



Norseman Woodlands to Eucla Coast

**Unconfirmed Minutes
Ordinary Council Meeting
20th July 2021**

Notes to Agenda

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MINUTES for the ORDINARY Meeting of Council
to be held in the Council Chambers at the Shire Administration Office –
Prinsep Street Norseman on the 20th July 2021 commencing at 6.00pm

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1. Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at **6:00pm**

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

The Shire of Dundas recognises the Ngadju and Mirning People as First Nations People in the Shire of Dundas, acknowledging them as traditional custodians and pay our respects to their Elders, past, present and emerging.

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

Financial Interests:

Chief Executive Officer 10.4.8

Chief Executive Officer 10.4.9

Proximity Interests:

Nil

Impartiality Interests:

Nil

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.

Nil

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

Cr LG Bonza Shire President

Cr JEP Hogan

Cr VJ Schultz Absent

Cr SM Warner

Cr VL Wyatt

Peter Fitchat Chief Executive Officer

Pania Turner Manager of Community Development

Joe Hodges Manager of Works and Services

Kathryn Crawford Executive Assistant

Hannah Turner Tourism and Communications Officer

Leave of Absence

Cr AR Patupis Deputy Shire President

Resolution

That the minutes of the Special Council Meeting held on 15th July 2021 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 4 Against: 0

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

8.1.1. GVROC - Cr Bonza/Cr Warner

8.1.2. WALGA – Cr Bonza/Cr Patupis

8.1.3. Regional Roads Group – Cr Bonza/Cr Wyatt
Out of session request submitted.

8.1.4. Roadwise – Cr Wyatt/Cr Warner
Focus on on heavy haulage.
Campaign on pedestrian awareness and safety.

9. Announcements by Presiding Member without Discussion.

Nil

10. Reports of Officers.**10.1 Planning, Development, Health and Building****10.2 Engineering and Works**

Agenda Reference & Subject	
10.2.1 – Change of type of Tractor Mower	
Location / Address	Shire of Dundas
File Reference	PL.AC.2
Author	Manager Works & Services – Joe Hodges
Date of Report	12/07/2021
Disclosure of Interest	Nil

Summary

It is evident that the replacement of the two small Kubota mowers and their aging attachments is quite expensive.

The upgrade to a larger tractor mower with an airconditioned cab serves the community with a variety of attachments that the current small mowers cannot do. The airconditioned cab also creates a safer working environment for staff.

Background

The shire originally had a large New Holland tractor for mowing the verges and oval, but the size of the machine made it difficult to operate around town. So, it was decided to purchase 2 small mid mount mowers and attachments.

These machines have operated quite well around town, but due to the size lowered production when mowing the sports oval and on the verges had the operators engulfed in a cloud of dust, totally covering the operator who also breathed in the dust.

Statutory Environment

WHS

Policy Implications

Change of type machine.

Financial Implications

Purchasing one mid-sized mower and attachments is a lower cost than replacing the two small mowers and attachments.

Strategic Implications

There would be very little resale value in the two small mowers, one could be kept and used at the Airstrip at a later date. The other could be retained and used in the small tight confined areas and only used sparingly.

Consultation

CEO, MCD, Town Supervisor, MWS

Comment

By changing the size of the mower with various attachments which one would be a small grader blade attachment the laneways can be maintained on a more regular basis and not just once a year when the large construction grader is in town.

Replacement approximate cost to replace current mowers is \$65,230 plus gst. Replacement cost by purchasing mid sizes tractor approximate cost \$64,040 plus gst.

Additionally, in purchasing this item of plant, all attachments are new with an estimated 6-year life span as is with the tractor, as the current mowers are every 4 years.

Voting Requirements

Simple Majority

Officer Recommendation

Authorise the CEO to proceed with the change of type of mower/tractor and retain the smaller older machines for alternate use.

Moved: Cr. Hogan

Seconded: Cr. Wyatt

Resolution

Authorise the CEO to proceed with the change of type of mower/tractor and retain the smaller older machines for alternate use.

Carried by: Simple Majority

For: 4

Against: 0

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	1 st July 2021
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for the period ending 30th June 2021.

Background

The Councillors' Information Bulletin for the period ending 30th June 2021 was completed and circulated to Councillors.

Statutory Environment*Local Government Act 1995*

- Section 2.7(2) - Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.
- Section 3.1 – Provides that the general function of the local government is to provide for the good governance of persons in its district.

Policy Implications

Council has no policies in relation to this matter.

Financial Implications

The recommendation of this report has no financial implications for Council.

Strategic Implications

Keeping Councillors informed in respect to matters impacting on their role as Councillor.

Consultation

Nil

Comment

The intent of the Councillors' Information Bulletin is to assist in providing Councillors with information relevant to their role as a Councillor.

Because of certain confidential elements in the contents of this document, it is not a public document, it is distributed to Councillors and senior staff only and is not for public release.

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the monthly Councillors' Information Bulletin for the period ending 30th June 2021, as included in confidential papers relating.

Moved: Cr. Warner

Seconded: Cr. Wyatt

Resolution

Carried by: Simple Majority

For: 4

Against: 0

10.4 Administration, Finance and Community Development

Agenda Reference & Subject	
10.4.1 – Accounts Paid 1/06/2021 to 30/06/2021	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts and Payroll Officer – Ali Sherifi
Date of Report	15 th July 2021
Disclosure of Interest	Nil

Trust Payments

Chq/EFT	Date	Name	Description	Amount
559	29/06/2021	Shire of Dundas Petty Cash	PETTY CASH RECOUP	300.00
EFT5635	15/06/2021	Department of Mines, Industry Regulation and Safety	Recoup Demolition Fees	56.65
EFT5636	15/06/2021	Shire of Dundas	Recoup Demolition Fees	5.00
EFT5671	23/06/2021	ADAM CROFTS	REFUND GYM DEPOSIT	50.00
EFT5672	23/06/2021	EDDIE ROTIDARA	REFUND GYM DEPOSIT	50.00
				\$461.65

Municipal Cheques

Cheque	Date	Name	Description	Amount
26396	29/06/2021	Shire of Dundas Petty Cash	Recoup to petty cash - June 2021	813.70
				\$813.70

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT5598	03/06/2021	Laurene Bonza	Claim (Annual Report Meeting - 27.05.2021)	104.00
EFT5599	03/06/2021	Shire of Dundas Municipal Fund	Payroll deductions	310.00
EFT5600	03/06/2021	FULL MOON CAFE	Catering for Council Meeting - 25.05.2021 \$400 Catering for LEMC \$240	640.00
EFT5601	03/06/2021	Dowling Giudici and Associates	As per DG+A Professional Services Agreement 201218: 40hrs @ \$95/hr	4180.00
EFT5602	03/06/2021	John Edward Patrick Hogan	Claim (Annual Report Meeting - 27.05.2021)	104.00
EFT5603	03/06/2021	Kulbardi Hill Consulting	First progress payment Shire and town mapping project	1650.00
EFT5604	03/06/2021	Norseman Today Group Inc	ADVERTISING - Business foundation workshop, Photo Comp & Woodlands Centre Opening \$340 Adjustment note – over payment on inv# 635 -\$5. Advertising – April issue 2021 full page Colour \$130.	465.00
EFT5605	03/06/2021	Toll Transport Pty Ltd	Freight - State Library	45.79
EFT5606	03/06/2021	Veronica Wyatt	Claim (Annual Report Meeting - 27.05.2021)	104.00
EFT5607	03/06/2021	Sharon Warner	Claim (Annual Report Meeting - 27.05.2021)	104.00
EFT5608	14/06/2021	Bonza Constructions Pty Ltd	Installation of door opening bollards and carry out paint repairs \$1448.33 Supply & install smoke alarms at 139 Roberts Street \$563.64 Repairs to Garage doors at 139 Roberts St \$522.46	2534.43
EFT5609	14/06/2021	Shire of Dundas Municipal Fund	Payroll deductions	360.00
EFT5610	14/06/2021	Esperance Communications	Inspect and Repair CCTV Camera at Robert Street around the shops, replaced the link between Police Station & the Shire Office	1383.00
EFT5611	14/06/2021	Elite Gym Hire	Hire of weights (12.5.2021 - 12.06.2021) \$568.65 Hire of Treadmill, Bike, Rower, and Cross Trainer (12.05.2021 – 12.06.2021) \$442.70	1011.35
EFT5612	14/06/2021	Esperance Plumbing Service	Install new hot water system at the Craft ladies building, replaced valve at community hall, check valve at standpipe + travel charges \$3321.50 Supply and install instant hot water unit at Men's Shed \$2624.50	5946.00
EFT5613	14/06/2021	Highway Tilt Towing	Service at 24,000 km, replaced headlight globe to Holden Trailblazer 1-DS P329 \$723.95 12,000 km service to Holden Colorado P330 \$650 Service at 95,000 km to Holden Colorado LS Tray P297 \$650	2023.95

EFT5614	14/06/2021	Katherine Hayes (Trading as Wayward Nation)	Shire of Dundas Investment Prospectus - Digitally printed in full colour throughout saddle staple + delivery to Norseman.	921.05
EFT5615	14/06/2021	Golden Flame Nominees Pty Ltd	6 Bags of Ice for the Depot	18.00
EFT5616	14/06/2021	Norseman IGA	Various IGA Purchases 01.05.2021 - 31.05.2021	1665.60
EFT5617	14/06/2021	Norseman Community Resource Centre	Printing of the Norseman Today Vol39 No4 300 x Copies	900.00
EFT5618	14/06/2021	Receptive Security	Purchase new gym access control system, attended site to update access control system.	4290.00
EFT5619	14/06/2021	Solutions IT (invoice S + B)	Pre-Paid Hours: Prepaid Support - 20 Hours	2178.00
EFT5620	14/06/2021	Water Corporation	Various Water Accounts (22.03.2021 - 24.05.2021)	38013.99
EFT5621	14/06/2021	Wilson's Diesel & Auto Repairs	Replace damaged beacon switch, adjust wheel alignment to P-296 Colorado - 36DS	243.60
EFT5622	15/06/2021	Dowling Giudici and Associates	As per DG+A Professional Services Agreement 201218: Third Recharge 40hrs @ \$95 / hr	4180.00
EFT5623	15/06/2021	Department of Mines, Industry Regulation and Safety	DEMOLITION RECOUP FEES	56.65
EFT5624	15/06/2021	Shire of Dundas	DEMOLITION PERMIT COMMISSIONS	5.00
EFT5625	15/06/2021	CATRIONA HONEY	Photographic competition - Image of Excellence	1000.00
EFT5626	15/06/2021	CIAN TIKAH WICKER	Photographic competition - 1st Place Winner for Community	300.00
EFT5627	15/06/2021	DEBBIE RALPH	Photographic competition - 2nd Place Winner for Community	150.00
EFT5629	15/06/2021	EDWARD BURGESS	Photographic competition - 1st Place Winner for Great Western Woodlands	300.00
EFT5630	15/06/2021	EMELIA BRYDON	Photographic competition - 2nd Place Winner for Great Western Woodlands	150.00
EFT5631	15/06/2021	JARRAH TURNER	Photographic competition - 1st Place Winners for Portraiture	125.00
EFT5632	15/06/2021	Kylie Tibbles	Photographic competition - 1st Place Winner for Youth Award	250.00
EFT5633	15/06/2021	MYA JEAN MORGAN	Photographic competition - 2nd Place Winner for Youth Award	125.00
EFT5634	15/06/2021	SHANE HASSELL-HAMMING	Photographic competition - 1st Place Winners for Portraiture	125.00
EFT5637	18/06/2021	Australian Taxation Office	BAS (MAY 2021)	18118.00
EFT5638	18/06/2021	Advertiser Print	2000x Window Faced Envelopes DL (B+W)	328.00
EFT5639	18/06/2021	ZircoDATA Pty Ltd	Storage of Registers (26.04.2021 - 25.05.2021)	160.24
EFT5640	18/06/2021	Bonza Constructions Pty Ltd	Installation of reticulation, preparation and laying of turf for Woodlands Centre rear landscaping	4697.00

EFT5641	18/06/2021	Bunnings Warehouse Kalgoorlie	150 x Rapid concrete 20kg.	1213.26
EFT5642	18/06/2021	Laurene Bonza	President Allowance - 01.04.2021 - 30.06.2021 \$3900 Claim (Council Meeting – 15.06.2021, IB Session – 01.06.202, Budget Meeting 08.06.2021, Elector’s General Meeting – 15.06.2021 \$784	4684.00
EFT5643	18/06/2021	BOC Limited	Container Service Fee (28.04.2021 - 28.05.2021)	41.05
EFT5644	18/06/2021	Core Business Australia	HR/OHS Consultancy, drafting WHS Policy, inspect depot and chemical sheds, SDS process & Review + fuel, accommodation, and travel charges.	5144.54
EFT5645	18/06/2021	Department of Fire & Emergency Services	ESL (APRIL 2021) \$438.43 ESL (May 2021) \$1683.28	2121.71
EFT5646	18/06/2021	FULL MOON CAFE	Catering for Budget Meeting - 16.02.2021	125.00
EFT5647	18/06/2021	Glen Flood Group Pty Ltd T/A GFG Consulting	Planning and development building surveyor March & April - 7 hours	1301.30
EFT5648	18/06/2021	Dowling Giudici and Associates	Travel arrangements for Anthony Dowling Onsite visit for town planning - 13 June 2021.	1843.89
EFT5649	18/06/2021	John Edward Patrick Hogan	Claim (Council Meeting - 15.06.2021), IB Session 01.06.2021, Budget 08.06.2021, Elector's general meeting 15.06.2021	520.00
EFT5650	18/06/2021	P & L Hogan Services	2 x 45 kg gas bottles to Co-Location building, 1 x 45kg gas bottles to Town Hall, 2 x 45 gas bottles to Swimming Pool \$825 1 x bottle of gas for 13 Roberts street, 2 x bottle of gas for 11 Robert Street, 1 x bottle of gas for 82 Angove Street, 1 x bottle of gas for 124 Prinsep Street \$750	1575.00
EFT5651	18/06/2021	Harvey Norman	1x New Dakota Medium Mattress for 36 Angove	799.00
EFT5652	18/06/2021	HWR Media & Communications	Full Page Advertisement in Nullarbor Map 2021, Section: Western Australian Tour Operators.	1829.00
EFT5653	18/06/2021	Jaybro Group Pty Ltd	Crowd Control Barrier fence - Orange, includes 2 x barrier feet and 2 x R pins Per Barrier for R2R 2021 projects	5022.61
EFT5654	18/06/2021	Kilima (WA) Pty Ltd	Rent for the month June 2021 - 81 Roberts Street	220.00
EFT5655	18/06/2021	Landgate	Valuation (Mining Tenements) - Consolidated mining tenements roll \$4381.50 Mining Tenement Chargeable Schedule no. M2021/5 – dated 16.04.2021 – 11.05.2021 \$164	4995.50
EFT5656	18/06/2021	Moore Australia (WA) Pty Ltd	Compilation of monthly financial statement for April 2021 including end of month, rates processing and assistance April 2021	4290.00
EFT5657	18/06/2021	Marketforce	Advertising - Notice of Special Meeting (KM 19.05.2021)	187.81

EFT5658	18/06/2021	Online Business Equipment	1 x printhead for Cannon Printer, 1 x OCE universal premium	731.03
EFT5659	18/06/2021	Rasa Patupis	Deputy Allowance - 01.04.2021 - 30.06.2021	975.00
EFT5660	18/06/2021	Plant Force Investment Pty Ltd	2 x pallets, 14 x packing boxes for Woodlands Centre	99.00
EFT5661	18/06/2021	South East Petroleum	DIESEL 8000 litres \$10144.64 Diesel & Unleaded fuel purchases (Bp Card May 2021) \$969.02	11113.66
EFT5662	18/06/2021	Valma Joy Schultz	Claim (Council Meeting - 15.06.2021), IB Session 01.06.2021	312.00
EFT5663	18/06/2021	Solutions IT (invoice S + B)	2 x Hp ZBook Firefly G8 Mobile Workstation	5446.10
EFT5664	18/06/2021	TAPS Industries Pty Ltd	Admin Office Kitchen Hot Water Urn Repairs + travel to site.	1363.34
EFT5665	18/06/2021	IT Vision	Report of Property Sales	550.00
EFT5666	18/06/2021	Veronica Wyatt	Claim (Council Meeting - 15.06.2021), IB Session 01.06.2021, Budget 08.06.2021, Elector's general meeting 15.06.2021	520.00
EFT5667	18/06/2021	Wilson's Diesel & Auto Repairs	Adjust Wheel Bearings to Vehicle specifications to Holden Colorado LX Tray P282, DS263.	110.00
EFT5668	18/06/2021	Sharon Warner	Claim (Council Meeting - 15.06.2021), IB Session 01.06.2021, Budget 08.06.2021, GVROC meeting 28.05.2021	520.00
EFT5669	18/06/2021	Telstra Corporation Limited	Phone Charges for (Admin, Co-Location & Woodlands Centre - 20.05.2021 - 19.06.2021) \$702.48 Telstra 4GXWIFI Plus for Peter Fitchat - 04.06.2021 - 3.07.2021 \$29 Admin ADSL, Youth, Doctors & Swimming pool & Depot \$407.51 Phone Usage - 16.06.201 - 15.07.2021 \$180	1318.99
EFT5670	22/06/2021	Horizon Power	Streetlights - 01.05.2021 - 31.05.2021	4921.76
EFT5673	24/06/2021	Telstra Corporation Limited	Home Bundles for MOW & EA, Foxtel Now Pack Subscription for MOW.	375.73
EFT5674	29/06/2021	Australia Post	Postage (May 2021)	88.63
EFT5675	29/06/2021	Shire of Dundas Municipal Fund	Payroll deductions	360.00
EFT5676	29/06/2021	A.D. Engineering International Pty Ltd	Town clock quarterly service (03.06.2021 - 02.09.2021)	132.00
EFT5677	29/06/2021	Golden City Motors	Purchase 1x Mitsubishi Triton GLX + Crew cab Pickup 4x4	32600.00
EFT5678	29/06/2021	Glen Flood Group Pty Ltd T/A GFG Consulting	Aquatic Facility and Airport Facility Concept Development - Final Claim \$1724.80 Planning & Development building surveyor services May/June 2021 6 hours \$1115.40 Planning & Development building surveyor services May/June 2021 12 hours \$1702.80	4543.00

EFT5679	29/06/2021	Dowling Giudici and Associates	As per DG+A Professional Services Agreement 201218: 40 hrs @ \$95 / hr	4180.00
EFT5680	29/06/2021	Global Cabling (WA) Pty Ltd	1 x security screen, 1 x additional WAP Network outlet, 1 x additional WAP unit for Woodlands Centre	3168.00
EFT5681	29/06/2021	Highway Tilt Towing	Service to P282 Holden Colorado DS263	619.17
EFT5682	29/06/2021	Harvey Norman	2x Monster Full Motion Wall Mount for the Town Hall	400.00
EFT5683	29/06/2021	Jaybro Group Pty Ltd	40 x 240 litre wheelie bins - Dark Green	4925.80
EFT5684	29/06/2021	Landgate	Rural UV General Revaluation 2020/21	823.20
EFT5685	29/06/2021	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.06.2021 - 05.07.2021)	65.89
EFT5686	29/06/2021	Office National Kalgoorlie	20 x Visitors Chair, 1 x Delivery and assembly of furniture for Dodd House	2749.82
EFT5687	29/06/2021	Microshel Family Trust T/AS PACK & SEND EAST PERTH	Freight - Grays Online	1977.43
EFT5688	29/06/2021	Resource WA Pty Ltd	Honey Industry Report - Specialised service in conjunction with the Economic Development Working Group.	8624.00
EFT5689	29/06/2021	Wilson's Diesel & Auto Repairs	Travel 70kms South of Norseman, recover and bring vehicle back for repairs, replace battery to Subaru Forrester p295 - 22DS	712.70
EFT5690	29/06/2021	WA Tyre Recovery	Collection of tyres from the Norseman Waste Facility	3414.70
EFT5691	29/06/2021	Winc Australia Pty Ltd	2 x Green, 2 x yellow, 2 x blue circle labels - Photographic Competition	48.25
6607	01/06/2021	Bank Fees	Centrepay fees - (A629, A698)	1.98
6619	07/06/2021	Bank Fees	Centrepay fees - (A771)	0.99
6621	07/06/2021	Bank Fees	Centrepay Fees - (Helen Moir, A525)	1.98
PAY	08/06/2021	PAYROLL	Payroll Direct Debit of Net Pays Payroll Direct Debit of Net Pays	52459.74
6625	08/06/2021	Joe Hodges & Margaret McEwan	Reimbursement to Joe Hodges for cleaning products \$268.28 and Margaret McEwan for Anzac Day flowers \$120	388.28
6629	11/06/2021	Daryl Glover	Payment to Daryl Glover - Travel expenses, Clothing and Mobile Phone.	1511.86
6632	14/06/2021	Bank Fees	Centrepay fees - A771	0.99
6638	15/06/2021	Bank Fees	Centrepay Fees - (A629, A698)	1.98
6642	21/06/2021	Bank Fees	Centrepay Fees - (Helen Moir & A525)	1.98
PAY	22/06/2021	PAYROLL	Payroll Direct Debit of Net Pays Payroll Direct Debit of Net Pays	85374.08
6656	28/06/2021	Bank Fees	Centrepay Fees - A771	0.99
6658	29/06/2021	Bank Fees	Centrepay Fee A698	0.99
6659	29/06/2021	Daryl Glover	Payment to Daryl Glover for fuel expenses - BRPC	326.75
				\$373,041.11

Municipal Account Direct Debts

	Date	Name	Description	Amount
6608	01/06/2021	ANZ	Merchant Fees	158.74
6616	03/06/2021	ANZ	BPAY Transaction Fee	24.75
6637	15/06/2021	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – 01.05.2021 – 30.05.2021	3642.51
15.06.2021	DD10723	SuperChoice	Superannuation – 12.05.2021 – 25.05.2021	10314.96
15.06.2021	DD10734	SuperChoice	Superannuation – 26.05.2021 – 08.06.2021	10721.37
6610	01/06/2021	Treasury Corporation	Doctor's house repayment guarantee fees (principle + interest)	28708.29
				\$53,570.60

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
6643	17/06/2021	Chief Executive Officer	ANZ Credit Card Purchases 22.04/2021 – 23/05/2021	\$4,436.53
	21/04/2021	Mega Office Supplies	White board & Accessories for Admin Office	170.31
	22/04/2021	Flight Centre Brisbane	CEO and President flights – WALGA breakfast with John Carey 22.04.2021	72.55
	22/04/2021	Booking.com	CEO and President Flights – WALGA breakfast with John Carey	398.00
	22/04/2021	ASIC Sydney	Application for Business name for Woodlands Centre	87.00
	24/04/2021	Esperance Luxe Flora	3 x Small Wreath, 1 x Large wreath for ANZAC Day	280.00
	24/04/2021	Bunnings Esperance	Garden hose and accessories for Woodlands Centre	60.61
	26/04/2021	Booking.com	Credit	-472.00
	27/04/2021	DOODLY	Subscription	92.02
	01/05/2021	LINKEDIN	Subscription	39.99
	03/05/2021	MYOB	Subscription	109.00
	12/05/2021	ADOBE	Subscription	25.74
	13/05/2021	Grays.com	1 x double block toilet for Norseman airstrip	2660.34
	13/05/2021	WA Hotel West Perth	AHA Course for Mya Morgan	18.22
	18/05/2021	Norseman CRC	USB Drive for Admin Office	10.95
	19/05/2021	Video Dynamics	1 x Revolabs Conference Phone for the Town Hall	772.00
	19/05/2021	Spotto WA	Taxi fares for Peter Fitchat	54.34
	19/05/2021	City of Kalgoorlie Boulder	Parking fee	10.00
	20/05/2021	Spotto WA	Taxi fares for Peter Fitchat	47.46
				\$4,436.53

Summary of Account Totals

Trust EFT's / Cheques	\$461.65
Municipal Cheques	\$813.70
Municipal EFT's	\$373,041.11
Municipal Direct Debit's	\$53,570.60
Municipal Credit Card's	\$4,436.53
Grand Total for June 2021	\$432,323.59

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1/06/2021 to 30/06/2021 be noted.

Moved: Cr. Wyatt
Seconded: Cr. Hogan

Resolution

That the Shire of Dundas monthly accounts paid from 1/06/2021 to 30/06/2021 be noted.

Carried by: Simple Majority For:4 Against:0

Agenda Reference & Subject	
10.4.2 – Budget 2021 - 2022	
Location / Address	Shire of Dundas
File Reference	FM.BU
Author	Chief Executive Officer – Peter Fitchat
Date of Report	16 th July 2021
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and adopt the budget for 2021/22.

Background

Over the past few months, the Shire's CEO, Executive Management Team and Supervisors in consultation with the Councillors have prepared the proposed 2021/22 budget inclusive of operating costs and capital works. This budget was derived from feedback and discussions held at the 8th of June 2021 budget workshop where the CEO presented a PowerPoint presentation to provide clarity on operational costs and possible new projects for the community across the Shire. From this the Councillors were then presented with the current rate revenue and scenarios on the impact and revenue results based on a 2% to 5% increase.

A 2% rate increase on the Shire's Differential Rates was agreed by the Councillors to roughly keep in line with CPI, inflation costs and to ensure continuity of Shire operations including asset renewal and replacement.

To provide equity in the rating of properties across the Shire, a Differential Rating system has been used for the imposition of rates. As required by s.6.36 of the Local Government Act, a notice of the intention to Levy Differential Rates for 2021/22 financial year was advertised on the 18th of June 2021 in the Kalgoorlie Miner. A copy of the notice was also placed on local noticeboards and the Shire website.

The proposed rates published were as follows:

Category of Property	Cents in \$	Minimum Payment \$
GRV TOWNSITES	0.160179	367.20
GRV ROADHOUSE/SERV STATION	0.160179	367.20
GRV MINING	0.219300	367.20
UV PASTORAL	0.084864	367.20

UV MINING LEASES	0.160302	367.20
UV EXPLORATION LEASES	0.160302	367.20
UV PROSPECTING LEASES	0.160302	367.20

The cents in the dollar (\$) shown above are estimates and may be changed as part of the Council's deliberations on any submissions received. All statutory entitlements in relation to rates for pensioner and other concession holders will apply.

Submissions received in relation to Differential Rating

Only one submission was received. This was from:

- McMahon Mining Title Services Pty Ltd

This submission is attached in the papers relating.

There were no submissions received in relation to GRV Townsite and Roadhouses or UV Pastoral rates. The only submission was received from the mining sector.

Comment:

The Shire of Dundas has been impacted over the years by the boom-and-bust nature of mining. With no assistance from mining or the state government regarding the loss of rates that have seen the Shire population drop from 3500 to just 780 with the same infrastructure like roads, stricter landfill regulations, and the increased cost for plant replacement, and staff increases not considered, the Shire of Dundas feels that the proposed rate mainly reflects the ongoing cost (increased cost) involved in maintaining the road network that services these land use as the Shire's local authority boundaries extend to the WA/SA state boundary and the cost associated with bushfire emergency services covering this vast land area at a high price to our community. Further as a contribution towards the upkeep of general amenities within the Shire from a sector of ratepayers that essentially are transitory.

The mining operations result in the Shire's Road network and infrastructure requiring continual ongoing maintenance and renewal work to service these users. The Shire acknowledges that exploration, prospecting, and mining have different levels of impact on the Shire's Road network. However, there remains the need to fund maintenance and renewal requirements of this vital infrastructure asset to benefit all users. The Shires drive to become sustainable through diversification into other industries, with tourism being a focal point. We see this as an opportunity for mining to advocate their support of small communities instead of looking at ways for small communities to carry the burden.

Statutory Environment

It is a requirement of the Local Government Act that the Shire's Annual Budget, be adopted by the 31 August of each year, unless Ministerial approval is obtained for an extension to this date.

In accordance with the requirements of s.6.2 of the Local Government Act, a detailed estimate for the current financial year of the following has been prepared and included as part of the 2021/22 draft Budget documents in the papers relating:

- Particulars of the estimated expenditure proposed to be incurred by the Shire.
- The revenue and income, independent of the general rates to be raised by the Shire.

Policy Implications

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

Financial Implications

The budget presented in the papers relating is a balanced budget which was presented to Council at a final budget workshop on the 15th of July 2021.

The proposed 2021/22 draft budget includes capital expenditure of \$3,857,147 funded by \$1,492,484 from grants and contributions, \$325,000 from reserve funds and the balance of \$2,039,663 from the Shire's own funds.

For general day to day operations including maintenance works undertaken by the Shire, \$8,205,872 has been allocated to meet the Shire's operating expenses.

The total budgeted income in this proposed draft budget is \$5,304,665. This includes income expected to be raised from rates of \$2,763,621.

The adoption of the 2021/22 draft budget will allow the Shire to collect rates and other fees and charges as well as expend funds on approved services and capital projects.

A copy of the 2021/22 draft statutory budget is attached in the papers relating.

Strategic Implications

The council's Strategic Community Plan, Corporate Business Plan and Long-Term Financial Plan have been considered in formulation of the proposed budget for 2021/22.

Consultation

- Councillors
- Chief Executive Officer
- Manager of Works
- Manager of Community Development
- Senior Administration Officer
- Temp Executive Assistant

Comment regarding the proposed Fees and Charges

The schedule of fees and charges has been reviewed and:

- The Statutory Fees and Charges (i.e. fees and charges over which the Council has no discretion as they are determined by legislation) have been updated.
- Other Shire Fees and Charges are for the provision of all other services provided by the Shire have incurred a 2% increase.

A copy of the proposed Fees and Charges Schedule for 2021/22 is provided in the papers relating.

Matters to be considered when setting fees and charges.

Section 6.16 of the Local Government Act 1995 provides that a local government may impose and recover a fee or charge for any goods or service that it provides, including the use of (or allowing admission to) any property or facility wholly or partly owned, controlled, managed or maintained by the local government.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council adopt the following recommendations in relation to the Shire of Dundas 2021/22 Annual Budget:

1. That the submission received on the Shire's proposed differential rating (as provided in the papers relating) be received and noted.
2. That, having considered the submission made in respect of the proposed differential rating, the following Differential General Rate Categories along with the rate in the dollar and minimum amounts as per the below table be imposed by the Shire of Dundas for the 2021/22 financial year:

Differential General Rate / General Rate Category	Cents in \$ of Valuation	Minimum Payment \$
GRV TOWNSITES	0.160179	367.20
GRV ROADHOUSE/SERV STATION	0.160179	367.20
GRV MINING	0.219300	367.20
UV PASTORAL	0.084864	200.00
UV MINING LEASES	0.160302	367.20
UV EXPLORATION LEASES	0.160302	367.20
UV PROSPECTING LEASES	0.160302	367.20

3. That the statement of objectives and reasons for levying differential rates attached in the papers relating, be approved.
4. Rates Paid by Instalments and Overdue Rates

In accordance with the Local Government Act 1995, where ratepayers choose to pay their rates by instalments the Shire is required to adopt a rate of interest to be charged for this option and to determine an administrative charge for this service. Similarly, the Shire is required to adopt the rate of penalty interest to be imposed on outstanding rates.

- a) That an administrative charge of \$10 per instalment notice be imposed if the payment of a rate or service charge is made by instalments FOR "non-excluded persons";
 - b) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, impose a flat fee of \$50.00 on any ratepayer who wishes to negotiate alternative payment arrangements for "non-excluded persons";
 - c) That an interest rate of 5.5% per annum be imposed on rates paid by instalments in 2021/22;
 - d) That a penalty interest rate of 7% per annum be imposed on rates which remain unpaid after they become due and payable.
5. The interest and administration charges in paragraph 4 (above) shall not apply to persons assessed as suffering financial hardship as per Council's COVID-19 Financial Hardship Policy.
 6. Rates due dates
 - a) That, in accordance with section 6.50 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, the following dates be set as the dates upon which rates and service charges become due and payable:

Option 1 – Payment in full by a single instalment

Due date: 20th September 2021

Option 2 – payment in full by four instalments

Instalment	Due Dates
1 st Instalment	Monday, 20 th September 2021
2 nd Instalment	Monday, 22 nd November 2021
3 rd Instalment	Thursday, 10 th February 2022
4 th Instalment	Thursday, 14 th April 2022

- b) That, in accordance with Regulation 66 of the Local Government (Financial Management) Regulations 1996, if an instalment (other than the first instalment) remains unpaid after the day on which the next instalment becomes due and payable, the ratepayer's right to pay by instalments be revoked.

7. The early rates payment incentive scheme be offered consisting of three cash payments as set out in the ammended table below;

Prize	Amount	Due Dates
1 st Prize	\$1000 Cash	Monday, 6 th September 2021
2 nd Prize	\$750 Cash	Monday, 6 th September 2021
3 rd Prize	\$500 Cash	Monday, 6 th September 2021

Prizes to be allocated by a draw to be held at the next scheduled Ordinary Council Meeting after the closing date that rates are due. To be eligible the ratepayer must make payment in full by the nominated due date.

8. Pursuant to Section 67 of the Waste Avoidance and Resources Recovery Act 2007, the following charges for collection of domestic and commercial waste per bin per annum;

One Service Per week

120/240 Litre MGB per Residential Property	\$208
360 Litre MGB per Residential Property	\$300

Two Services Per week

120/240 Litre MGB per Commercial Property	\$292
360 Litre MGB per Commercial Property	\$419

9. The percentage and dollar value for identifying and reporting material variances for the Monthly Statement of Financial Activity presented to the Council for review and comparison to Budget will indicate the variance value plus (+) or minus(-) of 10% for items greater than \$5,000 variance;
10. Local Government Annual Allowances and Meeting Attendance Fees

The Local Government Act 1995 and Administration Regulations provides for a Local Government Allowance that is payable to the President and Deputy President.

- That the President's Local Government allowance - \$15,912 per annum and the Deputy President's Local Government Allowance - \$3,978 per annum be adopted.
- That the President's meeting fees of \$375 per meeting be adopted.
- That all other meeting fees of \$106 per meeting be adopted.

11. Local Government – Travel Expenses

- That all Councillors who use their own motor vehicle for travel to Council meeting or on other authorised Council business be paid a motor vehicle expense allowance

on a per-kilometre basis, at the rate set out and the conditions set forth in the Local Government Officer's (WA) Interim Award 2011.

12. 2021/22 Budget in statutory format including the following as given in papers relating be adopted;

- (a) Statement of Comprehensive Income by Nature and Type
- (b) Statement of Comprehensive Income by Program on page
- (c) Statement of Cash Flow on page
- (d) Rate Setting Statement showing an amount of revenue that would have to be raised from rates.
- (e) Notes to and forming part of the Budget
- (f) Transfers to/from Reserves

Resolution

That the Council adopt the following recommendations in relation to the Shire of Dundas 2021/22 Annual Budget:

1. That the submission received on the Shire's proposed differential rating (as provided in the papers relating) be received and noted.
2. That, having considered the submission made in respect of the proposed differential rating, the following Differential General Rate Categories along with the rate in the dollar and minimum amounts as per the below table be imposed by the Shire of Dundas for the 2021/22 financial year:

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UV PROSPECTING LEASES	0.160302	367.20

3. That the statement of objectives and reasons for levying differential rates attached in the papers relating, be approved.
4. Rates Paid by Instalments and Overdue Rates

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- e) That an administrative charge of \$10 per instalment notice be imposed if the payment of a rate or service charge is made by instalments FOR "non-excluded persons";
- f) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, impose a flat fee of \$50.00 on any ratepayer who wishes to negotiate alternative payment arrangements for "non-excluded persons";
- g) That an interest rate of 5.5% per annum be imposed on rates paid by instalments in 2021/22;

- h) That a penalty interest rate of 7% per annum be imposed on rates which remain unpaid after they become due and payable.
5. The interest and administration charges in paragraph 4 (above) shall not apply to persons assessed as suffering financial hardship as per Council's COVID-19 Financial Hardship Policy.
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- c) That, in accordance with section 6.50 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, the following dates be set as the dates upon which rates and service charges become due and payable:

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- d) That, in accordance with Regulation 66 of the Local Government (Financial Management) Regulations 1996, if an instalment (other than the first instalment) remains unpaid after the day on which the next instalment becomes due and payable, the ratepayer's right to pay by instalments be revoked.
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120/240 Litre MGB per Commercial Property	\$292
360 Litre MGB per Commercial Property	\$419

9. The percentage and dollar value for identifying and reporting material variances for the Monthly Statement of Financial Activity presented to the Council for review and comparison to Budget will indicate the variance value plus (+) or minus(-) of 10% for items greater than \$5,000 variance;

10. Local Government Annual Allowances and Meeting Attendance Fees

The Local Government Act 1995 and Administration Regulations provides for a Local Government Allowance that is payable to the President and Deputy President.

- d) That the President's Local Government allowance - \$15,912 per annum and the Deputy President's Local Government Allowance - \$3,978 per annum be adopted.
- e) That the President's meeting fees of \$375 per meeting be adopted.
- f) That all other meeting fees of \$106 per meeting be adopted.

11. Local Government – Travel Expenses

- b) That all Councillors who use their own motor vehicle for travel to Council meeting or on other authorised Council business be paid a motor vehicle expense allowance on a per-kilometre basis, at the rate set out and the conditions set forth in the Local Government Officer's (WA) Interim Award 2011.

12. 2021/22 Budget in statutory format including the following as given in papers relating be adopted;

- (g) Statement of Comprehensive Income by Nature and Type
- (h) Statement of Comprehensive Income by Program on page
- (i) Statement of Cash Flow on page
- (j) Rate Setting Statement showing an amount of revenue that would have to be raised from rates.
- (k) Notes to and forming part of the Budget
- (l) Transfers to/from Reserves

Carried by: Absolute Majority For: 4 Against 0

Officer Recommendation

That the Schedule of Fees and Charges for 2021/22 as provided in the papers relating be adopted.

Moved Cr: Bonza
Seconded Cr: Wyatt

Resolution

That the Schedule of Fees and Charges for 2021/22 as provided in the papers relating be adopted.

Carried by: Absolute Majority For: 4 Against 0

Agenda Reference & Subject	
10.4.3 – CRC Management Report & Financial Statements to 30th June 2021	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	CRC Manager & Senior Administration Officer
Date of Report	6 th July 2021

Disclosure of Interest	Nil
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MANAGEMENT REPORT

Prepared by: Angie Hogan
01/06/2021-30/06/2021

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 4
New memberships this reporting period: 0
Patronage per opening hour: 32.3

The CRC is running online workshops for seniors and adults, A few people have expressed interest in starting a Chess Club which is a great idea, the CRC will purchase some chess boards and pieces and organise a starting time and day. Zumba was postponed due to a memorial being held the same day, we will go ahead on the 30th July.

The CRC has partnered up with NBN to support Australians and their Digital capability, as NBN have launched a new Digital Capability Tool to help regional communities, these will include hot to guides, webinars and training resources.

Marketing strategies undertaken in the reporting period and outcomes achieved

Strategies undertaken:

Events/courses investigated for future succession planning

All year we will be running Free Basic computer classes-Word, Excel, and Publisher, and BeConnected for Seniors 50+ short courses.

Professional development and training opportunities

Certificate II in information, Digital media and Technology.

Professional development opportunities undertaken within reporting period

Professional development opportunities identified for future reporting periods

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Reconciliation Report

6/07/2021
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Page 1

ID#	Date	Payee	Deposit	Withdrawal
<p>Cheque Account: 1-1110 Cheque Account Date of Bank Statement: 30/06/2021 Last Reconciled: 31/05/2021 Last Reconciled Balance: \$103,365.83</p>				
Cleared Cheques				
SC300621	4/06/2021			\$10.00
2095	14/06/2021	Telstra		\$274.98
SC300621	17/06/2021	Trust Bank Fee		\$10.00
2096	23/06/2021	Norseman Historical Museum		\$100.00
2097	23/06/2021	Close the Loop		\$89.95
2098	23/06/2021	AUSTRALIAN PHOTO SUPPLIES		\$539.00
2099	23/06/2021	Safe T Card Australia PTY LT		\$603.90
2100	23/06/2021	TikTech Solutions		\$275.00
2101	23/06/2021	C Direct		\$615.32
2102	23/06/2021	Norseman Today		\$180.00
2103	23/06/2021	Full Moon Cafe & Thai Restau		\$720.00
2104	23/06/2021	Public Transport Authority of		\$696.91
2105	23/06/2021	Norseman IGA		\$205.56
2106	23/06/2021	Shire of Dundas - Wages & Su		\$11,391.12
2107	23/06/2021	Shire of Dundas - Office Natio		\$338.80
2108	23/06/2021	Shire of Dundas - Photocopier		\$1,530.87
2109	23/06/2021	Shire of Dundas		\$109.00
Total:			\$0.00	\$17,690.41
Cleared Deposits				
CR003081	1/06/2021	Payment; Ngadju Native Title	\$500.40	
CR003082	14/06/2021	Payment; Shire of Dundas	\$900.00	
CR003085	15/06/2021	DD15062021	\$2,183.87	
CR003083	22/06/2021	Payment; Dundas Fencing & B	\$5.00	
CR003086	22/06/2021	Department of Primary Industri	\$38,500.00	
CR003087	29/06/2021	Department of Primary Industri	\$3,300.00	
CR003084	30/06/2021	Payment; Ngadju Native Title	\$24.00	
CR003093	30/06/2021	Bank Deposit	\$1,547.40	
Total:			\$46,960.67	\$0.00

Reconciliation

BusinessBasics Balance on 30/06/2021:	\$132,636.09
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$132,636.09
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$132,636.09

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Balance Sheet

As of June 2021

6/07/2021

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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$132,636.09	
Petty Cash	\$150.00	
Total Cash On Hand	\$132,786.09	
Trade Debtors	\$1,384.60	
Total Current Assets	\$134,170.69	
Other Assets		
Deposits	\$2,000.00	
Total Other Assets	\$2,000.00	
Fixed Assets		
Furniture & Fixtures		\$88,064.56
Furniture & Fixtures at Cost		\$88,064.56
Furniture & Fixtures Accum Dep		-\$61,712.49
Total Assets		\$162,522.76
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$39,600.02	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$34,072.34	
Total GST Liabilities	\$3,358.68	
Accrued Expenses	\$27,326.44	
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities	\$61,054.82	
Total Liabilities		\$61,054.82
Net Assets		
		\$101,467.94
Equity		
Retained Earnings	\$48,975.78	
Current Year Earnings	-\$1,329.39	
Historical Balancing	\$53,821.55	
Total Equity		\$101,467.94

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Profit & Loss Statement

1/07/2020 through 30/06/2021

6/07/2021
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Income		
Sales		
1 Computer Usage	\$319.54	
2 Printing	\$818.18	
3 Photocopying/Printing	\$13,913.61	
Fax Services	\$20.46	
Scanning	\$473.65	
Binding	\$13.63	
Memberships	\$136.36	
Secretarial Services	\$23.18	
Laminating	\$190.91	
Kids Klub	\$133.64	
Events	\$225.46	
Computer Goods - Sales	\$295.11	
Phones & Credit - Sales	\$4,192.10	
Express Yourself - Sales	\$163.86	
Photo Express kiosk	\$424.93	
Animal Jewels & Coasters Sales	\$148.18	
Conference Room Hire	\$809.09	
Contract Services	\$23,824.08	
Grant Income	\$143,459.40	
TRANS WA - Sales	\$869.54	
Miscellaneous Income	\$881.86	
Total Income		<u>\$191,336.77</u>
Cost of Sales		
Purchases		
Photocopier Meter Reading	\$9,117.88	
Computer & Phone Goods	\$9,788.59	
TRANSWA Ticket Sales	\$746.22	
Freight		\$182.33
Total Cost of Sales		<u>\$19,835.02</u>
Gross Profit		<u>\$171,501.75</u>
Expenses		
Accounting Fees	\$10,000.00	
Events	\$9,974.25	
Bank Fees	\$290.00	
Advertising	\$5,456.82	
Dues & Subscriptions	\$6,087.07	
Insurance	\$3,620.86	
Repairs & Maintenance	\$1,392.00	
Cleaning Supplies	\$58.09	
Security	\$3,597.00	
Photo Express Kiosk	\$8,323.50	
Asset Purchases	\$16,994.29	
Computer Repairs & Maintenance	\$5,486.64	
Postage & Shipping	\$488.43	
Rent	\$18,440.00	
Telephone	\$2,950.35	
Stationery	\$2,703.06	
TRANSWA Fares	\$556.43	
Employment Expenses		
Staff Amenities	\$278.87	
Superannuation	\$7,946.53	
Wages & Salaries	\$68,064.92	
Total Employment Expenses		<u>\$76,290.32</u>
Services		
Internet Fees	\$122.03	

Norseman Community Resource Centre

Profit & Loss Statement

1/07/2020 through 30/06/2021

6/07/2021
1:51:41 PM

Total Expenses	\$172,831.14
Net Profit / (Loss)	-\$1,329.39

Officer Recommendation

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 30th June 2021 be accepted.

Moved: Cr.Hogan
Seconded: Cr.Warner

Resolution

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 30th June 2021 be accepted.

Carried by: Simple Majority For:4 Against:0

Agenda Reference & Subject	
10.4.4 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	15 th July 2021
Disclosure of Interest	Nil

Summary

For Council to note the reports received from the Manager of Works and Services, Manager of Community Development, Youth and Events Officer, and the Tourism and Communication Officer as included in the papers relating.

Background

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Manager of Works and Services
 Manager of Community Development
 Youth and Events Officer
 Tourism and Communications Officer

Comment

The reports will advise councillors of the progress being made towards achieving the objectives of the Strategic Plan.

Voting Requirements

Simple Majority

Officer Recommendation

That Council note the reports of the Manager of Works and Services, Manager of Community Development, the Youth and Events Officer, and the Visitors and Administration Services Officer.

Moved: Cr. Wyatt
 Seconded: Cr. Warner

Resolution

That Council note the reports of the Manager of Works and Services, Manager of Community Development, the Youth and Events Officer, and the Visitors and Administration Services Officer.

Carried by: Simple Majority For: 4 Against: 0

Agenda Reference & Subject	
10.4.5 – Firebreak Notice 2021-22	
Location / Address	Shire of Dundas
File Reference	ES.LE.
Author	Acting Senior Administration Officer – Ciara Stewart
Date of Report	7 th July 2021
Disclosure of Interest	Nil

Summary

For Council to consider the adoption of the Firebreak Notice for the forthcoming 2021-22 fire season.

Background

Every year the Shire of Dundas notifies ratepayers and residents that there is a statutory requirement for the maintenance and installation of firebreaks within their property and that there are restricted and prohibited burning periods. The notice is given by way of an inclusion in the annual rates envelope.

Statutory Environment

Section 33 of Bushfires Act 1954

Policy Implications

Policy T.1 (Bushfire Policy) relates to this item.

Financial Implications

N/A

Strategic Implications

N/A

Consultation

Joe Hodges – Chief Bushfire Control Officer
Darryl Glover – Bushfire Risk Planning Coordinator
Peter Fitchat – Chief Executive officer

Comment

The proposed firebreak notice will be produced as a detailed two-page notice and published on the Shire of Dundas website and community notice board.

The proposed residential firebreak notice will be produced as a small and detailed brochure and will be sent out with the annual rates notices.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

- 1. Adopt the Firebreak Notice for the 2021-22 fire season, as shown in papers relating, to be published on the Shire website and community notice boards, and**
- 2. Adopt the Residential Fire Break Notice for the 2021-22 fire season, as shown in papers relating, to be included with each annual rates notice.**

Moved: Cr. Wyatt
Seconded: Cr. Hogan

Resolution

That Council:

3. **Adopt the Firebreak Notice for the 2021-22 fire season, as shown in papers relating, to be published on the Shire website and community notice boards, and**
4. **Adopt the Residential Fire Break Notice for the 2021-22 fire season, as shown in papers relating, to be included with each annual rates notice.**

Carried by: Simple Majority

For:4

Against:0

Agenda Reference & Subject	
10.4.6 – Rating Calendar 2021-22	
Location / Address	Shire of Dundas
File Reference	RV.RP.3
Author	Acting Senior Administration Officer – Ciara Stewart
Date of Report	7 th July 2021
Disclosure of Interest	Nil

Summary

The Rating calendar is to be set by the local government for the new financial year 2021/22.

Background

In the process of setting of rates in the dollar, the Council each year determines dates for payment of rates in full and by instalments.

Statutory Environment

Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, provides the process the Local Government should adopt in determination of payment dates for Rates.

A period of thirty-five days (35) from date of issue as appearing on Rate notice must be given to the Rate payers for payment of Rates in full.

For those who choose to pay by instalments, due dates for instalment payment must be set at interval of three (3) months from the due date for the payment of previous instalment.

Comments:

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Consultation

CEO and Senior Staff

Voting Requirements

Absolute Majority.

Officer Recommendation

The Council of the Shire of Dundas adopt the 2021/2022 rating calendar as shown in the paper relating.

Moved Cr: Wyatt
Seconded Cr:Hogan

Resolution

The Council of the Shire of Dundas adopt the 2021/2022 rating calendar as shown in the paper relating.

Carried by: Absolute Majority For: 4 Against 0

Agenda Reference & Subject	
10.4.7 – Local Government Elections - October 2021	
Location / Address	Shire of Dundas
File Reference	GV.EL.21
Author	Community Development Manager - Pania Turner
Date of Report	14 th July 2021
Disclosure of Interest	Nil

Summary

For Council to consider that the Western Australian Electoral Commission oversee and conduct a postal election for the upcoming the Local Government Elections, held on Saturday 16th October 2021.

Background

Local government ordinary elections are held on the third Saturday in October every two years.

In Western Australian local governments, councillors are elected for terms of four years, with elections held every two years for half of the Council.

The Electoral Commissioner is responsible for conducting all local government postal elections, and can, on request, conduct voting in person elections. Local governments engaging the Electoral Commissioner ensure their elections are independent and impartial.

Postal elections are more said to be more accessible for many electors, and typically result in a higher rate of voter participation than in person ballots. In 2019 the Commission conducted postal ballots for 86 local governments.

If the number of candidates is equal to the number of vacancies, the candidate is elected unopposed. If there are more candidates than vacancies, the election will ensue.

Statutory Environment

Local Government Act 1995 (Act)

Policy Implications

Nil

Financial Implications

Associated cost to be adopted in the 2021-22 Financial Year Budget.

Strategic Implications

Nil

Consultation

Elected members
WA Electoral Commission
Chief Executive Officer
Manager Community Development

Comment

The Shire of Dundas has three seats available in the upcoming local government elections. Council determines if the election will be by postal voting or conducted as an in-person election. If the Council chooses to hold a postal vote election, it must be run by the Electoral Commissioner.

Council has not been approved to hold a hybrid election, that is a postal and in person election.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas, Council

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required.**
- 2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.**

Moved Cr: Wyatt
Seconded Cr:Hogan

Resolution

That the Shire of Dundas, Council

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required.**

2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

Carried by: Absolute Majority

For: 4

Against 0

Agenda Reference & Subject	
10.4.8 – Local Government Elections – Notification of Returning Officer	
Location / Address	Shire of Dundas
File Reference	GV.EL.21
Author	Community Development Manager – Pania Turner
Date of Report	14 th July 2021
Disclosure of Interest	Proximity - Chief Executive Officer- Peter Fitchat The CEO is the partner of J.Curtin. CEO left the room (6.17pm) during the item discussion and debate.

Summary

For Council to consider the request of the Western Australian Electoral Commission regarding the proposed Returning Officer for the Local Government Elections 16th October 2021.

Background

Local government ordinary elections are held on the third Saturday in October every two years. This year the elections will be held on 16th October 2021.

The Electoral Commissioner appoints returning officers for postal elections and in-person elections conducted by the WAEC. Once confirmed, a list of the returning officers is published on the WAEC website.

Statutory Environment

Local Government Act 1995 (Act)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Elected members
WA Electoral Commission
Chief Executive Officer
Manager Community Development

Comment

Should Council resolve to run a postal vote election, then the Electoral Commissioner will appoint a Returning Officer. Usually, Council would have no further comment regarding this appointment, however it has been identified that the proposed Returning Officer has a personal relationship with the Chief Executive Officer. WAEC has requested that Council confirm formally they have no concerns about the appointment.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas Council confirm Council has no objection to Ms J. Curtin being appointed as the Returning Officer in the Shire of Dundas local government elections 2021.

Moved Cr: Warner
Seconded Cr: Wyatt

Resolution

That the Shire of Dundas Council confirm Council has no objection to Ms J. Curtin being appointed as the Returning Officer in the Shire of Dundas local government elections 2021.

Carried by: Absolute Majority For: 4 Against 0

Agenda Reference & Subject	
10.4.9 CEO Performance Review -Appointment of Consultant	
Location / Address	Shire of Dundas
File Reference	Personnel File CEO
Author	Community Development Manager - Pania Turner
Date of Report	10 th July 2021
Disclosure of Interest	Financial - Chief Executive Officer- Peter Fitchat The CEO was not in the room during this discussion and vote.

Summary

Shire of Dundas Council to consider appointing John Phillips Consulting to assist Councillors through the performance review of the CEO for the last financial year, and that the appraisal must be done by the Elected Members and the CEO and completed before 2nd September 2021.

Background

The Council, according to the *Local Government Act 1995* and the contract for the Chief Executive Officer's position, is required to undertake an annual performance review. Under the terms and conditions of employment, the Council must also consider the CEO's remuneration package.

Statutory Environment

The *Local Government Act 1995* and *Local Government Legislation Amendment Act 2019* (sec. 5.38) requires all employees to undergo a performance review at least once per year. Salaries and Allowances Tribunal and the Salaries and Allowances Act 1975. Terms and conditions of employment.

Policy Implications

Nil

Financial Implications

The CEO's salary is identified in the administration operating expenditure; however, it forms part of the administration allocation across all accounts.

Success indicators and timelines agreed in the annual appraisal will have a direct or indirect significant financial impact on the Shire's operations.

The cost associated with the Consultant assisting Elected Members with the performance appraisal is included in the 2021-22 Financial year's budget.

Strategic Implications

CEO's KPIs is linked to the strategies/priorities identified in the Strategic Community Plan and Corporate Business Plan of the Shire. Achievement of the CEO's KPI's is vital in achieving the long-term strategic objectives of the Shire.

Consultation

Shire President, Councillors and CEO, Senior Staff, John Phillips Consulting

Comment

The purpose of the annual performance review is for the Council to consider the general and key performance indicators that the Council have set to give the CEO direction for the following year. The KPIs provide a framework for the CEO to provide overall leadership in achieving long-term/medium-term strategic and operational objectives of the Shire.

The Council has previously engaged John Phillips Consulting regarding the appointment and the previous two annual performance appraisals for the CEO, including development and agreement of actions, success indicators and timelines for the ensuing year (2019/20 and 2020/21).

It is proposed that John Phillips Consulting will provide an appraisal template and conduct discussions with all Councillors in August 2021 and then present a final report to an appointed Committee of the Council. The final report will be given to the Committee in Perth during the WALGA Local Government Convention to reduce travel costs. To accommodate if any restrictions imposed by a COVID-19 outbreak, the final report may be presented via video conference with all Councillors present.

Voting Requirements

Simple Majority

Recommendation

That the Shire of Dundas Council:

- 1. Appoint John Phillips Consulting to assist Elected Members with the performance appraisal process for the CEO.**

2. Appoint the following Councillors as the Delegated Committee to finalise the CEO performance appraisal, President Laurene Bonza, Deputy President Rasa Patupis and Councillor Sharon Warner.
3. That in the event of a COVID-19 outbreak which may impose restrictions, that the final report may be presented via video conference to all Elected Members

Moved Cr. Wyatt
 Seconded Cr. Warner

Resolution

That the Shire of Dundas Council:

4. Appoint John Phillips Consulting to assist Elected Members with the performance appraisal process for the CEO.
5. Appoint the following Councillors as the Delegated Committee to finalise the CEO performance appraisal, President Laurene Bonza, Deputy President Rasa Patupis and Councillor Sharon Warner.
6. That in the event of a COVID-19 outbreak which may impose restrictions, that the final report may be presented via video conference to all Elected Members

Carried by: Simple Majority For: Against

Recommendation

That the meeting proceeds behind closed doors to address Agenda Item 10.4.10 Due to the item referring to staff matters.

Moved Cr. Wyatt
 Seconded Cr. Hogan

Resolution

That the meeting proceeds behind closed doors to address Agenda Item 10.4.10 Due to the item referring to staff matters.

Carried by: Simple Majority For: 4 Against 0

**Council go behind closed doors at 6:18pm.
 Council return from behind closed doors at 6:21pm**

Resolution

That the Council, in recognition of Stephen Bowyers 'length of service and commitment to the Shire of Dundas, award a gratuity payment of \$5,000 in accordance with Council Policy ST.1 and undertake any advertising as required by the *Local Government Act 1995*.

Carried by: Simple Majority For: 4 Against: 0

11. Elected Members Motions of Which Previous Notice Has Been Given

Nil

12. New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting

The following items of urgent business were accepted for consideration by the President or by a majority of the members of the Council:

Recommendation

That the members of the Council agreed to the introduction of the following late item for decision.

Moved: Cr. Hogan
Seconded: Cr. Wyatt

Resolution

That the members of the Council agreed to the introduction of the following late item for decision.

Carried by: Simple Majority For: 4 Against: 0

Agenda Reference & Subject	
12.1 - Late Item: Shire of Dundas Code of Conduct for Councillors, Committee Members and Candidates Policy	
Location / Address	Shire of Dundas
File Reference	
Author	Manager of Community Development
Date of Report	19 th July 2021
Disclosure of Interest	Nil

Summary

For Councillors to consider the Shire of Dundas Code of Conduct for Councillors, Committee Members and Candidates Policy to be added to the Shire of Dundas Policies.

Background

The Shire of Dundas has code of conduct requirements high Policy gives guidance for Elected Members, Committee Members and Candidates with regards to their behaviour and actions when representing the Shire of Dundas, and is adopted in accordance with section 5.104 of the Local Government Act 1995.

Statutory Environment

Local Government Act 1995.

Policy Implications

New addition to Shire of Dundas Policies

Financial Implications

There is financial cost to adopt the Policy

Strategic Implications

Nil

Consultation

WALGA
Senior Officers

Comment

The Shire of Dundas Code of Conduct for Councillors, Committee Members and Candidates Policy has been developed using the WALGA provided policy template, which ensures that the Policy meets the requirements of the Local Government Act. The Policy gives clear guidance for councillors, committee members and candidates of the requirements of their role. To ensure effective implementation of the policy it is important for that once the policy is adopted, promotion of the policy and training around the requirements is conducted.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas Council adopt the Code of Conduct for Councillors, Committee Members and Candidates Policy

Moved: Cr. Wyatt
Seconded: Cr. Warner

Recommendation Lost For: 3 Against: 1

13. Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 17th August 2021.

14. Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at **6:24pm**.