



## Norseman Woodlands to Eucla Coast

# Unconfirmed Minutes Ordinary Council Meeting 2<sup>nd</sup> March 2023

### NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 2<sup>nd</sup> March in the Council Chambers at the Shire Administration office – Prinsep Street Norseman commencing at 6pm 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  
23 February 2023

UNCONFIRMED Minutes for the ORDINARY Meeting of Council  
held in the Council Chambers at the Shire Administration Office –  
Prinsep Street Norseman on the  
2<sup>nd</sup> March 2023 commencing at 6pm 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: **6pm**

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 Patupis will be in Perth, Western Australia when the meeting is held and have requested attendance by video conference, using Teams Meeting software, with other Councillors present at the meeting in accordance with Administration Regulation 14C and 14CA.

Cr Patupis will be 33 The Strand, Applecross WA 6153

The Council must approve of the place that Cr Patupis is located as a “suitable place” that must be in a town site or other residential area at least 150 kilometres from where the meeting is being held.

**Recommendation**

**That Cr Patupis be permitted to attend this meeting by video conference from Perth, Western Australia, on the basis that she is in a “suitable place” for the purpose of Administration Regulation 14C and 14CA.**

Moved: Cr Hogan

Seconded: Cr Warner

**Resolution**

**That Cr Patupis be permitted to attend this meeting by video conference from Perth, Western Australia, on the basis that she is in a “suitable place” for the purpose of Administration Regulation 14C and 14CA.**

Carried by: Absolute Majority For: 4 Against: 0

Cr Patupis arrived at the meeting at 6:02pm

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

10.2.1 Cr. Hogan

**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.

Cr Patupis informed at 6:04pm that the video camera was not working and she had to proceed the meeting by voice call only.

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

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr SM Warner	
Cr J Maloney	

Peter Fitchat	Chief Executive Officer
Pania Turner	Manager of Corporate and Community Services
Barry Hemopo	Manager of Works and Services
Clara Viola	Executive Assistant

**Apologies:** Nil

**Absence:**

Cr VL Wyatt

**Public Gallery**

M. Hindmarsh

D. McColl

**4. Applications for Leave of Absence.**

Cr. Maloney requested formerly to have leave of absence for 1 month 25<sup>th</sup> March -26<sup>th</sup> April 2023 due to overseas travel.

Cr. Maloney will be unable to attend scheduled meeting on the 25<sup>h</sup> March 2023 and the scheduled meeting 18<sup>th</sup> April 2023, and will not be available for any special meeting should they arise during the period of leave.

Cr. Maloney's application for leave request fits within the Local Government Act 1995 2.25. Due to the global pandemic travel overseas in recent years has not been possible, Cr. Maloney will be travelling for family reasons.

**Voting Requirements**

Simple Majority

**Officer Recommendation**

**That Council grant Cr. Maloney's application for Leave of Absence for the period 25<sup>th</sup> March-26<sup>th</sup> April inclusive, noting that the Councillor will be absent from the scheduled Ordinary Council Meetings 25<sup>th</sup> March 2023 and the 18<sup>th</sup> April 2023.**

Moved: Cr. Hogan  
Seconded: Cr. Warner

**Resolution**

**That Council grant Cr. Maloney's application for Leave of Absence for the period 25<sup>th</sup> March-26<sup>th</sup> April inclusive, noting that the Councillor will be absent from the scheduled Ordinary Council Meetings 25<sup>th</sup> March 2023 and the 18<sup>th</sup> April 2023.**

Carried by: Simple Majority                      For: 4                      Against: 0

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

The Chief Executive Officer highlighted the actions taken by the Shire of Dundas for mosquito control:

- Addressing areas where water drainage is an issue.
- Mosquito pellets at standing water.
- closing septic tanks.
- Contacting owners of vacant houses to conduct inspections for problem areas.

## 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.

M. Hindmarsh

- Thanks Council for supporting the regular visitation of Swan's Vet acknowledging that it is an important services for the Norseman.
- What are the actions being taken to clean up the empty houses which can be a fire hazard, giving an example of 37 Madura Street.

Response from the Chief Executive Officer Peter Fitchat: The Shire has a schedule of inspections and notifications to comply with the Firebreak Notices. Where owners fail to comply the Shire must then take further actions, as the budget is not enough to take on cleaning-up non-compliant properties.

D. McColl

- Question regarding footpath maintenance and width in Norseman.
- Response from the Chief Executive Officer Peter Fitchat: While I acknowledged that all the footpaths in town are older and require works, maintenance, and replacement are part of a systematic schedule to ensure efficient use of the Works budget. High foot traffic for example the town centre and access to are given priority treatment.

## 7. Confirmation of Minutes of Previous Meeting.

Minutes of the Ordinary Meeting of Council held on the 20<sup>th</sup> December 2022 be confirmed as a true and accurate record.

### Recommendation

**That the minutes of the Ordinary Meeting of Council held on 20<sup>th</sup> December 2022 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 20<sup>th</sup> December 2022 be confirmed as a true and accurate record.**

Carried by: Simple Majority For: 5 Against: 0

## 8. Petitions, Deputations or Presentations.

### 8.1 Reports of Committees

#### 8.1.1 GVROC

Council representatives Cr Bonza and Cr Warner

- A GVROC meeting was held on 17<sup>th</sup> March to consider items for the State Council meeting.
- The next GVROC meeting will be held in Esperance 31<sup>st</sup> March.

#### **8.1.2 WALGA**

Council representatives Cr Bonza and Cr Patupis

- State Council meeting was held 1<sup>st</sup> March
- Two main items discussed were:
  1. whether WALGA as an association should take a public position on support for the Voice to Parliament. The outcome of some lengthy debate was that we support some respectful conversations around the issue and we request the Federal Govt to engage with and keep Local Govt's informed as to the progress of the matter.
  2. The restructure of the State Council under the new Best Practice governance consultation.
- Also, discussed were the new guidelines and mandatory reporting in relation to child safeguarding which will now be put in place for Local Govt's to adhere to and community disaster resilience strategy submission.
- Next State Council meeting will be hosted by City of Armadale on 3<sup>rd</sup> May.

#### **8.1.3 Regional Roads Group**

Council representatives Cr Bonza and Cr Wyatt

- No meeting held

#### **8.1.4 Roadwise**

Council representatives Cr Wyatt and Cr Warner

Nil

#### **8.1.5 Local Emergency Management Committee**

Council representatives Cr Bonza and Cr Patupis

- Next LEMC meeting to be called next month

#### **8.1.6 Steering Committee Coastal Management Plan**

Council representatives Cr Bonza and Cr Warner

- One meeting held with discussion around introductions, familiarisation of the area to be managed. Next meeting to be called after quotes from suitable consultants are received and awarded.
- Terms of reference to be decided and community member to be chosen for the Committee.

### **9. Announcements by Presiding Member without Discussion.**

Nil



## 10. Reports

### 10.1 Members and Policy

Agenda Reference & Subject	
<b>10.1.1 Receive the Information Bulletin</b>	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	23 February 2023
Disclosure of Interest	Nil

#### Summary

For Council to consider receiving the Information Bulletin for **9<sup>th</sup> February 2023**.

#### Background

The Councillors' Information Bulletin for the period ending **9<sup>th</sup> February 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 9<sup>th</sup> February 2023 as included in confidential papers relating.**

Moved: Cr. Warner

Seconded: Cr. Patupis

Resolution

**That Council receive the monthly Councillors' Information Bulletin for the period ending 9<sup>th</sup> February 2023 as included in confidential papers relating.**

Carried by: Simple Majority For: 5 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.2 F1. Investments Policy Review</b>	
Location / Address	88-92 Prinsep Street
File Reference	FM.PO.1
Author	Finance Assistant – Katherine Wiles
Date of Report	22 <sup>nd</sup> February 2023
Disclosure of Interest	Nil

Summary

Council is presented for their consideration, a reviewed Investment Policy and subsequent adoption.

Background

It was recently identified that the Investment Policy is due for review. The last review completed was in October 2020.

Current cash management operations have prompted the policy review and that the policy should include further guidelines for management on how to invest surplus and reserve funds.

Statutory Environment

The Investment Policy is established in accordance with the following legislation:

- Section 6.14 of the Local Government Act;
- Regulation 19, 19C, 28 and 49 of the Financial Management Regulations; and
- The Trustees Amendment Act 1962, Part III Investments as amended by the
- Trustees Amendment Act 1997

Policy Implications

After the policy review is accepted and adopted by Council, Policy F1. reviewed February 2023 will be the current Investment Policy.

### Financial Implications

There are no financial implications resulting from the recommendation of this report.

### Strategic Implications

Economic Development and Financial Sustainability – Goal 4

*A thriving local economy & economic base supports economic growth and business opportunity.*

4.1 A financially responsible Local Government.

4.1.1 Financial accountability and informed decision-making by Council.

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

4.1.3 Continual improvement in financial planning and asset management.

4.1.4 Risk is managed through planning, internal and external reviews, and reporting to Council.

4.1.5 The community is engaged in planning for the future and other matters that affect them.

4.1.6 The Shire will regularly monitor communication channels to ensure community are informed on matters that affect them.

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

### Consultation

- Chief Executive Officer
- Manager of Corporate and Community Services
- Finance Assistant

### Comment

Management has an obligation to ensure that surplus and reserve funds are invested in a responsible manner. This is achieved through the correct establishment and documentation of internal control over the Shire's investments.

For Management to achieve this, the review of this policy has incorporated Management Guidelines that are applicable to the investment of funds. These guidelines include the following:

- Approved Investments
- Legislative Requirements
- Delegation of Authority
- Prudent Person Standard
- Credit Management (ratings criteria)
- Reporting and Review

The Policy objective and statement have also been reviewed to ensure the purpose of this policy is transparent to the Shire Staff, Councillors, and public members.

The current F1. Investment Policy (Reviewed October 2020) and the Revised F1. Investment Policy (February 2023) is provided in the papers relating for Council's evaluation.

### Voting Requirements

Simple Majority

**Officer Recommendation**

**That Council adopt the revised F1. Investment Policy dated with a review date of February 2023 in the papers relating.**

Moved: Cr. Warner

Seconded: Cr. Patupis

**Resolution**

**That Council adopt the revised F1. Investment Policy dated with a review date of February 2023 in the papers relating.**

Carried by: Simple Majority For: 5 Against: 0

Cr. Hogan exited the meeting at 6:15pm.

**10.2 Administration, Finance and Community Development**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.1 Shire of Dundas acquisition of the Norseman IGA and the Norseman Local Post Office and Service as a commercial undertaking</b>	
Location / Address	1, 3 - 11, 100 & 101 (narrow laneway that is now built over), known as 89 Roberts Street, and residential property at lot 394 (139 Prinsep Street, Norseman)
File Reference	LP.PL.1
Author	Chief Executive Officer – Peter Fitchat & Manager Corporate and Community Services Pania Turner
Date of Report	27 <sup>th</sup> February 2023
Disclosure of Interest	Nil

**Summary**

Since Council has given in principle support to purchase the IGA the following steps had to be completed to meet Legislation and Regulation requirement for Council to own and operate a commercial undertaking:

*Published on Thursday, 24<sup>th</sup> November 2022 at 1:57:54 PM*

Media Statement: Dundas Council gives in principle support to purchase Norseman IGA.

*Published on Saturday, 10<sup>th</sup> December 2022 at 5:13:53 PM*

Media Release: Shire of Dundas addresses the Community regarding the in-principle support of the purchase of Norseman IGA and Post Office and related businesses and plant and equipment.

*Community meeting on the 13<sup>th</sup> December 2022 at 4:40pm*

*Published on Wednesday, 28<sup>th</sup> December 2022 at 12:10:51 PM*

Business Plan Requirements [s.3.59] for commercial or a major trading undertaking or major land transaction. Consideration of the Purchase of the Norseman IGA- Draft Business Plan.

*Published on Wednesday, 1<sup>st</sup> February 2023 at 11:53:34 AM*

Establishment of a new reserve account and to change the use of other reserves funds to fund this new reserve.

Local public notice is hereby given for an establishment of a new reserve account and to change the use of other reserves funds to fund this new reserve.

#### Background

No formal feedback was received anyone regarding the Draft Business Case, or the changes to our Reserve Accounts. By following these steps Council now has the opportunity to move to next stage where Shire of Dundas can go into negotiations with the current owners to complete the purchase of the Norseman IGA and all the properties associated with the businesses.

The population of the Shire of Dundas has been in decline over approx. 25 years primarily due to the downturn in the mining industry on which we are heavily reliant. This, coupled with the 'equalisation' of the Financial Assistance Grants by the State Grants Commission, has led to a significant decline in the revenue available to the Shire for required asset maintenance and replacement and, staff retention, all of which are necessary for our Community to remain sustainable and liveable.

The Shire is also impacted by State and Federal legislation, (generally drafted as 'one size fits all') which does not allow for the economies of scale of smaller communities. In an effort to mitigate some of these effects, the Shire of Dundas has taken several items to the WALGA AGM over the last four years.

The Shire has also introduced some innovative approaches to address the shortfall in revenue such as, converting our old Visitor Centre building into a commercial laundromat operation. Whilst acknowledging that running commercial businesses is not a core function of Local Government, we are stepping up into spaces that have been left void by the removal of both private enterprise and Government Depts to ensure the sustainability of our community.

#### Statutory Environment

1. [WALW - Local Government Act 1995 - Home Page \(legislation.wa.gov.au\)](#)
2. [WALW - Local Government \(Financial Management\) Regulations 1996 - Home Page \(legislation.wa.gov.au\)](#)
3. [WALW - Local Government \(Audit\) Regulations 1996 - Home Page \(legislation.wa.gov.au\)](#)
4. [WALW - Planning and Development Act 2005 - Home Page \(legislation.wa.gov.au\)](#)
5. [WALW - Public Health Act 2016 - Home Page \(legislation.wa.gov.au\)](#)
6. [WALW - Work Health and Safety Act 2020 - Home Page \(legislation.wa.gov.au\)](#)

#### Policy Implications

1. Shire of Dundas Policy A.7 Common Seal

There are no distinct policy implications other than the one mentioned. However, this direction would broadly support our policies to ensure the good governance of the district.

#### Financial Implications

The Financially Backed Reserves contained in the 2022/23 budget will be amended should Council accept the recommendation of this report, this will allow Council to purchase the businesses associated without the impact of a loan repayment as described in the Moore Australia Draft Business Case.

#### Strategic Implications

The purchase and development of this land for commercial purposes meets the objectives of the Community Strategic Plan as follows:

**Built environment – Goal 3**

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

3.1 Shire infrastructure and services meet the Community's needs.

3.1.3 Shire buildings and facilities are appropriately managed according to their need and use.

3.1.4 Revitalise the Norseman and Eucla Town Centres.

**Economic Development and Financial Sustainability – Goal 4**

*A thriving local economy & economic base supports economic growth and business opportunity.*

4.1 A financially responsible Local Government.

4.1.1 Financial accountability and informed decision-making by Council.

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

4.1.3 Continual improvement in financial planning and asset management.

4.1.4 Risk is managed through planning, internal and external reviews, and reporting to Council.

4.1.5 The community is engaged in planning for the future and other matters that affect them.

4.1.6 The Shire will regularly monitor communication channels to ensure community are informed on matters that affect them.

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

**4.2 Opportunity for Economic Diversification and Growth**

4.2.1 A vibrant economy that supports opportunities for mining, industry, creative and cultural industries, tourism, shopping, and business

4.2.2 Attracting new businesses, and supporting existing businesses, is to encourage through promotion of the area as an attractive and viable place to work and live.

4.2.3 Assist in the provision of infrastructure that encourages business development and opportunity.

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

4.3.1 Support local business collaboration and capacity building.

4.3.2 Encourage *Buy Local*.

4.3.3 Council procurement policies and procedures support local purchasing where practical.

4.3.4 Support tourist development and promote the Shire of Dundas as a destination experience.

4.3.5 Develop Council led business initiatives through the Economic Development Working Group.

Consultation

Shire of Dundas Councillors

Senior staff

The current owners Robyn and Dean Szczecinski of 139 Prinsep Street

Moore Australia

Community Consultation

WALGA

CS Legal

Comment

Considerable effort has been undertaken by both Elected Members and Shire Staff to mitigate the effects of the above-mentioned decline in the mining industry and impacts of reduced revenue and cost-shifting by both State and Federal governments, which has led to long term

impacts on Shire infrastructure renewal and maintenance programmes. Hence, we find ourselves considering alternative arrangements which include commercial operations. This then gives the Shire some additional funds to implement required legislation and more directly attend to the needs of the Community.

As part of the process the acquisition of this business and properties could have direct community benefit in providing a revenue source for the Shire to offset the reduction in revenue as previously mentioned. The supermarket would generally operate as a 'co-operative' business with all ratepayers essentially having a stake in the business, a 'Rewards card' system could be introduced, and profits channelled back into community infrastructure and events. Another bonus would be in the retention of employment for 16 locals currently employed (both full time and part time), and keeping a local business, local.

The direction into a commercial business is already beginning to demonstrate benefits in our commercial laundromat enterprise both through direct employment opportunities and increased revenue for community benefit. An increase in FIFO requirements through the upturn in the mining industry will further see opportunity of employment and increased Shire revenue from airstrip landing fees and the construction of a terminal building.

The current owners of the business under consideration of acquisition have operated the business since 2006 and are proposing to divest themselves of all assets and property involved.

This currently comprises of the following:

13 Titles on which the core business functions are operated, with the potential to sublease some empty shops, with one shop currently leased.

The current business includes:

- An IGA supermarket franchise business, including a Freightliner fetching produce from Perth once a week.
- Australia Post Licensed Post Office, currently with a 5-year postal delivery contract (expiring in 2026). This includes a mail truck used for twice weekly deliveries to businesses and pastoral stations along the Eyre Hwy. There is also a contract to provide town mail delivery including a motorbike.
- Inside the IGA is the shelf space for the Independent Hardware Franchise Group.
- This includes the Agency for BOC Gas distribution, and
- The West Australian Newspaper outlet.

There are currently 16 employees who live in our community.

- One fulltime delivery driver for the Eyre highway Postal deliveries.
- One casual town mail delivery driver working 3 times a week
- One truck driver collecting stock from the IGA Warehouse and the Cannington Markets (Perth) to restock IGA once a week.
- Five fulltime staff (one butcher, one fruit and vegetable worker and three checkout and covering the floor)
- Five casuals that cover checkouts and floor.
- One casual junior staff covering the floor and checkout.
- One fulltime and one casual in the Post Office

Assets include the following:

- Norseman IGA including 12 Property Titles as Freehold
- Truck and Trailer
- Postal Truck
- Postal Contract (To 2026)

The subject Titles are:

- Lots 1, 3 – 11, 100 & 101 (narrow laneway now built over) Roberts Street, known as 89 Roberts St Norseman.
- Residential property at Lot 394 Prinsep St, (139 Prinsep St) Norseman.
- House Semi Furnished as Freehold (The purchase of the house would equate to a \$1,5 million investment if the Shire had to borrow money to build a house, keeping in mind that the Old CEOs house has significant structural issues and is earmarked for replacement.

These issues will be identified in the new Asset Management that is currently being drafted for Councils approval, we also will ask Council to fund a Housing Strategy for 2023/24 Financial and a Road Strategy for 2023/24.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

**That Shire of Dundas Councillors delegate and authorise:**

- 1. the Shire President Laurene Bonza and CEO Peter Fitchat to finalise the purchase of Norseman IGA, Norseman Post Office and services, and associated businesses and properties from Robyn and Dean Szczecinski of 139 Prinsep Street; the purchase being within the approved budget.**
- 2. the Shire President Laurene Bonza and CEO Peter Fitchat to sign the purchase contract relating to the aforementioned and approve the use of the Common Seal.**
- 3. the finalisation of the handover period with Robyn and Dean Szczecinski of 139 Prinsep Street, allowing for a reasonable training period and handover to assist the Council with a smooth transition.**
- 4. the CEO to engage CS Legal to assist with the transfer of the Business (ABN 84 625 340 960 The trustee for THE SZCZECINSKI FAMILY TRUST Trading as Norseman IGA) relating to the sale and all the properties transfers of the businesses described as the Norseman IGA and the Norseman Post Office and include the following properties, Lot 1, 3 - 11, 100 & 101 (narrow laneway that is now built over), known as 89 Roberts Street, and residential property at lot 394 (139 Prinsep Street, Norseman); and**
- 5. the Shire President release a detailed media statement regarding this business acquisition.**

Moved: Cr. Patupis  
Seconded: Cr. Warner

#### Resolution

**That Shire of Dundas Councillors delegate and authorise:**

- 1. the Shire President Laurene Bonza and CEO Peter Fitchat to finalise the purchase of Norseman IGA, Norseman Post Office and services, and associated**



businesses and properties from Robyn and Dean Szczecinski of 139 Prinsep Street; the purchase being within the approved budget.

2. the Shire President Laurene Bonza and CEO Peter Fitchat to sign the purchase contract relating to the aforementioned and approve the use of the Common Seal.
3. the finalisation of the handover period with Robyn and Dean Szczecinski of 139 Prinsep Street, allowing for a reasonable training period and handover to assist the Council with a smooth transition.
4. the CEO to engage CS Legal to assist with the transfer of the Business (ABN 84 625 340 960 The trustee for THE SZCZECINSKI FAMILY TRUST Trading as Norseman IGA) relating to the sale and all the properties transfers of the businesses described as the Norseman IGA and the Norseman Post Office and include the following properties, Lot 1, 3 - 11, 100 & 101 (narrow laneway that is now built over), known as 89 Roberts Street, and residential property at lot 394 (139 Prinsep Street, Norseman); and
5. the Shire President release a detailed media statement regarding this business acquisition.

Carried by: Absolute Majority      For: 4      Against: 0

The President, Laurene Bonza has emphasized that the IGA purchase:

- is a good opportunity to provide a financial diversification to bring more stability for the town.
- is a good opportunity to counterbalance the cost shifting from the State Government to Local Government
- will provide a workplace traineeship and will keep our employment local.

The CEO, Peter Fitchat has highlighted that:

- The IGA package includes a house in a very good condition. The Shire had spent in the past a million dollars just to build one house for the local doctor.

The President Deputy, Rasa Patupis has highlighted that:

- It is one more step forward to purchase an important business to the town.

The Councillor, Sharion Warner has highlighted that:

- It is a great opportunity to invest the money back to the community.

Cr. Hogan returned to the meeting at 6:20pm.

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.2 Norseman Community Resource Centre Management Report</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager of Corporate and Community Services, Pania Turner Tourism and Events Officer, Margaret McEwan; and Senior Administration Officer Ciara Stewart
Date of Report	27th February 2023
Disclosure of Interest	Nil

Summary

That the Shire of Dundas Council review and accept the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31<sup>st</sup> July 2022.

Consultation

Shire of Dundas Manager of Corporate and Community Services

Tourism and Events Officer

Shire of Dundas Senior Administration Officer

Voting Requirements

Simple Majority

Officer Recommendation

**That the Norseman Community Resource Centre Management as presented in Papers Relating be accepted.**

Moved Cr. Warner

Seconded: Cr. Hogan

Resolution

**That the Norseman Community Resource Centre Management as presented in Papers Relating be accepted.**

Carried by: Simple Majority For: 5 Against: 0

Agenda Reference & Subject	
10.2.3 Norseman Community Resource Centre Management Financial Statements for the period ending 30 <sup>th</sup> November 2022	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager of Corporate and Community Services, Pania Turner Tourism and Events Officer, Margaret McEwan; and Senior Administration Officer Ciara Stewart
Date of Report	23/02/2023
Disclosure of Interest	Nil

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

1/07/2022 through 30/11/2022

22/02/2023  
12:53:06 PM

Income		
Sales		
1 Computer Usage	\$233.91	
3 Photocopying/Printing	\$4,576.00	
Scanning	\$270.23	
Folding	\$18.18	
Binding	-\$109.09	
Secretarial Services	\$120.94	
Laminating	\$207.29	
Kids Klub	\$4.55	
Events	\$647.28	
Express Yourself - Sales	\$136.51	
Photo Express kiosk	\$232.70	
Animal Jewels & Coasters Sales	\$301.24	
Conference Room Hire	\$795.45	
Contract Services	\$11,265.80	
Grant Income	\$54,514.12	
Total Income		<u>\$73,215.11</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$809.26	
TRANSWA Ticket Sales	-\$1,744.04	
Total Cost of Sales		<u>-\$934.78</u>
Gross Profit		<u>\$74,149.89</u>
Expenses		
Events	\$4,821.48	
Bank Fees	\$100.00	
Advertising	\$735.00	
Dues & Subscriptions	\$4,014.98	
Asset Purchases	\$1,892.00	
Computer Repairs & Maintenance	-\$728.52	
Postage & Shipping	\$11.41	
Stationery	\$3,499.88	
Reimbursement of DPRID Grant	\$12,336.98	
Grant Spend - Purple Bench Pro	\$3,131.00	
Employment Expenses		
Staff Amenities	\$37.78	
Training & Conferences	\$2,900.00	
Total Employment Expenses		<u>\$2,937.78</u>
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$32,774.72</u>
Net Profit / (Loss)		<u>\$41,375.17</u>

**Norseman Community Resource Centre**

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

**Reconciliation Report**

22/02/2023  
12:53:35 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
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Cheque Account: 1-1110 Cheque Account  
Date of Bank Statement: 30/11/2022

Reconciled Cheques

SC301122	4/11/2022			\$10.00
SC301122	17/11/2022	TRUST BANK FEES		\$10.00
2321	18/11/2022	Australian Tax Office		\$1,921.00
2322	18/11/2022	Commemorative Plaques Aust		\$467.50
2323	18/11/2022	Exteria		\$2,976.60
2324	18/11/2022	Technologica (C Direct)		\$953.50
2325	18/11/2022	Norseman IGA		\$27.38
2326	18/11/2022	Express Yourself Printing		\$208.05
2327	18/11/2022	Solutions IT		\$18.88
2328	18/11/2022	Public Transport Authority of		\$452.06
2329	18/11/2022	Gingerbread Folk		\$749.80
Total:			\$0.00	\$7,794.77

Reconciled Deposits

CR003232	2/11/2022	Payment; Centrecare	\$50.00	
CR003233	3/11/2022	Payment; Ngadju Charitable T	\$2.00	
CR003236	11/11/2022	Centrelink 01.11.22	\$2,478.48	
CR003238	16/11/2022	Bank Deposit EFT Sales Octo	\$1,444.34	
CR003234	18/11/2022	Payment; Shire of Dundas	\$214.75	
CR003235	22/11/2022	Payment; Goldfields Commun	\$200.00	
CR003240	25/11/2022	Bank Deposit Cash Sales Sept	\$277.10	
CR003241	25/11/2022	Payment; Norseman Hotel	\$14.60	
Total:			\$4,681.27	\$0.00

Reconciliation

BusinessBasics Balance on 30/11/2022:	\$98,373.17
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$98,373.17
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$98,373.17



## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

**As of November 2022**

22/02/2023  
12:52:48 PM

<b>Assets</b>		
Current Assets		
Cash On Hand		
Cheque Account	\$98,373.17	
Petty Cash	\$150.00	
Undeposited Funds	\$3,721.69	
Total Cash On Hand	\$102,244.86	
Trade Debtors	\$346.40	
Total Current Assets	\$102,591.26	
Other Assets		
Deposits	\$2,000.00	
Total Other Assets	\$2,000.00	
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$96,659.60	
Furniture & Fixtures Accum Dep	-\$70,307.53	
Total Assets	\$130,943.33	
<b>Liabilities</b>		
Current Liabilities		
GST Liabilities		
GST Collected	\$65,122.83	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$63,499.32	
Total GST Liabilities	-\$545.49	
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities	\$29,824.21	
Total Liabilities	\$29,824.21	
Net Assets		
		\$101,119.12
<b>Equity</b>		
Retained Earnings		\$5,922.40
Current Year Earnings		\$41,375.17
Historical Balancing		\$53,821.55
Total Equity		\$101,119.12

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Norseman Community Resource Centre Management Financial Statements for the period ending 30<sup>th</sup> November 2022 be accepted.**

Moved Cr. Warner

Seconded: Cr. Hogan

#### Resolution

**That the Norseman Community Resource Centre Management Financial Statements for the period ending 30<sup>th</sup> November 2022 be accepted.**

Carried by: Simple Majority For: 5 Against: 0

Agenda Reference & Subject	
10.2.4 Norseman Community Resource Centre Management Financial Statements for the period ending 31 <sup>st</sup> December 2022	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager of Corporate and Community Services, Pania Turner Tourism and Events Officer, Margaret McEwan; and Senior Administration Officer Ciara Stewart
Date of Report	23/02/2023
Disclosure of Interest	Nil

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

1/07/2022 through 31/12/2022

22/02/2023  
1:14:42 PM

Income		
Sales		
1 Computer Usage	\$302.10	
3 Photocopying/Printing	\$4,837.49	
Scanning	\$297.50	
Folding	\$18.18	
Binding	-\$109.09	
Secretarial Services	\$120.94	
Laminating	\$207.29	
Kids Klub	\$4.55	
Events	\$683.64	
Express Yourself - Sales	\$147.42	
Photo Express kiosk	\$279.65	
Animal Jewels & Coasters Sales	\$301.24	
Conference Room Hire	\$795.45	
Contract Services	\$11,265.80	
Grant Income	\$84,024.28	
Total Income		<u>\$103,176.44</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	-\$1,808.11	
TRANSWA Ticket Sales	-\$2,804.22	
Total Cost of Sales		<u>-\$4,612.33</u>
Gross Profit		<u>\$107,788.77</u>
Expenses		
Events	\$4,821.48	
Bank Fees	\$120.00	
Advertising	\$1,030.00	
Dues & Subscriptions	\$4,014.98	
Asset Purchases	\$1,892.00	
Computer Repairs & Maintenance	-\$728.52	
Postage & Shipping	\$11.41	
Stationery	\$3,548.96	
Reimbursement of DPRID Grant	\$12,336.98	
Grant Spend - Purple Bench Pro	\$3,131.00	
Employment Expenses		
Staff Amenities	\$37.78	
Wages & Salaries	\$23,000.00	
Training & Conferences	\$2,900.00	
Total Employment Expenses		<u>\$25,937.78</u>
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$56,138.80</u>
Net Profit / (Loss)		<u>\$51,649.97</u>

**Norseman Community Resource Centre**

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

**Reconciliation Report**

22/02/2023  
1:14:03 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account: 1-1110		Cheque Account		
Date of Bank Statement: 31/12/2022				
<b>Reconciled Cheques</b>				
SC311222	5/12/2022			\$10.00
SC311222	19/12/2022	Trust Bank Fees		\$10.00
2330	22/12/2022	Norseman IGA		\$53.99
2331	22/12/2022	Norseman Today		\$105.00
2332	22/12/2022	Norseman Today		\$190.00
2333	22/12/2022	Shire of Dundas - Wages & Su		\$23,000.00
Total:			\$0.00	\$23,368.99
<b>Reconciled Deposits</b>				
CR003242	8/12/2022	Department of Primary Industr	\$29,982.70	
CR003243	13/12/2022	Centrelink	\$2,478.48	
CR003244	15/12/2022	Payment; Norseman Hotel	\$153.00	
CR003247	31/12/2022	Cash and EFT Nov 22	\$4,538.60	
Total:			\$37,152.78	\$0.00
<b>Reconciliation</b>				
BusinessBasics Balance on 31/12/2022:			\$112,156.96	
Add: Outstanding Cheques:			\$0.00	
Subtotal:			\$112,156.96	
Deduct: Outstanding Deposits:			\$0.00	
Expected Balance on Statement:			\$112,156.96	



## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

**As of December 2022**

22/02/2023  
1:14:17 PM

<b>Assets</b>	
Current Assets	
Cash On Hand	
Cheque Account	\$112,156.96
Petty Cash	\$150.00
Undeposited Funds	\$3,721.69
Total Cash On Hand	\$116,028.65
Trade Debtors	\$193.40
Total Current Assets	\$116,222.05
Other Assets	
Deposits	\$2,000.00
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$96,659.60
Furniture & Fixtures Accum Dep	-\$70,307.53
Total Assets	\$144,574.12
<b>Liabilities</b>	
Current Liabilities	
GST Liabilities	
GST Collected	\$68,483.73
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$63,504.23
Total GST Liabilities	\$2,810.50
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	\$33,180.20
Total Liabilities	\$33,180.20
Net Assets	\$111,393.92
<b>Equity</b>	
Retained Earnings	\$5,922.40
Current Year Earnings	\$51,649.97
Historical Balancing	\$53,821.55
Total Equity	\$111,393.92

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Norseman Community Resource Centre Management Financial Statements for the period ending 31<sup>st</sup> December 2022 be accepted.**

Moved Cr. Hogan

Seconded: Cr. Warner

#### Resolution

**That the Norseman Community Resource Centre Management Financial Statements for the period ending 31<sup>st</sup> December 2022 be accepted.**

Carried by: Simple Majority For: 5 Against: 0



Agenda Reference & Subject	
10.2.5 Norseman Community Resource Centre Management Financial Statements for the period ending 31 <sup>st</sup> January 2023	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager of Corporate and Community Services, Pania Turner Tourism and Events Officer, Margaret McEwan; and Senior Administration Officer Ciara Stewart
Date of Report	23/02/2023
Disclosure of Interest	Nil

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

**1/07/2022 through 31/01/2023**

22/02/2023  
1:27:42 PM

Income		
Sales		
1 Computer Usage	\$302.10	
3 Photocopying/Printing	\$4,837.49	
Scanning	\$297.50	
Folding	\$18.18	
Binding	-\$109.09	
Secretarial Services	\$120.94	
Laminating	\$207.29	
Kids Klub	\$4.55	
Events	\$683.64	
Express Yourself - Sales	\$147.42	
Photo Express kiosk	\$279.65	
Animal Jewels & Coasters Sales	\$301.24	
Conference Room Hire	\$795.45	
Contract Services	\$13,518.96	
Grant Income	\$84,024.28	
Total Income		<u>\$105,429.60</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	-\$1,808.11	
TRANSWA Ticket Sales	-\$1,268.19	
Total Cost of Sales		<u>-\$3,076.30</u>
Gross Profit		<u>\$108,505.90</u>
Expenses		
Events	\$7,071.48	
Bank Fees	\$140.00	
Advertising	\$1,135.00	
Dues & Subscriptions	\$4,014.98	
Asset Purchases	\$1,892.00	
Computer Repairs & Maintenance	-\$208.84	
Postage & Shipping	\$11.41	
Stationery	\$3,548.96	
Reimbursement of DPRID Grant	\$12,336.98	
Grant Spend - Purple Bench Pro	\$3,131.00	
Employment Expenses		
Staff Amenities	\$37.78	
Wages & Salaries	\$23,000.00	
Training & Conferences	\$2,900.00	
Total Employment Expenses		<u>\$25,937.78</u>
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$59,033.48</u>
Net Profit / (Loss)		<u>\$49,472.42</u>

**Norseman Community Resource Centre**

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

**Reconciliation Report**

22/02/2023  
1:27:15 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
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Cheque Account: 1-1110 Cheque Account  
Date of Bank Statement: 31/01/2023

Reconciled Cheques

SC310123	5/01/2023			\$10.00
SC310123	17/01/2023	Trust Bank Fees		\$10.00
2334	30/01/2023	Norseman Today		\$105.00
2335	30/01/2023	Solutions IT		\$18.88
2336	30/01/2023	Solutions IT		\$18.88
2337	30/01/2023	Esperance Communications		\$533.90
2338	30/01/2023	Dummies Corp.		\$2,475.00
2339	30/01/2023	Public Transport Authority of		\$1,695.63
Total:			\$0.00	\$4,867.29

Reconciled Deposits

CR003248	3/01/2023	Public Transport Authority of	\$6.00	
CR003249	13/01/2023	Centrelink	\$2,478.48	
Total:			\$2,484.48	\$0.00

Reconciliation

BusinessBasics Balance on 31/01/2023:	\$109,774.15
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$109,774.15
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$109,774.15

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## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

**As of January 2023**

22/02/2023  
1:27:28 PM

<b>Assets</b>	
Current Assets	
Cash On Hand	
Cheque Account	\$109,774.15
Petty Cash	\$150.00
Undeposited Funds	\$3,721.69
Total Cash On Hand	\$113,645.84
Trade Debtors	\$193.40
Total Current Assets	\$113,839.24
Other Assets	
Deposits	\$2,000.00
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$96,659.60
Furniture & Fixtures Accum Dep	-\$70,307.53
Total Assets	\$142,191.31
<b>Liabilities</b>	
Current Liabilities	
GST Liabilities	
GST Collected	\$68,709.60
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$63,935.36
Total GST Liabilities	\$2,605.24
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	\$32,974.94
Total Liabilities	\$32,974.94
Net Assets	
	\$109,216.37
<b>Equity</b>	
Retained Earnings	\$5,922.40
Current Year Earnings	\$49,472.42
Historical Balancing	\$53,821.55
Total Equity	\$109,216.37

### Voting Requirements

Simple Majority

### Officer Recommendation

**That the Norseman Community Resource Centre Management Financial Statements for the period ending 31<sup>st</sup> January 2023 be accepted.**

Moved       Cr. Hogan  
Seconded:   Cr. Warner

### Resolution

**That the Norseman Community Resource Centre Management Financial Statements for the period ending 31<sup>st</sup> January 2023 be accepted.**

Carried by:   Simple Majority                      For:   5                      Against:   0

Pania Turner, Manager of Corporate and Community Services, has informed that the currently meeting has presented more items referent to the CRC Financial Statement. The reason is that the Shire did not hold a Council Meeting in January and on 20<sup>th</sup> December 2022 Meeting the Financial report was not presented due to staff shortage.

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.6 Accounts Paid 01/12/22 to 31/12/22</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Finance Assistant – Katherine Wiles
Date of Report	22 <sup>nd</sup> February 2023
Disclosure of Interest	Nil

### Summary

To present to Council the list of accounts paid by delegated authority of the Chief Executive Officer during December 2022.

### 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
30112022	30/11/2022	Norseman CRC	November 2022 EFT Sales	1,246.15
<b>Total Visitor Centre Account EFT's for December 2022</b>				<b>\$1,246.15</b>

### **Municipal Account EFT's, Cheques and Direct Debits**

Chq/EFT	Date	Name	Description	Amount
EFT7236	29/11/2022	Australia Post	Postage (01/09/2022 - 31/10/2022)	690.16
EFT7237	29/11/2022	Bunnings Warehouse Kalgoorlie	Reticulation equipment	285.95
EFT7238	29/11/2022	Laurene Bonza	Claim (Council Meeting 22/11/2022)	383.00

Chq/EFT	Date	Name	Description	Amount
EFT7239	29/11/2022	ESPERANCE AUTOS	NISSAN NAVARA 4X2 AUTOMATIC SL SINGLE CAB	26,515.00
EFT7240	29/11/2022	John Edward Patrick Hogan	Claim (Council Meeting 22/11/2022)	216.00
EFT7241	29/11/2022	JOHN MALONEY	Council Meeting (OCM 22/11/2022)	216.00
EFT7242	29/11/2022	Star Track Credit	Freight (WA Country 15-11)	81.53
EFT7243	29/11/2022	Navman Wireless Australia Pty Ltd	Monthly satellite service (05/11/2022 - 04/12/2022)	65.89
EFT7244	29/11/2022	Ross Squire Homes	Initial Deposit for the preparation of - Works drawings, purchase agreement by Ross Squire Homes	3,000.00
EFT7245	29/11/2022	South Coast Foodservice	Toilet roll dispensers & Graffiti Solvent	649.84
EFT7246	29/11/2022	John Eyre Pty Ltd	Refund - Cocklebiddy Toilet Block Deposit (Paid 28/04/2022)	256.00
EFT7247	29/11/2022	WESFARMERS KLEENHEAT GAS PTY LTD	LPG Bulk	1,126.20
EFT7248	29/11/2022	SHARON MAREE WARNER (councillor)	Claim (Council Meeting 22/11/2022 & 6VROC Laverton 18/11/2022)	324.00
7862	01/12/2022	ANZ Bank	Merchant Fees	242.63
7863	01/12/2022	Payment to WA Treasury Corp Net	Loan Payment - Doctors House	28,708.29
7864	01/12/2022	Leigh Morgan & Barry Hempo	Reimbursement - Incidentals for Registrable Plant Awareness Course	828.20
7866	01/12/2022	Department of Transport	Licensing transaction for 30.11.2022 - debited on 02.12.2022	991.05
EFT7249	02/12/2022	Norseman Historical Museum Association	Payment of Goods & Services purchased as per Community Grant Program Application	4,860.00
7766	05/12/2022	Centrepay	Direct payment fees	0.99
7867	05/12/2022	Department of Transport	Licensing transaction for 01.12.2022 - debited on 05.12.2022	740.55
7869	06/12/2022	Department of Transport	Licensing transaction for 02.12.2022 - debited on 06.12.2022	199.70
PAY	06/12/2022	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	92,451.52

Chq/EFT	Date	Name	Description	Amount
7871	07/12/2022	Department of Transport	Licensing transaction for 05.12.2022 - debited on 07.12.2022	46.85
7874	07/12/2022	ANZ Bank	BPAY fees	61.88
7872	08/12/2022	Department of Transport	Licensing transaction for 06.12.2022 - debited on 08.12.2022	495.50
7873	09/12/2022	Department of Transport	Licensing transaction for 07.12.2022 - debited on 09.12.2022	83.95
7876	12/12/2022	Department of Transport	Licensing transaction for 08.12.2022 - debited on 12.12.2022	342.65
7877	12/12/2022	Centrepay	Direct payment fees	1.98
7878	13/12/2022	Centrepay	Direct payment fees	1.98
7879	13/12/2022	Centrepay	Direct payment fees	1.98
7884	14/12/2022	Department of Transport	Licensing transaction for 12.12.2022 - debited on 14.12.2022	985.45
7885	14/12/2022	Stephen Lowry	Reimbursement for Incidentals for Travelling to Harvey with Truck full of logs	254.40
7886	15/12/2022	Department of Transport	Licensing transaction for 13.12.2022 - debited on 15.12.2022	1,342.50
7893	15/12/2022	Solutions 3E Advantage	Lease for Photocopiers 01/11/2022 - 30/11/2022	6,319.30
7887	16/12/2022	Department of Transport	Licensing transaction for 14.12.2022 - debited on 16.12.2022	550.05
DD11284.1	16/12/2022	Superchoice	Payroll deductions	1,544.90
DD11284.1	16/12/2022	Superchoice	Payroll deductions	4,070.75
DD11284.1	16/12/2023	AWARE SUPER - ACCUMULATION AWARE SUPER PTY LTD	Payroll deductions	7,901.59
DD11284.2	16/12/2023	PRIME SUPER	Superannuation contributions	231.98
DD11284.3	16/12/2023	ESSENTIAL SUPER	Superannuation contributions	309.30
DD11284.4	16/12/2023	MY NORTH SUPER	Payroll deductions	508.53
DD11284.5	16/12/2023	THE TRUSTEE FOR MORGAN FAMILY SUPERANNUATION FUND	Payroll deductions	907.26
DD11284.6	16/12/2023	AustralianSuper	Superannuation contributions	4,439.12
DD11284.7	16/12/2023	Retail Employees Superannuation Trust	Superannuation contributions	477.05
DD11284.8	16/12/2023	HostPLUS	Superannuation contributions	1,015.56
DD11284.9	16/12/2023	SLAP Superannuation Fund	Superannuation contributions	527.88
DD11284.10	16/12/2023	EMERGENCY SERVICES SUPERANNUATION SCHEME	Superannuation contributions	936.39

Chq/EFT	Date	Name	Description	Amount
DD11284.11	16/12/2023	ANZ Smart Choice Super	Superannuation contributions	1,307.20
DD11284.12	16/12/2023	Colonial First State First Choice Superannuation Trust	Superannuation contributions	247.11
DD11284.13	16/12/2023	PLUM SUPER	Superannuation contributions	244.66
EFT7251	16/12/2022	Aerodrome Management Services Pty Ltd	On-site Aerodrome Reporting Officer course	12,475.00
EFT7252	16/12/2022	Australian Taxation Office	BAS (November 2022)	1,335.00
EFT7253	16/12/2022	Australia Post	Postage November 22	1,101.74
EFT7254	16/12/2022	Australian Communications & Media Authority	LICENSE RENEWAL to 13/12/2023	118.00
EFT7255	16/12/2022	ATOM SUPPLY	Shower deluge + eye/face wash	3,677.39
EFT7256	16/12/2022	ZircoDATA Pty Ltd	Storage of Registers ( 26/10/2022 - 25/11/2022 )	160.24
EFT7257	16/12/2022	ALTORA SOLUTIONS	Axion subscription to Altora: 01/12/22 - 01/01/23	345.51
EFT7258	16/12/2022	BP Norseman	Fuel Purchases for November 2022	1,039.54
EFT7259	16/12/2022	Laurene Bonza	IB Session & Travel Cost Reimbursement	180.00
EFT7260	16/12/2022	BOC Limited	Container Service Fee (29.10.22 - 27.11.22)	41.01
EFT7261	16/12/2022	Cuten Guneder Machinery	Hyden Rd toilets, pumped septic's and clean buildings	3,300.00
EFT7262	16/12/2022	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	445.73
EFT7263	16/12/2022	David Gray & Co. Pty Ltd	Prolink XR briquettes 200 Prolink pellets 10kg	3,498.00
EFT7264	16/12/2022	ESPERANCE METALAND	Medium galv pipe 50NB x 6.5m	1,563.87
EFT7265	16/12/2022	Esperance Rural Supplies	Water equipment for reticulation - Airport, Cemetery & Landfill	4,838.19
EFT7266	16/12/2022	MATTEN PTY LTD T/AS FREIGHT LINES GROUP	Freight (18/10 Eagle Petroleum, 24/10 Metaland, 08/11 Afgri Perth, 11/11 David Gray & Co)	1,379.02
EFT7267	16/12/2022	Elite Gym Hire	Hire of Treadmill, Bike, Rower & Cross Trainer (12/11/22 - 12/12/22)	1,402.67
EFT7268	16/12/2022	A.D. Engineering International Pty Ltd	Town clock quarterly service (03.12.2022 to 02.03.2022)	132.00
EFT7269	16/12/2022	Department of Fire & Emergency Services	ESL (NOVEMBER 2022)	6,820.44
EFT7270	16/12/2022	Greenfield Technical Services	Prepare a 5 year RRG road program development as per direction from Client	9,625.00
EFT7271	16/12/2022	Goldfields Voluntary Regional Organisation of Council	GVROC Subscriptions Fee for 2022/23, Regional Climate	26,950.00

Chq/EFT	Date	Name	Description	Amount
			Alliance to Carbon Emissions & Renewable Energy Audit	
EFT7272	16/12/2022	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Finance & Governance Assistance - 25hrs @ \$108 - 14/11/22 - 27/11/22	12,799.88
EFT7273	16/12/2022	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Services Agreement 201218 - Twenty-sixth recharge 40 hrs @ \$95 p/h	4,180.00
EFT7274	16/12/2022	GLEN FLOOD GROUP PTY LTD T/A GFG CONSULTING	BAL assessment Report and Mapping to determine the BAL Rating for the proposed Terminal Building	3,960.00
EFT7275	16/12/2022	John Edward Patrick Hogan	Claim (Council Meeting IB Session - 05/12/2022)	108.00
EFT7276	16/12/2022	Horizon Power	Power Supply 01/11/22 - 30/11/22	8,712.10
EFT7277	16/12/2022	HARVEY NORMAN AV/IT KALGOORLIE	Purchase 1x Microsoft Surface-Pro 8 with Keyboard	1,915.00
EFT7278	16/12/2022	JOHN MALONEY	Claim (Council IB Session - 05/12/2022)	108.00
EFT7279	16/12/2022	KILIMA (WA) P/L	Rent for 81 Roberts Street, Norseman for December2022	266.20
EFT7280	16/12/2022	Landgate	Mining Tenement Chargeable - Schedule No. M2022/10 Dated 06/09/22 - 14/10/22	144.50
EFT7281	16/12/2022	Recoveries Legal	LGA Sale - A27 - 94A Angove Street, Norseman	1,188.00
EFT7282	16/12/2022	Raymond Marcon	2 x 10 hours Operator Grader on Hyden Road 28/11 - 01/12/2022	1,622.50
EFT7283	16/12/2022	Moore Australia (WA) Pty Ltd	Compilation of the Monthly Statement of Financial Activity - October 2022	4,174.50
EFT7284	16/12/2022	McLeods Barristers & Solicitors	DR 131/2022 -Prendiville Superannuation PTY LTD v Shire of Dundas	7,661.35
EFT7285	16/12/2022	Golden Flame Nominees Pty Ltd	Purchase of ice for 2022/2023	69.00
EFT7286	16/12/2022	OFFICE NATIONAL KALGOORLIE	X3 Flip Top Table & X2 Arbor Executive Boardroom Table for community room upgrade	6,037.42
EFT7287	16/12/2022	Norseman General Practice	Locum Services At Norseman General Practice 5 days @ \$2700p/day	16,739.00
EFT7288	16/12/2022	O'Dwyer Electrical	Laundromat fuse fault on washing machine	1,520.00
EFT7289	16/12/2022	Online Safety Systems Pty Ltd/as Plant Assessor	Plant assessor membership - November 2022	1,265.00
EFT7290	16/12/2022	Rasa Patupis	Claim (Council Meeting IB Session 05/12/2022)	108.00



Chq/EFT	Date	Name	Description	Amount
EFT7291	16/12/2022	PathWest Laboratory Medicine WA	D & A Testing for Dean Bryan	35.00
EFT7292	16/12/2022	RSEA PTY LTD	Zeke Turners road crew uniform and Safety Boots	943.26
EFT7293	16/12/2022	South East Petroleum	Please supply 6000lt of diesel	12,757.03
EFT7294	16/12/2022	South Coast Foodservice	Laundromat washing chemicals	1,619.62
EFT7295	16/12/2022	Environmental Innovations Pty Ltd	Biannual wastewater and groundwater sampling	9,988.00
EFT7296	16/12/2022	SWANS Veterinary Services	Euthanasia Cat	512.85
EFT7297	16/12/2022	Solutions IT (invoice S + B)	Agreement - Cloud Backup (Maintain for December 2022)	4,599.01
EFT7298	16/12/2022	SAFEMASTER SAFETY PRODUCT PTY LTD	Recertification Height Safety System - Woodlands	1,017.50
EFT7299	16/12/2022	TOLL TRANSPORT PTY LTD	22/11/22 - Mark Rolffe Welshpool	418.35
EFT7300	16/12/2022	Veronica Wyatt	Claim (Council Meeting 22.11.2022)	108.00
EFT7301	16/12/2022	Wilsons Diesel & Auto Repairs	P319 Subaru Forrester - 38DS - Carry out service 109,993kms	1,538.45
EFT7302	16/12/2022	WESFARMERS KLEENHEAT GAS PTY LTD	LPG Bulk	1,459.88
EFT7303	16/12/2022	SHARON MAREE WARNER (councillor)	IB Session & 2x GVROC	324.00
EFT7304	16/12/2022	WINC AUSTRALIA PTY LTD	Various stationery for admin	775.72
EFT7305	16/12/2022	SHARON MAREE WARNER (pool)	Relief Pool Supervisor 20/11/22 8hrs; 21/11/22 1hr; 22/11/22 2hrs & 04/12/22 8hrs	950.00
EFT7321	16/12/2022	Advertiser Print	2023 Community Calendar x 500. Graphics, Print and Delivery	4,316.00
EFT7322	16/12/2022	Buckley, Keana Faith	1st Prize Photo Competition	450.00
EFT7323	16/12/2022	Bridgeman, Mandy	2nd Prize Photo Comp - Portraiture	125.00
EFT7324	16/12/2022	Curtain, Julie	First prize photo Comp - Image of Excellence - Donated to Seniors Christmas Dinner	1,000.00
EFT7325	16/12/2022	Elite Gym Hire	Hire of Treadmill, Bike, Rower & Cross Trainer (12/12/22 - 12/01/22)	1,402.67
EFT7326	16/12/2022	Horizon Power	Kilima -81 Roberts Street 18/10/22 - 15/12/22	274.43
EFT7328	16/12/2022	Landgate	Mining Tenement Chargeable - Schedule No. M2022/11 DATED 15/10/22 - 08/11/22	102.00

Chq/EFT	Date	Name	Description	Amount
EFT7327	16/12/2022	HARVEY NORMAN AV/IT KALGOORLIE	x2 HP 24-CB0007A AIO WHT	1,656.00
EFT7329	16/12/2022	Star Track Credit	Freight (09/12 - Advertiser Print, 13/12 - WA Country 14/12 - STC Fuel Charge)	1,036.15
EFT7330	16/12/2022	Microshel Family Trust T/AS PACK & SEND EAST PERTH RGSMW PTY LTD	Freight - Nedlands to Norseman	213.68
EFT7331	16/12/2022	Pope, Jemma	2nd Prize Photo Comp - Norseman Today	125.00
EFT7332	16/12/2022	Water Corporation	Water Usage 26/09/22 - 21/11/22	9,533.46
EFT7333	16/12/2022	SHARON MAREE WARNER (councillor)	1ST Prize Photo Comp - Norseman Woodlands to Eucla	225.00
EFT7334	16/12/2022	WINC AUSTRALIA PTY LTD	Various stationery for admin	54.78
EFT7335	16/12/2022	Whitby, Lynette	2nd Prize Photo Comp - Norseman Woodlands to Eucla Coast	125.00
EFT7341	22/12/2022	Telstra Corporation Limited	Telephone, Internet, ADSL 05.12 - 04.01	1,945.25
EFT7341	22/12/2022	Telstra Corporation Limited	Telephone, Internet, ADSL 05.12 - 04.01	195.00
7896	19/12/2022	Daryl Glover	Reimbursement of Fuel 06/12 - 07/12/2022 to attend a Course in Kalgoorlie	587.35
7897	19/12/2022	Pania Turner	Reimbursement for Christmas Party Purchases, Laundromat Storage, Youth Centre Christmas Gifts, Woodlands Events and Admin Kitchen	646.09
7889	19/12/2022	Department of Transport	Licensing transaction for 15.12.2022 - debited on 19.12.2022	1,257.55
7888	19/12/2022	Centrepay	Direct payment fees	0.99
PAY	20/12/2022	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	81,259.02
7891	20/12/2022	Department of Transport	Licensing transaction for 16.12.2022 - debited on 20.12.2022	2,058.35
7898	21/12/2022	Department of Transport	Licensing transaction for 19.12.2022 - debited on 21.12.2022	109.40
7900	22/12/2022	Department of Transport	Licensing transaction for 20.12.2022 - debited on 22.12.2022	219.70
EFT7336	22/12/2022	Laurene Bonza	Allowance - December 2022	1,735.50
EFT7337	22/12/2022	John Edward Patrick Hogan	Claim (Council Meeting 20.12.2022)	216.00

Chq/EFT	Date	Name	Description	Amount
EFT7338	22/12/2022	JOHN MALONEY	Claim (Council Meeting 20.12.2022)	216.00
EFT7339	22/12/2022	Rasa Patupis	Allowance - December 2022	554.16
EFT7340	22/12/2022	SHARON MAREE WARNER (councillor)	Claim (Council Meeting 20.12.2022)	216.00
EFT7341	22/12/2022	Telstra Corporation Limited	Telephone, Internet, ADSL 05.12 - 04.01	5,878.00
EFT7342	22/12/2022	AFGRI EQUIPMENT (AUSTRALIA) PTY LTD	John Deere 1025R with 60 inch mid mount mower deck 2 year warranty period as per quote VP323384 - ID VPR551706 dated 07/09/22	34,485.00
EFT7343	22/12/2022	Cuten Guneder Machinery	Liquid was disposal, travel & 1 spotter - as per INV#0871	12,807.30
EFT7344	22/12/2022	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	445.73
EFT7345	22/12/2022	Horizon Power	Various Power Charges - 19.10.2022 - 16.12.2022	454.82
EFT7346	22/12/2022	K & R EARTHWORKZ	Ramsay St access and footpaths - as per quote	29,348.00
EFT7347	22/12/2022	Raymond Marcon	operation of grader 21-25/11/2022	3,264.50
EFT7348	22/12/2022	Moore Australia (WA) Pty Ltd	Compilation of the Monthly Statement of Financial Activity - November 2022	3,069.00
EFT7349	22/12/2022	Golden Flame Nominees Pty Ltd	Refreshments for Seniors Christmas Dinner 2nd December 2022	546.00
EFT7350	22/12/2022	Visimax Safety Products	Various animal management equipment	1,202.35
EFT7351	22/12/2022	Water Corporation	Standpipe Usage July - September	108,677.91
EFT7352	22/12/2022	Wilson's Diesel & Auto Repairs	Supply new battery for Roller DS3300	292.60
EFT7353	22/12/2022	SHARON MAREE WARNER (pool)	Standby Pool Manager 18.12.2022	400.00
7913	22/12/2022	Barry Hempo, Pania Turner & Paul Stewart	Payment of utilities	2,500.00
7915	22/12/2022	Evan Whisson; Youth First prize - Anabella Tibbles	Photographic Competition 2nd Prize - Molly Clark; 3rd Prize	650.00
7901	23/12/2022	Department of Transport	Licensing transaction for 21.12.2022 - debited on 23.12.2022	1054.65
7914	23/12/2022	Centrepay	Direct debit fees	2.97
7903	28/12/2022	Department of Transport	Licensing transaction for 22.12.2022 - debited on 28.12.2022	563.90
7916	28/12/2022	Centrepay	Direct debit fees	0.99
7904	28/12/2022	Centrepay	Direct debit fees	0.99
<b>Total Municipal Account EFT's, Cheques and Direct Debits for December 2022</b>				<b>\$705,543.96</b>

Chq/EFT	Date	Name	Description	Amount

UNCONFIRMED

## Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
7912	22/12/2022	ANZ Credit Card	Purchase 1 x Tub of Honey	19.50
7912	22/12/2022	ANZ Credit Card	Landgate Certificate of Title for Lot 226	28.20
7912	22/12/2022	ANZ Credit Card	Accommodation Booking for Peter Fitchat - Quay Perth Hotel	1040.91
7912	22/12/2022	ANZ Credit Card	Doodly Subscription	105.79
7912	22/12/2022	ANZ Credit Card	Wilson Street Parking Perth - 29/11/2022 Peter Fitchat	33.41
7912	22/12/2022	ANZ Credit Card	LinkedIn Subscription 01/11 - 01/12/2022	39.99
7912	22/12/2022	ANZ Credit Card	MYOB Subscription for Norseman CRC - Monthly	65.00
7912	22/12/2022	ANZ Credit Card	Purchase 2 x Honey Tubs & 2 X Pens	84.00
7912	22/12/2022	ANZ Credit Card	Adobe Subscription	24.99
7912	22/12/2022	ANZ Credit Card	Councillors Coffees x 3 for Council Meeting	18.00
7912	22/12/2022	ANZ Credit Card	Accommodation for Stephen Lowry - Road Closure Hyden on return from Harvey with Log Delivery	125.00
7912	22/12/2022	ANZ Credit Card	Councillors Coffees x 3 for Council Meeting	18.00
7912	22/12/2022	ANZ Credit Card	Fuel Vouchers for Christmas Fair - Ampol	150.00
7912	22/12/2022	ANZ Credit Card	Woodlands Restock of Products	281.38
7912	22/12/2022	ANZ Credit Card	Apple.com Sydney Subscription	11.99
7912	22/12/2022	ANZ Credit Card	Ice for Seniors Christmas Party - EG Group	14.20
7912	22/12/2022	ANZ Credit Card	Gifts for Seniors Christmas Party - Kmart Kalgoorlie	620.10
7912	22/12/2022	ANZ Credit Card	Gifts for Seniors Christmas Party - House Kalgoorlie	222.80
7912	22/12/2022	ANZ Credit Card	Food for Seniors Christmas Party - Coles Kalgoorlie	451.37
7912	22/12/2022	ANZ Credit Card	Gifts for Seniors Christmas Party - Bunnings Kalgoorlie	439.82
7912	22/12/2022	ANZ Credit Card	2 x 65L Ice King Blue Hard Esky Coolers - Bunnings Kalgoorlie	398.00
7912	22/12/2022	ANZ Credit Card	Flight for Hannah Turner - Emergency Relief Staff for Woodlands Centre	1359.79
7912	22/12/2022	ANZ Credit Card	Adobe Subscription	21.99
<b>Total Municipal Account Credit Cards for December 2022</b>				<b>\$6,080.71</b>

**Summary of Account Totals**

Visitor Centre EFT's	\$1,246.15
Municipal EFT's, Direct Debits & Cheques	\$705,543.96
Municipal Credit Card's	\$6,080.71
<b>Grand Total for December 2022</b>	<b>\$712,870.82</b>

Voting Requirements

Simple Majority

**Officer Recommendation**

**That the Shire of Dundas monthly accounts paid from 1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022 totalling \$712,870.82 be received and noted.**

Moved: Cr. Warner

Seconded: Cr. Hogan

**Resolution**

**That the Shire of Dundas monthly accounts paid from 1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022 totalling \$712,870.82 be received and noted.**

Carried by: Simple Majority For: 5 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.7 Accounts Paid 01/01/23 to 31/01/23</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Finance Assistant – Katherine Wiles
Date of Report	22 <sup>nd</sup> February 2023
Disclosure of Interest	Nil

Summary

To present to Council the list of accounts paid by delegated authority of the Chief Executive Officer during January 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
EFT7505	30/01/2023	DAVRIC AUSTRALIA PTY LTD	Stock Order for Visitor Centre	2,706.59
<b>Total Visitor Centre Account EFT's for January 2023</b>				<b>\$2,706.59</b>

#### **Municipal Account EFT's, Cheques and Direct Debits**

Chq/EFT	Date	Name	Description	Amount
7924	3/01/2023	ANZ Bank	Merchant Fee	84.41
PAY	4/01/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	76,909.95
7934	9/01/2023	Centrepay	Direct payment fees	0.99
7945	9/01/2023	ANZ Bank	BPAY Fees	23.93
7935	10/01/2023	Centrepay	Direct payment fees	2.97
7949	11/01/2023	Department of Transport	Licensing transaction for 09.01.2023 - debited on 11.01.2023	2,456.15
7950	12/01/2023	Department of Transport	Licensing transaction for 10.01.2023 - debited on 12.01.2023	1,861.90
7951	13/01/2023	Department of Transport	Licensing transaction for 110.01.2023 - debited on 13.01.2023	435.15
7937	16/01/2023	Centrepay	Direct payment fees	0.99
7952	16/01/2023	Department of Transport	Licensing transaction for 12.01.2023 - debited on 16.01.2023	486.35
7946	16/01/2023	3E Advantage	Lease for Photocopiers 01/12/2022 - 31/12/2022	3,067.46
7953	17/01/2023	Department of Transport	Licensing transaction for 13.01.2023 - debited on 17.01.2023	846.10
7954	18/01/2023	Department of Transport	Licensing transaction for 16.01.2023 - debited on 18.01.2023	1,206.30
PAY	18/01/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	83,519.23
7955	19/01/2023	Department of Transport	Licensing transaction for 17.01.2023 - debited on 19.01.2023	674.60
7956	20/01/2023	Department of Transport	Licensing transaction for 18.01.2023 - debited on 20.01.2023	452.40

Chq/EFT	Date	Name	Description	Amount
940675	20/01/2023	Payroll	Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	2,099.18
EFT7422	25/01/2023	ATOM SUPPLY	Battery red lithium 18V 5.0AH Li-Ion Milwaukee M18b5	1,237.67
EFT7423	25/01/2023	ZircoDATA Pty Ltd	Storage of Registers (22.11.22 - 25.12.22)	160.24
EFT7424	25/01/2023	Boral Construction Materials Group Limited	Supply 1000L IBC with emulsion	1,507.00
EFT7425	25/01/2023	Bonza Constructions Pty Ltd	Hang large hand painted metal mural outside Dodd House	6,379.87
EFT7426	25/01/2023	Cuten Guneder Machinery	Removal of Bus from Eyre Highway & Dump Disposal Fees	9,115.92
EFT7427	25/01/2023	CHILD SUPPORT DEPARTMENT OF HUMAN SERVICES	Payroll deductions	891.46
EFT7428	25/01/2023	Corsign WA	Grabrail with welded base plates & Kick Plate	3,569.50
EFT7429	25/01/2023	Bills Doors & Servicing	Purchase & supply 8 X Additional Key Fobs for the Staff Entry Doors	221.84
EFT7430	25/01/2023	DIGGERS ICECREAM SHOP	100 x Icecreams purchased for the Christmas Fair	600.00
EFT7431	25/01/2023	EAGLE PETROLEUM (WA) PTY LTD	Bag of Towelling rags 10kg	385.00
EFT7432	25/01/2023	FARM AND GENERAL	Garden Fertilisers & supplies	979.50
EFT7433	25/01/2023	VIP SECURITY INDUSTRIES T/A THREAT PROTECT	Alarm Monitoring ( 76 Roberts Street, Norseman from 01 January 2023)	376.52
EFT7434	25/01/2023	GLEN FLOOD GROUP PTY LTD T/A GFG TEMP ASSIST	Tender Support	6,129.86
EFT7435	25/01/2023	GLEN FLOOD GROUP PTY LTD T/A GFG CONSULTING	Contour & Feature Survey	23,448.92
EFT7436	25/01/2023	Horizon Power	Various Power Charges - 01.12.2022 - 31.12.2022 - Street Lights	23,817.20
EFT7437	25/01/2023	HARVEY NORMAN AV/IT KALGOORLIE	Monitor & Cabling for Eucla Hall	3,149.00
EFT7438	25/01/2023	KILIMA (WA) P/L	Rent for 81 Roberts Street, Norseman for January 2023	266.20
EFT7439	25/01/2023	Star Track Credit	Freight (Dangerous Goods - Norseman Swimming Pool)	882.18
EFT7440	25/01/2023	Moore Australia (WA) Pty Ltd	Purchase 2021-22 Rates ComparisionReport - Hard copy & PFD	440.00



Chq/EFT	Date	Name	Description	Amount
EFT7441	25/01/2023	MINING MART PTY LTD	DPT80E with 10L large fuel tank - Weight 63kg, Machine Size 560x460x665mm	1,883.20
EFT7442	25/01/2023	Golden Flame Nominees Pty Ltd	Purchase of ice for 2021/2022 - 10 bags for Depot 3 bags Woodlands	57.00
EFT7443	25/01/2023	Norseman Historical Museum Association	Main Link Local Telephone & Community Directory	185.00
EFT7444	25/01/2023	Norseman Apartments	Booking for Tony Dowling from 19/12/22 - 23/12/22	720.00
EFT7445	25/01/2023	NESS CORPORATION PTY LIMITED	X2 ColorVu solar CCTV Cameras for Hyden Norseman Road X2 Solar 30AH Battery for the above cameras	7,519.60
EFT7446	25/01/2023	OFFICE NATIONAL KALGOORLIE	Community Room Table upgrades	1,572.23
EFT7447	25/01/2023	O'Dwyer Electrical	Replace three phase 32 outlet for caravans at sports oval	2,035.00
EFT7448	25/01/2023	Seton Australia	240L Spill kit for Norseman landfill	1,271.04
EFT7449	25/01/2023	South Coast Foodservice	Various Cleaning Supplies for Town Hall, Public Toilets, Gym & Admin	2,926.67
EFT7450	25/01/2023	Solutions IT (invoice S + B)	Agreement - Cloud Backup (Maintain for January 2023)	2,632.91
EFT7451	25/01/2023	Shere Investments WA PTY Ltd	Rates refund for assessment A275 86 GOODLIFFE STREET NORSEMAN 6443	590.26
EFT7452	25/01/2023	TOLL TRANSPORT PTY LTD	22/11/22 - Parcel - Mark Rolffe - Welshpool	696.68
EFT7453	25/01/2023	Wilson's Diesel & Auto Repairs	P297 Holden Colorado - Rego 37DS - Service, Repair & replace seat covers	3,781.00
EFT7454	25/01/2023	WESFARMERS KLEENHEAT GAS	LPG Bulk	2,792.04
EFT7455	25/01/2023	WINC AUSTRALIA PTY LTD	VARIOUS STATIONERY FOR ADMIN AND WOODLANDS	19.91
7938	23/01/2023	Centrepay	Direct payment fees	0.99
7957	23/01/2023	Department of Transport	Licensing transaction for 19.01.2023 - debited on 23.01.2023	188.15
7947	23/01/2023	WA Treasury Corporation	Doctors House Loan Guarantee Fee	837.80
7963	23/01/2023	Centrepay	Direct payment fees	0.99
7939	24/01/2023	Centrepay	Direct payment fees	1.98
7958	24/01/2023	Department of Transport	Licensing transaction for 20.01.2023 - debited on 24.01.2023	2,377.70
7959	25/01/2023	Department of Transport	Licensing transaction for 23.01.2023 - debited on 25.01.2023	46.90
7960	27/01/2023	Department of Transport	Licensing transaction for 24.01.2023 - debited on 27.01.2023	303.10
7961	30/01/2023	Department of Transport	Licensing transaction for 25.01.2023 - debited on 30.01.2023	1,003.10
7940	30/01/2023	Centrepay	Direct payment fees	0.99

Chq/EFT	Date	Name	Description	Amount
EFT7559	31/01/2023	DANE TAYLOR TECHNOLOGIES	Yellow/gold mask set (2 filters) Fire Agency	394.50
7962	31/01/2023	Department of Transport	Licensing transaction for 27.01.2023 - debited on 31.01.2023	2,154.50
EFT7504	30/01/2023	Telstra Corporation Limited	Various Telephones	2,323.07
EFT7553	31/01/2023	Laurene Bonza	Claim (Council Meeting Special 24.01 & 17.01, Audit 17.01, Workshop 17.01 & Coastal Management Strategy 10.01	2,717.50
EFT7554	31/01/2023	John Edward Patrick Hogan	Claim (Council Meeting Special 24.01, Audit 17.01, Workshop 17.01 & Special 17.01	432.00
EFT7555	31/01/2023	JOHN MALONEY	Council Meetings Special 24.01, Audit 17.01, Workshop 17.01, Special 17.01	432.00
EFT7556	31/01/2023	Rasa Patupis	Claim (Council Meeting workshop 24.01, Audit 17.01, Special CM 17.01 & Coastal Strategy 10.01	770.16
EFT7557	31/01/2023	Veronica Wyatt	Claim (Council Meeting Audit 17.10 & Other 17.01	216.00
EFT7558	31/01/2023	SHARON MAREE WARNER (councillor)	Claim (Council Meeting Special 24.01, Audit 17.01, Workshop 17.01 & Special 17.01	108.00
<b>Total Municipal Account EFT's, Cheques and Direct Debits for January 2023</b>				<b>\$300,677.91</b>

## Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
771417	23/01/2023	ANZ Credit Card	SP FRESHWAY SYDNEY	51.95
771417	23/01/2023	ANZ Credit Card	LinkedIn 7846799666 16506873555	39.99
771417	23/01/2023	ANZ Credit Card	ADOBE SYSTEMS PTY LTD	21.99
771417	23/01/2023	ANZ Credit Card	ADOBE ACROPRO Subscription	24.99
771417	23/01/2023	ANZ Credit Card	Starlink Internet	286.34
771417	23/01/2023	ANZ Credit Card	SP COLLINS DEBDEN BELLA VISTA	235.08
771417	23/01/2023	ANZ Credit Card	BUNNINGS KALGOORLIE	229.80
771417	23/01/2023	ANZ Credit Card	TRADELINK KALGOORLIE	395.48
771417	23/01/2023	ANZ Credit Card	Flight Centre South Brisbane	588.67
771417	23/01/2023	ANZ Credit Card	WWW.OZBESTDEALZ.COM.AU DERRIMUT	129.00
771417	23/01/2023	ANZ Credit Card	BUNNINGS 435000 KALGOORLIE	600.50
771417	23/01/2023	ANZ Credit Card	SUPER CHEAP AUTO	132.98
771417	23/01/2023	ANZ Credit Card	APPLE.COM/BILL SYDNEY	12.99
<b>Total Municipal Account Credit Cards for January 2023</b>				<b>\$2,749.76</b>

## Summary of Account Totals

Visitor Centre EFT's	\$2,706.59
Municipal EFT's, Direct Debits & Cheques	\$300,677.91
Municipal Credit Card's	\$2,749.76
<b>Grand Total for January 2022</b>	<b>\$306,134.26</b>

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1<sup>st</sup> January 2023 to 31<sup>st</sup> January 2023 totalling \$306,134.26 be received and noted.

Moved: Cr. Hogan

Seconded: Cr. Warner

Resolution

That the Shire of Dundas monthly accounts paid from 1<sup>st</sup> January 2023 to 31<sup>st</sup> January 2023 totalling \$306,134.26 be received and noted.

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.8 Monthly Financial Report for the Periods Ending 31st December 2022</b>	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	22 <sup>nd</sup> February 2023
Disclosure of Interest	Nil

## APPENDIX 2 Monthly Financial Report for the Periods Ending 31st December 2022

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### Voting Requirements

Simple Majority

### Officer Recommendation

**That the Shire of Dundas Financial Statements for the period ending 31st December 2022 & 31st January 2023 be accepted.**

Moved: Cr. Hogan

Seconded: Cr. Maloney

### Emended Resolution

**That the Shire of Dundas Financial Statements for the period ending 31st December 2022 be accepted.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.9 Monthly Financial Report for the Periods Ending 31st January 2023</b>	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	22 <sup>nd</sup> February 2023
Disclosure of Interest	Nil

### APPENDIX 3 Monthly Financial Report for the Periods Ending 31st January 2023

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#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Shire of Dundas Financial Statements for the period ending 31st December 2022 & 31st January 2023 be accepted.**

Moved: Cr. Patupis

Seconded: Cr. Hogan

#### Emended Resolution

**That the Shire of Dundas Financial Statements for the period ending 31st January 2023 be accepted.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.10</b>	<b>Annual Budget Review 2022/2023</b>
Location / Address	88-92 Prinsep Street, Norseman
File Reference	FM.IN
Author	Chief Executive Officer – Peter Fitchat
Date of Report	23 February 2023
Disclosure of Interest	Nil

### Summary

The purpose of this report is for the Council to consider and adopt the budget review for the annual financial year 2022/2023 as presented in the papers relating.

### Background

The Executive Management Team and Officers have reviewed the Detailed Account Listing as of 31<sup>st</sup> January 2023 and analysed the variances to determine where budget amendments are required. New funding opportunities and successful grants/funding were also incorporated into the review to ensure the associated projects are completed in the required timeframes.

A report was prepared and presented to Council at the Annual Budget Review Workshop on Thursday 9<sup>th</sup> February 2023 listing the proposed amendments and any new budget items that are required to complete capital projects and for the continuation of the shires operating business.

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Local governments are required to conduct a budget review to establish whether they are meeting their budget commitments and/or to determine any areas of savings, overspend/concern or required changes, and give consideration to receipt of income and incurred expenditure in accordance with the adopted budget. Once Officers have completed the review, the Council is required to consider the review submitted and determine whether to adopt the review or any recommendations made.

The Shire of Dundas budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and the Australian Account Standards.

When adopting the 2022-2023 annual budget, the Council adopted a variance value plus (+) or minus (-) of 10% for items greater than \$5,000 as the trigger-point for the reporting of material variances to be used in the statements of financial activity.

### Statutory Environment

Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.

### Policy Implications

Nil

### Financial Implications

Specific financial implications are outlined in the budget review statement.

The budget review is a legislative requirement but also establishes a system for sound and prudent financial management for the Shire, as the budget underpins the shire's ability to meet current and future demands/requirements for works, services and programs.

### Strategic Implications

The adopted budget and subsequent review have been developed using the existing strategic planning documents adopted by Council. The budget is based on principles contained in the Strategic Community Plan and the Corporate Business Plan as well as other operational plans that make up the integrated planning framework.

Economic Development and Financial Sustainability – Goal 4

*A thriving local economy & economic base supports economic growth and business opportunity.*

4.1 A financially responsible Local Government.

4.1.1 Financial accountability and informed decision-making by Council.

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

4.1.3 Continual improvement in financial planning and asset management.

4.1.4 Risk is managed through planning, internal and external reviews, and reporting to Council.

4.1.5 The community is engaged in planning for the future and other matters that affect them.

4.1.6 The Shire will regularly monitor communication channels to ensure community are informed on matters that affect them.

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

### Consultation

- Councillors
- Executive Management Team and Staff

### Comment

The actual budget review details are attached in the papers relating of this agenda and provides details of actual income and expenditure to the 31<sup>st</sup> of January 2023, together with the adopted budget estimates, and projected year end budget and variances. There are projected increases and decreases on various income and expenditures both operating, and capital as noted in this report. Other projects are anticipated to come in line with the adopted budget.

### Voting Requirements

Absolute Majority

### Officer Recommendation

**That Council adopt by absolute majority the following budget amendments to the 2022/2023 adopted annual budget:**

Description	Classification	No Change -(Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash
		\$	\$	\$
<b>Budget Adoption</b>	Opening Surplus(Deficit)	0	0	(47,120)
CAPITAL - CEO VEHICLE	Capital Expenses	0	0	(70,000)
PROCEEDS FROM CEO VEHICLE	Capital Revenue	0	40,000	0
PROFIT ON DISPOSAL OF ASSET	Operating Revenue	19,701	0	0
Operating grants, subsidies and contributions	Operating Revenue	0	70,597	(207,526)
Fees and charges	Operating Revenue	0	101,015	(400,000)
Interest earnings	Operating Revenue	0	41,148	0
Other revenue	Operating Revenue	0	20,066	(3,500)
Employee costs	Operating Expenses	0	231,961	(180,492)
Materials and contracts	Operating Expenses	0	574,608	(490,752)
Utility charges	Operating Expenses	0	37,092	(90,280)
Depreciation on non-current assets	Non-Cash Item	(54,500)	0	0
Insurance expenses	Operating Expenses	0	15,824	(15,859)
Other expenditure	Operating Expenses	0	52,000	(82,000)
Non-operating grants, subsidies and contributions	Capital Revenue	0	0	(387,877)
Purchase land and buildings	Capital Expenses	0	293,786	(1,743,682)
Purchase plant and equipment	Capital Expenses	0	24,222	0
Purchase furniture and equipment	Capital Expenses	0	4,960	0
Purchase and construction of infrastructure-roads	Capital Expenses	0	0	(300,000)
Purchase and construction of infrastructure-other	Capital Expenses	0	1,236,247	(19,200)
Proceeds from disposal of assets	Capital Revenue	0	0	(4,105)
Transfers to cash backed reserves (restricted assets)	Capital Revenue	0	1,723,287	0
Transfers from cash backed reserves (restricted assets)	Capital Expenses	0	0	(424,420)
		<b>(34,799)</b>	<b>4,466,813</b>	<b>(4,466,813)</b>

Moved: Cr. Patupis

Seconded: Cr. Hogan

### Resolution

**That Council adopt by absolute majority the following budget amendments to the 2022/2023 adopted annual budget:**

Description	Classification	No Change -(Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash
		\$	\$	\$
<b>Budget Adoption</b>	Opening Surplus(Deficit)	0	0	(47,120)
CAPITAL - CEO VEHICLE	Capital Expenses	0	0	(70,000)
PROCEEDS FROM CEO VEHICLE	Capital Revenue	0	40,000	0
PROFIT ON DISPOSAL OF ASSET	Operating Revenue	19,701	0	0
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Transfers to cash backed reserves (restricted assets)	Capital Revenue	0	1,723,287	0
Transfers from cash backed reserves (restricted assets)	Capital Expenses	0	0	(424,420)
		<b>(34,799)</b>	<b>4,466,813</b>	<b>(4,466,813)</b>

**Carried by:** Absolute Majority

**For:** 5

**Against:** 0

### 10.3 Officers Reports

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.1 Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	23/02/2023
Disclosure of Interest	Nil

#### Summary

That the Council receive the Works and Services, Corporate and Community Services, Youth and Recreation Services, 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 Corporate and Community Services, Works and Services, and Youth and Recreation Services, as contained in Papers Relating.**

Moved: Cr. Warner

Seconded: Cr. Hogan

Resolution

**That the Shire of Dundas Council receive the Corporate and Community Services, Works and Services, and Youth and Recreation Services, as contained in Papers Relating.**

Carried by: Simple Majority For: 5 Against: 0

Pania Turner, Manager of Corporate and Community Services, has informed that Norseman Community Resource Centre and Visitor Centre Reports has been shifted to be presented as one report only.

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

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

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 4:30pm (ACWST) on the 25th March, in Eucla

**14. Closure of Meeting**

There being no further business the Shire President will declare the meeting closed at: 6:36pm

UNCONFIRMED