



Norseman Woodlands to Eucla Coast

Notice of Meeting and Agenda Ordinary Council Meeting 22 August 2023

NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on (22 August 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
(18 August 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
(22 August 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.

Notes to recording of votes in minutes of council meetings.

Local governments are now required to record voting information against each motion voted on at a council or committee meeting. This information includes the:

- Total votes cast for a motion.
- Total votes cast against a motion.
- Individual vote of each member of the council or committee for each motion.

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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	Via Teams
Cr AR Patupis	Deputy Shire President	
Cr JEP Hogan		
Cr SM Warner		Via Teams
Cr VL Wyatt		
Cr J Maloney		
Peter Fitchat	Chief Executive Officer	
Pania Turner	Acting Deputy Chief Executive Officer	
Barry Hemopo	Manager of Works and Services	
Latif Samadi	Information and Technology Officer	

Apologies

Cr AR Patupis

Public Gallery

4. Applications for Leave of Absence.

4.1 – Leave of Absence Cr Veronica Wyatt	
Location / Address	Norseman WA 6443
File Reference	GV.CO.16 – Cr Wyatt Personal File
Author	Chief Executive Officer – Peter Fitchat
Date of Report	17 August 2023
Disclosure of Interest	Nil

Summary

Cr. Wyatt requested in writing to extend her leave of absence until 30th of September 2023 due to personal reasons.

Background

This will mean that Cr. Wyatt won't be able to attend the meeting on the 28th September 2023 if the council approves the modification to the meeting date for September 2023 at item 10.2.2 below and will not be available for any special meeting if they may arise if required for the next one month.

Statutory Environment

LG Act
Section

2.25. Disqualification for failure to attend meetings.

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister unless all of the meetings are within a period of 3 months.

Policy Implications

No direct implication and our Policy **EM.1 Conferences – Elected Members Attendance and Representation** does not address leave of absence request.

Financial Implications

Nil

Strategic Implications

Nil

Consultation

President Laurene Bonza
Senior staff -CEO

Comment

This request fits into the Local Government under section 2.25 and under the request Cr. Wyatt has raised this request as personal reasons, there is no reason not to approve this request.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That Council receive this request for extend Leave of Absence for the period of one month and welcome Cr Wyatt back to the Scheduled Ordinary Council Meeting in October 2023.

Carried (/)

For:

Against:

5. Response to Previous Public Questions Taken on Notice.

6. Public Question Time.

As per questions raised at the previous OCM on the 25th July 2023.

CEO comment:

Responses back to Mr and Mrs Cuso is being prepared due to staff and CEO out of Office will be finalised this week before Friday the 25th August 2023.

CEO Comment:

Senior staff had a meeting with Mr Mark Pink to confirm his comments and we are yet to receive confirmation to exactly what his request was in writing, we have received a email that was addressed to himself requesting information that was unclear we hope to get this addressed this week, and get confirmation as what exactly Mr Mark Pink request was so that our external Accounts Moore Australia can make the appropriate response.

Note: 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.

Minutes of the Ordinary meeting of Council held on 25 July 2023

Moved: Cr. **Seconded:** Cr.

That the minutes of the Ordinary Meeting of Council held on 25 July 2023 be confirmed as a true and accurate record.

Carried (/)

For:

Against:

8. Petitions, Deputations or Presentations.

8.1 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 – Application for Development Approval – Proposed Service Station	
Location / Address	Lots 17 (HN 71), 16 (HN 73) and 15 (HN 75) on Plan 222908 Prinsep Street (Coolgardie – Esperance Highway) Norseman
File Reference	DA 04/2022
Author	Anthony Dowling, Dowling Giudici + Associates (DG+A) - Town Planning Consultant
Date of Report	20 July 2023
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

Summary

The Shire has received an application for development approval to develop a **service station** on lots 15 (HN 75), 16 (HN 73) and 17 (HN 71) Prinsep Street (Coolgardie – Esperance Highway) Norseman.

The service station proposes to serve both light and heavy vehicles as well as provide for the retailing of convenience goods.

A service station is a **use permitted at the discretion of Council**.

Notwithstanding that the design of traffic flow and circulation within the service station site is considered tight, the proposed development generally accords with applicable local planning scheme provisions and is deemed by Main Roads Western Australia (MRWA) not to adversely impact the functionality of Prinsep Street (which is under its control).

On this basis, it is recommended that **conditional development approval be granted (*Recommendation 1*)**.

Notwithstanding, there is an issue to be further resolved—how the loss of some existing on-street parking spaces within the western verge area of Prinsep Street (as a consequence of the development being approved) can be overcome.

The validity of requiring the applicant/proponent – as a condition of development approval - to either relocate the lost bays elsewhere within close proximity of the service station site or to make an equivalent cash-in-lieu payment as compensation for the loss of these bays might be questionable.

Rather, having regard to likely turning movements into and out of the service station for heavy-vehicles, it **may be more appropriate (and safer for all road users) to suitably landscape the remnant Prinsep Street verge not required for access to and from the service station site. Such landscaping could be designed in a way that safely guides and channels vehicles turning in and out of the service station.**

It is considered that such treatment ought to be undertaken by the proponent at its expense in this instance but again, the validity of the requiring this suggested treatment by way of a condition of development approval might also be questionable.

It may perhaps be more appropriate for Main Roads Western Australia (MRWA) to address this suggested treatment given its jurisdiction over Prinsep Street. It is recommended that MRWA be requested to consider and address this (**Recommendation 2**).

In respect to clearing and preparing the subject land for development to take place (if the development is approved) it is also recommended Council request the applicant/owner to consider **donating** to the Shire the **existing building on lot 15** (HN 75) Prinsep Street for **a future community use**, and **all trees** in order to supply the Dundas Shire Timber Project (**Recommendation 3**)

Background/Context

Lots 15, 16 and 17 are contiguous lots located along the west side of Prinsep Street (Coolgardie – Esperance Highway) between Sinclair Street and Ramsay Street Norseman. A 5-metre-wide laneway also extends along the rear of the lots (connecting Sinclair Street with Ramsay Street).

Lot 15 (HN 75) contains an existing building previously used as a shop/office, lot 16 (HN 73) lies vacant, whilst lot 17 (HN 71) contains an existing dwelling. All will be demolished to enable the development of the service station.

Prinsep Street located in front of the subject land is a 40-metre-wide reserve containing a two-lane undivided sealed carriageway with sealed angle parking areas provided in its adjacent street verges.

As previously stated Prinsep Street is under the control of MRWA although the Shire of Dundas has responsibility for maintaining its street verges (between the street lot boundaries and the edge of the carriageway).

Just north of lot 17, Prinsep Street intersects with Sinclair Street by way of a roundabout, whilst just south of lot 15, Prinsep Street intersects with Ramsay Street, also by way of a roundabout.

Total site area is 3,036m² with a total street frontage of 60.36 metres. The land is general flat.

A location map of the subject site, together with an aerial image of the site and its surrounds is provided below at Figures 1 and 2 respectively.



Figure 1 – Location Map



Figure 2 – Aerial Image

Proposal

The proposal is for the development of a ‘service station’ upon the subject land comprising:

- Two (2) separate canopy-covered re-fuelling areas, in front of and behind a centrally located control building.
- A centrally located Scyon Axon clad control building for managing the dispensing of fuel and the retailing of convenience goods to customers (e.g. beverages, food and basic items);
- A price-board advertising fuel and services available;
- Onsite parking for 8 motor vehicles (including one bay for parking by people with disabilities); and
- Site landscaping

Plans/drawings of the design and layout of the proposed service station are provided in attachments to this report as follows:

- **Attachment 10.1.1.1—Site Plan**
- **Attachment 10.1.1.2—Control Building Floor plan and Elevation Drawings;**
- **Attachment 10.1.1.3 (i–ii)—Canopy elevation drawings; and**
- **Attachment 10.1.1.4—Landscaping Plan.**

A **Traffic and Parking Report** accompanied the development application, however, following reviews of this by the Shire’s traffic engineering consultant and Main Roads Western Australia (MRWA) during the application assessment phase, the report was revised and reformatted to conform with the Western Australian Planning Commission’s (WAPC) *Traffic Impact Assessment (TIA) Guidelines*.

A subsequent TIA was submitted by the applicant. Following further reviews of this by the Shire's traffic engineering consultant and MRWA a final TIA (version 1.4) was submitted on 9 May 2023.

A copy of the final TIA is in Papers Relating.

The final TIA contains a number of diagrammatic modelled traffic flow paths (ie. 'swept paths') of vehicles anticipated to re-fuel at the service station. These paths denote likely traffic flow in and out of the service station via Prinsep Street. Copies of these are reproduced at **Attachment 10.1.1.5 (i-vii)** to this report.

The proposal can be more generally described as follows:

1. The proposed control building will be 250m² in size (25 m x 10 m) – with a retail nett floor area of 155.70m² (approx) - and 5.0 m high (above ground level). It will be located centrally within the subject land. A 9m² bin store enclosed by a 2.1 m high timber-slatted fence will be provided externally to the control building.
2. The two refuelling areas will be located behind and in front of the control building respectively.

The re-fuelling area to be located behind the control building will exclusively serve heavy vehicles. It will comprise a canopy-covered area of 122.40m² with the canopy being 6.8 m high above the ground. It will accommodate 2 bowsers allowing for 2 heavy-vehicles to re-fuel at the same time. There is stacking space behind for one (1) vehicle.

The re-fuelling area to be located in front of the control building will comprise a canopy-covered area of 300m² (approx.) which will also be 6.8 m high above the ground. This larger area will accommodate 8 bowsers in 4 double-sided configurations allowing up to 8 vehicles to re-fuel at the same time.

3. Access to the service station will be via an 8.2 m (approx.) wide crossover (measured at the subject land's street boundary) extending from Prinsep Street at the northern end of the subject land. This crossover will then separate into 2 driveways – one serving the heavy vehicle (rear) re-fuelling area, the other serving the light/service vehicle (front) re-fuelling area.
4. Internally, vehicle circulation will be one-way in a north-south direction, exiting via a 6 metre (approx.) wide crossover into Prinsep Street located at the southern end of the subject land.

A series of way-finding signs will be erected guiding and directing traffic flow within the subject land.

5. Two (2) separate pedestrian crosswalks will be provided to the control building – one from the heavy-vehicle refuelling area, the other from the subject land's street boundary to the control building, extending across the entrance to the light/service vehicle re-fuelling area.
6. Eight (8) onsite parking bays for light/service vehicles will be provided including one bay for parking by people with disabilities. A single loading/unloading bay is also proposed.

7. The proposed crossovers, internal driveways and parking bays will all be paved with either asphalt or concrete - this will be determined in consultation with MRWA/Shire of Dundas during the detailed design (building approval stage). The balance of the subject land will be landscaped.
8. The proposed price-board will be 6 m high, illuminated (via-back-lit/LED lighting), and be located adjacent to, and mid-way along, the subject land's street boundary.
9. The service station is intended to operate 24 hours per day, 7 days per week, and is anticipated to be manned by 2 onsite staff at any one time.

Statutory Environment

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

Lots 15, 16 and 17 are all zoned **Commercial** under LPS 2 whereby a '**service station**' is a use **permitted at the discretion** of the Dundas Shire Council.

Prinsep Street is a **Primary Distributor Road** reserve under LPS 2.

In exercising its discretion as to whether the service station ought to be approved Council is required to have regard to the relevant matters for consideration listed in clause 67(2) of Schedule 2 in the *Planning and Development (Local Planning Schemes) Regulations 2015 ('LPS Regs')*. A copy of this list is reproduced at **Attachment 10.1.1.6**.

Should Council be of a mind to approve the proposed development it ought to be satisfied that all relevant matters for consideration have been properly and adequately addressed.

Conversely, if Council deems that not all relevant matters for consideration have been properly and adequately addressed it ought to refuse to approve the proposed development and request the applicant/proponent to either resubmit a revised development proposal that satisfactorily addresses all relevant matters for consideration, or to identify and seek to develop an alternative and more appropriate site upon which to carry out the proposed use.

Public Advertising

There is no requirement under LPS 2 for public notice to be given of the development proposal although Council can elect to give such notice if it thought the proposal was in the public interest.

It was deemed unnecessary to publicly advertise the application as envisaged impacts from the proposal – especially in respect to traffic and pedestrian safety within Prinsep Street – had already been identified and raised through the initial assessment of the application by relevant Shire staff and Shire consultants, and MRWA.

To this end, the applicant/proponent was requested to respond to and address the initial concerns and envisaged impacts identified and raised – such as the proposed location - which it did.

Policy Implications

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

Financial Implications

The proposed crossovers required to provide ingress and egress to and from the service station will result in the loss of a number of existing on-street parking bays located within the adjoining Prinsep Street reserve.

Replacement of these (if required) will be an expense for the Shire to bear unless the proponent is willing and agreeable to replace these at its cost or to financially compensate the Shire for the loss of these.

However, the validity of extracting an agreement from the proponent to this via a condition (or conditions) of development approval may be problematic.

The Shire could endeavour to negotiate this with the proponent via a separate development agreement, or alternatively, request MRWA to give consideration to this as it has jurisdiction over Prinsep Street.

Strategic Implications

The proposed development has the potential to assist in achieving the Shire's *Strategic Community Plan 2022-32* goal of **Economic Development and Financial Sustainability**' (Goal 4), and objectives 4.2 and 4.3, namely:

4.2 Opportunity for 'economic diversification and growth'; and

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

Consultation

Councillors, Senior Staff.

Other:
Internal

The application was referred internally to key staff and the Shire's environmental health and building control consultant for consideration and comment. Responses received from the Shire's Environmental Health consultant and its former Bushfire Risk Project Co-ordinator are summarised as follows:

ENVIRONMENTAL HEALTH

The Shire's Environmental Health Consultant recommended that a range of development conditions (that are mostly standard) to be attached to any development approval granted, namely:

- (i) all stormwater generated within the subject land to be contained within its lot boundaries and be disposed of to a suitable onsite wastewater system;
- (ii) details of a suitable onsite wastewater system recommended in (i) above being submitted to the Shire prior to its installation;
- (iii) the fuel dispensing area is to be roofed to minimise direct rainfall and runoff from the hardstand – this is proposed via the provision of 6.8 m high canopies over the 2 re-fuelling areas;

- (iv) The provision of a suitably designed and constructed waste storage stand or enclosure – now shown provided;
- (v) Submission and implementation of a noise management plan demonstrating that any noise emanating from the lots from all plant and equipment, including truck compressors and motors, will not disturb the amenity of nearby land users and will be maintained within permissible levels as outlined in the *Environmental Protection (Noise) Regulations 1997*;
- (vi) The undertaking of an air quality assessment for volatile organic compounds (VOCs) including benzene, ethyl benzene, toluene and xylenes to determine the estimated air quality emissions, the impact of the development on surrounding land uses and any required emission reduction measures;
- (vii) The kitchen proposed within the control building complying with the requirements of the *Food Safety Standards*, with particular attention to **Standard 3.2.3 – Food Premises and Equipment** for construction and fit out.

Details of all kitchen and associated fixtures, fittings and finishes are to be submitted to the Shire prior to construction along with electrical, mechanical (exhaust and air con), drainage (water and grease trap) and lighting plans; and
- (viii) An application containing details of the proposed system for on-site disposal of effluent is to be submitted to the Shire prior to construction.

BUSHFIRE RISK

The Shire's former Bushfire Risk Project Co-ordinator (BRPC) advised that the subject land is not located within a designated bushfire prone area, therefore the risk of bushfire is low or deemed non-existent.

However, there is a fire-hazard risk from the onsite storage, decanting or dispensing of fuel—see further on in this report the summary of comments received from the Department of Mines, Industry Regulation and Safety (DMIRS).

CONSULTANT TRAFFIC ENGINEER

The Shire commissioned Greenfields Technical Services (GTS) to review the original Traffic and Parking Report initially submitted with the development application, its reformatting as a Traffic Impact Analysis (TIA) and subsequent revisions of it.

Initial key concerns and recommendations raised by GTS were:

- (i) The need for the traffic and parking study to consider the relationship/context with existing land uses along the eastern side (opposite the subject land) of Prinsep Street, particularly in respect to the Dundas Visitor Centre, the Community Health Centre, and existing dwellings, as well as on the western side of Prinsep Street beyond Sinclair and Ramsay Streets - specifically in respect to existing dwellings;
- (ii) The swept path analysis to be updated, based on a swept path for a RAV 6 B-Triple road train (36.5 m long) travelling at a speed of 5km/hr;
- (iii) The design vehicle for light vehicle (LV) turning movements be based upon a car towing a caravan;

- (iv) Line-marking to delineate separate entrances for light and heavy vehicles, flow direction for internal traffic circulation, vehicle hold points, onsite parking, footpaths, service bay/s for goods unloading/loading, and the bay for fuel-tanker decanting;
- (v) Revising parking bays dimensions in accordance with prescribed LPS 2 parking specifications;
- (vi) Addressing likely impacts of southbound 36.5m long road-trains queuing across the Prinsep/Sinclair Streets intersection whilst waiting to turn right into the service station;
- (vii) Addressing likely impacts of northbound heavy-vehicles exiting the Prinsep and Ramsay Streets roundabout whilst heavy-vehicles are exiting the service station and turning right into Prinsep Street and entering this roundabout;
- (viii) The impact of vehicle turning movements into the service station upon existing on-street parking in Prinsep Street immediately in front of the service station site; and
- (ix) Design details of the proposed crossovers.

Except for item (ix), items (i) to (viii) have generally been addressed in the final TIA (v1.4), however, the Shire's consulting traffic engineer has still expressed concerns in respect to the following:

- The design/layout of the service station development is still considered rather tight or confined for optimal vehicle access and internal circulation and may result in internal traffic congestion; and
- The impact southbound heavy vehicles will have on the Prinsep/Ramsay Street roundabout and the surrounding street network if these vehicles are forced to turn around on Prinsep Street via the roundabout or find alternative routes within the surrounding street network to access the service station at times when there is no vehicle storage/queuing space being available within the service station site.

This concern includes a lack of assessment of any projected increase in vehicle movements along Prinsep Street and surrounding streets having regard to assumed traffic growth rates.

The Shire's consulting traffic engineer recommended that further changes be made to the internal layout and proposed traffic flows to sufficiently address the above remaining concerns.

Item (ix) can be addressed by the imposition of a development condition requiring the proposed crossovers to be designed and installed to the specifications and satisfaction of MRWA.

External

DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY (DMIRS)

Due to safety risks that service stations pose by virtue of storing and dispensing fuel onsite, the development application was referred to the Department of Mines, Industry Regulation and Safety (DMIRS) for consideration and comment.

DMIRS advised that the proposed service station raises no significant issues, however, a dangerous goods licence is required to be obtained by the proponent/operator prior to the

onsite storage of dangerous goods above manifest quantity prior to the operation of the service station commencing.

MAIN ROADS WESTERN AUSTRALIA (MRWA)

As Prinsep Street is under the control of MRWA the development application was also referred to MRWA for consideration and comment.

MRWA initially advised that it had no objection to the proposed development subject to its standard requirements that neither any earthworks encroach, nor stormwater drainage discharges, into the road reserve (unless otherwise approved by MRWA); and that the landowner/applicant makes good any damage to the existing verge vegetation within the road reserve.

Following representations made by the Shire's Chief Executive Officer (CEO) over initial concerns the Shire had with likely impacts of heavy-vehicle movements in and out of the service station upon other road users, vehicles queuing across the Prinsep Street/Sinclair Street intersection, pedestrians crossing the section of Prinsep Street between Sinclair and Ramsay Streets, and vehicles entering/exiting the Prinsep Street/Ramsay Street roundabout, MRWA provided (on 25 January 2023) additional comments similar to those previously raised by the Shire's consulting traffic engineer as listed on the preceding page of this report, as well as the following **(summarised) additional considerations**:

- (i) Revising the methodology used to evaluate and assess traffic impacts—the comparative site used by the proponent in assessing traffic impacts was an urban site in South Australia (the proponent is a South Australian based business) where traffic volumes were denser and much greater.
- (ii) The revised methodology to include the undertaking of new traffic counts, assessing the likely volume of business taken away from other existing sites and being diverted to the proposed site, and the factoring in of an annual traffic growth rate of 3% per annum over a 20-year period;
- (iii) The requirement for the service station proprietor to repair/maintain Prinsep Street where it becomes damaged as a direct consequence of the service station use.
- (iv) Installing raised treatments or painted median/pockets to assist vehicle turning movements to and from Prinsep Street.
- (v) Reviewing the proposed internal traffic circulation so that heavy-vehicles yield to light-vehicles;
- (vi) Installing coloured pavement material that matches the footpath to maintain continuity and provide a visual reminder to turning vehicles that pedestrians have priority;
- (vii) Installing a gate in the rear fence to provide an emergency escape route to the rear laneway;
- (viii) Installing a pneumatic hose for inflating tyres and a water tap for filling vehicle washer/wiper tanks, radiators etc;
- (ix) Demonstrating that sight distances at the proposed crossovers accord with relevant MRWA standards;

- (x) Ensuring that footpaths within the subject site comply with the *Disability (Access to premises – buildings) Standards 2010* ('**Premises Standards**'); and
- (xi) Reviewing the demand for onsite parking, especially within the context of any loss of existing on-street parking bays within the Prinsep Street reserve as a consequence of installing the two (2) proposed crossovers.

Subsequent to these comments and considerations (and having regard to the previous concerns of the Shire's consulting traffic engineer) a final TIA (version 1.4) was submitted to the Shire on 9 May 2023 with associated traffic data and updated site and landscaping plans.

MRWA further advised the Shire (on 6 July 2023) that the final TIA now provided more clarity and information. Furthermore, it advised (on 24 July 2023) that the swept paths now alleviated previous concerns regarding right turn movements from the service station site into Prinsep Street and that there would be no impact with kerbing or oversteer/understeering, particularly in relation to pedestrian safety.

MRWA did acknowledge, however, that there may still be slight stacking/queuing across the Prinsep/Sinclair Streets intersection, but given the limited volumes and limited impact, it would be overly burdensome to request the applicant to readjust the location of the northern access/crossover.

Comment

Having regard to the preceding comments and considerations, and LPS 2, the following comments are offered in respect to three (3) key considerations—whether the proposed location is appropriate for a service station use (1); if so, the degree to which the proposed development complies with relevant scheme standards and provisions (2); and the development's traffic impact, especially upon traffic flow along Prinsep Street between Sinclair and Ramsay Streets respectively.

LOCATION

Unfortunately, LPS 2 provides limited guidelines for the location of a service station within the scheme area (eg. the Dundas local government district).

A service station is a **prohibited use** in the scheme's **Residential** and **Rural** zones, is **permitted as-of-right** in the **General Industry** zone and is **permitted at the discretion of Council** in the **Commercial** zone.

As previously stated, if a proposed service station can demonstrate that it generally complies with relevant scheme provisions and standards, and can accord with the relevant matters for consideration listed in **Attachment 10.1.1.6** to this report then Council will be obliged to allow such a development.

Given initial concerns by the Shire over the suitability of the subject site, the proponent investigated the availability of alternative sites for development of the proposed service station. However, according to the advice of the applicant/proponent, **no other potential sites were available or deemed suitable**.

In terms of the proposed use's **impact upon surrounding uses**, this is **likely to be minimal** given that the service station site abuts a commercial use to the north (a mechanical repair premises) and a community use (Norseman town hall) to the south.

Although the service station lies adjacent to existing dwellings to the west, the lots containing these dwellings are separated from the service station site by a 5 metre wide laneway. This separation, together with the implementation of **an acceptable noise management plan** and **an air quality management plan** (as recommended by the Shire's environmental health

consultant), **ought to minimise any adverse environmental impacts** that might arise from the service station use.

LPS 2 COMPLIANCE

Assessment of the service station proposal against relevant provisions and standards of LPS 2 revealed that the proposed development **generally complies with relevant LPS 2 provisions** except for clause 32(1)(f). This clause requires the **façades of commercial buildings to be constructed of either masonry stone, concrete, glass or a combination of these materials as approved by the local government**. The façades of the proposed control building is intended to be constructed with **Scyon Axon cladding**.

LPS 2 was gazetted in September 1994, some 29 years ago. This provision represented a time back then when greater aesthetic control was sought over the look and appearance of commercial and industrial premises statewide, particularly as new, larger-scale industrial estates were being developed across the State. It was desired that such premises and estates provide an attractive appearance to the streets they fronted.

Although LPS 2 was updated in November 2019 (via Amendment 10) following the introduction of the *Planning and Development (Local Planning Schemes) Regulations in 2015*, development provisions such as these were not reviewed for their ongoing relevance or appropriateness.

Since 1994 many new building materials have been developed and used. Scyon Axon cladding is one of these and is **now widely used in the cladding of facades and exteriors of residential, commercial and industrial buildings**.

There is **no objection to its use for this proposal**.

It is noted that MRWA recommended that assessment of the number of onsite parking bays required ought to be based upon the prescribed parking ratio for a **'fast-food outlet'** given that this will be a component use within the control building.

However, as the predominant use will be a **'service station'** – which according to its land use definition can include the **retailing of goods of an incidental or convenience retail nature** – assessment of the development proposal **must be made against any standards and provisions prescribed by the scheme for a service station use**.

LPS 2 does not prescribe any parking standards or requirements for a service station use.

In any event, the lanes provided for the refuelling of vehicles act as *de facto* onsite parking bays as motorists have the opportunity of purchasing goods of an incidental and convenience nature when paying for their fuel purchase. **In all probability, most of the convenience store custom will be from motorists re-fuelling their vehicle**.

As previously stated in this report, 8 bowsters will be provided for the refuelling of 8 light-vehicles at any one time, together with 2 bowsters for the refuelling of 2 heavy-vehicles at any one time. Together with the proposed 8 onsite car parking bays (one being for the parking of disabled persons vehicles) a **total of 18 onsite parking/storage bays will be provided**.

This will **exceed a minimum requirement for 16 onsite parking bays** if the parking ratio of 1 bay/10 m² retail floor area for a **fast-food outlet** was applied to the proposed development (having a retail floor area of 155.70 m²).

The **provision of onsite parking as denoted on the site plan is deemed sufficient**.

Whilst the location of these bays may not be optimal, the provision of footpaths as shown through a very low-speed traffic environment, should ensure a sufficient level of pedestrian safety (assuming too that patrons have a sufficient level of awareness of the presence of motor vehicles around them when alighting to and from their own vehicle).

TRAFFIC IMPACT

Given that Prinsep Street is under the control of MRWA, and that MRWA has advised that the proposed development will have **minimal adverse impact upon traffic movement along Prinsep Street and through the Prinsep/Sinclair Streets intersection and the Prinsep Street/Ramsay Streets roundabout**, the matters listed at (s)(i) and (ii) and (t) in **Attachment 10.1.1.6** of this report **can be deemed to be satisfied**.

Whilst the Shire's consulting traffic engineer still has concerns about the tight access to and from the subject land and the confined internal circulation there is little the Shire can do to address this. LPS 2 provides no relevant standards or provisions that can be applied.

The two (2) proposed crossovers will need to be designed and constructed to the specifications and satisfaction of MRWA. Council can also **impose a condition requiring all onsite bays and traffic lanes to be line-marked and be suitably labelled**. This can assist in smooth and effective internal traffic flow.

It is also recommended that **suitable line-marking/labelling be applied to the proposed crossovers and the site's vehicle entrance in order to avoid/prohibit at all times vehicle stacking/queuing**. This is required to ensure smooth and effective traffic circulation and flow through the service station site.

One matter that remains unresolved by the design of the proposed development is **how to compensate the Shire for the loss of existing on-street parking spaces within the Prinsep Street reserve** that will result as a consequence of the location and sizing of the proposed new crossovers and allowing for the turning movements of vehicles entering and exiting the service station site.

Whilst LPS 2 provides for a cash-in-lieu payment to be made where the physical provision of onsite parking spaces within a development site cannot be provided, it is **uncertain whether this provision can extend to the loss of adjacent on-street parking** – even where it is a direct consequence of adjoining development impacting ongoing provision of access to these spaces. The Shire **may need to seek legal advice** as to the validity of imposing a condition of development approval to this effect.

Regardless of the anticipated loss of these parking spaces, it may also be **problematic to retain any remaining on-street parking bays along the western side of Prinsep Street** adjacent to the service station site **due to safety concerns with drivers and passengers alighting from their vehicles within the pathway of turning vehicles, especially heavy-vehicles**.

Rather, it may be **beneficial that the remnant on-street parking spaces located between the heavy-vehicle swept be removed and replaced with say, landscaped nibs**, designed in a way that will **safely guide and channel** vehicles turning in and out of the service station – see **Attachment 10.1.1.7** to this report for a diagrammatic design example.

Such landscaping ought to be **undertaken by the proponent at its expense as compensation for any loss of on-street parking spaces**. Again, however, it is **uncertain whether the above requirement can be imposed as a condition of development approval**. It might be more appropriate for Council to recommend that **this requirement be imposed by MRWA** as part of any approval it grants for the proposed truck turning movements in and out of Prinsep Street.

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 with conditions attached as per the list in the Officer's Recommendation to this report.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

Recommendation 1

That Council, pursuant to clause 68 (2) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, APPROVE development application DA 04/2022 to develop a service station upon lots 17 (HN 71), 16 (HN 73) and 15 (HN 75) on Plan 222908 Coolgardie – Esperance Highway (Prinsep Street) Norseman, in accordance with the following plans/drawings:

- A. URPS Site Plan (1167-001) dated 02.05.23 (rev5)
- B. URPS Convenience Store Elevation & Floorplan (1167-002) dated 26.05.23 (rev2)
- C. URPS Proposed Car Canopy Elevations (1167-003) dated 26.05.23 (rev2)
- D. URPS Proposed Truck Canopy Elevations (1167-004) dated 26.05.23 (rev2)
- E. URPS Landscaping Plan (1167-006) dated 02.05.23 (rev2)

and subject to the following conditions:

- (i) Lots 15, 16 and 17 being amalgamated into a single allotment prior to any construction commencing on the subject site.
- (ii) The proposed crossovers denoted on the URPS Site Plan (1167-001) being designed and installed to the specifications and satisfaction of Main Roads Western Australia.

These crossovers are to be marked with appropriate signage/labelling indicating that the crossovers are to be kept clear of vehicles at all times.

- (iii) All hardstand areas within the service station site being designed and constructed to the specifications and satisfaction of the Shire of Dundas.
- (iv) Application of on-ground markings/labelling (or the like) indicating that the storage/queuing of any vehicle within the light-vehicle entry lane is prohibited at all times, to the satisfaction of the Shire of Dundas.
- (v) Application of way-finding signage and on-ground markings/labelling directing light and heavy vehicle movement within the service station site as indicated on the URPS Site Plan (1167-001), in accordance with Austroads Guidelines and Main Road WA Standards, and to the satisfaction of the Shire of Dundas.
- (vi) The proposed onsite car bays, including the proposed disabled persons parking bay, and pedestrian paths being line-marked in accordance with Austroads Guidelines and Main Road WA Standards, and to the satisfaction of the Shire of Dundas;

- (vii) All non-hardstand areas within the service station site being landscaped with native plants, to the satisfaction of the Shire of Dundas;
- (viii) The side and rear lot boundaries of the subject site being fenced to the specifications and satisfaction of the Shire of Dundas, with such fencing incorporating gates for emergency access via the rear laneway;
- (ix) The proposed bin store being suitably screened to the specifications and satisfaction of the Shire of Dundas;
- (x) An onsite drainage system, including the collection/containment of any fuel or chemical spillage, being designed and installed to the specifications of the Department of Water and Environmental Protection (DWER), and to the satisfaction of the Shire of Dundas;
- (xi) Any proposed lighting within the service station being suitably designed and installed in accordance with Austroads Guidelines and Main Road WA Standards, and to the satisfaction of the Shire of Dundas;
- (xii) A noise management plan being prepared and implemented to the specifications and satisfaction of the Shire of Dundas detailing how noise emissions emanating from within the service station site will be maintained within permissible levels as prescribed in the *Environmental Protection (Noise) Regulations 1997*;
- (xiii) An air quality management plan being prepared and implemented to the specifications of the Department of Water and Environmental Protection (DWER), and to the satisfaction of the Shire of Dundas detailing how volatile organic compounds and other odours emanating from within the service station site will be maintained within acceptable levels;
- (xiv) The development substantially commencing within 2 years from the date of this approval; and
- (xv) Condition numbers (ii) – (xiv) being fulfilled prior to the service station becoming operative.

Advice Notes (pertaining to the aforementioned approval)

- (a) If the approved development has not been substantially commenced within 2 years from the date of this approval, 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;

- (b) The proposed price-board will require the approval of the Commissioner of Main Roads. An application for approval is to accord with *Main Roads WA Policy and Application Guidelines for Advertising Signs – Within and Beyond State Road Reserves*.
- (c) The noise management plan required by condition (xii) is to ensure noise emissions emanating from the service station use (e.g. truck compressors and

motors) do not exceed appropriate noise levels prescribed by the *Environmental Protection (Noise) Regulations 1997* for this use.

Additionally, the plan is to also ensure nearby users continue to enjoy a level of amenity commensurate with existing LPS 2 zonings applying to their land, and any lawful uses and activities being carried out on their land.

Upon endorsement by the Shire of Dundas the plan is to be implemented and adhered to thereafter whilst the service station remains in use, or until the use ceases for more than a six (6) month continuous period;

- (d) The air quality management plan required by condition (xiii) is to ensure that any volatile organic compounds (including benzene, ethyl benzene, toluene and xylenes) emitted from the service station use are within acceptable levels.

Additionally, the plan is to also ensure nearby users continue to enjoy a level of air quality and amenity commensurate with existing LPS 2 zonings applying to their land, and any lawful uses and activities being carried out on their land.

Upon endorsement by the Shire of Dundas the plan is to be implemented and adhered to thereafter whilst the service station remains in use, or until the use ceases for more than a six (6) month continuous period; and

- (e) Prior to the service station becoming operative the applicant/proponent is to arrange with the Shire of Dundas an inspection to certify that all conditions of this approval have been fulfilled to the Shire's satisfaction.

Please note that commencing operation of the service station prior to all conditions of the approval being fulfilled (unless otherwise varied by the Shire) constitutes an offence under the *Planning and Development Act 2005* (PDA), and may lead to the Shire to seek an injunction (pursuant to section 216 of the PDA) to stop the use being carried out until all conditions of the approval have been fulfilled.

Carried (/)

For:

Against:

Moved: Cr. Seconded: Cr.

Recommendation 2

That Council request Main Roads Western Australia (MRWA) to consider the installation (by the applicant/proponent) of treatments within the Prinsep Street reserve (including the verge area extending along the service station site's street frontage) to safely guide and channel vehicle turning movements into and out of the service station.

Such considerations should include signage, line-markings, and/or the installation of landscaped nibs as per the concept sketch titled 'Landscape Concept Sketch Plan – Prinsep Street Verge'.

Carried (/)

For:

Against:

Moved: Cr. Seconded: Cr.

Recommendation 3

That Council request the applicant/proponent to consider donating to the Shire:

- (i) The existing building located upon lot 15 (HN75) Prinsep Street for future community use (with the Shire being responsible for its removal); and
- (ii) All trees proposed to be removed from the subject land (in order to supply the Dundas Shire Timber Project).

Carried (/)

For:

Against:

Agenda Reference and Subject	
10.1.2 – PROPOSED ISSUE OF A CROWN LAND LICENCE TO CONDUCT A FEASIBILITY STUDY FOR DEVELOPMENT OF A POTENTIAL ORBITAL LAUNCH SITE	
Location / Address	Unallocated Crown Land (UCL) portions off the Eyre Highway, south/south-west of the Mundrabilla Roadhouse in the district of Mundrabilla (PIN 993221)
File Reference	RV.VA.2
Author	Anthony Dowling, Dowling Giudici + Associates (DG+A) - Town Planning Consultant & Peter Fitchat CEO
Date of Report	18 August 2023
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

Summary

The Department of Planning, Lands and Heritage (DPLH) has invited the Shire to comment on an application by SpinLaunch to occupy two (2) portions of vacant Crown land (VCL)

located within the district of Mundrabilla for the purpose of carrying out a feasibility study to develop a future orbital launch site for the deployment of constellations of small satellites.

It is recommended that Council advise the DPLH that it has no objection to the issue of a Crown land licence for this purpose.

Background

SpinLaunch is a spaceflight technology development company working on mass accelerator technology to move payloads (eg.satellites) into space (Wikipedia, extracted 18 August, 2023).

It is in the process of developing a kinetic energy space launch system that reduces dependency on traditional chemical rockets, with the goal of significantly lowering the cost of access to space while increasing launch frequency.

The technology uses a vacuum-sealed centrifuge to spin a rocket and then hurl it to space at up to 7,500 km/h @ 2.08 km/s. The rocket then ignites its engines at an altitude of roughly 60 km to reach orbital speed of 27,600 km/h @ 7.666 km/s with a payload of up to 200kg. Peak acceleration would be approximately 10,000 g. If successful, the acceleration concept is projected to lower the cost of launches and to use much less power, with the price of a single space launch reduced by a factor of 20 to under US\$500,000. (Wikipedia, extracted 18 August, 2023)

The Shire's CEO will provide a further briefing about the project at the meeting.

Proposal

Application has been made by SpinLaunch to the DPLH for a licence to occupy two (2) portions of vacant Crown land (PIN 993221) for the purpose of carrying out a feasibility study to develop a future orbital launch site for the deployment of constellations of small satellites.

The licence period sought is for 2 years.

Both sites (proposed licence areas) are located along the Shire's south coast, with one site located immediately east of the Nutysland National Park and about 55 kilometres south-east of the Madura Pass Roadhouse.

The other site is located about 13 kilometres south of the Mundrabilla Roadhouse at its closest point.

The below aerial image denotes the location and extent of the two (2) sites and the proposed access routes (in blue) to them.



Statutory Environment

Land Administration Act 1997 + Land Administration Regulations 1998

Section 91 of the *Land Administration Act 1997* provides for the Minister for Lands to issue a licence to occupy Crown land for any purpose.

It is understood that the invitation for the Shire to comment is made pursuant to section 14 of the same Act, whereby the Minister for Lands - before exercising in relation to Crown land any power conferred by this Act - must, unless it is impracticable to do so, consult the local government within the district of which the Crown land is situated concerning that exercise

Local Planning Scheme (LPS) 2

Both sites are zoned Rural under the Shire's LPS 2. The sites are also included in the scheme's coastal planning policy area.

One of the objectives of the Rural zone is **'to provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses'**.

On the face of it, and given both site's remoteness, an orbital satellite launch facility for the deployment of constellations of small satellites would appear compatible with the carrying out of surrounding rural uses.

Such a use is not specifically listed in the LPS 2 zoning table and therefore, it will be at Council's discretion as to whether such a use will be permitted (upon an application for development approval being received by the Shire for the proposed use).

Alternatively, the proposed use may be deemed to fit with the use class 'Telecommunications Infrastructure' which is defined as follows:

"means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network".

A Telecommunications Infrastructure use is permitted 'as-of-right' within the Rural zone.

More details about the proposal (in due course) will need to be provided in order to evaluate and determine whether the proposed use can be permitted 'as-of-right' or at the discretion of Council.

In respect to both sites being included in the Shire's Coastal Planning Policy Areas, the Shire is awaiting approval from the DPLH to commence its proposed coastal planning strategy.

Initial consideration ought to be given to potentially designating the two proposed sites as future space launch sites within the draft strategy.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

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

Consultation

Shire Chief Executive Officer (CEO)

Comment

The issue of the proposed licence will have no material impact upon the Shire's governance and administration of its local government district.

On this basis, it is recommended that DPLH be advised of no objection to the proposed licence.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That Council advise the Department of Planning, Lands and Heritage (DPLH) of no objection to the proposed issue to SpinLaunch of a licence to occupy a portion of vacant Crown land (PIN 993221) in the district of Mundrabilla for the proposal to carry

out investigations as to the suitability of this land for a future orbital launch site for the deployment of constellations of small satellites.

That the Shire of Dundas request as part of the proposed investigation that more public consultation with all neighbouring stakeholders, and regional stakeholders be conducted by SpinLaunch and the Department of Jobs, Tourism, Science and Innovation be conducted and presented to Council to form part of finalising this project in the future

Carried (/)

For:

Against:

10.2 Members and Policy

10.2.1 – Local Government Elections Caretaker Period	
Location / Address	88-92 Prinsep Street, Norseman WA 6443
File Reference	GV.EL.23
Author	Acting DCEO – Pania Turner
Date of Report	15/08/2022
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to note the entering Local Government Elections Caretaker Period effective from the date of 14th September to the date of 6pm, 21st October 2023.

Background

This Caretaker Period Policy ensures protocols are in place for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election, regarding the use of public resources or decisions made by the Council or Administration on behalf of the Shire of Dundas during the period immediately prior to an election.

‘Caretaker Period’ means the period of time prior to an Election Day, specifically being the period from the close of nominations 37 days prior to the Election Day in accordance with s.4.49(a) of the *Local Government Act 1995* until 6.00pm on Election Day.

The Policy also provides clear guidance regarding the decisions made by the Council, decisions made under delegated authority, regarding community consultation, events and functions, use of the resources, access to information.

Statutory Environment

Local Government Act 1995, Local Government (Functions and General) Regulations 1996
State Records Act 2000

Policy Implications

A.15 Local Government Elections Caretaker Period Policy

Financial Implications

Nil

Strategic Implications

Goal 5:	Governance and Leadership <i>We are a trusted Local Government; we are a strong advocate for our Community; we lead with respect and accountability.</i>
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

Elected Members
Senior Officers

Comment

Council adopted the Local Government Elections Caretaker Period Policy in 2021 to ensure clear guidance was provided to Councillors, staff and the Community on specific considerations when in the local government election period.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That the Shire of Dundas note the entering into the Local Government Elections Caretaker Period from the 14th September 2023 through to 6pm 21st October 2023.

Carried (/)

For:**Against:**

10.2.2 – Meeting Dates change for September 2023	
Location / Address	Shire of Dundas
File Reference	CM.CO.2023
Author	Chief Executive Officer – Peter Fitchat
Date of Report	17 August 2023
Disclosure of Interest	Nil

Summary

That Council review and adopt the meeting details for the 2023-24 year, and from time to time needs to reschedule because of unforeseen circumstances.

Background

The following meeting details for Ordinary Council Meetings for the 2023-24 as determined on the 10th June 2023:

Resolution

That the Council set the following meeting details for Ordinary Council Meetings as follows:

2023-24 Ordinary Council Meetings

Date	Time	Place
Tuesday, 25 July 2023	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Tuesday, 22 August 2023	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Saturday, 23 September 2023	4:30 PM ACWST	Community Hall, Yurkla Way, Eucla
Tuesday, 17 October 2023	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Tuesday, 21 November 2023	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Tuesday, 19 December 2023	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Tuesday, 20 February 2024	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Tuesday, 19 March 2024	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Saturday, 20 April 2024	4:30 PM ACWST	Community Hall, Yurkla Way, Eucla
Tuesday, 21 May 2024	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman
Tuesday, 18 June 2024	6:00 PM AWST	Council Chamber, Prinsep Street, Norseman

And that any further public meetings that are held throughout the year such as Special Council Meetings, Audit Committee Meetings and Electors' meetings are set as determined by Council.

Carried by: Simple Majority For: 5 Against: 0

Any further public meetings that are held throughout the year such as Special Council Meetings, Audit Committee Meetings and Electors' meetings are set as determined by Council.

Statutory Environment

Section 5.25 (1)(g) of the *Local Government Act 1995* –

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

(g) the giving of public notice of the date and agenda for council or committee meetings

Regulation 12 of the *Local Government (Administration) Regulations 1996* –

(1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
 - (a) ordinary council meetings.
 - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in sub regulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

Policy Implications

- A.11 Council Meetings - Public Notice
- EM.3 Video Recording of Council Meetings

Financial Implications

As adopted in the 2023/24 Annual Budget.

Strategic Implications

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.
- 5.1.3** Continual improvement in the Integrated Planning and Reporting (IPR) standard.
- 5.1.4** Risk is managed through planning and timely reporting of Senior Officers to Council.
- 5.1.5** The community is engaged in planning for the future and other matters that affect them.
- 5.1.6** The Shire will ensure community are informed on matters that affect them.
- 5.1.7** A culture of continuous improvement will apply to all levels of customer service.

Consultation

- Chief Executive Officer
- President
- Councillors

Comment

The items that need to be considered are:

- Frequency
- Day of the week and week in the month
- Location
- Starting time
- Eucla LEMC meeting

Due to an extraordinary number of meetings and Conference attendance in September we ask that Council consider moving the dates for the Eucla Meeting to Norseman and to be held on the 28th September at 6:00 pm and the Eucla Meeting to be scheduled to be on 16th December 2023 at 4:30 pm ACWST

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That the Council change the dates for the September and December Ordinary Council Meetings as follows:

Ordinary Council Meeting Changes

Date	Time	Place
Thursday, 28 September 2023	6:00PM AWST	Council Chamber, Prinsep Street, Norseman
Saturday, 16 December 2023	4:30PM ACWST	Community Hall, Yurkla Way, Eucla

And that any further public meetings that are held throughout the year such as Special Council Meetings, Audit Committee Meetings and Electors' meetings are set as determined by Council.

Carried (/)

For:

Against:

10.3 Administration, Finance and Community Development

Agenda Reference & Subject	
10.3.1 – Accounts Paid 01/06/23 to 30/06/23	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Finance Assistant – Katherine Wiles
Date of Report	10 August 2023
Disclosure of Interest	Nil

Summary

To present to Council the list of accounts paid by delegated authority of the Chief Executive Officer during June 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
010623	01/06/2023	ANZ Bank	Merchant Fee	90.85
020623	02/06/2023	ANZ Bank	Bank Fee	10.00
EFT8321	19/06/2023	DAVRIC AUSTRALIA PTY	Retail stock	3,225.48
EFT8322	19/06/2023	Raymond Marcon	various local wood products	350.00
EFT8323	19/06/2023	Thea Commins Wholesale	Retail stock	754.60
EFT8324	19/06/2023	VANESSA AUSTRALIA	Visitor Centre re stock	3,849.94
EFT8325	19/06/2023	WILDFLORA FACTORY PTY LTD	Various wild flower seeds	2,366.66
				\$10,647.53

Municipal Account EFT's, Cheques and Direct Debits

Chq/EFT	Date	Name	Description	Amount
8244	01/06/2023	ANZ Bank	Bank Fees	157.47
8245	01/06/2023	Department of Transport	Licensing collected	1,379.65

Chq/EFT	Date	Name	Description	Amount
8246	01/06/2023	WA Treasury	Loan Payment (Doctors House)	28,708.29
8273	05/06/2023	Jodie Richardson	Incidentals	710.75
EFT8232	03/06/2023	ESPERANCE CENTRAL APARTMENTS & BEACH HOUSE	4 nights accommodation for Jodie Richardson 5-8 June 2023	720.00
8255	05/06/2023	Centrelink	Centrepay Fees	1.98
8273	05/06/2023	Jodie Richardson	Incidentals	3,173.00
EFT8233	05/06/2023	Cuten Guneder Machinery	Cut down trees on Hyden road, inclu GST	24,354.00
EFT8234	05/06/2023	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	1,337.19
EFT8235	05/06/2023	Elite Gym Hire	Hire of Treadmill, Bike, Rower & Cross Trainer (12/5/23 to 12/6/23)	1,402.67
EFT8236	05/06/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Finance & Governance Assistance - 31 Hrs. @ 108/hr, 1/5/23 - 14/5/23	4,095.30
EFT8237	05/06/2023	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Services Agreement - 201218	4,180.00
EFT8238	05/06/2023	GLEN FLOOD GROUP PTY LTD T/A GFG CONSULTING	Supply concept plan for air terminal parking	858.00
EFT8239	05/06/2023	Jason Signmakers	Custom ACM sign - Eucla	106.60
EFT8240	05/06/2023	K & R EARTHWORKZ	Labour hire and machine hire - 18, 19, 22, 23 May 2023	9,608.50
EFT8241	05/06/2023	Landgate	Consolidated Mining Tenement Roll	6,134.50
EFT8242	05/06/2023	MARKET CREATIONS AGENCY	Website project build - Shire Site Refresh	20,099.60
EFT8243	05/06/2023	MINING MART PTY LTD	Pump with 10L fuel tank	3,766.40
EFT8244	05/06/2023	Navman Wireless Australia Pty Ltd	Monthly satellite service (05/05/2023 to 04/06/2023)	65.89
EFT8245	05/06/2023	Norseman General Practice	Surgery Consult In hours Level D Comprehensive Service - Stephen Lowry	234.00
EFT8246	05/06/2023	Microshel Family Trust T/AS PACK & SEND EAST	Freight - South Kalgoorlie to Norseman	170.39

Chq/EFT	Date	Name	Description	Amount
		PERTH RGSMW PTY LTD		
EFT8247	05/06/2023	Ross Squire Homes	Custom Design - Lock Up Component Home, ex- yard Midvale As per quote 41202 A Approved	83,616.40
EFT8248	05/06/2023	South Coast Foodservice	Laundromat washing chemicals	1,813.07
EFT8249	05/06/2023	Telstra Corporation Limited	Various Satellite Accounts from 16 May to 15 June 2023	221.20
EFT8250	05/06/2023	Wilson's Diesel & Auto Repairs	P327- Holden Colorado - DS232 - Replace rear shock absorbers and repairs	907.00
8249	06/06/2023	ANZ Bank	BPAY Fees	21.45
8251	06/06/2023	Department of Transport	Licensing collected	893.70
8252	07/06/2023	Department of Transport	Licensing collected	1,108.55
EFT8253	07/06/2023	Telstra Corporation Limited	Phone Account	3,191.75
PAYS	07/06/2023	Payroll	Payroll	84,746.03
EFT8255	13/06/2023	GOLDEN CITY MOTORS	P342 Ford Everest 4WD - CEO - 15,000km service - 1DS	379.17
8253	08/06/2023	Department of Transport	Licensing collected	3,164.35
8254	09/06/2023	Department of Transport	Licensing collected	519.55
8256	12/06/2023	Centrelink	Centrepay Fees	1.98
8275	12/06/2023	Jodie Richardson	Incidentals	710.75
8259	12/06/2023	Department of Transport	Licensing collected	77.75
EFT8258	13/06/2023	Rasa Patupis	Claim (Council Meeting, Budget 6/6/23, Nat. General Assembly 14- 15/6/23, Australian Council of L.G. 16/6/23)	864.00
8274	05/06/2023	ANZ Credit Card	Crowne Plaza Perth OPI Perth	63.95
8274	05/06/2023	ANZ Credit Card	LinkedIn Pre 8350401296 16506873555	39.99
8274	05/06/2023	ANZ Credit Card	BUNNINGS 435000 KALGOORLIE	49.95
8274	05/06/2023	ANZ Credit Card	BP KALGRLIE TS4112 KALGOORLIE	5.00

Chq/EFT	Date	Name	Description	Amount
8274	02/06/2023	ANZ Credit Card	VIRGIN AUSTR7954405337444 BRISBANE	108.00
8274	02/06/2023	ANZ Credit Card	WOOLWORTHS/KALGO ORLIE PLZ KALGOORLIE	154.97
8274	01/06/2023	ANZ Credit Card	BUDGET RENT A CAR MASCOT	725.39
8274	01/06/2023	ANZ Credit Card	Flight Centre South Brisbane	3,033.07
8274	01/06/2023	ANZ Credit Card	NORSEMAN IGA NORSEMAN	10.85
8274	01/06/2023	ANZ Credit Card	AUTHORIZATION SYDNEY	2,508.00
8274	01/06/2023	ANZ Credit Card	AP NORSEMAN LPO NORSEMAN	393.00
8274	31/05/2023	ANZ Credit Card	SHIRE OF DUNDAS NORSEMAN	45.65
8274	31/05/2023	ANZ Credit Card	BUDGET RENT A CAR MASCOT	332.66
8274	30/05/2023	ANZ Credit Card	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	21.99
26410	24/05/2023	Shire of Dundas Petty Cash	Recoup to petty cash 25/11/2022 - 16/05/2023	946.95
8257	13/06/2023	Centrelink	Centrepay Fees	1.98
8260	13/06/2023	Department of Transport	Licensing collected	4,043.10
8258	14/06/2023	Centrelink	Centrepay Fees	0.99
8261	14/06/2023	Department of Transport	Licensing collected	1,366.40
EFT8254	13/06/2023	ESPERANCE CENTRAL APARTMENTS & BEACH HOUSE	5 nights accommodation for Jodie Richardson 11- 15 June 2023	900.00
EFT8256	13/06/2023	Laurene Bonza	Claim (Council Meeting - Budget 6/6/23, Regional Forum 13/6/23, Nat. Gen. Assembly 14-15/6/23, Aus. Council of LG 16/6/23)	540.00
EFT8257	13/06/2023	JOHN MALONEY	Claim (Council Meeting - Budget 6/6/23)	108.00
EFT8259	13/06/2023	Veronica Wyatt	Claim (Council Meeting 23/3/23, Audit 23/3/23, Special 29/3/23)	540.00
8262	15/06/2023	Department of Transport	Licensing collected	1,840.90
8262	15/06/2023	3E Advantage	Photocopier Leases	2,326.78
8263	16/06/2023	Department of Transport	Licensing collected	438.75

Chq/EFT	Date	Name	Description	Amount
8264	19/06/2023	Department of Transport	Licensing collected	115.65
8264	19/06/2023	Centrelink	Centrepay Fees	0.99
8310	20/06/2023	Pania Turner	Reimburse for paint and extension leads	246.95
8310	20/06/2023	Peter Fitchat	Peter Fitchat - Reimburse Accommodation ALGA	366.99
8315	20/06/2023	WSR Law	WSR Law. Invoice 015305 - Transfer of 98-100 Angove Street, Norseman to Shire of Dundas	707.30
8265	20/06/2023	Department of Transport	Licensing collected	782.00
8305	20/06/2023	Ana Clara Soares Viola	Incidentals	42.60
8305	20/06/2023	Danny Buckley	Incidentals	20.00
8305	20/06/2023	Pania Turner	Incidentals	998.97
8305	20/06/2023	Leigh Morgan	Incidentals	127.25
8305	20/06/2023	Adena McEwan	Incidentals	127.45
8305	20/06/2023	Jodie Richardson	Incidentals	426.45
EFT8550	20/06/2023	Australia Post	New Licence Training Fee Norseman LPO	2,750.00
8309	20/06/2023	Peter Fitchat	Reimburse CEO - due to limit on corporate card, travel expenses had to be paid by the CEO	5,127.00
EFT8326	19/06/2023	Australian Taxation Office	BAS (May 2023)	32,775.00
EFT8327	19/06/2023	AUSPIRE - THE AUSTRALIA DAY COUNCIL (WA)	2023-2024 Gold Membership Citizenship Awards	720.00
EFT8328	19/06/2023	ZircoDATA Pty Ltd	Storage of Registers (26/04/2023 to 25/05/2023)	169.91
EFT8329	19/06/2023	Bonza Constructions Pty Ltd	Various emergency repairs	250.80
EFT8330	19/06/2023	Laurene Bonza	Claim (Council Meeting - OCM 10/06/23)	383.00
EFT8331	19/06/2023	BOC Limited	Container Service Fee (28/04/23 to 28/05/23)	93.80
EFT8332	19/06/2023	Coates Hire Operations Pty Ltd	supply and deliver 4x portable toilets to: Shire of Dundas Depot, 9 Mildura st, Norseman WA, c/o Margaret McEwan	4,473.70

Chq/EFT	Date	Name	Description	Amount
EFT8333	19/06/2023	Cuten Guneder Machinery	DM Contract Vehicle Removal 29/05/2023 Eyre Hwy	22,050.06
EFT8334	19/06/2023	WA COUNTRY HEALTH SERVICE	Workers Compensation - Emergency Attendance for Stephen Lowry	351.00
EFT8335	19/06/2023	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	445.73
EFT8336	19/06/2023	Corsign WA	Event Ahead 1200x600 B/Y CL400WZ Refl boxed edge	1,856.80
EFT8337	19/06/2023	Bills Doors & Servicing	Visiting sites for quoting purposes	1,622.50
EFT8338	19/06/2023	D.C. Reticulation	Balance - Retic to all street verges	43,190.40
EFT8339	19/06/2023	MATBEN PTY LTD T/AS FREIGHT LINES GROUP	Freight (Metaland, 05/04/23 & 24/04/23 - Corsign, 01/05/23)	606.47
EFT8340	19/06/2023	EAGLE PETROLEUM (WA) PTY LTD	Hydraulic 68 20L	1,558.92
EFT8341	19/06/2023	FUTURE SECURITY SOLUTIONS PTY LTD	Supply and install replacement cooling fans for the comms cabinet	1,523.50
EFT8342	19/06/2023	Greenfield Technical Services	Roberts St SAT Hearing (May Invoice)	3,534.30
EFT8343	19/06/2023	GLEN FLOOD GROUP	Temp Assistance	19,987.98
EFT8344	19/06/2023	John Edward Patrick Hogan	Claim (Council Meeting - OCM 10/06/23)	216.00
EFT8345	19/06/2023	Horizon Power	Streetlight Power Charges - 01.05.2023 to 31.05.2023	5,675.45
EFT8346	19/06/2023	JOHN MALONEY	Claim (Council Meeting - OCM 10/06/23)	216.00
EFT8347	19/06/2023	Kalaire Pty Ltd	Service of air con's	2,178.00
EFT8348	19/06/2023	KILIMA (WA) P/L	Building rent for Roberts St for June 2022	279.51
EFT8349	19/06/2023	K & R EARTHWORKZ	Fit culverts and walkway at airport	7,365.60
EFT8351	19/06/2023	Landgate	Rural UV General Revaluation 2022/2023	977.50
EFT8352	19/06/2023	Raymond Marcon	Painting of Dundas shire house 36 Angove st, 59 hrs @ \$50/hr	3,400.00
EFT8353	19/06/2023	Moore Australia (WA) Pty Ltd	Compilation of the Monthly Statement of Financial	4,950.00

Chq/EFT	Date	Name	Description	Amount
			Activity - Period ending 30 April 2023	
EFT8354	19/06/2023	McLeods Barristers & Solicitors	DR 131/2022 - Prendiville Superannuation Pty Ltd v Shire of Dundas	3,786.96
EFT8355	19/06/2023	MINING MART PTY LTD	Hose 75mm water suction, Spool adaptor 50x75, Camlock Alu 75mm Fem/tail, Clamp Super 92-97 heavy duty	690.48
EFT8356	19/06/2023	FRASER RANGE STATION PTY LTD T/A NORSEMAN CONCRETE & EARTHMOVING	Supply 2 x loader tyres & Fit 1 x loader tyre	14,446.89
EFT8357	19/06/2023	Norseman General Practice	Instant Urine Drug and Alcohol Test - 06/06/2023	154.00
EFT8358	19/06/2023	O'Dwyer Electrical	Install a separated circuit 32-amp outlet for charging freezer van Replace two 32 amp plug tops 56 series, GST included	5,120.50
EFT8359	19/06/2023	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership offer - May 2023	1,265.00
EFT8360	19/06/2023	Pet Tags Australia	70 x Cat/Dog Shire Tags	233.97
EFT8361	19/06/2023	Rasa Patupis	Claim (Council Meeting - OCM 10/06/23)	216.00
EFT8362	19/06/2023	PET STATION AUSTRALIA	Cat carriers and dog bed covers	537.14
EFT8363	19/06/2023	RSEA PTY LTD	Bomber Jacket, Mya	59.23
EFT8364	19/06/2023	South East Petroleum	DIESEL- Supply 8200L	14,066.69
EFT8365	19/06/2023	South Coast Foodservice	gloves, paper towels, toilet paper	6,373.15
EFT8366	19/06/2023	Environmental Innovations Pty Ltd	May 2023 Biannual waste water & ground water test	10,523.15
EFT8367	19/06/2023	SWANS Veterinary Services	6 feral cats to be euthanised	1,438.65
EFT8368	19/06/2023	Telstra Corporation Limited	124 Prinsep St Bundle	316.00
EFT8369	19/06/2023	Team Global Express	Freight from Norseman - 5 May, Kalgoorlie - 16 May, and Bentley - 18 May	310.11
EFT8370	19/06/2023	Water Corporation	Water Accounts (Standpipes - 20/03/23 to 22/05/23)	65,482.16
EFT8371	19/06/2023	Wilsons Diesel & Auto Repairs	P335 (DS263) - Carry out 15000km service	553.50

Chq/EFT	Date	Name	Description	Amount
EFT8372	19/06/2023	Western Australian Local Government Association	Course - Understanding & Applying the Local Government Industry Award 2020 - WA 29th March 2023	638.00
EFT8373	19/06/2023	John Eyre Pty Ltd	Accommodation for Stephen Lowry (Postal Run) x 35 nights - Jan to May 2023	4,410.00
EFT8374	19/06/2023	WESFARMERS KLEENHEAT GAS PTY LTD	LPG Bulk	3,775.15
EFT8375	19/06/2023	SHARON MAREE WARNER (councillor)	Claim (Council Meeting - 2 OCM 18/4/23 & 10/6/23, workshop 11/5/23, budget 6/5/23, 2 GVROC 21/4/23 & 26/5/23)	864.00
EFT8376	19/06/2023	WINC AUSTRALIA PTY LTD	Batteries for Admin	194.02
EFT8377	19/06/2023	SHARON MAREE WARNER (pool)	Reimbursement of Insurance - Standby Pool Manager	4,065.62
8278	21/06/2023	ANZ Bank	Banking error - round off	0.10
8266	21/06/2023	Department of Transport	Licensing collected	689.65
8267	22/06/2023	Department of Transport	Licensing collected	194.40
PAYS	22/06/2023	Shire of Dundas Payroll	Payroll	85,259.15
8279	26/06/2023	Centrelink	Centrepay Fees	1.98
8304	26/06/2023	Department of Transport	Licensing collected	1,421.50
8268	27/06/2023	Department of Transport	Licensing collected	1,099.15
8280	27/06/2023	Centrelink	Centrepay Fees	1.98
8269	28/06/2023	Department of Transport	Licensing collected	1,454.25
8269	28/06/2023	Centrelink	Centrepay Fees	0.99
8270	29/06/2023	Department of Transport	Licensing collected	1,758.75
DD11479.1	23/05/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	6,838.72
DD11479.2	23/05/2023	Uni Super	Superannuation contributions	243.99
DD11479.3	23/05/2023	MY NORTH SUPER	Payroll deductions	508.53

Chq/EFT	Date	Name	Description	Amount
DD11479.4	23/05/2023	GESB	Superannuation contributions	175.96
DD11479.5	23/05/2023	AUSTRALIAN SUPER	Superannuation contributions	203.61
DD11479.6	23/05/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	167.10
DD11479.7	23/05/2023	LGIA Super	Superannuation contributions	90.14
DD11479.8	23/05/2023	Retail Employees Superannuation Trust	Superannuation contributions	575.52
DD11479.9	23/05/2023	HostPLUS	Superannuation contributions	727.06
DD11480.1	09/05/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	7,014.60
DD11480.2	09/05/2023	Uni Super	Superannuation contributions	309.30
DD11480.3	09/05/2023	MY NORTH SUPER	Payroll deductions	508.53
DD11480.4	09/05/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	830.25
DD11480.5	09/05/2023	GESB	Superannuation contributions	71.44
DD11480.6	09/05/2023	AUSTRALIAN SUPER	Superannuation contributions	158.84
DD11480.7	09/05/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	298.22
DD11480.8	09/05/2023	LGIA Super	Superannuation contributions	47.68
DD11480.9	09/05/2023	Retail Employees Superannuation Trust	Superannuation contributions	500.99
DD11479.10	23/05/2023	SLAP Superannuation Fund	Superannuation contributions	514.14
DD11479.11	23/05/2023	ANZ Smart Choice Super	Superannuation contributions	1,547.23
DD11479.12	23/05/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	163.37
DD11479.13	23/05/2023	AustralianSuper	Superannuation contributions	703.73
DD11479.14	23/05/2023	PLUM SUPER	Superannuation contributions	216.34

Chq/EFT	Date	Name	Description	Amount
DD11479.15	23/05/2023	PRIME SUPER	Superannuation contributions	244.19
DD11480.10	09/05/2023	HostPLUS	Superannuation contributions	753.57
DD11480.11	09/05/2023	SLAP Superannuation Fund	Superannuation contributions	514.14
DD11480.12	09/05/2023	AustralianSuper	Superannuation contributions	728.10
DD11480.13	09/05/2023	ANZ Smart Choice Super	Superannuation contributions	1,540.94
DD11480.14	09/05/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	163.37
DD11480.15	09/05/2023	PLUM SUPER	Superannuation contributions	195.15
DD11480.16	09/05/2023	PRIME SUPER	Superannuation contributions	231.98
DD11437.1	11/04/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	6,497.34
DD11437.2	11/04/2023	Uni Super	Superannuation contributions	309.30
DD11437.3	11/04/2023	MY NORTH SUPER	Payroll deductions	508.53
DD11437.4	11/04/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	830.25
DD11437.5	11/04/2023	GESB	Superannuation contributions	116.53
DD11437.6	11/04/2023	AUSTRALIAN SUPER	Superannuation contributions	202.77
DD11437.7	11/04/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	332.27
DD11437.8	11/04/2023	LGIA Super	Superannuation contributions	3.18
DD11437.9	11/04/2023	Retail Employees Superannuation Trust	Superannuation contributions	500.59
DD11440.1	11/04/2023	LGIA Super	Superannuation contributions	-
DD11441.1	11/04/2023	AUSTRALIAN SUPER	Superannuation contributions	3.18
DD11437.10	11/04/2023	HostPLUS	Superannuation contributions	854.33
DD11437.11	11/04/2023	SLAP Superannuation Fund	Superannuation contributions	514.14

Chq/EFT	Date	Name	Description	Amount
DD11437.12	11/04/2023	ANZ Smart Choice Super	Superannuation contributions	1,539.64
DD11437.13	11/04/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	162.33
DD11437.14	11/04/2023	AustralianSuper	Superannuation contributions	729.62
DD11437.15	11/04/2023	PLUM SUPER	Superannuation contributions	212.46
DD11437.16	11/04/2023	PRIME SUPER	Superannuation contributions	231.98
DD11452.1	25/04/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	7,137.39
DD11452.2	25/04/2023	Uni Super	Superannuation contributions	309.30
DD11452.3	25/04/2023	MY NORTH SUPER	Payroll deductions	508.53
DD11452.4	25/04/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	722.63
DD11452.5	25/04/2023	GESB	Superannuation contributions	20.58
DD11452.6	25/04/2023	AUSTRALIAN SUPER	Superannuation contributions	21.95
DD11452.7	25/04/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	332.56
DD11452.8	25/04/2023	Retail Employees Superannuation Trust	Superannuation contributions	561.16
DD11452.9	25/04/2023	HostPLUS	Superannuation contributions	854.33
DD11452.10	25/04/2023	SLAP Superannuation Fund	Superannuation contributions	531.07
DD11452.11	25/04/2023	AustralianSuper	Superannuation contributions	824.38
DD11452.12	25/04/2023	ANZ Smart Choice Super	Superannuation contributions	1,511.19
DD11452.13	25/04/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	141.37
DD11452.14	25/04/2023	PLUM SUPER	Superannuation contributions	200.62
DD11452.15	25/04/2023	PRIME SUPER	Superannuation contributions	231.98

Chq/EFT	Date	Name	Description	Amount
DD11491.1	06/06/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	6,619.93
DD11491.2	06/06/2023	Uni Super	Superannuation contributions	309.30
DD11491.3	06/06/2023	MY NORTH SUPER	Payroll deductions	508.53
DD11491.4	06/06/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATIO N FUND	Payroll deductions	128.13
DD11491.5	06/06/2023	GESB	Superannuation contributions	175.96
DD11491.6	06/06/2023	AUSTRALIAN SUPER	Superannuation contributions	260.52
DD11491.7	06/06/2023	HESTA SUPERANNUATIO N FUND	Superannuation contributions	331.12
DD11491.8	06/06/2023	Brighter Super (previously LGIAsuper)	Superannuation contributions	74.95
DD11491.9	06/06/2023	Retail Employees Superannuation Trust	Superannuation contributions	526.96
DD11491.10	06/06/2023	HostPLUS	Superannuation contributions	686.68
DD11491.11	06/06/2023	SLAP Superannuation Fund	Superannuation contributions	514.14
DD11491.12	06/06/2023	ANZ Smart Choice Super	Superannuation contributions	1,428.70
DD11491.13	06/06/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	141.37
DD11491.14	06/06/2023	AustralianSuper	Superannuation contributions	721.50
DD11491.15	06/06/2023	PLUM SUPER	Superannuation contributions	227.91
DD11491.16	06/06/2023	PRIME SUPER	Superannuation contributions	231.98
DD11526.1	20/06/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	6,418.57
DD11526.2	20/06/2023	Uni Super	Superannuation contributions	556.08
DD11526.3	20/06/2023	MY NORTH SUPER	Payroll deductions	508.53

Chq/EFT	Date	Name	Description	Amount
DD11526.4	20/06/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	71.75
DD11526.5	20/06/2023	SPIRIT SUPER	Superannuation contributions	1,168.58
DD11526.6	20/06/2023	AUSTRALIAN SUPER	Superannuation contributions	328.66
DD11526.7	20/06/2023	HESTA SUPERANNUATION FUND	Superannuation contributions	332.85
DD11526.8	20/06/2023	Brighter Super (previously LGIASuper)	Superannuation contributions	69.18
DD11526.9	20/06/2023	Retail Employees Superannuation Trust	Superannuation contributions	518.66
DD11526.10	20/06/2023	HostPLUS	Superannuation contributions	729.60
DD11526.11	20/06/2023	SLAP Superannuation Fund	Superannuation contributions	514.14
DD11526.12	20/06/2023	AustralianSuper	Superannuation contributions	822.98
DD11526.13	20/06/2023	ANZ Smart Choice Super	Superannuation contributions	1,452.56
DD11526.14	20/06/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	163.37
DD11526.15	20/06/2023	PLUM SUPER	Superannuation contributions	229.99
DD11526.16	20/06/2023	PRIME SUPER	Superannuation contributions	231.98
8271	30/06/2023	Department of Transport	Licensing collected	815.90
DD11521.1	30/06/2023	SLAP Superannuation Fund	Superannuation contributions	173.78
DD11521.2	30/06/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Superannuation contributions	6,536.35
DD11521.3	30/06/2023	Uni Super	Superannuation contributions	1,193.15
PAYS	30/06/2023	Shire of Dundas Payroll	Payroll	8,481.07
B1567A	30/06/2023	WA Transport	Annual Licensing	10,927.30
				\$827,508.38

Summary of Account Totals

Visitor Centre EFT's, Direct Debits, Cheques & Bank Transfers	\$10,647.53
Municipal EFT's, Direct Debits, Cheques, Bank Transfers & Credit Cards	\$827,508.38
Total	\$838,155.91

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That the Shire of Dundas monthly accounts paid from 1st June 2023 to 30th June 2023 totalling \$827,508.38 be received and noted.

Carried (/)

For:**Against:**

Agenda Reference & Subject	
10.3.2 Shire of Dundas Month End 30 June 2023	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	CEO Peter Fitchat & Moore Australia
Date of Report	19 th August 2023
Disclosure of Interest	Nil

Summary

That the Council receive the adjusted month end report, At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report has not been finalised, therefore the closing surplus changed from the current \$4,982,894 due to year end audit adjustments.

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.

Comment:

Due to new staff we found some unpaid accounts that was since corrected and Moore Australia had to adjust or month end for June 2023 as per Papers Relating Attached.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

Officer Recommendation

That the Shire of Dundas Month Ended 30 June 2023 to be accepted.

Carried (/)

For:

Against:

10.4 Officers Reports

Agenda Reference & Subject	
10.4.1 – Use of Shire Common seal	
Location / Address	Shire of Dundas

File Reference	GV.AU.1
Author	CEO Peter Fitchat
Date of Report	17 th August 2023
Disclosure of Interest	Nil

Summary

For Council to approve the use of the Common Seal through delegated Authority by the Shire President Laurene Bonza to Deputy President Rasa Patupis.

Background

The use of the Common Seal.

Statutory Environment

Local Government Act 1995 section 9.49A

Policy Implications

A.7 Common Seal

Financial Implications

As per adopted Financial Year 2-23/24 Budget.

Strategic Implications

Nil

Consultation

Shire President
Chief Executive Officer

Comment

Council Policy states that the Chief Executive Officer and the Shire President be jointly authorised to affix the Shire of Dundas common seal to documents for dealings initiated by a Council resolution.

It is regarded to be good practice to advise Council of such use of the common seal, and in the instance President Laurene Bonza is in New South Wales for personal business due to unforeseen circumstance, and we are required to finalise the recommendation for the purchase of the IGA and Post Office, and the residential house at 139 Prinsep Street.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That the Council of the Shire of Dundas note the delegated use of the common seal by President Laurene Bonza to Cr Rasa Patupis for the following property purchases.

Lot 101 on Deposited Plan 27171

Lot 100 on Deposited Plan 27171

Lot 1 Plan 1618

Lot 3 Plan 1618

Lot 4 Plan 1618

Lots 8, 9 and 10 on Plan 1618

Lots 5, 6, 7, 50 and 51 on Plan 1618

Lot 11 on Plan 1618

And

Lot 394 on Deposited Plan 222910

And

The Final Signature on the purchase of the IGA

Carried (/)

For:

Against:

Agenda Reference & Subject	
10.4.2 – Deputy CEO appointment	
Location / Address	Shire of Dundas
File Reference	GV.CO.2
Author	Paul Owen GFG Consulting & Peter Fitchat CEO
Date of Report	11 August 2023
Disclosure of Interest	Nil

Summary

For Council to consider the CEO's recommendation to appoint Pania Turner as Deputy CEO on a five-year contract.

Background

In the 2019-20 Financial the role of DCEO was removed and replaced with Manager Finance and Administration, and in the 2020/21 Financial year position was removed, and external Accounts Moore Australia was engaged as our Financial Manager; this change brought on a massive improvement meeting our compliance Auditing requirements, for this reason, Moore Australia relationship with the Shire of Dundas will continue through contractual arrangements and procurement processes.

At the July ordinary meeting, Council resolved the following:

That Council approve the reintroduction of the Deputy CEO role into the Shire of Dundas Organisational Structure for the operational staff and note the changes proposed in papers relating. Delegate the CEO to take the required steps to formalise the position.

So, through a significant change in our Organisational Structure, this position will be reinstated as described in the “papers relating” document containing a proposed organisation structure that would be implemented if the above resolution was passed. That organisation structure included the abolition of the position of Manager of Corporate and Community Services (MCCS), currently held by Pania Turner.

Through the restructuring process, and through consultation with all staff, the requirements for external advertising were not required as we followed the processes described in *Local Government Industry Award 2020 (Sect 29)*.

GFG Consulting were engaged to assist the CEO in the restructure and to provide advice on the options and process for appointment of a Deputy CEO, including interviewing the proposed candidate.

Statutory Environment

Local Government Act 1995 (Sect 5.36 and 5.37)

Local Government (Administration) Regulations 1996 (Sect 18A)

Local Government Industry Award 2020 (Sect 29)

Policy Implications

HR.5 Acting Chief Executive Officer/Acting in “Senior” Positions

HR.10 Equal Opportunity and Diversity

HR.14 Staff Recruitment and Selection

HR.19 Senior Employees

Financial Implications

Salaries and employee costs are allocated for in the 2023/24 Financial Year budget.

Strategic Implications

The Deputy CEO will be instrumental in assisting the Shire to deliver all the goals and objectives of the Community Strategic plan and in particular Goal 5, Governance and Leadership.

Consultation

CEO, GFG Consulting, all staff.

Comment

Under normal circumstances, if the position of Deputy CEO became vacant, a state-wide advertising and recruitment process would be undertaken in accordance with legislation and associated regulations. However, this is not the usual circumstance. The position has become available due to the change in the organisational structure, which also includes the abolition of the position of MCCS. In cases of genuine redundancy, an employer is obliged to offer the impacted employee any other position for which he or she is suitable qualified and experienced.

In practice, Pania has been taking on more and more associated with the Deputy CEO position for some time now. Because of this, Pania has satisfied the requirements to meet the expectations through demonstrated performance and support to the CEO, making this recommendation just a formality and natural progression and recognition for her contribution to our workplace and community and support to Elected Members.

The organisational change in structure has been communicated to all staff through staff meetings, workshops, and individual conversations. Staff have been given the opportunity to provide feedback and raise any concerns. This satisfies the requirements of section 29 of the Local Government Industry Award 2020.

Over the last two years, the administration has embarked on an ambitious goal to sure up the organisation's financial sustainability by diversifying and commercialising opportunities to supplement the insufficient revenue generated through rates and other traditional sources of income. Success in this area would not have been achieved without the dedication and commitment, the continuing support from all Senior Staff, the support by all other staff and change in our workplace culture and Pania's assistance with this new direction and her acceptance of the challenge. She has given up personal time and demonstrated the intestinal fortitude to withstand the pressure to deliver outcomes focused on the community and the organisation. Demonstrated commitment to support to our Elected Members has been an area has been of great assistance to all Elected Members, the CEO and other administration staff.

Pania was interviewed for the position of Deputy CEO on xx/08/23. The interview panel consisted of the CEO and Paul Owen from GFG Consulting. The panel reached the unanimous decision that Pania is well qualified and experienced to be awarded the role of Deputy CEO.

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

That Council:

- Note and endorse the CEO's recommendation to appoint Pania Turner to the position of Deputy CEO, effective from 1 September.**

Moved Cr:
Seconded Cr:

Carried (/)

For:

Against:

Agenda Reference & Subject	
10.4.3 – Review of the Register of Delegations	
Location / Address	Shire of Dundas
File Reference	GV.CO.2
Author	Acting DCEO – Pania Turner

Date of Report	July 2023
Disclosure of Interest	Impartial

Summary

For the Council of the Shire of Dundas to review and approve the updates to the Register of Delegations.

Background

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

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

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

Statutory Environment

Local Governments Act 1995 S5.42 and S5.44

Policy Implications

Policies are updated in line with the current delegations.

Financial Implications

Some delegations involve financial implications.

Strategic Implications

Consistent with the Shire's Strategic Community Plan and Corporate Business Plan

Consultation

Chief Executive Officer
Senior Officers

Comment

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

Due to staff changes and Policy updates there are quite a few amendments being brought before Council for approval. These amendments are summarised below, and the draft Register of Delegation is included in papers relating.

AREA	CHANGE	REASON
FINANCE F01, F02, F13, F15, F16 F14	Add DCEO Finance/Payroll Officer Add DCEO, MWS, Woodlands Centre Coordinator, Projects Officer	Staff changes Update of Position responsibilities
ADMINISTRATION A01 Use of Shire Vehicle A11 Telephones A14 Executive functions land/thoroughfares, premises A19 Copies of Information	Add MWS, DCEO remove M CCS Add mobile phones, add DCEO Change to M CCS Projects Officer Depot Supervisor, & authorised officer DCEO, SAO, & ITO	Staff Changes Update position responsibilities
ENGINEERING E01 Temporary rural road closures E02 Powers of entry onto land E03 Road trains and extra mass permits E07 Use of contractors E08 Light vehicle replacement E10 Street tree removal E12 Gates and other devices across thoroughfares E13 Dangerous excavation in or near public thoroughfares E14 Crossovers E15 Public thoroughfares – fixing levels, alignments, or drainage to adjoining land E16 Pipelines under thoroughfares E17 Drilling on roadsides	Delegation to Manager of Works and Services	Staff Changes

<p>Bushfire Control</p> <p>BF01 Bush Fires Act 1954- Powers duties and Functions of a Local Government</p> <p>BFO5 Appointment of Bush Fire Control Officers</p>	<p>New Delegation for Authority to perform all of the powers, duties and functions of the local government under the Bush Fires Act 1954 and Bush Fires Regulations 1954.</p> <p>New Delegation</p>	
<p>Signed Delegations</p>	<p>Add Deputy Chief Executive Officer</p>	
<p>Signed Delegations</p>	<p>Update Works Coordinator to Manger of Works and Services</p>	
<p>Signed Delegations</p>	<p>Add Projects Officer</p>	
<p>Signed Delegations</p>	<p>Add Depot Supervisor</p>	
<p>Signed Delegations</p>	<p>Add</p>	
<p>Signed Delegations</p>	<p>Update Tourism and Events Officer to Woodlands Centre Coordinator</p>	

Voting Requirements

Absolute majority

Moved: Cr. **Seconded:** Cr.

The Council of the Shire of Dundas approve the Register of Delegations as included in Papers Relating.

Carried (/)

For:

Against:

<p>Agenda Reference & Subject</p>
<p>10.4.4 – Firebreak Notice 2022-23</p>

Location / Address	Shire of Dundas
File Reference	ES.LE
Author	Acting DCEO - Pania Turner
Date of Report	16 August 2023
Disclosure of Interest	Nil

Summary

For Council to consider and endorse the Firebreak Notice for the forthcoming 2023-24 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

1.1 A healthy safe and resilient Community

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

Consultation

Peter Fitchat – Chief Executive Officer and Chief Fire Control Officer

Comment

The proposed firebreak notice will be produced as a detailed notice and published on the Shire of Dundas website and community notice board, and is included in the issuing of rates notices. A Bushfire information pamphlet from DFES is also distributed with the rates notices.

Voting Requirements

Simple Majority

Moved: Cr.

Seconded: Cr.

That the Council:

1. Endorse the Firebreak Notice 2023-24 (as shown in papers relating) issued the with annual rates notices; and
2. note the Notice will be published on the Shire’s website, community notice board, and in the September edition of the local newspaper The Norseman Today.

Carried (/)

For:

Against:

Agenda Reference & Subject	
10.4.5 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	18 August 2023
Disclosure of Interest	Nil

Summary

That the Council receive the Acting Deputy Chief Executive Officer, 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
 Acting Deputy Chief Executive Officer
 Manager of Works and Services
 Youth and Recreation Officer
 Woodlands Cultural, Community & Visitor Centre

Comment

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

Voting Requirements

Simple Majority

Moved: Cr. **Seconded:** Cr.

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

Carried (/)

For:

Against:

10.5. Confidential Item

Moved: Cr. **Seconded:** Cr.

That the meeting proceeds behind closed doors to address Agenda Item 10.5.1 due to the item referring to staff matters.

Carried (/)

For:

Against:

Agenda Reference & Subject	
10.5.1 – CEO Performance Appraisal	
Location / Address	Shire of Dundas

File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	18 August 2023
Disclosure of Interest	Nil

Moved: Cr. **Seconded:** Cr.

That the Council come from behind closed doors.

Carried (/)

For:

Against:

Voting Requirements

Absolute Majority

Moved: Cr. **Seconded:** Cr.

That the Shire of Dundas Council:

Carried (/)

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:

Moved: Cr. **Seconded:** Cr.

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

Carried (/)

For:

Against:

13. Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held at 6pm on the (Insert DATE) AWST, in (Insert PLACE)

14. Closure of Meeting

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