



Norseman Woodlands to Eucla Coast

Minutes Certification

I certify that the Minutes of the 23rd June 2020 Ordinary Council Meeting were presented to the Council and confirmed at the 21st July 2020 Ordinary Council Meeting

A handwritten signature in blue ink, appearing to be "L Bonza", is written above a horizontal line.

Cr L Bonza
President

21.07.2020

Date



**Confirmed Minutes of
Ordinary Council Meeting
23rd June 2020**

CONFIRMED MINUTES of the ORDINARY Meeting of
the Council held in the Council Chambers at the Shire
Administration Office – Prinsep Street Norseman on
the 23rd June 2020 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 was 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.

1.1 Attendance at meeting by Councillor AR Patupis.

The Shire President has been advised that Cr Patupis will be in Esperance, Western Australia when the meeting is held and have requested attendance by way of instantaneous video conference connection with other Councillors present at the meeting in accordance with Administration Regulation 14A.

Cr Patupis will be at 58 Dempster Road, Esperance WA 6450.

The Council must approve of the place that Cr Patupis is located as a "suitable place" that must be in a town site or other residential area at least 150 kilometres from where the meeting is being held.

Recommendation

That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone or video connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.

Moved: Cr Hogan

Seconded: Cr Wyatt

Resolution

That Cr Patupis be permitted to attend this meeting by way of video connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.

Carried by: Absolute Majority

For: 5

Against: 0

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

Financial Interests:

Cr Bonza, item 11.1.1 – Application for Oversize Shed – 26 Johns Street. Cr Bonza's husband is the owner of the subject property.

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 AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr SM Warner	
Cr VL Wyatt	
Cr VJ Schultz	

Peter Fitchat	Chief Executive Officer
Aruna Rodrigo	Manager of Finance and Administration
Pania Turner	Manager of Community Development
Joe Hodges	Manager of Works and Services
Tracy Dixon	Records/Administration Officer

Public Gallery

Richard Brookes
Lynn Webb

4 Applications for Leave of Absence.

Nil

5 Response to Previous Public Questions Taken on Notice.

Nil

6 Public Question Time.

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

In accordance with Regulation 6 of the Local Government (Administration) Regulations 1996, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

Nil

7 Suspension of Standing Orders.

7.1 The CEO has identified clauses in the Shire of Dundas Standing Orders Local Law 2018 that cannot be complied with, or require modification, in order to conduct this electronic meeting.

Recommendation

That Council suspend the operation of clause 11.2 - Members to occupy own seats, of the Shire of Dundas Standing Orders Local Law 2018, for the duration of this meeting and that this matter be determined at the discretion of the Presiding Member.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That Council suspend the operation of clause 11.2 - Members to occupy own seats, of the Shire of Dundas Standing Orders Local Law 2018, for the duration of this meeting and that this matter be determined at the discretion of the Presiding Member.

Carried by: Simple Majority For: 6 Against: 0

8 Confirmation of Minutes of Previous Meeting.

8.1 Minutes of the Ordinary Meeting of Council held on 19th May 2020 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 19th May 2020 be confirmed as a true and accurate record.

Moved Cr: Hogan
Seconded Cr: Patupis

Resolution

That the minutes of the Ordinary Council Meeting held on 19th May 2020 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 6 Against: 0

9 Petitions, Deputations or Presentations.**9.1 Reports of Committees****9.1.1 GVROC – Cr Bonza**

- *Next meeting on 26th June 2020 to consider Agenda for State Council meeting, followed by a special meeting to consider the formal withdrawal of the Shire of Ravensthorpe from GVROC and an update on the Goldfields Record Storage Facility.*

9.1.2 WALGA – Cr Bonza

- *Assisting with development of COVID-19 recovery measures*
- *WALGA running an advertising campaign regarding rates increases to inform public that Local Government is not to blame for any increases. State and Federal Government are responsible*
- *Media release - Regional Roads to Benefit from State and Commonwealth Funding*
- *Training dates available for July, to be held in Perth.*

9.1.3 Regional Roads Group – Cr Bonza/Cr Wyatt

Nil

9.1.4 RoadWise – Cr Wyatt/Cr Warner

- *Meeting with Chair in early July, date TBC.*
- *Highlighting on the importance of staying alert and avoiding distractions whilst driving, with a focus on heavy haulage drivers.*

10 Announcements by Presiding Member without Discussion.

Nil

11 Reports of Officers.**11.1 Planning, Development, Health and Building**

Cr Bonza declared a financial interest in the following item – 11.1.1 – Application Oversized Shed – 26 John Street, as her husband is the owner of the subject property.

Cr Bonza exited the Chambers at 6:09pm and Deputy President Cr Patupis assumed the Chair.

Agenda Reference & Subject	
11.1.1 – Application Oversize Shed – 26 John Street	
Location / Address	Lot 1709 (26) John Street Norseman
File Reference	A943
Author	Development Services Officer - Richard Brookes
Date of Report	17 th June 2020
Disclosure of Interest	Nil

Summary

For the Council to consider a development application by Bryce Bonza to construct an oversize shed at 26 John Street Norseman

Background

The Shire has received a development application from Bryce Bonza to construct a 78m² shed with a 4.5m wall height at lot 1709 (26) John Street Norseman

The subject lot is 647m² in area and zoned residential R10 pursuant to the Shire of Dundas Local Planning Scheme No 2

The Residential Design Codes allow a size for outbuildings of 10% of lot area and a maximum wall height of 2.4m and 4.2m ridge height

Statutory Environment

Shire of Dundas Local Planning Scheme No 2
Residential Design Codes (R Codes)

Policy Implications

There are no Council policies that apply in relation to the proposed development

Financial Implications

There are no financial implications for the Shire in relation to the proposed development

Strategic Implications

There are no related strategies in the Community Strategic Plan

Consultation

Proponent - Bryce Bonza

Where an application is made for development approval which presents:

(a) a proposal against one or more design principles of the R-Codes; and

(b) a possible impact on the amenity of adjoining owners and occupiers;

then there may be grounds for the decision-maker to advertise the proposal to these owners and occupiers.

Comment

In this case the requested shed is about 13m² larger than the R Codes stipulate.

The Shire have in the past approved some larger sheds in the residential area however those variations in size have been advertised for comment.

The maximum shed height generally approved by the Council in the past is a 3m wall height, however the Council has approved greater heights in the past. The most recent was in 2017 where a shed with a 3.9m wall height was approved subject to no comments after advertising.

The proposed shed wall height is 4.5m which is significantly higher than the 3m generally approved by the Council and the 2.4m wall height stipulated in the R Codes.

In considering the application the Council may refuse the application to issue a building permit if it considers that such a building by its design, construction or materials detract from the streetscape or the visual amenity of residents or neighbouring properties.

The applicant has submitted that the height of the shed is required for the following:

- *The proposed shed is over height to allow for the servicing of the trucks inside the shed out of the weather and on a concrete floor, (rather than the dirt), when required. Also, similarly for servicing and to allow for the height of service utilities without knocking off aerials.*
- *The proposed shed is over size to allow room for the tools etc. required for servicing the vehicles (as well as the vehicles themselves, while being serviced) and for storage of materials and tools for other hobbies such as woodwork and antique restoration.*
- *The location of the proposed shed is at the rear of the property, backing onto the rear laneway. There is no development to the South beyond the laneway, ie: no neighbours to the rear of the shed.*
- *The position of the shed should not impede the view or cause any detriment to any neighbours.*
- *There are no commercial/industrial blocks available in town at this time.*

Due to the proposed height of the shed, it is suggested that the application be advertised for comment and referred to next month's Council meeting for further consideration.

Details of application are included in Papers Relating.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas advertise the application for the construction of an over height and oversize shed on 26 John Street Norseman for public comment and the matter be further considered at the next ordinary meeting of the Council.

Moved Cr: Hogan
Seconded Cr: Wyatt

Resolution

That the Shire of Dundas advertise the application for the construction of an over height and oversize shed on 26 John Street Norseman for public comment and the matter be further considered at the next ordinary meeting of the Council.

Carried by: Simple Majority For: 5 Against: 0

Cr Bonza entered the Chambers at 6:10pm and assumed the Chair.

11.2 Engineering and Works

Agenda Reference & Subject	
11.2.1 – Change type of Water Cart	
Location / Address	Road Construction Crew
File Reference	PL.AC.2
Author	Manager Works & Services- Joe Hodges
Date of Report	8/06/2020
Disclosure of Interest	Nil

Summary

Proposed the upgrade from a Rigid type truck carrying 12,000-litre water, to a Sem-Trailer Watercart carrying 26,000 Litres.

Background

The Shire Road Crew has a rigid water cart with a capacity of 12,000 litres which while working on the Hyden Norseman Road does not carry enough water to viable operate in road construction

Statutory Environment

Nil

Policy Implications

Alteration to Plant Replacement Policy.

Financial Implications

Initial additional cost of approximately \$45,000-\$50,000, but generating operating savings for entire life of vehicle. This amount has been included in the 2020/21 draft budget.

Strategic Implications

Ability to deliver required amount of water to the job site, creating better productivity and saving budgeted funds.

Consultation

MWS
CEO
Leading Hand Road Crew
Councillors

Comment

By upgrading the water cart from a Rigid body Watercart of 12,000 litre capacity to a semi-trailer type the amount of water that can be delivered to the work site quicker and more efficiently, saving time and allocated funds.

Savings include, less travel distances for vehicle, main tank to be Stainless Steel, no rusting, less km driven means reduced servicing, saving in fuel used, greater amount of water applied to the road at any one-time, higher quality of road surface.

Voting Requirements

Simple Majority

Officer Recommendation

Approve the upgrade of a new Prime mover truck and 26,000 litre stainless Steel water cart in place of smaller 12,000 water cart.

Moved Cr: Wyatt
Seconded Cr: Schultz

Resolution

Approve the upgrade of a new Prime mover truck and 26,000 litre stainless Steel water cart in place of smaller 12,000 water cart.

Carried by: Simple Majority

For: 6

Against: 0

11.3 Members and Policy

Agenda Reference & Subject	
11.3.1 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	CM.CI.2
Author	Chief Executive Officer – Peter Fitchat
Date of Report	18 th June 2020
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for the period ending 30th May 2020.

Background

The Councillors' Information Bulletin for the period ending 30th May 2020 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 31st May 2020 as included in confidential papers relating.

Moved Cr: Patupis
Seconded Cr: Warner

Resolution

That Council receive the monthly Councillors' Information Bulletin for the period ending 31st May 2020 as included in confidential papers relating.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.3.2 – Appoint Elected Member/s to Local Emergency Management Committee	
Location / Address	Norseman
File Reference	ES.SP.1
Author	Manager of Community Development – Pania Turner
Date of Report	16 th June 2020
Disclosure of Interest	Nil

Summary

For the Council to appoint an Elected Member/s to the Local Emergency Management Committee.

Background

The Shire of Dundas currently have a Local Emergency Management Committee (LEMC) which meets throughout the year to assist with the planning, development and review of the Shire's Emergency Management Arrangements. Currently Chaired by the CEO with Manager of Community Development providing secretariat support, Council may wish to appoint a representative/s to attend meetings and to report back to Council.

The functions of the Shire of Dundas LEMC are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA and;
- to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the regulations.

Statutory Environment

Under section 38 of the Emergency Management Act 2005, a local government is required to establish one or more Local Emergency Management Committees (LEMCS) for the local government's district.

Policy Implications

Nil

Financial Implications

Committee fee for the Council Representative/s.

Strategic Implications

Aligns with Theme 3 of the Strategic Community Plan:

Natural and Built Environment: A protected and enhanced environment that is aesthetically pleasing and provides benefits for the Community for generations to come.

Consultation

District EM Advisor

Comment

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Cr V Wyatt is a member of the Shire of Dundas LEMC in her role as Captain of the Norseman Volunteer Fire and Rescue Service.

Voting Requirements

Absolute Majority

Officer Recommendation

1. That Council of Shire of Dundas appoints Councillor/s to sit on the Local Emergency Management Committee for the duration of their term of office, and
2. Representatives prepare and present a report to Council following each LEMC meeting.

Council Motion

1. That Council of Shire of Dundas appoints Councillors Bonza and Warner to sit on the Local Emergency Management Committee for the duration of their term of office, and
2. Representatives prepare and present a report to Council following each LEMC meeting.

Moved Cr: Schultz

Seconded Cr: Wyatt

Resolution

1. That Council of Shire of Dundas appoints Councillors Bonza and Warner to sit on the Local Emergency Management Committee for the duration of their term of office, and
2. Representatives prepare and present a report to Council following each LEMC meeting.

Carried by: Absolute Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.3.3 – Council Meeting Dates 2020-21	
Location / Address	Shire of Dundas
File Reference	CM.CO.2021
Author	Records and Administration Officer – Tracy Dixon
Date of Report	16 th June 2020
Disclosure of Interest	Nil

Summary

That Council review the Ordinary meeting schedule for the 2020-21 year.

Background

Council reviewed the meeting schedule in July 2019 and the resolution from that meeting was:

That Council rescind the resolution made on the 18th June 2019 regarding Item 10.3.2 – Council Meeting Dates 2019-2020, and;

That the Council adopt the following meeting schedule for the next twelve months:

- 1. The first Ordinary meeting be held on the 23rd July 2019 at 4:30pm WST in the Council Chambers, Prinsep Street, Norseman;*
- 2. Ordinary Council meetings from August 2019 are to be held on the third Tuesday of each month with the exception of the August meeting, to be held in Eucla on Saturday the 24th August 2019;*
- 3. Council meetings will be held in the Council Chambers, Prinsep Street, Norseman with the exemption that the Eucla meeting will be held in the Community Hall, Yurkla Way in Eucla;*
- 4. Ordinary Council meetings held in Norseman will commence at 6:00pm WST and the Eucla meeting will commence at 9:00am Eucla time;*
- 5. Audit Committee meetings will be called as required;*
- 6. Electors General meeting will be called as required; and*
- 7. Special Council meetings will be called as required.*

Statutory Environment

A Local Government is required at least once a year to give notice of the dates, times and locations of Ordinary meetings of the Council and Committee meetings that are open to the public that will be held within the following year.

Policy Implications

A.11 Council Meetings - Public Notice
EM.4 Video Recording of Council Meetings

Financial Implications

Meeting fees as set in the annual budget.

Strategic Implications

N/A

Consultation

Chief Executive Officer

Comment

The items that need to be considered are:

1. Frequency
2. Day of the week and week in the month
3. Location
4. Starting time
5. Eucla LEMC meeting

Voting Requirements

Simple Majority

Officer Recommendation

That the Council adopt the following meeting schedule for the next twelve months:

1. Ordinary Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held in Eucla on the Saturday following the third Tuesday;
2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exception the March meeting which is to be held in the Community Hall, Yurkla Way in Eucla;
3. Ordinary Council meetings held in Norseman will commence at 6:00pm and the Eucla meeting will commence at 9:00am Eucla time;
4. Audit Committee meetings will be called as required;
5. Electors General meeting will be called as required; and
6. Special Council meetings will be called as required.

Moved Cr: Wyatt
Seconded Cr: Schultz

Resolution

That the Council adopt the following meeting schedule for the next twelve months:

1. Ordinary Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held in Eucla on the Saturday following the third Tuesday;
2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exception the March meeting which is to be held in the Community Hall, Yurkla Way in Eucla;
3. Ordinary Council meetings held in Norseman will commence at 6:00pm and the Eucla meeting will commence at 9:00am Eucla time;
4. Audit Committee meetings will be called as required;
5. Electors General meeting will be called as required; and
6. Special Council meetings will be called as required.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.3.4 – Adoption of the Shire of Dundas Policy- EM.4 Surface Pro Tablet/Laptop and Email Use - Elected Members	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Community Development Manager - Pania Turner
Date of Report	18 th June 2020
Disclosure of Interest	Nil

Summary

For Council to review and adopt the draft Shire of Dundas Policy- EM.4 Surface Pro Tablet/Laptop and Email Use - Elected Members

Background

Currently there is no policy for Elected Members use of Shire provided technology and emails. Elected Members have now moved to conducting Council business via their cr@dundas.wa.gov.au email address, providing a more suitable communication platform than personal or private business/work

email. Technology access is provided to Elected Members as a Council business tool. Its purpose is to assist in research, training, communication and to provide better access to information.

Statutory Environment

Nil

Policy Implications

The new policy will complement the existing policy for Shire employees - HR.3 Internet, Email Usage and Access to IT System

Financial Implications

There are no financial implications of adopting the Policy. Not having a policy in place, may present a financial risk to the Shire of Dundas.

Strategic Implications

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

A strong, healthy, educated and connected Community that is actively engaged and involved.

Consultation

Chief Executive Officer
Community Development Manager
Manager of Finance and Administration
Elected Members

Comment

Councillors are elected to represent the views of the Community; it is therefore vital that Councillors are equipped with the resources required to engage. The COVID-19 pandemic has increased the requirement for Councillors to use technology to carry out the duties of their roles.

With the addition of new resources and the requirement to use the technology it is appropriate that Elected Members are provided with clear direction on the use of the technology via a Shire Policy.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council adopt Policy EM.4 Surface Pro Tablet/Laptop and Email Use - Elected Members.

Moved Cr: Patupis

Seconded Cr: Wyatt

Resolution

That the Shire of Dundas Council adopt Policy EM.4 Surface Pro Tablet/Laptop and Email Use - Elected Members.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.3.5 – Nomination to Represent Shire of Dundas on the Audit Committee.	
Location / Address	Shire of Dundas
File Reference	FM.AD.19/20
Author	Chief Executive Officer – Peter Fitchat
Date of Report	19 th June 2020
Disclosure of Interest	Nil

Summary

For the Council to consider nominating two Councillors to represent Shire of Dundas to the Audit Committee.

Background

Following the enforcement of Local Government Amendment (Auditing) ACT 2017, the Office of Auditor General (OAG) has been appointed as the Auditor of local government organisations in WA.

Statutory Environment

Local Government Amendment (Auditing) ACT 2017

Policy Implications

The change in the role of the Audit committee as depicted in the above – Policy A. 9: Internal Audit & Risk Management Policy.

Financial Implications

The Audit fee is now negotiated and determined by the OAG as indicative fee to which the Shire is committed.

Strategic Implications

Nil

Consultation

Butler and Settineri
MFA
CEO
Councillors

Comment

Elected members and serving officers are permitted to be delegates with a formal Council resolution. As it is normal practice for the Shire President (although not compulsory) to be a voting delegate, the Council has the opportunity to nominate another voting delegate.

The following duties and responsibilities have been delegated to the Audit Committee by the Council at the Ordinary Meeting of the Council held on the 15th October 2019.

Delegated Duties and Responsibilities of the Audit Committee: -

1. Provide guidance and assistance to the Council in carrying out the functions of the Shire in relation to audits which includes risk management, internal controls and legislative compliance.

2. Develop and recommend to the Council an appropriate process for the selection and appointment of a person as the Shires auditor.
3. Liaise with the CEO to ensure that the Shire does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
4. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the Shire; and
 - ensure that appropriate action is taken in respect of those matters.
5. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
6. Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shires "Internal Audit and Risk Management Policy".
7. Oversee the Shires Risk Management Plan and
 - support the implementation of the risk management and culture development program throughout the Shire;
 - make recommendation of the risk tolerance level for the Council to consider and adopt as appropriate;
 - bring to the attention of the Council the high to extreme identified risks and their recommended treatment;
 - establish the risk management plan which is aligned with the strategic planning process; and
 - actively promote risk management throughout the Shire.
8. To meet with the auditor at least once in every year in accordance with Section 7.12A(2) of the Local Government Act 1995.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council:

1. Appoint Cr _____ and Cr _____ to represent the Shire of Dundas on the Audit Committee, for the duration of their term.

Council Motion

That Council appoint all Councillors to represent the Shire of Dundas on the Audit Committee, for the duration of their term.

Moved Cr: Hogan
Seconded Cr: Wyatt

Resolution

That Council appoint all Councillors to represent the Shire of Dundas on the Audit Committee, for the duration of their term.

Carried by: Absolute Majority

For: 6

Against: 0

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
11.4.1 – Accounts Paid 1/05/2020 to 31/05/2020	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer – Ciara Stewart
Date of Report	18 th June 2020
Disclosure of Interest	Nil

Trust Payments

Chq/EFT	Date	Name	Description	Amount
552	18/05/2020	Shire of Dundas Petty Cash	RECOUP PETTY CASH 03.02.2020 - 02.05.2020	400.00
				\$400.00

Municipal Cheques

Cheque	Date	Name	Description	Amount
26383	18/05/2020	Shire of Dundas Petty Cash	RECOUP TO PETTY CASH 03.02.2020 - 02.05.2020	717.55
				\$717.55

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT4625	06/05/2020	Horizon Power	Various Power charges (15.02.2020 - 13.04.2020)	14696.67
EFT4626	06/05/2020	Telstra Corporation Limited	Mobile Phone Usage (17.04.2020 - 16.05.2020)	440.81
EFT4627	08/05/2020	Esperance Plumbing Service	Travel to Norseman & Investigate the slow drains at the doctor's house. Fit new taps at 11 Roberts Street, fixed the faulty pressure pump at the Cemetery.	1339.00
EFT4628	08/05/2020	Highway Tilt Towing	Fit 2 new Bridgestone 245/70/16 tyres to DS37.	708.00
EFT4629	08/05/2020	Landgate	Mining Tenements Chargeable M2020/04.02.2020 - 13.03.2020	224.00
EFT4630	08/05/2020	McLeods Barristers & Solicitors	Gravel Extraction Legal Fees \$2197.43 Gravel Extraction Legal Fees \$231.31	2428.74
EFT4631	08/05/2020	Online Business eSystems	Monthly Service Agreement	71.50
EFT4632	08/05/2020	Stewart & Heaton Clothing Co. Pty Ltd	Protective clothing for Bush Fire Brigade	419.88
EFT4633	08/05/2020	Solutions IT (invoice S)	Agreement - Cloud Backup (Monthly billing for April 2020)	180.68
EFT4634	08/05/2020	Sharon Warner	As Per Council Resolution insurance reimbursement	2948.00
EFT4635	15/05/2020	A & M Medical Services Pty Ltd	Annual service medical gas equipment Norseman Swimming Pool	232.55
EFT4636	15/05/2020	Bunnings Warehouse Kalgoorlie	Hardware Items for Eucla Road Project	503.22
EFT4637	15/05/2020	BOC Limited	Container Service Fee (29.03.2020 - 27.04.2020)	39.22
EFT4638	15/05/2020	Shire of Dundas Municipal Fund	Payroll deductions	475.00

EFT4639	15/05/2020	Dundas Fencing & Building Maintenance	Works at 11 Roberts St, dig up IO on tank & clear blockage, excavate pipework to ascertain cause of blockage, hire of excavator, hire of skid steer, install new leach sections, weed mat and ballast \$4162.40 Clear blockage at unit 3 and main line \$236.50	4398.90
EFT4640	15/05/2020	Esperance Communications	Purchase 1x LG 22 Full HD Monitor with HDMI Plug Adaptor and 1.5m HDMI Cable"	184.90
EFT4641	15/05/2020	Esperance Motor Group Pty Ltd	Fit new windscreen to 911-DS Holden Commodore, Doctors car.	1215.03
EFT4642	15/05/2020	Elite Gym Hire	Hire of weights (12.04.2020 - 12.05.2020) \$255.86 Hire of treadmill, bike, rower and cross trainer 12.04.2020 – 12.05.2020 \$199.21	455.07
EFT4643	15/05/2020	Threat Protect	Alarm Monitoring (Youth Centre) - Technician attended to supply and replace security panel battery.	765.05
EFT4644	15/05/2020	Goldfields Records Storage	User charges for the month of March	50.60
EFT4645	15/05/2020	Horizon Power	Street lights (01.04.2020 - 30.04.2020)	4172.77
EFT4646	15/05/2020	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	1 Pair Steel Blue safety Boots Steve Borsi \$209.00 Winter safety jacket for Ama \$77.38 Winter jackets for Emma Lucas and Kaleb Honey plus 2 safety Jackets \$113.95	400.33
EFT4647	15/05/2020	Norseman Community Resource Centre	Printing of the Norseman Today - April 2020 vol38 No9	600.00
EFT4648	15/05/2020	Office National Kalgoorlie	Super Strong Archive box x 20, initiative sheet protectors 40 Micron A4 clear box 100 x 1	116.05
EFT4649	15/05/2020	Norseman General Practice	Pre-Employment Medical and D&A Testing for EMMA LUCAS on 22.04.2020 \$132.00 Pre-Employment Medical and D&A Testing for KALEB HONEY on 22.04.2020 \$132.00	264.00
EFT4650	15/05/2020	Solutions IT (invoice S)	Agreement - Managed Support (Monthly billing for May) \$1479.50 Agreement – Cloud Backup (Monthly Billing for May) \$180.68	1660.18
EFT4652	15/05/2020	Wilson's Diesel & Auto Repairs	Fit 2 new tyres to front steer and remove three steering tyres and rotate to the second steer for DS26 \$1289.20 Carry out 110000km service and safety inspection on DS19 \$1145.20 Carry out service at 260000km to DS26 and purchase 1x new tyre \$2408.00 Carry out service at 250000km to DS174 \$2542.20 Replace one steer tyre and repair faulty battery terminal for DS174 \$4935.20 New battery for Toyota Hilux DS29 \$276.80	18777.10

			Carry out 6500hr service for DS27 Grader \$1739.00 Replace and repair damaged hydraulic circuit hoses, replace park brake pads and locating pins and repair for DS16 Loader \$2912.50 Carry out 90000km service and new battery for DS37 Holden Colorado \$818.20 Travel fee, remove damaged windscreen, fit new windscreen on Hino 500 \$710.80	
EFT4653	15/05/2020	Winc Australia Pty Ltd	Various Stationery Items	262.48
EFT4654	15/05/2020	Telstra Corporation Limited	Phone Usage for Admin, Youth and Co-Location (20.04.2020 - 19.05.2020) \$533.59 Home Bundles for MFA and MOW 26.03.2020 – 25.04.2020 \$198.00	731.59
EFT4655	21/05/2020	Australian Taxation Office	BAS (April 2020)	24869.00
EFT4656	21/05/2020	Australia Post	Postage for March 2020	289.03
EFT4657	21/05/2020	BP Norseman	Diesel and Unleaded Sales for April 2020 plus ICE for depot	1480.18
EFT4658	21/05/2020	Bunnings Warehouse Kalgoorlie	Besser blocks and assorted plumbing and hardware items \$978.31 Pallet Return \$104.76 1x Chainsaw cordless kit and 2x chainsaw chains \$701.31 5x Snap hook zenith \$20.58 Besser blocks and assorted plumbing and hardware items \$978.31	1804.96
EFT4659	21/05/2020	Butler Settineri (Audit) Pty Ltd	Fees in relation to audit of the BBRF Grant in respect to the Woodlands Visitor Centre project for the period ended 31 December 2019.	880.00
EFT4660	21/05/2020	Laurene Bonza	Claim (Council Meeting - Ordinary - 19.05.2020) & Council Workshop 05.05.2020	472.00
EFT4661	21/05/2020	Coates Hire Operations Pty Ltd	Hire Smooth drum vibe roller for roadworks. Hire period (20.04.2020 - 25.04.2020)	3515.91
EFT4662	21/05/2020	Department of Fire & Emergency Services	ESL (April 2020)	2019.69
EFT4663	21/05/2020	Goldfields Image Works	Image Survey Hyden Norseman Road, off & on highway photography and travel, Accommodation and meals, sort edit and export 7500 files \$9291.15 Image survey Hyden Norseman Road \$3678.68	12969.83
EFT4664	21/05/2020	John Edward Patrick Hogan	Claim (Council Meeting Ordinary - 19.05.2020) & Workshop - 05.05.2020	312.00
EFT4665	21/05/2020	Landgate	RURAL UV GENERAL REVALUATION 2019/20	807.66
EFT4666	21/05/2020	Star Track Credit	Freight (JR & A Hersey)	271.94
EFT4667	21/05/2020	O'Dwyer Electrical	Replace two sensor security lights with led security lights at CEO house and repair lights around admin building \$1100.00 Repair light fault to 100 Prinsep street ages care units plus travel \$1021.90	2121.90

EFT4668	21/05/2020	South East Petroleum	8000LT Diesel	8388.60
EFT4669	21/05/2020	Valma Joy Schultz	Claim (Sitting Fees - Ordinary meeting 21.04.2020 & 19.05.2020), Workshop meeting - 21.04.2020 & 19.05.2020	624.00
EFT4670	21/05/2020	IT Vision	3x Additional Synergy Licences	2940.30
EFT4671	21/05/2020	Veronica Wyatt	Claim (Council Meeting - Ordinary 19.05.2020), Workshop 05.05.2020	312.00
EFT4672	21/05/2020	Sharon Warner	Claim - Ordinary meeting - 21.04.2020, Audit Entrance 21.04.2020, Workshop 07.04.2020	416.00
5834	05/05/2020	Centrepay	Centrepay Fees for D Green	0.99
5835	05/05/2020	Centrepay	Centrepay Fees for L Hill	0.99
PAY	12/05/2020	Payroll	Direct Debit of Net Pays	56830.89
5859	19/05/2020	Centrepay	Centrepay Fees for L Hill	0.99
5860	19/05/2020	Centrepay	Centrepay Fees for D Green	0.99
PAY	26/05/2020	Payroll	Direct Debit of Net Pays	56817.68
				\$236'908.85

Municipal Account Direct Debts

	Date	Name	Description	Amount
5829	01/05/2020	ANZ	Merchant Fees	196.23
5830	01/05/2020	Equipment Rents	Sharp Interactive Board	256.30
5836	05/05/2020	ANZ	BPAY Transaction Fee	18.15
DD10333	14/05/2020	SuperChoice	Superannuation 29.04.2020 – 12.05.2020	14105.29
5854	14/05/2020	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – April 2020	2654.47
				\$17230.54

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
5857	18/05/2020	Chief Executive Officer	ANZ Credit Card Purchases	
	19/03/2020	Dome Kalgoorlie	Meals for CEO (Strategic Working Group – GVROC)	94.80
	03/04/2020	Woolworths Kalgoorlie	Easter Activity Items (Children and Family Support during COVID-19)	72.30
	06/04/2020	Survey Monkey	Subscription	395.52
	08/04/2020	Public Transport	Transwa Visitor Centre Overdue Account (invoiced to CRC)	356.92
	09/04/2020	Costco Online	Business Membership	55.00
	12/04/2020	Adobe	Subscription	25.74
	16/04/2020	Online Appliances	Element fan ring for Stove at Doctors Residence	93.24
	17/04/2020	Red Dot Kalgoorlie	Storage Tubs x2 and File Dividers x2	79.98
	17/04/2020	Red Dot Kalgoorlie	Storage Tubs x1	24.99
	17/04/2020	Office National Kalgoorlie	Quikstick Pricing Gun for Woodlands Centre	78.13
	17/04/2020	Bunnings Kalgoorlie	Jarrah Prime x2 and Galvanised Flange x8 for Display stands at Woodland Centre	65.10
	20/04/2020	Australian Red Cross	Course – Supporting Communities during COVID-19	720.00
			Total Credit Card Payment for Purchases 23.03.2020 – 21.04.2020	\$2061.72

Summary of Account Totals

Trust EFT's / Cheques	\$400.00
Municipal Cheques	\$717.55
Municipal EFT's	\$236'908.85
Municipal Direct Debit's	\$17'230.54
Municipal Credit Card's	\$2061.72
Grand Total for May 2020	\$257'318.66

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1/05/2020 to 31/05/2020 be noted.

Moved Cr: Patupis
 Seconded Cr: Hogan

Resolution

That the Shire of Dundas monthly accounts paid from 1/05/2020 to 31/05/2020 be noted.

Carried by: Simple Majority For: 6 Against: 0

Agenda Reference & Subject	
11.4.2 – Financial Statements for the Period Ending 31st May 2020	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Manager of Finance and Administration – Aruna Rodrigo
Date of Report	16 th June 2020
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 31st May 2020 be accepted.

Moved Cr: Wyatt
 Seconded Cr: Schultz

Resolution

That the Shire of Dundas Financial Statements for the period ending 31st May 2020 be accepted.

Carried by: Simple Majority For: 6 Against: 0

Agenda Reference & Subject	
11.4.4 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	16 th April 2020
Disclosure of Interest	Nil

Summary

For Council to note the reports received from the Manager of Works and Services, Manager of Community Development, the Youth and Events Officer and the Visitors and Administration Services 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
 Visitors and Administration Services 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: Hogan

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: 6

Against: 0

Agenda Reference & Subject	
11.4.5 – Review of Schedule of Fees and Charges 2020/2021	
Location / Address	Norseman
File Reference	FM.FE
Author	Manager Finance & Administration - Aruna Rodrigo
Date of Report	17 th June 2020
Disclosure of Interest	Nil

Summary

For the Council to endorse the proposed changes and adopt the Schedule of Fees and Charges for 2020/2021.

Background

Each year the Shire of Dundas reviews the Schedule of Fees and Charges in preparation for the coming financial budget. The proposed 2020/2021 schedule is included in papers relating.

Statutory Environment

Local Government Act 1995
 Local Government (Financial Management) Regulations 1996
 Ministerial Order (COVID -19) 2020

Policy Implications

Fees and Charges are calculated in accordance with the policies of the Shire.

Financial Implications

Fees and Charges for the provision of services need to be adopted in the Schedule of Fees and Charges for the Shire to enforce a fee for that service under the regulations.

Strategic Implications

Services captured in the fees and charges schedule have an impact on the key themes, strategies and goals identified in the strategic community plan of the Shire.

Consultation

CEO and other senior staff

Comment

There are some new fees and charges added to the proposed schedule for 2020/21. In view of the Covid 19 – Pandemic, fees and charges will not be increased for 2020/21. The key changes are summarised below,

Hot Office:

A fee will be imposed for short-term hire of any spare office at a daily rate of \$ 110.00 (GST Inc.) for commercial organisations and, for Not-for profit organisations, a rate to be set in line with the Council Policy.

Hire of Gazebos:

Due to the local demand for use of the Shire's Gazebos, the following rates are proposed for Gazebos.

Commercial organisations

Daily rate for day 1 \$250.00 (GST inc)

Daily rate from day 2 \$200.00 (GST inc)

Not-for Profit organisations: As per Council Policy.

PA System:

Commercial organisations

Daily rate \$100.00 (GST inc)

Not-for Profit organisations: As per Council Policy.

Gravel:

Commercial organisations

Gravel per cubic metre \$5.50 (GST inc)

Town Planning

Fees and Charges in relation to planning and development applications have been revised in line with the applicable regulation.

Wheelie Bins:

240 litre Wheelie Bins \$132 (GST inc)

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas adopt the Schedule of Fees and Charges for 2020/21 as included in the papers relating.

Moved Cr: Wyatt

Seconded Cr: Schultz

Resolution

That the Council of the Shire of Dundas adopt the Schedule of Fees and Charges for 2020/21 as included in the papers relating.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.4.6 – Norseman Community Resource Centre Fees and Charges 2020-21	
Location / Address	Norseman Community Resource Centre
File Reference	CS.SP.8
Author	Acting Senior Administration Officer – Ciara Stewart
Date of Report	17 th June 2020
Disclosure of Interest	Nil

Summary

For the Council to endorse the proposed changes and adopt the Schedule of Fees and Charges for the Norseman Community Resource Centre.

Background

Each year the Community Resource Centre reviews the Schedule of Fees and Charges in preparation for the coming financial budget. The proposed 2020-21 schedule is included in papers relating.

Statutory Environment

N/A

Policy Implications

N/A

Financial Implications

Fees and Charges for the provision of services need to be adopted in the Schedule of Fees and Charges in order for the CRC to enforce a fee for that services provided.

Strategic Implications

Nil

Consultation

Norseman CRC

Comment

There are no changes to the fees and charges of the current schedule this year.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas adopt the Norseman Community Resource Centre Schedule of Fees and Charges for 2020-21 as included in the papers relating.

Moved Cr: Patupis
Seconded Cr: Wyatt

Resolution

That the Council of the Shire of Dundas adopt the Norseman Community Resource Centre Schedule of Fees and Charges for 2020-21 as included in the papers relating.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.4.7 – Re-schedule of Plant Replacement	
Location / Address	Shire of Dundas
File Reference	PL.FL.2
Author	Manager Works & Services - Joe Hodges
Date of Report	12/06/2020
Disclosure of Interest	Nil

Summary

For the purpose to even out the plant replacement over each budget year for the next 10 years.

Background

Plant replacement was erratic and in 2016 too many items of plant were purchased and plant that should have been replaced was carried over. This resulting in a back-log of plant that requires replacing in the same year.

Statutory Environment

Plant Replacement schedule

Policy Implications

Purchasing Policy 2018
Plant Replacement Policy

Financial Implications

As per the 2020/21 draft budget

Strategic Implications

Plant replacement to be spread out more evenly over the next 10 years, combining small priced plant with larger priced plant.

Consultation

CEO
MFA
MWS

Comment

Over the last 5-6 years plant has not been purchased on a regular schedule with items purchased outside their scheduled year.

All plant needs to be changed over at the best possible time so the shire receives a good trade and repairs are at a minimum.

As there was an excess of plant purchased 12 items in 2016 of which 7 of these are due for replacement in 2020/2021. The annual plant replacement budget cannot accommodate the same scheduled replacement.

Some will need to be held over for 12 months.

These are vehicles allocated to;

- 2 Gardener vehicles
- MFA Subaru wagon
- Work Supervisor Nissan Navara
- Kubota lawn mower
- Hi-Ace Bus.

These would be scheduled to be replaced in 2021/2022 budget year.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council approve the plant replacement schedule to accommodate the items to be carried over for another 12 months.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the Council approve the plant replacement schedule to accommodate the items to be carried over for another 12 months.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.4.8 – Differential Rate Model – 2020/2021 Budget	
Location / Address	Shire of Dundas
File Reference	RV.VA.5
Author	Manager Finance & Administration - Aruna Rodrigo
Date of Report	19 th June 2020
Disclosure of Interest	Nil

Summary

That the Council approve the differential rate model for advertising and subsequent inclusion in the 2020/21 budget.

Background

Part of determining annual budgets is the setting of rates in the dollar that are then applied to the property valuations as supplied by the Valuer General (Landgate). Rates in the dollar can be set in two ways.

Firstly, they can be standard, resulting in a rate levy (rate in the dollar) within the Gross Rental Valuation and the Unimproved Valuation categories.

Alternatively, they can be differential within each of the categories (UV & GRV), meaning different rate levies can be set for different types of property within one rate category.

The Local Government Act 1995 determines that differential rates can be set according to:-

- the purpose for which the land is zoned;
- the predominant purpose for which the land is held or used;
- whether or not the land is vacant; and
- any other characteristic or combination of characteristics prescribed.

The application of differential rating maintains the status quo in terms of equity in the rating of properties across the Shire, enabling the Council to provide facilities, infrastructure and services to the entire community and visitors.

Statutory Environment

Section 6.33 of the Local Government Act 1995 and associated regulations prevail in this matter. Prior to finally adopting differential rates, the proposed rates need to be advertised for three weeks seeking public comment. Following the advertised period, the Council is then to consider any responses received before adopting the final rates in the dollar along with the annual budget. The Council is not compelled to adopt the differential rates advertised or compelled to factor in any comments received; only to consider the comments prior to final adoption.

Section 6.33 of the Act requires that a differential rate of more than twice the lowest differential rate cannot be set without approval of the Minister (delegated to the Director General).

The Impact of COVID – 19 Pandemic:

The Minister for Local Government, Heritage, Culture and Arts has issued a ministerial order to exempt local government from requirement to comply with various statutory provisions and regulations in relation to differential rates. The Ministerial Order is binding on Local government organisations who have increased Rates in 2019/20 with Ministerial approval.

As this is not the case with the Shire, the Ministerial order does not apply, and the Shire has discretion to increase rates if required.

Nevertheless, the Shire adopts the following exceptions granted under the ministerial order in respect of rating for 2020/21.

1. Freezing of rate in the dollar (differential rate): The Shire has not changed the differential rate in the dollar from 2019/20 nor the minimum charge for any categories of properties. Accordingly, the following differential rates and minimum charges that are equal to 2019/20 will be adopted for 2020/21.

	Gross Rental Value (GRV)		Unimproved Value (UV)	
	Differential Rate (cents per dollar)	Minimum Amount (\$)	Differential Rate (cents per dollar)	Minimum Amount (\$)
Townsites/Roadhouses/Service stations	15.7038	360.00		
Mining/Exploration/Prospecting	21.5000	360.00	15.7159	360.00
Pastoral			8.3200	360.00

General minimum payment of \$360 will apply for all properties. Minimum charge for prospecting leases of \$309 will not apply for 2020/21.

Due to increase in revaluation of UV Mining properties by around \$ 463k for 2020/21, Rates revenue from UV mining has increased by \$105k. This also includes interim rates.

2020/21 revaluation has increased UV Pastoral by \$38k, adding about \$3,150 rates income from this category. An adjustment will be done to Rates on UV Pastoral to equate their 2020/21 Rates to current year Rates in consideration of their financial hardships arising from the drought.

2020/21 property valuation details and proposed Rates revenue for 2020/21 by Rating code are given below.

	MINIMUM			NON - MINIMUM		
	Properties (#)	Valuation (\$)	Rates Levied (\$)	Properties (#)	Valuation (\$)	Rates Levied (\$)
Non – Rateable				1,862	368,465	-
GRV – Townsites/Road Houses/Ser. Sta.	154	51,790	55,440	534	4,340,902	681,687
GRV Mining				3	1,058,000	227,470
UV Pastoral	27	28,745	9,720	15	747,436	62,187
UV Mining/Exploration/Prospecting	173	212,338	58,812	376	9,858,043	1,549,280
Others				518		
TOTAL	354	292,873	123,972	3,308	16,372,846	2,520,624

Summary:

Total # of properties: 3,662
 Total Valuation (\$): 16,665,719
 Total Proposed Rates Revenue (\$): 2,644,596

- Freezing of minimum payment: This has already been complied with in the estimation of 2020/21 Rates revenue as in the above.
- Exemption from the requirement to advertise differential rates, giving 21 days' notice to the public for submissions: The Shire will publish its 2020/21 Rating information only on the Shire website as permitted by the Ministerial order.

Other exemptions granted by the Ministerial order and already adopted by the Council of Shire of Dundas on its Financial Hardship Policy includes:

- Interest on overdue Rates, fees and charges will not be charged for 2020/21. Any interest and penalties already charged and accrued up 30th June 2020 will remain.

In the case of severe financial hardship, the Shire of Dundas may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

The interest on debts owed by other rate payers will accrue at 8%.

- Rate payers who opt to pay their Rates by instalments will not be charged interest on their debts. Other persons will be charged interest at 5.5% p.a. on their debts.

The above concessions are available only for Rate payers who have successfully applied to the Council to be treated as "Excluded person".

Only those who have financially been affected by the Pandemic will be granted these concessions.

The Council will determine the suitability of a person to have access to these concessions through assessing their application.

Policy Implications

Financial Hardship Policy

Financial Implications

The setting of differential rates is an integral part of setting annual budgets. Rates income represents approximately 50% of overall operating revenue of the Shire. It is the only income stream over which Council has a direct control. It is imperative that for future financial sustainability, rate income has an inflationary offset together with a component for capital replacement and/or expansion.

However, due to ongoing Pandemic, the differential rates and minimum payments will not be increased for 2020/21.

Therefore, as recommended by the Ministerial order, Local Government Budget for 2020/21 must have focus on impact of the Pandemic rather than plan for the future.

The budget being presented to the Council today has been prepared on this basis and any major capital or operational commitments included in the budget are mainly to be funded with grants and subsidies.

Strategic Implications

The rating strategy determined by the Council has a direct impact on Shire's long-term financial sustainability and thus the ability to continue the delivery of services to meet the Strategic Community Plan and Corporate Business Plan requirements.

Consultation

Councillors, CEO and Senior Staff, Moore and Stephens

Long Term Financial Plan and Rating Strategy

As per the Long-Term Financial Plan (LTFP) 2018-2027 and the preliminary budget papers, the total rates yield required by the Shire to meet its budgetary obligations is in line with the proposed rates in the dollar for GRV and UV categories.

The Shire will be able to raise a total rates revenue of \$2,644,596 for the financial year 2020/21, reflecting a very marginal increase of 4.3% in rates revenue. This increase is solely due to increase in UV mining and UV pastoral properties valuations which make up 67% of total property valuations of the Shire.

Valuation Changes

The final amount raised from the rates may vary as a result of changes in valuations before rates notices are issued. However, the impact is expected to be minimal at this point of time.

Approval of the Minister

Ministerial approval is not required as the rates in the dollar proposed has not changed from 2019/20.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council:

1. Approve following proposed rate in the dollar and minimum rates to apply for the 2020/21 financial year;

Gross Rental Value (GRV)

- Townsites, Roadhouses and Service Stations - 15.7038 cents in the dollar of GRV
- Mining - 21.5000 cents in the dollar of GRV

Unimproved Value (UV)

- Pastoral - 8.3200 cents in the dollar of UV
- Mining - 15.7159 cents in the dollar of UV

Minimum payment GRV \$360.00 per assessment

Minimum payment UV \$360.00 per assessment

2. Adopt the 2020/21 Rates - Objectives and Reasons statements as set out in papers relating;
3. Resolve that, in accordance with the Ministerial Order 2020 – Local Government Covid – 19 Response, a notice will be placed on the Shire’s website within ten days of this resolution or of this notice coming into effect whichever is later, advising that Council will impose the above differential rates and minimums for 2020/21 financial year;
4. Approve a discount on Rates for Pastoral Leases to ensure Rate payers in this category pay the same amount of Rates as in the current year, total expense of the discount being \$ 3,150: and
5. Approve adjusting minimum for UV Prospecting leases from \$309 to \$360 for the reasons set out in the above.

Moved Cr: Patupis

Seconded Cr: Wyatt

Resolution

That the Council:

1. Approve following proposed rate in the dollar and minimum rates to apply for the 2020/21 financial year;

Gross Rental Value (GRV)

- Townsites, Roadhouses and Service Stations - 15.7038 cents in the dollar of GRV
- Mining - 21.5000 cents in the dollar of GRV

Unimproved Value (UV)

- Pastoral - 8.3200 cents in the dollar of UV
- Mining - 15.7159 cents in the dollar of UV

Minimum payment GRV \$360.00 per assessment

Minimum payment UV \$360.00 per assessment

2. Adopt the 2020/21 Rates - Objectives and Reasons statements as set out in papers relating;

3. **Resolve that, in accordance with the Ministerial Order 2020 – Local Government Covid – 19 Response, a notice will be placed on the Shire’s website within ten days of this resolution or of this notice coming into effect whichever is later, advising that Council will impose the above differential rates and minimums for 2020/21 financial year;**
4. **Approve a discount on Rates for Pastoral Leases to ensure Rate payers in this category pay the same amount of Rates as in the current year, total expense of the discount being \$ 3,150: and**
5. **Approve adjusting minimum for UV Prospecting leases from \$309 to \$360 for the reasons set out in the above.**

Carried by: Absolute Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.4.9 – Proposed Income and Expenditure for 2020/2021	
Location / Address	Shire of Dundas
File Reference	FM.BU
Author	Manager Finance & Administration - Aruna Rodrigo
Date of Report	19 th June 2020
Disclosure of Interest	Nil

Summary

Proposed Income and expenditure for 2020/2021 is presented in the papers relating for councillors to note. The draft budget for 2020/21 will be presented for approval at July 2020 Ordinary Council meeting.

Background

Proposed Income and expenditure for 2020/2021 reflect priorities identified in the Corporate Business Plan and its associated strategic plans. Council’s resolutions and discussions over the past 11 months also have been considered in finalising the draft budget.

Proposed rate model for 2020/21 has been presented for Council approval and for publication and subsequent inclusion in the 2020/21 budget. In arriving at the proposed rates in the dollar the Shire has attempted to balance the need for revenue to fund essential services and facilities with the consideration of the rate payer’s capacity to pay.

A review of fees and charges has also been conducted and presented for Council approval.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that a local government is to adopt a budget by the 31st August unless extended by the Minister.

Policy Implications

Council policies have been considered in formulation of the 2020/2021 draft document.

Financial Implications

The proposed Income and Expenditure ensure a balanced budget with no borrowings and will form the basis of income and expenditure for the next twelve months.

Strategic Implications

The council's Strategic Community Plan, Corporate Business Plan, Capital Works Plan and Long-Term Financial Plan have provided strategic insights into the proposed Income and Expenditure for 2020/21.

Consultation

Councillors, CEO, Senior managers and other senior officers/supervisors.

Comment

Estimation of expenditure for 2020/21 is based on actuals (up to May 31st, 2020), proposed work plans, staffing requirements and unfinished works to be carried forward into the budget year 2020/21.

Revenue estimation has been based on actuals (up to May 31st, 2020), proposed rating model, statutory changes (planning fees), grant funding opportunities and new income sources.

Further, both revenue and expenditure estimation has taken in to account potential effect of the Pandemic, CPI movements and general economic environment.

Overarching objectives of 2020/21 budgeting process are;

- To stimulate growth in the local economy by launching Government – initiated, grant funded special capital projects
- Not to withdraw funds from reserve accounts during 2020/21 financial year despite the Pandemic
- No to increase differential Rates or minimums
- Maintain current service standards
- Very efficient, cost-conscious operation

OVERALL

Total Operating Revenue for 2020/21 amounts to \$5,257k, an increase of \$1,028k mainly due to recognition of full year FAG grant and increase in Rates from UV Mining resulting from increased property revaluations.

Operating expenditure for 2020/21 remains at \$7,138k mostly equal to current year revised budget.

Other increases include 2.2% CPI increase in staff salaries and wages (\$42k) and increase in insurance premiums by 8.63% (\$16k).

The table below shows overall income and expenditure in comparison with the current year original and revised budgets.

Details	2019/20 BUDGET	2019/20 REVISED BUDGET (A)	2020/21 BUDGET (B)	VARIANCE (B-A)
Operating Expenditure	6,966,205	7,065,751	7,138,463	72,712
Operating Income	-4,007,518	-4,228,554	-5,257,220	1,028,666
Operating (Surplus)/Deficit	2,958,688	2,837,197	1,881,243	-955,954
Capital Expenditure	4,662,193	4,628,235	2,713,092	1,915,143
Capital Income	-3,149,648	-3,232,929	-1,276,107	1,956,822

Overall (Surplus)/Deficit	4,471,233	4,232,502	3,318,227	-914,275
Operating (Surplus)/Deficit as above	2,958,688	2,837,197	1,881,243	-955,954
Add: Depreciation	2,842,535	2,842,535	2,778,535	-64,000
Operating (Surplus)/Deficit before depreciation	116,152	-5,338	-897,292	-891,954

Some comments in relation to each schedule is set out below for Council information:

General Purpose Funding

The Shire will be able to raise a total rates revenue of \$2,644,595 for the financial year 2020/21, reflecting an overall increase of 4.3% over actual rates revenue for 2019/20.

Significant variation in UV mining properties has pushed up next year's Rates despite no change to differential rates and minimums.

All GRV valuations remain unchanged as no revaluations have been conducted in these categories for 2020/21.

The Shire has experienced a significant increase in outstanding rates due to dwindling population coupled with the economic downturn and the Pandemic. Many vacant lands and rundown properties can be seen throughout the Norseman townsite.

As confirmed by the department, total FAG will decrease by 4%. The increase in FAG for 2020/21 is due to recognition of the full amount of FAG that includes expected advance payment in 2021.

Governance

There is no significant change in overall results compared with 2019/20.

New items include Designated Area Migration Agreement (\$10k), Records Management Services (\$26k) including training, and Plant replacement (\$44k) net.

Law, Order and Public Safety

Major programs include DFES fully funded LG host (\$ 300k for 2 years) and IGO fully funded bush fire compliance works (\$30k).

IGO provides \$100k grant for the Shire to implement several programs on community development and education.

The Shire aims at achieving cost neutrality in managing bushfire events with funding from DEFES.

Health

No significant projects have been planned for 2020/21. The Shire intends to defer capital repayment of loan on Doctor's house (\$47k). The loan deferral is cashflow relief initiated by WA Treasury to assist local government in combatting economic downturn resulting from the pandemic.

Education and Welfare

A budget allocation has been made for major upgrades on Youth Centre Toilet of \$25k.

Housing

There are no significant projects planned for 2019/20.

Community Amenities

There is no increase in any fees and charges including domestic waste service charges and commercial waste service charges.

If construction of liquid waste drying beds was completed by the end of this financial year, the Shire would be able to save around \$60k in contractor fees on emptying those ponds to accommodate townsite residential liquid waste.

This saving has already been included in the next year's budget, assuming the construction of liquid waste drying beds will be completed in the current year.

Recreation and Culture

Proposed capital projects include Town Hall toilet upgrade (\$25k), Town Hall Tech upgrade (\$10k), Eucla Town Hall Safety hand rails (\$15k), Eucla Townhall toilet upgrade (\$10k), Men in sheds kitchen upgrade (\$5k), Dodd house upgrade (\$30k), Swimming pool repair (\$22k), disabled access to Welcome park toilet (\$20k), Rotunda upgrade (\$24k) and Sunset seating – Lake Cowan (\$15k). Total capital project cost amounts to \$176k.

The first two projects will be funded with IGO contribution up to \$30k. All other programs will be funded out of the Shire's general revenue.

In addition, there is a project to be carried over from current year of \$10k on soundproof fencing.

New Operational programs: the Shire also intends to take up a 5-year lease for the current CRC building at the annual rent of \$2,400 plus GST. The Shire is also planning to construct a disabled access to the building at the projected cost of \$25k. The building will be used for community hub.

Other major operational programs include Norseman community Christmas decoration (\$10k), IGO funded Dundas Educational scholarship (\$10k), and IGO contribution to various community events (\$10k).

Transport

All delayed road projects (due to the involvement of Shire's staff in Norseman airport upgrade project) funded by Regional Road Group (RRG) namely RRG 2 – Hyden Norseman Rd. (\$457k) and RRG 3 – Mort Harslett Rd. (\$48k) have now been completed.

There may be a small portion of works on RRG 4 – Norseman Hyden Rd. (\$389k) to be carried forward to 2020/21. This will be assessed as at June 30th, 2020 and adjusted in the final budget that will be presented to the Council in July 2020.

During 2020/21, the Shire is planning to spend \$880k on roads and footpath capital projects with roads funding amounting to \$675k, consisting of \$268k from R2R and \$407k from RRG.

The Shire will not undertake any Black Spot Funding works for 2020/21.

Other major capital items include Norseman Airport fuel pod (\$150k) funded with Federal Infrastructure grant and plant replacement with an estimated net cost of \$386k.

Total Federal Infrastructure grant to be claimed in 2020/21 amounts to \$287k which will be used for installation of the above Fuel Pod (\$150k) and Laundromat (\$140k).

Economic Services

Woodlands Centre Project is nearing completion. Any outstanding works as at the year-end will be carried forward to the next financial year.

Woodlands Centre operating expenditure (utilities, insurance and other office costs) will be re-allocated to the two occupants, namely CRC and Visitor Centre.

An annual rent of \$18k will be charged to CRC to partially cover other maintenance costs of the Woodlands Centre including depreciation. A further annual admin fee of \$10k will be billed to CRC to cover cost of staff-time spent on providing organisational and accounting support.

Visitor Centre has now been taken over by the Shire. There are budget allocations for both operating expenditure and revenue for 2020/21. Tourist subsidy (\$60k) is therefore no longer payable and used to partially offset operating cost of the Visitor Centre.

Other new programs include IGO funded local and industry development (\$10k),

Other Property Services:

New items include proposed sale of 8 land lots and expected income from sale of gravel (\$60k).

Other Matters:

In accordance with the Shire's Financial Hardship Policy and Ministerial Order 2020 – Local Government COVID-19 Response, Interest on outstanding Rates and, Charges could be applied at concessionary rate as follows

(1) Interest on overdue Rates, Fees and Charges

For Excluded Persons: 0%
For Others: 8%

(2) Rates, Fees and Charges remaining due under instalment plan

For Excluded Persons: 0%
For Others: 5.5%

Voting Requirements

Simple Majority

Officer Recommendation

1. That the Council of Shire of Dundas note proposed Income and Expenditure for 2020/2021 as given in papers relating and provide feedback to be considered in finalising the draft budget for 2020/21.
2. That the Council of Shire of Dundas approve the following interest charges to be applied on outstanding Rates, Fees and Charges:

Interest on overdue Rates, Fees and Charges

For Excluded Persons: 0%
For Others: 8%

Rates, Fees and Charges remaining due under instalment plan

For Excluded Persons: 0%
For Others: 5.5%

Moved Cr: Wyatt
Seconded Cr: Schultz

Resolution

1. That the Council of Shire of Dundas note proposed Income and Expenditure for 2020/2021 as given in papers relating and provide feedback to be considered in finalising the draft budget for 2020/21.

**2. That the Council of Shire of Dundas approve the following interest charges to be applied on outstanding Rates, Fees and Charges:
Interest on overdue Rates, Fees and Charges**

For Excluded Persons: 0%

For Others: 8%

Rates, Fees and Charges remaining due under instalment plan

For Excluded Persons: 0%

For Others: 5.5%

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.4.10 – Rating Calendar – 2020/21	
Location / Address	Shire of Dundas
File Reference	RV.NO
Author	Manager Finance & Administration - Aruna Rodrigo
Date of Report	17 th June 2020
Disclosure of Interest	Nil

Summary

The Rating calendar is to be set by the local government for the new financial year 2020/21.

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:

Due to the current Pandemic, two sets of payment dates are proposed to the Council to choose from.

They are given in the Papers Relating together with Current Rating Calendar (2019/20).

Policy Implications

Nil

Financial Implications

The Rates recovery would have a direct impact on the cashflow position of the Council. The proposed Rating calendar (Covid – 19 consideration) will move forward payment dates by one to two weeks in order to match payment dates for the current year, taking into consideration of the Pandemic.

There is an opportunity cost to the Council and forgone interest for a few weeks whereas delayed dates could help Rate payers meet their payment commitments more easily, enhancing recoveries.

Strategic Implications

Nil

Consultation

CEO
Rates Staff

Voting Requirements

Absolute Majority

Officer Recommendation

The Council to select either set one or set two for Rates payment dates as follows:

Set 1: Normal Rating Calendar:

- **Option One – One Instalment**
Full payment due date 19 August 2020
- **Option Two – Two Instalments**
First instalment due date 19 August 2020
Second instalment due date 26 October 2020
- **Option Three – Four Instalments**
First instalment due date 19 August 2020
Second instalment due date 26 October 2020
Third instalment due date 11 January 2021
Fourth instalment due date 22 March 2021

Set 2: Rating Calendar with Covid-19 consideration:

- **Option One – One Instalment**
Full payment due date 2 September 2020
- **Option Two – Two Instalments**
First instalment due date 2 September 2020
Second instalment due date 10 November 2020
- **Option Three – Four Instalments**
First instalment due date 2 September 2020
Second instalment due date 10 November 2020
Third instalment due date 18 January 2021
Fourth instalment due date 12 April 2021

Council Motion

The Council to select set two for Rates payment dates as follows:

Set 2: Rating Calendar with Covid-19 consideration:

- **Option One – One Instalment**
Full payment due date 2 September 2020
- **Option Two – Two Instalments**
First instalment due date 2 September 2020
Second instalment due date 10 November 2020
- **Option Three – Four Instalments**
First instalment due date 2 September 2020
Second instalment due date 10 November 2020
Third instalment due date 18 January 2021
Fourth instalment due date 12 April 2021

Moved
Seconded

Cr: Wyatt
Cr: Warner

Resolution

The Council to select set two for Rates payment dates as follows:

Set 2: Rating Calendar with Covid-19 consideration:

- **Option One – One Instalment**
Full payment due date 2 September 2020
- **Option Two – Two Instalments**
First instalment due date 2 September 2020
Second instalment due date 10 November 2020
- **Option Three – Four Instalments**
First instalment due date 2 September 2020
Second instalment due date 10 November 2020
Third instalment due date 18 January 2021
Fourth instalment due date 12 April 2021

Absolute Majority

For: 6

Against: 0

Agenda Reference & Subject	
11.4.11 – Firebreak Notice 2020-21	
Location / Address	Shire of Dundas
File Reference	ES.LE
Author	Acting Senior Administration Officer – Ciara Stewart
Date of Report	17 th June 2020
Disclosure of Interest	Nil

Summary

For Council to consider the adoption of the Firebreak Notice for the forthcoming 2020-21 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
Stephen Bowyer – Deputy Chief Bushfire Control Officer
Richard Brookes – Development Services Officer

Comment

The proposed firebreak notice will be produced as a double-sided notice and sent out with each rate notice. A copy of the notice is included in papers relating.
Public notices are to be placed on Community notice board and Shire of Dundas website.

Voting Requirements

Simple Majority

Officer Recommendation

That Council adopt the Firebreak Notice for the 2020-21 fire season as shown in the papers relating.

Moved Cr: Wyatt
Seconded Cr: Warner

Resolution

That Council adopt the Firebreak Notice for the 2020-21 fire season as shown in the papers relating.

Carried by: Simple Majority For: 6 Against: 0

12 Elected Members Motions of Which Previous Notice Has Been Given

Nil

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

Nil

14 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 21st July 2020.

15 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:47pm