



## Norseman Woodlands to Eucla Coast

# Notice of Meeting and Agenda Ordinary Council Meeting 19<sup>th</sup> March 2024

### **NOTICE OF MEETING**

The next Ordinary Meeting of the Council will be held on 19<sup>th</sup> March 2024 in the Council Chamber at the Shire Administration office– commencing at 6:00 pm (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

15<sup>th</sup> March 2024

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

### **Notes to Agenda**

#### **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:

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 Ngadjju and Mirning as Traditional Custodians and pay our respects to their Elders, past, present, and emerging.

### 1.2 Attendance at meetings by electronic means

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

Financial Interests:

Proximity Interests:

Impartiality Interests:

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	Shire President
Cr Sharon M Warner	Deputy Shire President
Cr JE Patrick Hogan	
Cr John Maloney	
Cr Sharon Brown	
Cr Chantelle McLeod	

Peter Fitchat	Chief Executive Officer
Pania Turner	Deputy Chief Executive Officer
Barry Hemopo	Manager of Works and Services
Latif Samadi	Information and Technology Officer

### Apologies

Nil

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

4.1 Leave request from Cr. JF Maloney for the period of 7<sup>th</sup> April 2024- 12<sup>th</sup> May 2024 due to overseas travel.

**Moved:** Cr.

**Seconded:** Cr.

**Recommendation**

**That Council approve the leave request of Cr. JF Maloney for the period of 7<sup>th</sup> April 2024- 12<sup>th</sup> May 2024.**

Carried ( / )

For:

Against:

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

Nil

**6. Public Question Time.**

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

**7. Confirmation of Minutes of Previous Meeting.**

**Moved:** Cr.

**Seconded:** Cr.

**Recommendation**

**That the minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> February 2024 be confirmed as a true and accurate record.**

Carried ( / )

For:

Against:

## 8. Petitions, Deputations or Presentations.

### Reports of Committees

#### 8.1.1 GVROC

Council representatives Cr Bonza and Cr Warner

#### 8.1.2 WALGA

Council representatives Cr Bonza, Cr Warner, and Cr McLeod

#### 8.1.3 Regional Roads Group

Council representatives Cr Bonza and Cr Brown

#### 8.1.4 RoadWise

Council representatives Cr McLeod and Cr Maloney

#### 8.1.5 Local Emergency Management Committee

Council representatives Cr Bonza and Cr Brown

#### 8.1.6 Steering Committee Coastal Management Plan

Council representative Cr Bonza

## 9. Announcements by Presiding Member without Discussion.

## 10. Reports

### 10.1 Planning and Development

Agenda Reference & Subject	
<b>10.1.1 – DPLH INVITATION TO COMMENT - PROPOSED EXPANSION OF EXISTING TELSTRA LEASE AREA (DPLH CASE NO. 2302403)</b>	
Location / Address	Lot 325 on DP 75082 Eyre Highway, in the district of Nuyts
File Reference	GR.SL.39
Author	Anthony Dowling, Dowling Giudici + Associates (DG+A) - Town Planning Consultant
Date of Report	13 March 2024
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

#### Summary

The Department of Planning, Lands and Heritage (DPLH) has invited the Shire to comment on a proposal by Telstra to expand its existing lease area (with the place name 'Virginia') contained within lot 325 Eyre Highway in the district of Nuyts to accommodate future planned additional telecommunications infrastructure.

It is recommended that DPLH be advised that Council has no objection to the proposed lease expansion.

### Background

Lot 325 (approximately 36,053 ha in size) contains an existing Telstra fibre communications facility (place name 'Virginia') within a fenced compound (approximately 960 m<sup>2</sup> in size) located off the Eyre Highway, approximately 90 kilometres east of the Balladonia roadhouse.

A location map and aerial image of the existing compound are provided below.



**Location Map - Telstra 'Virginia' Telecommunications Facility**



**Aerial Image – Telstra ‘Virginia’ Telecommunications Facility**

### Proposal

Telstra is seeking to expand its current lease area (‘Virginia’) by approximately 72% to accommodate future additional telecommunications infrastructure. This will result in an expanded compound of approximately 3,413 m<sup>2</sup>.

The aerial image below denotes the extent of the proposed expanded lease area.





### Statutory Environment

*Land Administration Act 1997*

*Land Administration Regulations 1998*

It is understood that the invitation to comment issued by DPLH is made pursuant to section 14 of the *Lands Administration Act (LAA) 1997* whereby the Minister for Lands - before exercising in relation to Crown land any power conferred by this Act, must, unless it is impracticable to do so, consult the local government within the district of which the Crown land is situated concerning that exercise

### *Local Planning Scheme 2*

Lot 325 is zoned Rural under LPS 2 whereby a telecommunications facility is a **permitted ('P') class of use** in that zone, subject to any planned telecommunications development conforming with any applicable development standards and provisions (e.g. lot boundary setbacks) prescribed by LPS 2.

Notwithstanding that a class of use may be permitted by the scheme, an application for development approval may be required to be submitted in order to assess conformance with applicable scheme standards and provisions. However, it ought to be noted that some types of telecommunications facilities provided by National services may be exempted under Commonwealth legislation from applying for and obtaining development approval.

Advice to this effect will be provided in Council's determined response to DPLH.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

The proposed lease expansion aligns with the following goal and desired outcome of the Shire's *Strategic Community Plan*—

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

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

Consultation

Chief Executive Officer (CEO)

Comment

The proposed lease will have no material impact upon the Shire's governance and administration of its local government district.

On this basis, it is recommended that DPLH be advised of no objection to the proposed lease.

Voting Requirements

Simple Majority

**Moved: Cr.**  
**Seconded: Cr.**

Officer Recommendation

**That Council advise the Department of Planning, Lands and Heritage (DPLH) that it has no objection to Telstra's current lease area within lot 325 on DP 75082 Eyre Highway in the district of Nuyts being expanded within lot 325 to accommodate future planned onsite telecommunication facilities.**

Carried ( / )

For:

Against:

## 10.2 Administration, Finance and Community Development

Agenda Reference & Subject	
<b>10.2.1 – Compliance Audit Return 2023</b>	
Location / Address	88-92 Prinsep Street, Norseman WA 6443 Shire of Dundas
File Reference	CS.SP.8
Author	Chief Executive Officer, Peter Fitchat
Date of Report	14 March 2024
Disclosure of Interest	Nil

### Summary

To consider the 2023, Compliance Audit Return (CAR) reviewed by the Audit Committee at its meeting held 1 February 2024, and the recommendations of the Audit Committee to adopt the CAR for submission to the Department of Local Government, Sport and Cultural Industries (DLGSC).

### Background

Each year, Council is required to complete an annual compliance audit return for the calendar year immediately preceding (1<sup>st</sup> January to 31<sup>st</sup> December) as published by the Department for Local Government, Sport and Cultural Industries. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

This year, the CAR was reviewed and completed by Moore Australia WA. Tanya Browning, Director Local Government Advisory, from Moore Australia attended the Shire offices from 18<sup>th</sup>-20<sup>th</sup> December 2023, during which time information to complete the CAR was gathered through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register
- Council's Website

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regard to compliance with the *Local Government Act 1995* and provides the Audit Committee the opportunity to report to Council any cases of non-compliance or where full compliance was not achieved.

This process also provides opportunity for the Audit Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

A summary of matters noted during the completion of the 2023 CAR in relation to instances of non compliance were presented to the Audit Committee for information, which also note where actions have already been implemented to address some of these matters. The summary also noted general improvement opportunities to systems and processes which were identified through the completion of the CAR. These improvements may assist the Shire in its risk management activities and endeavours towards continual improvement of administrative and compliance functions.

The Audit Committee reviewed the CAR at its meeting held 1<sup>st</sup> February 2024 and resolved to accept the responses as presented, recommend to Council adoption of the 2023 CAR as well as authorisation for the Shire President and Chief Executive Officer to sign the CAR for submission to DLGSC. An extract of minutes of that meeting are attached to this report as well as the 2023 CAR.

### Statutory Environment

Regulation 14 of the *Local Government (Audit) Regulations 1996* provides that:

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be — (a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

Regulation 14 of the *Local Government (Audit) Regulations 1996* details the requirements regarding certifying the CAR and issuing to the Departmental CEO

Section 7.13(1)(i) of the *Local Government Act 1995* refers to the provisions within regulations regarding audits.

### Policy Implications

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

### Financial Implications

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

### 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

Pania Turner, Deputy Chief Executive Officer  
Tanya Browning, 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.**  
**Seconded: Cr.**

Officer Recommendation

**That Council:**

1. **Adopt the finalised 2023 Compliance Audit Return as shown in Papers Relating; and**
2. **Authorise the Shire President and the Chief Executive Officer to sign the Compliance Audit Return for submission to the Department Local Government Sports and Culture.**

Carried (     /     )

**For:**

**Against:**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.2 – 2023/24 Budget Review</b>	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Peter Fitchat, Chief Executive Officer
Date of Report	14 March 2024
Disclosure of Interest	Nil

Summary

To consider the Shire's financial position as at 31 January 2024 and performance for the period 1 July 2023 to 31 January 2024 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

Background

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2023 to 31 January 2024 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2024 and is presented for council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

The material variance levels which have been reported for the budget review, have utilised the same materiality levels as monthly reporting to determine the extent of explanation / are based on a materiality level of \$10,000 or 10% implemented for the purpose of the budget review) / are based upon management judgement where explanations are considered

appropriate.

### Comment

The budget review report includes at Note 4 a summary of predicted variances contained within the Statement of Financial Activity, including whether variances are considered to be permanent (where a difference is likely between the current budget and the expected outcome to 30 June) or due to timing (e.g. where a project is likely to be delayed).

Features of the budget review include:

Unbudgeted funding received for the Bushfire Risk Planning Coordinator and an increase to the Youth Centre funding. A reduction in the Financial Assistance Grant (FAGS). A total of \$78,986 to be received in the 2023-24FY due to the early payment made in June 2023.	\$73,140
An increase in fees from aerodrome landing, laundromat and private works. A decrease in fees relating to the other/bulk rubbish collections and a decrease in the predicted revenue from IGA due to original budget being based on 12 months revenue and not 10 months.	\$254,334
Increase in interest earnings from the rates non-payment penalties, municipal investments and the reserve term deposits	\$64,332
An increase in other revenue items relating to sales at the Op Shop, staff housing reimbursements, Visitor Centre retail stock and shower tokens. A decrease in rates legal fees due to recovery actions to begin closer towards end of year, rent to the CRC and sale of gravel.	(\$32,964)
The sale of 38DS reassessed to stay as spare vehicle and the trade of P283 Fuso Tip Truck in occur in the 2024/25 financial year.	(\$14,488)
An increase to employee costs due to staff numbers increasing to accommodate new projects within the Shire.	(\$52,361)
Reduced administration contractor fees due to staff on earlier leave than expected, National Disaster Risk Reduction as this was a 2022-23 program, animal control services are now employee costs, parks & gardens contractors, Norseman street maintenance reduction as there were major retic works completed in 2022-23, IGA due to original budget being based on 12 months expenditure and not 10 months. An increase to consulting fees, legal, software subscriptions including the implementation of new payroll software, staff housing maintenance, rates contractor fees not employee, private works (this is offset through revenue), IGA stock purchases due to there being no original budget, aged persons homes maintenance and switchboard upgrades.	\$2,227,937
Reduce costs for the lighting of streets, Norseman CRC, playgroup and a budget for the crime prevention not required. An increase to the Youth Centre utilities.	\$28,629
There was a revaluation of asset classes in the 2022-23 year so some depreciation expenses are more than the previous year calculations used for budget.	(\$882,315)
Some estimated premiums were higher than budgeted including administration, youth and works/depot.	(\$30,202)
A reduction in general donations, members travel, rates write off/doubtful debts to occur in the new year, office equipment maintenance not required, business development and Woodlands Centre operational.	\$54,045

Non-cash amounts excluded from operating activities (asset depreciation and profit/loss on sale of assets.)	(\$867,827)
Blackspot program scheduled for the 2024-25 year not 2023-24. Some of the LRCI Phase 3 funding has been reallocated to the operating grant budget.	(\$607,568)
Proceeds from disposal of assets.	(\$122,000)
Some capital projects will commence in the new financial year being Dodd House, Tourism Signage, LPO upgrades and savings made for the IGA/LPO purchase. An increase to the budgets for the upgrades at 139 Prinsep Street, medical centre building, IGA building upgrades, court house electrical, Lot 196 Beacon Hill acquisition.	(\$185,426)
Savings made in plant purchases.	\$26,390
Medical Centre - New Equipment, Computers, Networking & Software to be considered for the next budget.	\$22,000
Blackspot Funding program scheduled for the 2024-25 year.	\$380,000
Some capital projects will commence in the new financial year being cemetery upgrade and gates, War Memorial, swimming pool bonding. Rotunda upgrade was a carryover from 2022-23.	(\$74,693)
Transfers from reserves accounts being Aerodrome reserve, Transport reserve and Asset replacement.	\$280,000
There is a minor adjustment to the repayment of borrowings to agree the repayments to the WATC schedule.	(\$1,397)
Increase in interest earnings on the reserve accounts.	(\$80,000)
Difference between adopted 2023/24 budget and the closing balance of the 2022/23 audited statements.	(\$350,820)
Budget amendment at the November 2023 ordinary meeting for the purchase of the Crafter and modifications to the refrigeration units.	(\$108,746)
Overall Change	\$0

In considering the above variances and projections within the attached budget review, the closing position remains as budgeted which is reflected in the Statement of Budget Review.

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2024, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate. Required budget amendments have been included in Note 4 of the attached budget review document for information, and also presented as a separate recommendation to the budget review for council consideration.

### Statutory Environment

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

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.

- (2A) The review of an annual budget for a financial year must —
- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
  - (d) include the following —
    - (i) the annual budget adopted by the local government;
    - (ii) an update of each of the estimates included in the annual budget;
    - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
    - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- \*Absolute majority required.*
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Section 6.8(1) (b) of the *Local Government Act 1995* provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

#### Policy Implications

There are no known policy implications for this matter.

#### Financial Implications

Authorisation of expenditure through budget amendments recommended. Other specific financial implications are as outlined in the body of this report.

#### Strategic Implications

Strategic Community Plan 2022 - 2032

- Goal 5: Governance and Leadership
- Outcome 5.1, A trusted local government
- Strategy 5.1.1, Accountable and informed decision-making by Council
- Strategy 5.1.2, Compliance with the *Local Government Act 1995* and all relevant legislation and regulations.

#### Consultation

Elected Members



Moore Australia WA

Senior Officers

Papers Relating

**Appendix 2** – Item 10.1.2 2023/2024 Budget Review Statement of Financial Activity, notes on Closing Funds, and Budget Amendments.

**Voting Requirement**

Absolute Majority

Moved: Cr.

Seconded: Cr.

**Officer Recommendation 1**

**That Council adopt by absolute majority the 2023/2024 mid year budget review as attached.**

Carried ( / )

For:

Against:

**Voting Requirement**

Absolute Majority

Moved: Cr.

Seconded: Cr.

**Officer Recommendation 2**

**That Council adopt by absolute majority the following budget amendments to the 2023/2024 adopted annual budget:**

**OPERATING ACTIVITIES**

**Revenue from operating activities**

Grants, subsidies and contributions	Increase \$73,140
Fees and charges	Increase \$254,334
Interest revenue	Increase \$64,332
Other revenue	Decrease (\$32,964)
Profit on asset disposals	Decrease (\$14,488)

**Expenditure from operating activities**

Employee costs	Decrease (\$52,361)
Materials and contracts	Increase \$2,227,937
Utility charges	Increase \$28,629
Depreciation	Decrease (\$882,315)
Insurance	Decrease (\$30,202)
Other expenditure	Increase \$54,045

**INVESTING ACTIVITIES****Inflows from investing activities**

Capital grants, subsidies and contributions	Decrease (\$607,568)
Proceeds from disposal of assets	Decrease (\$122,000)

**Outflows from investing activities**

Purchase of land and buildings	Decrease (\$185,426)
Purchase of plant and equipment	Increase \$26,390
Purchase of furniture and equipment	Increase \$22,000
Purchase and construction of infrastructure-roads	Increase \$380,000
Purchase and construction of infrastructure-other	Decrease (\$74,693)

**FINANCING ACTIVITIES****Cash inflows from financing activities**

Transfers from reserve accounts	Decrease \$280,000
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**Cash outflows from financing activities**

Repayment of borrowings	Increase (\$1,397)
Transfers to reserve accounts	Increase (\$80,000)

Carried (     /     )

For:

Against:

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.3 – Financial Statements for the Period Ended 31st December 2023</b>	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	14 March 2024
Disclosure of Interest	Nil

**Appendix 4 Monthly Financial Report for the Period Ended 31st December 2023**

CEO Comment

As previously discussed with Council the 2023/24 Budget Review (Item 10.1.2) will address the budget items where there are variations. The Financial Regulations Act requires all local governments to conduct a mid-year budget review. Working closely with our accountants, Moore Australia, the Shire ensure the budget is balanced with good oversight and compliance.

Voting Requirements

Simple Majority

**Moved:**

**Seconded:**

**Officer Recommendation:**

That Council accept the Shire of Dundas Monthly Financial Report for the Period Ended 31st December 2023

Carried (       /       )

For:

Against:

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.4 – Norseman Community Resource Centre Financial Statements for the period ending 31<sup>st</sup> December 2023</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Senior Administration Officer – Ciara Stewart
Date of Report	15 March 2024
Disclosure of Interest	Nil

**Norseman Community Resource Centre**

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

**Reconciliation Report**

15/03/2024  
3:44:20 PM

Page 1

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

Cheque Account: 1-1110 Cheque Account  
Date of Bank Statement: 29/02/2024

Reconciled Cheques

SC290224	5/02/2024			\$10.00
2406	12/02/2024	Australian Tax Office		\$5,769.00
2407	12/02/2024	DIGGERS CAFE AND ICECREAM		\$200.00
2408	12/02/2024	Shire of Dundas - Wages & Su		\$2,413.92
2409	12/02/2024	Shire of Dundas - Photocopier		\$2,490.61
2410	12/02/2024	Norseman IGA		\$284.51
2411	12/02/2024	Solutions IT		\$18.88
2412	12/02/2024	Public Transport Authority of		\$384.63
2413	12/02/2024	Safe T Card Australia PTY LT		\$323.40
2414	12/02/2024	Safe T Card Australia PTY LT		\$623.70
2415	12/02/2024	Norseman IGA		\$36.15
SC290224	19/02/2024			\$10.00
Total:			\$0.00	\$12,564.80

Reconciled Deposits

CR003304	8/02/2024	Bank Deposit 08.02.2023	\$1,405.60	
CR003300	15/02/2024	Payment; Centrecare	\$700.00	
CR003301	29/02/2024	Public Transport Authority of	\$6.00	
Total:			\$2,111.60	\$0.00

Reconciliation

BusinessBasics Balance on 29/02/2024:	\$185,438.46
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$185,438.46
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$185,438.46

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Profit & Loss Statement

1/07/2023 through 29/02/2024

15/03/2024  
3:44:42 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	\$152.36	
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
Total Income		<u>\$106,050.42</u>
Cost of Sales		
Purchases		
Computer & Phone Goods	\$1,047.55	
TRANSWA Ticket Sales	-\$807.45	
Total Cost of Sales		<u>\$240.10</u>
Gross Profit		<u>\$105,810.32</u>
Expenses		
Events	\$6,419.03	
Bank Fees	\$160.00	
Dues & Subscriptions	\$7,260.57	
Security	\$2,565.91	
Photo Express Kiosk	\$280.00	
Computer Repairs & Maintenance	\$171.66	
Stationery	\$894.55	
ATO Penalties	\$825.00	
Employment Expenses		
Staff Amenities	\$13.77	
Wages & Salaries	\$22,521.39	
Total Employment Expenses		<u>\$22,535.16</u>
Services		
Internet Fees	\$22.73	
Total Expenses		<u>\$41,134.61</u>
Net Profit / (Loss)		<u>\$64,675.71</u>

## Norseman Community Resource Centre

PO Box 206  
81 Roberts Street  
NORSEMAN WA 6443

### Balance Sheet

**As of February 2024**

15/03/2024  
3:44:32 PM

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$185,438.46	
Petty Cash	\$150.00	
Undeposited Funds	\$3,721.69	
Total Cash On Hand	\$189,310.15	
Trade Debtors	\$2,462.40	
Total Current Assets	\$191,772.55	
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	\$220,124.62	
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$85,082.90	
ATO Running Balance Account	-\$2,169.00	
GST Paid	-\$85,937.28	
Total GST Liabilities	-\$3,023.38	
Other Current Liabilities		
Long Service Leave Provision	\$21,773.96	
Annual Leave Provision	\$8,595.74	
Total Current Liabilities	\$27,346.32	
Total Liabilities	\$27,346.32	
Net Assets	\$192,778.30	
Equity		
Retained Earnings	\$74,281.04	
Current Year Earnings	\$64,675.71	
Historical Balancing	\$53,821.55	
Total Equity	\$192,778.30	

#### Voting Requirements

Simple Majority

**Moved:**

**Seconded:**

#### Officer Recommendation:

That the Norseman Community Resource Centre Financial Statements for the period ending 29<sup>th</sup> February 2024 be accepted.

Carried (     /     )

For:

Against:

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.5. –Shire of Dundas Record Keeping Procedures</b>	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	DCEO – Pania Turner
Date of Report	12 <sup>th</sup> March 2024
Disclosure Interest	of Nil

### Summary

For the Council of the Shire of Dundas to consider and approve the reviewed Record Keeping Procedures of the Shire of Dundas.

### Background

Local governments are required to develop and maintain Record Keeping Procedures that can be utilised by shire of Dundas staff to process and record documents received via mail or email, which must be recorded in both hard copy and electronically using SynergySoft Records Module.

### Statutory Environment

*State Records Act 2000*

### Policy Implications

Records Management

### Financial Implications

Cost for records management is considered in the annual budget presented to Council.

### Consultation

Senior Officers  
Information and Technology Officer  
State Records Commission

### Comment

The State Records Office have provided feedback improving the Shire of Dundas Record Keeping Procedures, which sit as part of the Record Keeping Plan (RKP) which was approved by Council on 18<sup>th</sup> April 2023. The Procedures apply to all government records created or received by Shire of Dundas employees, Councillors, or an organisation performing outsourced services on behalf of the Shire of Dundas, regardless of their physical format, storage location or date of creation.

Voting Requirements

Absolute Majority

**Moved:**

**Seconded:**

Officer Recommendation

**That Council endorse the updated Records Keeping Procedures Manual to be submitted to the State Records Commission as part of the Shire of Dundas Record Keeping Plan which was approved by the Council on 18<sup>th</sup> April 2023.**

Carried ( / )

**For:**

**Against:**

## 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	
Disclosure of Interest	Nil

Summary

That the Council receive 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.  
**Seconded:** Cr.

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 ( / )**

**For:**

**Against:**

**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:**

**Seconded:**

### **Agenda Item:**

**Carried (    /    )**

**For:**

**Against:**

## **13. Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held at 4:30pm (ACWST) on the 20 April 2024, in Eucla.

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