



Norseman Woodlands to Eucla Coast

22 August 2023
Ordinary Council Meeting

Papers Relating

PAPERS RELATING

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PAPERS RELATING

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

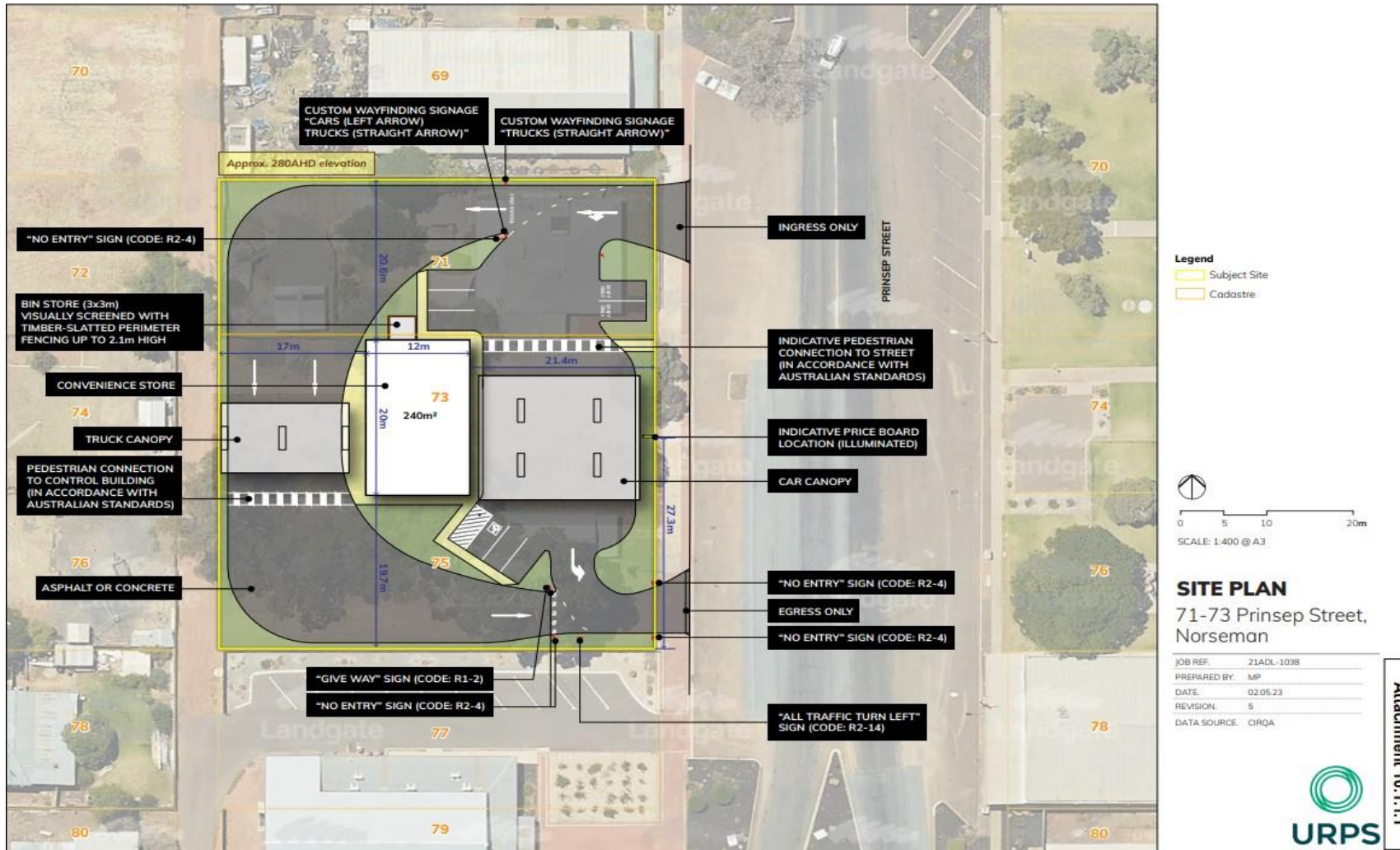
Attachment 1: Unconfirmed Minutes Ordinary Council Meeting 25 July 2023

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PAPERS RELATING

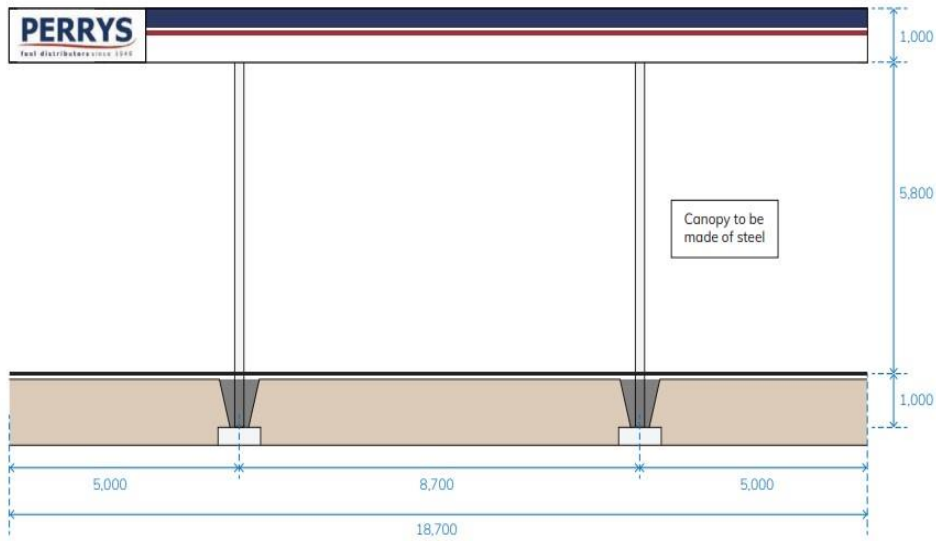
10.1.1 - Application for Development Approval – Proposed Service Station

Attachment 10.1.1.1—Site Plan

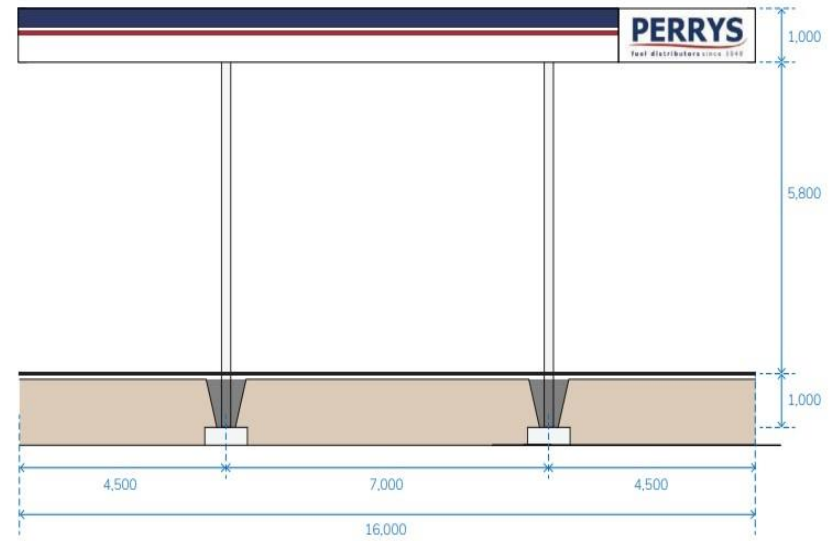


PAPERS RELATING

Attachment 10.1.1.3— (i-ii) Canopy elevation drawings; and



NORTH / SOUTH ELEVATIONS

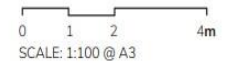


EAST / WEST ELEVATION

PROPOSED CAR CANOPY ELEVATIONS

71-73 Prinsep Street, Norseman

JOB REF. 21ADL-1038
 PREPARED BY: MP
 DATE: 26.05.22
 REVISION: 2

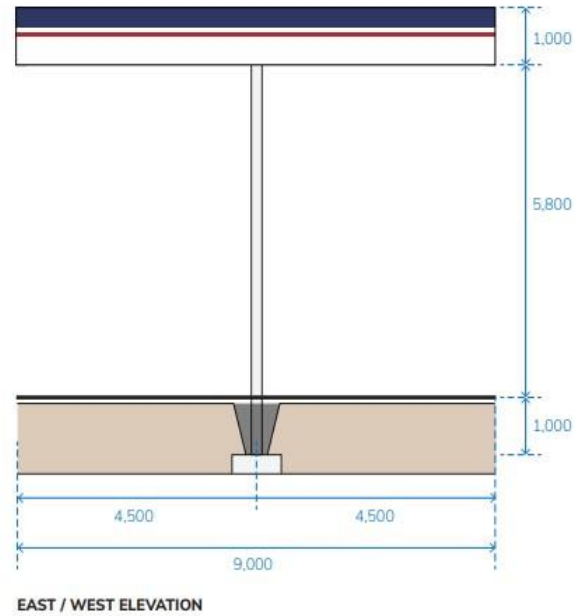
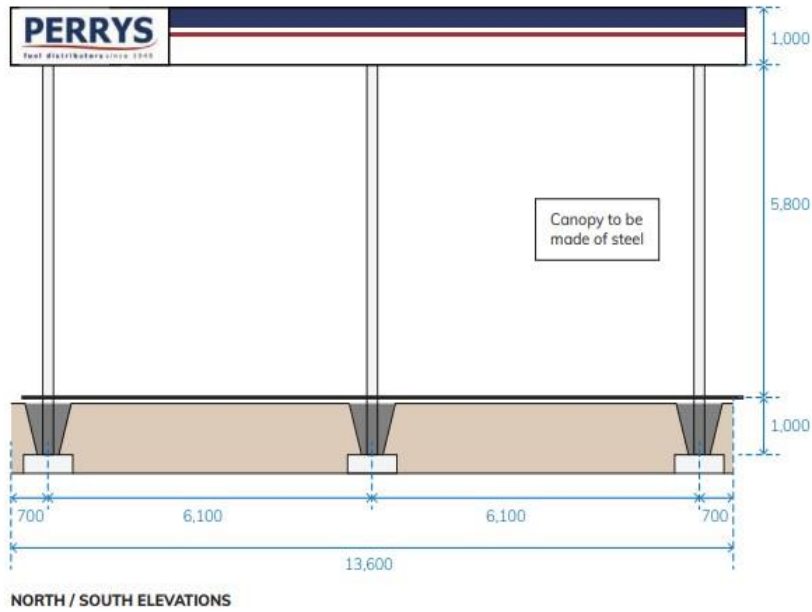


1167-003

Attachment 10.1.1.3 (i)

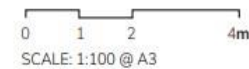
PAPERS RELATING

Attachment 10.1.1.3— (i-ii) Canopy elevation drawings; and



PROPOSED TRUCK CANOPY ELEVATIONS
71-73 Prinsep Street, Norseman

JOB REF. 21ADL-1038
PREPARED BY. MP
DATE. 26.05.22
REVISION. 2



1187-004

Attachment 10.1.1.3 (ii)

PAPERS RELATING

Attachment 10.1.1.4— Landscaping Plan



Schedule of Native Shrubs



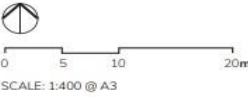
Oyster Plant (*Acanthus mollis*)
0.8-1m high



Catlin's Giant (*Ajuga reptans*)
0.1-0.2m high

Legend

- Subject Site
- Cadastre



LANDSCAPING PLAN
71-73 Prinsep Street,
Norseman

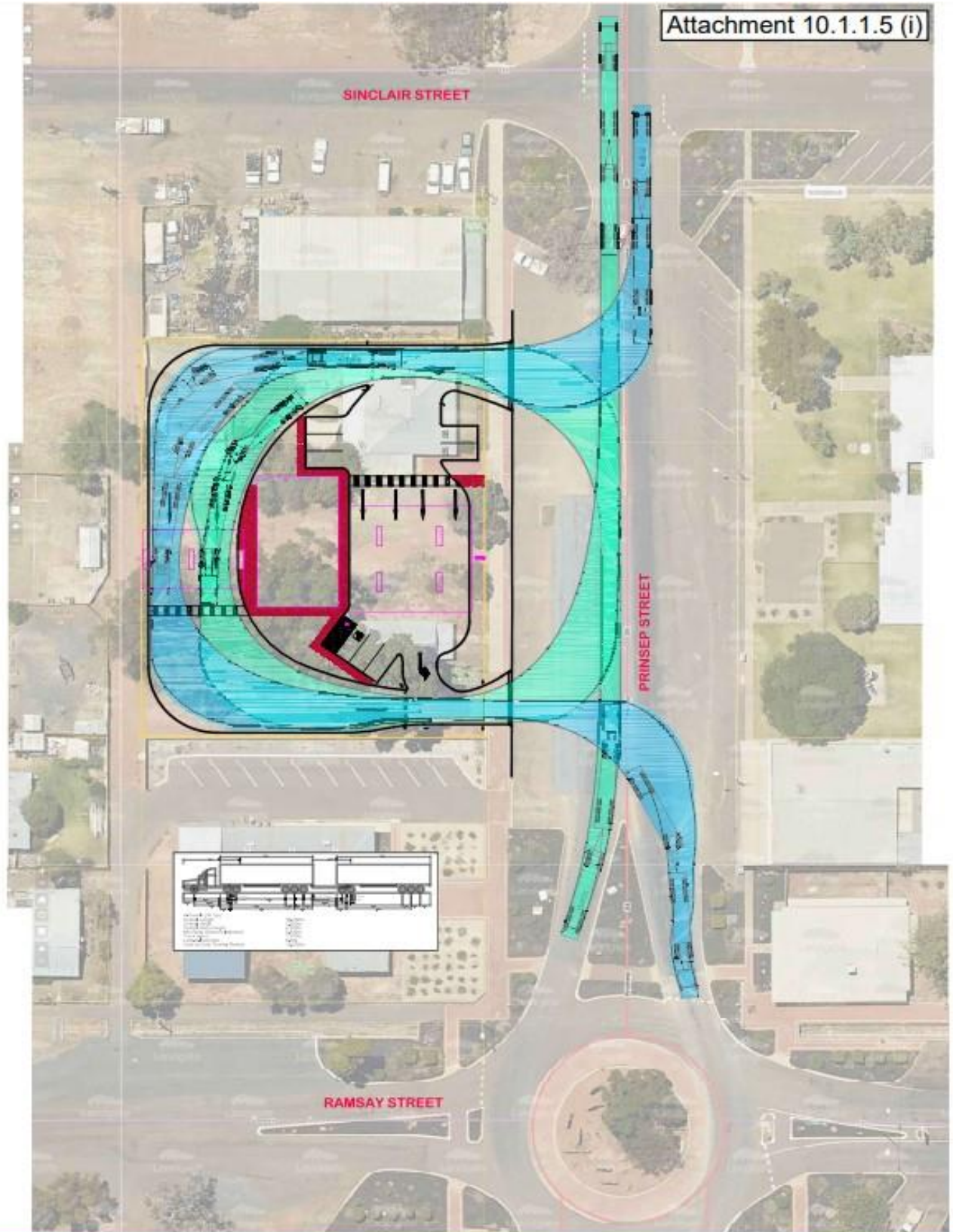
JOB REF.	21ADL-1038
PREPARED BY.	MP
DATE.	02.05.23
REVISION.	2
DATA SOURCE.	CIRQA



Attachment 10.1.1.4

PAPERS RELATING

Attachment 10.1.1.5 (i)

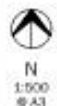


Attachment 10.1.1.5 (i)



1300 55 001 050 990 | 100 Gwy 546 | 1000 Gwy 54 5005 | www.cirqa.com.au

DRAWING AMENDMENTS				
REV	DATE	DESCRIPTION	DRN	CHK
A	01/11/2021	FOR SUBMISSION	TVA	BNW
B	05/06/2022	FOR SUBMISSION	TVA	BNW
C	2/06/2022	FOR ADJUSTMENTS	TVA	TVA
D	01/12/2022	FOR ADJUSTMENT	TVA	TVA
E	28/04/2023	FOR ADJUSTMENTS	TVA	BNW

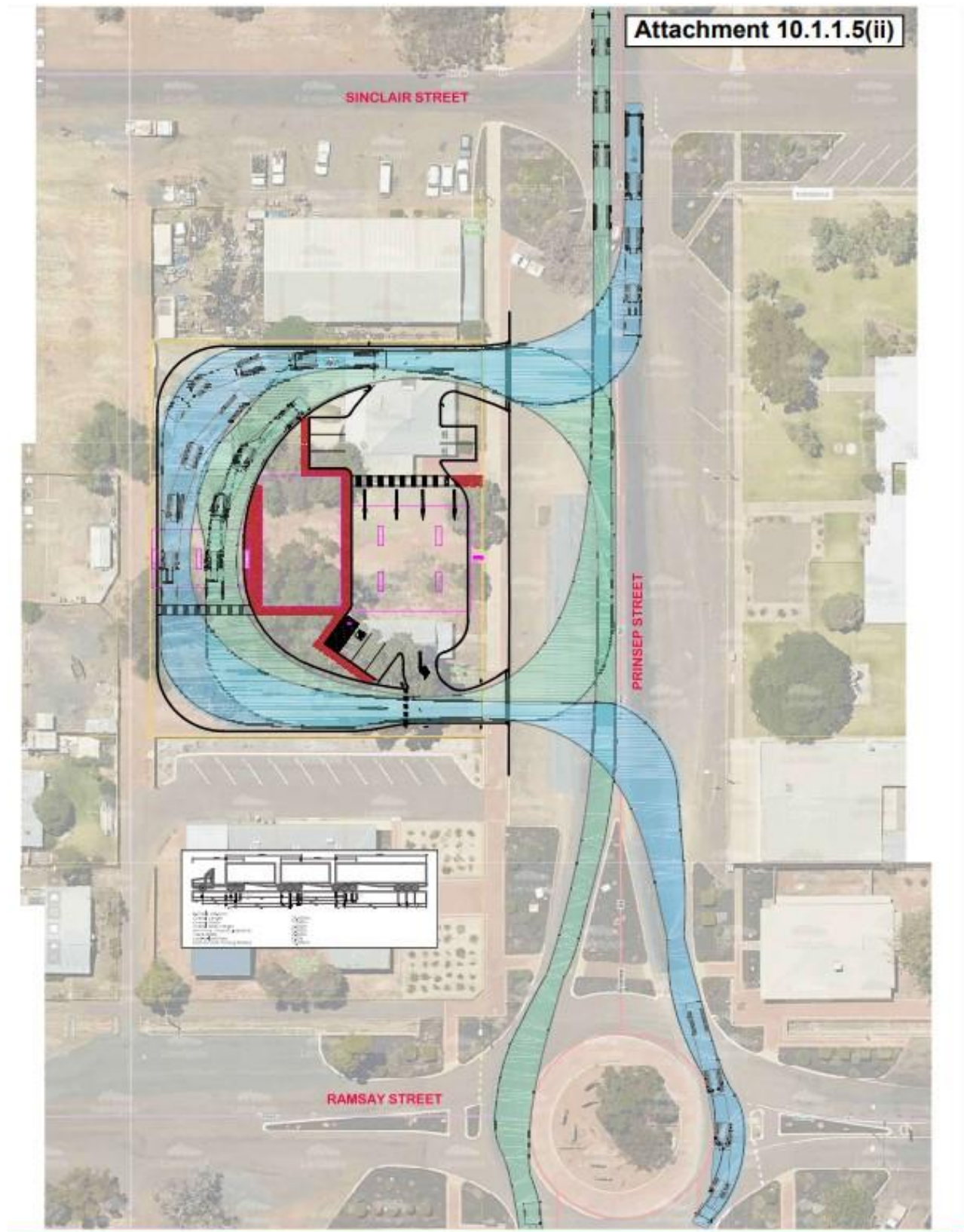


PERRY'S FUEL NORSEMAN
 71-75 PRINSEP STREET, NORSEMAN
 36.2 m A-DOUBLE (AUSTRROADS 2013)

PROJECT # 21533 SHEET # 01_SH05

PAPERS RELATING

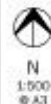
Attachment 10.1.1.5 (ii)



1300 111 601 1112 650 | 111 011 144 | 111 011 144 111 011 | 111 011 144 111 011

DRAWING AMENDMENTS

REV	DATE	DESCRIPTION	OWN	CHK
A	10/11/2011	FOR TENDER	TVA	FAW
C	2/08/2012	FOR TENDER	TVA	TVA
D	2/08/2012	FOR ADJUSTMENTS	TVA	TVA
E	10/12/2012	FOR ADJUSTMENTS	TVA	TVA
F	28/04/2013	FOR ADJUSTMENTS	TVA	FAW



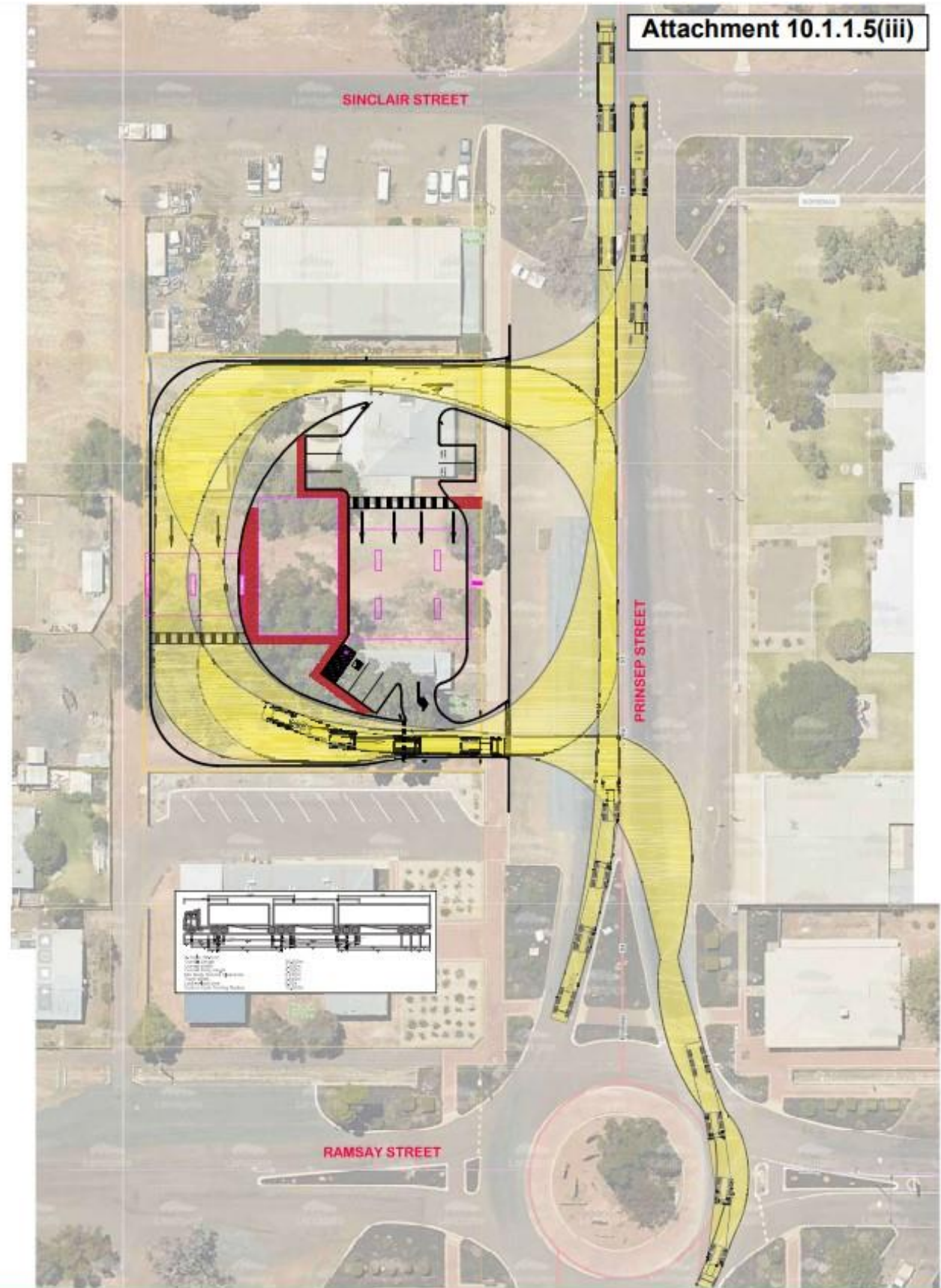
PERRYS FUEL NORSEMAN
 71-75 PRINSEP STREET, NORSEMAN
 35.4 m B-TRIPLE (AUSTRROADS 2013)

PROJECT # 21533 SHEET # 01_SH07

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PAPERS RELATING

Attachment 10.1.1.5 (iii)



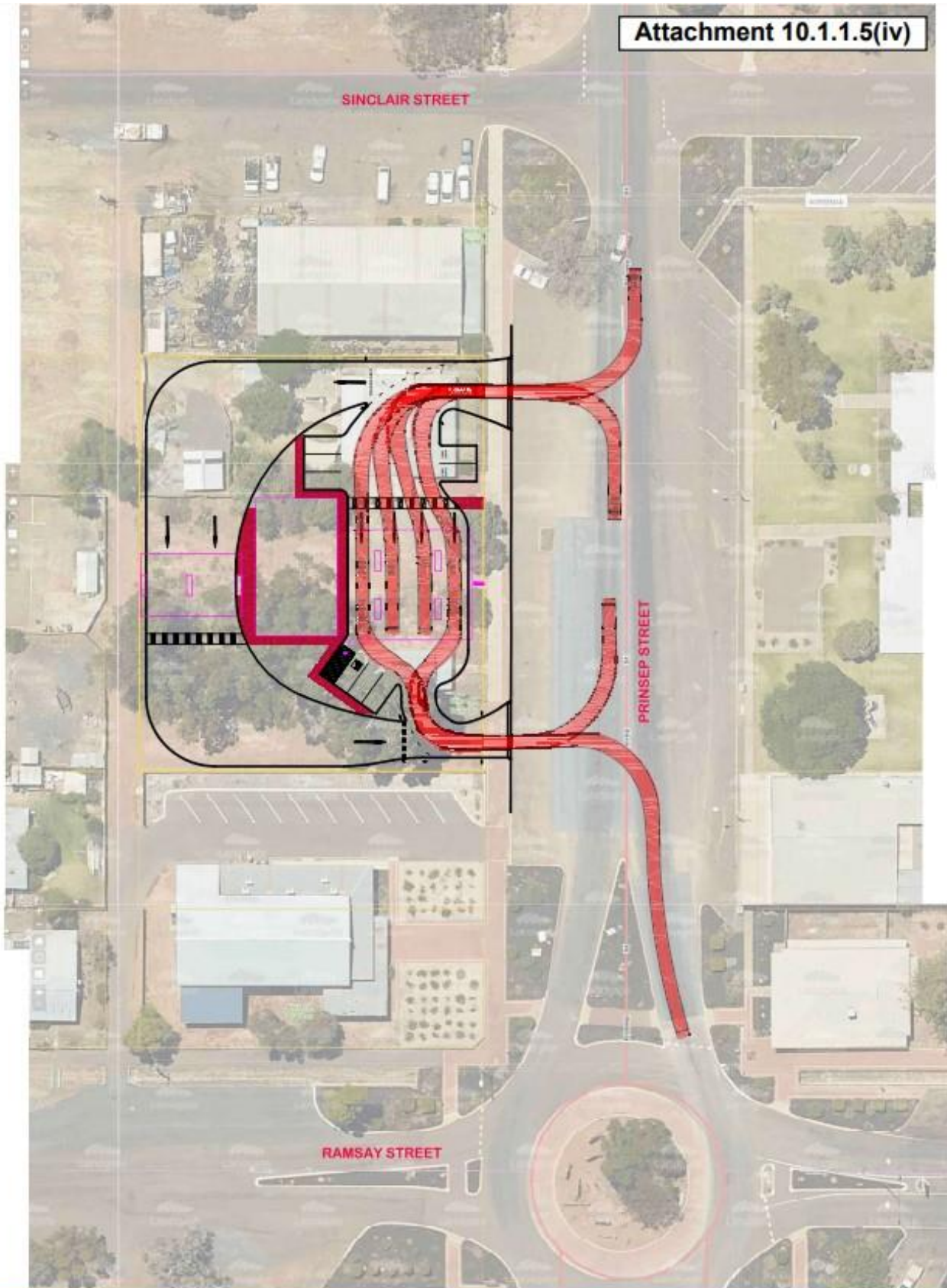
DRAWING AMENDMENTS				
REV	DATE	DESCRIPTION	DWN	CRP
A	02/12/2022	ISSUE FOR PERMITS	TSW	MSW
C	08/08/2022	ISSUE SUBMISSION	TSW	MSW
D	02/09/2022	ISSUE SUBMISSION	TSW	MSW



PERRYS FUEL NORSEMAN
71-75 PRINSEP STREET, NORSEMAN

PAPERS RELATING

Attachment 10.1.1.5 (iv)



DRAWING AMENDMENTS				
REV.	DATE	DESCRIPTION	DRAWN	CHECKED
A	02/11/2022	FOR SUBMISSION	SAW	BEVA
C	03/08/2022	FOR SUBMISSION	SAW	SAW
D	2/09/2022	MINOR ADJUSTMENTS	SAW	SAW
E	5/12/2022	MINOR ADJUSTMENTS	SAW	SAW
F	28/04/2023	DATE ADJUSTMENTS	SAW	BEVA

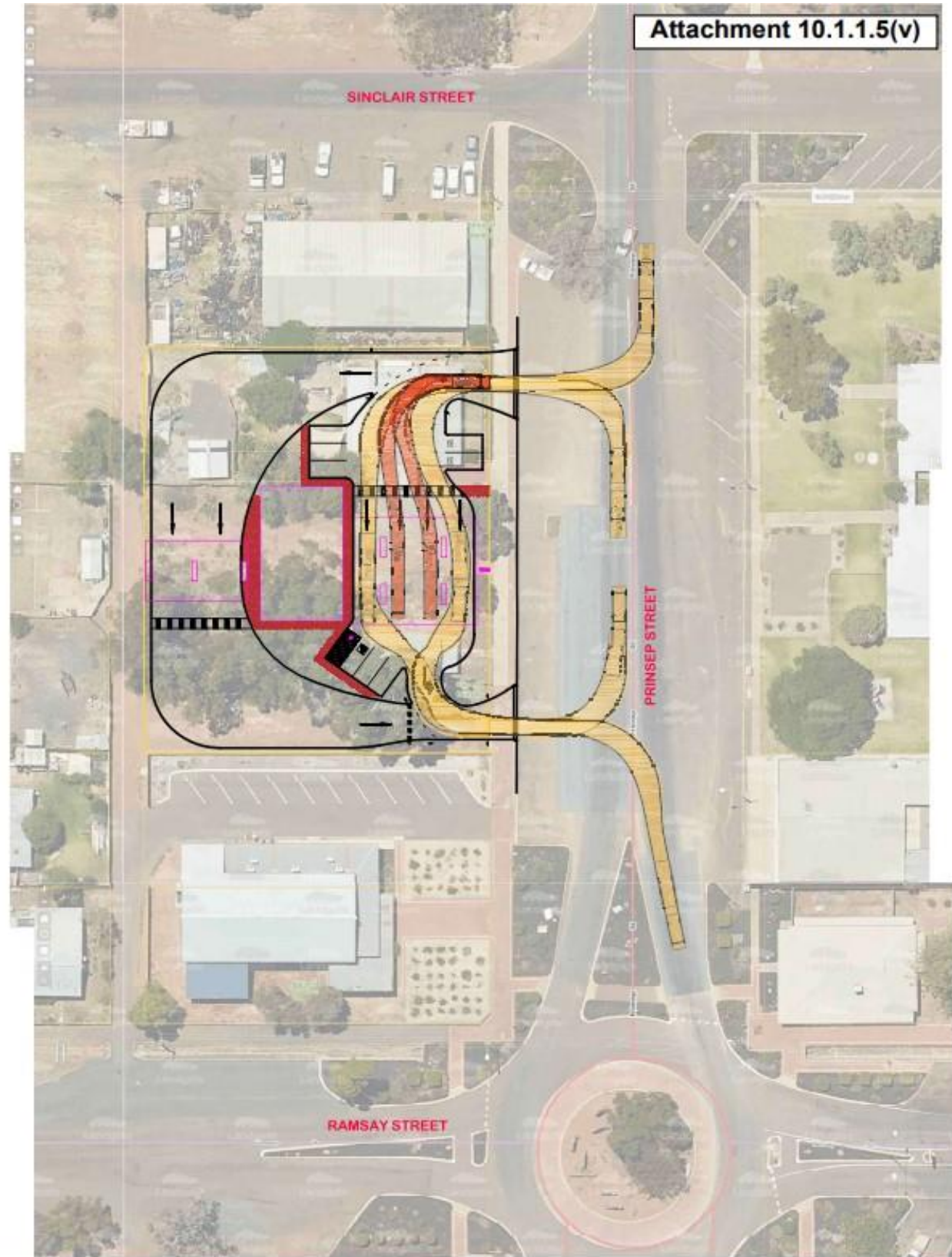


PERRYS FUEL NORSEMAN
 71-75 PRINSEP STREET, NORSEMAN
 B99 (AUST. STANDARD/AUSTROADS)

ABN 19 004 019 000 | PO Box 144 | Norseman SA 5700 | P info@cirqa.com.au

PAPERS RELATING

Attachment 10.1.1.5 (v)



Attachment 10.1.1.5(v)



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DRAWING AMENDMENTS				
REV	DATE	DESCRIPTION	OWN	CHK
A	03/11/2022	FOR SUBMISSION	TWA	BAW
C	16/06/2022	FOR SUBMISSION	TWA	TWA
D	20/06/2022	MARK ADJUSTMENTS	TWA	TWA
E	02/12/2022	MARK ADJUSTMENTS	TWA	TWA
F	29/04/2023	MARK ADJUSTMENTS	TWA	BAW

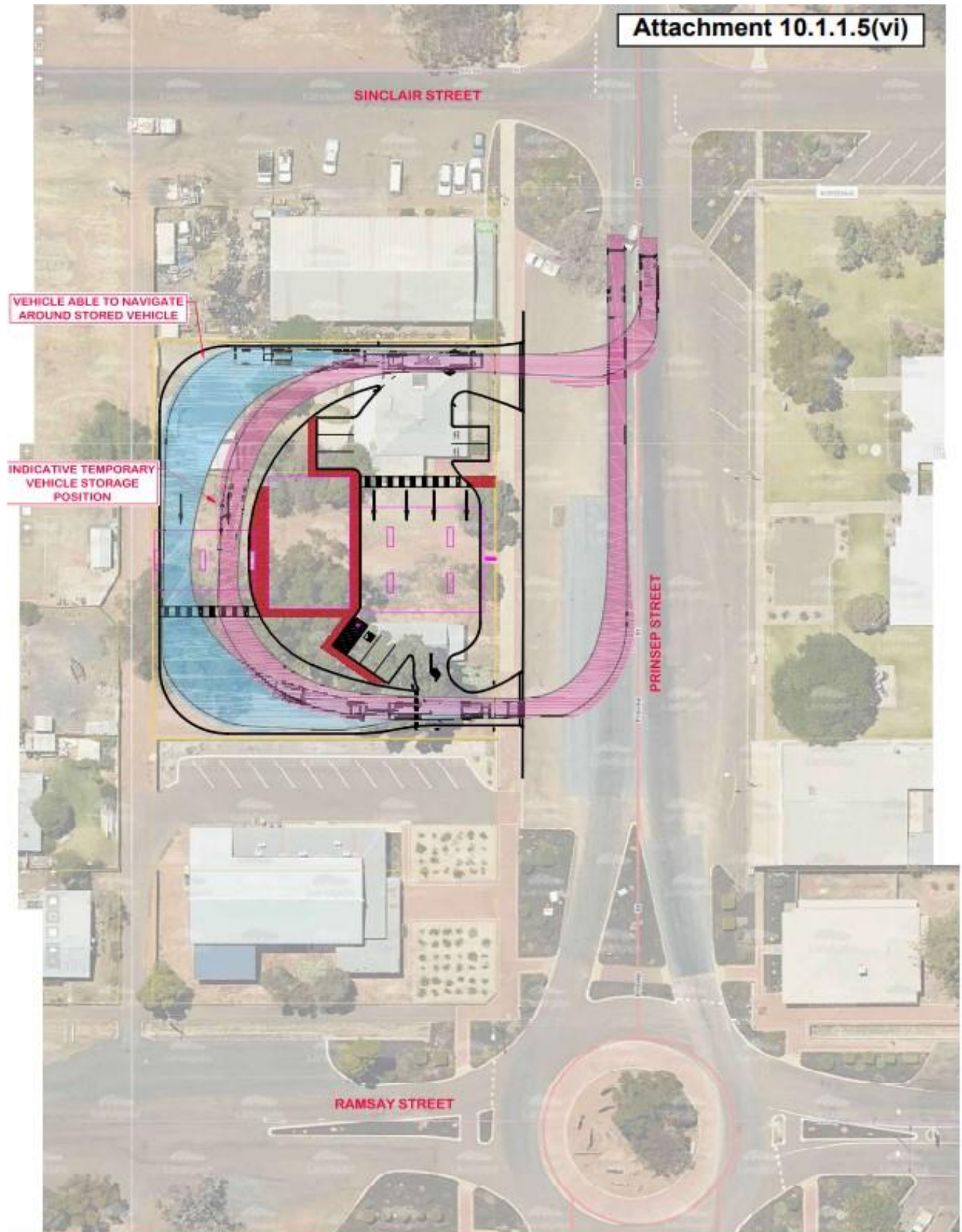


PERRYS FUEL NORSEMAN
 71-75 PRINSEP STREET, NORSEMAN
 B99 & 7.0 m CARAVAN COMBINATION
 PROJECT # 21533 SHEET # 01_SH03

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PAPERS RELATING

Attachment 10.1.1.5 (vi)



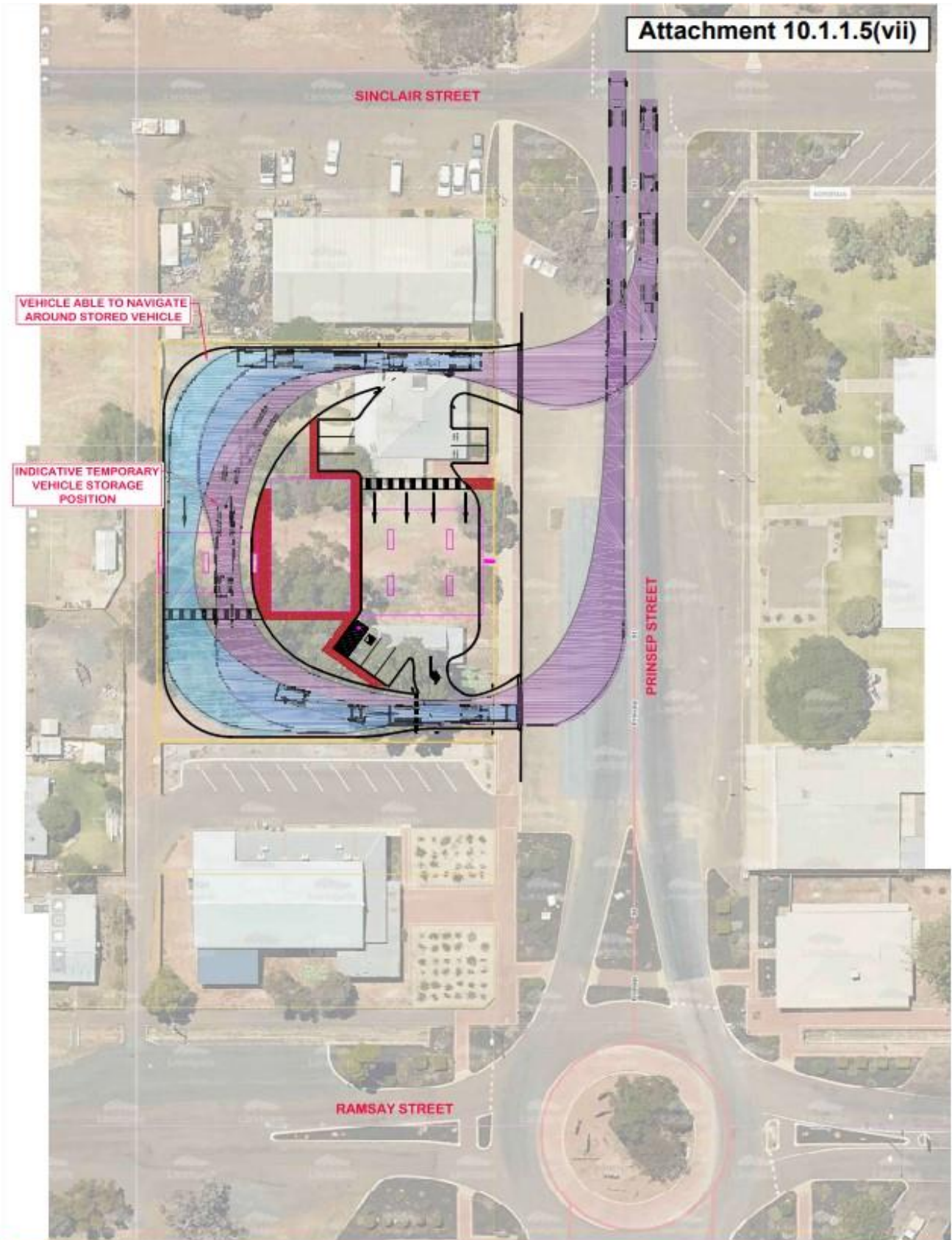
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1	5/08/2022	FOR SUBMISSION	SAW	SAW	
2	2/09/2022	MINOR ADJUSTMENTS	SAW	SAW	
3	5/12/2022	MINOR ADJUSTMENT	SAW	SAW	
4	28/04/2023	FOR LIAISONMENTS	SAW	SAW	



PERRYS FUEL NORSEMAN
 71-75 PRINSEP STREET, NORSEMAN
 SERVICE VEHICLES (12.5 m HRV)

PAPERS RELATING

Attachment 10.1.1.5 (vii)



Attachment 10.1.1.5(vii)

VEHICLE ABLE TO NAVIGATE AROUND STORED VEHICLE

INDICATIVE TEMPORARY VEHICLE STORAGE POSITION

SINCLAIR STREET

PRINSEP STREET

RAMSAY STREET

CIRQATM

ADU 115 024 010 020 | 20 Drive 144 | Malvern SA 5005 | C: 0800 088 888

DRAWING AMENDMENTS					
REV	DATE	DESCRIPTION	OWN	CHK	
A	02/11/2025	FOR SUBMISSION	SAW	WWV	
C	16/08/2022	FOR SUBMISSION	SAW	SAW	
D	2/09/2022	MAJOR ADJUSTMENTS	SAW	SAW	
E	25/12/2022	MINOR ADJUSTMENT	SAW	SAW	
F	28/04/2023	DATE ADJUSTMENTS	SAW	WWV	

N
1:500

PERRYS FUEL NORSEMAN
71-75 PRINSEP STREET, NORSEMAN
FUEL DELIVERIES (A-DOUBLE)

Extract from the Planning and Development (Local Planning Schemes) Regulations 2015

Clause 67(2)—Matters for Consideration in determining a Development Application (DA)

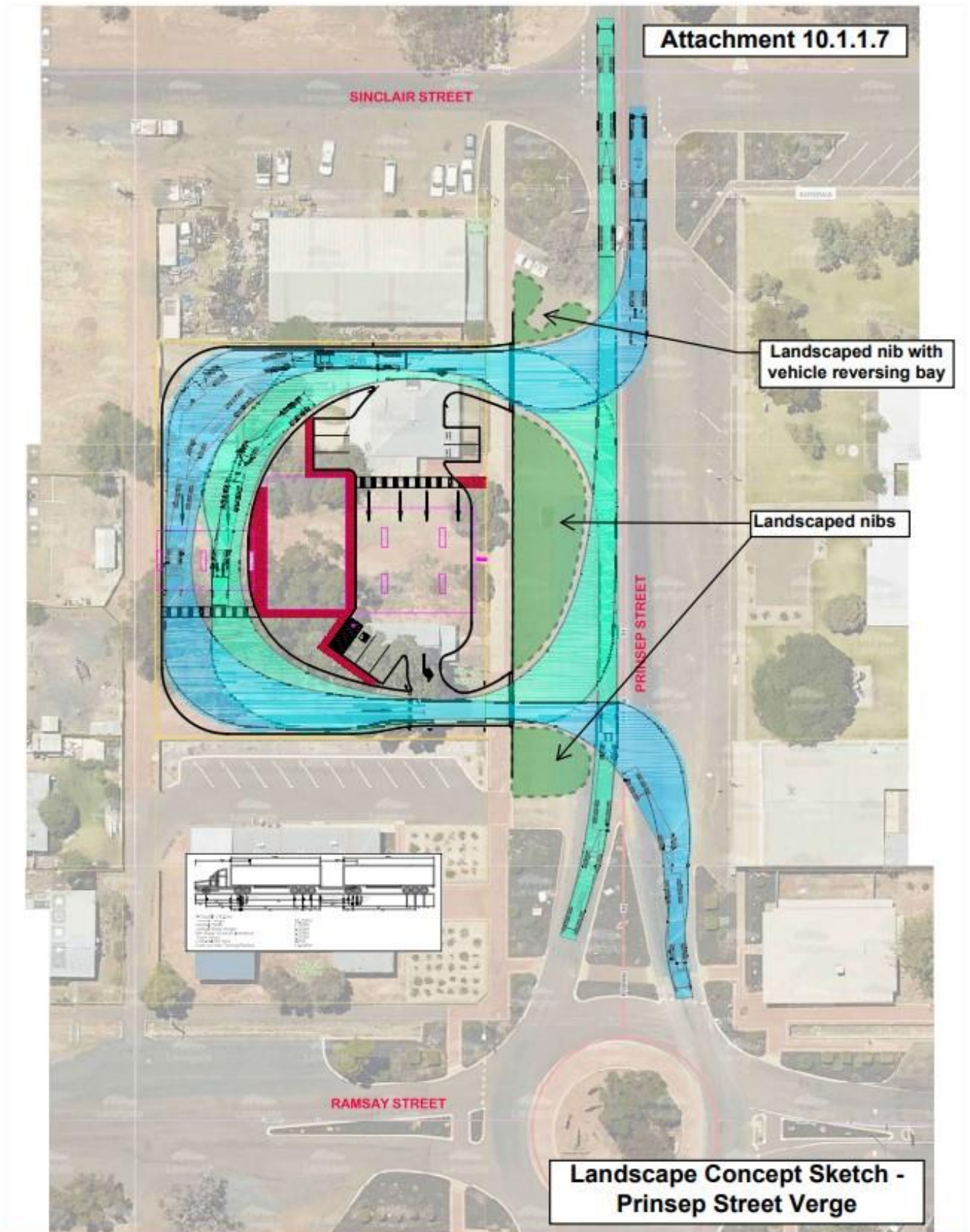
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

PAPERS RELATING

- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
- (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
- (w) the history of the site where the development is to be located;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (y) any submissions received on the application;
- (za) the comments or submissions received from any authority consulted under clause 66;
- (zb) any other planning consideration the local government considers appropriate.

PAPERS RELATING

Attachment 10.1.1.7



Attachment 10.1.1.7

Landscaped nib with vehicle reversing bay

Landscaped nibs

Landscape Concept Sketch - Prinsep Street Verge



DRAWING AMENDMENTS				
REV	DATE	DESCRIPTION	OWN	CHK
A	10/12/2021	FOR SUBMISSION	TAW	BPW
C	19/08/2022	FOR SUBMISSION	TAW	TAW
D	3/09/2022	MINOR ADJUSTMENTS	TAW	TAW
E	9/12/2022	MINOR ADJUSTMENT	TAW	TAW



PERRYS FUEL NORSEMAN
71-75 PRINSEP STREET, NORSEMAN
36.2 m A-DOUBLE (AUSTRoads 2013)

PAPERS RELATING

10.2.1 – Local Government Elections Caretaker Period

A.15 Local Government Elections Caretaker Period Policy

A



A.15 Local Government Elections Caretaker Period Policy

Policy Objective

This Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through 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.

Policy Scope

This policy applies to Council Members and Employees during a 'Caretaker Period' relevant to:

- (a) Decisions made by the Council;
- (b) Decisions made under delegated authority;
- (c) Decisions made administratively;
- (d) Promotional materials published by the Shire of Dundas
- (e) Discretionary community consultation;
- (f) Events and functions, held by the Shire of Dundas or other organisations;
- (g) Use of the Shire of Dundas's resources;
- (h) Access to information held by the Shire of Dundas.

Policy Statement

Definitions

'**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.

'**CEO**' means the Chief Executive Officer of the Shire of Dundas.

'**Election Day**' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. For the purposes of this Policy, 'Election Day' meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

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A.15 Local Government Elections Caretaker Period Policy

'Electoral Material' includes any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87(3) of the *Local Government Act 1995*); or
- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- (c) Any materials produced by the Shire of Dundas relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Events and Functions' including gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the Shire of Dundas and / or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including; gatherings coordinated or facilitated by the Shire of Dundas or an external entity.

'Extraordinary Circumstances' including a circumstance that requires the Council to make or announce a Significant Local Government Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- (a) incur or increase legal, financial and/or reputational risk; or
- (b) cause detriment to the strategic objectives of the Shire of Dundas.

'Significant Local Government Decision' includes any decision:

- (a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- (b) Relating to the Shire of Dundas into a sponsorship arrangement with a total Shire of Dundas contribution that would constitute Significant Expenditure, unless the Council resolved "in principle" support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- (c) Relating to the Shire of Dundas entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;
- (d) That would commit the Shire of Dundas to Significant Expenditure or actions that, in the CEO's opinion, are significant to the Local Government operations, strategic

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A.15 Local Government Elections Caretaker Period Policy

- objectives and / or will have significant impact on the community,
- (e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue;
 - (f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.
 - (g) That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.
 - (h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.
 - (i) Significant Local Government Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire President in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

'Caretaker Protocol' means the practices or procedures prescribed in this Policy.

'Public Consultation' includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

'Significant Expenditure' means expenditure that sits outside of the approved Annual Budget for the relevant financial year or requires a Significant Local Government Decision as outlined in the Significant Local Government Decision definition.

Caretaker Period Protocols - Decision Making

The CEO will ensure that:

- (a) At least 30-days prior to a Caretaker Period, the CEO will advise Council Members and employees in writing of the dates that the Caretaker Period commences and concludes.
- (b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

Scheduling Significant Local Government Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:
 - (a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Significant Local Government Decisions; and

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A.15 Local Government Elections Caretaker Period Policy

- (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Significant Local Government Decisions.
2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Significant Local Government Decisions are either:
 - (a) Considered by the Council prior to the Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.
3. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Significant Local Government Decision or an election campaign issue.

Council Reports Electoral Caretaker Period Policy Statement

Extraordinary Circumstances

1. Council Reports

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Significant Local Government Decision for Council's consideration, subject to the report including:

- (a) Details, if applicable, of options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.
- (b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.

2. Council Forums, Workshops or Briefings

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Significant Local Government Decision for Council Member discussion at Council Forums, Workshops or Briefings.

The CEO is required to provide Council with advice as to why Exceptional Circumstances apply. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

Managing CEO Employment

This Policy, prohibits Significant Local Government Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:

1. The Council may consider and determine:
 - (a) CEO's leave applications;
 - (b) appoint an Acting CEO, where necessary;

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A.15 Local Government Elections Caretaker Period Policy

- (c) suspend the current CEO, where appropriate and in accordance with the terms of their contract.

2. The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employees who have Delegated Authority are required to consider if a proposed delegated authority decision may relate, or be subsidiary, to a Significant Local Government Decision or election campaign issue and if so, refer the matter to the CEO for review and consideration in accordance with clause 2.1(3) above.

Caretaker Period Protocols - Candidates

Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, shall be provided with equitable access to the Shire of Dundas' public information in accordance with s.5.94 of the *Local Government Act 1995*.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the Shire's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Shire [refer s.5.92 of the *Local Government Act 1995*].

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

Candidate Requests on behalf of Electors, Residents or Ratepayers

Where a Candidate, including Council Members who have nominated for re-election, requires the assistance of the Administration to respond to a request made by an Elector, Resident or Ratepayer, then the Administration will provide the response directly to the requesting Elector, Resident or Ratepayer and will also advise the candidate of the outcome.

Candidate Campaign Electoral Materials

Candidates, including Council Members who have nominated for re-election, should note that the Shire's official crest or logo may not be used in campaign Electoral Materials without the express permission of the Shire.

Candidate attendance at Meetings

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each Candidate with a copy of the meeting agenda at the time it is distributed to Council Members.

A.15 Local Government Elections Caretaker Period Policy

For the purposes of transparency and the benefit of the public gallery, Candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

Council Member Caretaker Period Protocols

Access to Information and Advice

During a Caretaker Period all Council Members will scrupulously avoid using or accessing Shire of Dundas information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy [refer s.5.93 of the *Local Government Act 1995*].

During a Caretaker Period, all Council Member requests for information and advice from the Shire of Dundas will be reviewed by the CEO and where the subject of the information or advice is considered as relating to an election campaign issue, the CEO will either make a determination, or refer the request for Council's determination, as to if the information or advice is / is not to be provided, including if information is provided to one candidate, or if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

Media and Publicity

During a Caretaker Period, all Council Member requests for media advice or assistance, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire's objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

Council Member Business Cards, Shire Printed Materials

Council Members must ensure that Shire business cards and Local Government printed materials are only used for purposes associated with their role as a Councillor, in accordance with section 2.10 of the *Local Government Act 1995*.

Council Members are prohibited from using Shire business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

Council Member Delegates to External Organisations

At any time, including times outside of a Caretaker Period, Council Members who are the Council's

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A.15 Local Government Elections Caretaker Period Policy

appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

Council Member Addresses / Speeches

Excluding the Shire President and Deputy Shire President, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Shire, unless expressly authorised by the CEO.

In any case, the Shire President, Deputy Shire President and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

Council Member Misuse of Local Government Resources

A Council Member who uses Shire resources for the purpose of persuading electors to vote in a particular way is a "misuse of Local Government resources" breach in accordance with Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007*.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to: employee time or expertise, Shire provided equipment, information and communication technologies, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the Shire.

Shire of Dundas Publicity, Promotional and Civic Activities

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting Shire services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
- (b) Conducting the Election and promoting Elector participation in the Election.

All other, publicity and promotional activities of Shire initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Significant Local Government Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

A.15 Local Government Elections Caretaker Period Policy

The CEO may determine if Exceptional Circumstances apply and if a Significant Local Government Decision announcement is necessary during a Caretaker Period.

Civic Events and Functions

The Shire will avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.

Where the Shire is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, then all Candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

Shire of Dundas Publications and Communications

All Shire publications and communications distributed during a Caretaker Period must not include content that:

- (a) may actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) draws focus to or promotes a matter which is a Significant Local Government Decision or which is an electoral campaign issue.

All Shire publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

Shire of Dundas Website and Social Media Content

1. During the Caretaker Period, this Policy applies to content proposed for publication on the Shire's website and social media channels.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire Delegates on external committees and organisations however, all other biographical information related to a sitting Council Member who is also a candidate will be removed from public access for the duration of the Caretaker Period.

The Candidate Election Profiles prescribed in s.4.49(b) of the Local Government Act 1995, may also be published on the Shire's website and social media.

2. Website and social media content, published prior to a Caretaker Period, will not be subject to this Policy.
3. New website or social media content which relates to Significant Local Government Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.
4. Content posted by the public, candidates or Council Members on the Shire's social

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A.15 Local Government Elections Caretaker Period Policy

media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

Community Consultation

The Shire will undertake planned community consultation (discretionary and legislative) during a Caretaker Period, unless the consultation relates to a Significant Local Government Decision or potentially contentious election campaign issue.

Policy Adopted November 2021

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer	Owner Business Unit:					
Reviewer:	MANEX	Decision Maker:	Council				
Compliance Requirements:							
Legislation:	s4.49 of the Local Government Act 1995						
Organisational:							
Document Management:							
Risk Rating:	high	Review Frequency:	Annual	Next Due:	November 2022	Records Ref:	
Version #	Decision Reference:	Synopsis:					

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PAPERS RELATING

10.3.2 Shire of Dundas Month End 30 June 2023



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18 August 2023

Mr Peter Fitchat
Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443

Dear Peter

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 JUNE 2023

We have compiled the accompanying local government special purpose financial report of the Shire of Dundas, which comprise the statement of financial activity (by nature or type), a summary of significant accounting policies and other explanatory notes for the period ending 30 June 2023 and enclose the report along with our compilation report.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. The attached management information report addresses additional matters identified during our compilation we wish to bring to management's attention.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial report and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and council, which may exist. However, we aim to use our knowledge of the local government's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note details and explanations of the material variances between the year-to-date actuals and year-to-date budget are required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

Attached is a list of comments/suggestions derived from compiling the monthly financial report and other end of month review services.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Russell Barnes'.


Russell Barnes
Director
[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)

PAPERS RELATING

Shire of Dundas Management Information Report

Period ending
30 June 2023

Topic	Item	First Identified	Explanation	Action Required	Priority
Operating expenditure	Allocations	June 2023	Public works overheads are over allocated by \$75,476. Plant depreciation is under allocated by \$100,427. Plant operating costs are over allocated by \$52,487. Housing are under allocated by \$110,130.	We recommend the overhead allocations be reviewed and adjusted (where appropriate) regularly for POC, PWOH and PDpen. We recommend the allocations for housing be reviewed at the end of each month to ensure allocations are correct.	Medium
Sundry debtors	Outstanding	June 2023	Sundry debtors aged trial balance includes invoices totalling \$22,857 outstanding for over 90 days with some more than 365 days old.	We recommend reviewing overdue debtors collection procedures to ensure debtors outstanding for over 30 days are subject to regular review and reminder notices are issued to improve the collection rate.	Low

Approval:  Russell Barnes, Director

Page 1

Date of Issue: 18 August 2023

PAPERS RELATING



Moore Australia

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18 August 2023

Mr Peter Fitchat
Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443

Dear Peter

COMPILATION REPORT TO THE SHIRE OF DUNDAS

We have compiled the accompanying local government financial report of the Shire of Dundas, which comprise the statement of financial activity (by nature or type), a summary of significant accounting policies and other explanatory notes for the period ending 30 June 2023. The monthly financial report has been compiled to meet compliance with the *Local Government Act 1995* and associated regulations.

THE RESPONSIBILITY OF THE SHIRE OF DUNDAS

The Shire of Dundas are solely responsible for the information contained in the financial report and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Dundas we have compiled the accompanying financial report in accordance with the requirements of the *Local Government Act 1995*, associated regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Dundas provided, in compiling the financial report. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The financial report was compiled exclusively for the benefit of the Shire of Dundas. We do not accept responsibility to any other person for the contents of the financial report.

A handwritten signature in black ink, appearing to read 'Russell Barnes'.

Russell Barnes
Director
[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)

PAPERS RELATING

SHIRE OF DUNDAS

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 30 June 2023

*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

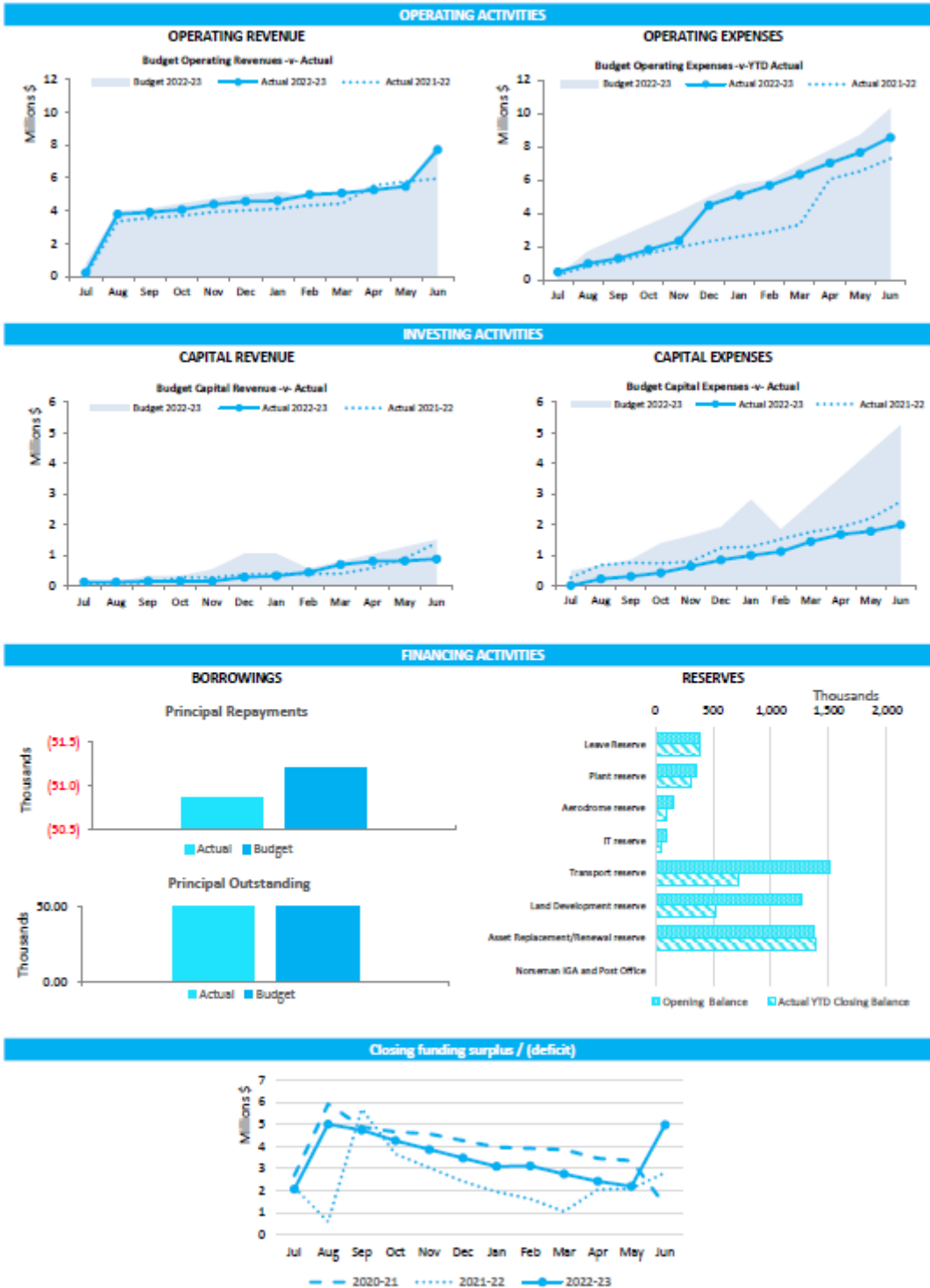
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PAPERS RELATING

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2023

SUMMARY INFORMATION - GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Please refer to the compilation report

SHIRE OF DUNDAS | 2

PAPERS RELATING

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2023

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.29 M	\$2.29 M	\$2.29 M	\$0.00 M
Closing	\$1.51 M	\$1.51 M	\$4.98 M	\$3.47 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.50 M	% of total
Unrestricted Cash	\$5.01 M	59.0%
Restricted Cash	\$3.48 M	41.0%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.41 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		44.1%
Over 30 Days		56.0%
Over 90 Days		34.7%

Refer to Note 4 - Payables

Receivables		
	\$0.44 M	% Collected
Rates Receivable	\$0.21 M	76.8%
Trade Receivable	\$0.44 M	% Outstanding
Over 30 Days		23.5%
Over 90 Days		5.1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.01 M	\$1.01 M	\$2.21 M	\$1.19 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.25 M	% Variance
YTD Budget	\$3.25 M	(0.1%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$2.72 M	% Variance
YTD Budget	\$2.87 M	(5.3%)

Refer to Note 10 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$1.40 M	% Variance
YTD Budget	\$1.50 M	(6.6%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.75 M)	(\$3.75 M)	(\$1.10 M)	\$2.65 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.04 M	%
Amended Budget	\$0.13 M	27.4%

Refer to Note 5 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.99 M	% Spent
Amended Budget	\$5.26 M	37.8%

Refer to Note 6 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.85 M	% Received
Amended Budget	\$1.38 M	61.6%

Refer to Note 6 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.96 M	\$1.96 M	\$1.59 M	(\$0.37 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.05 M
Interest expense	\$0.01 M
Principal due	\$0.19 M

Refer to Note 7 - Borrowings

Reserves	
Reserves balance	\$3.48 M
Interest earned	\$0.08 M

Refer to Note 8 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

PAPERS RELATING

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2023

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

Please refer to the compilation report

SHIRE OF DUNDAS | 4

PAPERS RELATING

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023

BY NATURE OR TYPE

	Ref	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,288,278	2,288,278	2,288,278	0	0.00%	
Revenue from operating activities							
Rates		3,252,084	3,252,084	3,247,591	(4,493)	(0.14%)	
Operating grants, subsidies and contributions	10	2,869,480	2,869,480	2,717,624	(151,856)	(5.29%)	
Fees and charges		1,502,340	1,502,340	1,403,108	(99,232)	(6.61%)	
Interest earnings		88,839	88,839	162,572	73,733	83.00%	▲
Other revenue		276,425	276,425	156,690	(119,735)	(43.32%)	▼
Profit on disposal of assets	5	21,831	21,831	17,000	(4,831)	(22.13%)	
		8,010,999	8,010,999	7,704,585	(306,414)	(3.82%)	
Expenditure from operating activities							
Employee costs		(3,262,861)	(3,262,861)	(2,575,827)	687,034	21.06%	▲
Materials and contracts		(2,518,673)	(2,518,673)	(1,895,959)	622,714	24.72%	▲
Utility charges		(609,154)	(609,154)	(570,362)	38,792	6.37%	
Depreciation on non-current assets		(3,173,184)	(3,173,184)	(3,069,506)	103,678	3.27%	
Interest expenses		(8,206)	(8,206)	(6,550)	1,656	20.18%	
Insurance expenses		(223,836)	(223,836)	(209,164)	14,672	6.55%	
Other expenditure		(354,308)	(354,308)	(223,963)	130,345	36.82%	▲
Loss on disposal of assets	5	(136,630)	(136,630)	0	136,630	100.00%	▲
		(10,287,052)	(10,287,052)	(8,551,331)	1,735,721	(16.87%)	
Non-cash amounts excluded from operating activities	1(a)	3,287,983	3,287,983	3,052,506	(235,477)	(7.16%)	
Amount attributable to operating activities		1,011,930	1,011,930	2,205,760	1,193,830	117.98%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	11	1,377,111	1,377,111	848,315	(528,796)	(38.40%)	▼
Proceeds from disposal of assets	5	130,895	130,895	35,895	(95,000)	(72.58%)	▼
Payments for property, plant and equipment and infrastructure	6	(5,256,041)	(5,256,041)	(1,985,553)	3,270,488	62.22%	▲
Amount attributable to investing activities		(3,748,035)	(3,748,035)	(1,101,343)	2,646,692	(70.62%)	
Financing Activities							
Transfer from reserves	8	3,739,640	3,739,640	3,446,574	(293,066)	(7.84%)	
Repayment of debentures	7	(51,211)	(51,211)	(50,866)	345	0.67%	
Transfer to reserves	8	(1,728,400)	(1,728,400)	(1,805,509)	(77,109)	(4.46%)	
Amount attributable to financing activities		1,960,029	1,960,029	1,590,199	(369,830)	(18.87%)	
Closing funding surplus / (deficit)	1(c)	1,512,202	1,512,202	4,982,894	3,470,692	(229.51%)	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 13 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Please refer to the compilation report

SHIRE OF DUNDAS | 5

PAPERS RELATING

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2023

BASIS OF PREPARATION

BASIS OF PREPARATION

This financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18 August 2023

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 1 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(21,831)	(21,831)	(17,000)
Add: Loss on asset disposals	5	136,630	136,630	0
Add: Depreciation on assets		3,173,184	3,173,184	3,069,506
Total non-cash items excluded from operating activities		3,287,983	3,287,983	3,052,506

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 June 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	8	(4,402,596)	(5,125,479)	(3,484,415)
Add: Borrowings	7	52,939	51,211	345
Add: Provisions employee related provisions	9	260,619	267,174	267,174
Total adjustments to net current assets		(4,089,038)	(4,807,094)	(3,216,896)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	1,167,944	2,430,053	7,636,571
Financial assets at amortised cost	2	3,886,744	6,313,174	858,593
Rates receivables	3	40,769	56,789	210,304
Receivables	3	0	209,007	441,270
Less: Current liabilities				
Payables	4	(692,861)	(1,020,961)	(410,491)
Borrowings	7	(52,939)	(51,211)	(345)
Contract liabilities	9	0	(574,305)	(268,938)
Provisions	9	(260,619)	(267,174)	(267,174)
Less: Total adjustments to net current assets	1(b)	(4,089,038)	(4,807,094)	(3,216,896)
Closing funding surplus / (deficit)		0	2,288,278	4,982,894

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES NOTE 2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand	Cash and cash equivalents	1,500	0	1,500	0	Nil	Nil	Nil
Municipal Bank	Cash and cash equivalents	1,487,309	0	1,487,309	0	ANZ	Variable	Nil
Visitor Centre Bank	Cash and cash equivalents	77,754	0	77,754	0	ANZ	Nil	Nil
MUNICIPAL INVESTMENT ACCT	Cash and cash equivalents	3,444,185	0	3,444,185	0	ANZ	Variable	NA
Restricted Cash - Reserves	Cash and cash equivalents	0	2,625,823	2,625,823	0	ANZ	Variable	Nil
Restricted Cash - Reserves	Financial assets at amortised cost	0	858,593	858,593	0	NAB	2.90%	Aug-23
Total		5,010,748	3,484,416	8,495,164	0			
Comprising								
Cash and cash equivalents		5,010,748	2,625,823	7,636,571	0			
Financial assets at amortised cost		0	858,593	858,593	0			
		5,010,748	3,484,416	8,495,164	0			

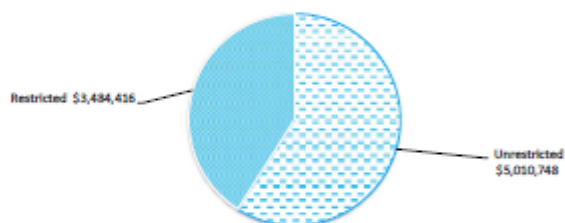
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Please refer to the compilation report

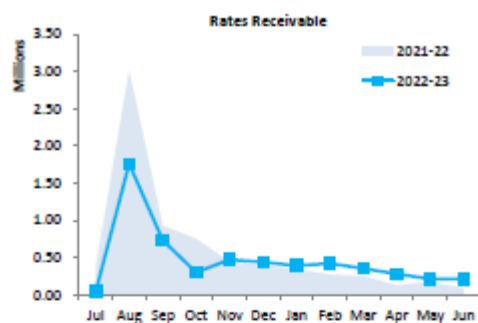
SHIRE OF DUNDAS | 8

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES NOTE 3 RECEIVABLES

Rates receivable	30 June 2022	30 Jun 2023
	\$	\$
Opening rates arrears	777,421	781,329
Levied	2,853,087	3,247,591
Less - collections	(2,849,179)	(3,094,076)
Gross rates collectable	781,329	934,844
Allowance for impairment of rates receivable	(724,540)	(724,540)
Net rates receivable	56,789	210,304
% Collected	78.5%	76.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,276)	343,613	300	81,633	22,857	447,127
Percentage	(0.3%)	76.8%	0.1%	18.3%	5.1%	
Balance per trial balance						
Sundry receivable						447,127
Allowance for impairment of receivables from contracts with customers						(5,857)
Total receivables general outstanding						441,270

Amounts shown above include GST (where applicable)

KEY INFORMATION

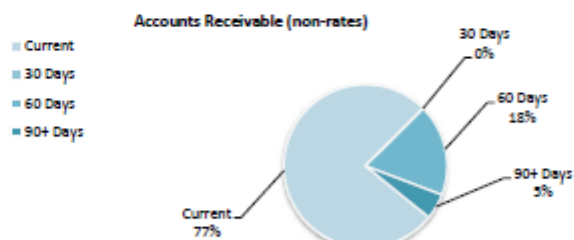
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Please refer to the compilation report

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PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

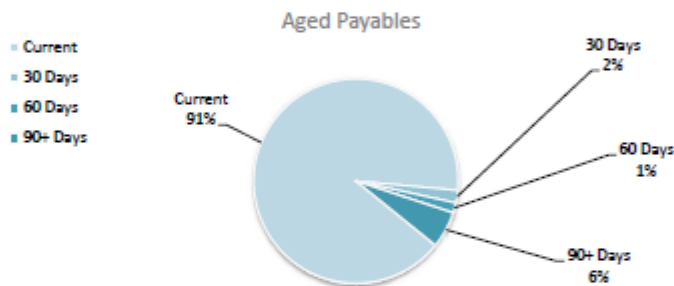
OPERATING ACTIVITIES NOTE 4 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(17,853)	19,437	425	341	1,247	3,597
Percentage	-496.3%	540.4%	11.8%	9.5%	34.7%	
Balance per trial balance						
Sundry creditors						3,597
ATO liabilities						26,457
Other payables						4,600
Bonds and deposits						22,792
Prepaid rates						271,609
ESL creditor						81,436
Total payables general outstanding						410,491

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Please refer to the compilation report

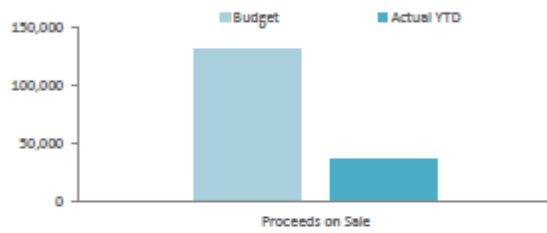
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PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
1030	105 Holden Trailblazer	16,194	35,895	19,701	0	18,895	35,895	17,000	0
	Transport								
951	D5174 Mitsubishi Fuso Tip Truck	110,600	35,000	0	(75,600)	0	0	0	0
950	DS26 Mitsubishi Fuso Tip Truck	110,600	50,000	0	(60,600)	0	0	0	0
882	DS263 Holden Colorado LX Tray	2,870	5,000	2,130	0	0	0	0	0
804	D53296 Kubota Mower	5,430	5,000	0	(430)	0	0	0	0
		245,694	130,895	21,831	(136,630)	18,895	35,895	17,000	0



Please refer to the compilation report

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PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023

INVESTING ACTIVITIES NOTE 6 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,117,701	2,117,701	295,440	(1,822,261)
Furniture & Equipment	25,040	25,040	11,958	(13,082)
Plant & Equipment	1,175,778	1,175,778	177,631	(998,147)
Infrastructure - Roads	1,069,465	1,069,465	939,772	(129,693)
Infrastructure - Parks & Ovals	65,000	65,000	9,610	(55,390)
Infrastructure - Other	444,200	444,200	278,163	(166,037)
Infrastructure - Drainage	23,753	23,753	23,751	(2)
Infrastructure - Airport	215,104	215,104	160,026	(55,078)
Infrastructure - Footpaths	120,000	120,000	89,202	(30,798)
Payments for Capital Acquisitions	5,256,041	5,256,041	1,985,553	(3,270,488)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,377,111	1,377,111	848,315	(528,796)
Other (disposals & C/Fwd)	130,895	130,895	35,895	(95,000)
Cash backed reserves				
Aerodrome reserve	52,761	52,761	52,761	0
IT reserve	50,250	50,250	50,250	0
Transport reserve	802,088	802,088	802,088	0
Land Development reserve	0	0	761,760	761,760
Asset Replacement/Renewal reserve	1,054,826	1,054,826	0	(1,054,826)
Norseman IGA and Post Office	1,723,287	1,723,287	1,723,287	0
Contribution - operations	64,823	64,823	(2,288,803)	(2,353,626)
Capital funding total	5,256,041	5,256,041	1,985,553	(3,270,488)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

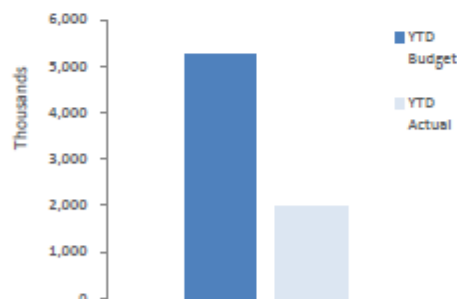
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Please refer to the compilation report

Payments for Capital Acquisitions



PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023

INVESTING ACTIVITIES NOTE 6 CAPITAL ACQUISITIONS (CONTINUED)



Level of completion indicator, please see table at the end of this note for further detail.

		Amended		Year to Date Actual	Variance (Under)/Over
Account Description		Current Budget	Year to Date Budget		
Capital Expenditure					
Buildings					
	3314	10,000	10,000	6,000	(4,000)
	3324	35,912	35,912	142	(35,770)
	3344	24,091	24,091	24,091	0
	3386	26,000	26,000	25,390	(610)
	6514	278,016	278,016	137,552	(140,464)
	3397	20,395	20,395	14,648	(5,747)
	3399	1,723,287	1,723,287	87,617	(1,635,670)
	Buildings Total	2,117,701	2,117,701	295,440	(1,822,261)
Plant & Equipment					
	6124	1,106,677	1,106,677	108,530	(998,147)
	0404	69,101	69,101	69,101	0
	Plant & Equipment Total	1,175,778	1,175,778	177,631	(998,147)
Infrastructure - Roads					
	3134	773,405	773,405	643,278	(130,127)
	3214	45,000	45,000	38,335	(6,665)
	4144	251,060	251,060	258,159	7,099
	Infrastructure - Roads Total	1,069,465	1,069,465	939,772	(129,693)
Furniture & Equipment					
	0494	20,000	20,000	6,918	(13,082)
	Furniture & Equipment Total	25,040	25,040	11,958	(13,082)
Infrastructure - Parks & Ovals					
	3684	65,000	65,000	9,610	(55,390)
	Infrastructure - Parks & Ovals Total	65,000	65,000	9,610	(55,390)
Infrastructure - Other					
	0814	65,000	65,000	43,502	(21,498)
	2364	85,000	85,000	13,902	(71,098)
	2384	100,000	100,000	99,371	(629)
	2624	100,000	100,000	91,352	(8,648)
	3388	40,000	40,000	4,856	(35,144)
	3574	35,000	35,000	11,920	(23,080)
	3544	13,200	13,200	13,200	0
	3401	6,000	6,000	0	(6,000)
	2854	0	0	60	60
	Infrastructure - Other Total	444,200	444,200	278,163	(166,037)
Infrastructure - Drainage					
	3234	23,753	23,753	23,751	(2)
	Infrastructure - Drainage Total	23,753	23,753	23,751	(2)
Infrastructure - Airport					
	6504	215,104	215,104	160,026	(55,078)
	Infrastructure - Airport Total	215,104	215,104	160,026	(55,078)
Infrastructure - Footpaths					
	6801	120,000	120,000	89,202	(30,798)
	Infrastructure - Footpaths Total	120,000	120,000	89,202	(30,798)
	Grand Total	5,256,041	5,256,041	1,985,553	(3,270,488)

Please refer to the compilation report

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PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2023

FINANCING ACTIVITIES NOTE 7 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Health										
Doctors House		242,036	0	0	(50,866)	(51,211)	191,170	190,825	(6,550)	(6,206)
Total		242,036	0	0	(50,866)	(51,211)	191,170	190,825	(6,550)	(6,206)
Current borrowings		51,211					345			
Non-current borrowings		190,825					190,825			
		242,036					191,170			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

KEY INFORMATION

Borrowing costs are recognized as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 8
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	381,172	380	6,115	0	0	0	0	381,552	387,287
Plant reserve	357,389	356	5,733	0	0	(56,428)	(56,428)	301,317	306,694
Aerodrome reserve	152,867	153	2,452	0	0	(52,761)	(52,761)	100,259	102,558
IT reserve	100,320	100	1,609	0	0	(50,250)	(50,250)	50,170	51,679
Transport reserve	1,503,757	1,500	24,123	0	0	(802,088)	(802,088)	703,169	725,792
Land Development reserve	1,262,636	1,260	20,255	0	0	0	(761,760)	1,263,896	521,131
Asset Replacement/Renewal reserve	1,367,339	1,364	21,935	0	0	(1,054,826)	0	313,877	1,389,274
Norseman IGA and Post Office	0	0	0	1,723,287	1,723,287	(1,723,287)	(1,723,287)	0	0
	5,125,480	5,113	82,222	1,723,287	1,723,287	(3,739,640)	(3,446,574)	3,114,240	3,484,415

Please refer to the compilation report

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PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 9
OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2023
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		334,305	0	0	(268,333)	265,932
- Capital grant/contribution liabilities		40,000	0	0	(37,014)	2,986
Total other liabilities		374,305	0	0	(305,367)	268,938
Employee Related Provisions						
Annual leave		170,348	0	0	0	170,348
Long service leave		96,826	0	0	0	96,826
Total Employee Related Provisions		267,174	0	0	0	267,174
Total other current liabilities		841,479	0	0	(305,367)	536,112
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 10 and 11

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 10
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2022		(As revenue)	30 Jun 2023	30 Jun 2023	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
GRANTS COMMISSION - GENERAL	0	0	0	0	0	1,754,734	1,754,734	1,754,734
Law, order, public safety								
DFES - BFB GRANT	0	0	0	0	0	18,475	18,475	19,300
Bushfire Risk Planning Coordinator Funding	0	0	0	0	0	145,000	145,000	0
National Disaster Risk Reduction Program Grant	0	0	0	0	0	59,600	59,600	59,600
Health								
LGA Suicide Prevention Grants - Goldfields	100,000	0	(100,000)	0	0	0	0	0
Education and welfare								
YOUTH - GRANT	0	0	0	0	0	88,431	88,431	88,431
Recreation and culture								
OTHER CULTURE - GRANTS	0	0	0	0	0	10,000	10,000	0
State Govt - Arts/Murals	20,000	0	0	20,000	20,000	0	0	0
Transport								
ROADS FINANCIAL ASSISTANCE GRANT	0	0	0	0	0	617,708	617,708	617,708
MRD DIRECT GRANT	0	0	0	0	0	111,150	111,150	111,150
Economic services								
WA Coastal Management Plan Assistance Program	0	0	0	0	0	35,000	35,000	35,000
IGO - Local Business Development	9,091	0	0	9,091	9,091	0	0	0
State Govt - Co-naming Signage	20,000	0	0	20,000	20,000	0	0	0
	149,091	0	(100,000)	49,091	49,091	2,840,098	2,840,098	2,685,923
Operating contributions								
Governance								
CONTRIBUTIONS & DONATIONS	0	0	0	0	0	1,500	1,500	150
General purpose funding								
ESL ADMIN CONTRIBUTION	0	0	0	0	0	4,000	4,000	4,000
Education and welfare								
YOUTH - CONTRIBUTIONS	0	0	0	0	0	0	0	10,000
Community amenities								
CONTRIBUTIONS	0	0	0	0	0	2,408	2,408	2,408
Recreation and culture								
O.CULTURE CONTRIBUTIONS	0	0	0	0	0	2,000	2,000	227
Transport								
STREET LIGHT CONTRIBUTION	0	0	0	0	0	5,474	5,474	5,474
Other property and services								
DIESEL FUEL REBATE	0	0	0	0	0	14,000	14,000	9,442
	0	0	0	0	0	29,382	29,382	31,701
TOTALS	149,091	0	(100,000)	49,091	49,091	2,869,480	2,869,480	2,717,624

Please refer to the compilation report

SHIRE OF DUNDAS | 17

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 11
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Community amenities								
LRCI Federal Grant (Community Projects)	38,953	0	(38,953)	0	0	68,217	68,217	67,740
WA Hiking Participation Grant	10,000	0	0	10,000	10,000	0	0	0
Recreation and culture								
LRCI Federal Grant (Rec & Culture Projects)	23,911	0	(142)	23,769	23,769	35,910	35,910	42,279
Transport								
ROADS 2 RECOVERY GRANT	0	0	0	0	0	251,060	251,060	251,059
REGIONAL ROAD GROUP GRANT	0	0	0	0	0	315,601	315,601	320,966
Round 4 RED Grant - Hardwood Timber Sawmill	0	0	0	0	0	200,000	200,000	0
LRCI Federal Grant (Transport Projects)	312,350	0	(129,257)	183,093	183,093	446,323	446,323	129,257
State Govt - Small Grants Program (Heritage Walk & Drive Trail)	40,000	0	(37,014)	2,986	2,986	40,000	40,000	37,014
Economic services								
State Govt - Small Grants Program (Co-naming Signage)	0	0	0	0	0	20,000	20,000	0
	425,214	0	(205,366)	219,848	219,848	1,377,111	1,377,111	848,315

Please refer to the compilation report

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PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 12
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Increase in			Amended Budget Running Balance
				Non Cash Adjustment	Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
	Budget adoption						0
	Opening Surplus(Deficit)	02/03/2023 10.2.10	Opening Surplus(Deficit)	0	0	(47,120)	(47,120)
0404	Capital - CEO Vehicle	24/09/2022 10.3.4	Capital Expenses	0	0	(70,000)	(117,120)
0405	Proceeds from CEO vehicle	24/09/2022 10.3.4	Capital Revenue	0	40,000	0	(77,120)
0513	Profit on disposal of asset	24/09/2022 10.3.4	Operating Revenue	19,701	0	0	(77,120)
	Operating grants, subsidies and contributions	02/03/2023 10.2.10	Operating Revenue	0	70,597	(207,526)	(214,049)
	Fees and charges	02/03/2023 10.2.10	Operating Revenue	0	101,015	(400,000)	(513,034)
	Interest earnings	02/03/2023 10.2.10	Operating Revenue	0	41,148	0	(471,886)
	Other revenue	02/03/2023 10.2.10	Operating Revenue	0	20,066	(3,500)	(455,320)
	Employee costs	02/03/2023 10.2.10	Operating Expenses	0	231,961	(180,492)	(403,851)
	Materials and contracts	02/03/2023 10.2.10	Operating Expenses	0	574,608	(490,752)	(319,995)
	Utility charges	02/03/2023 10.2.10	Operating Expenses	0	37,092	(90,280)	(373,183)
	Depreciation on non-current assets	02/03/2023 10.2.10	Non Cash Item	(54,500)	0	0	(373,183)
	Insurance expenses	02/03/2023 10.2.10	Operating Expenses	0	15,824	(15,859)	(373,218)
	Other expenditure	02/03/2023 10.2.10	Operating Expenses	0	52,000	(82,000)	(403,218)
	Non-operating grants, subsidies and contributions	02/03/2023 10.2.10	Capital Revenue	0	0	(387,877)	(791,095)
	Purchase land and buildings	02/03/2023 10.2.10	Capital Expenses	0	293,786	(1,743,682)	(2,240,991)
	Purchase plant and equipment	02/03/2023 10.2.10	Capital Expenses	0	24,222	0	(2,216,769)
	Purchase furniture and equipment	02/03/2023 10.2.10	Capital Expenses	0	4,960	0	(2,211,809)
	Purchase and construction of infrastructure-roads	02/03/2023 10.2.10	Capital Expenses	0	0	(300,000)	(2,511,809)
	Purchase and construction of infrastructure-other	02/03/2023 10.2.10	Capital Expenses	0	1,236,247	(19,200)	(1,294,762)
	Proceeds from disposal of assets	02/03/2023 10.2.10	Capital Revenue	0	0	(4,105)	(1,298,867)
	Transfers to cash backed reserves (restricted assets)	02/03/2023 10.2.10	Capital Revenue	0	1,723,287	0	424,420
	Transfers from cash backed reserves (restricted assets)	02/03/2023 10.2.10	Capital Expenses	0	0	(424,420)	0
	Operating grants, subsidies and contributions	25/07/2023 10.3.2	Operating Revenue	0	1,726,510	0	1,726,510
	Fees and charges	25/07/2023 10.3.2	Operating Revenue	0	423,124	0	2,149,634
	Interest earnings	25/07/2023 10.3.2	Operating Revenue	0	5,839	0	2,155,473
	Other revenue	25/07/2023 10.3.2	Operating Revenue	0	36,441	0	2,191,914
	Employee costs	25/07/2023 10.3.2	Operating Expenses	0	0	(413,955)	1,777,959
	Materials and contracts	25/07/2023 10.3.2	Operating Expenses	0	0	(260,302)	1,517,657
	Utility charges	25/07/2023 10.3.2	Operating Expenses	0	0	(6,219)	1,511,438
	Insurance expenses	25/07/2023 10.3.2	Operating Expenses	0	1,078	0	1,512,516
	Other expenditure	25/07/2023 10.3.2	Operating Expenses	0	0	(314)	1,512,202
				(34,799)	6,659,805	(5,147,603)	1,512,202

Please refer to the compilation report

SHIRE OF DUNDAS | 19

PAPERS RELATING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES NOTE 13 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2022-23 year is \$5,000 or 10.00% whichever is the greater.

Nature or type			Explanation of positive variance		Explanation of negative variance	
	Vac. \$	Vac. %	Timing	Permanent	Timing	Permanent
Revenue from operating activities						
Interest earnings	73,733	83.00%	▲	More interest earned on Investment and reserve funds than expected.		
Other revenue	(119,735)	(83.32%)	▼		Community Resource Centre Reimbursements. Bait to CRC. Admin Fee to CRC.	Proceeds from sale of scrap. Gravel sales.
Expenditure from operating activities						
Employee costs	687,034	21.06%	▲	FIT, Community Engagement Projects, Consulting fees.	Admin salaries, Bushfire Risk Planning Coordinator Costs, Cemetery operations, Community Development - Salaries, Depot maintenance, Nomenan CRC salaries, Plant Operations, Staff training, Swimming pool building and garden maintenance, Town planning, Waste facility maintenance and wages.	Parks, gardens and reserves.
Materials and contracts	622,714	24.72%	▲	Brand development, Art acquisition/exhibition, Consulting fees, Computers, Contract services, Development of a South Coast Strategy, Honeybee Industry, Community Christmas day, Reconciliation Action Plan, Town clean up.	Animal control other, Bushfire Risk Planning Coordinator Costs, Community Development - Salaries, Councilor training, Diesel fuel, Domestic refuse collections, Insurance and Bonnox, Member consultancy, Office building and equipment maintenance, Subscriptions - Administration, Street Tree Maintenance, Tyre, Waste facility maintenance.	Depot maintenance, Town planning.
Other expenditure	130,545	36.82%	▲	Rate write off/doubtful, President and Deputy allowance, Animal Welfare Rescue & Support Program, Nomenan Today donation.	Discretionary Councillor Funding for Community Projects, Member travel, Medical Centre/Locum, Community grants program, Marketing Tourism Publications.	Bushfire Risk Planning Coordinator.
Lost on disposal of assets	136,630	100.00%	▲	Heavy vehicle plant to be traded.		
Proceeds from non-operating grants, subsidies and contributions	(526,794)	(38.60%)	▼		LRC Federal Grant (Rec & Culture Projects), Regional Road Group.	Round 4 RED Grant - State Govt - Small Grants Program (Co-funding Upgrade), LRC Federal Grant (Transport Projects).
Proceeds from disposal of assets	(95,006)	(72.58%)	▼			Heavy vehicle plant to be traded.
Payments for property, plant and equipment and infrastructure	1,170,488	62.32%	▲	Aerodrome buildings and infrastructure, Animal kennels, Cemetery upgrade and gates, Electrical Upgrade for Pump Station, Governance - Furniture and Equipment, Eucla Town Hall, Footpath construction, Hydeau Rd RRG East Grant Works, Nomenan IGA & Post Office, Nomenan Landfill, Road plant purchase, Tourism signage, Transformer upgrade, Rotunda.		Roads to recovery.

Please refer to the compilation report

SHIRE OF DUNDAS | 20

PAPERS RELATING

10.4.1 Use of Shire Common seal

Peter Fitchat

From: Laurene Bonza
Sent: Friday, 18 August 2023 3:07 PM
To: Peter Fitchat
Subject: Re: Franchise Agreement - IGA Norseman [KWM- DOCUMENTS.FID5010926]

Hi Peter,
Having reviewed the document, I delegate authority to witness the use of the Common Seal (to be noted at the OMC 22/08/23), and sign the IGA Franchise Agreement for the Shire of Dundas to Cr Patupis, Shire of Dundas, Deputy President.
Regards,
Laurene

Sent from [Outlook for Android](#)

From: Peter Fitchat <ceo@dundas.wa.gov.au>
Sent: Friday, August 18, 2023 3:37:31 PM
To: Moltoni, Sarah-Jane (AU) <Sarah-Jane.Moltoni@au.kwm.com>; Dundas Community <community@dundas.wa.gov.au>; Laurene Bonza <President@dundas.wa.gov.au>; Rasa Patupis - Eucla Motel (rasa.eucla@bigpond.com) <rasa.eucla@bigpond.com>; Latif Samadi <ITO@dundas.wa.gov.au>
Subject: FW: Franchise Agreement - IGA Norseman [KWM-DOCUMENTS.FID5010926]

Fyi

Hi Laurene,

With all the drama with my car this morning I didn't check my emails.

I will have to go back to Cr Patupis for a signature.

Can you authorise the use of the common seal.

Kind regards

Peter Fitchat
Chief Executive Officer



Heart of the Great Western Woodlands

Shire of Dundas
PO Box 163
Norseman WA 6443
T 08 9039 1205 | M 0429 391 291
F 08 9039 1359 | E ceo@dundas.wa.gov.au

Please consider the environment before printing this email

From: Kelsie Whitcher <Kelsie.Whitcher@metcashfg.com>
Sent: Friday, August 18, 2023 9:04 AM
To: Peter Fitchat <ceo@dundas.wa.gov.au>

PAPERS RELATING

FORM T2

WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893

TRANSFER OF LAND

DESCRIPTION OF LAND (Note 1)

DESCRIPTION OF LAND (Note 1)	EXTENT	VOLUME	FOLIO
Lot 101 on Deposited Plan 27171	Whole	1942	295
Lot 100 on Deposited Plan 27171	Whole	1942	293
Lot 1 on Plan 1618	Whole	1942	294
Lot 3 on Plan 1618	Whole	1361	330
Lot 4 on Plan 1618	Whole	1361	331
Lots 8, 9 and 10 on Plan 1618	Whole	1370	295
Lots 5, 6, 7, 50 and 51 on Plan 1618	Whole	1930	296
Lot 11 on Plan 1618	Whole	1942	296

ESTATE AND INTEREST (Note 2)

Fee simple

TRANSFEROR (Note 3)

Derolier Pty Ltd ACN 118 731 945

CONSIDERATION (Note 4)

\$1,350,000.00

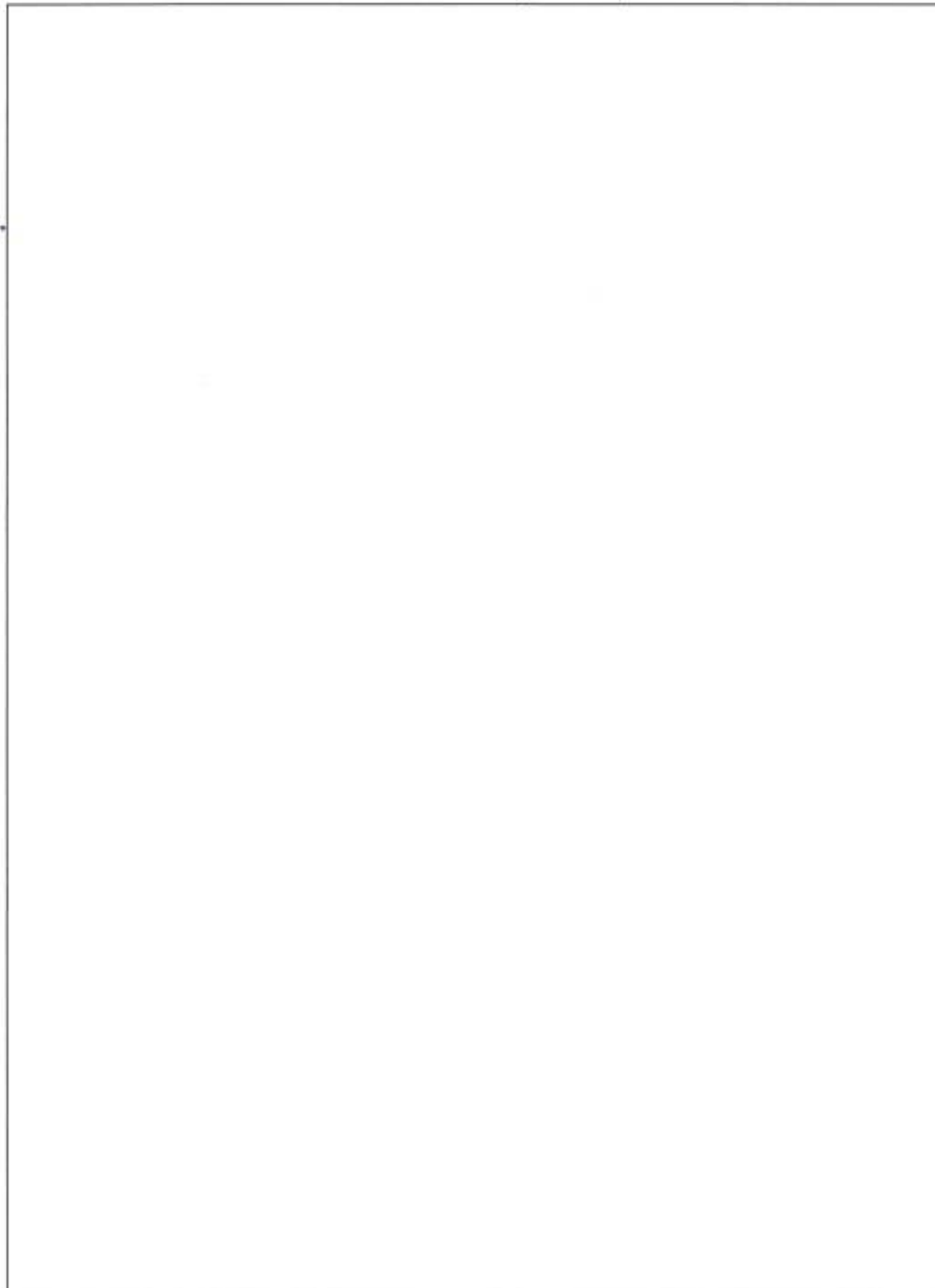
TRANSFeree (Note 5)

Shire of Dundas ABN 55 929 157 676 of 92 Prinsep Street NORSEMAN WA 6443

PAPERS RELATING

PAGE 2

THE TRANSFEROR for the consideration herein expressed transfers to the TRANSFEREE the estate and interest herein specified in the land herein described, subject to the Limitations, Interests, Encumbrances and Notifications as shown on the Certificate of Title and/or otherwise affect the land under the *Transfer of Land Act 1893*. (Instruction 1 & 2)



84075498 1

PAPERS RELATING


INSTRUCTIONS

- Page 2 of this document may be used:
 - If insufficient space in any section hereon; Appropriate headings should be shown. The boxed sections should only contain the words "see page ___"
 - To set forth Easements created as appurtenant to the land (commencing with the words "together with"). Reservations created encumbering the land (commencing with the words "reserving to") or any Restrictive Covenant hereby created. Any Sketch contained thereon must be initialed by all parties.
- If further space is required Additional Sheet form B1 should be used with appropriate headings. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
- No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialed by the persons signing this document and their witnesses.
- Duplicate Crown Lease or where issued, the Duplicate Certificate of Title is required to be produced or if held by another party then arrangements must be made for its production.

If a Duplicate Certificate of Title is not required to be re-issued, or if a Duplicate Certificate of Title has not been issued previously but is required to issue subsequent to this document, the written request of the Transferee is required by signing this panel. Written consent of the First Mortgagee is also required if applicable.

NOTES

- DESCRIPTION OF LAND**
Lot and Diagram/Plan/Strata/Survey-Strata Plan number or Location name and number to be stated.
Extent - Whole, part or balance of the land comprised in the Certificate of Title to be stated.
The Volume and Folio or Crown Lease number to be stated.
- ESTATE AND INTEREST**
State whether Fee Simple, Leasehold or as the case may be in the land being transferred. If share only, specify.
- TRANSFEROR**
State full name of the Transferor/Transferors (Registered Proprietor) as shown on the Certificate of Title or Crown Lease.
- CONSIDERATION**
If a sum of money only, to be expressed in figures and in every other case to be concisely stated in words.
- TRANSFEREE**
State full name of the Transferee/Transferees (Purchaser) and the address/addresses to which future notices can be sent. If a minor, state date of birth.
If two or more state tenancy eg:
 - Joint Tenants, (on the death of a joint tenant, the survivor(s) become(s) the registered proprietor(s) of the deceased's interest by applying to the Registrar of Titles).
 - Tenants in Common (on the death of a tenant in common, their share is dealt with according to their will).
 If Tenants in Common specify shares.
- TRANSFEREE'S TRANSFEROR'S EXECUTION**
Transferees and Transferors must sign their appropriate panel. A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an adult person. The full name, address and occupation of the witness must be stated. Execution by a corporation or body corporate must be in accordance with the Corporation Act 2001.



OFFICE USE ONLY

TRANSFER

LOGGED BY	KING & WOOD MALLESONS
ADDRESS	LEVEL 30, QV.1 BUILDING 250 ST GEORGES TERRACE PERTH WA 6000
PHONE NO.	+61 8 9269 7000
FAX NO.	+61 8 9269 7999
REFERENCE No.	608-0084589
ISSUING BOX No.	168H

PREPARED BY	KING & WOOD MALLESONS
ADDRESS	LEVEL 30, QV.1 BUILDING 250 ST GEORGES TERRACE PERTH WA 6000
PHONE No.	+61 8 9269 7000
FAX No.	+61 8 9269 7999
REFERENCE No.	608-0084589

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY.

TITLES, LEASES, DECLARATIONS ETC, LODGED HEREWITH.

1.	_____	Received Items
2.	_____	Nos.
3.	_____	
4.	_____	
5.	_____	
6.	_____	Receiving Clerk

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

PAPERS RELATING

10.4.2 – Review of the Register of Delegations

Attachment 2: Register of Delegations

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PAPERS RELATING

10.4.3 Firebreak Notice 2022-23



2023-2024 FIREBREAK NOTICE BUSH FIRES ACT 1954 SHIRE OF DUNDAS

NOTICE TO ALL OWNERS AND/OR OCCUPIERS OF LAND SITUATED IN THE SHIRE OF DUNDAS.

TAKE NOTICE that pursuant to Section 33(4) of the Bush Fires Act, where the owner or occupier of land who has received notice fails or neglects to comply with the requisitions of the notice within the time specified, the Shire of Dundas may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of the notice which have not been complied with and pursuant to Section 33(5) of the Bush Fires Act the amount of any costs and expenses incurred may be recovered from you as the owner or occupier of the land.

FIREBREAKS

Landowners are required to clear firebreaks of flammable material not less than 3 metres in width immediately inside all external boundaries of any lot owned or occupied by you within the Shire of Dundas. Such firebreaks may be constructed by one or more of the following methods:

- PLOUGHING;
- CULTIVATING;
- SCARIFYING;
- RAKING;
- BURNING;
- CHEMICAL SPRAYING OR;
- OTHER APPROVED METHOD.

And are to be cleared to the satisfaction of an Authorised Officer of the Shire.

In addition, you may be required to carry out further works which are considered necessary by an Authorised Officer of the Shire and specified by way of a separate written notice.

In some instances, naturally occurring features such as rocky outcrops, natural watercourses, or landscaping such as reticulated gardens, lawns or driveways may be an acceptable substitute for cleared firebreaks. This option must first be discussed with an Authorised Officer of the Shire and approved by the Authorised Officer in writing.

On any lot having an area of less than 3,000m² with a dwelling constructed on it, where the lot is substantially developed (i.e., at least 75% cleared of bush), the keeping of grass on the lot at all times covered by this notice to a height less than 5 centimeters will be accepted in lieu of clearing a firebreak. For the purpose of this notice grass kept at a height of less than 5 centimeters will be deemed not to be flammable material.

All firebreaks must be established by the 30th day of November each year (or within 14 days of you becoming the owner or occupier should this occur after that date) and maintained clear of flammable material up to and including the 31st day of March each year.

APPLICATION TO VARY THE ABOVE REQUIREMENTS

If it is considered impracticable for any reason to clear firebreaks or establish other arrangements as required by this notice, you may apply in writing to the Shire of Dundas not later than the 15th day of November each year for permission to provide firebreaks in alternative positions on the land.

If permission is not granted by the Shire you must comply with the requirements of this notice. If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

THE PENALTY FOR FAILING TO COMPLY with this notice is a fine not exceeding \$5,000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

Any alternatives to firebreaks as described in the Firebreak Notice must be submitted in writing to the Shire of Dundas by November 15th. The responsibility for ensuring the protection of your property is yours. Proper preparedness for the fire season will enhance the capacity for you, your family and property to survive a wildfire should one occur. Fire preparedness measures are a defensive method of ensuring survivability from within your property boundary. This may be achieved by a variety of measures which include:

PAPERS RELATING



- **Cleared firebreaks and driveways:** have the capacity to slow the progress and contain fires as well as provide access for emergency services.
- **Hazard reduction:** burning, slashing, mowing and chemical treatment have the capacity to reduce the amount of flammable material on your property. The less fuel available to burn during a wildfire, the less intense the fire.
- **Natural features:** such as rock outcrops usually have little flammable material on them. Natural features may be used in conjunction with other firebreak installation methods, such as linking them with constructed firebreaks and driveways, and as containment zones for hazard reduction burns.
- **Reticulation:** Where specialized pastures are established under reticulation (e.g., for stud properties), this may, on application, be accepted in lieu of firebreaks provided the pasture is kept green.
- **Grazing:** This is a very effective method of fuel reduction; however other firebreak conditions must be met.

DATES TO REMEMBER 2023-2024		
RESTRICTED BURNING PERIOD 1	PROHIBITED BURNING PERIOD	RESTRICTED BURNING PERIOD 2
OCTOBER 1st TO NOVEMBER 30 th (INCLUSIVE)	DECEMBER 1st TO MARCH 31st (INCLUSIVE)	APRIL 1st TO MAY 31ST (INCLUSIVE)
Permits to burn are required during this period for hazard reduction burning.	All burning, including garden refuse is prohibited during this period.	Permits to burn are required during this period for hazard reduction burning.
Alternative firebreak applications to be submitted by November 15th, 2023.	Firebreaks to be maintained clear of flammable material until March 31st, 2024.	Certain climate or weather conditions may cause these periods to be extended or shortened.
Firebreaks must be installed by November, 30th, 2023		Certain climate or weather conditions may cause these periods to be extended or shortened. You must check the press for details or call the Shire Office on 9039 1205 before commencing to burn.
Please note that penalties apply where burning regulations are contravened, or permit conditions are not complied with.		
Dates are subject to change depending on seasonal weather conditions. Updates will be posted on the Shire of Dundas website, and social media platforms.		

TO REPORT FIRES - RING TRIPLE ZERO (000)

By order of the Council

Peter Fitchat
Chief Executive Officer

PAPERS RELATING



INFORMATION

FIRE DANGER RATING

No fires may be lit on a day when the forecast Fire Danger Rating for the District is Very High to Catastrophic fire danger. This information is available on the Shire website www.dundas.wa.gov.au and is also displayed on the Information Board on Eyre Highway, Esperance Highway & Coolgardie Highway.

BARBECUES

Solid fuel barbecues, spit roasts, hangi, Weber's, pizza ovens and the like are not permitted on days of Very High to Catastrophic fire danger ratings. Many recreation sites within the Shire of Dundas have gas or electric barbecues installed, which may be used at these times. Gas or electric barbecues at home are also permitted.

PERMITS

Permits are required to burn bush or grass at any time between October 1st and November 30th inclusive and April 1st to May 31st inclusive. Permits are available from the Shire of Dundas Administration Office.

STACKS OR PILES OF TIMBER OR VEGETATION

The Department of Environment and Conservation prohibits the burning of vegetation material on a development site of greater than 2000 square metres. This includes residential and construction lots. Vegetation must be mulched or removed from the site. During any construction phase, material that is cleared from the site should be moved to the front of the block to facilitate easy removal. Very High to Catastrophic fire danger ratings will also affect burning activities. Check with the Shire of Dundas **08 9039 1205**.

INCINERATORS

Incinerators must not be lit during the Prohibited Burning period of December 1st to March 31st inclusive. Incinerators may be lit at other times provided the Fire Danger Rating is not Very High to Catastrophic. Incinerators must be properly constructed and designed to prevent the escape of any sparks or burning material. They must be located at least 2 metres away from any building or fence and from which all flammable material has been removed and kept cleared.

WELDING/CUTTING APPARATUS

If you are using a welder or operating a power operated abrasive cutting and or grinding disc of any kind, you must have at least one fire extinguisher present and be surrounded by a five-metre firebreak.

FIREBREAKS: Firebreaks must be installed and maintained from the November 30th to March 31st inclusive.

FIREBREAK INSPECTIONS: Firebreak inspections are carried out during the period December 1st to March 31st inclusive.

GARDEN REFUSE

During the Prohibited Period (December 1st to March 31st inclusive).

Garden refuse must not be burnt at any time. (These dates may be changed according to seasonal conditions.)

During the Restricted Period (October 1st to November 30th inclusive and April 1st to May 31st inclusive). Garden refuse may be burnt without a permit during the Restricted Period provided the following criteria are met:

- The pile of garden refuse does not exceed 1 cubic metre.
- An area 5 metres wide is cleared around the pile. (Lawn, driveways, paths etc. may be considered as cleared area)
- Only 1 pile of garden refuse is to be alight at any one time.
- The fire is only permitted to be lit between 6.00pm and 11.00pm
- The fire is completely extinguished by midnight the same day.
- At least 1 person is in attendance at all times.
- There is always a means of extinguishing the fire available. (e.g., garden hose, knapsack spray or fire unit).
- You notify your neighbors of your intention to burn.
- The Fire Danger Rating is not Very High to Catastrophic. Check website for information www.dundas.wa.gov.
- The smoke from your fire does not cause a nuisance to neighbors and or traffic.
- Do not burn plastics, another household or commercial waste.
- Do not burn wet or green piles of material at any time as this will cause excessive smoke.

During times other than the Restricted or Prohibited Period:

Garden refuse may be burnt however the same requirements stipulated above are recommended.

PENALTIES		
Section	Offence	Penalty
17(12)	Setting fire to bush during prohibited burning period.	\$250
22B	Lighting of fires prohibited during total fire ban.	\$1,000
24B(3)(a)	Failure to produce permit to burn.	\$100
24(G)	Burning garden refuse contrary to Ministerial or Local Government prohibition or restriction.	\$250
25	Offences relating to lighting a fire in the open air.	\$250
33(3)	Failure to maintain a firebreak as per firebreak notice.	\$250
56(3)	Refusal to state name and abode or stating false name or abode.	\$100
Major offences may result in court action with penalties ranging from \$1,000 to \$250,000 and/or imprisonment.		

TO REPORT FIRES - RING TRIPLE ZERO (000)





SIMPLE AND ONGOING PROPERTY UPKEEP

Set calendar reminders to complete these preparations monthly during fire season

	NOV	DEC	JAN	FEB	MAR	APR
Cut the grass around your property to 10cm or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prune shrubs so they are not dense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check gas release valves face away from property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



MORE LASTING PROTECTION

Set calendar reminders to complete these preparations annually

- Remove any shrubs from against the home
- Keep gas cylinders away from likely direction of fire (i.e. where bush is) and turn release valves outwards
- Remove wood, mulch or any flammable material against or near the house
- Create a minimum two metre gap between your house and tree branches
- Install metal fly wire mesh on all windows, vents and install a protective screen on evaporative air conditioner
- Block any gaps under floor, in the roof spaces, under eaves, external vents, skylights, chimneys and wall claddings
- Install a fire or heat radiant shield such as a solid fence

ADDITIONAL RURAL PROPERTY PROTECTION

- Make sure fire trucks can access and turn on your property
- Check bridge loading and cattle grid loading for fire truck access
- Create fire breaks along paddock boundaries
- Store petrol and gas safely away in a shed
- Install underground water pumps that lead from dams to the house
- If a fire threatens move livestock to a well grazed paddock
- Create a mineral earth firebreak along the boundary of your property

Image Sourced from: DFES Fire Chat Bushfire Preparedness Tool Kit
<https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/BushfireManualsandGuides/DFES-Fire-Chat-Bushfire-Preparedness-Toolkit.pdf>



PAPERS RELATING

10.4.4 Works and Services

Manager of Works and Services: Barry Hemopo

TOWN WORKS

- Airport terminal building
- Replace cistern at dog park toilets damaged.
- Fencing at the airstrip ongoing.

- Planes in Monday, Tuesday, and every second Wednesday.
- Removal of dentist chair and related equipment from the medical centre.
- Bromus and Dundas Rocks bin run.
- Automatic opening doors to the North side of the admin building repaired and glass replaced due to member of the public kicking it in trying to gain access to the building, police notified, and insurance claim lodged.
- Two new employees (Allrounders) have started at the Shire.

- Hyden road toilets cleaned x 4 and; septic tanks pumped out.
- Dog park septic tanks pumped out.
- Removal of pool table at Youth centre, build new pool table.
- 10 cats euthanised at Swans veterinary services.
- Cat trapping around town ongoing.
- Erect 2 x No Through road signs on corner of motocross and Dennison drive.
- Air terminal building being assembled on site.
-

GARDEN CREW

- Garden works ongoing.
- Weed spraying with KAMBA ongoing around town.
- Cleaning up storm drains ongoing.
- Woodlands and Medical Centre done.
- Verge slashing continuing.
- Used needles found next to footpath in the drain on Roberts Street.
- Tidy up Pensioner units and pump out septic tanks.

ROAD CREW

- Hyden Road repairs and drainage.
- Harvest trees from Higginsville and transport back to the depot.
- Potholes in bitumen on Hyden Road being repaired a work in progress.
- Grader operator has left the Shire, a long-term employee has stepped up to take over this position.
-

PLANT

- Shire UD prime mover towed IGA grocery trailer to Perth due to the IGA truck having mechanical issues.

Norseman Landfill

PAPERS RELATING

- Pump out number 1 holding tank to number 2 tank and onto the drying bed, clean out tank with backhoe machine.
- Clean out rubbish catcher screen in the number 1 holding tank.
- Complete modifications to the liquid waste system for the number 1 holding tank.

OCCUPATIONAL SAFETY AND HEALTH

- Ongoing JHA and SWP procedures being added to our system.
- Depot crew conducting JSA' s for all jobs.
- Inductions carried out by employees for IGO Nova.
- Rectify faults found on the risk assessment audit to all machines (WIP)
- Code of conduct and comment page completed for Woodlands, Depot, Laundromat, and Shire office.

BUILDING MAINTENANCE

- Emailed Pest control suppliers for quotes for all Shire buildings.

CEMETERY

- Cemetery sprayed and weeded.

MWS WORKING ITEMS

- Plumbing to be connected up to the water tanks at the airstrip.
- 2 x 6m gates on tracks to be fabricated at the workshop for the car park entrance at the airstrip.
- Missing street signs being replaced work in progress.
- Electrician to replace lights at Marks Park with LED units.
- Medical centre renovation works to be quoted for work to be carried out.
- 36 Angove Street new gas stove to have new lines fitted under the floor to connect stove.
- Hyden road closed 3rd and 4th August due to bad weather.
- Two new employees (Allrounders) have started at the Shire.
- Toilets in the town are being locked at night due to vandalism, have a quote to replace all locks with 24Hr timers so they open at a certain time and close automatically at a certain time. \$14,932.28
-

SWIMMING POOL

- Lawns mowed.
-

PRIVATE WORKS

- Road repairs on the Hyden Road for IGO Forretonia.
- Road repairs at Nova mine site for IGO.
- Travel to Higginsville for harvesting of wood being cleared by the mine and transport back to the depot.
- Quote sent to DFES to slash UCL blocks in town (205 in total)

PAPERS RELATING



10.4.5 Woodlands Cultural, Community & Visitor Centre Report

Reporting Officer: Tourism and Events-Margaret McEwan
Reporting Period: July - August 2023

Norseman Community Resource Course

Room Hire - 1
Digital Assistance - 3
TransWA Bookings - 4
Photocopying - 17
Printing - 16
Scanning/Email – 9

Services Australia	Service Provider Visits
8 customers accessed Services Australia 8 self service 2 needed assistances with their claim. 8 needed to be referred to a Services Australia Centre	Centrecare Bega Mobile Clinic

Upcoming Events

Be Connected - Technology and your health
Where: Woodlands Centre
Time: 1 pm – 2pm
FREE

Norseman Visitor Centre

From 26th July to 18th August 2023, a total of seven hundred and fifty-one patrons have been through the Woodlands Centre (excluding CRC customers).

RV park receipts collected. The VC team is encouraging tourists to submit their receipts to show assistance in capturing the tourism spending in Norseman.

July - \$3,363.62
August - \$2,146.08
TOTAL \$5,509.70

PAPERS RELATING

10.4.6 Youth & Recreation Services

Youth & Recreation Officer: Brad Turner

Period of reporting: 20 July -18 August 2023

Norseman Youth Centre Attendance and Activities_

760 youth drop-ins visits during the reporting period.

Youth have been doing a number of craft activities in preparation for the Norseman Community Art & Garden Show.

Holiday craft activities have included:

- Gem Arts
- Finished the bird feeds
- Pot plant
- Mandalas

New Equipment

The billiards and foosball tables are now installed, and the children are all enjoying the new equipment.

Town Oval Sport

The weather continues to prevent Friday night Sport, however when the opportunity arises we go to the town oval during the day to a number of sports including football, golden child, street hockey, and cricket.

Upcoming Excursion

Goldfields Arts Centre Just Tricking 16 September

Kidz Klub and Tiny Tots

Both programs, are a partnership between the Norseman CRC and Shire's Youth Services, have been running well, with attendance increasing. It is a great atmosphere to have the parents and grandparents at the Woodlands Centre with the children, however as the number increase the Shire may consider moving to a larger area where we can incorporate indoor and outdoor play.

Kidz Kub are embarking on a *Journey around the World*, which sees us exploring a different country each fortnight. So far we have visited Mexico, China, and America. The children cook a dish and make a craft activity from that country.

Tai-Chi

We have been investigating Taichi sessions, with the instructor taking lessons from Perth via zoom to the Norseman Town Hall. The hope is to hold fortnightly session,

Norseman Walking Group

PAPERS RELATING

Starting in September every Saturday morning 9:00-9:45am. Working in partnership with the Heart Foundation the goal is to help people *find their 30*. Information from the Heart Foundation demonstrates why being active is so important, and how a simple activity like walking benefits physical and mental wellbeing. 'Walking for an average of 30 minutes or more a day can lower the risk of heart disease, stroke by 35% percent and Type 2 diabetes by 40%. It's not just your heart and muscles that benefit from walking.

- Regular physical activity can help.
- reduce your risk of heart disease and stroke.
- manage weight, blood pressure and blood cholesterol.
- prevent and control diabetes.
- reduce your risk of developing some cancers.
- maintain your bone density, reducing your risk of osteoporosis and fractures.
- improve balance and coordination, reducing your risk of falls and other injuries.
- improve our daily mood which cumulatively leads to better mental health'.

Information will be displayed on the community noticeboard, Shire's website, and FB pages, and once up and running on the Heart Foundation's website.