



Norseman Woodlands to Eucla Coast

## Minutes Certification

I certify that the Minutes of the 17<sup>th</sup> November 2020 Ordinary Council Meeting were presented to the Council and confirmed at the 15<sup>th</sup> December 2020 Ordinary Council Meeting

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

Cr L Bonza  
President

15.12.2020

Date



Norseman Woodlands to Eucla Coast

**Confirmed Minutes of  
Ordinary Council Meeting  
17<sup>th</sup> November 2020**

CONFIRMED MINUTES of the ORDINARY Meeting of  
the Council be held in the Council Chambers at the  
Shire Administration Office – Prinsep Street Norseman  
on the 17th November 2020 commencing at 6.00pm

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## 1 Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at 6 pm.

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

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

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

### Financial Interests:

- Peter Fitchat - 11.4.1 – Accounts Paid 1/10/2020 to 31/10/2020, Indirect Financial - his wife, as the owner of Stitch and Gift, received payment for goods supplied to the Shire.

### Proximity Interests:

Nil

### Impartiality Interests:

- Sharon Warner - Item 10.1.1 - Men's Shed Amendment to Sub-lease - President of the Norseman District High School P&C Association, they are in talks with Kambalda regarding the Containers for WA Scheme and have a scheme ID.
- Sharon Warner - 10.4.6 - 2021 Australia Day WA Community Citizen of the Year Award Nominations - Member of nominated Committee.
- Veronica Wyatt - 10.1.1 - Men's Shed Amendment to Sub-lease - Member of the Norseman District High School P&C Association, they are in talks with Kambalda regarding the Containers for WA Scheme and have a scheme ID.

### Gifts Received by Councillors:

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

Nil

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

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr SM Warner	
Cr VL Wyatt	
Cr VJ Schultz	
Peter Fitchat	Chief Executive Officer
Joe Hodges	Manager of Works and Services
Tracy Dixon	Records/Administration Officer

**Apologies**

Pania Turner            Manager of Community Development

**Public Gallery**

Des McColl  
Michelle Hindmarsh  
Lynn Webb

**4 Applications for Leave of Absence.**

Nil

**5 Response to Previous Public Questions Taken on Notice.**

*CEO through the Chair:*

Update on question from Judy Fleming at October Ordinary Meeting regarding footpaths and lack of lighting along West side of Prinsep Street:

- Manager of Works and Services has inspected footpaths – issues have been identified.
- To be put on backlog for Council to consider during budget review or in the next financial year.
- Lighting is an ongoing issue and considering our current rates, Council putting in extra lighting would be something that Council would need to consider during next budget.

**6 Public Question Time.**

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

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

*Des McColl, 34 Brockman Street:*

Has anything been done about the mosquito problem? Des offered some possible solutions that the Shire could look at for mosquito control.

Requested permission to cut down and remove two trees in the property next door at 36 Brockman Street. In danger of falling on neighbouring fences, house or power lines.

*CEO, through the Chair:*

- 36 Brockman Street is a property earmarked for disposal by Council and are currently going through that process.
- Recommended that Shire drop the trees as they unable to give permission to anyone to do so, as they do not own the property.
- Works team will investigate cost associated with this and Council can then recover the cost during the disposal process.
- If Council grants permission to others, they may be liable for any injuries caused during the operation.
- Manager of Works and Services will assess, and feedback will be given. The issue was highlighted during the clean-up of the block, so Council are aware of it.
- Regarding the mosquito issue, Council is looking into options for control and talking to various councils.
- There are still underlying issues with some methods used, even though they might be classified as environmentally friendly.

- Shire is starting a campaign using various channels such as the Facebook page and website, to raise awareness and highlight of the importance of mosquito control around properties – asking people to empty out stagnant water and clean out gutters.
- As part of the new mine camp development, Council is in discussions with company regarding plans to bypass catchment dam behind school and instead use new mine's proposed treatment plant. Shire will then be able to fill the dam back in, removing this as possible mosquito breeding ground.

## **7 Confirmation of Minutes of Previous Meeting.**

- 7.1 Minutes of the Ordinary Meeting of Council held on 20<sup>th</sup> October 2020 be confirmed as a true and accurate record.

### **Recommendation**

**That the minutes of the Ordinary Council Meeting held on 20th October 2020 be confirmed as a true and accurate record.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

### **Resolution**

**That the minutes of the Ordinary Council Meeting held on 20th October 2020 be confirmed as a true and accurate record.**

Carried by: Simple Majority For: 6 Against: 0

## **8 Petitions, Deputations or Presentations.**

### **8.1 Reports of Committees**

#### **8.1.1 GVROC – Cr Bonza/Cr Warner**

##### **GVROC MOU Workshop**

- GVROC meeting held Friday the 13th in Coolgardie Shire at the Kambalda Rec centre
- Prior to the meeting a workshop was held to discuss the make-up of the group and to consider whether the MOU between the Shires and Councils making up the GVROC group as still relevant and still required.
- There was a good discussion on the Group and its' objectives and expected outcomes
- The general consensus was that the GVROC was a body capable of providing benefit to the region as a whole and also as a support mechanism for individual councils.
- The view of the workshop was that the GVROC continue to advocate on behalf of the region and to foster and support projects that will benefit the region and also individual councils.
- The recommendation arising from the workshop was that the MOU in its' current form remain and that individual councils should execute the MOU and have paid their annual subscriptions to fully participate and vote on GVROC decisions and discussions.
- Shire of Dundas has paid their annual subscription.
- The group will consider a possible review of the subscription level at a budget review as it has been at the same level for some years.

### GVROC Meeting

- Member for Kalgoorlie, Kyran O'Donnell spoke to the meeting. Requested councils to consider proposals and projects for the upcoming election. Is keen to get Royalties for Regions funding returned to its' original purpose
- Coolgardie gave a presentation on the progress of their proposed waste facility
- Update on Goldfields Records Storage Facility – there was some minor issue with the strata title which has been resolved and the property is on the market
- An update was provided on the camel industry and a working group will be established to progress the initiative. A funding request from Camel Solutions Australia will be considered following the working group meeting scheduled for 23/11/20.
- Update on drought relief is not particularly encouraging. Request for feedback to be forwarded to June Bell of the National Drought & North Queensland Flood Response and Recovery Agency.
- The meeting considered the issue of lack of suitable, Government public housing in the region. All councils to compile issues in their area and GEDC will assist in collating the regional view to present to the State for consideration and prioritising.
- Local Government Financial Ratios are currently being addressed by a Sector Reference Group. The GVROC area is represented by Coolgardie CEO, James Trail. The update was noted, and discussion was held around how best to address the inequity of the requirements which are particularly onerous for smaller, less well-resourced, LGs, compared to much larger, metro councils. Possible solution may be to consider how to set the ratios as per the current 'band' system for LGs.
- Changes are proposed by Main Roads in relation to the setting up of RRGs and the criteria for funding of significant Local Govt roads. The proposed changes could have a major impact on our road funding, and we will be providing feedback to Main Roads on the effects of those proposed changes.
- The withdrawal of the Shire of Ravensthorpe from the GVROC group has been finalised. They will now align themselves with Jerramungup as having more common ground with that area.

### **8.1.2 WALGA – Cr Bonza/Cr Patupis**

- WALGA continuing work on the LG Act review and reviewing the City of Perth report and will prepare information that will concentrate on the key issues as identified from those reports
- They are preparing an election campaign on LG issues such as economic recovery and legislative reform
- Draft Regs for the Code of Conduct and CEO appointment have been released and feedback/comment is required by 6<sup>th</sup> December.
- The State Govt is currently running a jobs campaign, however, has the State closed off so workers can't get here
- Tender Regs which were increased in the early part of the year to assist during COVID crisis, have now been made permanent
- WALGA State Council meeting to be held 2<sup>nd</sup> December. This meeting will consider key issues from inquiries into Local Government, registration of building engineers in WA, the role of LG in relation to family and domestic violence and underground power.

### **8.1.3 Regional Roads Group – Cr Bonza/Cr Wyatt**

- Meeting will be held on Friday 20/11/20.
- Agenda will discuss Local Road programme for 2020/21 – Black Spot funding, projects unlikely to be delivered, return of surplus from projects not being completed or rolled over and surplus funding for additional projects
- Reports to be tabled from WALGA, RoadWise, DOT & Main Roads.

### 8.1.4 Roadwise – Cr Wyatt/Cr Warner

Nil

## 9 Announcements by Presiding Member without Discussion.

- WA/SA border opened and quickly shut again due to the Covid-19 outbreak in SA.
- Quite a lot of media attention in town.
- Council asked questions in relation to the preparedness of the hospital – had the Health Department contacted them to offer assistance and support?
- Sent an email to WA Country Health to ask, with the testing requirements of people now coming through, had the hospital been notified?
- Response was that they had been notified and they were asked to prepare the previous day and that the stocks of PPE were at planned levels.
- Also asked if the G2G app notification would be sufficient to notify the people staying on the Hyden-Norseman road during the overnight period before the border was re-closed.
- Police were contacting everyone that crossed the border.
- Checked with people at RV park and they had all been contacted. Some suggested that they could stay there as a self-isolation point if they were fully self-contained, however this was not possible due to the issue of toilet cannisters not able to last 14 days.
- A plan had been put in place during the previous border closure to allocate a specific time for self-isolating people that had nowhere else to go, and under strict conditions to go to the dump point, empty cassettes and then have these facilities thoroughly cleaned after.
- Asked about fatigue management of travellers, but they did not consider this a priority but could deal with it if the situation arose.
- Asked at the beginning of the pandemic regarding disposal of waste from truck stops and motels etc but did not receive a clear answer and still have not – normal hygiene precautions are to be followed.
- According to the Senior Policy Officer at the office of Roger Cook (WA Health Minister), our hospital has increased their staffing levels with additional staff every day this week.
- Hospital is well set up to handle the situation and they already have a successful system to test people without requiring them to enter the hospital building.

## 10 Reports of Officers.

### 10.1 Planning, Development, Health and Building

Cr Sharon Warner also declared an Impartiality interest in the following Item 10.1.1 - Men's Shed Amendment to Sub-lease as she is President of the Norseman District High School P&C Association and they are in talks with Kambalda regarding the Containers for WA Scheme and have a scheme ID.

Cr Veronica Wyatt also declared an Impartiality interest in the following item 10.1.1 - Men's Shed Amendment to Sub-lease as she is a member of the Norseman District High School P&C Association and they are in talks with Kambalda regarding the Containers for WA Scheme and have a scheme ID.

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.1 – Men's Shed Lease Amendment to Sub-Lease</b>	
Location / Address	Lot 37 (104) Prinsep Street Norseman
File Reference	LEASES & A31
Author	Chief Executive Officer - Peter Fitchat
Date of Report	12 <sup>th</sup> November 2020
Disclosure of Interest	Impartiality - Member of the Norseman Men Shed



### Summary

For the Council to consider renewing the Men's Shed lease agreement.

### Background

In October 2020, the Shire of Dundas renewed the lease agreement with the Norseman Men's Shed Association to lease the premises at Lot 37 No 104 Prinsep Street Norseman for another 5-year period.

Since then the Men Shed has been approached by the WA Container Deposit Scheme contractor to lease a section of the grounds to house their infrastructure.

### Statutory Environment

Local Government Act 1996

### Policy Implications

There are no Shire of Dundas policies that relate to this issue.

### Financial Implications

Possible disabled access into the facility, Works department will cost this and present it at the mid-year budget review.

### Strategic Implications

There are no strategic implications that relate to themes in the Community Strategic Plan

### Consultation

Norseman Men's Shed Association  
CEO, Manager Community Development

### Comment

The Men's Shed Association have been operating from the premises for over 5 years this has some significant benefits to our community, this will assist with their fund raising efforts and allowing this to occur will have the added benefit to the community to have a drop off their recyclables to get their deposits back.

The Association has grown in membership over the years and is in negotiations with this organisation based in Kambalda, and it seems that they are confident that they would be able to staff this facility for at least 2 days a week to provide the container return in Norseman a base.

The Men's Shed is requesting a change in their agreement to allow them to sublease the facility for the next 5 year.

That all the changes to the facility be approved by Council and that staff ensure it meets the required regulation and safety standards.

### Voting Requirements

Simple Majority

**Officer Recommendation**

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

1. Consider the amendment to the lease agreement with the Men's Shed premises at Lot 37 (104) Prinsep Street Norseman for the next 5 years until 2025 and offer to amend the lease to allow this facility to be sub leased.
2. Delegate the CEO to make the required amendments, and
3. Delegate the President Laurene Bonza and the CEO Peter Fitchat to sign the amended lease with the Councils Common Seal.

Moved Cr: Patupis

Seconded Cr: Wyatt

**Resolution**

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

1. Consider the amendment to the lease agreement with the Men's Shed premises at Lot 37 (104) Prinsep Street Norseman for the next 5 years until 2025 and offer to amend the lease to allow this facility to be sub leased.
2. Delegate the CEO to make the required amendments, and
3. Delegate the President Laurene Bonza and the CEO Peter Fitchat to sign the amended lease with the Councils Common Seal.

Carried by: Simple Majority

For: 6

Against: 0

**10.2 Engineering and Works**

Nil

**10.3 Members and Policy**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.1 – Receive the Information Bulletin</b>	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	12 <sup>th</sup> November 2020
Disclosure of Interest	Nil

**Summary**

For Council to consider receiving the Information Bulletin for the period ending 31<sup>st</sup> October 2020.

**Background**

The Councillors' Information Bulletin for the period ending 31<sup>st</sup> October 2020 was completed and circulated to Councillors.

**Statutory Environment*****Local Government Act 1995***

- Section 2.7(2) - Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

- Section 3.1 – Provides that the general function of the local government is to provide for the good governance of persons in its district.

#### Policy Implications

Council has no policies in relation to this matter

#### Financial Implications

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

#### Strategic Implications

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

#### Consultation

Nil

#### Comment

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

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

#### Voting Requirements

Simple Majority

#### Officer Recommendation

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

Moved Cr: Wyatt  
Seconded Cr: Hogan

#### Resolution

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

Carried by: Simple Majority For: 6 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.2 – Policy Review - Use of Shire Vehicles</b>	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Development Services Officer – Richard Brookes
Date of Report	28 <sup>th</sup> October 2020
Disclosure of Interest	Nil

## Summary

For the Council to review Council policies T6 & T7 in relation to the use of the Community loan vehicle

## Background

The Council at its ordinary meeting held on the 15<sup>th</sup> September considered the report relating to the Community loan vehicle and resolved the following:

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

- 1. approve in principal the use of P282 Colorado ute as a community loan vehicle to be used by community groups for community purposes;**
- 2. invite expressions of interest from community groups to enable them to be considered to use the community loan vehicle for community purposes;**
- 3. require that usage of the community loan vehicle will be in accordance with the terms of the "Application to Use the Community Vehicle" as included in the papers relating;**
- 4. advise the Chief Executive Officer to prepare changes to the plant and equipment policies to reflect conditions relating to the proposed community loan vehicle**

## Statutory Environment

Local Government (Miscellaneous Provisions) Act 1960  
Local Government Act 1995 and associated regulations

## Policy Implications

There are 2 policies in the policy manual that relate to the use of Shire plant:

### **T.6 – Shire Plant and Equipment – After Hours Use**

The Chief Executive Officer is authorised to permit the after-hour's use of the Shires plant and equipment at no cost provided that the plant and equipment:

- Is used to facilitate works for a local community organisation or sporting body.
- Is operated by appropriately trained and authorised Shire employees only.
- Does not leave the Shire of Dundas.
- Is available at the depot and does not involve unnecessary transportation.
- Is returned to the depot in time for normal Shire operations.

### **T.7.- Operation of Shire Plant**

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and/or Manager of Works are the only persons permitted to provide that authorisation.

Changes to existing policies and introduction of new policies.

## Financial Implications

There are no financial implications in relation to the review of the policy.

## Strategic Implications

The proposed policy has been assessed in relation to its implications to the Strategic Community Plan and there do not appear to be any inconsistencies or conflicts.

## Consultation

Executive Management Team

Comment

As directed by the Council, the existing policies relating to shire plant and equipment have been reviewed. The existing policies T.6 – Shire Plant and Equipment – After Hours Use and T.7.- Operation of Shire Plant have been combined, reworded and now includes reference to the Community Bus and the Community loan vehicle.

A copy of the proposed policy T18 - Operation of Shire Plant and Equipment is included in the papers relating.

Voting Requirements

Absolute Majority

Officer Recommendation

**That the Council of the Shire of Dundas in relation to the Shire of Dundas Policy Manual:**

1. delete policy T.6 – Shire Plant and Equipment – After Hours Use and policy T.7 - Operation of Shire Plant; and
2. adopt policy T.18 - Operation of Shire Plant and Equipment as included in the papers relating.

Moved Cr: Wyatt  
Seconded Cr: Warner

Resolution

**That the Council of the Shire of Dundas in relation to the Shire of Dundas Policy Manual:**

1. delete policy T.6 – Shire Plant and Equipment – After Hours Use and policy T.7 - Operation of Shire Plant; and
2. adopt policy T.18 - Operation of Shire Plant and Equipment as included in the papers relating.

Carried by: Absolute Majority

For: 6

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.3 - Proposed A.15 Citizenship Policy</b>	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Manager of Community Development – Pania Turner
Date of Report	12 November 2020
Disclosure of Interest	Nil

Summary

For the Shire of Dundas Council to review and consider the Draft Australian Citizenship Ceremony Policy for adoption.

Background

Since the early 1950s, local government Councils have conducted most citizenship ceremonies on behalf of the Department responsible for citizenship. Councils are well placed for this welcoming role as the arm of government closest to new citizens and the communities to which they belong.

The Shire of Dundas Council performs Australia Citizenship Ceremonies as required. To be eligible to attend a citizenship ceremony at the Shire of Dundas, the conferee must have completed their application process with the Department of Home Affairs.

### **Policy Scope**

This policy applies to:

- the Council of the Shire of Dundas.
- Shire Officers, and
- all people participating in an Australian Citizenship Ceremony hosted by the Shire of Dundas.

### Statutory Environment

Australian Citizenship Act 2007

Australian Citizenship Regulation 2016

The ceremony is performed in accordance with the Australian Citizenship Ceremonies Code which sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.

### Policy Implications

Introduction of new policy

### Financial Implications

There are no financial implications in relation to the adoption of this policy.

### Strategic Implications

Nil

### Consultation

CEO

Department of Home Affairs

### Comment

Citizenship ceremonies provide an important opportunity to formally welcome new citizens as full members of the Australian community. They are a significant event in a person's life. A policy will ensure that the ceremony reflects the importance of the occasion and assist all those participating in the ceremony to understand and meet their obligations pertaining to the citizenship ceremony.

### Voting Requirements

Absolute Majority

### Officer Recommendation

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

- 1. review the draft policy presented in the papers relating, and**
- 2. approve and adopt the new policy to be added to the Shire of Dundas Policy Manual.**

Moved Cr: Wyatt

Seconded Cr: Hogan

**Resolution**

That the Council of the Shire of Dundas:

1. review the draft policy presented in the papers relating, and
2. approve and adopt the new policy to be added to the Shire of Dundas Policy Manual.

Carried by: Absolute Majority

For: 6

Against: 0

The CEO, Peter Fitchat declared an Indirect Financial Interest in the following item 11.4.1 – Accounts Paid 1/10/2020 to 31/10/2020 as his wife is the owner of Stitch and Gift.

**10.4 Administration, Finance and Community Service**

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.1 – Accounts Paid 1/10/2020 to 31/10/2020</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Acting Senior Finance & Administration Officer – Ciara Stewart
Date of Report	12 <sup>th</sup> November 2020
Disclosure of Interest	Nil

**Trust Payments**

Chq/EFT	Date	Name	Description	Amount
554	29/10/2020	Shire of Dundas Petty Cash	RECOUP PETTY CASH 23.9.20	150.00
				<b>\$150.00</b>

**Municipal Cheques**

Cheque	Date	Name	Description	Amount
26388	29/10/2020	Alan McGrath	1st Prize Winner 2020/2021 (Early Payment Rates Incentive)	750.00
26389	29/10/2020	Shire of Dundas Petty Cash	Recoup to petty cash 05.08.2020 - 16.10.2020	941.75
				<b>\$1691.75</b>

**Municipal Account EFT's**

EFT	Date	Name	Description	Amount
EFT4978	02/10/2020	Bonza Constructions Pty Ltd	Replace steel shower door jambs at Swimming Pool Norseman, replace damaged lasolite sheet to Depot roof, replace louvres on Shire admin building \$9125.60 Construct access ramp unit 4/100 Prinsep St \$299.84	9425.44
EFT4979	02/10/2020	EAGLE PETROLEUM (WA) PTY LTD	1 x Renolin B Plus 68 - 250L, 2 x Renolit XTB 2 - 20kg	1215.50
EFT4980	02/10/2020	Goldfields Voluntary Regional Organisation of Council	Annual Subscription 2019/2020	11000.00
EFT4981	02/10/2020	RGSMW PTY LTD T/AS PACK & SEND EAST PERTH	Freight (ITR Pacific Pty Ltd) \$943.11 Freight – Coastline Mowers \$119.23	1062.34
EFT4982	02/10/2020	Receptive Security	Replace security system back up battery, programmed daily timer tests at the old Visitor Centre.	1149.50
EFT4983	02/10/2020	Valma Joy Schultz	Community artist for the education banners project at the Woodlands Centre.	350.00

EFT4984	02/10/2020	Coastline Mower world	1 x TSA 230 Cordless cut off Machine, 4 x GTA Pruning battery charger, 1 x B10 230mm Concrete Diamond wheel, 1 x X100 230mm Universal Diamond Wheel + Postage \$1703.20 1x MSA Chainsaw Battery 16" & 14" \$1414.40 1x chain breaker, 1x rivet spinner, 1x picco full chisel, 4x GTA chain loop, 12: picco Micro \$1314.40	4432.00
EFT4985	05/10/2020	Australia Post	Postage for August 2020	274.32
EFT4986	05/10/2020	Australia Day Council of Western Australia	Gold Associate 2020 -2021 - Membership Awards	594.00
EFT4987	05/10/2020	ZircoDATA Pty Ltd	Storage of Registers (26.07.2020 - 25.08.2020)	160.24
EFT4988	05/10/2020	Aquatic Services WA Pty Ltd	Service two sand filters at Norseman swimming pool \$17985.00 1x wilo pump and 1x diaphragm assemble Norseman Swimming Pool \$1303.50 Service work – perform quarterly service to pool filtration system at Swimming Pool \$1958.00	21246.50
EFT4989	05/10/2020	Bunnings Warehouse Kalgoorlie	4 x Power boards, 8 x Epoxy putty Selleys, 2x Tape flame retardant 10 pack for the Norseman Depot \$347.41 1x Side table steel marquee \$25.98	373.39
EFT4990	05/10/2020	BOC Limited	Container Service Fee (29.07.2020 - 28.08.2020)	40.51
EFT4991	05/10/2020	Shire of Dundas Municipal Fund	Payroll deductions	745.00
EFT4992	05/10/2020	Elite Gym Hire	Hire of Weights (12.09.2020 - 12.10.2020) \$568.85 Hire of Treadmill, Bike, Rower & Cross Trainer 12.09.2020 – 12.10.2020 \$442.70	1011.55
EFT4993	05/10/2020	A.D. Engineering International Pty Ltd	Town clock quarterly service (03.09.2020 - 12.12.2020)	132.00
EFT4994	05/10/2020	Future Security Solutions Pty Ltd	Replaced system battery at Art Centre.	190.30
EFT4995	05/10/2020	FULL MOON CAFE	Catering for council workshop - sandwiches, fruits, lights snacks for 10 people	150.00
EFT4996	05/10/2020	Stitch and Gift	Gift Certificate for Garden Show	25.00
EFT4997	05/10/2020	Institute of Public Works Engineering Australasia Limited	NAMS Subscription Fee (01.07.2020 - 30.06.2021)	935.00
EFT4998	05/10/2020	Jason Signmakers	24 x Custom floor Vinyl Stickers for Norseman Swimming Pool	1022.00
EFT4999	05/10/2020	J + M Asphalt Pty Ltd	Lay additional Asphalt due to base undulations - Footpath at Robert Street	26773.78
EFT5000	05/10/2020	McLeods Barristers & Solicitors	Gravel Extraction: Legal Processes	231.31
EFT5001	05/10/2020	Norseman Concrete	Loader & Truck Hire (3.08.2020 - 11.08.2020) \$12457.50 Float shire grader for roadwork purposes 4,7 & 12 August \$3168.00	26405.50



			Loader and Truck Hire 24.08.2020 – 31.08.2020 \$10780.00	
EFT5002	05/10/2020	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.09.2020 - 04.10.2020)	65.89
EFT5003	05/10/2020	Office National Kalgoorlie	Assorted Stationary	202.58
EFT5004	05/10/2020	WESFARMERS INDUSTRIAL AND SAFETY	Assorted Uniform for Mathew Morgan	124.21
EFT5005	05/10/2020	Pet Tags Australia	25 X DOG TAGS YELLOW, 25 X DOG TAGS WHITE, 15 X CAT TAGS YELLOW, 15 X CAT TAGS WHITE	240.90
EFT5006	05/10/2020	PUZZLE CONSULTING PTY LTD	RADS Application for Eucla Airstrip - 2020	1500.00
EFT5007	05/10/2020	South Coast Foodservice	5 x Revive Citrus Disinfectant 5L	84.15
EFT5008	05/10/2020	Solutions IT (invoice S + B)	Managed Support - Maintain (Monthly Billing for September) \$1478.50 Agreement – Cloud Backup September \$180.68	1660.18
EFT5009	05/10/2020	Town Planning Innovations Pty Ltd	General Planning Advice - Lot 3 Eyre Highway, Norseman.	1608.75
EFT5010	05/10/2020	Waterman Irrigation Australia	Cloud access and phone support for 01.07.2020 - 30.06.2020	1002.10
EFT5011	06/10/2020	Kilima (WA) Pty Ltd	Rent for the month of September - 81 Robert Street, Norseman.	220.00
EFT5012	06/10/2020	Kyle Stanely Wicker	19.2m of wall charged per sqm, Materials required for mural, food and accommodation, Travel and freight.	5950.00
EFT5013	07/10/2020	Bonza Constructions Pty Ltd	Dig various footings, groundwork for fencing, apply trim deck to extend roof by toilets, Erect fencing, erect block walls plus Travel & freight \$19977.34 Visitor centre slat board display hanging \$1214.40	21191.74
EFT5014	13/10/2020	Bonza Constructions Pty Ltd	Misc. repairs to interior and exterior of 13 Roberts street \$7001.50 Replace entrance lock at scout hall and install vertical blind at Gym \$220.45 Replace damaged lock at woodlands centre \$264.07	7486.02
EFT5015	13/10/2020	Bunnings Warehouse Kalgoorlie	Assorted items for the Woodlands Centre, garden blocks, linseed oil, sanding items, painting items. \$670.76 4x abrasive ORB all surf and 1x abrasive belt cloth flexovit for Woodlands Centre \$28.99	699.75
EFT5016	13/10/2020	BOC Limited	Container Service Fee (29.08.2020 - 27.09.2020)	39.22
EFT5017	13/10/2020	Department of Fire & Emergency Services	ESL (SEPTEMBER 2020)	31169.15
EFT5018	13/10/2020	Threat Protect	Alarm Monitoring (Admin) \$234.75 Alarm Monitoring Visitor Centre \$115.50 Alarm Monitoring Youth Centre \$111.00	461.25
EFT5019	13/10/2020	Horizon Power	Streetlights Usage (01.09.2020 - 30.09.2020)	4695.97
EFT5020	13/10/2020	Landgate	Mining Tenement Chargeable, Schedule NO. M2020/19 (12.08.2020 to 18.09.2020)	49.20

EFT5021	13/10/2020	The Leisure Institute of Western Australia Aquatics (Inc)	Regional WA Aquatic Recreation Seminar (Northam) 7 October 2020 - Sandra Murphy.	99.00
EFT5022	13/10/2020	Debbie Lynn Ice Cream & Cafe	25x \$5 Vouchers for Flower and Garden Show	125.00
EFT5023	13/10/2020	LGIS Broking	LGIS Motor Vehicle Insurance Adjustment 2019/20	2238.93
EFT5024	13/10/2020	Moore Australia (WA) Pty Ltd	Rates processing & management assistance for September 2020	1870.00
EFT5025	13/10/2020	Norseman Concrete	Loader and Truck Hire (13.08.2020 - 21.08.2020)	12801.25
EFT5026	13/10/2020	Norseman IGA	Various IGA Purchases for August 2020	1670.03
EFT5027	13/10/2020	Online Business Equipment	Monthly Service Agreement No 17649	71.50
EFT5028	13/10/2020	Office National Kalgoorlie	1 x Multi-purpose address labels, 4 x diaries, 4 x whiteboard marking tape \$261.63 1x plastic binding combos box \$21.78	283.41
EFT5029	13/10/2020	O'Dwyer Electrical	Replace lights at 13 Roberts Street, Electrical fixings and sundries plus travel cost \$2695.00 Electrical inspection for 11 Roberts st, install two double power point s at Woodlands centre plus travel \$1787.50	4482.50
EFT5030	13/10/2020	South East Petroleum	Diesel 7500 Litres \$8300.33 Diesel and unleaded fuel purchases 663.15	8963.48
EFT5031	13/10/2020	Solutions IT (invoice S + B)	Managed support - Maintain (Monthly billing for October) \$1479.50 Offsite backup – Cloud October \$180.68 Office365: 14 Licenses Monthly Subscription \$560.22	2220.40
EFT5033	13/10/2020	TAPS Industries Pty Ltd	Cleared drain blockage, performed sewer camera inspection to locate septic tanks, identified large amount of roots, return travel from Kambalda to Norseman.	1000.00
EFT5034	13/10/2020	Visimax Safety Products	6 x Dangerous Dog Collar, 3 x Dog Muzzle, 6 x Dangerous dog breed sign plus freight and handling.	332.85
EFT5035	13/10/2020	Water Corporation	Various Water Accounts (28.07.2020 - 22.09.2020)	10872.57
EFT5036	13/10/2020	Wilson's Diesel & Auto Repairs	Replace 2 new tyres and check wheel alignment to Holden Colorado 37DS \$552.80 24'000km service Holden Colorado DS232 \$520.30	1073.10
EFT5037	15/10/2020	WorkCover Queensland	Work Cover for Richard Brookes Plus Stamp Duty (14.10.2020 - 30.06.2021)	929.16
EFT5038	23/10/2020	Australian Taxation Office	BAS (SEPTEMBER 2020)	51278.00
EFT5039	23/10/2020	ZircoDATA Pty Ltd	Storage of Registers (26.08.2020 - 25.09.2020)	160.24
EFT5040	23/10/2020	Bunnings Warehouse Kalgoorlie	180 x Block terralite splitface, 50 block cap terralite splitface	865.90
EFT5041	23/10/2020	Laurene Bonza	Claim (Council Meeting - 20.10.2020), Council Workshop - 06.10.2020 , Policy Workshop - 13.10.2020	576.00

EFT5042	23/10/2020	Coastline Mower world	STIHL Grinder Assembled and delivered \$863.20 1x Grinding wheel, 1 picco micro for Chainsaws \$180.00	1043.20
EFT5043	23/10/2020	THE FUTURES GROUP PTY LTD	Performance Management - Aruna Rodrigo \$1980.00 Performance Management – Peter Ladewig \$1485.00	3465.00
EFT5044	23/10/2020	Goldfields Ice Works	40 x Bags of Ice	104.00
EFT5045	23/10/2020	John Edward Patrick Hogan	Claim (Council Meeting - 20.10.2020), Council Workshop - 06.10.2020 , Policy Workshop - 13.10.2020	416.00
EFT5046	23/10/2020	Kilima (WA) Pty Ltd	Rent for the Month October 2020, 81 Robert Street Norseman	220.00
EFT5047	23/10/2020	LG Assist ANZ Pty Ltd	LG - Bushfire risk planning coordinator	330.00
EFT5048	23/10/2020	Star Track Credit	Freight (SIGMA)	194.77
EFT5049	23/10/2020	LGIS	LGIS WorkCare Insurance - Instalment No. 2 - 31.10.2020 - 30.06.2021 \$29106.45 LGIS Property Insurance – Instalment No2 31.10.2020 – 30.06.2021 \$36672.50 LGIS Liability Insurance 31.10.2020 – 30.06.2021 \$16533 <b>2020/2021 Contribution Credit Note - \$3697.34</b>	78614.61
EFT5050	23/10/2020	Norseman Community Resource Centre	Printing of the Norseman Today vol38 No8 300 (4 x A4 Colour), (12 x A4 B+W)	900.00
EFT5051	23/10/2020	Office National Kalgoorlie	3 x Oxley Ironstone Desk for Woodlands Centre \$1143.91 2x Oxley Bookcase 3 shelf for Woodlands Centre \$491.19	1635.10
EFT5052	23/10/2020	O'Dwyer Electrical	Wire in Airconditioning old CRC Building, Replace RCD safety switch to pool switchboard, relocate three PowerPoint to kitchen area of men's shed, repair HWS at old CRC building	1820.50
EFT5053	23/10/2020	RGSMW PTY LTD T/AS PACK & SEND EAST PERTH	Freight - Coastline Mowers	36.26
EFT5054	23/10/2020	THE RAILWAY MOTEL AND WOODLANDS GUESTHOUSE	1 x night accommodation for John Philips (27.08.2020 - 28.08.2020)	125.00
EFT5055	23/10/2020	Toll Transport Pty Ltd	Freight - WA Library Supplies \$200.56 Freight – Online Business 25.03 Freight Online Business and state library \$50.18	275.77
EFT5056	23/10/2020	Veronica Wyatt	Claim (Council Meeting - 20.10.2020), Council Workshop - 06.10.2020 , Policy Workshop - 13.10.2020	416.00
EFT5057	23/10/2020	Western Australian Local Government Association	Laurene Bonza - Breakfast with Paul Hasleby Peter Fitchat - Breakfast with Paul Hasleby	180.00
EFT5058	23/10/2020	WA Tyre Recovery	Various Tyres Collected from Norseman Waste Facility	3978.40
EFT5059	23/10/2020	Sharon Warner	Claim (Council Meeting - 20.10.2020), Council Workshop - 06.10.2020 , Policy Workshop - 13.10.2020	416.00
EFT5060	23/10/2020	Winc Australia Pty Ltd	Winc A5 DTP Wiro Dry Blue 2021	10.88

EFT5061	23/10/2020	YETI'S RECORD MANAGEMENT CONSULTANCY	2 x days Records Management Consultancy, Travel & Expenses, Recommendation Report.	1960.00
6174	06/10/2020	Centrepay Fees	Fees for A629 & A698	1.98
PAY	13/10/2020	Payroll	Direct Debit of Net Pays	62207.41
6169	13/10/2020	Joseph Hodges	Reimbursement of Hardware Items & Stationery Items for Woodlands Centre	253.18
6181	19/10/2020	Macka Enterprises Pty Ltd.	HC Truck Driving Test for Craig Coulson, Nigel Clark & Clinton Redfern (19-21 October 2020)	5085.00
6192	19/10/2020	Centrepay Fees	Fees for A771	0.99
6182	20/10/2020	Joseph Hodges	Reimbursement for purchase of Microwave for Council Kitchen	248.00
6186	20/10/2020	Joseph Hodges	Reimbursement for coffee capsules, depot hardware items and safety items.	618.99
6190	20/10/2020	Centrepay Fees	Fees for A629 & A698	1.98
6196	22/10/2020	Craig Coulson	Reimbursement for HC Licence replacement card	28.50
PAY	27/10/2020	Payroll	Direct Debit of Net Pays	66858.42
				\$520'755.50

## Municipal Account Direct Debts

	Date	Name	Description	Amount
6145	01/10/2020	ANZ	Merchant Fees	470.78
6149	01/10/2020	Equipment Rents	Sharp Interactive Board	256.30
6150	02/10/2020	ANZ	BPAY Transaction Fee	146.03
6173	14/10/2020	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – September 2020	2789.06
DD10474	16/10/2020	SuperChoice	Superannuation 16.09.2020 – 29.09.2020	13833.30
DD10491	16/10/2020	SuperChoice	Superannuation 30.09.2020 - 13.10.2020	15145.18
				<b>\$32'640.65</b>

## Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
<b>6188</b>	<b>16/10/2020</b>	<b>Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	
	21/08/2020	Crown Metropol Perth Burswood	Accommodation for CR. Patupis 24.09 – 25.09	777.22
	21/08/2020	Crown Metropol Perth Burswood	Accommodation for President 23.09 – 25.09	777.22
	21/08/2020	Crown Metropol Perth Burswood	Accommodation for CEO 23.09 – 25.09	777.22
	27/08/2020	Doodle Enterprises	Monthly Subscription	98.05
	28/08/2020	Custom Made Stamps	Stamps for Accounts Payable and CEO	214.05
	03/09/2020	Woolworths Kalgoorlie	Stationery Supplies for Woodlands Centre	19.00
	03/09/2020	Kmart Kalgoorlie	Kitchen Items for Woodlands Centre	332.00
	03/09/2020	Black Crow Studio	Art Supplies – Woodlands Banners	99.00
	03/09/2020	Red Dot Stores Kalgoorlie	Dustpan, Broom & Paintbrushes for Woodlands Centre	65.44
	03/09/2020	Bunnings Kalgoorlie	Garden Show Vouchers & Plant	869.50
	09/09/2020	Local Government Managers East Perth	2020 – 2021 Membership for CEO Peter Fitchat	531.00
	10/09/2020	Black Crow Studio	Art Supplies	45.00
	12/09/2020	Adobe	Monthly Subscription	25.74
	12/09/2020	Norseman IGA	Garden Hose for 82 Angove	36.10
	15/09/2020	Webjet	Flights for Ali Sherifi – DOT Training	539.37

	16/09/2020	MYOB Australia	Visitor Centre MYOB Monthly Subscription	26.88
			<b>Total Credit Card Payment for Purchases 24.08.2020 – 21.09.2020</b>	<b>\$5'233.24</b>

**Summary of Account Totals**

Trust EFT's / Cheques	\$150.00
Municipal Cheques	\$1'691.75
Municipal EFT's	\$520'755.50
Municipal Direct Debit's	\$32'640.65
Municipal Credit Card's	\$5'233.24
<b>Grand Total for September 2020</b>	<b>\$560'471.14</b>

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That the Shire of Dundas monthly accounts paid from 1/10/2020 to 31/10/2020 be noted.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

**Resolution**

**That the Shire of Dundas monthly accounts paid from 1/10/2020 to 31/10/2020 be noted.**

Carried by: Simple Majority For: 6 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.2 – Financial Statements for the Period Ending 31<sup>st</sup> October 2020</b>	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Moore Australia
Date of Report	12 <sup>th</sup> November 2020
Disclosure of Interest	Nil

**Officer Recommendation**

**That the Shire of Dundas Financial Statements for the period ending 31<sup>st</sup> October 2020 be accepted.**

Moved Cr: Hogan  
Seconded Cr: Wyatt

**Resolution**

**That the Shire of Dundas Financial Statements for the period ending 31<sup>st</sup> October 2020 be accepted.**

Carried by: Simple Majority For: 6 Against: 0

*The CEO spoke to the report.*

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.3 – CRC Management Report &amp; Financial Statements to 31<sup>st</sup> October 2020</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	CRC Manager & Accounts Payable Officer
Date of Report	9 <sup>th</sup> November 2020
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity  
For the period ending 31<sup>st</sup> October 2020**

**Officer Recommendation**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31<sup>st</sup> October 2020 be accepted.**

Moved      Cr: Wyatt  
Seconded   Cr: Hogan

**Resolution**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31<sup>st</sup> October 2020 be accepted.**

Carried by:    Simple Majority                                      For: 6                                      Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.4 – Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	12 <sup>th</sup> November 2020
Disclosure of Interest	Nil

### Summary

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

### Background

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

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### Consultation

Manager of Works and Services  
 Manager of Community Development  
 Youth and Events Officer  
 Visitors Centre

### Comment

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

### Voting Requirements

Simple Majority

### Officer Recommendation

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

Moved Cr: Wyatt  
 Seconded Cr: Warner

**Resolution**

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

Carried by: Simple Majority

For: 6

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.5 – Appointment of Moore Australia as Accountants</b>	
Location / Address	Shire of Dundas
File Reference	Personal File
Author	Chief Executive Officer – Peter Fitchat
Date of Report	11 <sup>th</sup> November 2020
Disclosure of Interest	Nil

**Summary**

For the Council of the Shire of Dundas to note that we have engaged Moore Australia as our Accountants.

**Background**

Due to the resignation of our Manager Finance and Administration we have engaged Moore Australia to assist us with the following services inline of the duties of our Manager Finance and administration for the nine months remaining in the 2020/21 financial year.

The detailed Scope of their engagement is attached in the Papers relating to this item.

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

F3. Purchasing Policy

**Financial Implications**

There will be no additional cost incurred in relation to this position by engaging a consultancy organisation as our accountants as the Manager Finance and Administration salary will pay for their cost for the remainder of this Financial year.

**Strategic Implications**

Nil

**Consultation**

Councillors  
CEO  
Senior Staff

**Comment**

This appointment will be assisting us to present our financial requirements in a timely manner assisted by internal and the expertise of Moore Australia in line with all applicable regulations.



We will monitor the progress of Moore Australia for the rest of this financial year and then work determine if this could be a viable option into the future as there are some cost saving factors that would assist us in other areas of our operational needs.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That Council note the appointment of Moore Australia as our Accountants for the rest of this financial year 2020/21.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

#### Resolution

**That Council note the appointment of Moore Australia as our Accountants for the rest of this financial year 2020/21.**

Carried by: Absolute Majority For: 6 Against: 0

Cr Sharon Warner declared an impartiality interest in the following item 10.4.6 - 2021 Australia Day WA Community Citizen of the Year Award Nominations as she is a member of a nominated Committee.

<b>Agenda Reference and Subject</b>	
<b>10.4.6 – 2021 Australia Day WA, Community Citizen of the Year Awards Nominations</b>	
Location / Address	Norseman
File Reference	CR.CM
Author	Manager of Community Development - Pania Turner
Date of Report	15/11/2020
Disclosure of Interest	Impartiality

#### Summary

The Australia Day WA, Community Citizen of the Year Awards recognise individuals, organisations and events making a notable contribution during the current year, and/or to those who have given outstanding service over several years.

Outstanding contribution and community service considering areas such as education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment, social inclusion or any other area that contributes to the advancement and wellbeing of a community

The Shire of Dundas has received two nominations for consideration.

#### Background

Traditionally on Australia Day each year the Shire of Dundas has supported the presentation of these awards to worthy individuals and/or groups.

#### Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The Shire of Dundas holds a Gold Membership with the Australian Day Council of WA, this membership has an annual fee of \$550. The membership allows participation in the Australia Day WA, Community Citizen of the Year Awards as well as other events.

The Australia Day activities are budgeted for in the Annual Budget.

Strategic Implications**Theme 1- A vibrant, active and healthy socially connected Community.**

1.3 Engagement of Community: The Community are engaged in constructive activities that encourage social and community development.

Consultation

Shire of Dundas Community  
Shire of Dundas Council  
Australia Day WA staff.

Comment

These awards are very well received by the whole community and recognise the invaluable role of volunteers and community champions within the Shire of Dundas. The nominees are very deserving and clearly demonstrate their community involvement.

Voting Requirements

Simple Majority

Officer Recommendation

**That the Shire of Dundas Council consider the nominations received, as included in the confidential papers relating, and select the award recipients for the 2021 Australia Day Community Citizen of the Year, and Active Citizenship Awards.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

Resolution

**That the Shire of Dundas Council consider the nominations received, as included in the confidential papers relating, and select the award recipients for the 2021 Australia Day Community Citizen of the Year, and Active Citizenship Awards.**

Carried by: Simple Majority

For: 6

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.7 – Christmas Closure 2020/21</b>	
Location / Address	Shire of Dundas
File Reference	PE.LE
Author	Chief Executive Officer - Peter Fitchat
Date of Report	11 <sup>th</sup> November 2020
Disclosure of Interest	Nil

### Summary

For the Council to consider the closure of the Administration Office, Depot, Youth Centre and Community Resource Centre over the 2020/21 Christmas and New Year period.

### Background

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

The public holidays for Christmas Day 2020 and Boxing Day 2020 fall on Friday and Saturday respectively. New Year's Day 2021 falls on the following Friday.

### Statutory Environment

Nil

### Policy Implications

ST.6 Public Service Holidays – Extra Leave

### Financial Implications

Nil

### Strategic Implications

Nil

### Consultation

CEO

Manager of Works & Services

Manager of Community Development

### Comment

It is proposed that the Administration Office, Depot, Youth Centre and CRC will be closed during the period as outlined in the policy however some of the external work force will take additional leave during the Christmas break to reduce overall leave entitlements.

Staff leave is taken in accordance with the award and Shire policy, however appropriate staffing arrangements will be made to cover emergencies, refuse collection, ranger duties etc. and some staff will be available by mobile telephone as required.

The proposed closure will result in the office being closed for 5 days excluding the public holidays.

Notification from some State Government departments have started to arrive advising of their own Christmas closure period with closure commencing on the 24<sup>th</sup> December 2020.

#### Voting Requirements

Simple majority

#### Officer Recommendation

**That Council endorse and advertise the closure of the Shire Administration Office, Depot, Youth Centre and Community Resource Centre during the period from Monday 21<sup>st</sup> December 2020 until Monday 4<sup>th</sup> January 2021.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

#### Resolution

**That Council endorse and advertise the closure of the Shire Administration Office, Depot, Youth Centre and Community Resource Centre during the period from Monday 21<sup>st</sup> December 2020 until Monday 4<sup>th</sup> January 2021.**

Carried by: Simple Majority

For: 6

Against: 0

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

Nil

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

Nil

#### **13 Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held on the 15<sup>th</sup> December 2020.

#### **14 Closure of Meeting**

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:30 pm.