



Norseman Woodlands to Eucla Coast

Unconfirmed Minutes Ordinary Council Meeting 19th March 2024

NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 19th 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

15th March 2024

UNCONFIRMED MINUTES 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

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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 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:

None declared

Proximity Interests:

None declared

Impartiality Interests:

None declared

Gifts Received by Councillors: None declared

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
Cr JE Patrick Hogan
Cr John Maloney
Cr Sharon Brown

Shire President
Deputy Shire President

Cr Chantelle McLeod

Peter Fitchat
 Pania Turner
 Barry Hemopo
 Latif Samadi

Chief Executive Officer
 Deputy Chief Executive Officer
 Manager of Works and Services
 Information and Technology Officer

Apologies

Nil

Public Gallery

R. Robinson A. Martin JL. Bennet D. McColl M. Hindmarsh J.Brady M. Cassidy M. Richards	F. McLeod S. McLeod A. McLeod M. O'Callaghan C. O'Callaghan M. Pink B. Vicensoni	R.Riddle G. Rowlands M. Koot D. Fishwick K. Morgan J.Shields
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4. Applications for Leave of Absence.

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

Moved: Cr. S. Brown

Seconded: Cr. S Warner

Recommendation

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

Carried by Simple Majority

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

Against: 0

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.

6.1 Michelle Hindmarsh

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.

6.1 Michelle Hindmarsh

1. Carvan parking in the town centre, often caravans are blocking shop and footpath access for other vehicles' parking.

President Response: Taken on notice to be discussed during a Council workshop.

2. Norseman Turf Club? What is being done with that asset, and the money going towards the Turf Club?

President Response: The Shire is undertaking an audit of the assets that are being used by external committees and organisations. The review will assess how those facilities are being used, the community benefits, and the functionality of the clubs. The Turf Club are their own association have responsibility for their finances.

6.2 Michael O'Callaghan

1. Request an explanation of the reported overspend of the Medical Centre and Rotunda upgrades work as per Moore Australia's reports.

2. With the amalgamation of Lots 15, 16, 17 or 71- 75 Prinsep Street is the truck service station on Prinsep Street still going ahead?

3. Why is there no profit and loss or balance sheet statement for the IGA, similar to the Norseman Community Resource Centre in the financial report?

President response:

- acknowledged the budget overspend to be addressed in the budget review;
- confirmed the service station development on Prinsep Street; and
- noted the Shire is working with the accountants to ensure the IGA accounts reporting will be in line with the required legislation.

6.3 Mark Pink

Letter tabled requesting information regarding the sawmill project, and laundromat profitability update.

Mr O'Callaghan and Mr Pink have requested a response in writing.

7. Confirmation of Minutes of Previous Meeting.

Moved: Cr. S Warner

Seconded: Cr. JEP Hogan

Recommendation

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

Carried by Simple Majority

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

Against: 0

8. Petitions, Deputations or Presentations.

8.1 Presentation

Doctor Graham Rowlands

Dr Rowlands made a presentation, asserting several points at the Ordinary Council Meeting on March 19, 2024. He refuted claims of taking long service leave and highlighted that there was no necessity for emergency medical services recruitment. Dr. Rowlands said the accessibility of medical care within the community, citing the continuous provision of 24-hour emergency services at Norseman Hospital. However, he expressed concerns regarding financial mismanagement and oversight within the Council, suggesting that these issues may deter future medical professionals from coming to Norseman. Additionally, Dr. Rowlands indicated that the Council had failed to honour a standing Memorandum of Understanding. He formally requested a written response from the Council to address these pressing matters.

8.2 Reports of Committees

8.2.1 GVROC

Council representatives Cr Bonza and Cr Warner

- Meeting held 23rd Feb to consider items for the State Council meeting 6th Mar.
- Next in person meeting to be held on Friday 22nd Mar to be hosted by Esperance Shire.

8.2.2 WALGA

Council representatives Cr Bonza, and Cr Warner

- Committee meeting date to be determined – Tuesday or Thursday next week.
- Have had a request from WALGA to put forward a motion to the ALGA AGM in relation to tyre stewardship. Awaiting details on the motion from Rebecca Brown at WALGA. To be an item for discussion at the committee meeting.

8.2.3 Regional Roads Group

Council representatives Cr Bonza and Cr Brown

- No meeting held

- One 'out of session' request from Shire of Laverton to adjust section of road to be worked on which was approved

8.2.4 RoadWise

Council representatives Cr McLeod and Cr Maloney

8.2.5 Local Emergency Management Committee

Council representatives Cr Bonza and Cr Brown

- Next meeting scheduled for Wed 17th April

8.2.6 Steering Committee Coastal Management Plan

Council representative Cr Bonza

- Awaiting advice from the DPLH on meeting date

9. Announcements by Presiding Member without Discussion.

- WALGA Strategic Forum held prior to State Council meeting on 6th Mar.
- Address from the Minister for local Govt, the Hon Hannah Beasley.
- Address from the DFES Commissioner, Darren Klemm re: emergency management events, new equipment, etc.
- State Council held an election for the position of WALGA President and Deputy President. Elections occur every two years following a Local Govt election. President Karen Chappel and Deputy President Paul Kelly retained their positions.
- Presentation from DPRID re: Polyphagous Shot Hole Borer. Attempts to eradicate/control the pest have so far been unsuccessful. This pest has potential to cause significant destruction to trees throughout the Metropolitan area but, have massive potential to spread.

10. Reports

11.1 Planning and Development

Agenda Reference & Subject	
10.1.1 – DPLH INVITATION TO COMMENT - PROPOSED EXPANSION OF EXISTING TELSTRA LEASE AREA (DPLH CASE NO. 2302403)	
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 m² 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 m².

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. S Warner
Seconded: Cr. JEP Hogan

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 by Simple Majority

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

Against: 0

10.2 Administration, Finance and Community Development

Agenda Reference & Subject	
10.2.1 – Compliance Audit Return 2023	
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 (1st January to 31st 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 18th-20th 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 1st 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 —
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

Absolute Majority

Moved: Cr. S Warner

Seconded: Cr. JEP Hogan

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 by Absolute Majority

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

Against: 0

Agenda Reference & Subject	
10.2.2 – 2023/24 Budget Review	
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. Warner

Seconded: Cr. Hogan

Officer Recommendation 1

That Council adopt by absolute majority the 2023/2024 midyear budget review as attached.

Carried by Absolute Majority

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

Against: 0

Voting Requirement

Absolute Majority

Moved: Cr. S Warner

Seconded: Cr. JEP Hogan

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 by Absolute Majority

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

Against: 0

Agenda Reference & Subject	
10.2.3 – Financial Statements for the Period Ended 31st December 2023	
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: Cr. JEP Hogan

Seconded: Cr. S Warner

Officer Recommendation:

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

Carried by Simple Majority

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

Against: 0

Agenda Reference & Subject	
10.2.4 – Norseman Community Resource Centre Financial Statements for the period ending 31st December 2023	
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

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Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Reconciliation Report

15/03/2024
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ID#	Date	Payee	Deposit	Withdrawal
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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
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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
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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: Cr. JEP Hogan

Seconded: Cr. J Maloney

Officer Recommendation:

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

Carried by Simple Majority

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

Against: 0

Agenda Reference & Subject	
10.2.5. –Shire of Dundas Record Keeping Procedures	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	DCEO – Pania Turner
Date of Report	12 th 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 18th 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: Cr. S Warner

Seconded: Cr. JEP Hogan

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 18th April 2023.

Carried by Absolute Majority

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

Against: 0

10.3 Officers Reports

Agenda Reference & Subject	
10.3.1 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	
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. S Warner
Seconded: Cr. JEP Hogan

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 by Simple Majority

For: Cr L. Bonza. Cr. S Warner, Cr. JEP 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:

Moved: Cr. S Warner
Seconded: Cr. JEP Hogan

Recommendation

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

Agenda Item: 12 .1 Revocation of Council Resolution Item 10.3.5 Medical Services 25th July, 2023 Ordinary Council Meeting

Agenda Item 12.2 Amendment of Council Resolution Item 10.3.12 Medical Services 10th June, 2023 Ordinary Council Meeting.

Carried by Simple Majority

For: Cr L. Bonza. Cr. S Warner, Cr. JEP Hogan, Cr. S Brown, Cr.C McLeod

Against: Cr. J Maloney

Late Item: Agenda Reference & Subject	
12.1 Revocation of Council Resolution Item 10.3.5 Medical Services 25th July, 2023 Ordinary Council Meeting	
Location / Address	Shire of Dundas
File Reference	PH.AG
Author	CEO Peter Fitchat, GFG Consulting, Moore Australia
Date of Report	18 th March 2024
Disclosure of Interest	Nil

Summary

For Council to consider rescinding Council Resolution Item 10.3.5 Medical Services resolved at the 25th July, 2023 Ordinary Council Meeting.

Background

At the Ordinary Meeting of Council held on 10th June 2023, Council resolved:

That Council:

1. Resolve not to proceed with a formal tender process for the provision of medical services, due to receiving no acceptable submissions through the expression of interest process and;
2. Note the report on the strategy to provide the community with quality medical services through the establishment of a Shire run, General Medical Practice, employing a doctor and receptionist.
3. That the CEO engage the Shire's accountants and other appropriate consultants as required to prepare the necessary details for budget allocations in the 2023/24 budget, and;
4. That the CEO initiate the process to recruit a doctor and receptionist in preparation for the establishment of a Shire run, General Medical Practice under a compliant agreement with a fully maintained house (utilities) and vehicle (Servicing and Fuel) plus \$60,000.00 for a locum fees with travel.
5. And that the Council retains the ability to consider any other viable option that may be proposed by a suitably qualified medical service provider.

Subsequent to the June meeting, the Shire was approached by I-Medical with a proposal to run a full-service medical practice including a general practitioner and allied health services. The proposal was considered in the context of resolution number five above. This proposal was presented to Council at the 25th July 2023 Ordinary Meeting and Council resolved:

That Council:

1. Resolve to enter into a contractual agreement for the provision of medical services with I-Medical Australia subject to the following.
 - a. The service is to operate predominantly from the existing medical centre with assistance to the hospital.
 - b. That the premises be brought up to standard (at the Shires cost) to meet the requirements of AGPAL accreditation.
 - c. The Shire contributes a one-off upfront amount as a set-up fee of \$51,000, and this payment includes an upfront Locum engagement cost, including flights and travelling accommodation to start the medical practise.
 - d. That the Shire makes available a house with maintenance including the garden to I-Medical Australia, and I-Medical pays for utilities.
 - e. That the Shire makes available a vehicle for the exclusive use of the I-Medical Australia Practice that includes future replacement and maintenance with a fuel card assigned to the vehicle.

2. Delegate the CEO to engage the Shire's Lawyers, Rural Health West and GFG Consultants as required to prepare the necessary contracts and delegate the Shire President Cr Laurene Bonza and the CEO Peter Fitchat to sign the contract on behalf of the Shire of Dundas.

Allied health services (e.g. hearing, podiatrist, and remedial massage therapy) have been operating effectively however the provision of a GP has been problematic. I-Medical have advised that they are no longer able to source a GP, as such the resolution made on the 25th July 2023 is no longer achievable and the contract between the Shire of Dundas and I-Medical was not executed. For Council to progress the resolution is required to be revoked.

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

In accordance with Regulation 10 of the Local Government (Administration) Regulations 1996 a Notice to Revoke Council Resolution Item 10.3.5 Medical Services , 25th July, 2023 Ordinary Council Meeting is advised; and in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996, the Notice of Revocation has been supported in writing by Councillors, President LG Bonza and Deputy President SM Warner.

Policy Implications

Nil

Financial Implications

The revoking of the item requires Council to consider alternative medical services pathways for the Community, these considerations are highlighted in Late Agenda Item 12.2.

Strategic Implications

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

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

4.1.1 Financial accountability and informed decision-making by Council.

4.3.1 Support local business collaboration and capacity building.

4.3.2 Encourage Buy Local.

Consultation

Elected Members

CEO, Deputy CEO – Shire of Dundas,

Moore Australia

Comment

The revoking of the resolution allows Council to move forward with alternative solutions to address quality, sustainable GP services in the Shire of Dundas.

Moved: Cr. S Warner

Seconded: Cr. S Brown

Officer Recommendation

That Council rescind 10.3.5 Medical Services Resolution made on the 25th July 2023 to enter into a contractual agreement for the provision of medical services with I-Medical Australia.

Carried by Absolute Majority

For: Cr L. Bonza, Cr. S Warner, Cr. S Brown, Cr.C McLeod

Against: Cr. JEP Hogan, Cr. J Maloney

Late Item: Agenda Reference & Subject	
12.2 – Amendment of Council Resolution Item 10.3.12 Medical Services 10th June, 2023 Ordinary Council Meeting.	
Location / Address	Shire of Dundas
File Reference	PH.AG
Author	CEO Peter Fitchat, GFG Consulting, Moore Australia
Date of Report	18 th March 2024
Disclosure of Interest	Nil

Summary

For Council to consider the proposal to establish a Shire run medical clinic, employing a qualified doctor as the most effective method of ensuring the community of the Shire of Dundas has access to high quality medical services. This requires an amendment to Council Resolution Item 10.3.12 Medical Services, made at the 10th June 2023, Ordinary Council Meeting.

Background

At the Ordinary Meeting of Council held on 10th June 2023, Council resolved as follows:

That Council:

1. Resolve not to proceed with a formal tender process for the provision of medical services, due to receiving no acceptable submissions through the expression of interest process and;
2. Note the report on the strategy to provide the community with quality medical services through the establishment of a Shire run, General Medical Practice, employing a doctor and receptionist.
3. That the CEO engage the Shire's accountants and other appropriate consultants as required to prepare the necessary details for budget allocations in the 2023/24 budget, and;
4. That the CEO initiate the process to recruit a doctor and receptionist in preparation for the establishment of a Shire run, General Medical Practice under a compliant agreement with a fully maintained house (utilities) and vehicle (Servicing and Fuel) plus \$60,000.00 for a locum fees with travel.
5. And that the Council retains the ability to consider any other viable option that may be proposed by a suitably qualified medical service provider.

Subsequent to the June meeting, the Shire was approached by I-Medical with a proposal to run a full service medical practice including a general practitioner and allied health services. The proposal was considered in the context of resolution number five above. This proposal was presented to Council at the 25th July Ordinary Meeting and Council resolved the following:

That Council:

1. Resolve to enter into a contractual agreement for the provision of medical services with I-Medical Australia subject to the following.

- a. The service is to operate predominantly from the existing medical centre with assistance to the hospital.
 - b. That the premises be brought up to standard (at the Shires cost) to meet the requirements of AGPAL accreditation.
 - c. The Shire contributes a one-off upfront amount as a set-up fee of \$51,000, and this payment includes an upfront Locum engagement cost, including flights and travelling accommodation to start the medical practise.
 - d. That the Shire makes available a house with maintenance including the garden to I-Medical Australia, and I-Medical pays for utilities.
 - e. That the Shire makes available a vehicle for the exclusive use of the I-Medical Australia Practice that includes future replacement and maintenance with a fuel card assigned to the vehicle.
2. Delegate the CEO to engage the Shire's Lawyers, Rural Health West and GFG Consultants as required to prepare the necessary contracts and delegate the Shire President Cr Laurene Bonza and the CEO Peter Fitchat to sign the contract on behalf of the Shire of Dundas.

This item was presented to be revoked in this meeting. Allied health services (e.g. hearing, podiatrist, and remedial massage therapy) have been operating effectively however the provision of a GP has been problematic, and I-Medical have advised that they are no longer able to source a GP.

The Shire owned facilities have undergone some much-needed maintenance and upgrades which have ensured the facility meets the required standard to house GP services.

Senior Officers believe the most effective pathway is to revert to the original proposal to employ a doctor directly.

Statutory Environment

In accordance with Regulation 10 of the Local Government (Administration) Regulations 1996 a Notice to Amend a Council Resolution is advised; and in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996, the Notice of Amendment has been supported in writing by Councillors, President LG Bonza and Deputy President SM Warner.
Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Federal Legislation regarding Health and Medical Services Search ([Federal Register of Legislation - Search results](#))

Policy Implications

- F3. Purchasing Policy
- HR6. Use of Shire Vehicles Policy
- ST9. Housing and Housing Subsidy Policy
- T11. Asset Management Policy
- F6. Tender Evaluation Process Policy
- F5. Panels of Pre-Qualified Suppliers Policy
- F4. Regional Price Preference Policy
- F1. Investments Policy
- A9. Internal Audit and Risk Management Policy
- A3. Legal Representation Policy

The Shire does not have a policy on the provision of Health Services, however Council has previously resolved to request ALGA to work with Federal Minister Hon. Mark Butler and all regional and remote Councils to provide effective and affordable medical services.

Financial Implications

It has become apparent that the potential revenue from GP services is significantly less than anticipated.

There is an opportunity to share costs with adjoining Shires such as the Shire of Coolgardie who have indicated they are willing to consider such an arrangement.

In the current environment, revenue from Medicare billings could be anywhere between \$50,000 and \$100,00 per annum, this is an estimation as the Shire has been unable to obtain the exact costs from private practice.

In any event it appears that the provision of medical services is going to be a cost burden on the Shire in the short to medium term. Previous aspirations of a cost neutral service now appear to be unrealistic. The conservative approach would be to budget for full costs to run the practice and account for limited income through bulk billing revenue as a contribution towards cost recovery.

There are other potential revenue sources, but these are also dependent on whether another GP operates in town.

Other Revenue source	Rate
MSA – agreement with Hospital to provide emergency and some procedures. WA Country Health have been asked for indicative revenue scenarios but will not provide this information.	Unknown
Rural bulk billing incentive – for patients that are under age 16 or Government concession card holders. May 23 Budget announcement 3 fold increase to \$39.65.	\$39.65 as per budget announcement
Practice incentives program – payments for specific activities eg afterhours services plus 50% rural loading. Based on size of practice measured by SWPE	\$1 - \$11 per SWPE plus 50%
Workforce incentive program – practice stream – payment for employing nurse or Aboriginal and Torres Straight Islander health worker. Depends on the size of the practice.	\$12,500 - \$125,000 plus 60%
Workforce incentive program – doctor stream – incentive paid to the doctor.	Yr1-2 \$25k Yr3-4 \$35k Yr5 + \$60k
RLAP – locum support – appears to be only for allied health workers	Unknown
Premium Support Scheme – where indemnity insurance premium is greater than 7.5% of gross income, 60% subsidy for part of premium above that threshold.	60%
Training – a number of different training incentive programs are available.	various

There is a wide range of salary offerings for doctors depending on location, qualifications, and experience. Rural Health West currently list 92 vacancies in WA with most packages expressed in terms of percentage of billings plus housing and vehicle. Billings share is generally between 60% - 70%. A position in Pt Hedland has a salary of \$250,000 and one in Albany \$250,000 - \$300,000. One in Tom Price claims earning potential of \$600,000 +.

It may not be possible to recruit a fulltime doctor in the short term. Another option is to use locum services for a day or two per week. Rural Health West currently has 17 locum vacancies listed with rates between \$2000 and \$3000 per day.

Strategic Implications

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

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

4.1.1 Financial accountability and informed decision-making by Council.

4.3.1 Support local business collaboration and capacity building.

4.3.2 Encourage Buy Local.

Consultation

CEO, Deputy CEO – Shire of Dundas, Business Operations Manager, GFG Consulting, Rural Health West, Moore Australia

Comment

The provision of medical services is a complex proposition. There are multiple issues and logistics to consider and financial viability will be dependent on the actions of others, outside of the control of Council.

The objective of providing appropriate medical services to the community at an appropriate cost, must be at the forefront of the decision process (in the context of the Council taking on this responsibility in the absence of leadership or support from State and Federal Government).

The Medical centre building has undergone a refresh and is equipped with the necessary computers, software and other fixtures and fittings. An efficient way for the Shire to take over the running of the GP practice would be to transition these items into Shire control.

There are a number of administrative processes that are required to operate a general practice as outlined below.

Steps to establishing a Shire run Practice:

1. Business plan

a. As the Shire will be employing the doctor, no business plan is required to be prepared and advertised under the Act.

b. It would be good business practice to prepare an implementation plan and a business plan for internal use only.

2. Modify the Shire of Dundas organisation structure to include a doctor and practice manager.
3. Fit out and remedial works to Medical Centre building - Completed.
4. Recruitment
 - a. Doctor, draft contract and advertise.
 - b. Receptionist/practice manager, draft contract and advertise.
5. Accreditation (not urgent – can be done over time)
 - a. Register with accreditation agency (eg AGPAL)
 - b. Self-assessment
 - c. Application
 - d. On-site assessment
6. Medicare and other approvals
 - a. Register for PRODA (Provider Digital Access), individual and organisation
 - b. Register for Health Professional Online Services (HPOS)
 - c. Register for National Authentication Service for Health (NASH)
 - d. Apply for a Medicare provider number (for Doctor)
7. Technology
 - a. Hardware – computers, screens, printers, peripherals - Transfer to Shire
 - b. Phone system – Transfer to Shire
 - c. GP software – Transfer to Shire
 - d. Security system and CCTV.
8. Insurances
 - a. Practice indemnity
 - b. Public liability (possibly existing through LGIS)
 - c. Workers compensation (possibly existing through LGIS)
 - d. Business Insurance (possibly existing through LGIS)
9. Public Notices and Communication
 - a. Advertise hours and contact details.
 - b. Promote health strategies.
10. Consumables – Transfer existing to Shire

Some of the accreditation and registration under items 5 and 6 above are in progress or complete and may be able to be assigned to the Shire. The practice will need to operate under the Shire's ABN, some of the accreditation will remain with the appointed Doctor on staff and visiting Locums when on leave and while setting up the Organisational Structure.

Voting Requirements

Absolute Majority

Moved Cr: S Warner

Seconded Cr: L Bonza

Officer Recommendation

That Council amend 10.3.12 Medical Services Resolution made on the 10th June 2023, amending line items 4 and 5 to the following:

4. Delegate authority to the CEO to employ a doctor as a full-time staff member and engage locum as required and budgeted, and to adjust the organisation structure to reflect this decision for presentation at the next meeting.
5. Delegate authority to the CEO to negotiate with Shire of Coolgardie and other interested parties for a shared arrangement for Medical Services as required.

Motion is Lost

For: Cr L. Bonza, Cr. S Warner,

Against: Cr. JEP Hogan, Cr. J Maloney, Cr. S Brown, Cr. C McLeod

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: **6:45pm**