



Norseman Woodlands to Eucla Coast

Notice of Meeting and Agenda Ordinary Council Meeting 18th April 2023

NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 18th April 2023 in the Council Chambers at the Shire Administration office – Prinsep Street Norseman commencing at 6:00pm AWST to consider and resolve on the matters set out in the attached agenda.

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

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

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

Peter Fitchat
Chief Executive Officer
4th April 2023

AGENDA for the ORDINARY Meeting of Council
to be held in the Council Chambers at the Shire Administration Office –
Prinsep Street Norseman on the
18th April 2023 commencing at 6:00pm AWST

Notes to Agenda

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

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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:

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

1.1 Acknowledgment of Country

The Shire of Dundas recognises the Ngadju and Mirning 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.

1.2 Attendance at meetings by electronic means

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

Financial Interests:

Proximity Interests:

Impartiality Interests:

Gifts Received by Councillors:

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

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

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	

Cr SM Warner
Cr VL Wyatt
Cr J Maloney

Peter Fitchat Chief Executive Officer
Pania Turner Manager of Corporate and Community Services
Barry Hemopo Manager of Works and Services
Clara Viola Executive Assistant

Apologies

Public Gallery

4. Applications for Leave of Absence.

Cr J Maloney

At the Ordinary Council Meeting held on the 2 March 2023 Council approved the following resolution: That Council grant Cr. Maloney's application for Leave of Absence for the period 25th March-26th April inclusive, noting that the Councillor will be absent from the scheduled Ordinary Council Meetings 25th March 2023 and the 18th April 2023.

5. Response to Previous Public Questions Taken on Notice.

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.

7. Confirmation of Minutes of Previous Meeting.

7.1 Minutes of the Ordinary Meeting of Council held on 23rd March 2023 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Meeting of Council held on 23rd March 2023 be confirmed as a true and accurate record.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority For: Against:

7.2 The minutes of the Special Council Meeting held on 29th March 2023 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Special Council Meeting held on 29th March 2023 be confirmed as a true and accurate record.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

8. Petitions, Deputations or Presentations.

8.1 Citizenship Ceremony Miss Praweena Wongsing

Presiding Officer Shire President Mrs L. Bonza

- Welcome and introduction
- Minister's Message
- Australian citizenship ceremony
- Australian citizenship affirmation (all in attendance are invited to make the affirmation)
- As an Australian citizen I affirm my loyalty to Australia and its people, whose democratic beliefs share, whose rights and liberties I respect, and whose laws I uphold and obey.
- Australian National Anthem

8.2 Reports of Committees

8.1.1 GVROC

Council representatives Cr Bonza and Cr Warner

8.1.2 WALGA

Council representatives Cr Bonza and Cr Patupis

8.1.3 Regional Roads Group

Council representatives Cr Bonza and Cr Wyatt

8.1.4 Roadwise

Council representatives Cr Wyatt and Cr Warner

8.1.5 Local Emergency Management Committee

Council representatives Cr Bonza and Cr Warner

8.1.6 Steering Committee Coastal Management Plan

Council representatives Cr Bonza and Cr Patupis

9. Announcements by Presiding Member without Discussion.

10. Reports

10.1 Planning, Development, Health and Building

Agenda Reference and Subject	
10.1.1 Two (2) Additional Workforce Accommodation Dwelling Units – 128 Prinsep Street Norseman	
Location / Address	Lot 280 on Deposited Plan 222910 (HN 128) Prinsep Street Norseman
File Reference	DA06/2022
Author	Anthony Dowling, Dowling Giudici + Associates (DG+A) - Town Planning Consultant
Date of Report	8 April 2023
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

Summary

An application for development approval has been received by the Shire for the development of two (2) additional worker-accommodation dwelling units and an enclosure for the storage of bins and LPG cylinders upon lot 280, HN 128 Prinsep Street Norseman.

Council previously granted conditional development approval for the development of 7 worker-accommodation dwelling units in a 2-storey building at its December 2021 Ordinary Meeting. These have now been constructed (although landscaping of the development remains outstanding).

It is deemed that the proposed additional dwelling units are unlikely to have any adverse impact upon the surrounding locality, especially in respect to the locality's amenity and the surrounding road network. Further, there is sufficient area within lot 280 to accommodate an appropriate sized onsite effluent disposal system to service up to 10 dwellings.

On this basis it is recommended that development approval be granted for the proposed two additional worker-accommodation dwelling units subject to the façade of these units being clad in timber matching or similar to the timber clad facades of the existing 2-storey accommodation block.

It is also recommended that the enclosure for the storage of bins and LPG cylinders be approved as well.

Background

The subject land is currently developed with 7 worker-accommodation dwelling units in a 2-storey configuration, for which development approval was granted by Council at its December 2021 Ordinary Meeting.

Following a review of the design, layout and costing of the proposed development by the proponent (Resource Accommodation Management P/L) further development approval from Council was sought to a number of modifications to the aforementioned approved development.

The principal modification requested was re-siting the proposed 2-storey accommodation block from near the rear of the lot towards its middle to accommodate a future onsite effluent disposal area within the lot's rear setback area. The onsite wastewater disposal system was

to be substituted for the connection of the 2-storey accommodation block to the private sewerage scheme that had installed by the proponent at 51 Richardson Street Norseman to service its other workforce accommodation developments within Norseman.

The proponent had determined that connection of the 2-storey accommodation block to its private system was cost-prohibitive.

Advice from the proponent's plumber stated that the proposed onsite effluent disposal system can be designed to accommodate up to 10 dwelling units.

This revised layout required the approved BBQ facility to be relocated adjacent to the proposed laundry on the western side of the lot.

These and other minor modifications were approved by Council at its December 2022 Ordinary Meeting. A copy of the amended development approval granted for these modifications is provided at papers relating item 10.1.1 **Attachment 1**.

A copy of the approved revised site development plan is provided at papers relating item 10.1.1 **Attachment 2**.

It is understood that the approved development has been completed (although no check has yet been made as to whether all conditions of the modified development approval have been fulfilled).

Proposal Overview

The proposed development that is the subject of this report and current application for development approval comprises the following:

1. The addition of 2 dwelling units in a single storey building located in front of the existing 2-storey accommodation block and along the lot's eastern boundary; and
2. A screened enclosure for the storage of bins and LPG gas cylinders at the rear of the existing laundry.

A further revised site development plan denoting the location and position of these additions is provided at papers relating item 10.1.1 **Attachment 3**.

A floor plan and elevations of the proposed accommodation block is provided at papers relating item 10.1.1 **Attachment 4**.

Elevation drawings of the whole of the existing and proposed development within lot 280 is provided at papers relating item 10.1.1 **Attachment 5**.

An illustration of the proposed accommodation block as viewed from Prinsep Street is provided underneath.

Proposed 2 additional dwelling units



The accommodation block is proposed to be set back 12.1 metres from its Prinsep Street lot boundary, and 1.5 metres from the lot's eastern boundary.

As per the upper floor dwellings located in the existing 2-storey accommodation block the additional two dwellings will each comprise a double-bed, ensuite, and desk. An open ground-level verandah will extend the full length of the western façade of these dwellings.

Both the roof and external walls of the proposed accommodation block will be clad in colorbond metal sheeting.

No additional onsite car parking has been proposed, however, lot 280 is capable of accommodating two additional onsite car bays (1 bay/dwelling unit) should Council require this.

Statutory Environment

- *Planning and Development (Local Planning Schemes) Regulations 2015 ('LPS Regs')*
- *Shire of Dundas Local Planning Scheme No. 2 ('LPS 2')*

The **LPS Regs** provide the procedures and processes for making and determining an application for development approval as well as the matters to be considered in determining whether to grant development approval.

LPS 2 regulates the use and development of land within the Dundas Shire district, principally through the application of zones and reserves; the assignment of special control areas; and the prescribing of development controls and standards by which land use and development is expected to comply with (unless otherwise varied by the decision-maker).

The subject land is zoned **Residential** under LPS 2, with a residential density coding of **R10**.

The proposed development is deemed classified as '**workforce accommodation**' under clause 38 of LPS 2 but is not a class of use listed in the Zoning Table (Table 1) of LPS 2. Therefore, it is deemed an '**unlisted use**'.

To this end (*cf* clause 18 (4) in LPS 2), Council can determine whether the proposed use/development is:

- (a) consistent with the objectives of the Residential zone and is therefore a use that may be permitted subject to conditions imposed by the local government; or
- (b) determine that the use may be consistent with the objectives of the Residential zone and give notice under clause 64 of the deemed provisions (in part 7, Schedule 2 of the PD Regs) before considering and determining an application for development approval for the use of the land; or
- (c) determine that the use is not consistent with the objectives of the Residential zone and is therefore not permitted in the zone.

The objectives of the **Residential** zone (reproduced from Table 2 – Zone Objectives in LPS 2) are as follows:

- (i) *To provide for a range of housing and a choice of residential densities to meet the needs of the Community;*

- (ii) *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas; and*
- (iii) *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

Having regard to objective (iii) above and anticipating that the proposed use/development is likely to be consistent with the objectives of the Residential zone, and being deemed a **complex application** (see cl.1, Schedule 2, *LPS Regs 2015*), the application was duly advertised pursuant to provision (b) above.

Public Advertising

The application was advertised in the following ways:

- A notice in the *Kalgoorlie Miner* newspaper;
- A notice on the Shire website; and
- Notification by letter to owners and occupiers of land within 200 metres of the subject site.

The application was advertised for a period of 28 days. At the end of the advertising period no submissions on the application had been received by the Shire.

Consultation

The application was referred to Main Roads WA, the Water Corporation, Horizon Power, and the Goldfields Esperance Development Commission (GEDC) for their consideration and comment.

Only Main Roads WA (MRWA) provided comment, advising **firstly**, that it had no objection to the proposal (which included vehicle access to the subject land being from Prinsep Street, which is under the care and control of MRWA), and **secondly**, pursuant to clause 67(s)(ii) in Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* and the WAPC's *Development Control Policy 5.1*, that all refuse generated from the use be collected either onsite or from the rear laneway (in other words no collection of refuse being allowed from the Prinsep Street verge).

MRWA also requested that should development approval be granted, the following advice notes be included with the approval;

- No earthworks are to encroach onto the Prinsep Street reserve unless approved by it;
- No stormwater drainage into the Prinsep Street reserve; and
- The landowner/applicant shall make good any damage to the existing verge vegetation within the road reserve (as a consequence of implementing the approval).

The Water Corporation did not respond, however, its previous comments in respect to the 7 dwelling unit development upon the lot remain relevant and valid, namely:

- Any water main extensions required for the proposed accommodation block are to be laid within existing road reserves; and

- Building approval for the proposed accommodation block is also required to be obtained from its Building Services section.

Policy Implications

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

Financial Implications

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

Strategic Implications

The proposed additional development will assist in achieving the Shire's **Goal 3 – Built Environment** of its *2022-32 Strategic Community Plan*, namely—

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

Comment

The addition of 2 further dwellings represents a relatively minor extension to an existing approved use/development, and is deemed unlikely to have any adverse impact upon the surrounding locality, especially in respect to the locality's amenity and the surrounding road network. Further, there is sufficient area within the lot to accommodate an appropriate sized onsite effluent disposal system to service the 9 dwellings.

However, in order to provide for a consistent and harmonised external appearance of the total completed development when viewed from Prinsep Street, it is recommended that the western façade treatment of the proposed accommodation block match or be similar to the façade treatment provided to the lower and upper floors of the existing accommodation block, namely the external wall being clad in matching or similar timber, and matching or similar feature screens being provided along the western and northern edge of the side verandah.

It is also recommended that two (2) additional onsite car bays ought to be provided as well (one bay/dwelling unit). There is sufficient space within the development's front set back area to accommodate these. Regardless of where the required car bays might be located, all car bays (both existing and proposed) are to be suitably landscaped to visually screen the car bays where they will be visible from Prinsep Street.

A landscaping plan was a condition of the previous development approval (DB05/2021) granted for this land. This plan has yet to be submitted. It is recommended that the same condition be imposed should approval of the development under consideration here be approved. The landscape plan should include landscaping the area extending between the proposed accommodation block and the driveway extending parallel and adjacent to it.

Determination Options

In determining the application Council has the option of:

- A. Approving the application for development approval with or without conditions; or
- B. Refusing to approve the application for development approval.

It is recommended that the application be approved.

Voting Requirements

Simple Majority

Officer Recommendation**That Council:**

1. Pursuant to clause 18(4)(a) of the *Shire of Dundas Local Planning Scheme (LPS) 2* determines that the proposed development comprising two (2) additional workforce accommodation dwellings upon lot 280 on DP 222910 (HN 128) Prinsep Street Norseman is **consistent with the objectives** of the **Residential zone** applying to the subject land and is therefore a use/development **that can be permitted** upon the subject site; and
2. Pursuant to clause 68 (2) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **APPROVE** development application DA 06/2022 to develop two (2) additional workforce accommodation dwellings and a screened enclosure for the storage of LPG gas cylinders and bins upon lot 280 on DP 222910 (HN 128) Prinsep Street Norseman, generally in accordance with the following plans/drawings:
 - A. Andre Melville Building Design and Drafting Services Drawing No. 21-116-WD-1.03-1 – **Proposed Site Plan**;
 - B. Andre Melville Building Design and Drafting Services Drawing No. 21-116-WD-1.04-H – **Site Ground Floor Plan**; and
 - C. Andre Melville Building Design and Drafting Services Drawing No. 21-116-SK- 60-A – **Type ‘A’ Building Floor Plan and Artist Impression**, subject to it being modified as follows:
 - (a) The colorbond wall cladding denoted on the western façade of the proposed accommodation block (2 Bed Module) being replaced by **timber cladding** that matches or is similar to the timber cladding on the existing 2-storey accommodation block; and
 - (b) Feature screens matching or similar to the feature screens extending along the lower and upper floors of the existing 2-storey accommodation block being installed along the northern and western edges of the side verandah of the proposed accommodation block.

The required modified plan in (C) above is to be submitted to, and be endorsed by, the Chief Executive Officer of the Shire of Dundas prior to occupancy of the proposed accommodation block;

and subject to the following **conditions**:

- (i) Two (2) additional car bays, designed to the Chief Executive Officer of the Shire of Dundas, being installed and line-marked within the subject land prior to occupancy of the proposed accommodation block.

Where the additional car bays will be wholly or partially visible from Prinsep Street the bays are to be landscaped to the satisfaction of the Chief Executive Officer of the Shire of Dundas prior to occupancy of the proposed accommodation block;

- (ii) The proposed accommodation block being connected to an onsite stormwater disposal system, designed and installed to the specifications of the Chief

Executive Officer of the Shire of Dundas, prior to occupancy of the approved accommodation block;

- (iii) The proposed accommodation block being connected to an onsite effluent disposal system in accordance with *Australian/New Zealand Standard 1547 Onsite Domestic Wastewater Management* and the specifications of the Chief Executive Officer of the Shire of Dundas, prior to occupancy of the approved accommodation block;
- (iv) The enclosure at the rear of the approved laundry proposed for the storage of LPG cylinders and refuse bins/receptacles being installed to the specifications of the Chief Executive Officer of the Shire of Dundas, prior to occupancy of the proposed accommodation block.

Collection of refuse from the refuse bins/receptacles is to occur only within lot 280 or from the adjoining rear laneway;

- (v) Submission of a landscaping plan to the specifications of the Chief Executive Officer of the Shire of Dundas, prior to the issue of building permit for the proposed accommodation block. The landscaping plan is to be fully implemented prior to occupancy of the proposed accommodation block;

Advice Notes

1. If the approved development has not been fully developed within 2 years from the approval date, the approval will expire and be of no further effect.

The approval may be extended beyond the approval expiry period where a request has been received and approved by the Shire of Dundas within 3 months of the approval expiry date;

2. The Shire's consulting Environmental Health Officer is to be consulted for details for compliance with condition numbers (iii) and (iv);
3. Any water main extensions required for the proposed accommodation block are to be laid within existing road reserves;
4. In addition to the requirement for obtaining building approval from the Shire for the proposed accommodation block, building approval is also required to be obtained from the Building Services section of the Water Corporation;
5. Main Roads Western Australia (MRWA) advises that:
 - (i) No earthworks are to encroach onto the Prinsep Street reserve, unless approved by it;
 - (ii) No stormwater drainage is to be discharged onto the Prinsep Street reserve;
 - (iii) The landowner/applicant shall make good any damage to the existing verge vegetation within the Prinsep Street reserve as a consequence of construction work associated with the development of the proposed accommodation block; and
 - (iv) The applicant is required to submit an Application to Undertake Works Within the Road Reserve to MRWA, and receive approval prior to undertaking any works within the Prinsep Street reserve.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

10.2 Members and Policy

Agenda Reference & Subject	
10.2.1 Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	12 th April 2023
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for **4th April 2023**.

Background

The Councillors' Information Bulletin for the period ending **4th April 2023** was completed and circulated to Councillors.

Statutory Environment

Local Government Act 1995

1. 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.
2. 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

Informing Elected Members with respect to matters impacting on their roles, responsibilities and decision making as the Shire of Dundas Council.

Consultation

The IB Report is prepared in consultation with Senior Officers

Comment

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

The Information Bulletin contains confidential elements and is not a public document, it is distributed to Councillors and senior officers 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 4th April 2023 as included in confidential papers relating.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

Agenda Reference & Subject	
10.2.2 Shire of Dundas Disability Access and Inclusion Plan 2023-2027	
Location / Address	Shire of Dundas
File Reference	CP.AC.1
Author	Manager of Corporate and Community Services Pania Turner
Date of Report	13 April 2023
Disclosure of Interest	Nil

Summary

For Council to review and endorse the Shire of Dundas Disability Access and Inclusion Plan.

Background

The Disability Services Act 1993 requires all local government authorities to have a Disability Access and Inclusion Plan (DAIP). These Plans ensure access and inclusion actions across a number of areas including services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. These plans are in place to benefit people with disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

The Shire has a Community Consultation and Engagement policy which guides the way the Shire conducts consultation. This policy along with the requirements of the Disability

Access and Inclusion Plan will guide the activities and process in which the community is consulted.

Statutory Environment

Local Government Act 1995
Disability Services Act 1993

Policy Implications

Community Consultation and Engagement Policy

Financial Implications

The Shire's annual Budget is presented to Council for approval, which includes direct and indirect expenditure for improving accessibility and inclusion across the Shire's services and facilities.

Strategic Implications

Community- Goal 1

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

1.2 A Community where diversity is celebrated, a place of belonging.

- 1.2.1 Provide and support activities and events that celebrate the culture of Aboriginal people.
- 1.2.2 Provide and support activities and events that celebrate cultural diversity.
- 1.2.3 Collaborate with Ngadju and Mirning to place dual naming across the Shire.
- 1.2.4 Strive for high goals and outcomes for people living with disability.

1.3 A place where people thrive.

- 1.3.5 Provide support and facilities to improve inclusion and accessibility, and to achieve excellent outcomes for people living with disability.

Built environment – Goal 3

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

3.2 Liveable, sustainable and connected communities.

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

Economic Development and Financial Sustainability – Goal 4

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

4.1 A financially responsible Local Government.

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

Governance and Leadership – Goal 5

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

5.1 A trusted Local Government

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

5.2 We are a strong advocate for our community.

5.2.1 The Shire develops partnerships with government and non-government organisations, and key stakeholders to achieve positive outcomes for the community.

5.2.2 The community is consulted and given opportunity to raise issues with elected members to allow Council to focus on priority areas for advocacy.

Consultation

Elected Members
Shire of Dundas CEO
Shire of Dundas Senior Officers

The Shire conducted community consultation September 2022- January 2023 via the Community Voice Survey with a printed copy distributed to all Shire of Dundas residents and rate payers. The survey was also available in the digital format on the Shire of Dundas website, social media post, and request for one-on-one feedback. 18 responses were received which assisted to inform the DAIP.

Additionally, Shire of Dundas Strategic Community Plan was in its final stages of development just prior to the review of the DAIP. The extensive feedback from the community workshops in Norseman and Eucla have also assisted in capturing the concerns and aspirations of the Dundas community.

Comment

The survey results and consultation conducted during 2022 show that the community expect the place in which they live, work and holiday have facilities and services that meet the needs of all people. The DAIP will guide Council's efforts to improve the liveability and outcomes for all people within the community.

Voting Requirements

Absolute Majority

Officer Recommendation

- 1. That Council endorse the Shire of Dundas Disability Access and Inclusion Plan 2023-2027 as included in the papers relating, and note the President's Message to be included upon endorsement.**

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Absolut Majority

For:

Against:

Agenda Reference & Subject	
10.2.3 Update Local Emergency Management Arrangements	
Location / Address	Shire of Dundas
File Reference	ES.PL.1
Author	Manager of Corporate and Community Services Pania Turner
Date of Report	13 th April 2023
Disclosure Interest	of Nil

Summary

For the Council of the Shire of Dundas to note the updates to the Shire of Dundas Local Emergency Management Arrangements as per recommendation from Department of Fire and Emergency Services.

Background

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

Statutory Environment

Local Emergency Management Act 2005

Policy and Planning Implications

Update to the Current Local Emergency Management Arrangements

Financial Implications

Implementation of emergency management arrangements does have a financial cost to the Shire of Dundas, which the CEO manages and reports to through the Annual Budget

Strategic Implications

Community – Goal 1

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

1.1 A healthy, safe, resilient and engaged Community.

1.1.1 Work with Government, organisations and key stakeholders to support a high standard of the provision of health services to the community.

1.1.2 Maintain a Community Wellbeing Plan.

1.1.3 Provide emergency management planning, response and recovery through the Local Emergency Management Committee.

1.1.4 Build community capacity through communication and education.

Natural environment – Goal 2

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

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

2.1.1 Work with government and non-government organisations and key stakeholders to support the protection of the Great Western Woodlands.

2.1.2 Promote and educate people on the responsible use of the bush.

2.1.3 Manage bushfire risk, having regard to conservation of natural landscapes and biodiversity.

2.1.5 Manage parks, nature reserves and green spaces appropriately.

2.1.6 Provide and support community education on waste avoidance, reduction and reuse.

Governance and Leadership – Goal 5

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

5.1 A trusted Local Government

5.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations.

5.2 We are a strong advocate for our community.

5.2.1 The Shire develops partnerships with government and non-government organisations, and key stakeholders to achieve positive outcomes for the community.

Consultation

Yvette Grigg, District Emergency Management Advisor | Wheatbelt and Goldfields-Esperance Districts

Comment

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

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

The updated LEMA was endorsed by Council before being submitted to the State Emergency Management Committee. The LEMA met all the requirements however feedback from the District Emergency Management Advisor prompted the following updates:

- Revised format
- Update to exercises conducted.
- Additional information for Recovery

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council of the Shire of Dundas note the updates to the 2022 Local Emergency Management Arrangements as per recommendations received from the Wheatbelt Goldfields District Emergency Management Advisor.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Absolut Majority

For:

Against:

Agenda Reference & Subject	
10.2.4 Review of the Recordkeeping Plan	
Location / Address	Shire of Dundas
File Reference	IM.RM.3
Author	Manager Corporate and Community Services
Date of Report	14 April 2023
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and approve the reviewed Recordkeeping Plan of the Shire of Dundas.

Background

Local Governments are required to develop and maintain a Recordkeeping Plan (RKP) which captures key information about the processes and systems used by the local government to manage records of information. These plans also set-out actions for the retention and eventual disposal or transfer to the State Archives.

The Recordkeeping Plan is a statutory requirement and has been developed using the recommended State Records template. Local Governments are required to review and report their RKP to the State Records Office every two years.

Statutory Environment

State Records Act 2000 S19

Policy Implications

A.5 Record Keeping and Management Policy

Financial Implications

Nil

Strategic Implications

Remaining compliant with section 19 of the State Records Act 2000.

Consultation

Senior Officers
Information and Technology Officer

Comment

The review is a statutory requirement requiring Shire- self assessment of its Recordkeeping Plan. In conducting the review, the Shire uses the following assessment questions as instructed but the State Records Office.

1. Do recordkeeping practices within your organisation meet business and legislative requirements?
2. Have your recordkeeping practices changed since your RKP was approved?
3. Have your records storage arrangements changed since your RKP was approved?
4. Are you implementing an approved and updated Disposal Authority/ies?

The review required some minor updates to information including:

- staffing numbers; and
- records keeping/archive location.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas Council consider and endorse the reviewed Recordkeeping Plan to be submitted to the State Records Commission.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Absolut Majority

For:

Against:

10.3 Administration, Finance and Community Development

Agenda Reference & Subject	
10.3.3 Accounts Paid 01/03/23 to 31/03/23	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Finance Assistant – Katherine Wiles
Date of Report	1 st April 2023
Disclosure of Interest	Nil

Summary

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

Statutory Environment

Sub-regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

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

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting

Policy Implications

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

Financial Implications

Accounts are managed within the approved Budget.

Visitor Centre Payments

Chq/EFT	Date	Name	Description	Amount
EFT7957	10/03/2023	TARA TREASURES (AUS) PTY LTD	Visitor Centre Retail Items	802.65
EFT8013	23/03/2023	HEMA MAPS PTY LTD	HEMA MAPS Order for Woodlands Centre Stock	822.93
				\$1,625.58

Municipal Account EFT's, Cheques and Direct Debits

Chq/EFT	Date	Name	Description	Amount
8027	1/03/2023	ANZ Bank	Bank Fees	143.86

Chq/EFT	Date	Name	Description	Amount
8028	1/03/2023	Department of Transport	Licensing transaction for 27.02.2023 - debited on 01.03.2023	808.70
EFT7865	28/02/2023	Australian Taxation Office	BAS (December 2022)	55,763.00
PAY	1/03/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	79,770.31
8029	2/03/2023	Department of Transport	Licensing transaction for 28.02.2023 - debited on 02.03.2023	74.40
8030	3/03/2023	Department of Transport	Licensing transaction for 01.03.2023 - debited on 03.03.2023	430.65
EFT8010	23/03/2023	BREATHALYSERS AUSTRALIA	SHIELD Express Identity Breathalysers	2,816.97
EFT7866	3/03/2023	Laurene Bonza	Claim President's Allowance for February 2023	1,352.50
EFT7867	3/03/2023	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	445.73
EFT7868	3/03/2023	Rasa Patupis	Claim Deputy's Allowance for February 2023	338.16
PAY	1/03/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	4,660.82
8026	6/03/2023	ANZ Bank	Bank Fees	34.65
8033	6/03/2023	ANZ Bank	Centrepay fees	0.99
8033	6/03/2023	ANZ Bank	Centrepay fees	0.99
8031	7/03/2023	Department of Transport	Licensing transaction for 02.02.2023 - debited on 07.03.2023	719.15
8032	7/03/2023	ANZ Bank	Centrepay fees	0.99
8032	7/03/2023	ANZ Bank	Centrepay fees	0.99
8034	8/03/2023	Department of Transport	Licensing transaction for 03.02.2023 - debited on 08.03.2023	1,406.20
8035	9/03/2023	Department of Transport	Licensing transaction for 07.02.2023 - debited on 09.03.2023	140.50
8087	9/03/2023	Lyle Callow	Travel Allowance	1,000.00
8088	9/03/2023	Barry Hemopo & Pania Turner	Utilities Allowance	4,000.00
8036	10/03/2023	Department of Transport	Licensing transaction for 08.02.2023 - debited on 10.03.2023	26.80
EFT7956	10/03/2023	Telstra Corporation Limited	Home Bundles	315.06
EFT7936	10/03/2023	Star Track Credit	Freight (Feb March 2023)	11.04
EFT7937	10/03/2023	Rasa Patupis	Claim (Council Meeting OCM 02/03/23)	324.00
EFT7938	10/03/2023	Shenton Pumps	Wave side brushes	93.12
EFT7939	10/03/2023	Stewart & Heaton Clothing Co. Pty Ltd	Fire helmets, coats and trousers	203.96

Chq/EFT	Date	Name	Description	Amount
EFT7940	10/03/2023	South Coast Foodservice	surge 20l alkali feed system	628.32
EFT7941	10/03/2023	TOLL TRANSPORT PTY LTD	Freight from Stewart & Heston	26.02
EFT7942	10/03/2023	Western Australian Local Government Association	Transport & Roads Forum Peter Fitchat & Laurene Bonza	140.00
EFT7943	10/03/2023	WesTrac Pty Ltd	standard duty pilot 1534093	157.33
EFT7944	10/03/2023	WESFARMERS KLEENHEAT GAS PTY LTD	LPG Bulk	3,233.58
EFT7945	10/03/2023	WA Tyre Recovery	pick up of various tyres	13,832.35
EFT7946	10/03/2023	SHARON MAREE WARNER (councillor)	Claim (Council Meeting OCM 02/03/23 & Electors Meeting 02/03/23)	324.00
EFT7926	10/03/2023	Laurene Bonza	Claim (Council Meeting OCM 02/03/23 & Electors Meeting 02/03/23)	491.00
EFT7927	10/03/2023	John Edward Patrick Hogan	Claim (Council Meeting OCM 02/03/23 & Electors Meeting 02/03/23)	324.00
EFT7928	10/03/2023	Horizon Power	Various Power Charges 21.12.2022 20.02.2023	1,808.68
EFT7929	10/03/2023	JOHN MALONEY	Claim (Council Meeting OCM 02/03/23 & Electors Meeting 02/03/23)	324.00
EFT7930	10/03/2023	KILIMA (WA) P/L	Rent for 81 Roberts Street, March 2023	266.20
EFT7931	10/03/2023	K & R EARTHWORKZ	Concrete works at dog park	17,754.00
EFT7932	10/03/2023	OFFICE NATIONAL KALGOORLIE	COLOP S120 mini date stamp Woodlands	38.94
EFT7933	10/03/2023	Norseman General Practice	Jonah Turner WorkCover Level C Surgery Consultation	585.60
EFT7934	10/03/2023	O'Dwyer Electrical	Upgrade electricals at Norseman Laundromat	15,995.10
EFT7935	10/03/2023	Microshel Family Trust T/AS PACK & SEND EAST PERTH RGSMW PTY LTD	Freight Perth to Norseman	48.39
EFT7908	10/03/2023	Bonza Constructions Pty Ltd	Various works to shire laundromat	2,887.84
EFT7909	10/03/2023	Cuten Guneder Machinery	DM Contract Vehicle Removal 22.01.2023	13,675.80
EFT7910	10/03/2023	Esperance Plumbing Service	Renovations to laundromat	4,057.76
EFT7911	10/03/2023	EAGLE PETROLEUM (WA) PTY LTD	Various items	1,544.62
EFT7912	10/03/2023	FELTON INDUSTRIES	Sheltered setting interactive ecotrend	12,487.20
EFT7913	10/03/2023	Greenfield Technical Services	Engineering support for the proposed trucking program on Hyden Norseman Road	8,456.25

Chq/EFT	Date	Name	Description	Amount
EFT7914	10/03/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Tender Support and Geotechnical Investigation Report Q09112021	13,526.70
EFT7915	10/03/2023	Global Synthetics Pty Ltd	ProTube Geotile Tube 4.5/4 Rapid flow dewatering tube	693.00
EFT7947	10/03/2023	BMH Electiris Pty Ltd	Dundas Stock Pathway Lights	57,555.13
EFT7948	10/03/2023	COASTLINE MOWERS	P324 VDrain Bucket	2,667.50
EFT7949	10/03/2023	Department of Fire & Emergency Services	BRPC Unspent Funds 20212022 BRM Planning LG Grant Agree	29,589.00
EFT7950	10/03/2023	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Services Agreement 201218 80 hrs @ \$95 p/h	4,180.00
EFT7951	10/03/2023	Comfort Style Furniture Kalgoorlie	Lounge /Sofa Brise Sofa Chase Slate Supreme Slumber Queen Mattress	2,848.00
EFT7952	10/03/2023	Star Track Credit	Freight (Jason Sign Maker Welshpool Norseman)	83.90
EFT7953	10/03/2023	Moore Australia (WA) Pty Ltd	2022/2023 Budget Preparation Services (Estimate Only refer attached proposal)	16,691.67
EFT7954	10/03/2023	RSEA PTY LTD	Stephen Hicks uniform Boots, Pants, Shirts & Jacket	2,218.43
EFT7955	10/03/2023	Solutions IT (invoice S + B)	Agreement Cloud Backup (Monthly Billing for March)	2,785.48
EFT7958	14/03/2023	Ross Squire Homes	Part payment B Custom Design Lock Up Component Home	32,000.00
8051	15/03/2023	Department of Transport	Licensing collected	940.30
8050	15/03/2023	Solution 3E Advantage	01/02/2023 to 28/02/2023 Photocopier Lease	2,708.52
PAY	15/03/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	82,039.11
8052	16/03/2023	Department of Transport	Licensing collected	265.20
8053	17/03/2023	Department of Transport	Licensing collected	939.80
8071	20/03/2023	Department of Transport	Licensing collected	630.75
8070	20/03/2023	ANZ Bank	Centrepay fees	1.98
8073	21/03/2023	Department of Transport	Licensing collected	48.60
8072	21/03/2023	ANZ Bank	Centrepay fees	1.98
8084	21/03/2023	York Hotel	Accommodation for Tony Dowling	120.00
8074	22/03/2023	Department of Transport	Licensing collected	1,433.50
8059	22/03/2023	ANZ Credit Card	Aloft Perth FDI Rivervale	788.00
8059	22/03/2023	ANZ Credit Card	ELDERS RURAL	709.50
8059	22/03/2023	ANZ Credit Card	ADOBE Subscription	34.99
8059	22/03/2023	ANZ Credit Card	TAYLOR HILL SCARVES	67.18
8059	22/03/2023	ANZ Credit Card	FULL MOON CAFE	165.00
8059	22/03/2023	ANZ Credit Card	Adobe	173.99
8059	22/03/2023	ANZ Credit Card	QANTAS AIRWAYS LTD	1,007.21
8059	22/03/2023	ANZ Credit Card	TRADESQUARE.COM.AU	836.29
8059	22/03/2023	ANZ Credit Card	SQ *ASHUTOSH PATEL	52.60

Chq/EFT	Date	Name	Description	Amount
8059	22/03/2023	ANZ Credit Card	Crown Metropol Perth Burswood	42.36
8059	22/03/2023	ANZ Credit Card	Crown Metropol Perth Burswood	311.63
8059	22/03/2023	ANZ Credit Card	Crown Metropol Perth Burswood	311.63
8059	22/03/2023	ANZ Credit Card	GM CABS PTY LTD MASCOT	44.63
8059	22/03/2023	ANZ Credit Card	BUNNINGS 435000	389.74
8059	22/03/2023	ANZ Credit Card	PLANNING INSTITUTE OF AUS	165.00
8059	22/03/2023	ANZ Credit Card	BCF KALGOORLIE	204.97
8059	22/03/2023	ANZ Credit Card	DTESALES.COM.AU	425.41
8059	22/03/2023	ANZ Credit Card	MYOB AUSTRALIA	130.00
8059	22/03/2023	ANZ Credit Card	LinkedIn	39.99
8059	22/03/2023	ANZ Credit Card	ADOBE Subscription	21.99
8059	22/03/2023	ANZ Credit Card	MY DEAL COM AU	279.94
8059	22/03/2023	ANZ Credit Card	Starlink Internet	143.17
8059	22/03/2023	ANZ Credit Card	WARREN SYMINTON RALPH	799.60
8059	22/03/2023	ANZ Credit Card	APPLE.COM/BILL SYDNEY	12.99
8059	22/03/2023	ANZ Credit Card	SHIRE OF DUNDAS	39.00
8094	23/03/2023	Penscom	Pens	300.23
8095	23/03/2023	Jodie Richardson & M McEwan	Reimburse Incidentals	436.51
8075	23/03/2023	Department of Transport	Licensing collected	729.15
EFT7959	22/03/2023	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Services Agreement 201218 80 hrs @ \$95 p/h	4,180.00
EFT7960	23/03/2023	Aerodrome Management Services Pty Ltd	Review of ERSA entry	980.10
EFT7961	23/03/2023	Eucla Motor Hotel	Accommodation provided to work crew 15/03/2023 (including meals + fuel)	15,906.95
EFT7962	23/03/2023	Australia Post	Postage February 2023	343.06
EFT7963	23/03/2023	Advertiser Print	150 x Daily plant prestart books	2,148.00
EFT7964	23/03/2023	ATOM SUPPLY	battery operated grease gun 18V 450g Macnaught	2,028.90
EFT7965	23/03/2023	ZircoDATA Pty Ltd	Storage of Registers (26/01/202325/02/2023)	169.91
EFT7966	23/03/2023	ALTORA SOLUTIONS	Axion Subscription to Altora: 01/03/2023 to 01/04/2023	345.51
EFT7967	23/03/2023	Bullivants Pty Ltd	Visual Inspection of lifting gear Feb 2023	605.00
EFT7968	23/03/2023	BP Norseman	Fuel Purchases for February 2023	870.20
EFT7969	23/03/2023	Bonza Constructions Pty Ltd	Remodel shire cat pound (source & install mesh to cat enclosures. Install custom orb roof between dog & cat Pound,	27,016.02

Chq/EFT	Date	Name	Description	Amount
			enclose area to make storage area)	
EFT7970	23/03/2023	Bunnings Warehouse Kalgoorlie	Clever Cube with Accessories	415.15
EFT7971	23/03/2023	Laurene Bonza	Claim (Council Meeting IB Session 16/03/2023)	658.00
EFT7972	23/03/2023	AUSTRALIAN DISTRIBUTION PTY LTD T/A BREATHALYSERS AUSTRALIA	Shield mouth pieces x 500	311.92
EFT7973	23/03/2023	Cuten Guneder Machinery	Cleaned out septic tanks out, airport dump toilet	925.00
EFT7974	23/03/2023	COERCO PTY LTD	4,000 LTR poly septic tank & freight	3,405.60
EFT7975	23/03/2023	David Gray & Co. Pty Ltd	240L dark wheelie bin x 20 complete with lids+wheels	2,829.86
EFT7976	23/03/2023	MATTBEN PTY LTD T/AS FREIGHT LINES GROUP	Freight (Asphalt in a Bag & Corsign x 3 pallets)	1,335.41
EFT7977	23/03/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Finance & Governance: 39.5hrs @\$108.00/hr ex GST 21/02/23 06/03/23	13,170.30
EFT7978	23/03/2023	Goldfields Records Storage	Monthly standard archive box storage 1 to 28 Feb 2023	14.52
EFT7979	23/03/2023	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Services Agreement 201218 80 hrs @ \$95 p/h	4,180.00
EFT7980	23/03/2023	John Edward Patrick Hogan	Reimbursement under paid Claim (Council Meeting Elector's Meeting 02/03/2023)	216.00
EFT7981	23/03/2023	Horizon Power	Phoenix Park Power Charges 17.02.2022 20.04.2022	525.19
EFT7982	23/03/2023	Jason Signmakers	Pool depth markers (Custom Floor Vinyl)	1,055.78
EFT7983	23/03/2023	JOHN MALONEY	Reimbursement under paid Claim (Council Meeting Elector's Meeting 02/03/2023)	216.00
EFT7984	23/03/2023	K & R EARTHWORKZ	Concrete crossover	17,556.00
EFT7985	23/03/2023	Recoveries Legal	Shire of Dundas Debt Recovery for A241 & A168	207.10
EFT7986	23/03/2023	LGIS	Fleet Protection Motor Vehicle Claim 03/02/2023	1,500.00
EFT7987	23/03/2023	Marketforce	Advertising Public Notice Kal Miner for Planning Proposal	674.70
EFT7988	23/03/2023	McLeods Barristers & Solicitors	DR 131/2022 Prendiville Superannuation Pty Ltd v Shire of Dundas	3,238.31
EFT7989	23/03/2023	MINING MART PTY LTD	Petrol pressure washer with Honda GP160 Engine	1,925.00
EFT7990	23/03/2023	FRASER RANGE STATION PTY LTD T/A NORSEMAN	50mm stone	35,829.42

Chq/EFT	Date	Name	Description	Amount
		CONCRETE & EARTHMOVING		
EFT7991	23/03/2023	Norseman IGA	Purchases for February 2023	952.00
EFT7992	23/03/2023	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.03.2023 04.04.2023)	65.89
EFT7993	23/03/2023	NAVEZE BUSINESS OF PURSUITS PTY LTD	Training & QA for Digital Map December	3,300.00
EFT7994	23/03/2023	O'Dwyer Electrical	Norseman medical centre air conditioner installation	6,589.00
EFT7995	23/03/2023	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership offer February 2023	1,265.00
EFT7996	23/03/2023	Rasa Patupis	Reimbursement under paid Claim (Council Meeting Elector's Meeting 02/03/2023)	216.00
EFT7997	23/03/2023	Microshel Family Trust T/AS PACK & SEND EAST PERTH RGSMW PTY LTD	Freight South Kalgoorlie to Norseman	608.34
EFT7998	23/03/2023	RSEA PTY LTD	UVEX Goggle Clear back order	931.23
EFT7999	23/03/2023	RESOURCE ACCOMMODATION MANAGEMENT PTY LTD	11 x Dinners for councillors 09/02/2023, 13/02/2023	605.00
EFT8000	23/03/2023	South Coast Foodservice	jumbo toilet paper & blue nitrile gloves	1,040.93
EFT8001	23/03/2023	Solutions IT (invoice S + B)	Pre Paid Support Hours 20 Hours	2,354.00
EFT8002	23/03/2023	TOLL TRANSPORT PTY LTD	Freight Stewart & Heaton 20/02/2023	23.86
EFT8003	23/03/2023	Wilson's Diesel & Auto Repairs	P283 Mitsubishi Fuso Tip Truck DS26 Remove flat tyre and replace with new	565.90
EFT8004	23/03/2023	WESFARMERS KLEENHEAT GAS PTY LTD	LPG Bulk	315.80
EFT8005	23/03/2023	West Australian Newspapers Limited	Public Notice Advert West Australian 8 Feb 2023	3,215.69
EFT8006	23/03/2023	SHARON MAREE WARNER (councillor)	Reimbursement under paid Claim (Council Meeting Elector's Meeting 02/03/2023)	108.00
EFT8007	23/03/2023	WINC AUSTRALIA PTY LTD	Sentry Safe for Admin	1,595.97
EFT8008	23/03/2023	SHARON MAREE WARNER (pool)	Relief Swimming Pool Supervisor 12/02/2023, 26/02/2023	800.00
8076	23/03/2023	ANZ Bank	Transfer funds to online saver account	400,000.00
8078	24/03/2023	Department of Transport	Licensing collected	362.20
EFT8009	23/03/2023	Telstra Corporation Limited	Various Mobile Phones	3,989.95
8079	27/03/2023	Department of Transport	Licensing collected	238.25

Chq/EFT	Date	Name	Description	Amount
8080	27/03/2023	ANZ Bank	Centrepay fees	0.99
8081	28/03/2023	Department of Transport	Licensing collected	177.25
8082	29/03/2023	Department of Transport	Licensing collected	1,533.80
PAY	29/03/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	81,088.43
8090	30/03/2023	Department of Transport	Licensing collected	500.20
8091	31/03/2023	Department of Transport	Licensing collected	2,013.40
				\$1,175,841.76

Summary of Account Totals

Visitor Centre EFT's	\$1,625.58
Municipal EFT's, Direct Debits, Cheques, Bank Transfers & Credit Cards	\$1,175,841.76
Grand Total for March 2023	\$1,177,467.34

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1st March 2023 to 31st March 2023 totalling \$1,177,467.34 be received and noted.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against

Agenda Reference & Subject	
10.3.4 Financial Statements for the Period Ending 31st March 2023	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	12 April 2023
Disclosure of Interest	Nil

APPENDIX 3 Monthly Financial Report for the Periods Ending 31st March 2023

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Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 31st March 2023 be accepted.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

Agenda Reference & Subject	
10.3.5 Attendance at the National General Assembly of the Australian Local Government Association 11th to 13th June 2023	
Location / Address	88-92 Prinsep Street, Norseman WA 6443
File Reference	GR.SL.25
Author	CEO Peter Fitchat
Date of Report	06/04/2023
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and appoint Shire of Dundas delegates at National General Assembly of the Australian Local Government Association 13th June 2023.

Background

The 2023 Australian Local Government Association (ALGA) National General Assembly (NGA) will be held in Canberra from 13 to 16 June 2023. This important event provides opportunity for Local Government to engage directly with the Federal Government, to develop national policy, and to influence the future direction of our councils and our communities.

ALGA is national voice of local government representing Australian local governments at the national level. ALGA provides important advocacy across many areas critical to local government and communities including local roads and infrastructure resourcing, disaster mitigations funding, regional airports and airstrips, telecommunications, social disadvantage, climate change and more.

The theme for the 2023 General Assembly will be "Our Communities, Our Future" focusing on ideas for new federal programs and policies that would support councils to build stronger communities in the future.

On the Ordinary Council Meeting from the Shire of Dundas held on the 23rd March 2023 Councillors gave approval to the CEO to submit the following Motion to be take on the NGA: *That ALGA: Request Australia Local Government Association to work with Federal Minister Hon. Mark Butler MP and all regional and remote Councils to provide affective and affordable Medical Services.*

Voting Requirements

Simple Majority

Officer Recommendation

Request Australia Local Government Association to work with Federal Minister Hon. Mark Butler MP and all regional and remote Councils to provide affective and affordable Medical Services" to be submitted at the National General Assembly of the Australian Local Government Association 11th - 13th June 2023.

Moved: Cr. Hogan

Seconded: Cr. Warner

Resolution

Request Australia Local Government Association to work with Federal Minister Hon. Mark Butler MP and all regional and remote Councils to provide affective and affordable Medical Services" to be submitted at the National General Assembly of the Australian Local Government Association 11th - 13th June 2023.

Carried by: Simple Majority For: 4 Against: 0

Statutory Environment

Nil

Policy Implications

Policy EM.1 Conferences – Elected Members Attendance and Representation.
HR2. Travel and Accommodation Allowances and Expenses Policy

Financial Implications

The budget required for the two elected members and a Shire Officer for 6 days is approximately \$15,000.

The approved 2022-2023 budget can accommodate this cost.

Registration (per delegate)	Travel & Accommodation (per delegate)	Meals & Incidentals (per delegate)
Early bird registration \$895 Virtual Attendance \$689 Additional Regional Forum: \$425	Accommodation \$168 per night Total: \$840 Flights: \$1300-1500 Additional Travel for the group taxis/uber/ hire car: \$200-\$800	Networking Dinners and events Meals: Breakfast \$29.90 Lunch \$ 33.65 Dinner \$ 57.30 Total: \$725.10

References:

<https://conferenceco.eventsair.com/nga23/>

Shire of Dundas Staff Expenses Claim Form – Australian Taxation Office guide each financial year for current allowance amount for each expense.

Strategic Implications

Representation at State and National platforms is essential for the Shire of Dundas to ensure that small local governments such as the Shire of Dundas are resourced and supported to achieve the strategic objectives of their community plans.

Governance and Leadership – Goal 5

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

5.1 A trusted Local Government

5.1.1 Accountable and informed decision-making by Council.

5.2 We are a strong advocate for our community.

5.2.1 The Shire develops partnerships with government and non-government organisations, and key stakeholders to achieve positive outcomes for the community.

Consultation

Elected Members

Senior Officers

Comment

The Attendance at Conferences and Events Policy has been reviewed to ensure that Shire of Dundas is represented at the appropriate international, national, and interstate conferences, study tours, seminars, conventions and events.

The appointment of Shire of Dundas Council delegates to attend the 2023 National General Assembly will also provide important opportunity for the Council to meet with Federal Ministers to discuss key areas of concern for the Shire of Dundas, including the impact of climate change and drought in the GVROC area as presented in the last AGM by our President Laurene Bonza. We also submitted an item to support 3D Concrete Printing of Houses.

The Shire of Dundas have submitted the following motion to be taken at the NGA 2023:

That ALGA: Request Australia Local Government Association to work with Federal Minister Hon. Mark Butler MP and all regional and remote Councils to provide affective and affordable Medical Services.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council:

- 1. nominate the Shire President Cr. L Bonza and Cr. _____ as delegates to attend the 2023 Australian Local Government Association National General Assembly in Canberra.**
- 2. authorise the Chief Executive Officer, or appointed Senior Officer, to accompany the councillor delegates to provide executive support; and**
- 3. approve a budget of up to \$15,000 for attendance at the 2023 Australian Local Government Association National General Assembly.**

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

Agenda Reference & Subject	
10.3.6 Termination of Agreement relating to the Provision of Medical Services	
Location / Address	Shire of Dundas
File Reference	PH.AG
Author	Peter Fitchat CEO
Date of Report	13 th April 2023
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider the termination of the agreement between the Shire of Dundas and Dr Rowlands regarding the provision of medical services that was approved at the Ordinary Council Meeting on the 16th May 2017 and signed on the 5th September 2017.

Background

The Shire of Dundas formal agreement with Dr Rowlands regarding the provision of medical services to the Norseman Community does not meet the required standards through procurement legislation. Furthermore, the Shire's limited budget is unable to meet the request of a significant cash contribution submitted by Dr Graham Rowlands on the 19th May 2022.

The request for increase to Council's financial contribution triggered the requirement to formalise the engagement process as the proposed total package requires a formal Expression of Interest or Tender Process.

This process is also linked to Council capability to fund this service as this is a Federal Government responsibility to support services like medical practise in small regional and remote Councils throughout Australia.

Council has also approved the resolution below to seek assistance through the next Australian Local Government Association at their next AGM in Canberra at our last OCM on the 23rd March 2023.

Voting Requirements

Simple Majority

Officer Recommendation

Request Australia Local Government Association to work with Federal Minister Hon. Mark Butler MP and all regional and remote Councils to provide affective and affordable Medical Services" to be submitted at the National General Assembly of the Australian Local Government Association 11th - 13th June 2023.

Moved: Cr. Hogan

Seconded: Cr. Warner

Resolution

Request Australia Local Government Association to work with Federal Minister Hon. Mark Butler MP and all regional and remote Councils to provide affective and affordable Medical Services" to be submitted at the National General Assembly of the Australian Local Government Association 11th - 13th June 2023.

Carried by: Simple Majority For: 4 Against: 0

The Expression of Interest was advertised in the West Australian Newspaper and the Kalgoorlie Miner on five occasions from 13 December 2022 to 28 January 2023. It was also published on Rural Health West's web site and the Shire's web site. The closing date was 11.59pm Sunday 5 February 2023.

[Public Notice - Expression of Interest \(EOI\) 01-2022: Provision of Medical Services » Shire of Dundas](#)

During the advertising period 11 requests for documentation were received however at the closing date, only one response was received. Feedback obtained from those who had requested documentation but failed to make a submission was generally that it was not their core business or that they only provided specialist or telehealth services.

Inflammatory and offensive posts and comments on local social media community groups regarding Elected Members and the CEO has caused some potential medical service providers to reconsider their willingness to submit as potential medical service providers.

Statutory Environment

1. Local Government Act 1995 - Home Page (legislation.wa.gov.au)
2. Local Government (Financial Management) Regulations 1996 - (legislation.wa.gov.au) Business Plan Requirements [s.3.59]
3. Local Government (Audit) Regulations 1996 - Home Page (legislation.wa.gov.au)
4. Planning and Development Act 2005 - Home Page (legislation.wa.gov.au)
5. Public Health Act 2016 - Home Page (legislation.wa.gov.au)
6. Work Health and Safety Act 2020 - Home Page (legislation.wa.gov.au)

Policy Implications

The majority of Shire Policies support or direct Council staff to operate within all the relevant requirements. Specific Policies directly related to this agenda items are:

- A.9 Internal Audit and Risk Management Policy
- A.14 Fraud, Corruption and Misconduct Policy
- F.3 Purchasing Policy
- F.4 Regional Price Preference Policy
- F.6 Tender Evaluation Process Policy
- F.9 Insurance
- F.10 Accounting

Financial Implications

The provision of medical services and associated impacts on the Shire's Long- Term Financial Plan and the additional costs are critical considerations. The requested increase in costs has the serious workforce impacts with the loss of at least three (3) full time Shire positions, future efforts on workforce planning and staff recruitment and retention, as well as Asset Management Requirements.

Strategic Implications

Our Community Strategic Plan objectives are as follows:

Built environment – Goal 3

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

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

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

Economic Development and Financial Sustainability – Goal 4

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

4.1 A financially responsible Local Government.

- 4.1.1 Financial accountability and informed decision-making by Council.
- 4.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations.
- 4.1.3 Continual improvement in financial planning and asset management.

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

4.1.5 The community is engaged in planning for the future and other matters that affect them.

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

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

4.2 Opportunity for Economic Diversification and Growth

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

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

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

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

4.3.1 Support local business collaboration and capacity building.

4.3.2 Encourage *Buy Local*.

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

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

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

Governance and Leadership – Goal 5

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

5.1 A trusted Local Government

5.1.1 Accountable and informed decision-making by Council.

5.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations.

Consultation

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

Comment

This decision is not an easy one to make for Council especially after the long service provided by Dr Graham Rowlands.

Ultimately the reason for the termination is that the Shire cannot afford the request of between \$250,000.00 to \$300,000.00 plus all the other benefits like the free house, vehicle and fuel, and services to maintain these assets. This request will be in the region of 15% of our revenue and could affect up to 3 full time Shire positions which will further impact other critical services the Shire is providing to the Community. Consideration must be given to the whole Shire services and facilities. The Shire currently has \$1,137, 551.00 in outstanding rates placing an additional pressure on Council's budget.

Norseman Medical Practice is currently operating under the terms set out in the Memorandum of Agreement signed on 5 September 2017 (**Memorandum**). A copy of the Memorandum is **attached** in papers relating, this agreement does not meet Council or State Government imposed legislation for Local Government procurement.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas:

- 1. Approve the termination of the Memorandum of Agreement between Norseman Medical Practice and the Shire of Dundas signed on 5 September 2017 (Memorandum)**
- 2. That period of the notice for termination of the arrangement will be six months commencing from 18 April 2023 with the final day of this agreement on the 31 October 2023.**

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

10.4 Officers Reports

Agenda Reference & Subject	
10.4.1 Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	12 April 2023
Disclosure of Interest	Nil

Summary

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

Background

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

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Consultation

CEO

Manager of Corporate and Community Services

Manager of Works and Services

Youth and Recreation 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 the Shire of Dundas Council receive the Corporate and Community Services, Works and Services, Youth and Recreation Services and Woodlands Cultural, Community & Visitor Centre report as contained in Papers Relating.

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority

For:

Against:

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

Seconded: Cr.

Resolution

Carried by: Simple Majority For: Against:

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held at 4:30 pm on the 3rd June 2023 AWST, in Eucla.

14 Closure of Meeting

There being no further business the Shire President will declare the meeting closed at: