



Norseman Woodlands to Eucla Coast

## Minutes Certification

I certify that the Minutes of the 15<sup>th</sup> February 2024 Ordinary Council Meeting were presented to the Council and confirmed at the 19<sup>th</sup> March 2024 Ordinary Council Meeting.

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

Cr L Bonza  
President

19.03.2024.

Date



**Norseman Woodlands to Eucla Coast**

**Confirmed Minutes  
Ordinary Council Meeting  
15<sup>th</sup> February 2024**

MINUTES for the ORDINARY Meeting of Council  
held in the Council Chamber at the Shire Administration office– commencing at  
**6:00 pm (AWST)**

### Notes to Minutes

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Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent, or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

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: 6:00 pm

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

### 1.1 Acknowledgment of Country

The Shire of Dundas recognises the Ngadju and Mirning as Traditional Custodians and pay our respects to their Elders, past, present, and emerging.

### 1.2 Attendance at meetings by electronic means

Nil

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

### Financial Interests:

Nil

### Proximity Interests:

Nil

### Impartiality Interests:

Nil

### Gifts Received by Councillors:

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

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

Cr Laurene G Bonza  
Cr Sharon M Warner

Shire President  
Deputy Shire President





during such emergencies. And a follow-up on Laverton hospital as to why, what amounts to a basic change of date for the tender, requires a five-month lead time.

The anti-social behaviour issues being experienced in Kalgoorlie have had a 'swift' response from the Minister and a group of officers from the Regional Shield unit have been deployed to Kalgoorlie.

- WA Primary Health Alliance gave a presentation on suicide prevention and the collaborative work they have been doing with Hope Community Services and the Black Dog Institute.
- Kris Starcevich from GEDC spoke briefly about some drought resilience funding that is available/ procurement in progress for projects. Also, the business case for the Kalgoorlie rail realignment project is complete and close to procurement.
- Karen Chappel – WALGA President gave an update on WALGA's State Govt budget submission and one for the Federal budget. Working on advocacy positions for the upcoming Federal election. A Regional telecommunications review has been set up which will be chaired by Alannah MacTiernan. Several meetings have taken place in relation to the widespread power outages caused by the storm through Wheatbelt. Road funding continues as a work in progress but, a few small wins coming on the board. WALGA is establishing a construction panel on the Preferred Supplier Panel (PSP) and looking at tendering for architecture/design and aquatic panellists.
- Our Climate Alliance programme noted that there are several grant streams available relating to climate change and our RCA coordinator and the GVROC EO can assist with applications.
- An update was presented on housing and land. Each GVROC LG was requested to provide required info to the GVROC EO by the end of February. We are looking at each LG presenting two priority projects to the Minister in March for social and/or GROH housing or the release of land. The State Govt is currently looking at LGs building housing for GROH (Police, teachers, nurses) and then leasing from the LG so we can recover our costs.
- The Safer Goldfields Action Plan management group has held their first meeting. They made some progress and were compiling some info for their next meeting which was scheduled for 16.02.24. The Working Group meeting should then be scheduled to take place within a month of that meeting. This initiative has been set up to guide partnerships, document methods and encourage regional solutions to community safety.
- GVROC is working on a request to the State Govt to allow the use of mine waste rock in road construction without LGs incurring the royalty payments that will ensue if the waste becomes a useable commodity. LGs have been requested to outline the proposed use and benefits of using this material to present to the relevant State and Federal Ministers.
- GVROC members voted to engage with GEDC, DPLH, DPC and Native Title groups to develop a regional approach to follow in order to assist with project and proposal approvals to try and streamline the Native Title clearance process to reduce the timeframes and costs associated. Options as to how this may be managed will be reported on at the next GVROC meeting in March 2024.
- The power outage was discussed and GVROC members voted to support the Mayor of Kalgoorlie Boulder's amended motion to support the GVROC Chair formally writing to the Minister for Energy requesting:
  - a) Providing support for the investigation and acknowledgment of the announcement for the replacement of the West Kalgoorlie Gas Turbines;



- b) Seeking assurance that issues faced from Energy Disruption on 17 January 2024 are addressed immediately; and
  - c) The State Government develop and implement a backup emergency and risk mitigation plan to guide operations should a future event occur.
- Cost of living impacts in the region were discussed and it was agreed that the GVROC should put in a submission to the Select Committee on the Cost of Living, to raise issues faced in our region.
  - Impacts of downturns in the mining industry were discussed and a motion was carried that the GVROC Chair engage with the Minister for Mines and the CME to establish a method of assisting communities left with costly infrastructure to maintain post mining closures.
  - GVROC members voted to advocate to WALGA, DFES and the Minister for Emergency Services that the current extent of personal liability of LG CEOs under the new WHS Act be reduced or removed as relating to persons and appliances not directly under their control particularly in emergency management of bushfires.
  - Next GVROC meeting to discuss the State Council agenda will be held 23.02.24 and next GVROC in person meeting will be hosted by Esperance 22.03.24.

#### 8.1.2 **WALGA** (Council representatives Cr Bonza, Cr Warner, and Cr McLeod)

- The next WALGA State Council meeting will be held at WALGA's offices on 06.03.24.
- A Power and Telecommunications forum was held on 06.02.24 to discuss issues faced during the extended power outages caused by the Wheatbelt storm.
- LGs were nearly all impacted in the same way. It became apparent that in nearly all cases, the LEMA was deficient in what to do in the face of no power and no communications.
- Some LGs were impacted in having no communications at all and some for extended periods. This made the dissemination of key information nearly impossible and increased the stress involved in trying to resolve the issues.
- The issue of the power supply was compounded by the fact that in nearly all instances, the power to communities is run off spur lines with no opportunity to re-route or feedback power along an alternative line. The current programme of providing stand-alone power units will relieve this situation slightly but they are only being supplied to properties and not communities.
- A few interesting things that were thrown up were the fact that Wongan-Ballidu had a bushfire at the same time which actually meant that their comms were okay because they'd already had to sort that issue due to the fire. They also had a generator set up at their respite centre. At Mt Marshall, they managed to get generators going but, were then hit with a total fire ban which means you aren't allowed to use generators unless fitted with spark arresters but, the legislation does not provide advice on what form those spark arresters should take. Another interesting issue arose in Dundas and Coolgardie. Coolgardie did lose power but, whilst we here in Norseman didn't lose power, we were both facing water shortages due to the pumping stations along the pipeline having no back-up power. This has been raised with the Local Member and WALGA and will be raised again going forward.
- The two main issues to come from this event were the fact that telecommunications failed and back-up power was extremely difficult to arrange. Telstra is reluctant to allow anyone onto their sites and even, in some instances, to disclose where those sites are.

- Communication from Western Power around restoration times was patchy and inconsistent with varying reports coming out and then being changed.
- The supply of back-up power to CKB is also problematical and will be the subject of ongoing work.
- In relation to the rebate available to people who had lost power and therefore foodstuffs, the amount was doubled from \$120 to \$240 but, was still felt to be inadequate and people could not apply until they were reconnected. It was also felt that the payment should be made automatically rather than through an application process.

### 8.1.3 Regional Roads Group (Council representatives Cr Bonza and Cr Brown)

- No meeting held. However, advocacy is ongoing in relation to the use of mine waste rock for road construction.

### 8.1.4 RoadWise (Council representatives Cr McLeod and Cr Maloney)

Still awaiting word from WALGA on how this will proceed.

### 8.1.5 Local Emergency Management Committee (Council representatives Cr Bonza and Cr Brown)

Agency Updates;

- **Silverchain Nursing Post-** the anticipated WACHS takeover of the responsibilities in Eucla is a date yet to be set in April 2024. Ms Wilholt (current Registered Nurse) and CEO conferred in regards to a Shire 'official' maintaining a presence in Eucla in the future, cross border partnerships currently under exploration with SA and the Shire's plan to approach Council with arrangements for a GP.
- **Norseman Hospital-** no representative, no updates.
- **WAPOL Norseman-** A few traffic incidents, one requiring RFDS assistance and the welcome assistance of Pantoro in a recent Heavy vehicle rollover. Sgt De Sousa Fra stated that the capacity of Norseman police station is stretched at the moment with officers on leave etc and the need to withdraw to core functions.
- **WAPOL Eucla-** An officer is currently updating the contact lists.
  - Over 1000 vehicles are currently passing through Eucla daily, services are viewed generally for only 37 community members.
  - Tabletop exercise is currently being planned for a Forest Airport emergency. CEO Dundas commented that TEAMS will be made available to LEMAC members.
  - A soon to be posted WAPOL officer, will arrive in Eucla with a wife who is qualified in Health Sciences.

**Eucla Volunteer Fire and Rescue Service-** a few incidents on the Eyre Hwy including a vehicle fire.

General clean up and fire breaks currently being performed.

**St John Ambulance WA-** Continues discussion with WACHS due to the challenge of provision in the volunteer and staff workforce.

**Fraser Range Station-** Preparations for bushfire season are ongoing.  
**Department of Communities-** Emergency Service Unit is currently undergoing a restructure.

Audits of Evacuation Centres are being performed.

Shire staff will assist at Eucla Community Hall due to the remoteness.

- **Shire of Dundas-** CEO spoke of the collection of Emergency Services Levy and how only \$800 is retained by LG, with the remainder being passed to State Treasury.
  - The plans for a sealed road between Forest Airport and Eucla Hwy.
  - Application for funding for State and Federal preparedness is being outsourced to Ms Nikkie Curtis who will forward a report.
  - GVROK powerpoint presentation was made available to LEMAC members,
  - The Eucla power supply and energy security was highlighted as an area of concern during recent State wide power and telecommunications breakdown.
  - Emergency locations of Telstra towers, Section 13, grid referenced to maps discussed as a problem with lack of information as to their whereabouts.
  - The option of a back up generator is being assessed. It will be located near the Town Hall.

**Norseman Volunteer Fire and Rescue Service-** There are only 5 current members and 1 inactive.

Appreciation felt for assistance of Pantoro and Nova mine site staff during recent heavy vehicle rollover.

**Main Roads-** 40 incidents Goldfields wide.

Current plotting of HV incidents is hoped to provide an insight into areas of concern.

The concerns regarding access to the Eucla townsite if unsealed track is closed as instigated by Dundas Shire CEO.

#### 8.1.6 **Steering Committee Coastal Management Plan** (Council representatives Cr Bonza)

- Awaiting reports from the consultants and next meeting will be set up in the next few weeks.

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

Nil

### 10. **Reports**

#### 10.1 **Administration, Finance and Community Development**

Agenda Reference & Subject	
10.1.1 – Norseman Community Resource Centre Financial Statements for the period ending 30 <sup>th</sup> November 2023	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Senior Administration Officer – Ciara Stewart
Date of Report	12 February 2024
Disclosure of Interest	Nil

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

**1/07/2023 through 30/11/2023**

8/02/2024

12:18:33 PM

Income		
Sales		
1 Computer Usage	\$192.60	
3 Photocopying/Printing	\$609.68	
Scanning	\$139.09	
Laminating	\$63.64	
Events	\$548.61	
Express Yourself - Sales	\$106.73	
Photo Express kiosk	\$251.76	
Animal Jewels & Coasters Sales	\$15.45	
Conference Room Hire	\$2,356.36	
Contract Services	\$11,603.35	
Grant Income	\$56,754.00	
Miscellaneous Income	\$18.18	
Total Income		<u>\$72,659.45</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$1,705.55	
TRANSWA Ticket Sales	-\$1,071.42	
Total Cost of Sales		<u>\$634.13</u>
Gross Profit		<u>\$72,025.32</u>
Expenses		
Events	\$4,236.60	
Bank Fees	\$100.00	
Dues & Subscriptions	\$4,979.22	
Security	\$1,137.91	
Photo Express Kiosk	\$280.00	
Computer Repairs & Maintenance	\$154.50	
Stationery	\$894.55	
ATO Penalties	\$825.00	
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$12,630.51</u>
Net Profit / (Loss)		<u>\$59,394.81</u>

# Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

## Reconciliation Report

8/02/2024  
12:18:04 PM

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ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110 Cheque Account		
Date of Bank Statement:		30/11/2023		

Reconciled Cheques

SC301123	3/11/2023			\$10.00
SC301123	17/11/2023	Trust Bank Fees		\$10.00
Total:			\$0.00	\$20.00

Reconciled Deposits

CR003286	1/11/2023	Payment; Dundas Fencing &	\$9.60	
CR003287	9/11/2023	Payment; Centrecare Kalgoorl	\$300.00	
CR003289	14/11/2023	Centrelink	\$2,552.74	
CR003291	23/11/2023	Bank Deposit	\$2,132.55	
CR003288	30/11/2023	Payment; Centrecare Kalgoorl	\$100.00	
Total:			\$5,094.89	\$0.00

Reconciliation

BusinessBasics Balance on 30/11/2023:	\$181,597.92
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$181,597.92
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$181,597.92

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

As of November 2023

8/02/2024  
12:18:19 PM

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$181,597.92	
Petty Cash	\$150.00	
Undeposited Funds	\$3,721.69	
Total Cash On Hand	<u>\$185,469.61</u>	
Trade Debtors	\$4,000.87	
Total Current Assets		<u>\$189,470.48</u>
Other Assets		
Deposits	<u>\$2,000.00</u>	
Total Other Assets		<u>\$2,000.00</u>
Fixed Assets		
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$96,659.60	
Furniture & Fixtures Accum Dep	<u>-\$70,307.53</u>	
Total Assets		<u>\$217,822.55</u>
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$81,679.84	
ATO Running Balance Account	-\$2,169.00	
GST Paid	<u>-\$79,555.39</u>	
Total GST Liabilities		<u>-\$44.55</u>
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	<u>\$8,595.74</u>	
Total Current Liabilities		<u>\$30,325.15</u>
Total Liabilities		<u>\$30,325.15</u>
Net Assets		<u>\$187,497.40</u>
Equity		
Retained Earnings	\$74,281.04	
Current Year Earnings	\$59,394.81	
Historical Balancing	<u>\$53,821.55</u>	
Total Equity		<u>\$187,497.40</u>

#### Voting Requirements

Simple Majority

Moved: Cr. Hogan

Seconded: Cr. Maloney

**Officer Recommendation: That the Norseman Community Resource Centre Financial Statements for the period ending 30<sup>th</sup> November 2023 be accepted.**

Carried ( 6 / 0 )

For: Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

Against: 0

Agenda Reference & Subject	
10.1.2 – Norseman Community Resource Centre Financial Statements for the period ending 31 <sup>st</sup> December 2023	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Senior Administration Officer – Ciara Stewart
Date of Report	12 February 2024
Disclosure of Interest	Nil

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

1/07/2023 through 31/12/2023

8/02/2024  
12:35:33 PM

Income		
Sales		
1 Computer Usage	\$192.60	
3 Photocopying/Printing	\$609.68	
Scanning	\$139.09	
Laminating	\$63.64	
Events	\$548.61	
Express Yourself - Sales	\$106.73	
Photo Express kiosk	\$251.76	
Animal Jewels & Coasters Sales	\$15.45	
Conference Room Hire	\$2,356.36	
Contract Services	\$13,924.02	
Grant Income		\$85,458.00
Miscellaneous Income		\$18.18
<b>Total Income</b>		<u>\$103,684.12</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$1,705.55	
TRANSWA Ticket Sales	-\$517.66	
<b>Total Cost of Sales</b>		<u>\$1,187.89</u>
<b>Gross Profit</b>		<u>\$102,496.23</u>
Expenses		
Events	\$5,921.37	
Bank Fees	\$120.00	
Dues & Subscriptions	\$4,996.38	
Security	\$1,704.91	
Photo Express Kiosk	\$280.00	
Computer Repairs & Maintenance	\$154.50	
Stationery	\$894.55	
ATO Penalties	\$825.00	
Employment Expenses		
Wages & Salaries	\$20,107.47	
<b>Total Employment Expenses</b>		<u>\$20,107.47</u>
Services		
Internet Fees	\$22.73	
<b>Total Expenses</b>		<u>\$35,026.91</u>
<b>Net Profit / (Loss)</b>		<u>\$67,469.32</u>

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

**As of December 2023**

8/02/2024  
12:35:18 PM

Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$193,320.45
Petty Cash	\$150.00
Undeposited Funds	\$3,721.69
Total Cash On Hand	\$197,192.14
Trade Debtors	\$3,200.87
Total Current Assets	\$200,393.01
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	\$228,745.08
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$84,782.31
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$79,809.84
Total GST Liabilities	\$2,803.47
Other Current Liabilities	\$21,773.96
Long Service Leave Provision	\$8,595.74
Total Current Liabilities	\$33,173.17
Total Liabilities	\$33,173.17
Net Assets	\$195,571.91
Equity	
Retained Earnings	\$74,281.04
Current Year Earnings	\$67,469.32
Historical Balancing	\$53,821.55
Total Equity	\$195,571.91

#### Voting Requirements

Simple Majority

**Moved:** Cr. Hogan

**Seconded:** Cr. Maloney

**Officer Recommendation: That the Norseman Community Resource Centre Financial Statements for the period ending 31<sup>st</sup> December 2023 be accepted.**

**Carried** ( 6 / 0 )

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0



Agenda Reference & Subject	
10.1.3 – Norseman Community Resource Centre Financial Statements for the period ending 31 <sup>st</sup> January 2024	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Senior Administration Officer – Ciara Stewart
Date of Report	12 February 2024
Disclosure of Interest	Nil

## Norseman Community Resource Centre

*PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443*

### Profit & Loss Statement

**1/07/2023 through 31/01/2024**

8/02/2024  
12:39:11 PM

Income		
Sales		
1 Computer Usage	\$192.60	
3 Photocopying/Printing	\$609.68	
Scanning	\$139.09	
Laminating	\$63.64	
Events	\$548.61	
Express Yourself - Sales	\$106.73	
Photo Express kiosk	\$251.76	
Animal Jewels & Coasters Sales	\$15.45	
Conference Room Hire	\$2,356.36	
Contract Services	\$16,244.69	
Grant Income	\$85,458.00	
Miscellaneous Income	\$18.18	
<b>Total Income</b>		<u>\$106,004.79</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$1,705.55	
TRANSWA Ticket Sales	-\$517.66	
<b>Total Cost of Sales</b>		<u>\$1,187.89</u>
<b>Gross Profit</b>		<u>\$104,816.90</u>
Expenses		
Events	\$5,921.37	
Bank Fees	\$140.00	
Dues & Subscriptions	\$4,996.38	
Security	\$1,704.91	
Photo Express Kiosk	\$280.00	
Computer Repairs & Maintenance	\$154.50	
Stationery	\$894.55	
ATO Penalties	\$825.00	
Employment Expenses		
Wages & Salaries	\$20,107.47	
<b>Total Employment Expenses</b>		<u>\$20,107.47</u>
Services		
Internet Fees	\$22.73	
<b>Total Expenses</b>		<u>\$35,046.91</u>
<b>Net Profit / (Loss)</b>		<u>\$69,769.99</u>

**Norseman Community Resource Centre**

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

**Reconciliation Report**

8/02/2024  
12:38:35 PM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
-----	------	-------	---------	------------

Cheque Account: 1-1110 Cheque Account  
Date of Bank Statement: 31/01/2024

Reconciled Cheques

SC310124	5/01/2024			\$10.00
SC310124	17/01/2024			\$10.00
Total:			\$0.00	\$20.00

Reconciled Deposits

CR003298	12/01/2024	Payment; Carers WA	\$38.47	
CR003299	12/01/2024	Centrelink	\$2,552.74	
Total:			\$2,591.21	\$0.00

Reconciliation

BusinessBasics Balance on 31/01/2024:	\$195,891.66
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$195,891.66
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$195,891.66

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

As of January 2024

8/02/2024  
12:38:54 PM

Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$195,891.66
Petty Cash	\$150.00
Undeposited Funds	\$3,721.69
Total Cash On Hand	<u>\$199,763.35</u>
Trade Debtors	\$3,162.40
Total Current Assets	<u>\$202,925.75</u>
Other Assets	
Deposits	\$2,000.00
Total Other Assets	<u>\$2,000.00</u>
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$96,659.60
Furniture & Fixtures Accum Dep	-\$70,307.53
Total Assets	<u>\$231,277.82</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$85,014.38
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$79,809.84
Total GST Liabilities	<u>\$3,035.54</u>
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	<u>\$33,405.24</u>
Total Liabilities	<u>\$33,405.24</u>
Net Assets	<u>\$197,872.58</u>
Equity	
Retained Earnings	\$74,281.04
Current Year Earnings	\$69,769.99
Historical Balancing	\$53,821.55
Total Equity	<u>\$197,872.58</u>

Voting Requirements

Simple Majority

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

**Officer Recommendation: That the Norseman Community Resource Centre Financial Statements for the period ending 31<sup>st</sup> January 2024 be accepted.**

Carried ( 6 / 0 )

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod**Against:** 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.4. – Acceptance of the Draft Annual Report Including the Annual Financial Report Year Ended 30<sup>th</sup> June 2023</b>	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	CEO – Peter Fitchat
Date of Report	12 <sup>th</sup> February 2024
Disclosure of Interest	Nil

Summary

For the Council to consider and approve the Annual Report for the financial year ended 30<sup>th</sup> June 2023(as included in the papers relating) and to set the date for the Annual Electors Meeting.

Background

The Audited Annual Financial Report and Auditor's Report were presented to the Audit Committee held on 1<sup>st</sup> February 2024 and the Council resolved the following:

Voting Requirements

Absolute Majority

**Moved:** Cr. S. M. Warner**Seconded:** Cr. J. E. P. HoganOfficer Recommendation

**That the Audit Committee recommend to Council that:**

- 1. The audited Annual Financial Report for the Year Ended 30th June 2023 be received.**
- 2. The Independent Auditor's Report for the Year Ended 30th June 2023 be received.**
- 3. The Audit Management Letter be received.**

**Carried:** 6 / 0

**For:** Cr L.G. Bonza, Cr S. M. Warner, Cr J. E. P. Hogan, Cr J. F. Maloney, Cr S. A. Brown,  
Cr C. H. McLeod

**Against:** Nil

#### Statutory Environment

The Local Government Act requires that the local government accept the Annual Report by the 31<sup>st</sup> December following the year subject to the audit report being available. If the audit report is not available to allow the local government to accept it by that date, then the annual report needs to be received within two months of the audit report being received. Due to changes in the new Financial Standards introduced by the Office of the Auditor General there was a delay in receiving the Financial Statements causing subsequent delay in the Annual Report being adopted.

The Act also requires that a General Electors Meeting be held within 56 days of the local government accepting the annual report of the previous financial year.

#### Policy Implications

All Policies

#### Financial Implications

That all expenditures were conducted within our approved budget in line with all relevant Legislation.

#### Strategic Implications

Regularly review of strategic plans in line with the actual performance (summarised in the annual report) will indicate the progress that the Shire has made in achieving its strategic objectives.

#### Consultation

All Elected Members, CEO, DCEO, Auditor General Office, Auditors Dry Kirkness, Moore Australia,

#### Comment

#### **Key Points:**

1. Infrastructure Improvements:  
Refurbishment of the old Visitor Centre and opening of a new laundromat aimed at providing both local and traveller services, with a focus on creating new revenue streams to offset declines in mining-related revenue.
2. Community Consultation:  
Successful proposal to purchase the local IGA supermarket with anticipated benefits such as additional housing for staff, revenue generation, employment opportunities, and improved services for the community.

3. **Challenges in Medical Services:**  
Division within the community due to the Council's need to consider alternative arrangements for medical services, including terminating agreements with long-term providers for non-compliance with legislation.
4. **Continued Community Services:**  
Maintenance of regular community services including free pool entry, youth programs, senior outings, and commemorative events such as ANZAC and Remembrance Day services.
5. **Events and Activities:**  
Hosting of various events including music performances, plays, sporting events, and community gatherings, which were well-received by attendees.
6. **Advocacy and Representation:**  
Participation in conferences such as WALGA and ALGA to advocate for housing, equitable road funding, and engagement with federal ministers on local government issues.
7. **Financial Management:**  
Recognition to the senior staff for excellent financial management, with audits yielding positive results and paving the way for future community projects.
8. **COVID Pandemic Impact:**  
Lingering supply issues attributed to the COVID-19 pandemic, though its shadow is gradually fading.
9. **Forward Outlook:**  
Commitment to meeting new challenges and striving for positive outcomes for the community's future.

Overall, the report highlights a mix of accomplishments, challenges, and ongoing efforts by the Shire of Dundas Council to enhance community well-being and sustainability.

#### **Key points on Governance:**

The Draft Annual Report of Dundas Shire Council for the 2022/23 financial year reflects a dedicated team effort focused on transparency, accountability, and community service. Key highlights include:

1. **Council Meetings and Special Sessions:**  
The Council held 12 ordinary meetings and special sessions, notably confirming transfers for key property acquisitions including the IGA and Post Office.
2. **Training and Community Engagement:**  
Extensive training initiatives were undertaken, with a focus on Post Office and IGA Systems.
3. **Community Events and Sponsorships:**  
The council supported various community events, including races and collaborations with local institutions like the Woodlands Visitors Centre and Nullarbor Links World's Longest Golf Course.
4. **Infrastructure Development and Maintenance:**

Continued commitment to infrastructure projects, such as the Norseman Airstrip Terminal Building, supported by funding sources and aimed at enhancing regional connectivity.

5. **Community Support and Recognition:**  
Acknowledgment of frontline workers and community contributions, with special recognition for participants in events like the Dawn Service.
6. **Leadership and Advocacy:**  
Active participation in training and advocacy events, demonstrating a commitment to continuous improvement and regional collaboration. while council representatives advocated for community interests at the ALGA Conference

In conclusion, the report extends appreciation to all stakeholders for their support and collaboration, highlighting the achievements made and the groundwork laid for future progress and prosperity.

### **Audit Report**

The Independent Audit Report identifies that the Shire of Dundas has completed the 2022/23 financial year in accordance with the appropriate legislation and regulations and that there are no material matters affecting the Shire's financial position. Furthermore, there are no items of statutory non-compliance raised.

### **Annual Financial Report**

The revenue of the Council is derived from rates, fees, charges and grants including Financial Assistance Grant total budget of \$8,739,871 during the year to support service provisions and various projects.

After the Financial Year we are extremely proud to announce a surplus of \$4,774,393 excluding depreciation to provide various services to the community.

It is proposed to hold the General Electors Meeting on the 19<sup>th</sup> March 2024.

### Voting Requirements

Absolute Majority

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

### Officer Recommendation

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

1. **Accept the Draft Annual Report including the Annual Financial Report for the financial year ended 30<sup>th</sup> June 2023 as is included in the Papers Relating.**
2. **Advertise that the Annual General Electors Meeting is to be held on the 19<sup>th</sup> March 2024 at the Shire Administration Building at 88-92 Prinsep Street, Norseman at 5.30pm.**

**Carried ( 6 / 0 )**

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.5 – Audit Committee’s report of the CEO’s finalised Review of Financial Management, Risk Management, Legislative Compliance, and Internal Controls</b>	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	CEO – Peter Fitchat
Date of Report	2 <sup>nd</sup> February 2024
Disclosure of Interest	Nil

### Summary

To consider the audit committee’s report of the CEO’s finalised Review of Financial Management, Risk Management, Legislative Compliance, and Internal Controls, as attached, completed in January 2024.

### Background

The Shire engaged Moore Australia WA to assist the CEO to perform reviews required by legislation relating to the appropriateness and effectiveness of financial management, risk management, legislative compliance systems, internal controls and processes. Moore Australia WA attended the Shire in December 2023 to perform the required fieldwork and prepare a report to assist the CEO in reporting the results of the reviews performed.

The attached report includes details of matters noted during the review, as well as improvements to be considered by the Shire. This report was considered by the Audit Committee at its meeting held 1 February 2024, where it was resolved to report to Council the results of the CEO’s review by providing a copy of the finalised Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls.

A risk assessment working document, summarising the findings and improvements noted within the report has been prepared for internal use by the executive which may assist with future risk management reporting and implementation of improvements as required.

### Statutory Environment

The CEO is required by the Local Government (Audit) Regulations 1996 Regulation 17 to review the appropriateness and effectiveness of the Shire’s risk management, internal controls and legislative compliance systems and procedures every three years. A review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, is also required by Local Government (Financial Management) Regulations 1996, regulation 5(2)(c) every three years.

The results of the risk management, legislative compliance and internal controls review are to be reported by the CEO to the audit committee. The audit committee is required to review the CEO’s report and on-report to the Council. The report from the audit committee to the Council is required to have attached a copy of the CEO’s initial report to the audit committee.

### Policy Implications



The current Internal Audit and Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

#### Financial Implications

Provision is included in the 2023/24 Adopted Budget for consultants to assist the CEO with undertaking the required review for appropriateness and effectiveness of financial management, risk management, legislative compliance systems and processes.

#### Strategic Implications

Strategic references within the Strategic Community Plan demonstrate connections between services and the desired outcomes and community vision for the Shire, particularly in relation to strategy 5.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations and 5.1.4 Risk is managed through planning and timely reporting of Senior Officers to Council.

#### Consultation

Deputy CEO  
Audit Committee  
Moore Australia WA

#### Risk Management

This item has been evaluated against the Shire of Dundas's Internal Audit and Risk Management Policy. The perceived level of risk is high prior to treatment, receipt of the report by the committee (and subsequently Council) as well as the progression of risk management activities may reduce the risk to low.

#### Voting Requirements

Simple Majority

**Moved:** Cr. Hogan

**Seconded:** Cr. Maloney

#### Officer Recommendation

**The Council accept the Audit Committee's report of the CEO's finalised Review of Financial Management, Risk Management, Legislative Compliance, and Internal Controls, as attached, completed in January 2024.**

**Carried ( 6 / 0 )**

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

## 10.2 Confidential Item

For the Council to accept the Confidential Item Agenda Item 10.2.1

**Moved:** Cr.Hogan

**Seconded:** Cr. Maloney

The meeting proceeds behind closed doors to address Agenda Item 10.2.1 due to confidentiality.

**Carried** ( 6 / 0 )

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

The following participants exited the meeting at 6:22pm

Pania Turner	Deputy Chief Executive Officer
Barry Hemopo	Manger of Works and Services
Latif Samadi	Information and Technology Officer
Joseph Marinovich	Member of the public

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.1 – Confidential Item Tender for Preferred Suppliers</b>	
Location / Address	Shire of Dundas
File Reference	FM.TE.6
Author	GFG Consulting
Date of Report	12 February 2024
Disclosure of Interest	Nil

### Voting Requirements

Simple Majority

**Moved:** Cr Warner

**Seconded:** Cr Hogan

### Recommendation:

**That Council:**

1. **Award RFT 02-2023 Prequalified Panel of Providers for a period of two years from 23 February 2024 to 22 February 2026, with a possible single year extension, in accordance with the tendered documents and pricing included in confidential schedules, to the following providers for the services listed:**
  - a. **Handyman Services**
    - i.K&R Earthworkz
    - ii.Cuten Guneder Machinery
    - iii.Auswest Contracting
    - iv.Quaintrelle (WA) Pty Ltd TA Enviro Services (Sweeping services, not handyman)

- b. Hire of Plant & Equipment**
  - i. Brooks Hire
  - ii. ProQuip Rental and sales Operations Pty Ltd
  - iii. Ausroad
  - iv. Linkup
  - v. Sherrin Rentals
  - vi. Cuten Guneder Machinery
  - vii. Fraser Range Station (WA) Pty Ltd TA Norseman Concrete & Earthmoving
  
- c. Concrete supply and installation**
  - i. K&R Earthworkz
  - ii. Auswest Contracting
  - iii. Fraser Range Station (WA) Pty Ltd TA Norseman Concrete & Earthmoving
  
- d. Electrical trades**
  - i. O'Dwyer Electrical
  
- e. Plumbing trades**
  - i. GRB Resources Pty Ltd TA Emyjor Services
  - ii. Esperance Plumbing Service
  
- f. Building services**
  - i. Auswest Contracting
  
- g. Mechanical repairs and maintenance**
  - i. Fraser Range Station (WA) Pty Ltd TA Norseman Concrete & Earthmoving
  
- h. Tyre repairs and replacements**
  - i. Fraser Range Station (WA) Pty Ltd TA Norseman Concrete & Earthmoving
  
- i. Security cameras and equipment**
  - i. Spectur Limited
  - ii. Future Security Solutions

**2. Direct the Chief Executive Officer to sign a Formal Instrument of Agreement with each provider.**

**Carried ( 6 / 0 )**

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

**That the Council come from behind closed doors.**

**Moved:** Cr. Hogan

**Seconded:** Cr. Brown

**Carried** ( 6 / 0 )

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

The following participants returned to the meeting at 6:25pm

Pania Turner	Deputy Chief Executive Officer
Barry Hemopo	Manger of Works and Services
Latif Samadi	Information and Technology Officer
Joseph Marinovich	Member of the public

## 10.3 Officers Reports

Agenda Reference & Subject	
<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	
Disclosure of Interest	Nil

### Summary

That the Council receive Works and Services, Woodlands Cultural, Community & Visitor Centre, and Youth and Recreation Services and 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  
DCEO  
Manager of Works and Services  
CRC and Tourism Coordinator  
Youth and Recreation Officer

Comment

The reports will advise councillors of the progress towards achieving the Strategic Plan's objectives.

Voting Requirements

Simple Majority

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

Officer Recommendation

**That the Shire of Dundas Council receive the Works and Services, Youth and Recreation Services and Woodlands Cultural, Community & Visitor Centre reports as contained in Papers Relating.**

**Carried ( 6 / 0 )**

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

**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. Hogan    **Seconded:** Cr. Warner

**Carried ( 6 / 0 )**

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

<b>Agenda Reference &amp; Subject</b>	
<b>12.1 – Late Item – Financial Statements for the period Ending 31<sup>st</sup> December 2023</b>	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	15 February 2024
Disclosure of Interest	Nil

Officers Comment

All these will be corrected in the mid-year review.

Item 3341 Would be a Mid-Year Adjustment as Council approved the Volkswagen Canter

Voting Requirements

Simple Majority

**Moved: Cr. Brown**

**Seconded: Cr. Maloney**

Officer Recommendation

That Council authorise the Chief Executive Officer to:

1. make the necessary arrangements to purchase the Crafter 50 Box Body LWB for \$78,745.70, and
2. additional modifications to the body to accommodate two refrigeration units, and secure compartments for the mail at a cost of \$30,000.

**Carried ( 6 / 0 )**

**For: 6**

**Against: 0**

## 1637 Medical Centre Upgrade

Errors are that this should have been entered as \$40,000 as per Council regarding the item regarding Medical Services.

Of the \$84,153 overspent was because we had to rush this through as per the emergency that arose out of long service leave taken by the doctor.

3500 Norseman IGA/Post Office Building Upgrades \$190,000 budget and \$215,716 spent. We have allocated an additional amount for roof repairs and air conditioners and compliance repairs.

3499 IGA/LPO 139 Prinsep Purchase the additional \$3,945.00 was legal fees and transfer through settlement.

3684 Rotunda Upgrade Rotunda Upgrade – Project Finished last year and I missed it with the budget rollover to this financial year.

Voting Requirements

Simple Majority

**Moved: Cr. Hogan**

**Seconded: Cr. Maloney**

**Officer Recommendation**

**That the Shire of Dundas Financial Statements for the period ending 31<sup>st</sup> December 2023 be accepted**

**Carried ( 6 / 0 )**

**For:** Cr. L Bonza, Cr. S Warner, Cr. P Hogan, Cr. J Maloney, Cr. S Brown, Cr. C. McLeod

**Against:** 0

**13. Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held at 6pm (AWST) on the 19<sup>th</sup> March 2024, and the annual general electors meeting will be held prior to the Ordinary Council Meeting on the same day, in Norseman.

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

**6:37 pm.**