agriculture.

The proposed lease area straddles the local government boundary shared by the Shire with the City of Kalgoorlie-Boulder.

Additionally, **subsea easements** (marked in **green** on the attached tenure map) will also be required over the proposed ammonia route and the MOF. The grant of these will be addressed during the exercise of the Option itself by WGEH.

Overall, the proposed renewable energy hub (WGEH) contemplates upstream hybrid wind and solar infrastructure to support 50GW of energy generation, downstream processing and production facilities for both ammonia and hydrogen, and a **Marine Offloading Facility (MOF)**. The hub is anticipated to produce **approximately 3.6 million tonnes per annum of green hydrogen, equivalent to 20 million tonnes of ammonia equivalent**.

The proposed **5-year lease option period** is aligned with the **temporary 5-year development approval** granted by the Shire back in July this year for the installation and operation of 2 further 165-metre-high weather monitoring masts.

The proposed Lease Option Deed will contain the following proposed conditions (noting the Council's previous resolution in respect to the initial 4-year lease option proposal):

- (i) The Shire is not to be precluded or prohibited from entering upon the lease areas in order to carry out any of its prescribed statutory functions or its strategic planning roles and functions (where these are deemed necessary).

- (ii) WGEH P/L being requested to consider entering into a memorandum of understanding (MOU) with the Shire to clearly articulate and establish each organisation's role and functions in the planning, developing, and ongoing management of the planned renewable energy hub comprised within the Shire's local government district (it is noted via your email below that this request has been fulfilled).
- (iii) Carrying out a visual impact study to assess whether the proposed hub will generate any adverse visual impacts upon the regional landscape, especially upon the escarpment of the Hampton Tableland, the Eyre Highway corridor, and the Roe Plains, and if so, how the identified adverse impacts will be mitigated, lessened, or preferably eliminated; and
- (iv) Preparing a preliminary/draft waste management and disposal plan, especially for all waste generated from construction, production, and operational processes. This plan ought to be oriented to recycling/upcycling and reuse of all waste material or materials, products, and components when they are no longer 'fit-for-purpose' or past their 'use by date'.

Should WGEH meet all these, and any other conditions annexed to the Option Deed, WGEH and the Minister for Lands will enter into the respective proposed **s79** and **s92B** LAA Lease agreements.

The proposed term of these leases is initially **50 years** with **two further** optional terms of **25 years** each, possibly resulting in a **project timeframe of 100 years**.

#### Statutory Environment

*Land Administration Act 1997*

*Land Administration Regulations 1998*

Pursuant to section 14 of the *Lands Administration Act (LAA) 1997* the local government within the district of which the Crown land is situated is invited to comment upon the lease proposal (within 42 days of being notified about it).

The Shire of Dundas has until **23 November 2024** to provide comments back to DPLH, unless a time extension to comment upon the proposal is sought from the Minister for Lands (via (DPLH) beforehand.

#### Policy Implications

Nil.

#### Financial Implications

Nil.

#### Strategic Implications

The current strategic community plan themes that may link to the proposal are as follows:

#### **NATURAL ENVIRONMENT – GOAL 2**

*Our natural environment is viewed as a precious asset that is protected and enjoyed. A place where sustainable opportunities and collaboration is nurtured.*

#### **Outcomes**

2.2 A place where sustainable opportunities and collaboration is nurtured.

#### **Strategies**

2.2.4 Lead and support climate action, renewable energy, and sustainability initiatives.

#### **ECONOMIC DEVELOPMENT AND FINANCIAL SUSTAINABILITY – GOAL 4**

*A thriving local economy & economic base supports economic growth and business opportunity.*

#### **Outcomes**

4.2 Opportunity for Economic Diversification and Growth

#### **Strategies**

4.2.1 A vibrant economy that supports opportunities for mining, industry, creative and cultural industries, tourism, shopping and business.

4.2.3 Assist in the provision of infrastructure that encourages business development and opportunity.

#### Consultation

Department of Planning, Lands and Heritage (DPLH)  
Shire Chief Executive Officer (CEO)

#### Comment

**No objection** is raised to the **proposed 5-year lease option**, subject to the previous **four (4) conditions** recommended to be annexed to the initial 4-year lease option deed **being retained and annexed to the 5-year lease option deed** together with any other relevant conditions Council recommends that ought to be imposed.

#### Voting Requirements

Simple Majority

**Moved: Cr.**

**Seconded: Cr.**

#### Officer Recommendation

**That Council advise the Department of Planning, Lands and Heritage (DPLH) that:**

- (1) **It has no objection to the proposed leasing of the following unallocated Crown land (UCL) parcels located within the Mundrabilla land district by WGEH P/L for the purpose of developing a planned renewable energy hub, for the proposed lease term of 5 years:**
  - (i) **PIN 993217;**
  - (ii) **Portion of PIN 1127428;**
  - (iii) **Portion of PIN 993221;**
  - (iv) **Lot 3 on Deposited Plan 157808 (PIN993232);**
  - (v) **Lot 301 on Deposited Plan 49434 (PIN 11517085); and**
  - (vi) **Lot 505 on Deposited Plan 421308, comprising unmanaged Reserve (UMR) 9256;**
- (2) **Pursuant to section 88 (c) of the *Land Administration Act (LAA) 1997*, consideration be given to including lease conditions to the effect of:**

- (i) The Shire is not being precluded or prohibited from entering upon the lease areas in order to carry out any of its prescribed statutory functions or its strategic planning roles and functions where deemed necessary (and subject to reasonable notice and courtesies being given to enter upon the leased land);
- (ii) WGEH P/L entering into a memorandum of understanding (MOU) with the Shire to clearly articulate and establish each organisation's role and functions in the planning, developing, and ongoing management of the planned renewable energy hub comprised within the Shire's local government district
- (iii) Carrying out a visual impact study to assess whether the proposed hub with generate any adverse visual impacts upon the regional landscape, especially upon the escarpment of the Hampton Tableland, the Eyre Highway corridor, and the Roe Plains, and if so, how the identified adverse impacts will be mitigated, lessened, or preferably eliminated; and
- (iv) They were preparing a preliminary/draft waste management and disposal plan, especially for all waste generated from construction, production and operational processes. This plan ought to be oriented to recycling/upcycling and reuse of all waste material or materials, products and components when they are no longer 'fit-for-purpose' or past their 'use by date'.

Carried (       /       )

For  
Against

### Resolution

<b>Agenda Item</b>	
<b>10.1.2 PROPOSED AMALGAMATION OF LOTS 15, 16 and 17 ON DP 222908 - NORSEMAN</b>	
Location / Address	Hn 71 – 75 Prinsep Street (Coolgardie – Esperance Highway) Norseman
File Reference	DB.BD
Author	Anthony Dowling, Dowling Giudici + Associates (Town Planning Consultant)
Date of Report	15 November 2023
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

### Summary

The Shire of Dundas has been invited by the Western Australian Planning Commission (WAPC) to consider and provide comments on a proposed amalgamation of the aforementioned lots into a single allotment.

The purpose of the amalgamation is to facilitate the development of a proposed service station on the land, which was granted development approval by the Council on 22 August 2023.

The proposed amalgamation is a condition of the aforementioned development approval in response to a long-standing planning convention requiring building development not to straddle lot boundaries.

It is recommended that the Council inform the WAPC of no objection to the proposed amalgamation as per the plan of amalgamation.

### Background

At its Ordinary Meeting held on 22 August 2023, the Council considered and granted development approval for developing a service station upon the subject land (ref: DA04/2022).

A location map of the subject land follows—

A copy of the approved site development plan is provided at **Attachment 10.1.2 (i)** in the papers relating to this agenda.

Condition (i) of the development approval granted required the subject lots to be amalgamated into a single allotment prior to the construction of the service station commencing. Hence, this application for amalgamation.

### Proposal Overview

The proposal is to amalgamate lots 15, 16 and 17 (HN's 71- 75) Prinsep Street Norseman into a single allotment (proposed lot 181) comprising an area of 3,035 m<sup>2</sup> with a street frontage length of 60.35 metres to Prinsep Street.

A copy of the plan of the amalgamation is provided in **Attachment 10.1.2 (iii)** in the papers relating to this agenda.

### Statutory Environment

- *Planning and Development Act 2005 (PD Act)*
- *Shire of Dundas Local Planning Scheme No. 2 (LPS 2)*

The **PD Act** provides for the amalgamation or subdivision of freehold land within the State of Western Australia, with the WAPC empowered as the approving authority.

The process for amalgamation and subdivision includes a requirement for the WAPC to consult with local government on proposals to amalgamate or subdivide land that falls within their local planning scheme areas. A local government is allowed up to 42 days – from the date notification of the application is referred to it from the WAPC – to provide any comment on the application to the WAPC. For this application, the Shire has until **14 December 2023** to forward its comment and advice on the proposal to the WAPC.

A local government's consideration, comment and advice on such proposals can only be provided within the context of the objects and relevant provisions (if any) of its local planning scheme applying to the subject land.

In this respect, **LPS 2** applies to the subject lots and zones all the lots **Commercial**.

Under this zoning, each proposed lot must be at least 800 m<sup>2</sup> in size with a minimum street frontage length of 10 metres.

The proposed single lot complies in this respect.

### Policy Implications

The Shire has no local planning policies that apply to the proposed amalgamation.

### Financial Implications

There are no financial implications for the Shire of Dundas relating to the proposal.



### Strategic Implications

The proposed amalgamation has the potential to facilitate the following goals, outcomes and strategies of the Shire's *Strategic Community Plan 2022-2032*:

#### **ECONOMIC DEVELOPMENT AND FINANCIAL SUSTAINABILITY – GOAL 4**

*A thriving local economy & economic base supports economic growth and business opportunity.*

#### **Outcome**

4.2 Opportunity for Economic Diversification and Growth

#### **Strategies**

4.2.3 Assist in the provision of infrastructure that encourages business development and opportunity.

### Consultation

As the approving authority, the WAPC is obliged to consult with affected stakeholders (eg. local governments, Western Power, Water Corporation etc) on applications to amalgamate or subdivide freehold land.

However, there is no statutory requirement for the Shire to carry out any specified stakeholder consultation on the proposal, and given the nature of the proposal, it is not warranted.

### Comment

The proposed amalgamation is an action arising from a legally binding condition of development approval.

The proposed new single allotment will exceed the minimum lot size and minimum length of street frontage prescribed in LPS 2 for Commercial zoned land.

No other LPS 2 provisions apply to the proposal. On this basis, amalgamation of the subject lots into a single allotment ought to be supported.

### Determination Options

In determining its resolution on the proposal Council has the option of:

- A. Supporting the amalgamation proposal; or
- B. Not supporting the amalgamation proposal.

### Voting Requirements

Simple Majority

**Moved: Cr.**

**Second: Cr.**

### Officer Recommendation

**That Council, pursuant to clause 142 (2) of the *Planning and Development Act 2005* inform the Western Australian Planning Commission that it has no objection to the proposed amalgamation of lots 15, 16 and 17 on DP 222908 (HN's 71 – 75 Prinsep Street Norseman) into a single allotment**

as per the plan of amalgamation prepared by Spectrum Surveys (Job No. 18937) dated 27 October 2023.

Carried (       /       )

For  
Against

### Resolution

## 10.2 Administration, Finance and Community Development

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.1 – Financial Statements for the Period Ending 30 September 2023</b>	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	17 November 2023
Disclosure of Interest	Nil

### **Appendix 2 Monthly Financial Report for the Periods Ending 30 September 2023.**

#### CEO Comment

##### Rotunda Upgrade

Council will note the Rotunda Upgrade has an overspend.

As discussed previously, this costing is attributed to the previous financial year works, which were paid in the current (23/23) financial year.

The budget allocation was not rolled over to accommodate the expenditure.

This journal entry will note the spend at the mid-year review.

##### Medical Centre Upgrades

The Council committed to expending the required amount to ensure the outdated medical centre received the appropriate upgrades to make it a functional and fit-for-purpose council asset. The budget variation needed will be noted in the mid-year review.

\$40,000 was allocated for this Project, however there was a delay in reporting the final figures through to the accounts after the Medical Centre items were approved. Due to the issues relating to Dr Rowlands's unannounced Long Service Leave, the Shire had to act quickly. The companies that originally quoted for these jobs had it scheduled for October 2023, however the works were required to be brought forward to August 2023 as an emergency job. It is noted that an estimated \$26,000 costs were incorrectly booked to the Medical Centre this will be corrected with a journal in the upcoming reporting period.

##### Norseman IGA

The monthly financial statements will now reflect the IGA operations. We are working with our accountants to present this information as a separate report; for this reporting period, it is included in the overall municipal accounts. The below capture will be of interest to the Council. This demonstrates a **\$517,543.18 turnover, making a \$251,540.47 profit with \$258,018.38 as running cost** for the September reporting

period with **\$7,984.33** was spent on unscheduled maintenance and Health Inspection Compliance requirements.

Total Revenue received through our fees and charges for private works as of the end of September 2023 is \$311,122.00.

Plant Replacement IGA/Post Office we went over budget with \$4,463.29 associate the cost of racking and brackets to secure cargo.

Statement of Financial Activity  
For the Period Ended 30 September 2023

OPERATING ACTIVITIES

COA	Description	Income & Expense Type	Current Budget	YTD Actual	Variance (%)
<b>Revenue from operating activities</b>					
6854	IGA Revenue (GST Included)	Fees & Charges	-\$5,413,500.00	-\$262,099.00	-95.16%
6857	IGA Revenue (GST Free)	Fees & Charges	\$0.00	-\$255,444.18	
			-\$5,413,500.00	-\$517,543.18	
<b>Expenditure from operating activities</b>					
7394	IGA Operational Costs	Employee Costs	\$600,767.52	\$90,417.22	-84.95%
		Utility Charges	\$85,000.00	-\$108.63	-100.13%
		Materials And Contracts	\$4,320,000.00	\$143,685.21	-96.67%
		Insurance Premium Expense	\$1,257.00	\$0.00	-100.00%
		Asset Register Depreciation	\$11,250.00	\$0.00	-100.00%
		Other Expenditure	\$50,000.00	\$1,833.05	-96.33%
		Admin/Staff Housing Allocation	\$39,387.00	\$10,509.76	-73.32%
		Plant Depreciation	\$500.00	\$0.00	-100.00%
		Plant Overheads	\$500.00	\$0.00	-100.00%
		Plant Operating Costs (Poc)	\$1,000.00	\$0.00	-100.00%
		Labour Overheads	\$0.00	\$11,681.77	
			\$5,109,661.52	\$258,018.38	
7395	IGA Maintenance Costs	Employee Costs	\$60,000.00	\$0.00	-100.00%
		Materials And Contracts	\$50,000.00	\$7,984.33	-84.03%
		Plant Depreciation	\$500.00	\$0.00	-100.00%
		Plant Overheads	\$500.00	\$0.00	-100.00%
		Plant Operating Costs (Poc)	\$4,000.00	\$0.00	-100.00%
		Labour Overheads	\$10,000.00	\$0.00	-100.00%
			\$125,000.00	\$7,984.33	
<b>(Surplus) / Deficit</b>			<b>-\$178,838.48</b>	<b>-\$251,540.47</b>	

CAPITAL ACTIVITIES

COA	Description	Income & Expense Type	Current Budget	YTD Actual	Variance (%)
3341	IGA / LPO Plant Purchases	Capital	\$45,000.00	\$45,905.29	2.01%
3399	Norseman IGA & Post Office	Capital	\$1,340,000.00	\$1,313,053.70	-2.01%
3499	IGA/LPO - 139 Prinsep Street	Capital	\$185,000.00	\$185,000.00	0.00%
3500	Noreman IGA Building Upgrades	Capital	\$190,000.00	\$111,478.92	-41.33%
3505	Norseman IGA Purchase - Stock	Stock on Hand	\$0.00	\$443,260.98	
			\$1,760,000.00	\$2,098,698.89	

Voting Requirements

Simple Majority

Moved: Cr.                      Seconded: Cr.

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 30 September 2023 be accepted.

Carried ( / )

For:

Against:

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.2 – Accounts Paid 01/09/23 to 30/09/23</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Finance Assistant – Katherine Wiles
Date of Report	16 November 2023
Disclosure of Interest	Nil

**Summary**

To present to Council the list of accounts paid by delegated authority of the Chief Executive Officer during September 2023.

**Statutory Environment**

Sub-regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires that 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.

Sub-regulation 13 (3) of the Local Government (Financial Management) Regulations 1996 provides that such a list 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**

Council has approved policies and procedures in place to ensure that the monthly accounts are approved and paid with due diligence.

**Financial Implications**

Accounts are managed within the approved Budget.

**Visitor Centre Account EFT's, Direct Debits and Internal Bank Transfers**

Chq/EFT	Date	Name	Description	Amount
021023	02/09/2023	ANZ Bank	Account Servicing Fee	10.00
021023	02/09/2023	ANZ Worldline	Merchant Fees	94.17

EFT8903	28/09/2023	EYRE HIGHWAY OPERATORS	Nullabor Links Score Card and Club Hire Commissions	8,407.00
			<b>TOTAL</b>	<b>\$8,511.17</b>

### Municipal Account EFT's, Direct Debits and Internal Bank Transfers

Chq/EFT	Date	Name	Description	Amount
8407	01/09/2023	ACMA	Communications license	45.00
8018	01/09/2023	ANZ Bank	Merchant Fee	83.12
8295	01/09/2023	Department of Transport	Licensing collected	699.90
8411	04/09/2023	Shire of Dundas	Bank transfer to NAB IGA account	50,000.00
8410	04/09/2023	Centrelink	Centrepay Fees	1.98
8412	05/09/2023	Department of Transport	Licensing collected	452.25
8413	05/09/2023	Auction Bay	Purchase of Volkswagen Caddy	45,349.59
EFT8709	05/09/2023	Australia Post	Letters and Parcels July 2023	801.35
EFT8710	05/09/2023	Advertiser Print	1000 Tip Passes	129.00
EFT8711	05/09/2023	ALTORA SOLUTIONS	Axion Subscription 1 Aug - 1 Sep 23	345.51
EFT8712	05/09/2023	BP Norseman	Fuel for July 2023	967.31
EFT8713	05/09/2023	Laurene Bonza	President's Monthly Allowance - August 2023	2,448.75
EFT8714	05/09/2023	Carroll & Richardson - Flagworld Pty Ltd	2 aboriginal flag, 1800 x 900	299.99
EFT8715	05/09/2023	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	209.77
EFT8716	05/09/2023	MATTBEN PTY LTD T/AS FREIGHT LINES GROUP	Asphalt in a bag Pallet General, Fuel Levy P1 PUD	565.32
EFT8717	05/09/2023	Greenfield Technical Services	Roberts St SAT Hearing as per INV-3547	2,748.90
EFT8718	05/09/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Temp Staff	6,855.20
EFT8719	05/09/2023	DOWLING GIUDICI ASSOCIATES	Planning Services	4,180.00
EFT8720	05/09/2023	John Edward Patrick Hogan	Councillor Claim	714.00
EFT8721	05/09/2023	Horizon Power	Office Power Charges - 22/06/2023 TO 18/08/2023	12,765.22
EFT8722	05/09/2023	JOHN MALONEY	Councillor Claim	714.00
EFT8723	05/09/2023	Comfort Style Furniture Kalgoorlie	Valencia 3 seat smoke steam (Lounge/Sofa)	1,499.00
EFT8724	05/09/2023	State Library of Western Australia	Better Begging's invoicing 2023-24	27.50
EFT8725	05/09/2023	Local Health Authorities Analytical Committee	Analytical Services 2023-24	396.00
EFT8726	05/09/2023	McLeods Barristers & Solicitors	Legal Services	10,229.36
EFT8727	05/09/2023	FRASER RANGE STATION PTY LTD T/A NORSEMAN CONCRETE & EARTHMOVING	Supply and deliver compaction sand to airport terminal building	24,175.49

Chq/EFT	Date	Name	Description	Amount
EFT8728	05/09/2023	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.08.23 - 04.09.23)	65.89
EFT8729	05/09/2023	NAVEZE BUSINESS OF PURSUITS PTY LTD	Week on Client Site as per INV-0249	11,000.00
EFT8730	05/09/2023	O'Dwyer Electrical	Electrical works on medical centre	14,679.50
EFT8731	05/09/2023	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership offer July 2023 - as per agreement GST included	1,265.00
EFT8732	05/09/2023	Rasa Patupis	Deputy President's Monthly Allowance - August 2023	372.00
EFT8733	05/09/2023	St John Ambulance Australia	First aid kit services	1,873.61
EFT8734	05/09/2023	Telstra Corporation Limited	Various Mobile Accounts - August 2023	5,647.12
EFT8735	05/09/2023	Wilson's Diesel & Auto Repairs	Supply parts to various plants	2,588.70
EFT8736	05/09/2023	John Eyre Pty Ltd	Meals and Accommodation	1,234.00
EFT8737	05/09/2023	Zipform Pty Ltd	Rate Notice Letterhead	1,057.84
8415	06/09/2023	ANZ Bank	BPAY Fees	74.25
8416	06/09/2023	Department of Transport	Licensing collected	842.10
DD11638.1	29/08/2023	AWARE SUPER - ACCUMULATION AWARE SUPER	Payroll deductions	8,804.41
DD11638.2	29/08/2023	MY NORTH SUPER	Payroll deductions	531.35
DD11638.3	29/08/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	198.15
DD11638.4	29/08/2023	Uni Super	Superannuation contributions	214.41
DD11638.5	29/08/2023	AUSTRALIAN SUPER	Superannuation contributions	463.54
DD11638.6	29/08/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	342.44
DD11638.7	29/08/2023	Brighter Super (previously LGIAsuper)	Superannuation contributions	46.86
DD11638.8	29/08/2023	CBUS	Superannuation contributions	222.90
DD11638.9	29/08/2023	Host Plus	Superannuation contributions	134.70
DD11638.10	29/08/2023	RESOLUTION LIFE SUPERANNUATION	Superannuation contributions	102.30
DD11638.11	29/08/2023	SPIRIT SUPERANNUATION	Superannuation contributions	158.51
DD11638.12	29/08/2023	Retail Employees Superannuation Trust	Payroll deductions	842.77
DD11638.13	29/08/2023	SPIRIT SUPER	Payroll deductions	131.11
DD11638.14	29/08/2023	Australian Retirement Trust Superannuation	Superannuation contributions	64.79
DD11638.15	29/08/2023	Mercer Business Super	Superannuation contributions	33.27
DD11638.16	29/08/2023	HostPLUS	Superannuation contributions	799.40
DD11638.17	29/08/2023	SLAP Superannuation Fund	Superannuation contributions	563.31
DD11638.18	29/08/2023	AustralianSuper	Superannuation contributions	885.26
DD11638.19	29/08/2023	ANZ Smart Choice Super	Superannuation contributions	2,352.24
DD11638.20	29/08/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	389.50
DD11638.21	29/08/2023	PLUM SUPER	Superannuation contributions	200.09

Chq/EFT	Date	Name	Description	Amount
DD11638.22	29/08/2023	PRIME SUPER	Superannuation contributions	514.87
8417	06/09/2023	KING and WOOD MALLESONS	Purchase of 139 Prinsep Street	185,000.00
8418	06/09/2023	Centrelink	Centrepay Fees	0.99
8425	07/09/2023	Department of Transport	Licensing collected	500.65
8429	08/09/2023	Department of Transport	Licensing collected	575.95
8408	11/09/2023	Centrelink	Centrepay Fees	0.99
8409	11/09/2023	Department of Transport	Licensing collected	59.90
8430	12/09/2023	Department of Transport	Licensing collected	20.40
EFT8822	11/09/2023	ATOM SUPPLY	Tools and Misc	6,985.75
EFT8823	11/09/2023	ZircoDATA Pty Ltd	2023/24 - Monthly Storage of Registers (26/06/23 to 25/07/23)	339.82
EFT8824	11/09/2023	Aquatic Services WA Pty Ltd	Winter service at the Norseman Swimming Pool	3,957.80
EFT8825	11/09/2023	BP Norseman	Fuel for August 2023	1,105.11
EFT8826	11/09/2023	Bunnings Warehouse Kalgoorlie	Various items - mop, door stop, sugar soap, multi-purpose filler	249.41
EFT8827	11/09/2023	Cuten Guneder Machinery	Backhoe hire - clean out sewage tank at waste facility	4,500.00
EFT8828	11/09/2023	I-Power Management Pte Ltd	Staff Accommodation	781.00
EFT8829	11/09/2023	Department of Water and Environmental Regulation	Norseman Liquid Waste Licence Fee - 22-23	1,303.50
EFT8830	11/09/2023	Bills Doors & Servicing	Trip to measure and quote to install automatic doors at IGA including travel labour & GST	660.00
EFT8831	11/09/2023	ETECH WA PTY LTD t/a Esperance Communications	Attend site and investigate CCTV cameras not working	920.00
EFT8832	11/09/2023	Elite Gym Hire	12/08/2023 to 12/09/2023 Hire Period	664.35
EFT8833	11/09/2023	Department of Fire & Emergency Services	ESL (August 2023)	14,762.54
EFT8834	11/09/2023	FARM AND GENERAL	Crucial 20L - weed spray	1,079.20
EFT8835	11/09/2023	Greenfield Technical Services	Funding submissions for the 2024/25 program	2,035.00
EFT8836	11/09/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Temp Staff	14,544.04
EFT8837	11/09/2023	DOWLING GIUDICI ASSOCIATES	Planning Services	8,360.00
EFT8838	11/09/2023	Horizon Power	Street Lights Power Charges - 01/08/2023 to 31/08/2023	5,982.74
EFT8839	11/09/2023	HARVEY NORMAN AV/IT KALGOORLIE	VAX wet and dry vacuum cleaner 20L capacity	95.00
EFT8840	11/09/2023	Heatleys Safety & Industrial	Safety Wear for Staff	4,016.80
EFT8841	11/09/2023	John Phillips Consulting	Professional Services - CEO Performance Review 2023	1,650.00
EFT8842	11/09/2023	Kalaire Pty Ltd	Norseman medical centre - supply and install one Fujitsu Refrigerative Air conditioner	17,182.00
EFT8843	11/09/2023	KILIMA (WA) P/L	Monthly Rent for 81 Roberts Street (July 2023)	585.64

Chq/EFT	Date	Name	Description	Amount
EFT8844	11/09/2023	K & R EARTHWORKZ	Labour hire for medical centre - 22/08/23 to 02/09/23	24,364.62
EFT8846	11/09/2023	Landgate	Gross Rental Valuations	144.55
EFT8847	11/09/2023	Raymond Marcon	Make countertop for medical centre using local timber - Labour and materials	1,574.88
EFT8848	11/09/2023	Moore Australia (WA) Pty Ltd	Accounting Services	3,850.00
EFT8849	11/09/2023	McLeods Barristers & Solicitors	Legal Services	18,538.29
EFT8850	11/09/2023	Metroll Kalgoorlie	Floor track, bottom roller, guide roller - paid using quote 62683	1,829.58
EFT8851	11/09/2023	MARKET CITY OPERATOR CO PTY LTD	Truck Parking - Area L - Medium Bay, Period 01/09/2023 to 30/06/2024	2,499.97
EFT8852	11/09/2023	Norseman IGA	Various Supplies from IGA - August 2023	1,263.93
EFT8853	11/09/2023	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership offer - as per agreement GST included	1,265.00
EFT8854	11/09/2023	Riklan Emergency Management Services Pty Ltd	Provide First Aid training	180.00
EFT8855	11/09/2023	RESOURCE ACCOMMODATION MANAGEMENT PTY LTD	Meals provided for 11 people - meeting 10/08/2023	522.50
EFT8856	11/09/2023	RED DESERT COOLING AND ELECTRICAL	Fix the fans in IGA Fruit and Vege Display Fridge.	2,869.48
EFT8857	11/09/2023	SWANS Veterinary Services	Impounded dog – Vet Services	176.95
EFT8858	11/09/2023	Team Global Express	Postage Services	941.52
EFT8859	11/09/2023	IT Vision	SynergySoft after hours backup	1,419.00
EFT8860	11/09/2023	Water Corporation	Various Water Accounts (Standpipes - 22/05/23 to 24/7/23)	31,854.35
EFT8861	11/09/2023	Wilsons Diesel & Auto Repairs	P298 - DS131 Youth bus service	399.70
EFT8862	11/09/2023	WESFARMERS KLEENHEAT GAS PTY LTD	LPG Bulk for Laundromat (Delivery date: 22 Aug 2023)	2,152.11
EFT8863	11/09/2023	WINC AUSTRALIA PTY LTD	Heavy duty stapler and staples	107.47
EFT8902	22/09/2023	KING and WOOD MALLESONS	Legal Services	1,003.75
7922	13/09/2023	Department of Transport	Licensing collected	1,155.50
140923	14/09/2023	ANZ Credit Card	Flight Centre	85.91
140923	14/09/2023	ANZ Credit Card	KMART Kalgoorlie	29.00
140923	14/09/2023	ANZ Credit Card	KMART Kalgoorlie	279.00
140923	14/09/2023	ANZ Credit Card	Hyden Hotel	320.00
140923	14/09/2023	ANZ Credit Card	Perth Airport Parking	129.00
140923	14/09/2023	ANZ Credit Card	Novotel Canberra	37.52
140923	14/09/2023	ANZ Credit Card	Cab Fare	30.29
140923	14/09/2023	ANZ Credit Card	Cab Fare	11.60
140923	14/09/2023	ANZ Credit Card	SHIRE OF DUNDAS	20.40
140923	14/09/2023	ANZ Credit Card	Instant Racking	40.00
140923	14/09/2023	ANZ Credit Card	Cab Fare	30.92



Chq/EFT	Date	Name	Description	Amount
140923	14/09/2023	ANZ Credit Card	UNITED STEEL PTY LTD	1,399.20
140923	14/09/2023	ANZ Credit Card	ASSEMBLY CBR	62.68
140923	14/09/2023	ANZ Credit Card	Cab Fare	34.28
140923	14/09/2023	ANZ Credit Card	FULL MOON CAFE	47.11
140923	14/09/2023	ANZ Credit Card	Xero Subscription	97.55
140923	14/09/2023	ANZ Credit Card	Linkedin Subscription	39.99
140923	14/09/2023	ANZ Credit Card	Hotel at Booking.com	504.10
140923	14/09/2023	ANZ Credit Card	OZ FILTER WAREHOUSE	1,872.00
140923	14/09/2023	ANZ Credit Card	BP HENLEY BROOK 7497	157.57
140923	14/09/2023	ANZ Credit Card	AP NORSEMAN LPO	6.30
140923	14/09/2023	ANZ Credit Card	INK STATION	364.90
140923	14/09/2023	ANZ Credit Card	ADOBE ACROPRO SUBS	28.99
140923	14/09/2023	ANZ Credit Card	BP KAMBALDA 6233	29.00
140923	14/09/2023	ANZ Credit Card	Starlink Australia	139.00
140923	14/09/2023	ANZ Credit Card	Flight Centre	515.71
140923	14/09/2023	ANZ Credit Card	Bunnings Kalgoorlie	178.60
140923	14/09/2023	ANZ Credit Card	SHIRE OF DUNDAS	962.75
140923	14/09/2023	ANZ Credit Card	ATOM SUPPLY	240.25
140923	14/09/2023	ANZ Credit Card	APPLE.COM/BILL	12.99
140923	14/09/2023	ANZ Credit Card	SHIRE OF DUNDAS	102.00
140923	14/09/2023	ANZ Credit Card	Flight Centre	176.62
140923	14/09/2023	ANZ Credit Card	Flight Centre	66.79
140923	14/09/2023	ANZ Credit Card	Bunnings Kalgoorlie	83.30
140923	14/09/2023	ANZ Credit Card	SUPER CHEAP AUTO	504.90
Pays	14/09/2023	Shire of Dundas Payroll	Payroll	110,296.64
8466	15/09/2023	Shire of Dundas Employee	Incidentals	481.40
8467	15/09/2023	Department of Transport	Licensing collected	504.00
8468	15/09/2023	3E Solutions	Photocopier lease	3,489.30
8469	18/09/2023	Department of Transport	Licensing collected	523.25
8470	18/09/2023	Shire of Dundas Employee	Incidentals	2,000.00
8471	18/09/2023	ANZ Credit Card	Crown Metropol Perth	2,217.27
8471	18/09/2023	ANZ Credit Card	Flight Centre	872.93
8471	18/09/2023	ANZ Credit Card	WALGA Booking	181.00
8472	18/09/2023	Centrelink	Centrepay Fees	1.98
DD11661.1	12/09/2023	AWARE SUPER - ACCUMULATION AWARE SUPER	Payroll deductions	7,836.79
DD11661.2	12/09/2023	MY NORTH SUPER	Payroll deductions	475.39
DD11661.3	12/09/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	176.73
DD11661.4	12/09/2023	Uni Super	Superannuation contributions	208.92
DD11661.5	12/09/2023	AUSTRALIAN SUPER	Payroll deductions	535.65
DD11661.6	12/09/2023	SUNSUPER AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	145.50

Chq/EFT	Date	Name	Description	Amount
DD11661.7	12/09/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	317.31
DD11661.8	12/09/2023	Brighter Super (previously LGIAsuper)	Superannuation contributions	75.18
DD11661.9	12/09/2023	CBUS	Superannuation contributions	222.28
DD11661.10	12/09/2023	Host Plus	Superannuation contributions	197.61
DD11661.11	12/09/2023	RESOLUTION LIFE SUPERANNUATION	Superannuation contributions	168.45
DD11661.12	12/09/2023	Retail Employees Superannuation Trust	Payroll deductions	495.36
DD11661.13	12/09/2023	SPIRIT SUPERANNUATION	Superannuation contributions	215.62
DD11661.14	12/09/2023	SPIRIT SUPER	Payroll deductions	478.01
DD11661.15	12/09/2023	Australian Retirement Trust Superannuation	Superannuation contributions	90.71
DD11661.16	12/09/2023	Mercer Business Super	Superannuation contributions	237.16
DD11661.17	12/09/2023	HostPLUS	Payroll deductions	1,129.40
DD11661.18	12/09/2023	SLAP Superannuation Fund	Superannuation contributions	553.63
DD11661.19	12/09/2023	AustralianSuper	Superannuation contributions	1,314.73
DD11661.20	12/09/2023	ANZ Smart Choice Super	Superannuation contributions	1,534.20
DD11661.21	12/09/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	248.88
DD11661.22	12/09/2023	PLUM SUPER	Superannuation contributions	200.27
DD11661.23	12/09/2023	PRIME SUPER	Superannuation contributions	462.13
8478	19/09/2023	Centrelink	Centrepay Fees	0.99
8479	20/09/2023	Centrelink	Centrepay Fees	0.99
8480	20/09/2023	Department of Transport	Licensing collected	2,648.85
EFT8864	18/09/2023	Esperance Plumbing Service	Work done at the airport toilets 22/8/23	2,808.50
8481	20/09/2023	Department of Transport	Licensing collected	995.60
8485	22/09/2023	Various	Prizes for Garden Show (8 winners)	725.00
8482	22/09/2023	Department of Transport	Licensing collected	1,800.70
EFT8866	22/09/2023	Australian Taxation Office	BAS (July 2023)	49,828.00
EFT8867	22/09/2023	Australia Post	Postage (August 2023)	892.62
EFT8868	22/09/2023	ABLE SALES PTY LTD	Water pump for generator P272 + freight	265.00
EFT8869	22/09/2023	Laurene Bonza	Councillor Claim	119.00
EFT8870	22/09/2023	BOC Limited	2023/24 Monthly Container Service Fee (28/06/2023 to 28/07/2023 )	111.02
EFT8871	22/09/2023	Cuten Guneder Machinery	Removal of trees front and back (5/9/2023)	9,000.00
EFT8872	22/09/2023	Choices Flooring Esperance	Flooring installation for medical centre	33,389.30
EFT8873	22/09/2023	WA COUNTRY HEALTH SERVICE	Workers Compensation	1,083.00
EFT8874	22/09/2023	CELCIUS REFRIGERATION & TRANSPORT SERVICES PTY LTD	Repair refrigerant unit on the IGA trailer	1,262.13

Chq/EFT	Date	Name	Description	Amount
EFT8875	22/09/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Temp Staff	5,342.70
EFT8876	22/09/2023	DOWLING GIUDICI ASSOCIATES	Planning Services	4,180.00
EFT8877	22/09/2023	John Edward Patrick Hogan	Councillor Claim	119.00
EFT8878	22/09/2023	Horizon Power	Depot Power Charges - 16.06.2023 to 14.08.2023	4,126.87
EFT8879	22/09/2023	P & L Hogan Services	Freight	3,679.00
EFT8880	22/09/2023	INSTANT RACKING	7x5 Offroad Box Top Trailer, Cage & spare wheel	4,910.00
EFT8881	22/09/2023	JOHN MALONEY	Claim (Budget Workshop - 14/9/2023)	119.00
EFT8882	22/09/2023	CRW HOLDINGS (WA) PTY LTD T/AS KALGOORLIE PAINT CENTRE	Paint	1,142.40
EFT8883	22/09/2023	Raymond Marcon	Refurbish skirting boards at Medical centre	400.00
EFT8884	22/09/2023	Moore Australia (WA) Pty Ltd	Annual Rate Run 23-24	6,251.98
EFT8885	22/09/2023	FRASER RANGE STATION PTY LTD T/A NORSEMAN CONCRETE & EARTHMOVING	Airport terminal building concrete slab	23,967.43
EFT8886	22/09/2023	Norseman IGA	Various Supplies from IGA - 21-31 Aug 2023	667.23
EFT8887	22/09/2023	Navman Wireless Australia Pty Ltd	Monthly Satellite Service (05/09/2023 to 04/10/2023)	65.89
EFT8888	22/09/2023	Ngadju Native Title Aboriginal Corporation	Refund of Deposits paid - Invoices 5479 & 5753	950.00
EFT8889	22/09/2023	OFFICE NATIONAL KALGOORLIE	25 x Printing paper for Admin	247.23
EFT8890	22/09/2023	O'Dwyer Electrical	Norseman Co-location building light replacement.	2,860.00
EFT8891	22/09/2023	Microshel Family Trust T/AS PACK & SEND EAST PERTH RGSMW PTY LTD	Freight (2 boxes from Perth to Norseman)	182.19
EFT8892	22/09/2023	RECEPTIVE SECURITY	Security Door repairs	1,457.50
EFT8893	22/09/2023	Sports Power Kalgoorlie	Billards Table and additional cues	1,850.00
EFT8894	22/09/2023	South Coast Foodservice	Various supplies for Laundromat	2,387.00
EFT8895	22/09/2023	Telstra Corporation Limited	Crime Prevention	4,171.40
EFT8896	22/09/2023	Total Asphalt & Traffic Management	Emulsion, container and transport	1,941.50
EFT8897	22/09/2023	Wilson's Diesel & Auto Repairs	Generator repairs	1,761.60
EFT8898	22/09/2023	WALGA - Western Australian Local Government Association	Conferencing and Meeting Attendance AGM 17/9/23 - 19/9/23	4,572.91
EFT8899	22/09/2023	WA Tyre Recovery	Pick up various tyres - passenger & motorcycle, light truck & 4x4, truck tyre + tracking fee	11,459.10
EFT8900	22/09/2023	SHARON MAREE WARNER (councillor)	Councillor Claim	714.00
EFT8901	22/09/2023	WINC AUSTRALIA PTY LTD	2 x Black Pen Boxes	55.57

Chq/EFT	Date	Name	Description	Amount
8440	25/09/2023	Centrelink	Centrepay Fees	0.99
8486	26/09/2023	Department of Transport	Licensing collected	1,830.50
8488	27/09/2023	Department of Transport	Licensing collected	591.60
Pays	27/09/2023	Shire of Dundas Payroll	Payroll	103,536.68
8489	28/09/2023	Department of Transport	Licensing collected	142.55
8490	29/09/2023	Department of Transport	Licensing collected	902.70
DD11677.1	26/09/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	6,590.62
DD11677.2	26/09/2023	MY NORTH SUPER	Payroll deductions	436.08
DD11677.3	26/09/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	192.36
DD11677.4	26/09/2023	Uni Super	Superannuation contributions	278.39
DD11677.5	26/09/2023	AUSTRALIAN SUPER	Payroll deductions	485.31
DD11677.6	26/09/2023	Australian Retirement Trust Superannuation	Superannuation contributions	235.39
DD11677.7	26/09/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	350.04
DD11677.8	26/09/2023	Brighter Super (previously LGIAsuper)	Superannuation contributions	110.40
DD11677.9	26/09/2023	CBUS	Superannuation contributions	219.73
DD11677.10	26/09/2023	Host Plus	Superannuation contributions	237.85
DD11677.11	26/09/2023	RESOLUTION LIFE SUPERANNUATION	Superannuation contributions	180.90
DD11677.12	26/09/2023	Retail Employees Superannuation Trust	Payroll deductions	515.22
DD11677.13	26/09/2023	SPIRIT SUPERANNUATION	Superannuation contributions	424.62
DD11677.14	26/09/2023	SPIRIT SUPER	Payroll deductions	478.78
DD11677.15	26/09/2023	Mercer Business Super	Superannuation contributions	233.82
DD11677.16	26/09/2023	HostPLUS	Payroll deductions	958.35
DD11677.17	26/09/2023	SLAP Superannuation Fund	Superannuation contributions	554.01
DD11677.18	26/09/2023	ANZ Smart Choice Super	Superannuation contributions	1,534.48
DD11677.19	26/09/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	151.40
DD11677.20	26/09/2023	AustralianSuper	Superannuation contributions	1,126.12
DD11677.21	26/09/2023	PLUM SUPER	Superannuation contributions	248.91
DD11677.22	26/09/2023	PRIME SUPER	Superannuation contributions	485.80
			<b>TOTAL</b>	<b>\$1,065,505.13</b>

#### IGA and Australia Post Account (1) EFT's, Direct Debits, and Internal Bank Transfers

Chq/EFT	Date	Name	Description	Amount
250923	25/09/2023	Australia Post	Payment	3,164.58
DD11680.2	26/09/2023	The Trustee for MAROK FAMILY TRUST	Weekly order - various bread, rolls, pizza	809.16

Chq/EFT	Date	Name	Description	Amount
DD11680.3	19/09/2023	The Trustee for MAROK FAMILY TRUST	Weekly order - various bread, rolls, pizza	809.16
DD11680.4	12/09/2023	The Trustee for MAROK FAMILY TRUST	Weekly order - various bread, rolls, pizza	809.16
DD11680.5	05/09/2023	The Trustee for MAROK FAMILY TRUST	Weekly order - various bread, rolls, pizza	809.16
DD11680.7	24/09/2023	The Trustee for Bovells & Blue Ribbon Unit Trust	Weekly order - loaves of bread	1,191.60
DD11680.8	17/09/2023	The Trustee for Bovells & Blue Ribbon Unit Trust	Weekly order - loaves of bread	1,191.60
DD11680.9	19/09/2023	MIDWEST BEEF PROCESSORS PTY LTD t/a BORELLO Beef Processing	Beef orders (striploin portion, BBQ beef sausages, flavoured sausages)	742.78
DD11680.1	03/10/2023	The Trustee for MAROK FAMILY TRUST	Weekly order - various bread, rolls, pizza - GST Free	809.16
DD11680.6	05/10/2023	Gibson Soak Water Co	Water - 56 x 10L, 12 x 600ml, 8 x 1.5L, 8 x 5L	1,176.00
EFT8904	28/09/2023	Gibson Soak Water Co	Water - 56 x 10L, 12 x 600ml, 8 x 1.5L, 8 x 5L	788.00
EFT8905	28/09/2023	GLENVALE PRODUCE PTY LTD	Fruits & Vegetables weekly order - 25 Sept 2023	34,095.87
EFT8906	28/09/2023	ESPERANCE PFD FOOD SERVICES PTY LTD	Bread	501.40
EFT8907	28/09/2023	South Coast Foodservice	Weekly order - bacon, cabanossi, sausage, salami, loaves of bread	5,394.03
8454	29/09/2023	Norseman IGA	Transfer funds to IGA Bank 2	150,000.00
8455	29/09/2023	NAB	Account Fee	10.00
8455	29/09/2023	NAB	Merchant Fees	800.79
<b>TOTAL</b>				<b>\$203,102.45</b>

#### IGA and Australia Post Account (2) EFT's, Direct Debits, and Internal Bank Transfers

Chq/EFT	Date	Name	Description	Amount
DD11761.1	12/09/2023	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	Misc, Direct Charge, Grocery, Perishables	1,049.61
DD11764.1	19/09/2023	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	Misc, Direct Charge, Grocery, Perishables	24,895.56
DD11767.1	26/09/2023	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	Misc, Direct Charge, Grocery, Perishables	59,890.64
<b>TOTAL</b>				<b>\$85,835.81</b>

#### Summary of Account Totals

Visitor Centre EFT's, Direct Debits, & Bank Transfers	\$8,511.17
Municipal EFT's, Direct Debits, Bank Transfers & Credit Cards	\$1,065,505.13
IGA and Australia Post Account (1) EFT's, Direct Debits, & Bank Transfers	\$203,102.45
IGA and Australia Post Account (2) EFT's, Direct Debits, & Bank Transfers	\$85,835.81
<b>Total</b>	<b>\$1,362,954.56</b>

#### Voting Requirements

Simple Majority

Moved: Cr.

Seconded: Cr.

**Officer Recommendation**

That the Shire of Dundas monthly accounts (including internal bank transfers) paid from 1<sup>st</sup> September 2023 to 30<sup>th</sup> September 2023 totalling \$1,362,954.56 be received and noted.

Carried (       /       )

For:

Against:

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.3 – Norseman Community Resource Centre Management Report and Financial Statements</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Senior Administration Officer – Ciara Stewart
Date of Report	20 November 2023
Disclosure of Interest	Nil

**Summary**

That Council review and accept the Norseman Community Resource Centre Management Financial Statements for the period ending 31<sup>st</sup> October 2023.

**Consultation**

Community Resource Centre and Tourism Coordinator  
Shire of Dundas DCEO  
Shire of Dundas Senior Administration Officer

**Comment**

An ATO penalty of \$825 is noted in the reporting period. This was incurred due to late submission of business activity statement, which occurred during the change of staff. The failure to lodge was addressed with through performance review.

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

As of October 2023

19/11/2023  
3:11:27 PM

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$176,523.03	
Petty Cash	\$150.00	
Undeposited Funds	\$3,721.69	
Total Cash On Hand	<u>\$180,394.72</u>	
Trade Debtors	\$4,510.47	
Total Current Assets		<u>\$184,905.19</u>
Other Assets		
Deposits	\$2,000.00	
Total Other Assets		<u>\$2,000.00</u>
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost		\$96,659.60
Furniture & Fixtures Accum Dep		<u>-\$70,307.53</u>
Total Assets		<u>\$213,257.26</u>
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$81,262.99	
ATO Running Balance Account	-\$2,169.00	
GST Paid	<u>-\$79,555.39</u>	
Total GST Liabilities		<u>-\$461.40</u>
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities		<u>\$29,908.30</u>
Total Liabilities		<u>\$29,908.30</u>
Net Assets		
		<u>\$183,348.96</u>
Equity		
Retained Earnings		\$74,281.04
Current Year Earnings		\$55,246.37
Historical Balancing		<u>\$53,821.55</u>
Total Equity		<u>\$183,348.96</u>

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

**1/07/2023 through 31/10/2023**

19/11/2023  
3:11:44 PM

Income		
Sales		
1 Computer Usage	\$2.73	
3 Photocopying/Printing	\$279.41	
Scanning	\$42.73	
Laminating	\$25.46	
Events	\$489.52	
Express Yourself - Sales	\$26.04	
Photo Express kiosk	\$251.76	
Conference Room Hire	\$2,447.27	
Contract Services	\$9,282.68	
Grant Income	\$56,754.00	
Total Income		<u>\$69,601.60</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$2,137.96	
TRANSWA Ticket Sales	-\$393.24	
Total Cost of Sales		<u>\$1,744.72</u>
Gross Profit		<u>\$67,856.88</u>
Expenses		
Events	\$4,236.60	
Bank Fees	\$80.00	
Dues & Subscriptions	\$4,979.22	
Security	\$1,137.91	
Photo Express Kiosk	\$280.00	
Computer Repairs & Maintenance	\$154.50	
Stationery	\$894.55	
ATO Penalties	\$825.00	
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$12,610.51</u>
Net Profit / (Loss)		<u>\$55,246.37</u>



**Norseman Community Resource Centre**

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

**Reconciliation Report**

19/11/2023  
3:11:14 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
-----	------	-------	---------	------------

Cheque Account: 1-1110 Cheque Account  
Date of Bank Statement: 31/10/2023

Reconciled Cheques

SC311023	5/10/2023			\$10.00
2379	6/10/2023	Millennium Health and Traini		\$850.00
2381	6/10/2023	Safe T Card Australia PTY LT		\$623.70
2382	6/10/2023	Happy Seed Yoga & Life		\$120.00
2383	6/10/2023	Technologica (C Direct)		\$2,349.75
2384	6/10/2023	Safe T Card Australia PTY LT		\$323.40
2385	6/10/2023	Solutions IT		\$18.88
2386	6/10/2023	Public Transport Authority of		\$1,245.02
2387	6/10/2023	Express Yourself Printing		\$984.00
2388	6/10/2023	Solutions IT		\$18.88
2389	6/10/2023	Solutions IT		\$603.90
SC311023	17/10/2023	Trust Bank Fees		\$10.00
2390	19/10/2023	Safe T Card Australia PTY LT		\$1,251.70
2391	19/10/2023	Clever Patch		\$227.08
2392	19/10/2023	Technologica (C Direct)		\$3,153.86
2393	19/10/2023	AUSTRALIAN PHOTO SUPPLIES		\$308.00
2394	19/10/2023	Norseman IGA		\$47.03
2395	19/10/2023	Shire of Dundas		\$2,883.00
2380	26/10/2023	Australian Tax Office		\$2,909.00
Total:			\$0.00	\$17,937.20

Reconciled Deposits

CR003280	5/10/2023	Department of Primary Industr	\$31,214.70	
CR003283	10/10/2023	REVERSAL OF PAYMENT	\$1,551.00	
CR003281	13/10/2023	Centrelink	\$2,552.74	
CR003285	25/10/2023	Bank Deposit	\$5,697.29	
CR003282	30/10/2023	Payment; Full Moon Cafe & T	\$60.00	
Total:			\$41,075.73	\$0.00

Reconciliation

BusinessBasics Balance on 31/10/2023:	\$176,523.03
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$176,523.03
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$176,523.03

Voting Requirements

Simple Majority

**Moved:****Seconded:**Officer Recommendation

**That the Shire of Dundas Council accept the Norseman Community Resource Centre Management Financial Statements for the period ending 31st October 2023.**

Carried ( / )

**For:****Against:**Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.4 – Review of the Register of Delegations</b>	
Location / Address	Shire of Dundas
File Reference	GV.CO.2
Author	Deputy CEO, Pania Turner
Date of Report	21 <sup>st</sup> November 2023
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to review and approve the addition to the Register of Delegations. Specifically:

- delegation to the CEO to price Norseman IGA, Norseman Licensed Post Office, and Norseman Visitor Centre retail stock/product and or services as per commercial agreements with relevant suppliers, and in consideration of the conditions listed in the papers relating; and
- purchase order authorisation on delegated to the IGA Supervisor.

Background

The Register of Delegations of Authority informs the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the Local Government Act 1995 (the Act).

The Act requires the Chief Executive Officer of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.

The Act requires local governments to keep a register of its delegations and review it once every financial year.

Statutory Environment

*Local Government Act 1995 S5.42 and S5.44*

Policy Implications

Purchasing Policy

Financial Implications

Some delegations involve financial implications.

Strategic Implications

Delegations allow the operational staff to enact the Strategic Goals within the Shire's 10 Year Strategic Community Plan as per their delegated authority

Consultation

Chief Executive Officer  
Senior Officers  
Finance Officers  
IGA Supervisor

Comment

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, most decisions of the Shire would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

With the Shire acquiring the Norseman IGA and Norseman Licensed Post Outlet additional delegations are required. The IGA Supervisor role is required to make create Purchase Orders for the purchase of IGA stock, as per the limits approved in Council Policy F.3 Purchasing Policy. The Purchasing Policy and F14 Delegation are contained in papers relating.

Voting Requirements

Absolute Majority

**Moved:**

**Seconded:**

Officer Recommendation

**That the Shire of Dundas Council approve:**

- the addition of the new Delegation F17 Shire Businesses Retail Stock/Product/ Services– Norseman IGA, Norseman Licensed Post Office, and Norseman Visitor Centre; and
- the addition of the IGA Supervisor – Jodie Richardsen to the Register of Delegations – Delegation F14 Purchase Order Authorisation.

Carried ( / )

**For:**

**Against:**

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.5 – Updates to the Local Emergency Management Arrangements</b>	
Location / Address	Shire of Dundas
File Reference	ES.PL.1
Author	<b>DCEO, Pania Turner</b>
Date of Report	20 November 2023
Disclosure of Interest	Nil

**Summary**

For the Council of the Shire of Dundas to review and endorse the updated Local Emergency Management Arrangements 2021-2026

**Background**

The Shire of Dundas Emergency Management Arrangements were prepared and endorsed by the Shire of Dundas Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005. The relevant documentation is included in papers relating.

**Statutory Environment**

Local Emergency Management Act 2005  
 Local Government Act 1995  
 Bush Fires Act 1954  
 Emergency Services Levy Act 2002  
 Local Government Award 2020 State Industrial Agreement  
 Work Health and Safety 2020

**Policy Implications**

The Local Emergency Management Arrangements are enacted in consideration of the Shire of Dundas policies, including but not limited to Elected member representation, purchasing, workforce, and community consultation.

**Financial Implications**

The cost of Emergency Management- Mitigation, Response, and Recovery is significant. The annual budget has allocations for emergency response, however all the Shire's actions relating to Emergency Management is dependent upon resources, workforce and community capacity, and budget constraints.

**Strategic Implications**

Theme 1 – A vibrant, active and healthy socially connected Community  
 Theme 2 – A thriving local economy and economic base

Theme 3 – Natural & Built Environment- A protected and enhanced environment that is aesthetically pleasing and provides benefits for the Community.

#### Consultation

Shire of Dundas Local Emergency Management Committee  
DFES District Emergency Management Advisor

#### Comment

S41(1) of the Emergency Management Act 2005 requires that the Local Emergency Management Arrangements be updated as required. In 2021 the LEMA was presented to the Shire of Dundas LEMC for a comprehensive review of the arrangements and a request for feedback.

Recent times have again shown the importance of preparedness before emergency. The LEMA assists the Shire to identify and allocate resources in a planned and reasonable manner.

The LEMA was endorsed by Council on 22 February 2023. The endorsed LEMA was then reviewed by the DFES District Emergency Management Advisor. The DCEO has worked with the District Emergency Management Advisor to update the areas listed below. Due to the updates the Arrangements are required to be presented to Council again for review and endorsement before being submitted to the State Emergency Management Committee.

Key changes made,

- Update of Shire of Dundas staff positions
- Reformatting
- Update to risk projects and assessment undertaken
- Update of role and responsibilities
- Update of demographic details in line with 2020 census
- Update Recovery information as per DFES feedback

#### Voting Requirements

Absolute Majority

**Moved: Cr.**

**Seconded: Cr.**

#### Officer Recommendation

**That the Council of the Shire of Dundas endorse the revised and updated Shire of Dundas Local Emergency Management Arrangements 2021-2026.**

**Carried (       /       )**

**For:**

**Against:**

### 10.3 Officers Reports

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.1 - Local Government Nomination for Development Assessment Panel</b>	
Location / Address	Shire of Dundas
File Reference	D/15
Author	CEO Peter Fitchat
Date of Report	13 November 2023
Disclosure of Interest	Nil

#### Summary

For the Council to nominate members to participate in the Development Assessment Panel (DAP) as a local member for the Shire of Dundas

#### Background

The Planning and Development (Development Assessment Panels) Regulations 2011 were gazetted in March 2011 and became operational on the 1<sup>st</sup> July 2011.

Under the regulations local governments are required to nominate four elected members to be available to sit on a local DAP as required.

The nominees will be appointed for up to a 2-year term.

#### Statutory Environment

Planning and Development (Development Assessment Panels) Regulations 2011

#### Policy Implications

N/A

#### Financial Implications

The local government will not be required to foot any relevant costs other than for employees. Fees for members are available for the DAP and training. These are set out in schedule 2 of the regulations.

#### Strategic Implications

N/A

#### Consultation

Nil

#### Comment

The Minister will appoint the nominees.

Following the upcoming local government elections to be held on 21 October 2023, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2024.

Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government.

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

Voting Requirements

Simple Majority

**Moved:**

**Seconded:**

Officer Recommendation

**That the Shire of Dundas nominate Councillors ..... & ..... to be appointed as local members to the Development Assessment Panel and that Councillors ..... & ..... be nominated as alternative local members.**

Carried ( / )

**For:**

**Against:**

Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.2 - Local Roads &amp; Community Infrastructure Program Phase 4</b>	
Location / Address	Shire of Dundas
File Reference	GS.PR.21
Author	Chief Executive Officer – Peter Fitchat
Date of Report	13 November 2023
Disclosure of Interest	Nil

Summary

For Council to consider approving projects for the Local Roads & Community Infrastructure Program (LRCI) Phase 4 so that nominations can be issued to the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts.

### Background

During deliberations for the 2022/23 Annual Budget, the Council was made aware that an extension had been granted for LRCI Phases 3 and 4.

The expenditure of the grant of \$287,877 for Phase 3 was allowed for in the budget, and an additional \$166,053 for Phase 4, however, is earmarked for Road Projects only.

### Statutory Environment

Although the expenditure component of the LRCI Phase 3 Extension was included in the 2022/23 Annual Budget, the actual details of how these funds would be expended were not specified.

Under *Section 6.8 of the Local Government Act*, there will be nil changes to the “expenditure from the municipal fund not included in annual budget”, although an “absolute majority” would be recommended to approve how these funds are to be expended.

### **6.8 Expenditure from municipal fund not included in annual budget.**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

### Policy Implications

T.11 Asset Management

T.14 Development on Shire of Dundas controlled land

F.10 Accounting

### Financial Implications

The expenditure component of the LRCI Phase 3 Extension was included in the 2022/23 Annual Budget. Budget adjustments to be done during the mid-year review regarding the Fencing at the Terminal Building, we ran into problems during winter with the lake being waterlogged and a final costing will be provided at the review for consideration.

### Strategic Implications

- The Corporate Business Plan (CBP) items that may link to the proposal are as follows:

#### 5. Assets

Management of Council Assets

#### 6. Long Term Financial Plan (LTFP)

Asset Renewal and Upgrades



- The Strategic Community Plan (SCP) themes that may link to the proposal are as follows:

Theme 1 – A vibrant, active and healthy socially connected Community.

1.2 Recreation, Sports, and Leisure

1.3 Engagement of the Community

Theme 2 - A thriving local economy and economic base.

2.4 Provide infrastructure that stimulates growth.

Theme 3 – Natural & Built Environment

3.4 Enhancement of natural tourist destinations.

### Consultation

President  
Councillors  
Senior Management

### Comment

Under the Phase 3 Extension, the Shire of Dundas will receive a funding allocation of \$287,877. This funding will be available from **1 July 2023**, with construction completion due by **30 June 2024**. Nominations for Phase 4 is now open and only available for Road Projects.

The following projects for the LRCI Phase 3 and Phase 4 are being proposed for Council's consideration:

With Phase 4, the construction start date is 01/07/2023 and end date is 30/06/2025. We do have time to submit the works schedule if we need to – deadline is December next year.

Phase 4 - Part A of \$287,877 has been allocated to the projects as approved last year and in the budget. So, we can now submit the works schedule to the department for this part.

We just need to have Council approve Part B \$166,053 (the amount is already in the budget) and looks like you would like this allocated to - Improve drainage on Airport Drive, Hyden Road, Old Coach Road  
Can we split these into 3 projects with the \$ value as they are 3 different locations?



**Against:**

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.3 Participation in the Contiguous Local Authorities Group (CLAG) Mosquito Management Program</b>	
Location / Address	Shire of Dundas
File Reference	TBA
Author	CEO Peter Fitchat
Date of Report	14 <sup>th</sup> November 2023
Disclosure of Interest	Nil

**Summary**

This report recommends that the Council of the Shire of Dundas consider participating in the Contiguous Local Authorities Group (CLAG) Mosquito Management Program, facilitated, and funded by the Department of Health in Western Australia (WA). This program aims to support local governments in managing mosquito-borne diseases and controlling insects of public health significance. Norseman, a community within the Shire of Dundas, has experienced an increase in abandoned houses and mining-related mosquito breeding sites. Considering the cost-benefit of the Shire, joining a CLAG Program is imperative.

**Background**

The Department of Health in WA monitors mosquito-borne diseases and coordinates the management of insects that pose a public health risk. One of the key strategies to address this issue is through the CLAG Mosquito Management Program. CLAGs are groups of one or more contiguous local governments that share common mosquito problems, often arising from natural or man-made breeding habitats, which can adversely affect nearby communities. This program was established in 1990 and has since provided funding and technical guidance to 20 CLAGs, encompassing 40 local governments across the state.

**Policy Implications**

- A.12 Grant Funding Applications Policy
- HR.22 Occupational Health & Safety
- T.11 Asset Management
- T.4 Outbuildings – Vacant Lots

**Financial Implications**

We have \$10,000 directly linked to mosquito management. The rest forms part of our Town and Maintenance Program and vegetation control.

**Statutory Environment**

The CLAG scheme, endorsed by Cabinet in 1990  
Public Health Act 2016

Division 2 — Functions of local governments

16. Functions of local governments A local government has the following functions in relation to the administration of this Act —

- (a) to initiate, support and manage public health planning for its local government district.
- (b) to develop and implement policies and programmes to achieve the objects of this Act within its local government district.
- (c) to perform the functions that are conferred on local governments by or under this Act

**Strategic Implications**

**Community – Goal 1**

*A healthy, safe, resilient and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.*

**1.1 A healthy, safe, resilient and engaged Community.**

- 1.1.1 Work with Government, organisations and key stakeholders to support a high standard of the provision of health services to the community.
- 1.1.2 Maintain a Community Wellbeing Plan.
- 1.1.3 Provide emergency management planning, response and recovery through the Local Emergency Management Committee.
- 1.1.4 Build community capacity through communication and education.
- 1.1.5 Participate in the Community Citizenship Awards to recognise community service and good citizenship in the Community.
- 1.1.6 Ensure clear and timely communication on Shire activities and initiatives.

**Natural environment – Goal 2**

*Our natural environment is viewed as a precious asset that is protected and enjoyed. A place where sustainable opportunities and collaboration is nurtured.*

**2.1 Our natural environment is viewed as a precious asset that is protected and enjoyed.**

- 2.1.1 Work with government and non-government organisations and key stakeholders to support the protection of the Great Western Woodlands.
- 2.1.2 Promote and educate people on the responsible use of the bush.
- 2.1.3 Manage bushfire risk, having regard to conservation of natural landscapes and biodiversity.
- 2.1.4 Use the Visitor Site Development Plan to provide appropriate visitation experiences.
- 2.1.5 Manage parks, nature reserves and green spaces appropriately.
- 2.1.6 Provide and support community education on waste avoidance, reduction and reuse.

**2.2 A place where sustainable opportunities and collaboration is nurtured.**

- 2.2.1 Engage with the mining industry to develop projects that encourage sustainability and better environmental outcomes on mining leases.
- 2.2.2 Collaborate and promote Ngadju Conservation in their conservation work.
- 2.2.3 Provide and support activities and events that celebrate the culture of Aboriginal people.
- 2.2.4 Lead and support climate action, renewable energy and sustainability initiatives.

**2.3 Efficient and sustainable waste management**

- 2.3.1 Provide efficient waste collection services.
- 2.3.2 Improve the Norseman and Eucla Waste Facilities to allow for the management of recycling and repurposing of goods.
- 2.3.3 Support community education on waste avoidance, reduction and reuse.

**Built environment – Goal 3**

*Planning and development of infrastructure supports liveable, sustainable and connected communities.*

**3.1 Shire infrastructure and services meet the Community's needs.**

- 3.1.1 Footpaths, verges and access ways are appropriately managed according to their need and use.
- 3.1.2 Roads and drainage are appropriately managed according to their need and use.

3.1.3 Shire buildings and facilities are appropriately managed according to their need and use.

3.1.4 Revitalise the Norseman and Eucla Town Centres.

3.1.5 Revitalise the Norseman Oval by developing recreation precincts and hubs to encourage community health and activity.

3.1.6 Advocate for improvements to the State Road network with regard to safety, emergency response and heavy vehicle use.

### **3.2 Liveable, sustainable and connected communities.**

3.2.1 Improve and maintain community gathering spaces, including town halls, community centres and recreational facilities.

3.2.2 Provide and support community activities and events by encouraging the use of Shire facilities and venues.

3.2.3 Shire facilities and events are accessible, inclusive and well-maintained for the use of all people.

#### Consultation

Elected Members,

Senior Officers

Department of Health

Shire Health Officer

#### Comment

Norseman, a community within the Shire of Dundas, is unique due to the boom-bust nature of mining activities, leading to periods of rapid population decrease and influx and subsequent abandonment of housing facilities. As a result, a significant number of houses in Norseman remain abandoned, creating favourable conditions for mosquito breeding. Abandoned mining activity sites also contribute to the proliferation of mosquitoes in the area. These conditions have elevated the risk of mosquito-borne diseases and nuisance mosquito populations, adversely impacting the health and well-being of our residents.

Benefits of Participating in the CLAG Mosquito Management Program:

1. Funding Assistance:

Participation in the CLAG Program would provide access to financial support from the Department of Health, which can be utilized for mosquito control measures, such as larval source reduction, monitoring, and community education initiatives.

2. Technical Expertise:

The program offers expert guidance and technical assistance in implementing effective mosquito control strategies, tailored to our specific needs and challenges.

3. Collaborative Approach:

By joining forces with neighbouring local governments that share similar mosquito-related issues, we can pool resources, share knowledge, and coordinate efforts for more efficient and cost-effective mosquito management.

4. Reduced Health Risks:

Participation in the CLAG Program will help reduce the risk of mosquito-borne diseases within our community, safeguarding the health of our residents.

The Department of Health WA have been consulted, and the state's Acting Medical Entomologist has advised, "The requirements for forming a CLAG are onerous, particularly for a small government, so it may be worthwhile weighing up the benefit versus the cost of treatments.

The minimum requirements include:

- a demonstrated public health risk and a significant nuisance issue associated with mosquitoes in the region
- development of a memorandum of understanding (MoU) between proposed LG members and the Department, to be reviewed at least every 5 years
- submission of an approved mosquito management plan (MMP) from each LG within the CLAG, to be reviewed at least every 3 years
- submission of a CLAG annual report detailing mosquito management activities undertaken by the group for the year and budget reconciliation
- commitment by each LG member of the CLAG to contribute 50% of funding towards mosquito management requests submitted to the Mosquito Control Advisory Committee (MCAC)

It is proposed that the Shire will conduct a cost-benefit analysis to be presented to the Council at the end of the financial year to determine if it is viable to proceed with joining a CLAG. If viable, the Shire proposes to consult with the Department of Health WA accordingly and join a CLAG.

Joining a CLAG may provide additional essential support, funding, and expertise required to provide greater service to our community. It could look to address the mosquito-related issues arising from abandoned housing and mining activities not only in Norseman but on surrounding mine sites, Balladonia, Fraser Range, Cocklebiddy, Caiguna, Madura, Mundrabilla, Eucla, and truck stops. This could be extended to the Pastoral leases and all the public toilets along the Eyre Highway, Breakaways, McDermid Rock, Lake Johnston, Disappointment Rock, and Bromus campsites.

#### Voting Requirements

Simple Majority

**Moved: Cr.**

**Seconded: Cr.**

#### Officer Recommendation

**The Shire of Dundas conducts a cost-benefit analysis (to be presented at the end of the financial year) to consider requesting the State Government, which has a management of the Contiguous Local Authorities Group (CLAG) Mosquito Management Program, grant permission to the Shire of Dundas to join the program to address the mosquito management within our community pending the viability of the cost-benefit analysis.**

Carried (       /       )

For  
Against

#### Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.4 - Item RFT 02/23 Panel of Providers</b>	
Location / Address	Shire of Dundas
File Reference	FM.TE.5
Author	GFG Consulting and the CEO Peter Fitchat
Date of Report	13 November 2023

Disclosure Interest	of	Nil
---------------------	----	-----

### Summary

For the Council to consider advertising the RFT 02/23 Panel of Providers,

### Background

Shire of Dundas appoints a Panel of Providers through a tender process, which provides an efficient and transparent method of building a provider panel of required services.

### Statutory Environment

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

### Policy Implications

F.3 Purchasing Policy

F.4 Regional Price Preference Policy

F.5 Panels of Pre-Qualified Suppliers

F.6 Tender Evaluation Process Policy

F.10 Accounting

### Financial Implications

This is in line with Council adopted 2023/24 Financial Year Budget

### Strategic Implications

- The Corporate Business Plan (CBP) items that may link to the proposal are as follows:

#### 5. Assets

Management of Council Assets

#### 6. Long Term Financial Plan (LTFP)

Asset Renewal and Upgrades

- The Strategic Community Plan (SCP) themes that may link to the proposal are as follows:

Theme 1 – A vibrant, active and healthy socially connected Community.

1.2 Recreation, Sports, and Leisure

1.3 Engagement of the Community

Theme 2 - A thriving local economy and economic base.

2.4 Provide infrastructure that stimulates growth.

Theme 3 – Natural & Built Environment

## 3.4 Enhancement of natural tourist destinations.

Consultation

CEO, DCEO, Manager Works and Services – Shire of Dundas, Business Operations Manager, GFG Consulting.

Comment

RFT 02/23 Panel of Providers is a request for tenders for a range of services for the establishment of a panel of providers from which the Shire of Dundas can choose from. This process provides an efficient and effective method of engaging suppliers as and when required.

The range of services included:

1. Handyman Services
2. Hire of Plant & Equipment
3. Concrete Supply & Installation
4. Electrical Trades
5. Plumbing Trades
6. Mechanical Repairs & Maintenance
7. Tyre Repairs & Replacements
8. Security cameras and equipment
9. Reticulation supply and repairs

Voting Requirements

Simple Majority

**Moved:**

**Seconded:**

Officer Recommendation

**That Council approved advertising RFT 02/23 on the weekend of 1<sup>st</sup> December 2023, running through to the 29<sup>th</sup> of January 2024, and then to be presented to Council on the 21<sup>st</sup> February 2024.**

**Carried (   /   )**

**For**  
**Against**

Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.5 - Shire of Dundas WALGA RoadWise Council Invitation</b>	
Location / Address	Shire of Dundas
File Reference	RD.PR.4
Author	Peter Fitchat CEO
Date of Report	13 November 2023
Disclosure of Interest	Nil



### Summary

Correspondence has been received from WALGA inviting the Shire to register as a RoadWise Council.

### Background

Correspondence has been received from WALGA inviting the Shire to register as a RoadWise Council.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting local governments to deliver best-practice road safety. The Framework considers the elements that determine the level of safety of the road transport system within the context of local governments.

Not all local governments have been invited to register. Initially, 76 local governments have been asked to ensure that the support offered is not diluted. As support through the RoadWise Council program is available to a limited number of local governments, there is a requirement to formalise the relationship. The invitation can be accepted by a Council resolution providing a commitment to road safety.

The benefits for Local Governments that register as RoadWise Councils include:

- use of the RoadWise logo,
- priority access to WALGA's road safety services and products,
- exclusive quarterly meetings and support from a Road Safety Advisor,
- priority access to participate in WALGA's road safety policy development, training, professional development forums and knowledge-sharing workshops offered by WALGA,
- access to incentives and sponsored programs, and
- participation in the new RoadWise Recognised initiative.

### Statutory Environment

Section 3.2(2) of the Local Government Act 1995 states that the general function of a local government is to provide for the good government of persons in its district.

### Policy Implications

There are no policy implications resulting from the recommendation of this report.

### Financial Implications

Unless by Council Resolution and meeting relating to this is in the 2023/24 Financial Year Budget.

### Strategic Implications

It will assist in making roads safer for the public in the Shire of Dundas area.

### Consultation

Council Forum

### Comment

The RoadWise Committee has been active for almost 12 months.

A typical community-based committee would include one or two Councillors, the DCEO Pania Turner, a member from each of the WA Police stations (Norseman and Eucla), St John, DFES, RoadWise WALGA, Main Roads WA, Norseman District High School, and a number of community representatives. While Council-appointed staff to that Committee would provide administrative support, Minutes of all the Committee's Meetings would be referred to an Ordinary Meeting of Council for consideration.

RoadWise Committees do, when operated efficiently, provide many safety initiatives to promote safer standards on our roads. There is no reason why a Shire of Dundas RoadWise Committee should be any different.

#### Voting Requirements

Simple Majority

**Moved:**

**Seconded:**

#### Officer Recommendation

**That Council:**

1. **Accepts the invitation from WALGA to join RoadWise for 2023/24 Financial Year.**
2. **Appoint Cr John Maloney and Cr Chantelle McLeod to the RoadWise Committee with DCEO Pania Turner and Manager Works & Services as part of their role.**
3. **Request that all Shire of Dundas RoadWise Committee meeting minutes be presented to Council for consideration.**

Carried (     /     )

**For:**

**Against:**

#### Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.6 - Tree Removal Initiative for Ratepayers</b>	
Location / Address	Norseman
File Reference	TBC
Author	CEO Peter Fitchat
Date of Report	13 <sup>th</sup> November 2023
Disclosure of Interest	Nil

#### Summary

This is a proposal for the Shire of Dundas to consider a significant initiative that could benefit our community and the State-owned Sawmill in Harvey. This initiative involves leveraging our existing harvest and haul contract with the FPC Forest Products Commission in Western Australia to address the issue of trees that pose a danger to residents and their homes. The proposed plan aims to provide a cost-neutral solution for residents while contributing to the local economy and the sustainable management of our natural resources.

#### Background

The Shire of Dundas has a long-standing partnership with the FPC Forest Products Commission to harvest and haul timber from our region. This partnership has not only provided economic benefits but has also contributed to responsible forest management practices. This will fund a new Tree Planting Project and contribute to other Community initiatives.

#### Policy Implications

- F.10 Accounting
- T.1 Bushfire Control
- HR.22 Occupational Health & Safety
- T.11 Asset Management

#### Financial Implications

This will be done on a cost recovery basis, and all profits will be returned to general revenue for the Council's determination at the mid-year review of the 2024/25 Financial Budget.

#### Statutory Environment

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996

#### Strategic Implications

- The Corporate Business Plan (CBP) items that may link to the proposal are as follows:

##### 5. Assets

Management of Council Assets

##### 6. Long Term Financial Plan (LTFP)

Asset Renewal and Upgrades

- The Strategic Community Plan (SCP) themes that may link to the proposal are as follows:

Theme 1 – A vibrant, active, and healthy socially connected Community.

1.2 Recreation, Sports, and Leisure

1.3 Engagement of the Community

Theme 2 - A thriving local economy and economic base.

2.4 Provide infrastructure that stimulates growth.

Theme 3 – Natural & Built Environment

3.4 Enhancement of natural tourist destinations.

#### Consultation

Elected Members, Senior Staff, FPC,

#### Comment

We propose the implementation of a program to address the issue of trees within our community that are becoming a danger to residents and their homes. This initiative would offer residents the opportunity to

have these hazardous trees removed at a cost-neutral basis, with the harvested timber then being sold to the State-owned Sawmill in Harvey.

#### Identification of Hazardous Trees:

The Shire will work closely with contractors and forestry experts to identify trees within our community that pose a risk to residents and their properties. This would include trees with structural weaknesses, disease, or other factors that make them hazardous.

#### Cost-Neutral Removal:

The Shire will cover the cost of tree removal for eligible residents, ensuring that the necessary tree removal services do not financially burden them. This will promote safety within our community.

#### Timber Sales to the State-owned Sawmill:

The harvested timber from these trees will be sold to the State-owned Sawmill in Harvey. This provides a sustainable source of wood for the mill and supports local employment and the economy.

#### Revenue Sharing:

A portion of the revenue generated from timber sales will be reinvested into the community for future tree management and safety initiatives. This will ensure the long-term sustainability of the program.

#### Benefits:

##### Enhanced Safety:

By removing hazardous trees, we will significantly reduce the risk of property damage, injury, or loss of life caused by falling trees during storms or due to structural instability.

##### Economic Benefits:

Selling the harvested timber to the State-owned Sawmill will stimulate our local economy, create jobs, and contribute to the sustainability of the sawmill operations.

##### Sustainable Forest Management:

This initiative aligns with our commitment to responsible forest management and contributes to preserving our natural resources.

Residents will appreciate the support provided by the Shire in addressing tree-related safety concerns and fostering positive community engagement.

#### Conclusion:

This proposal to offer cost-neutral tree removal services to residents with hazardous trees, followed by the sale of harvested timber to the State-owned Sawmill in Harvey, presents a win-win opportunity for our community. It enhances safety, supports our local economy, and aligns with our commitment to sustainable forest management. We recommend that the Council approves this initiative and allocates the necessary resources to implement and manage the program effectively.

We look forward to your consideration and support for this important initiative, which will benefit both our residents and our community.

#### Voting Requirements

Simple Majority

Moved:

Seconded:

**Officer Recommendation**

**That the Shire of Dundas endorse the proposal harvest trees that pose a risk to public safety at no cost to the ratepayer, and cost to be recovered through the sale of the timber to FPC.**

Carried (     /     )

For:

Against:

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.7 Request for consideration from Dr Rowlands</b>	
Location / Address	Shire of Dundas
File Reference	PH.AG
Author	Peter Fitchat CEO
Date of Report	16 <sup>th</sup> November 2023
Disclosure of Interest	Nil

**Summary**

This report addresses the correspondence received on 20 October 2023 from Dr Rowlands (tabled in papers relating) regarding the continued use of the Shire-supplied house and car concerning his provision of medical services in Norseman. It outlines the historical background of the Council's actions and responds to the concerns raised in Dr Rowlands' letter.

**Background**

1. Dr Rowlands has been the long-term GP in the town of Norseman for some 17 years. He runs his private practice and retains all earnings from that practice.
2. The Shire of Dundas had provided support to the Doctor over those years in the form of offering a house (paying all utilities and maintaining the property), a car (paying the running costs, fuel, tyres, maintenance) and paying for locum services on the production of a detailed invoice.
3. A new 'agreement' was drawn up between Dr Rowlands and the Shire in 2017. (Tabled in papers relating).
4. In May 2022, Dr Rowlands sent a letter to the Shire outlining a proposal to move into a 'job-share' arrangement so that he could progress to semi-retirement and requesting that the Shire further support him in that course of action by paying him an extra \$250,000 per year as well as all locum, plus travel costs. (Tabled in papers relating).
5. Dr Rowlands was invited to attend a Councillor workshop to outline his proposal further to the Shire Councillors. He subsequently did attend a workshop and broadly outlined the proposal as put forward in the letter.
6. Following this request, it was determined that when considering the amount of support already provided to Dr Rowlands, the increased support as requested would take us beyond the

threshold amount, which, when exceeded, obliged the Shire to go to tender. This is a State legislated requirement.

7. It is also to be noted that having had such a long-term provider, it is 'best practice' under good governance to 'test the market' to ensure we are getting the best value for ratepayers' money.
8. At the same time, a review of the agreement that was in place was undertaken by McLeod's Lawyers and Rural Health West and found to be non-compliant by any contractual standards that the Shire is bound to operate within. The Council clarifies that it did not 'elect to cancel' Dr Rowlands' long-standing agreement but was compelled to do so due to the non-compliance of the contract with relevant legislation. As an acknowledgement of Dr Rowland's length of tenure in Norseman, a notice period of six months was given before the end of that agreement.
9. The Shire undertook to put out an 'Expressions of Interest' (EOI) request for the provision of medical services for Norseman. This course of action was taken to give a broader scope for consideration rather than lock into one option under a tender request, as there were many possible models of service provision that may have arisen. Dr Rowlands was invited to submit an EOI through this process, which he subsequently did.
10. The Shire received only one formal EOI through this process (from Dr Rowlands), which was deemed non-compliant as lacking in some required details. The Shire's consultant met with Dr Rowlands to obtain those details, and where Dr Rowlands maintained his requirement for an extra \$250,000.
11. During its Ordinary Meeting in June, the Council resolved to establish a Shire-run medical practice whilst retaining the option of contracting with a suitably qualified medical practitioner should one be found due to the absence of a suitable EOI from medical service providers. This decision aimed to ensure the community's continued and long-term availability of medical services. (Council resolution Item 10.3.12 OCM June 2023, in papers relating).
12. Subsequently, I-Medical submitted a proposal that the Council accepted during its Ordinary Meeting on 25 July 2023, motivated by the urgent need to secure medical services following Dr Rowlands's unannounced, indefinite, long-service leave. (Council resolution item 10.3.4 OCM July 2023, in papers relating).
13. Meetings between Shire representatives, the Western Australian Country Health Service (WACHS), and Rural Health West senior staff were held to discuss medical service provision, and no attempt was made to influence the appointment of any specific service provider. Furthermore, these meetings did not include warnings about the viability of private medical practices.
14. The Council acknowledges its lack of awareness regarding I-Medical's financial capability and questions how this information was conveyed to Dr Rowlands as a warning, as these are both privately owned businesses.
15. Dr Rowlands' assertion that the Council incurred "significant, unnecessary expense" in contracting I-Medical is disputed, with the Shire emphasising its responsibility to maintain assets, such as the Community Health Centre, to suitable standards. The upgrade to the medical centre has extended the longevity of the building and improved useability and accessibility.
16. The Council highlights that there are expenses associated with supporting Dr Rowlands' practice, including staff wages, superannuation, insurance, and other operational costs that are incurred in the maintenance of the property and the car as well as the cost of locum services.
17. The Council thanks Dr Rowlands for his current acknowledgment of the provision of the doctor's residence during his term and for the Council's support for medical service providers for the community.

#### Statutory Environment

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

Federal Legislation regarding Health and Medical Services [Search \(legislation.gov.au\)](https://www.legislation.gov.au)

#### Policy Implications

- F3. Purchasing Policy
- HR6. Use of Shire Vehicles Policy
- ST9. Housing and Housing Subsidy Policy
- T11. Asset Management Policy
- F6. Tender Evaluation Process Policy
- F5. Panels of Pre-Qualified Suppliers Policy
- F4. Regional Price Preference Policy
- F1. Investments Policy
- A9. Internal Audit and Risk Management Policy
- A3. Legal Representation Policy

The Shire does not have a policy on the provision of Health Services; however, the Council has previously resolved to request ALGA to work with Federal Minister Hon. Mark Butler and all regional and remote Councils to provide effective and affordable medical services, as this is a Federal and State Government responsibility.

#### Financial Implications

Council would have to consider Dr Rowland's request in a mid-year budget review (normally taking place around January-February), as there is a current Council resolution that offers the house and car as part of the contract with I-Medical. The support requested by Dr Rowlands would mean that an extra house and car would need to be procured, which is not in the current budget.

#### Strategic Implications

- 3.1.3 Shire buildings and facilities are appropriately managed according to their need and use.
- 4.1.1 Financial accountability and informed decision-making by Council.
- 4.3.1 Support local business collaboration and capacity building.
- 4.3.2 Encourage Buy Local.

#### Consultation

CEO  
DCEO – Shire of Dundas,  
Business Operations Manager,  
GFG Consulting,  
Rural Health West,  
WA Country Health Service.

#### **Built environment – Goal 3**

*Planning and development of infrastructure supports liveable, sustainable, and connected communities.*

##### **3.1 Shire infrastructure and services meet the Community's needs.**

- 3.1.3 Shire buildings and facilities are appropriately managed according to their need and use.
- 3.1.4 Revitalise the Norseman and Eucla Town Centres.

#### **Economic Development and Financial Sustainability – Goal 4**

*A thriving local economy & economic base supports economic growth and business opportunity.*

##### **4.1 A financially responsible Local Government.**

- 4.1.1 Financial accountability and informed decision-making by Council.
- 4.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations.
- 4.1.3 Continual improvement in financial planning and asset management.
- 4.1.4 Risk is managed through planning, internal and external reviews, and reporting to Council.
- 4.1.5 The community is engaged in planning for the future and other matters that affect them.

4.1.6 The Shire will regularly monitor communication channels to ensure community are informed on matters that affect them.

4.1.7 A culture of continuous improvement will apply to all levels of customer service.

#### **4.2 Opportunity for Economic Diversification and Growth**

4.2.1 A vibrant economy that supports opportunities for mining, industry, creative and cultural industries, tourism, shopping and business.

4.2.2 Attracting new businesses, and supporting existing businesses, is to encourage through promotion of the area as an attractive and viable place to work and live.

4.2.3 Assist in the provision of infrastructure that encourages business development and opportunity.

#### **4.3 A place where economic growth and business opportunity is encouraged and supported.**

4.3.1 Support local business collaboration and capacity building.

4.3.2 Encourage *Buy Local*.

4.3.3 Council procurement policies and procedures support local purchasing where practical.

4.3.4 Support tourist development and promote the Shire of Dundas as a destination experience.

4.3.5 Develop Council led business initiatives through the Economic Development Working Group.

#### **Governance and Leadership – Goal 5**

*We are a trusted Local Government; we are a strong advocate for our community; we are lead with respect and accountability.*

#### Consultation

Councillors, Senior Staff, Rural Health West, GFG Consulting.

#### Comment

Since receiving Dr. Rowlands' letter in May 2022, the Council has made multiple attempts to engage in discussions with him regarding a way forward, including invitations to meet with the President and Deputy CEO, to Council workshops and Town Hall community meetings. These efforts were met with limited success—most email correspondence results in nil response. An email has also been sent (08/11/23), in order to assist in the preparation of this report, to Dr Rowlands to clarify his request in relation to the continued provision of the house and car but, at the time of writing this report, incomplete response has been received on the 19<sup>th</sup> November 2023 at 3:28 pm.

Over this time (since May 2022), there has been a sustained campaign to discredit the Council at every opportunity via social media, posted by those in the community, including posts by his wife, Ruth Riddell, and Real Norseman Discussion Page contributions claiming to be supporters of Dr Rowlands. Some of the posts against the Shire have been in terms of the Doctor not being responsible for the expense incurred by the Council for the new residence provided for the Doctor. It has been consistently stated it was not something the Doctor either desired or required. Dr Rowlands himself also stood outside the IGA supermarket and encouraged community members not to support the Shire in their effort to purchase that business, as that was the reason the Shire couldn't pay the Doctor.

Among the general attacks on the Shire, the CEO and the Shire President, particularly, have experienced a barrage of personal attacks and harassment on social media platforms, which have been distressing and unacceptable.

The Doctor has also sought to take legal action against the Shire.

On Wednesday, 15/11/2023, an interview with Dr Rowlands was aired on ABC Goldfields radio. During that interview, Dr Rowlands asserted that the amount he had requested from the Shire was not the full \$250,000 (as detailed in his letter) but an amount closer to around \$180,000. The Shire has never been made aware of this clarification due to the Doctor's reluctance to engage in any meaningful way with the Shire.

The Council acknowledges Dr Rowlands' long-standing service to the community and regrets that the doctor's behaviour has led to a sour note in the relationship.

The Council is committed to ensuring the long-term provision of essential medical services for the Norseman community and has taken necessary actions in line with legal and procedural requirements. Unfortunately, this situation has resulted in strained relations, but the Council remains focused on its responsibility to serve the community's best interests.



Voting Requirements

Simple Majority

Moved:

Seconded:

Officer Recommendation

The Council of the Shire of Dundas:

1. Resolve to support/not support Dr Rowland's request to reinstate his access to the residence and the car previously provided by the Shire of Dundas for his use.
2. If resolved to support this request, undertake a mid-year budget review to source the extra funding required.

Carried (       /       )

For:

Against:

Resolution

Agenda Item 10.3.8

For the Council to accept the confidential Item Agenda Item 10.3.8

Moved:

Seconded:

Recommendation

The meeting proceeds behind closed doors to address Agenda Item 10.3.9 due to confidentiality.

Carried by: Simple Majority (       /       )

For:

Against:

Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.8 Confidential Item</b>	
Location / Address	Shire of Dundas
File Reference	PH.AG
Author	Peter Fitchat CEO
Date of Report	14 <sup>th</sup> November 2023
Disclosure of Interest	Nil

**Moved:**

**Seconded:**

**Recommendation**

The Council come from behind closed doors and invites the public back to the meeting.

**Carried by: Simple Majority (       /       )**

**For:**

**Against:**

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.9 – Appointment of Auctioneer -Sale of Land attached to unpaid Rates</b>	
Location / Address	Shire of Dundas
File Reference	A570
Author	Peter Fitchat Chief Executive Officer
Date of Report	15 <sup>th</sup> November 2023
Disclosure of Interest	Nil

**Summary**

For Council to consider appointing an auctioneer to handle the disposal of Council-owned land in Norseman

**Background**

At the Ordinary Meeting of Council held Tuesday, 28<sup>th</sup> September 2023, the following Resolution was passed by the Council:

***Moved: Cr. Patupis Seconded: Cr. Maloney***

***Officer Recommendation***

***The Council resolves as follows:***

***1. To exercise a power of sale pursuant to section 6.64(1)(b) of the Local Government Act 1995 (“Act”) for the following properties:***

- a. A241 132 Prinsep Street, Norseman;***
- b. A2810 21 Carr Street, Norseman;***

- c. A2809 23 Carr Street, Norseman;
  - d. A2803 25 Carr Street, Norseman;
  - e. A2806 29 Carr Street, Norseman;
  - f. A2820 Lot 799 on DP 222912 (13L Okay Road, Norseman);
  - g. A2821 Lot 800 on DP 222912 (15L Okay Road, Norseman);
  - h. A615 166 Prinsep Street, Norseman.
- (collectively "Properties")

**2. For each of the Properties, not to attempt recovery of money due to it under section 6.56 of the Act being unable to locate the owner after having made reasonable efforts to do so and pursuant to section 6.68(2)(b) of the Act. The reasonable efforts are those outlined in the comments provided by CS Legal.**

**3. That the CEO be granted delegated authority to appoint a suitably qualified licensed auctioneer and engage GFG Consulting, CS Legal and Dowling Giudici to assist with the sale process.**

**Carried ( 5 / 0 )**

**For: Cr Bonza, Cr Patupis, Cr Warner, Cr Maloney and Cr Hogan**

#### Statutory Environment

Section 3.58 of the *Local Government Act 1995* establish the methodologies by which a local government may dispose of property (assets).

The sale of property due to the non-payment of rates is a power of sale, not a disposal of property. The Shire is not selling its own land. Section 3.58 does not apply.

For a Local Government to exercise a power to sell land there are two things required:

1. Rates and service charges outstanding for more than 3 years.

AND

2. Either:

a. Recovery Proceedings under section 6.56 within 3 years before the LGA Sale;

OR

b. An Exemption from Recovery Proceedings by either:

i. A resolution where there is a reasonable belief the expected Recovery.

Proceeding costs will match or exceed the value of the land (ie Why start recovery proceedings if it is likely to cost more than the property?).

AND / OR

ii. A resolution where the Shire is unable to locate the owner after making reasonable attempts to do so (i.e., Why start recovery proceed if you cannot reasonably find them after trying to do so?).

#### Policy Implications

T.11 Asset Management

T.4 Outbuildings – Vacant Lots

#### Financial Implications

Will assist in increasing the rates income by making the land available to new ratepayers.

The cost to cover the Auctioneer is included in the 2023/24 Financial Budget.

#### Strategic Implications

Creates the potential for development if Norseman.

**Community – Goal 1**

*A health, safe, resilient and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.*

**1.2 A healthy, safe, resilient, and engaged Community.**

- 1.1.1 Work with Government, organisations and key stakeholders to support a high standard of the provision of health services to the community.
- 1.1.2 Maintain a Community Wellbeing Plan.
- 1.1.3 Provide emergency management planning, response and recovery through the Local Emergency Management Committee.
- 1.1.4 Build community capacity through communication and education.
- 1.1.5 Participate in the Community Citizenship Awards to recognise community service and good citizenship in the Community.
- 1.1.6 Ensure clear and timely communication on Shire activities and initiatives.

**Natural environment – Goal 2**

*Our natural environment is viewed as a precious asset that is protected and enjoyed. A place where sustainable opportunities and collaboration is nurtured.*

**2.1 Our natural environment is viewed as a precious asset that is protected and enjoyed.**

- 2.1.1 Work with government and non-government organisations and key stakeholders to support the protection of the Great Western Woodlands.
- 2.1.2 Promote and educate people on the responsible use of the bush.
- 2.1.3 Manage bushfire risk, having regard to the conservation of natural landscapes and biodiversity.
- 2.1.4 Use the Visitor Site Development Plan to provide appropriate visitation experiences.
- 2.1.5 Manage parks, nature reserves and green spaces appropriately.
- 2.1.6 Provide and support community education on waste avoidance, reduction and reuse.

**2.2 A place where sustainable opportunities and collaboration is nurtured.**

- 2.2.1 Engage with the mining industry to develop projects that encourage sustainability and better environmental outcomes on mining leases.
- 2.2.2 Collaborate and promote Ngadju Conservation in their conservation work.
- 2.2.3 Provide and support activities and events that celebrate the culture of Aboriginal people.
- 2.2.4 Lead and support climate action, renewable energy and sustainability initiatives.

**2.3 Efficient and sustainable waste management**

- 2.3.1 Provide efficient waste collection services.
- 2.3.2 Improve the Norseman and Eucla Waste Facilities to allow for the management of recycling and repurposing of goods.
- 2.3.3 Support community education on waste avoidance, reduction, and reuse.

**Built environment – Goal 3**

*Planning and development of infrastructure supports liveable, sustainable and connected communities.*

**3.1 Shire infrastructure and services meet the Community's needs.**

- 3.1.1 Footpaths, verges and access ways are appropriately managed according to their need and use.
- 3.1.2 Roads and drainage are appropriately managed according to their need and use.

3.1.3 Shire buildings and facilities are appropriately managed according to their need and use.

3.1.4 Revitalise the Norseman and Eucla Town Centres.

3.1.5 Revitalise the Norseman oval by developing recreation precincts and hubs to encourage community health and activity.

3.1.6 Advocate for improvements to the State Road network with regards to safety, emergency response and heavy vehicle use.

### **3.2 Liveable, sustainable and connected communities.**

3.2.1 Improvement and maintenance of community gathering spaces including town halls, community centres and recreational facilities.

3.2.2 Provide and support community activities and events by encouraging the use of Shire facilities and venues.

3.2.3 Shire facilities and events are accessible, inclusive and well maintained for the use of all people.

#### Consultation

Councillors,  
CS Legal,  
GFG Consulting,  
CEO,  
Senior Officers

#### Comment

With the sale of the lots in question, a request for a quotation to conduct an auction was sent out to seven real estate agents in the Kalgoorlie and Esperance region. Responses were received from a number of contacts with only two companies offering a quotation to conduct the auction.

As suggested, Council may wish to set a reserve price of \$5,000 per lot in order to ensure that the lots are not sold for less than a reasonable value.

We are working with Thorp Real-estate to determine the Auction date which will be advertised as soon as it is confirmed with a two-week lead time for advertising.

#### Voting Requirements

Simple Majority

**Moved:**

**Seconded:**

#### Officer Recommendation

**That Council appoint Brett Thorpe of Thorp Realty Pty Ltd of Esperance to conduct the auction of the following lots of land in Norseman:**

1. A241 132 Prinsep Street, Norseman
2. A2810 21 Carr Street, Norseman
3. A2809 23 Carr Street, Norseman
4. A2803 25 Carr Street, Norseman
5. A2806 29 Carr Street, Norseman
6. A2820 Lot 799 on DP 222912 (13L Okay Road, Norseman)
7. A2821 Lot 800 on DP 222912 (15L Okay Road, Norseman)
8. A615 166 Prinsep Street, Norseman

in accordance with their proposal as attached under the heading Confidential in the papers relating, and,

That a reserve price of \$5,000 inclusive of GST applies to all Lots offered for sale, and the offer of the highest bidder be accepted.

Carried (       /       )

For:

Against:

### Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.10 – 2023/24 Christmas/New Year Shire Facilities and Services Closure Calendar.</b>	
Location / Address	Shire of Dundas
File Reference	PE.LE
Author	DCEO, Pania Turner
Date of Report	15/11/2023
Disclosure of Interest	Nil

### Summary

For the Council to consider the 2023/24 Christmas/New Year Shire Facilities and Services Closure Calendar.

### Background

Traditionally, the Council has closed the Administration Office, Depot, Youth Centre, CRC, and Visitor Centre on the days between Christmas and New Year. There is generally very little activity in Norseman as many people depart for their Christmas & New Year destinations/holidays.

National public holidays for Christmas Day, Monday 25th, Boxing Day, Tuesday 26th, and New Year's Day 2024 falls on a Monday.

The Shire of Dundas runs several services, including the supermarket. As such, their operating hours are better represented in a holiday calendar. The calendar has been developed with consideration of client/community needs and appropriate staffing breaks.

### Statutory Environment

Local Government Industry Award 2020 Industrial Agreement, Minimum Conditions of Employment Act 1993 and WA State Industrial Regulations dictate workers' penalty rates and leave requirements on public holidays and employer-scheduled leave.

### Policy Implications

ST.6 Public Service Holidays – Extra Leave

### Financial Implications

This will assist the Council with our Leave Liability.

Strategic Implications

Nil

Consultation

Elected Members

CEO

Manager of Works & Services

Community & Tourism Coordinator

Youth Officer

Comment

It is proposed that the Administration Office, Depot, Youth Centre and CRC will be closed during the Christmas/ New Year holiday period. A minimal works department workforce will be available for essential service delivery.

Staff leave is taken in accordance with the Local Government Award 2020 under the state industrial instrument. And Shire policy, however, appropriate staffing arrangements will be made to cover emergencies, refuse collection, emergency ranger duties, Norseman airstrip flights, etc. The CEO will allocate a senior staff to be available by mobile telephone for urgent calls.

Voting Requirements

Simple majority

Officer Recommendation

That Council:

1. Endorse the 2023/24 Christmas/New Year Shire Facilities and Services Closure Calendar as presented:

<b>2023/24 Christmas/New Year Shire Facilities and Services Closure Calendar</b>		
<b>Shire Facility/Service</b>	<b>Closure Dates</b>	<b>Open/ Operating Dates</b>
<b>Shire Administration Building</b>	Friday 22 December 2023-Monday 1 January 2024	Tuesday 2 January 2024
<b>Norseman Community Resource Centre</b>	25 December 2023-Monday 1 January 2024	Tuesday 2 January 2024
<b>Norseman Visitor Centre</b>	Christmas: From 12:30 pm Saturday 23 - Thursday 28 December 2023 New Year: Monday 1 January 2024	Thursday 28 December-Saturday, 30 December (closed at 12:30 pm)  Tuesday 2 January 2024
<b>IGA Norseman</b>	Christmas: From 1:00 pm Sunday 24 - Tuesday 26 December 2023  New Year:	Wednesday 27 December 2023

	Monday 1 January 2024	Tuesday 2 January 2024
<b>Norseman LPO</b>	Christmas: Monday 25 & Tuesday 26 December 2023  New Year: Monday 1 January 2024	Wednesday 27 December 2023
<b>Norseman Youth Centre</b>	25 December 2023- Monday 1 January 2024	Tuesday 2 January 2024
<b>Laundromat Commercial</b>	Monday 25 December 2023- Tuesday 26 December 2023 Monday 1 January 2024	Wednesday 27 December  Tuesday 2 January 2024
<b>Laundromat Public</b>	Monday 25 December 2023 Monday 1 January 2024	Tuesday 26 January 2023 Tuesday 2 January 2024
<b>Works Depot</b>	Friday 22 December 2023 - Friday 5 January 2024	Monday 8 January 2024
<b>Rangers Services</b>	Christmas: Saturday 23 December 2023 – Monday 1 January 2024  On-Call Emergency Only	Tuesday 2 January 2024
<b>Norseman Waste Facility</b>	Christmas: Monday 25 <sup>th</sup> December 2023 Tuesday 26 <sup>th</sup> December 2023 1 <sup>st</sup> January 2024	Wednesday 27 December  Tuesday 2 January 2024
<b>Rubbish</b>	Domestic & Commercial Collection Boxing Day 26 <sup>th</sup> December 2023 Commercial Collection Friday 29 December 2023  Domestic & Commercial Collection 2 January 2024	
<b>Norseman Swimming Pool</b>	The pool is closed on Mondays as per its normal schedule. Tuesday 26 <sup>th</sup> December 2023	
<b>ARO Services</b>	<b>On Call</b>	

Carried ( / )

For:  
Against:



<b>Agenda Reference &amp; Subject</b>	
<b>10.3.11 – New Council Committees and Draft Terms of Reference</b>	
Location / Address	Shire of Dundas
File Reference	TBC
Author	DCEO, Pania Turner
Date of Report	16/11/2023
Disclosure of Interest	Nil

### Summary

For the Council to consider three new committees and nominate Council delegates. For Council to also review the Draft Terms of Reference for each committee.

### Background

Council representation and participation on local committees encourage genuine community engagement and allow for community-led initiatives to have a clear consultation pathway to the Council. Furthermore, it enables strong outcomes specific to the committee's objectives, ultimately benefitting the broader community.

As part of the Council's governance requirements, elected members and serving officers are permitted to be delegated with a formal Council resolution and formally appointed to committees such as RoadWise, the Local Emergency Management Committee, and other established official committees of the Council. Officer support is approved by the CEO before being submitted to Council.

### Statutory Environment

Local Government Act 1995

Part 5

This Part deals with —

- (a) council meetings, committees and their meetings, electors' meetings, and
- (b) the employment of persons by local governments and matters relating to local government employees, and
  - € annual reports and plans; and
- (d) the disclosure of financial interests in matters affecting local government decisions and returns, and
  - € public access to local government information; and
- (f) the limitation of the payment of fees, expenses and allowances to council and committee members, mayors, and presidents; and
- (g) codes of conduct.

[Notes to Part 5 amended: No. 49 of 2004 s. 42(1).]

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons appointed to be committee members under subsection (4) or (5).

\* Absolute majority required.

### Policy Implications

EM.1 Conferences – Elected Members Attendance and Representation

### Financial Implications

Conference allocation as set in the adopted budget.

Strategic Implications

Council representation on local, regional, state, and federal committees helps the Shire of Dundas achieve Strategic Community Plan 2022-2032 goals.

**Goal 1 - Community**

A healthy, safe, resilient, and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.

**Goal 2 - Natural environment**

Our natural environment is viewed as a precious asset that is protected. And enjoyed. A place where sustainable opportunities and collaboration are nurtured.

**Goal 3 - Built environment.**

Planning and development of infrastructure supports liveable, sustainable, and connected communities.

**Goal 4 - Economic Development and Financial Sustainability**

A thriving local economy & economic base supports economic growth and business opportunity.

**Goal 5 - Governance and Leadership**

We are a trusted Local Government; we are a strong advocate for our community; we lead with respect and accountability.

Consultation

Elected Members  
CEO

Comment

Committees established by the Council require Terms of Reference to guide the direction and focus of the committee. As a starting point, Draft Terms of Reference have been provided in papers relating for the Council to note. Once the committees meet, they will consult on the terms of reference and then present them formally to the Council for approval.

Voting Requirements

Absolute majority

**Moved: Cr.**

**Seconded: Cr.**

**Officer Recommendation**

**That Council:**

**Establish the following committees and appoint Councillor delegates and Shire Officer support to the committees:**

1. **Environmental and Community Health Committee**  
**Councillor Delegates** \_\_\_\_\_ **and** \_\_\_\_\_.  
**Shire Officer/s** \_\_\_\_\_.
2. **Local Business and Tourism Committee.**  
**Councillor Delegates** \_\_\_\_\_ **and** \_\_\_\_\_.  
**Shire Officer/s** \_\_\_\_\_.

And that the Council notes the committees' draft terms of reference to be reviewed at the inaugural meeting of each committee and then presented to the Council for adoption.

Carried ( / )

For:

Against:

### Resolution

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.12 – Council Contribution to the Norseman District High School Book Awards 2023.</b>	
Location / Address	Shire of Dundas
File Reference	EM/2023
Author	DCEO, Pania Turner
Date of Report	16/11/2023
Disclosure of Interest	Nil

### Summary

For the Council to note the Shire President's nomination of sponsorship for the Norseman District High School's end of year academic and endeavour achievement awards, using her Councillor Community Project allowance.

### Background

Norseman District High School holds its end of year assembly in December, inviting parents and the community to celebrate with them the student, and school achievements of the year. School academic and achievement awards play a crucial role in recognizing and celebrating the hard work and dedication of students. These awards acknowledge the effort and commitment students put into their studies and extracurricular activities, motivating them to excel further. Students witnessing their community acknowledging and rewarding their accomplishments boost the self-esteem and confidence of individual students but also create a culture of excellence and a strong work ethic among the entire school.

### Statutory Environment

Norseman District High School as a State Government service is unable to apply for grant funding from the Shire. However, Council can contribute to programs it deems beneficial to the community.

### Policy Implications

EM5 Elected Members' Community Projects Policy

This policy allows Elected Members to support small projects they see of particular benefit to the Community; as well as articulating the Council's commitment to support the Community by providing small financial assistance to community groups, clubs, organisations, not-for-profit organisations and individuals for worthwhile programs, projects, initiatives and events that meet the Shire's strategic vision. This policy provides a framework for individual Councillors to nominate the project to which they would like to contribute an assigned amount not exceeding more than the allocation as per the current budget.

To meet the requirements of the policy the donation will be made through Norseman District High School P&C Association who will contribute the full amount to the book awards.

#### Financial Implications

There is an approved budget amount for the Elected Member's Community Projects Allowance.

#### Strategic Implications

Community- Goal 1 A healthy, safe, resilient and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.

1.3.1 Provide and support children and youth services. ,

1.3.2 Provide and support family facilities, events and activities.

#### Consultation

Elected Members

Shire President

CEO

#### Comment

End of year assemblies and the academic and achievement awards promote positive school and community engagement by children and young people. When students receive recognition for their accomplishments, it instils a sense of pride not only within the school but also within the larger community. Parents, families, teachers, and fellow students take pride in the achievements of their peers, creating a supportive and encouraging environment that nurtures further success. This engagement strengthens the bonds between the school and the community, showcasing the positive impact education has on individuals and society as a whole.

The Shire of Dundas has a long history of actively supporting the school community and in doing so help to build positive relationships and whole community outcomes.

During the Council Workshop councillors considered the following allocations as appropriate:

- A new award such as a Community Award- A student making a difference in their local community.
- Arts Award
- Math Award
- English Award
- Sports Award
- HASS (Humanities and Social Science) Award

#### Voting Requirements

Simple majority

#### Officer Recommendation

That Council:

1. **Note the Shire President's \$600 contribution, using a portion of her Elected Members' Community Projects allowance, to the Norseman District High School 2023 end of year Academic and Achievement Book Awards for the following awards:**

- New award
- Arts Award
- Math Award
- English Award
- Sports Award
- HASS (Humanities and Social Science) Award

2. Request the President to write a congratulatory note on behalf of Council to be inserted inside each book cover.
3. Request Norseman District High School inform the Council of the recipients.

Carried( / )

For:  
Against:

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.13 Plant &amp; Equipment Purchase of Vehicle for Postal and Food Delivery</b>	
Location / Address	Shire of Dundas
File Reference	PL. DI
Author	Peter Fitchat CEO
Date of Report	23 November 2023
Disclosure of Interest	None

**Summary**

For Council to consider the of an additional vehicle for Eyre Highway Postal and Food Delivery Route. The current vehicle purchased is not suitable to meet food standard transport requirements. At the time of purchase during the winter months the Shire was unaware an issue existed, hover the Shire’s process of testing vehicles, and the warmer weather has highlighted issues. To ensure consistency of compliance, protection of stock and efficient delivery a new vehicle is required.

**Background**

The Council has approved the following plant and vehicle replacement programs for 2023/24. The Shire acquired additional vehicles during the IGA/Post Office Purchase.

**Statutory Environment**

Local Government Act 1995.

**Policy Implications**

F.3 Purchasing Policy  
T.11 Asset Management

**Financial Implications**

Disposal of these plant and vehicles included in the 2023/24 budget.

Strategic Implications

Efficient plant replacement program is paramount in achieving strategic objectives of the Shire, insert more Strategies.

**3.1** Shire infrastructure and services meet the Community's needs.

**4.1.3** Continual improvement in financial planning and asset management.

**4.1.4** Risk is managed through planning, internal and external reviews, and reporting to Council.

**4.1.7** A culture of continuous improvement will apply to all levels of customer service.

**4.2** Opportunity for Economic Diversion and Growth

**4.2.1** A vibrant economy that supports opportunities for mining, industry, creative and cultural industries, tourism, shopping and business.

**4.3.2 Encourage** Buy Local

Consultation

CEO

DCEO

Manager Works and Services

Comment

Council does not have a specific policy governing the disposal of surplus assets. The Delegation Register, F11 SURPLUS TOOLS AND EQUIPMENT only allows for the CEO to dispose of assets below a value of \$2,000. Any other assets must first have the approval of Council.

Approval of the Officer's recommendation will provide the Shire with a serviceable vehicle meeting the requirements for food and postal deliveries along the Eyre Highway. Due to the dual nature of the deliveries required, separate and secure compartments for the postal service some custom modifications to accommodate the refrigeration units is required.

Voting Requirements

Simple Majority

**Moved: Cr.**

**Seconded: Cr.**

Officer Recommendation

**That Council authorise the Chief Executive Officer to:**

- 1. make the necessary arrangements to purchase the Crafter 50 Box Body LWB for \$78,745.70, and**
- 2. additional modifications to the body to accommodate two refrigeration units, and secure compartments for the mail at a cost of \$30,000.**

Carried (       /       )

**For:**

**Against:**

**Resolution**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.14 Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	17 November 2023
Disclosure of Interest	Nil

**Summary**

The Council receive the Works and Services, Youth and Recreation Services and Woodlands Cultural, Community & Visitor Centre Reports as contained in Papers Relating.

**Background**

The Officers present their reports on activities for the past month. These reports are in papers relating.

**Statutory Environment**

Shire officers must deliver the activities, programs, works and services within the appropriate legislative requirements where applicable.

**Policy Implications**

Shire officers must deliver the activities, programs, works and services guided by and within the appropriate Shire policies and procedures where applicable.

**Financial Implications**

Shire officers must deliver the activities, programs, works and services within allocated budgets and purchasing and procurement policies.

**Strategic Implications**

Shire officers deliver activities, programs, works and services to achieve the community outcomes identified within the Strategic Community Plan.

**Consultation**

CEO  
DCEO  
Manager of Works and Services  
Community & Tourism Coordinator  
Youth and Recreation Officer

**Comment**

The reports will advise councillors of the progress towards achieving the Strategic Plan's objectives.

**Voting Requirements**

