



Norseman Woodlands to Eucla Coast

Minutes Certification

I certify that the Minutes of the 22nd August 2023 Ordinary Council Meeting were presented to the Council and confirmed at the 28th September 2023 Ordinary Council Meeting.

A handwritten signature in black ink, appearing to be "L Bonza", written over a horizontal line.

Cr L Bonza
President

28.09.2023

Date



Norseman Woodlands to Eucla Coast

**CONFIRMED MINUTES
Ordinary Council Meeting
22 August 2023**

CONFIRMED MINUTES for the ORDINARY Meeting of Council
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 Minutes

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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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: **6:00 pm**

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

The Shire President and Cr. Warner in attendance via Teams.

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

Financial Interests:

Pania Turner: Item 10.4.2

Peter Fitchat: Item 10.5.1

Proximity Interests:

Nil

Impartiality Interests:

Pania Turner 10.4.3

Gifts Received by Councillors:

Nil

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.

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

| | | |
|---------------|---------------------------------------|-----------|
| Cr LG Bonza | Shire President | Via Teams |
| 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

Joy Tucker, Julie Curtin, Sharon Brown, Chantelle Mcleod, Jammie-Lee Bennett, Bonnie Vicensoni and Raylene Robinson.

3. 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. Hogan **Seconded:** Cr. Warner

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

4. Response to Previous Public Questions Taken on Notice.

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

CEO comment:

Responses back to Mr and Mrs Cuso are being finalised due to staff and CEO out of the office.

CEO Comment:

Senior staff met Mr Pink to confirm his comments and request that he put his questions in writing due to additional queries, and to provide clarity on his request. Correspondence has been received but it is addressed to Mr Pink. The Shire has contacted Mr Pink to ask that he address his queries to the CEO, to allow the CEO to 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.

5. Public Question Time.

Question submitted by Bonnie Vicensoni

Topic 1: Is the doctor at the health clinic there for the long term, or only until someone else can be found?

Response from the Shire President Cr. Bonza

The solution is intended to be a permanent one.

Question submitted by Bonnie Vicensoni

Raised concerns about some of the discrepancies in the unconfirmed minutes of 25 July 2023. She added that who she needs to speak to in regards to this.

Adding to her queries, Bonnie inquired about 'incidentals' payments to staff.

Response from the Shire President Cr. Bonza

President responded that incidental expenses are paid to employees when they are away for work trips. President noted that staff reimbursements and incidental payments were part of industrial relations agreement. The President noted her displeasure with the practice and said that if employees are being paid for their meals and accommodations, that should be enough to cover their requirements. President further stated that this is an area the Council would be pursuing.

In relation to the minutes, President states that those necessary adjustments will be made in the copy of the confirmed minute.

Bonnie Vicensoni requested a written response from the Shire in response to her enquiries.

6. Confirmation of Minutes of Previous Meeting.

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

Moved: Cr. Hogan **Seconded:** Cr. Maloney

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

Carried (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

7. Petitions, Deputations or Presentations.

URPS Principal Consultant, Philip Harnett spoke about Item 10.1.1 Proposed service station on Prinsep Street and he is representing Perry's Fuel Distributors along with Andrew Perry and Thomas Wilson.

Philip stated that they agree with the recommendation of item 10.1.1 to be approved and that they supported the proposal for the Prinsep Street service station. He added that the land aligns with the commercial zone and fulfils its objectives, the building will be of an appropriate dimension and height, and they accept some of the requirements for limiting the proposal's effects on the environment. In addition to complying with the plan, the building height, plot ratio, and landscaping were required. Philip confirmed that they support recommendations 1 and 3, but recommendation 2 concerned Main Roads instead of the applicant. He added that in such instances, they were certain to offer adequate landscaping around the construction area itself, but the fact that the work extended outside of the perimeter and into the road reserve was something that, in their opinion should be handled by main roads.

Philip then asked if it was acceptable to refer to Andrew and Thomas if they wanted to contribute to the discussion. Since Thomas is a traffic expert, traffic was one of the major factors in that evaluation.

Thomas Wilson – From Cirqa

Thomas Wilson's Input: Thomas agreed with Philip and added that we cooperated with Main Roads, who also supported the application.

Andrew Perry – Applicant

Andrew Perry's response: Andrew Perry stated the family-owned company's history. Andrew said that their family-owned company has been around for 75 years, with 75 sites in the across Australia. They identified the need for a fuel station in Noreseman due to high fuel prices which

complainants from his clients made through to himself. They analyzed suitable locations extensively and struggled with zoning and planning considerations. The chosen location was the only feasible one after a lengthy process. He further added that the project aligned with policies and aimed for economic growth by generating jobs for the communities in Norseman.

8.1 Reports of Committees

8.1.1 GVROC

Council representatives Cr Bonza and Cr Warner

GVROC meeting was hosted by the Shire of Coolgardie at the Kambalda Recreation Centre on 28th July.

- We had several presentations, including from Fulton Hogan in relation to road infrastructure maintenance and upgrades, Terrapave in relation to sustainable and innovative road construction solutions, agency reports from GEDC, WALGA and the Dept LG as well as an update on things happening in our region from the Local Member, Ali Kent.
- The Shire of Coolgardie gave a presentation on what's happening in the Shire of Coolgardie.
- Dr Gaye Mackenzie, Director of Collective iQ, the appointed consultant by DWER and WALGA to undertake the evaluation of the two-year pilot trial of the Regional Climate Alliance Program presented the current evaluation findings and is keen to hear from GVROC members on anything that may be missed, before concluding the evaluation and providing a report back to DWER and WALGA for consideration. A decision will then be made by State Government based on these report findings on whether the RCA Program is continued and expanded across the State.
- There was discussion around developing a strategic partnership with the State Govt in relation to housing and land access issues. However, given a rather unsatisfactory response from the Minister for Housing we may have to rethink our strategy.
- GVROC council supported the Safer Goldfields Regional Action Plan and will now work towards getting it to operational stage.
- GVROC noted the State Parliament's Economics and Industry Standing Committee inquiry into the WA Domestic Gas Policy.
- The WAEC proposed electoral boundary changes were noted and a decision made to lodge an objection to the changes based on the further reduction to regional representation in the WA Parliament that will result.
- Local governments are being encouraged to nominate for new awards celebrating the most innovative, collaborative approaches to placemaking across the state. GVROC Councils were encouraged to nominate projects seen as supporting creating a sense of place and community in their respective LGAs.
- The next GVROC meeting will be held via Teams on Friday 25th August to consider items for the next State Council meeting.

8.1.2 WALGA

Council representatives Cr Bonza and Cr Patupis

- The next WALGA State Council meeting will be held on 12-13th September, hosted by Great Southern Zone in Katanning.

8.1.3 Regional Roads Group

Council representatives Cr Bonza and Cr Wyatt

- No meeting held

8.1.4 Roadwise

Council representatives Cr Wyatt and Cr Warner

- No meeting held.
- However, Roadwise has had a revamp and will be operating under slightly different guidelines. The Shire of Dundas has been approached to be part of the new system.

8.1.5 Local Emergency Management Committee

Council representatives Cr Bonza and Cr Warner

- No meeting held

8.1.6 Steering Committee Coastal Management Plan

Council representatives Cr Bonza and Cr Patupis

- No meeting held. Still awaiting confirmation of a meeting date from the Department.

8. Announcements by Presiding Member without Discussion.

Nil

9. 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.

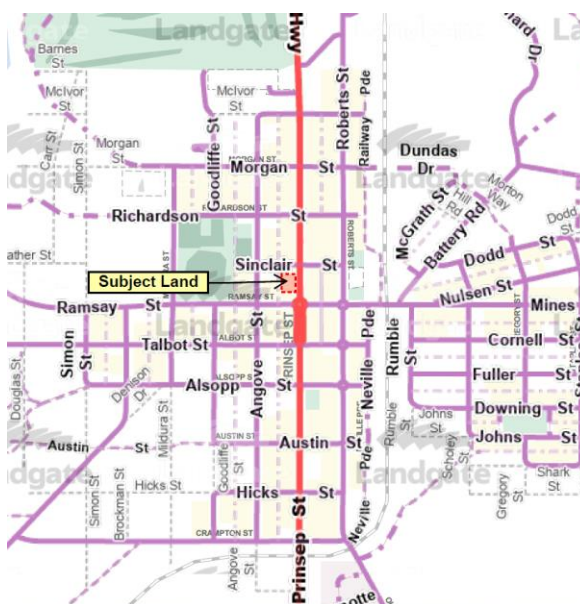


Figure 1 – Location Map

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 bowsers will be provided for the refuelling of 8 light-vehicles at any one time, together with 2 bowsers 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. Hogan

Seconded: Cr. Maloney

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

Moved: Cr. Hogan

Seconded: Cr. Warner

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

Cr. Warner's connection via TEAMS dropped out during the vote. Hence the vote was 3/0

Moved: Cr. Bonza **Seconded:** Cr. Warner

Alternative motion for recommendation 3:

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, pending a comprehensive building condition report to assess the viability of the building for removal and future use and the indicative costings of the move if required to be carried out by the Shire rather than the proponent.**
- (ii) **All trees proposed to be removed from the subject land (in order to supply the Dundas Shire Timber Project).**
- (iii) **Salvageable material from the existing house on the subject land so that the salvageable material can be made available through sale or tender to the community.**

Carried (3 / 0)

For: Cr Bonza, Cr Maloney and Cr Hogan

Against: Nil

Cr. Warner re-established a connection via the telephone prior to consideration of the next item 10.1.2

| 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. Warner **Seconded:** Cr. Hogan

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

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. Warner **Seconded:** Cr. Hogan

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

| 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. Warner **Seconded:** Cr. Hogan

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

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 Interest | of | 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--|---|-----------|
| 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 PERTH RGSMW PTY LTD | Freight - South Kalgoorlie to Norseman | 170.39 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|----------------------------|--|----------|
| 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 KALGRLLIE TS4112 KALGOORLIE | 5.00 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--|--|----------|
| 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|---|--|-----------|
| 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--|---|-----------|
| 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 Activity - Period ending 30 April 2023 | 4,950.00 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--|---|-----------|
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|---|---|-----------|
| 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|-----------|------------|--|------------------------------|----------|
| 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|------------|------------|--|------------------------------|----------|
| 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|------------|------------|---|---------------------------------|-----------|
| DD11437.4 | 11/04/2023 | THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATIO N 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 SUPERANNUATIO N 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 | 3.18 |
| 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|------------|------------|--|------------------------------|----------|
| 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 |
| 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 SUPERANNUATION FUND | Payroll deductions | 128.13 |

| Chq/EFT | Date | Name | Description | Amount |
|------------|------------|--|------------------------------|----------|
| 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 SUPERANNUATION 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 |
| 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 |

| Chq/EFT | Date | Name | Description | Amount |
|------------|------------|--|------------------------------|---------------------|
| 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. Hogan **Seconded:** Cr. Warner

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

| 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. Bonza **Seconded:** Cr. Maloney

Officer Recommendation

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

Carried (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

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. Hogan **Seconded:** Cr. Maloney

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

Pania Turner exited the meeting at 6:40pm

| | |
|--|-----------------|
| 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. Warner **Seconded:** Cr. Hogan

That Council:

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

Carried (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

Pania Turner returned to the meeting at 6:42pm

| 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 | Staff changes Update of Position responsibilities |

| | | |
|---|--|---|
| | Add DCEO, MWS, Woodlands Centre Coordinator, Projects Officer | |
| 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 |
| Bushfire Control BF01 Bush Fires Act 1954- Powers duties and Functions of a Local Government BFO5 Appointment of Bush Fire Control Officers | 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. New Delegation | |

| | | |
|---------------------------|---|--|
| Signed Delegations | Add Deputy Chief Executive Officer | |
| Signed Delegations | Update Works Coordinator to Manger of Works and Services | |
| Signed Delegations | Add Projects Officer | |
| Signed Delegations | Add Depot Supervisor | |
| Signed Delegations | Add | |
| Signed Delegations | Update Tourism and Events Officer to Woodlands Centre Coordinator | |

Voting Requirements

Absolute majority

Moved: Cr. Warner **Seconded:** Cr. Hogan

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

Carried (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

| Agenda Reference & Subject | |
|--|----------------------------|
| 10.4.4 – Firebreak Notice 2022-23 | |
| 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. Hogan **Seconded:** Cr. Maloney

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

| 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. Hogan **Seconded:** Cr. Warner

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 (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

10.5. Confidential Item

Moved: Cr. Hogan **Seconded:** Cr. Warner

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

Carried (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

Members of the public and officers exited the meeting at 6:45 pm., and all recording was ceased.

| | |
|---|---|
| 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. Hogan **Seconded:** Cr. Warner

That the Council come from behind closed doors.

Carried (4 / 0)

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

Members of the public and officers returned to the meeting at 6:50pm., and all recording was resumed.

Moved: Cr. Hogan **Seconded:** Cr. Warner

Resolution

That Council:

1. **Notes that Mr Peter Fitchat’s annual performance review as the Shire of Dundas Chief Executive Officer for the period September 2022 to July 2023 has been undertaken.**
2. **Endorses the overall rating of ‘Exceeds Performance Requirements’ for the 2022/23 review period.**
3. **Schedules the next annual review of the CEO’s performance to be completed by 30 September 2024.**
4. **Endorses the performance criteria for the 2024 annual performance review.**
5. **Endorses an increase of 3.5% to Mr Fitchat’s Total Reward Package, effective from 1 July 2023, in accordance with the terms of the contract between Mr Fitchat and the Council, and within the requirements of the Salaries and Allowances Determination of 6 April 2023.**

CARRIED UNANIMOUSLEY

For: Cr Bonza, Cr Warner, Cr Maloney and Cr Hogan

Against: Nil

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

11. 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:

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

Nil

12. Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held at 6pm AWST on the Thursday 28 September 2023, in Norseman.

13. Closure of Meeting

There being no further business the Shire President will declare the meeting closed at: **6:52pm**