



Norseman Woodlands to Eucla Coast

Minutes Certification

I certify that the Minutes of the 23rd March 2023 Ordinary Council Meeting were presented to the Council and confirmed at the 18th April 2023 Ordinary Council Meeting.

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

Cr L Bonza
President

18.04.23

Date



Norseman Woodlands to Eucla Coast

Confirmed Minutes
Ordinary Council Meeting
23rd March 2023

NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 23rd March 2023 in the Council Chambers at the Shire Administration office – Prinsep Street Norseman commencing at 6:00pm AWST to consider and resolve on the matters set out in the attached agenda.

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

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

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

Peter Fitchat
Chief Executive Officer
20th March 2023

CONFIRMED Minutes for the ORDINARY Meeting of Council
held in the Council Chambers at the Shire Administration Office –
Prinsep Street Norseman on the
23rd March commencing at 6:00pm AWST

Notes to Minutes

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

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

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

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1. Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at: 6:00pm

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

1.1 Acknowledgment of Country

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

1.2 Attendance at meetings by electronic means

The Shire President has been advised that Cr Wyatt will be in Norseman, Western Australia when the meeting is held and have requested attendance by electronic means, with other Councillors present at the meeting in accordance with Administration Regulation 14C and 14CA. The President has approved previously to the meeting.

The Shire President has been advised that Cr Patupis will be in Perth, Western Australia when the meeting is held and have requested attendance by electronic means, with other Councillors present at the meeting in accordance with Administration Regulation 14C and 14CA. The President has approved previously to the meeting.

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

Financial Interests: Nil

Proximity Interests: Nil

Impartiality Interests: Nil

Gifts Received by Councillors: Nil

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

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

Cr AR Patupis	Deputy Shire President – Presiding the meeting
Cr JEP Hogan	
Cr SM Warner	
Cr VL Wyatt	

Peter Fitchat	Chief Executive Officer
Barry Hemopo	Manager of Works and Services
Clara Viola	Executive Assistant

Apologies

Pania Turner	Manager of Corporate and Community Services
Cr LG Bonza	Shire President
Cr J Maloney	

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

As the meeting was reschedule for the 23 March 2023 instead of 25 March 2023, Cr Maloney had formally notified the President that he would not be able to attend due to the scheduled oversea travel.

Public Gallery

Gail Gordon
AL. Ferrus
Sharon Brown

4. Applications for Leave of Absence.

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

5. Response to Previous Public Questions Taken on Notice.

The CEO has highlighted that the Shire has been contacting the owners of the empty blocks in order comply with the fire brake notices. The Shire is monitoring the situation and will take a decision regarding cleaning up the blocks which the owners were not able to be contacted.

6. Public Question Time.

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

7. Confirmation of Minutes of Previous Meeting.

7.1 Minutes of the Ordinary Meeting of Council held on 2nd March 2023 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Meeting of Council held on 2nd March 2023 to be confirmed as a true and accurate record.

Moved: Cr. Hogan

Seconded: Cr. Warner

Resolution

That the minutes of the Ordinary Meeting of Council held on 2nd March 2023 to be confirmed as a true and accurate record.

Carried by: Simple Majority For: 4 Against: 0

7.2 Minutes of the Special Council Meeting held on 31st January 2023 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Special Council Meeting held on 31st January 2023 to be confirmed as a true and accurate record.

Moved: Cr. Hogan

Seconded: Cr. Warner

Resolution

That the minutes of the Special Council Meeting held on 31st January 2023 to be confirmed as a true and accurate record.

Carried by: Simple Majority For: 4 Against: 0

7.3 Minutes of the Special Council Meeting held on 16th February 2023 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Special Council Meeting held on 16th February 2023 to be confirmed as a true and accurate record.

Moved: Cr. Hogan

Seconded: Cr. Warner

- CEO has added the information that the group has a new WALGA person working at regional WA and will be scheduling an appointment with the Shire soon.

8.1.5 Local Emergency Management Committee

Council representatives Cr Bonza and Cr Warner

- Cr. Patupis has informed that she is not at the LEMC, instead, it is Cr Warner. To be fixed at the minutes and following agendas.

8.1.6 Steering Committee Coastal Management Plan

Council representatives Cr Bonza and Cr Patupis

- Cr. Patupis has informed that she is part of the Steering Committee Coastal Management Plan, and no recent meeting has been held.
- CEO has added the information that the Project was submitted for quoting with the State Government as requirement and after that will be presented for Council approval at Council Meeting.

9. Announcements by Presiding Member without Discussion.

Nil.

10. Reports

10.1 Members and Policy

Agenda Reference & Subject	
10.1.1 Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	20 th March 2023
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for **16th March 2023**.

Background

The Councillors' Information Bulletin for the period ending **16th March 2023** was completed and circulated to Councillors.

Statutory Environment

Local Government Act 1995

1. Section 2.7(2) - Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.
2. Section 3.1 – Provides that the general function of the local government is to provide for the good governance of persons in its district.

Policy Implications

Council has no policies in relation to this matter.

Financial Implications

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

Strategic Implications

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

Consultation

The IB Report is prepared in consultation with Senior Officers

Comment

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

The Information Bulletin contains confidential elements and is not a public document, it is distributed to Councillors and senior officers only and is not for public release.

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the monthly Councillors' Information Bulletin for the period ending 16th March 2023 as included in confidential papers relating.

Moved: Cr. Wyatt

Seconded: Cr. Hogan

Resolution

That Council receive the monthly Councillors' Information Bulletin for the period ending 16th March 2023 as included in confidential papers relating.

Carried by: Simple Majority For: 4 Against: 0

Agenda Reference & Subject	
10.1.2 Council Policy EM.5 Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy	
Location / Address	88-92 Prinsep Street, Norseman WA 6443
File Reference	GR.CO
Author	Manager of Corporate and Community Services – Pania Turner
Date of Report	19/03/2023
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider the Conducting Electronic Meetings and Attendance by Electronic Means Policy.

Background

Electronic meetings and attendance by electronic means is becoming a commonplace form of meeting engagement. Establishing a policy provides Council with a decision-making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

Statutory Environment

This policy is to comply with the Local Government Act 1995 ('the Act') and Regulations 14C, 14CA, 14D and 14E of the Local Government (Administration) Regulations 1996.5.90A of the Local

Government Act 1995 and the Shire's Code of Conduct.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Governance and Leadership - Goal 5

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

Consultation

Elected Members

Senior Officers

WALGA policy template

Comment

The Policy is being recommended to Council to ensure that Shire of Dundas complies with the required legislation in relation to electronic meetings and attendance by electronic means.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas Council adopt the policy EM.5 Electronic Meetings and Attendance by Electronic Means.

Moved: Cr. Wyatt

Seconded: Cr. Hogan

Resolution

That the Shire of Dundas Council adopt the policy EM.5 Electronic Meetings and Attendance by Electronic Means.

Carried by: Absolute Majority For: 4 Against: 0

Cr. Patupis has commented that this policy is to the Shire to adapt to the Local Government rules and will serve as a future reference for Councillors.

CEO has added that recently the a few rules has been changing regarding the Local Government and the policy serves to simplify for future reference.

Attachment: DRAFT Conducting Electronic Meetings and Attendance by Electronic Means Policy.**EM.5 Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy****Policy Objective**

To establish the Shire of Dundas decision-making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

Definitions

Electronic Means refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

Members refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

Policy Statement**1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]**

For efficiency and the avoidance of unnecessary inconvenience, Members are to submit written requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.

A request for electronic attendance at an in-person meeting:

- Is to be provided to the President;
- Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
- Where the President rejects a request, the requester may ask Council to re-consider the request; and
- The President may refer their own request to the Deputy Mayor/President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.



EM.5 Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy

Where a request meets the following criteria, approval will not be unreasonably withheld:

The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];

The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and

The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].

Records of requests and decisions about requests must be retained:

Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and

Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].

The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Mayor/President or during the meeting itself by Council for a Council meeting.

2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]

Ordinary meetings will primarily be held as in-person meetings.

Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:

Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].

Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:

The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];

The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution [Admin.r.14D(3)(4)];

The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and

Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.



EM.5 Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy

Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

- published on the Local Government's Official webpage [Admin.r.12];
- provided in the Notice of Meeting/Agenda; and
- broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of a Band 1 or 2 council or committee, where the meeting must be 'open to members of the public', then the council or committee must 'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public' [Admin.r.14E(3A)(b)].

3. Participating in Meetings by Electronic Means

Presiding at Meeting – Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.

Conduct – Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

Meeting Procedures – Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

External Parties Participating in Closed Meetings – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Electronic Means – Regulation 14CA and 14D

The Shire of Dundas preferred electronic means is via a Teams invitation issued by the Shire of Dundas President, CEO or delegated officer. Where Teams is not available Council will note the alternative method in the meeting notifications, agenda and minutes, and ensure that the alternative electronic means being used are compliant with Regulations 14C, 14CA, 14D and 14E.

From time to time Council will review and determine whether the current technologies, or any proposed new technologies, to facilitate electronic attendance at in-person meetings and / or electronic meetings to confirm that the systems and operational protocols and practices align with the provisions of Admin. Admin. Regulations 14C, 14CA, 14D and 14E.

Policy Adopted xxx



EM.5 Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy

Document Control Box							
Document Responsibilities:							
Owner:	MANEX		Owner Unit:	Business			
Reviewer:	MANEX		Decision Maker:	Council			
Compliance Requirements:							
Legislation:	<i>This policy is to be read in conjunction with the Local Government Act 1995 ('the Act') and Regulations 14C, 14CA, 14D and 14E of the Local Government (Administration) Regulations 1996.</i>						
Other:							
Organisational:							
Document Management:							
Risk Rating:		Review Frequency:	Biennial	Next Due:	November 2025	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1. New							
2.							
Related Documents:							

Agenda Reference & Subject	
10.1.3 Council Policy HR.24 Draft Drug and Alcohol Policy	
Location / Address	88-92 Prinsep Street, Norseman WA 6443
File Reference	GR.CO
Author	Manager of Corporate and Community Services – Pania Turner
Date of Report	19/03/2023
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider the review of the Drug and Alcohol Policy ready to be presented to Shire of Dundas employees for consultation.

Background

The Shire of Dundas has an existing policy HR24 Drug and Alcohol-Free Environment Policy was reviewed in October 2020. The Shire conducts scheduled reviews of its policies to ensure they are fit for purpose and meet compliance requirements.

The Shire of Dundas has a responsibility to provide employees, elected members, volunteers, contractors and visitors with a safe and healthy working environment by ensuring a drug and alcohol-free workplace. Therefore, the Shire and its employees must take all reasonable care not to endanger the safety of themselves or others (including members of the public) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

Statutory Environment

Work Health and Safety Act 2020 (WA) (WHS Act)

Policy Implications

HR.15 Staff Recruitment and Selection

Financial Implications

Nil

Strategic Implications

Community- Goal 1

1.1 A healthy, safe, resilient and engaged Community.

Governance and Leadership - Goal 5

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

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

5.1.3 Continual improvement in the Integrated Planning and Reporting (IPR) standard.

5.1.4 Risk is managed through planning and timely reporting of Senior Officers to Council.

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

Consultation

Elected Members
Senior Officers
WALGA policy template

Comment

The policy has been reviewed in accordance with the WALGA Drug and Alcohol template. It is advised that where workplace policies directly impact staff such as the Drug and Alcohol Policy, employees are important contributors to the development of and implementation of such policies. The period on employee consultation allows for education, training and valuable feedback.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas Council note the review of policy HR24 Drug and Alcohol and approve the policy be presented to Shire of Dundas employees for consideration and feedback prior to the policy being tabled at the April Ordinary Council Meeting 2023.

Moved: Cr. Wyatt
Seconded: Cr. Hogan

Resolution

That the Shire of Dundas Council note the review of policy HR24 Drug and Alcohol and approve the policy be presented to Shire of Dundas employees for consideration and feedback prior to the policy being tabled at the April Ordinary Council Meeting 2023.

Carried by: Absolute Majority For: 4 Against: 0

Cr. Patupis has commented that the policy is clear placing the standard.

Attachment: HR24 Draft Drug and Alcohol-Free Environment Policy**HR.24 Draft Drug and Alcohol Policy****1. Policy Objective and Statement**

The Shire of Dundas and its employees must take all reasonable care not to endanger the safety of themselves or others (including members of the public) in the workplace.

Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Policy Application

This policy applies to all employees, contractors, visitors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.

3. Responsibilities

Under the Work Health and Safety Act 2020 (WA) (WHS Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.

The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely.

An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action, including termination of employment.

4. Reporting requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

5. Drug use on the premises

Employees who buy, take, or sell drugs on Local Government premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their line manager or Human Resources and disclose any side effects that these medication/drugs may cause.

6. Consumption of alcohol on the premises

Except in situations where the Local Government holds a function on the premises and alcohol is provided, employees must not consume alcohol in the workplace.

7. Drug and alcohol treatment programs

Where an employee acknowledges that they have an alcohol and/or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee. The Local Government:

- will allow an employee to access any accrued personal or annual leave so that they may undergo treatment, and
- will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol and/or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment,



HR.24 **Draft** Drug and Alcohol Policy

or possible termination from employment if the employee is unable to safely carry out the inherent requirements of their role.

8. Managers' responsibilities – consumption of alcohol at work sponsored functions

Managers are required to:

- encourage employees to make alternative arrangements for transport to and from work prior to the function
- ensure that the following is made available: water, soft drinks, low alcohol drink options, tea and/or coffee and food
- assist the employee with safe transport home, including contacting a family member or arranging a taxi, if the manager believes a person may be over the BAC 0.05 limit, and
- appoint a delegate to oversee the remainder of the function if the manager has to leave early.

9. Pre-employment medical tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

10. Identification of impairment and testing

If the Local Government has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include, but are not limited to, where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Local Government suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties
- require that an employee undergo drug and alcohol testing administered by a suitable qualified person appointed by the Local Government, and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Local Government may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Local Government may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.



HR.24 Draft Drug and Alcohol Policy

The following steps are to be taken where an employee, who has submitted to a medical assessment, returns a positive test result for alcohol and/or drugs:

- the employee tested and the supervisor (or respective employer) will be informed of the result, and
- a disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Local Government.

11. Education, training, and awareness

Employees who recognise that they have a drug and/or alcohol problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Dundas engages the services of an external Employee Assistance Provider through LGIS who can provide the Local Government’s employees with free and confidential counselling. Details of the Employee Assistance Provider are to be made readily available to all employees.

12. Consequences of breaching this policy

An employee engaged by the Local Government who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

13. Variation to this policy

This policy may be cancelled or varied from time to time. Shire of Dundas employees will be notified of any variation to this policy by the usual correspondence method.

Policy Reviewed xxx 2023

Document Control Box			
Document Responsibilities:			
Owner:	MANEX	Owner Business Unit:	
Reviewer:	MANEX	Decision Maker:	Council
Compliance Requirements:			
Legislation:	Work Health and Safety Act 2020 (WA)		
Other:			
Organisational:			
Document Management:			



Norseman Woodlands to Eucla Coast

HR.24 **Draft** Drug and Alcohol Policy

Risk Rating:		Review Frequency:	Biennial	Next Due:	March 2025	Records Ref:	
Version #	Decision Reference:	Synopsis:					
1. (Adopted)	16/04/2019						
2.	March 2023	Review and update					
Related Documents:							
HR.15 Staff Recruitment and Selection							

Agenda Reference & Subject	
10.1.4 Shire of Dundas Motion - National General Assembly of the Australian Local Government Association	
Location / Address	Shire of Dundas
File Reference	GR.SL.25
Author	CEO Peter Fitchat
Date of Report	20 th March 2023
Disclosure of Interest	Nil

Summary

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

Shire of Dundas to move:

MOTION

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

IN BRIEF

Federal Support essential to make this work for regional and remote regional councils to provide essential Medical Practise and Services in remote and Regional Communities

Background

Over the last couple of years, the cost to Councils and their ratepayers has been increasing and the Rural Doctor shortages was highlighted across the nation.

Demands from our small Community Medical Practise cost is increasing to almost 15% of our revenue and this will impact Councils ability to keep delivering other services to Community, it could be that positions within Council may have to be removed to provide these increased demands from our local practise.

Decisions like this below having a direct affect to provide affective:

RACGP - DPA change making rural GP recruitment harder

“There has been ‘an immediate impact’ on the GP workforce in rural and remote areas following a decision to expand Distribution Priority Area (DPA) status, newsGP has been told. Last month’s Federal Government announcement means that GP catchments in Modified Monash 2 (MM 2) areas, which include most large regional towns, now automatically have DPA status.

Some outer-urban areas within large cities, classified as MM 1, have also gained DPA or partial DPA status”.

The continuation of Bulkbilling is also a concern concerns across Australia is also a concern, Councils now has to take on providing Medical {Practise business and recruit Doctors as a

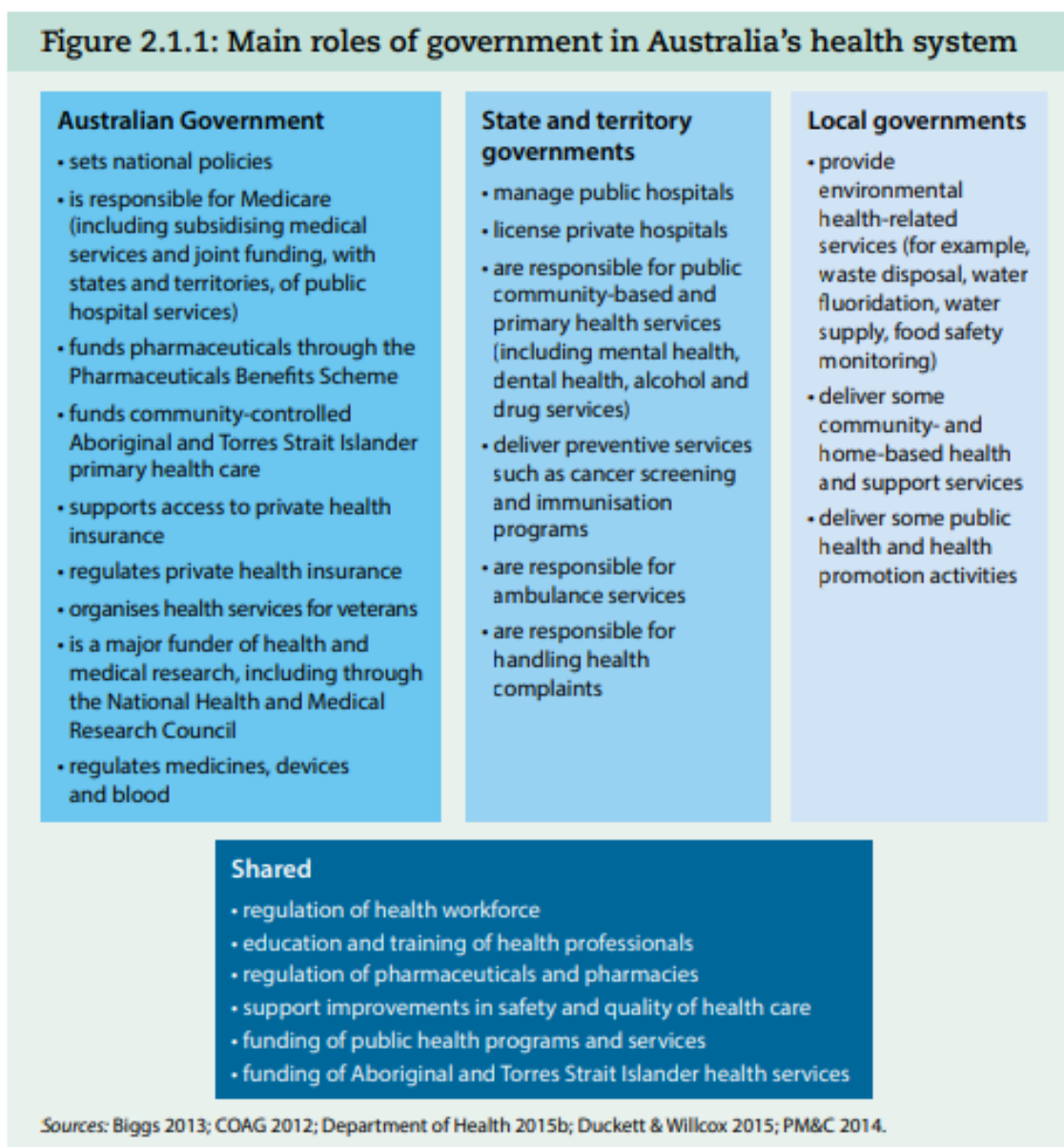
staff members as remote practises and Communities is impacted by making remote living by prospective GP.s because of a range of issues, staff availability to fill admin positions for their practise, housing in remote areas severely impacted by the lack of Federal and State Government investment in remote areas.

As part of the document link above, this is what is explained as Local Government responsibility.

2.1 How does Australia's health system work? (Australia's health 2016) (AIHW) (Appendix 4)

“Local governments, in addition to providing community-based health and home care services, have a significant role in public health and health promotion activities (for example, the provision of immunisation services; smoking cessation, nutrition awareness and weight loss programs; child and maternal health services; and promoting safety and physical activity) and may also deliver environmental health-related services (including water fluoridation, sanitation services, water and food inspection and food safety monitoring) (ALGA 2010; LGNSW 2016) (see Figure 2.1.1)”.

Figure 2.1.1: Main roles of government in Australia's health system



Sources: Biggs 2013; COAG 2012; Department of Health 2015b; Duckett & Willcox 2015; PM&C 2014.

The Australian health system | Australian Government Department of Health and Aged Care

Australian Government responsibilities

1. Medicare Benefits Schedule (MBS)
2. Pharmaceutical Benefits Schedule (PBS)
3. supporting and regulating private health insurance
4. supporting and monitoring the quality, effectiveness and efficiency of primary health care services
5. subsidising aged care services, such as residential care and home care, and regulating the aged care sector
6. collecting and publishing health and welfare information and statistics through the Australian Institute of Health and Welfare
7. funding for health and medical research through the Medical Research Future Fund and the National Health and Medical Research Council
8. funding veterans' health care through the Department of Veterans' Affairs
9. funding community controlled Aboriginal and Torres Strait Islander primary healthcare organisations
10. maintaining the number of doctors in Australia (through Commonwealth-funded university places) and ensuring they are distributed equitably across the country
11. buying vaccines for the national immunisation program
12. regulating medicines and medical devices through the Therapeutic Goods Administration (TGA)
13. subsidising hearing services
14. coordinating access to organ and tissue transplants
15. ensuring a secure supply of safe and affordable blood products
16. coordinating national responses to health emergencies, including pandemics
17. ensuring a safe food supply in Australia and New Zealand
18. protecting the community and the environment from radiation through nuclear safety research, policy, and regulation

State, territory and local government responsibilities

1. managing and administering public hospitals
2. delivering preventive services such as breast cancer screening and immunisation programs
3. funding and managing community and mental health services
4. public dental clinics
5. ambulance and emergency services
6. patient transport and subsidy schemes
7. food safety and handling regulation
8. regulating, inspecting, licensing, and monitoring health premises

Shared responsibilities

The Commonwealth also shares responsibility with the states and territories for other activities under national agreements such as the Council of Australian Governments (COAG). These other activities include:

1. funding public hospital services
2. preventive services, such as free cancer screening programs including those under the National Bowel Cancer Screening Program
3. registering and accrediting health professionals
4. funding palliative care
5. national mental health reform
6. responding to national health emergencies

Find your state or territory health department.

Local governments play an important role in the health system. They provide a range of environmental and public health services, community-based health, and home care services.

Member Comment

Considering all the issues we encountered in addressing the compliance requirements with our Medical Practice in Norseman, this is a national issue and Federal Assistance to address this matter will be required.

Voting Requirements

Simple Majority

Officer Recommendation

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

Moved: Cr. Hogan

Seconded: Cr. Warner

Resolution

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

Carried by: Simple Majority For: 4 Against: 0

The CEO, Peter Fitchat has highlighted that the recent experience that the Shire of Dundas has been going through regarding the GP has entitized the importance of the Federal Government to support medical assistance in small shires. The CEO has added that no Local Government in City contribute to medical assistance, such as Shire of Esperance and Albani. Only small regional councils are contributing to doctors' assistance. The CEO has informed that medical assistance is the Federal Government role in the Australia Health System.

Cr. Patupis has added that it is certainly a matter to be reviewed by the Federal Government and it has been always an issue to supply medical assistance for remote areas. Small Shires has been struggling to offer medical assistance to the community.

10.2 Administration, Finance and Community Development

Agenda Reference & Subject	
10.2.1 Accounts Paid 01/02/23 to 28/02/23	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Finance Assistant – Katherine Wiles
Date of Report	19 th March 2023
Disclosure of Interest	Nil

Summary

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

Statutory Environment

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

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

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

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

Policy Implications

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

Financial Implications

Accounts are managed within the approved Budget.

Visitor Centre Payments

Chq/EFT	Date	Name	Description	Amount
363292	21/02/2023	Norseman CRC	Transfer sales	981.57
362957	21/02/2023	Norseman CRC	Transfer sales	1402.50
EFT7730	24/02/2023	Raymond Marcon	3 x assorted cutting boards, 6 x key ring pens, pair candle holders - trio candle holders	391.00
EFT7731	24/02/2023	VANESSA AUSTRALIA	Restock of various goods, Visitor Centre	2,267.09
010323	01/03/2023	ANZ Bank	Bank Merchant Fee	67.37
020323	02/03/2023	ANZ Bank	Account Service Fee	10.00
Total Visitor Centre Account EFT's for February 2023				\$5,119.53

Municipal Account EFT's, Cheques and Direct Debits

Chq/EFT	Date	Name	Description	Amount
7968	1/02/2023	ANZ Bank	Merchant Fee	276.24
7968	1/02/2023	Department of Transport	Licensing transaction for 30.01.2023 - debited on 01.02.2023	715.05
PAY	1/02/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	81,784.14

Chq/EFT	Date	Name	Description	Amount
7968	1/02/2023	Department of Transport	Licensing transaction for 31.01.2023 - debited on 02.02.2023	1,120.75
363766	3/02/2023	Employee	Reimbursements for incidentals for 3 employees	445.20
363890	3/02/2023	Employee	Reimbursements for travel to Eucla for 4 employees	593.60
7972	3/02/2023	Department of Transport	Licensing transaction for 01.02.2023 - debited on 03.02.2023	1,061.90
EFT7606	03/02/2023	Eucla Motor Hotel	Accommodation & Meals (for Pania Turner & Leigh Morgan) & Fuel for P339 & P332	1,011.66
EFT7607	03/02/2023	ALTORA SOLUTIONS	Axion Subscription to Altora : 01/01/23 - 01/02/23	345.51
EFT7608	03/02/2023	BP Norseman	Various Fuel Purchases for December 2022	588.25
EFT7609	03/02/2023	Bonza Constructions Pty Ltd	Disabled access to Gym - Widen the door frame & replace existing ramp	3,545.30
EFT7610	03/02/2023	Laurene Bonza	Claim (Council Meeting Special 31.01.23)	383.00
EFT7611	03/02/2023	Cutting Edges Pty Ltd	Grader blades, plow bolt & nut, including freight & handling	1,977.32
EFT7612	03/02/2023	BOC Limited	Container Service Fee: 28/11/22 - 28/12/22	42.37
EFT7613	03/02/2023	ESPERANCE METALAND	Wire gas less M/S 0.9mm 4.5KG X 4	246.18
EFT7614	03/02/2023	Esperance Rural Supplies	Water Supply Airport/Cemetery/Landfill - 50mm blanks to fit 50mm poly	110.00
EFT7615	03/02/2023	MATTEN PTY LTD T/AS FREIGHT LINES GROUP	Freight (13/12/22 - Esperance Metaland - Steel Pipes)	104.89
EFT7616	03/02/2023	Elite Gym Hire	Hire of Treadmill, Bike, Rower & Cross Trainer (12/01/23 - 12/02/23)	1,402.67
EFT7617	03/02/2023	EAGLE PETROLEUM (WA) PTY LTD	Renolin B plus 68 20L	968.00
EFT7618	03/02/2023	FUTURE SECURITY SOLUTIONS	Quarterly Monitoring for 81 Roberts Street 19.10.2022 - 19.01.2023	150.15
EFT7619	03/02/2023	FIRE & SAFETY WA PTY LTD	Wildland fire boots, fire goggle & fire gloves	1,260.17
EFT7620	03/02/2023	FARM AND GENERAL	20kg baileys lawn fertiliser x 20	980.00
EFT7621	03/02/2023	Greenfield Technical Services	DA 04/2022 - Proposed Service Station at 71-75 Prinsep Street Norseman Review the comments from the developer in response to the original preliminary assessment memo and update the memo providing further advice.	550.00
EFT7622	03/02/2023	GLEN FLOOD GROUP PTY LTD	Finance & Governance: 32hrs @ \$108 - 09/01/23 - 22/01/23	3,801.60

Chq/EFT	Date	Name	Description	Amount
		T/A GFG TEMP ASSIST		
EFT7623	03/02/2023	John Edward Patrick Hogan	Claim (Council Meeting Special 31.02.23)	108.00
EFT7624	03/02/2023	Horizon Power	Street Lights Power Charges - 01.12.2022 - 31.12.2022	11,173.40
EFT7625	03/02/2023	JOHN MALONEY	Council Meeting Special 31.01.2023	108.00
EFT7626	03/02/2023	Kalgoorlie-Boulder Chamber of Commerce & Industry Inc	Membership of the Chamber for December 2022 - November 2023	390.50
EFT7627	03/02/2023	K & R EARTHWORKZ	Footpaths - dog park	26,165.00
EFT7628	03/02/2023	LEADSUN AUSTRALIA PTY LTD	Light it up promotion - Norseman Solar Lighting at Town Oval, Shire car park & Dog Park	7,229.20
EFT7629	03/02/2023	Moore Australia (WA) Pty Ltd	2023 Moore Australia (WA) WALGA Tax Webinars - Series 1 (Attendees - Jodie Richardson & Katherine Wiles x 5 Webinars)	2,750.00
EFT7630	03/02/2023	MINING MART PTY LTD	C23AC81RMH mono pump bareshaft	6,077.75
EFT7631	03/02/2023	Moore Australia Corporate Finance (WA) Pty Ltd	Business Valuation of the Norseman IGA	14,373.34
EFT7632	03/02/2023	Norseman IGA	Purchases for November	1,380.69
EFT7633	03/02/2023	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.01.23 - 04.02.23)	65.89
EFT7634	03/02/2023	Norseman General Practice	Pre-employment Medical for Steven Borsi	212.35
EFT7635	03/02/2023	OFFICE OF THE AUDITOR GENERAL	Audit for the year ended 30 June 2022	33,550.00
EFT7636	03/02/2023	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership December 2022	1,265.00
EFT7637	03/02/2023	Rasa Patupis	Claim (Council Meeting Special 31.01.2023)	108.00
EFT7638	03/02/2023	PREMIUM PUBLISHERS	Advertising Australia's Golden Outback 2023	2,959.00
EFT7639	03/02/2023	THE RAILWAY MOTEL AND WOODLANDS GUESTHOUSE	Accommodation for Rasa Patupis In: 24/01/23 -Out: 25/01/23	130.00
EFT7640	03/02/2023	RSEA PTY LTD	Protective Shoes & Clothing for Mya Morgan	1,531.15
EFT7641	03/02/2023	United Rentals Australia PTY LTD	20' Storage container	10,450.01
EFT7642	03/02/2023	Stewart & Heaton Clothing Co. Pty Ltd	Fire helmets, coats and trousers	767.17
EFT7643	03/02/2023	Sigma Companies Group Pty Ltd	Calcium hypochlorite 10kg	2,367.20

Chq/EFT	Date	Name	Description	Amount
EFT7644	03/02/2023	South Coast Foodservice	Laundromat Chemicals	3,011.42
EFT7645	03/02/2023	SWANS Veterinary Services	Euthanasia cats x 3	366.90
EFT7646	03/02/2023	Solutions IT (invoice S + B)	Pre Paid Hours From Solutions IT	2,354.00
EFT7647	03/02/2023	TOLL TRANSPORT	28/12/22- Parcels - Atom	58.83
EFT7648	03/02/2023	IT Vision	2 day SynergySoft Payroll Essentials Course 5- 6 -12-2022 Jodie Richardson	3,575.00
EFT7649	03/02/2023	Veronica Wyatt	Claim (Council Meeting Special 31.01.23)	108.00
EFT7650	03/02/2023	Water Corporation	Various Water Accounts	66,971.61
EFT7651	03/02/2023	Wilson's Diesel & Auto Repairs	P266 Hino Water Truck - Rego DS17 - Check Clutch Problem, carry out adjustment on Slave Booster	60.00
EFT7652	03/02/2023	Western Australian Local Government Association	Emergency Management course for LG Leaders	973.50
EFT7653	03/02/2023	WESFARMERS KLEENHEAT GAS	LPG Bulk	697.79
EFT7654	03/02/2023	West Australian Newspapers Limited	Principle support to Purchase the Norseman IGA & the Norseman Draft Business Plan	1,667.80
EFT7655	03/02/2023	SHARON MAREE WARNER (councillor)	Claim (Council Meeting Special 31.01.2023)	108.00
EFT7656	03/02/2023	WINC AUSTRALIA PTY LTD	Various items for Admin/Depot	172.61
7973	6/02/2023	Department of Transport	Licensing transaction for 02.02.2023 - debited on 06.02.2023	796.45
7983	6/02/2023	Centrepay	Direct payment fees	1.98
7974	7/02/2023	Department of Transport	Licensing transaction for 03.02.2023 - debited on 07.02.2023	7,771.80
7984	7/02/2023	Centrepay	Direct payment fees	1.98
7975	8/02/2023	Department of Transport	Licensing transaction for 06.02.2023 - debited on 08.02.2023	2,363.95
7976	9/02/2023	Department of Transport	Licensing transaction for 07.02.2023 - debited on 09.02.2023	2,404.55
7977	10/02/2023	Department of Transport	Licensing transaction for 08.02.2023 - debited on 10.02.2023	76.60
7978	13/02/2023	Department of Transport	Licensing transaction for 09.02.2023 - debited on 13.02.2023	622.65
8002	13/02/2023	Centrepay	Direct payment fees	0.99
7979	14/02/2023	Department of Transport	Licensing transaction for 10.02.2023 - debited on 14.02.2023	320.10
7980	15/02/2023	Department of Transport	Licensing transaction for 13.02.2023 - debited on 15.02.2023	973.35
7946	16/01/2023	3E Advantage	Lease for Photocopiers 01/12/2022 - 31/12/2022	1,965.76
PAY	15/02/2023	Payroll	Direct Debit of Net Pays Payroll Direct Debit Of Net Pays	77,574.75

Chq/EFT	Date	Name	Description	Amount
7981	16/02/2023	Department of Transport	Licensing transaction for 14.02.2023 - debited on 16.02.2023	1,324.70
7982	17/02/2023	ANZ Bank	BPAY Fees	17.33
EFT7659	17/02/2023	Damien Cole Group	Supply Dome shelter Double Truss	7,645.00
8005	20/02/2023	Department of Transport	Licensing transaction for 16.02.2023 - debited on 20.02.2023	2,521.40
8003	20/02/2023	Centrepay	Direct payment fees	1.98
8006	21/02/2023	Department of Transport	Licensing transaction for 17.02.2023 - debited on 21.02.2023	266.10
8010	21/02/2023	Centrepay	Direct payment fees	1.98
EFT7658	21/02/2023	STRUCTERRE CONSULTING	Energy Assessment - Section JV3 Using NatHERS software as per Fee Proposal: Q99588 dated 06/02/2023	1,320.00
8007	22/02/2023	Department of Transport	Licensing transaction for 20.02.2023 - debited on 22.02.2023	2,056.65
8008	23/02/2023	Department of Transport	Licensing transaction for 21.02.2023 - debited on 23.02.2023	1,314.30
459975	24/02/2023	Employee	Reimbursement	62.00
459638	24/02/2023	Employee	Reimbursement	62.00
8009	24/02/2023	Department of Transport	Licensing transaction for 22.02.2023 - debited on 24.02.2023	821.25
EFT7715	24/02/2023	Laurene Bonza	Claim (Council Meeting Special 16.02.2023)	599.00
EFT7716	24/02/2023	Goldfields Image Works	Airport project panel for office & foyer, High elevation photography	3,453.80
EFT7717	24/02/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Finance & Governance Assistance (Katherine Wiles) - 52.5hrs @ \$108.00/hr 6/2/23 - 19/02/23	17,787.74
EFT7718	24/02/2023	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Services Agreement 201218 - 80 hrs @ \$95 p/h	4,180.00
EFT7719	24/02/2023	John Edward Patrick Hogan	Claim (Council Meeting IB 09.02.2023)	216.00
EFT7720	24/02/2023	JOHN MALONEY	Claim (Council Meeting IB 09.02.23)	216.00
EFT7721	24/02/2023	K & R EARTHWORKZ	Completed Drain work on the Hyden Road	33,704.00
EFT7722	24/02/2023	McLeods Barristers & Solicitors	DR 131/2022 - Prendiville Superannuation PTY Ltd v Shire of Dundas	3,874.42
EFT7723	24/02/2023	Rasa Patupis	Claim (Council Meeting Special 16.02.2023)	108.00
EFT7724	24/02/2023	THE TRUSTEE FOR THE TIGER CONTAINERS UNIT TRUST	20ft Container with side opening doors for Laundromat	11,550.00
EFT7725	24/02/2023	SHARON MAREE WARNER	Claim (Council Meeting IB 09.02.23 & GVROC 03.02.23)	324.00
EFT7726	24/02/2023	SHARON MAREE WARNER (pool)	Relief Swimming Pool Supervisor, 01/01/23, 15/01/23, 29/01/23	1,200.00
8011	27/02/2023	Department of Transport	Licensing transaction for 23.02.2023 - debited on 27.02.2023	255.60

Chq/EFT	Date	Name	Description	Amount
8012	27/02/2023	Centrepay	Direct payment fees	0.99
EFT7860	27/02/2023	West Australian Newspapers Limited	Principle Support to Purchase the Norseman IGA & Norseman Draft Business Plan	1,034.47
EFT7855	27/02/2023	Stewart & Heaton Clothing Co. Pty Ltd	Helmet wildfire yellow x 1	190.15
EFT7856	27/02/2023	SWANS Veterinary Services	3 x feral cats to be euthanised	431.60
EFT7857	27/02/2023	TOLL TRANSPORT PTY LTD	Freight - Stewart & Heaton (16/01/2023) Fire & Safety (16/01/2023)	75.75
EFT7858	27/02/2023	VEECO LAUNDRY SYSTEMS	Laundromat - Part io-567064	466.73
EFT7732	24/02/2023	Telstra Corporation	Mobiles 17.02.23 - 16.03.23	3,889.99
EFT7859	27/02/2023	Wilson's Diesel & Auto Repairs	P302 - Hino 500 Series Service Truck (Rego DS19) - Remove wheels & supply and fit new tyre to each rim.	3,908.00
EFT7864	27/02/2023	WA Traffic Planning	TMP generics and yearly updates	4,400.00
EFT7733	27/02/2023	LENIP PTY LTD	20kg Asphalt in a bag ('Green' mix 10)	1,787.50
EFT7734	27/02/2023	ATOM SUPPLY	Anit scald valve 105F/40C	528.00
EFT7735	27/02/2023	ZircoDATA Pty Ltd	Storage of Registers (26/12/2022 - 25/01/2023)	160.24
EFT7736	27/02/2023	Appliance Testing Supplies	Testing tags and electrical log book	297.00
EFT7737	27/02/2023	ALTORA SOLUTIONS	Axion Subscription to Altor: 01/02/23 - 01/03/23	345.51
EFT7738	27/02/2023	BP Norseman	Various Fuel for January 2023	727.59
EFT7739	27/02/2023	Bonza Constructions Pty Ltd	Admin garden bed retaining wall works	7,316.97
EFT7740	27/02/2023	Baileys Fertilisers	ANALYSIS- SOIL	137.50
EFT7742	27/02/2023	DEPARTMENT OF HUMAN SERVICES	Payroll deductions	445.73
EFT7743	27/02/2023	Corsign WA	Traffic Cones 900mm with White Reflective Sleeve	792.00
EFT7794	27/02/2023	MATTEN PTY LTD T/AS FREIGHT LINES GROUP	Freight (Damien Cole Group - Steel Crate)	763.49
EFT7795	27/02/2023	Jason Signmakers	Program stimulus sign,	782.87
EFT7796	27/02/2023	KILIMA (WA) P/L	Rent for 81 Roberts Street for February 2023	266.20
EFT7797	27/02/2023	Landgate	Mining Tenement Chargeable - Schedule No. M20223/01	224.80
EFT7798	27/02/2023	Moore Australia (WA) Pty Ltd	Progressive Billing to 31/01/2023 & Professional services of the Compliance Audit	10,039.34
EFT7799	27/02/2023	Norseman IGA	Various Purchases for December 2022	4,174.64
EFT7800	27/02/2023	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.02.23 - 04.03.23)	65.89
EFT7801	27/02/2023	Norseman General Practice	Latif Samadi - Work cover Level C Surgery Consultation	146.75

Chq/EFT	Date	Name	Description	Amount
EFT7802	27/02/2023	O'Dwyer Electrical	Install Smoke Detectors to Shire Houses	5,500.00
EFT7803	27/02/2023	Microshel Family Trust T/AS PACK & SEND EAST PERTH RGSMW	Freight from Kalgoorlie to Norseman	502.32
EFT7821	27/02/2023	Recoveries Legal	Legal Fees	1,232.00
EFT7822	27/02/2023	Star Track Credit	Freight (Online Business Kalgoorlie)	323.41
EFT7823	27/02/2023	Online Business Equipment	SP3710DN Black toner - Depot printer	273.67
EFT7824	27/02/2023	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership offer - January 2023	1,265.00
EFT7825	27/02/2023	Shenton Pumps	Wave Brush Wave 300 - PVC brushes - Pool	65.78
EFT7826	27/02/2023	Piano Magic	Piano tuning at Town Hall	495.00
EFT7827	27/02/2023	RESOURCE ACCOMMODATION MANAGEMENT	Provide 10 x meals for Council Meeting on 20/01/2023 & 11 meals on the 31/01/2023	484.00
EFT7828	27/02/2023	South East Petroleum	Supply 9000L of Diesel to the Depot on 1 Mildura Street	25,330.62
EFT7829	27/02/2023	South Coast Foodservice	Laundromat Chemicals	3,107.46
EFT7830	27/02/2023	Solutions IT (invoice S + B)	Agreement - Cloud Backup (Maintain for February 2023)	3,451.27
EFT7786	27/02/2023	BOC Limited	Container Service Fee (29.12.2022 - 28.01.2023)	42.37
EFT7787	27/02/2023	David Gray & Co. Pty Ltd	Prolink XR briquettes 200 Prolink pellets 10kg	3,685.00
EFT7788	27/02/2023	Elite Gym Hire	Hire of Treadmill, Bike, Rower & Cross Trainer (12/02/23 - 12/03/23)	1,402.67
EFT7789	27/02/2023	FUTURE SECURITY SOLUTIONS	CCTV - supplied and installed (town laundry, clubrooms/dog park area, yearly CCTV monitoring 2023-24)	22,616.00
EFT7790	27/02/2023	Goldfields Records Storage	Storage of Archive Boxes 01/01/23 - 31/01/23	14.52
EFT7791	27/02/2023	Horizon Power	Swimming Pool Power Charges - 15.12.2022 - 14.02.2023	16,914.05
EFT7792	27/02/2023	Golden Flame Nominees Pty Ltd	25 x bags of ice	75.00
EFT7793	27/02/2023	FRASER RANGE STATION PTY LTD	Transport sea containers from Kalgoorlie to Norseman Airport	1,947.00
993855	27/02/2023	Shire of Dundas	Transfer funds to online saver account	503,411.40
8013	28/02/2023	Department of Transport	Licensing transaction for 24.02.2023 - debited on 28.02.2023	1,377.60
Total Municipal Account EFT's, Cheques and Direct Debits for February 2023				\$1,133,425.06

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
460147	24/02/2023	ANZ Credit Card	BUNNINGS 435000	60.30

460147	24/02/2023	ANZ Credit Card	BUNNINGS 435000	748.96
460147	24/02/2023	ANZ Credit Card	NORSEMAN HOTEL	24.00
460147	24/02/2023	ANZ Credit Card	SHIRE OF DUNDAS	19.50
460147	24/02/2023	ANZ Credit Card	ADOBE ACROPRO SUBS	34.99
460147	24/02/2023	ANZ Credit Card	SP GRUNT 4X4	77.90
460147	24/02/2023	ANZ Credit Card	REGIONAL EXPRESS	1,243.40
460147	24/02/2023	ANZ Credit Card	REX TRAVEL INSURANCE	43.87
460147	24/02/2023	ANZ Credit Card	MYOB AUSTRALIA	104.46
460147	24/02/2023	ANZ Credit Card	Movavi.com - Video Editor	51.04
460147	24/02/2023	ANZ Credit Card	LinkedIn	39.99
460147	24/02/2023	ANZ Credit Card	OFFICEWORKS 0623	137.63
460147	24/02/2023	ANZ Credit Card	ADOBE ACROPRO SUBS	21.99
460147	24/02/2023	ANZ Credit Card	TRADESQUARE.COM.AU	-229.90
460147	24/02/2023	ANZ Credit Card	BUNNINGS 721000	465.63
460147	24/02/2023	ANZ Credit Card	APPLE.COM/BILL SYDNEY	12.99
460147	24/02/2023	ANZ Credit Card	TRADESQUARE.COM.AU	510.58
Total Municipal Account Credit Cards for February 2023				\$3,367.33

Summary of Account Totals

Visitor Centre EFT's	\$5,119.53
Municipal EFT's, Direct Debits, Cheques & Bank Transfers	\$1,133,425.06
Municipal Credit Card's	\$3,367.33
Grand Total for February 2023	\$1,141,911.92

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1st February 2023 to 28th February 2023 totalling \$1,141,911.92 be received and noted.

Moved: Cr. Wyatt

Seconded: Cr. Hogan

Resolution

That the Shire of Dundas monthly accounts paid from 1st February 2023 to 28th February 2023 totalling \$1,141,911.92 be received and noted.

Carried by: Simple Majority For: 4 Against: 0

Cr. Wyatt has enquired if the spiking operating cost in the last months was due to the laundromat.

The CEO has informed that the account staff has been on leave and the account report has been building up, the present accounting report shows an increase in the cost because of back payments. It is certainly not linked to the laundromat, as per explanation.

Agenda Reference & Subject	
10.2.2 Monthly Financial Report for the Periods Ending 28th February 2023	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	16 th March 2023
Disclosure of Interest	Nil

APPENDIX 5 Monthly Financial Report for the Periods Ending 28th February 2023

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Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 28th February 2023 be accepted.

Moved: Cr. Hogan

Seconded: Cr. Wyatt

Resolution

That the Shire of Dundas Financial Statements for the period ending 28th February 2023 be accepted.

Carried by: Simple Majority For: 4 Against: 0

The CEO has highlighted that the approved budget has been traveling well. The Shire still has 1 million dollars related to unpaid rates.

Agenda Reference & Subject	
10.2.3 Community Grant Application Norseman Arts program	
Location / Address	Shire of Dundas
File Reference	GS.PR.10
Author	Manager of Corporate and Community Services- Pania Turner
Date of Report	18/03/23
Disclosure of Interest	Financial - Indirect

Summary

That the Shire of Dundas Council review the Community Grant Application for the Norseman Arts (Appendix 6) program as presented at papers relating and consider support for the Norseman Arts program.

Background

Rebecca Clinch is the Norseman Aboriginal Mental Health Worker for WA Community Health, Goldfields. Rebecca works alongside community to enhance mental health outcomes for Aboriginal people and the broader community in Norseman.

Statutory Environment

Nil

Policy Implications

C.5 Community Grants Program

Financial Implications

The 2022/23 Budget has an allocation for Community Grant applications, however as noted in the comment the requested amount of \$3000 can be accommodated in the allocated budget for Ngadju engagement.

Strategic Implications

Strategic Community Plan

Goal 1 Community

1.1 A healthy, safe, resilient and engaged Community.

1.1.1 Work with Government, organisations and key stakeholders to support a high standard of health services in the Community; including General Practice, emergency response, palliative care, Aboriginal and Community Health.

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

Goal 3 Built environment

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

This program also aligns with the priorities of the Norseman Community Wellbeing Plan 2021-2023

Priority 1: Strengthen community mental health and wellbeing.

Priority 3: Improve communication and collaboration between service providers and between service providers and community

Consultation

Elected Members

Rebecca Clinch Aboriginal Mental Health Worker

NNTAC Officer Manager

Shire of Dundas Youth & Recreation Officer

Comment

The Shire of Dundas Community Grants Program excludes funding State Government Departments.

However, discussion at the Council Workshop has highlighted that Council sees the Norseman Arts program as a worthwhile community health program which provides a safe space for Aboriginal people to create, while encouraging social and physical health and wellbeing discussions. Opportunity exists for Council to support the program through its approved 2022/23 Ngadju engagement budget.

The arts program is already seeing success with regular attendance that is growing. Additionally, it is excellent to see the Norseman Sport Complex being used more regularly by community members.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council:

- 1. note the Community Grant application received for the Norseman Health and Wellbeing Arts Program; and**
- 2. support the Norseman Health and Wellbeing Arts program to the sum of \$3000 through the current allocated budget for Ngadju Engagement activities.**

Moved: Cr. Wyatt

Seconded: Cr. Warner

Resolution

That the Shire of Dundas Council:

- 1. note the Community Grant application received for the Norseman Health and Wellbeing Arts Program; and**
- 2. support the Norseman Health and Wellbeing Arts program to the sum of \$3000 through the current allocated budget for Ngadju Engagement activities.**

Carried by: Simple Majority For: 4 Against: 0

Cr. Wyatt has commented that this is a good initiative as the community doesn't have many resources related to mental health.

Cr. Patupis has agreed that arts initiatives are great for mental health.

10.3 Officers Reports

Agenda Reference & Subject	
10.3.1 Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	20 th March 2023
Disclosure of Interest	Nil

Summary

That the Council receive the Works and Services, Youth and Recreation Services and Tourism and Events Reports as contained in Papers Relating.

Background

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

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Strategic Implications

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

Consultation

CEO
 Manager of Corporate and Community Services
 Manager of Works and Services
 Youth and Recreation Officer

Comment

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

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council receive the Works and Services, Youth and Recreation Services and Tourism and Events Reports as contained in Papers Relating.

Moved: Cr. Wyatt

Seconded: Cr. Hogan

Resolution

That the Shire of Dundas Council receive the Works and Services, Youth and Recreation Services and Tourism and Events Reports as contained in Papers Relating.

Carried by: Simple Majority For: 4 Against: 0

The CEO has presented to Councillors a late paper relating report for Tourism and Events.

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

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

The following items of urgent business were accepted for consideration by the President or by majority of the members of the Council:

Recommendation

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

Moved: Cr.

Seconded: Cr.

Resolution

Carried by: Simple Majority For: Against:

13. Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held at 6pm on the 18th April 2023 (AWST), in Norseman.

14. Closure of Meeting

There being no further business the Shire President will declare the meeting closed at: 6:27 pm