



**Minutes of
Ordinary Council Meeting
24th August 2019**

MINUTES of the ORDINARY Meeting of the Council
held in the Community Hall, Yurkla Way in Eucla on the
24th August 2019 commencing at 9:00am

Table of Contents

1	Declaration of Opening and Announcement of Visitors.	3
2	Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.....	3
3	Record of Attendance of Councillors / Officers and Apologies.	3
4	Applications for Leave of Absence.	4
5	Response to Previous Public Questions Taken on Notice.	4
6	Public Question Time.	4
7	Confirmation of Minutes of Previous Meeting.....	4
8	Petitions, Deputations or Presentations.	5
8.1	Reports of Committees.....	5
8.1.1	GVROC – Cr Bonza	5
8.1.2	WALGA – Cr Bonza/Cr Patupis/Cr Warner	5
8.1.3	Woodlands Centre Construction Project – Cr Wyatt.....	5
8.1.4	Regional Roads Group – Cr Bonza.....	5
8.1.5	Roadwise – Cr Warner.....	5
9	Announcements by Presiding Member without Discussion.	6
10	Reports of Officers.....	6
10.1	Planning, Development, Health and Building	6
10.1.1	– Proposed Amendment 9 to the Shire of Dundas Town Planning Scheme No 2.....	6
10.2	Engineering and Works	14
10.3	Members and Policy	14
10.3.1	– Receive the Information Bulletin.....	14
10.3.2	Shire of Dundas Response to the Select Committee.....	16
10.4	Administration, Finance and Community Service	20
10.4.1	– Accounts Paid 1/07/2019 to 31/07/2019.....	20
10.4.2	– Financial Statements for the Period Ending 31 st July 2019.....	25
10.4.3	– CRC Management Report & Financial Statements to 31 st July 2019.....	26
10.4.4	– Officers Reports	27
10.4.5	– Local Government (Audit) Regulations 1996 Regulation 17 and Financial Management Reviews.....	28
10.4.6	– Community Grant Application Norseman DHS P&C Association-Country Week	30
10.4.7	- Significant Adverse Trends in the Financial Position	32
10.4.11	– Confidential Item - Appointment of new Manager of Finance and Administration	36
10.4.8	– Signatories on Accounts – Shire of Dundas	37
10.4.9	– Signatories on Accounts – Community Resource Centre.....	38
10.4.10	– Signatories on Accounts – Shire of Dundas	39
11	Elected Members Motions of Which Previous Notice Has Been Given	41
12	New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting...	41
13	Next Meeting	41
14	Closure of Meeting	41

1 Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at 9:03am.

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

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

Manager of Finance and Administration, Aruna Rodrigo and Senior Administration Officer Maria Crawford joined via telephone connection from the Shire Administration Office, Norseman.

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

Financial Interests:

Pania Turner: Item 10.4.6 – Community Grant Application Norseman DHS P&C Association – Country Week. Her son will be attending Country Week and therefore, if application is successful, will receive a discount in fees payable.

Proximity Interests:

Nil

Impartiality Interests:

Cr Warner: Item 10.4.6 – Community Grant Application Norseman DHS P&C Association – Country Week. As she is the President of the P&C and applicant on behalf of the not-for-profit Association.

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 LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr SM Warner	

Peter Fitchat	Chief Executive Officer
Aruna Rodrigo	Manager Finance and Administration
Pania Turner	Manager of Community Development
Joe Hodges	Manager of Works and Services
Maria Crawford	Senior Administration Officer
Tracy Dixon	Administration and Records Officer

Public Gallery

Steve Bowyer
Alex Freebairn
Rae Wheatley

Lynn Webb

Apologies

Cr JEP Hogan

Cr VL Wyatt

4 Applications for Leave of Absence.

Nil

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.

In accordance with Regulation 6 of the Local Government (Administration) Regulations 1996, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

Lynn Webb: Will the council of the Shire of Dundas minute, for this meeting, that the new Eucla Community Centre is a very well received and valuable asset to the development of the community of Eucla. This was evident in the display of pride and inclusive positive community spirit at the opening event. And if not, why?"

Cr Patupis replied through the Chair: Thank you.

Alex Freebairn: Thanked Council for coming to Eucla and for building the Community hall. Noted that there are still a few things needed to complete.

Cr Patupis replied through the Chair: Eucla will hold a Community meeting next month to discuss what else is required in the hall, how the community can contribute and investigate grants that may be available to help fund further requirements.

7 Confirmation of Minutes of Previous Meeting.

7.1 Minutes of the Ordinary Meeting of Council held on 23rd July 2019 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 23rd July 2019 be confirmed as a true and accurate record

Moved Cr: Patupis

Seconded Cr: Warner

Resolution

That the minutes of the Ordinary Council Meeting held on 23rd July 2019 be confirmed as a true and accurate record

Carried by: Simple Majority

For: 3

Against: 0

8 Petitions, Deputations or Presentations.

Nil

8.1 Reports of Committees**8.1.1 GVROC – Cr Bonza**

GVROC meeting held in Perth during Local Government week. Main point of discussion was forming a working group to address the issue of FIFO.

8.1.2 WALGA – Cr Bonza/Cr Patupis/Cr Warner

Local Government Week 6th – 9th August 2019

Cr Bonza - report attached in Papers Relating.

Cr Warner – report attached in Papers Relating

Cr Patupis added that Cr Bonza and officers were commended at Local Government week for the work that was put into the two Shire of Dundas motions moved and carried at the WALGA AGM.

Cr Patupis – report on the motivational speakers of the week:

Lord Sebastian Coe CH, KBE; British politician and former track and field athlete. Spoke about team work, no matter the size of your team/community, if it is well organised goals can be achieved;

Rodney Eade, former Australian Rules footballer and coach. Spoke about the importance of teamwork over talent. No matter how talented someone may be, if they aren't team players, it can be destructive to a team, and once you have your team, you use each persons' abilities to the best to fit the culture, and;

Dale Williams, Porirua City Councillor (New Zealand) spoke about his time as Mayor of Otorohanga District Council with a population of 2700 and how, during his time, managed to get the youth unemployment rate to zero by including the community as mentors and partnering with businesses to employ youth after completion of training courses.

8.1.3 Woodlands Centre Construction Project – Cr Wyatt

Report Attached in Papers Relating.

Community development manager Pania Turner added that there was a slight delay with the roof coming through which has impacted a little on the progress of the interior framing.

8.1.4 Regional Roads Group – Cr Bonza

Nil. Next meeting in November to be confirmed.

8.1.5 Roadwise – Cr Warner

Nil. Next meeting to be confirmed.

9 Announcements by Presiding Member without Discussion.

Nil

10 Reports of Officers.

10.1 Planning, Development, Health and Building

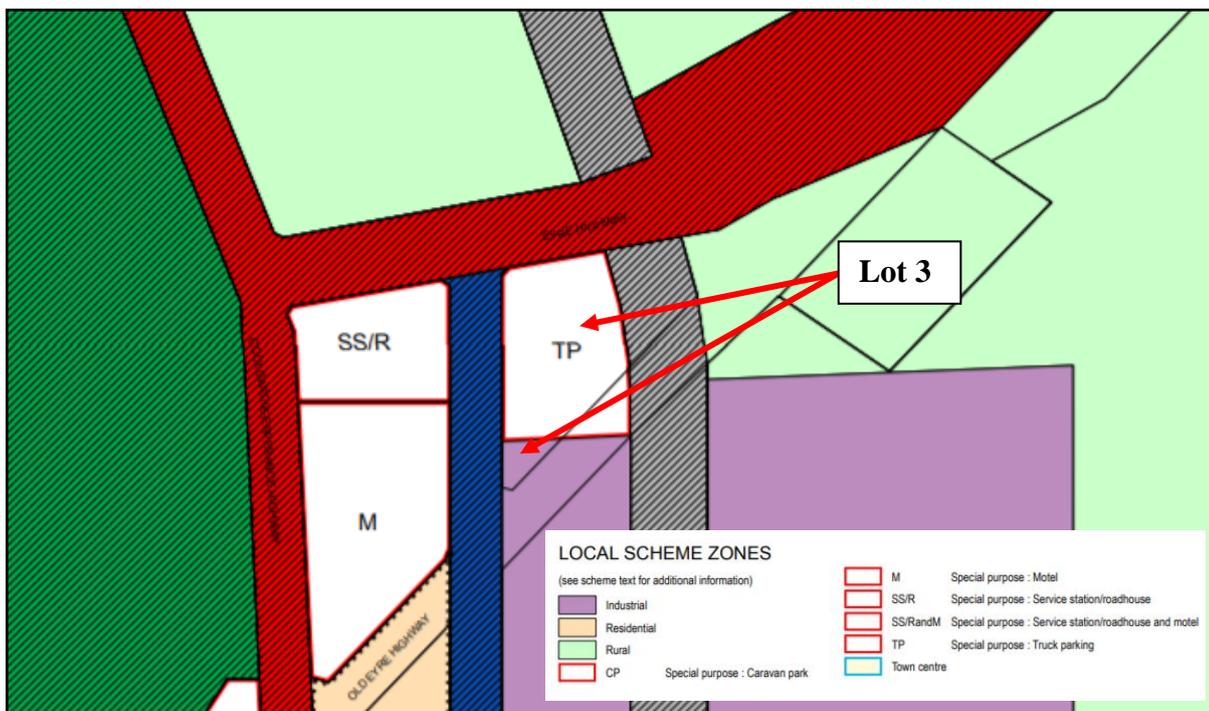
Agenda Reference & Subject	
10.1.1 – Proposed Amendment 9 to the Shire of Dundas Town Planning Scheme No 2	
Location / Address	Lot 3 Roberts Street (corner of Eyre Highway), Norseman
File Reference	LP.PL.2
Author	Liz Bushby, Town Planning Innovations (TPI)
Date of Report	8 th August 2019
Disclosure of Interest	Declaration of Interest: Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>

Summary

Council is to consider final adoption of Amendment 9 to the Shire of Dundas Town Planning Scheme No 2 (with or without modifications) to expand the land uses that may be considered for future development of Lot 3 Roberts Street, Norseman.

Background

The majority of Lot 3 is zoned 'Special Purpose' and the only permissible use under the the Shire of Dundas Town Planning Scheme No 2 (the Scheme) is for 'truck parking'. The southern portion of the lot is zoned 'Industrial' – refer map below.



A development application for an unmanned fuel outlet on Lot 3 Roberts Street, Norseman was considered by Council on the 18 September 2018. Council resolved to refuse the application as it

essentially did not have discretion to consider the land use under the Shire of Dundas Town Planning Scheme No 2 (the Scheme).

Statutory Environment

Planning and Development Act 2005 – Clause 75 provides local government with the power to resolve to amend any town planning scheme, however all amendments are determined by the Minister for Planning.

Town Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations') – The Regulations contain Model Provisions for Town Planning Schemes, including standardised land use definitions.

A separate Scheme Amendment No 10 has been prepared for the Shire by Town Planning Innovations (TPI) to bring the existing Scheme into line with the Regulations and Model Provisions. The land use definitions in the Scheme will be updated to be consistent with the Model Provisions.

The Minister has approved Amendment 10 subject to modifications.

Shire of Dundas Town Planning Scheme No 2 – The permissible use for Lot 3 under Appendix 5 is limited to truck parking, as explained in the background section of this report.

Local Government Act 1995 – Part 9 Miscellaneous Provisions, Division 3 Documents, 9.49A Execution of Documents

Policy Environment

There are no known policy implications associated with the scheme amendment.

The Shire of Dundas has a 'Policy A.7 Common Seal' which requires that the Chief Executive Officer and the Shire President be jointly authorised to affix the Shire of Dundas common seal to documents for dealings initiated by a Council resolution.

In this regard, the Council resolution need not refer to the sealing action and may only express its wish for certain action which may, ultimately, require the affixing of the seal to a document to achieve Councils intention.

There are exceptions in the Policy which do not apply to this scheme amendment.

Financial Implications

The Shire pays consultancy fees to Town Planning Innovations to assist in the processing of the scheme amendment.

Strategic Implications

There are no known strategic implications associated with the amendment.

Consultation

The amendment has been advertised for public comment which included letters to nearby landowners, letters to relevant government agencies / service providers, and a notice published in the Kalgoorlie Miner on the 18 June 2019.

The amendment was advertised between the 18 June 2019 and the 2 August 2019. During advertising a total of 6 submissions were received and all were non objections.

The Shire is required to consider each individual submission and determine whether any modification should be made to the amendment as a result of any submission. It is recommended that all submissions be noted however that no modifications be made as a result of the submissions – refer to Papers Relating.

The Department of Planning, Lands and Heritage have informally recommended some minor changes to Amendment 9 as summarised below:

	Modification suggested by Department of Planning, Lands and Heritage (DPLH)	TPI Comment
1.	Include a new Clause (a) to state ' <i>Development is not permitted unless the local government has exercised its discretion by granting development approval</i> '.	Agree. It simply replaces landuse permissibility symbols with one statement.
2.	Replace the term 'truck depot' with 'transport depot'	Agreed. This is consistent with the term 'transport depot' being introduced as part of separate Amendment 10.
3.	Replace the term 'fast food outlet/ lunchbar' with 'fast food outlet'	Agreed. This is consistent with the term 'fast food outlet' being introduced as part of separate Amendment 10.
4.	Include a new point (i) to state that short term accommodation prohibited.	Agreed. Short term accommodation can be considered as part of a 'roadhouse' however that use would not be compatible with the adjacent industrial zone.
5.	Change the term 'special purpose' to 'special use'	Agreed. Consistent with terminology used in Amendment 10.

The minor modifications suggested by the Department have been included in the officer recommendation.

Comment

• **Description of Proposed Amendment**

The existing Special Purpose zone applicable to Lot 3 is limited to a single land use being truck parking.

Truck parking will continue to be a permitted use on Lot 3 (as Transport Depot), however this Scheme Amendment proposes to give Council discretion to also consider the following land uses:

Land Use proposed to be listed in Schedule 5 of the Scheme for Lot 3	Definition being introduced under separate Amendment 10
Service Station	means premises used for - (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience retail nature; and/or (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.
Road House	means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services — (a) a full range of automotive repair services; (b) wrecking, panel beating and spray painting services; (c) transport depot facilities; (d) short-term accommodation for guests;

	(e) facilities for being a muster point in response to accidents, natural disasters and other emergencies;
Fast Food Outlet	means premises, including premises with a facility for drive-through service, used for the preparation, sale and serving of food to customers in a form ready to be eaten — (a) without further preparation; and (b) primarily off the premises;
Motor Vehicle Wash	means premises primarily used to wash motor vehicles;
Restaurant / café	means premises primarily used for the preparation, sale and serving of food and drinks for consumption on the premises by customers for whom seating is provided, including premises that are licenced under the <i>Liquor Control Act 1988</i> ;

Separate specific Council approval of a development application will still be required if the amendment is successful.

• **Justification for Proposed Amendment**

In support of the amendment the applicant has provided justification as summarised below:

- i. Increased flexibility under the Scheme will encourage redevelopment which is a positive outcome for the subject site and Norseman as a whole.
- ii. Lot 3 is located on Eyre Highway and in close proximity to the Coolgardie Esperance Highway. It is well located to capture a portion of the large volumes of passing traffic.
- iii. The uses proposed are considered to encourage tourists, trucks and residents of the local area to stop and spend money in the town of Norseman as opposed to simply passing through.
- iv. The proposed amendment will ultimately facilitate the redevelopment of the subject site, and will have a positive effect on the local economy by encouraging investment in the town of Norseman. The resultant development will also employ local residents which increases employment opportunities.
- v. The proposed amendment will retain and improve the existing truck depot provision provided on site by formalising and increasing the parking area available, the subject site forms an important function in this regard.
- vi. The existing service station (BP), which is owned and operated by the same owners, at times experiences traffic congestion. This sometime results in trucks overflowing onto the Highway. The proposed amendment will create an additional refuelling location and truck parking that will relieve some of the pressure on the existing BP

• **Type of Amendment**

There are three types of amendments under the Regulations, being a basic Amendment, a Standard Amendment or a Complex Amendment.

Council has already resolved to process this Amendment as a Standard Amendment for the following reasons:

1. The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
2. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

- **Process for Standard Amendment**

The Scheme Amendment process is summarised below:

1. Amendment considered by Council for adoption (with or without modifications). Council can refuse to initiate a Scheme Amendment.
2. Any Amendment adopted by Council has to be referred to the Environmental Protection Authority (EPA). The EPA has to determine whether any environmental assessment is required. If the EPA advises that no environmental assessment is required then the amendment can be advertised.
3. Advertising of amendment for a minimum of 42 days. Advertising should include letters to nearby landowners, a newspaper advertisement, letters to relevant government authorities and service authorities, and may include an advertising sign erected on site (if feasible).
4. Any public submissions must be summarised in a table and each submission has to be considered.

After advertising a second report will be referred to Council to consider the public submissions, whether the amendment needs to be modified to address any issues raised in submissions, and whether to adopt the amendment for final approval (with or without modifications).

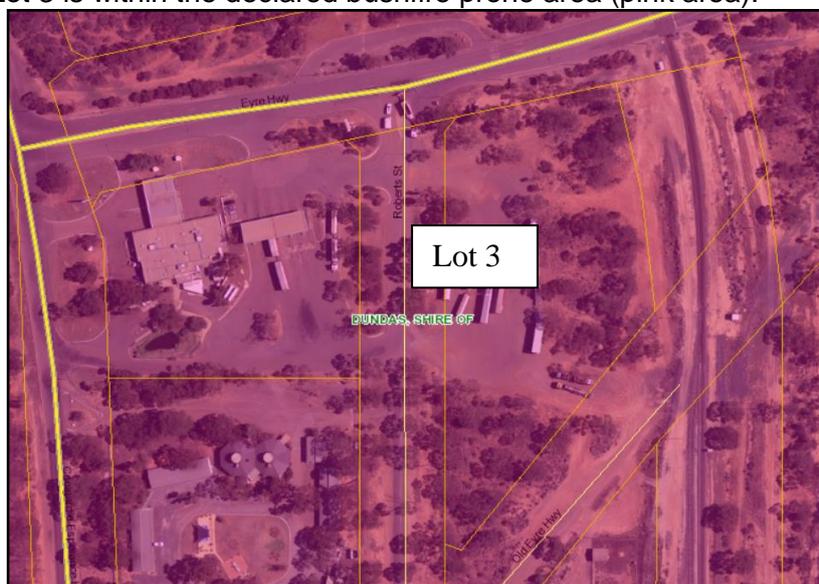
5. Once reconsidered by Council the amendment is lodged with the Western Australian Planning Commission for referral to the Minister for Planning who makes the final decision on the amendment. The Minister can refuse the amendment, or approve the amendment (with or without modifications).
6. If the amendment is approved by the Minister, the decision has to be published in the Government Gazette.

The Amendment is currently at stage 4 of the abovementioned process and still requires approval by the Minister for Planning.

- **Relevant State Planning Policy 3.7 – Planning in Bushfire Prone Areas**

The Western Australian Planning Commission released State Planning Policy 3.7 (SPP3.7) and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lot 3 is within the declared bushfire prone area (pink area).



Any future service station or roadhouse would be classified as a high risk land use under SPP3.7, therefore TPI considers it unlikely that the amendment will be supported by the Western Australian Planning Commission (WAPC) unless the applicant lodges a Bushfire Management Plan.

The Shire agreed to process the scheme amendment on the basis that the applicant engages a consultant to prepare a Bushfire Management Plan for future lodgement to the WAPC. The applicant has lodged a Bushfire Management Plan which will be sent to the WAPC.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

A. Pursuant to Section 75 of the Planning and Development Act 2005, adopt Amendment No 9 (with modifications) for final approval as follows:

1. **Re-zone the southern portion of Lot 3 Roberts Street (corner Eyre Highway), Norseman from 'Industrial' to 'Special Use' as depicted on the Scheme Amendment map.**
2. **Amend 'Table 4 – Schedule of Special Purpose sites' to expand the provisions and development controls for additional uses applicable to Lot 3 Roberts Street (corner Eyre Highway), Norseman (Special Use No 1) and state as follows:**

No.	Description of Land	Special Use	Conditions
1.	Lot 3 of Location 195 cnr Eyre Highway and Roberts Street, Norseman	transport depot service station roadhouse fast food outlet motor vehicle wash restaurant/café	<p>(a) Development is not permitted unless the local government has exercised its discretion by granting development approval.</p> <p>(b) A Bushfire Management Plan prepared by an accredited bushfire consultant shall be lodged with any application for development approval of a high risk land use in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas.</p> <p>(c) All development is to be set back a minimum of 10 metres from any street lot boundary.</p> <p>(d) All vehicular access shall be from Roberts Street and no vehicular access to Eyre Highway shall be permitted.</p> <p>(e) All service areas are to be screened from public view.</p> <p>(f) The local government may require a truck movement plan and / or a traffic impact assessment for any new development prepared in accordance with the WAPC's</p>

			<p><i>Transport Impact Assessment Guidelines (August 2016).</i></p> <p>(g) Any truck movement plan and / or traffic impact assessment required by the local government shall demonstrate that commercial vehicles can ingress and egress the site safely and that there will be no adverse impact on traffic safety for Eyre Highway.</p> <p>(h) The local government may refer any application to Main Roads Western Australia or the Department of Fire and Emergency Services for comment.</p> <p>(i) Short term accommodation is prohibited.</p>
--	--	--	--

- B. Note the submissions summarised in Papers Relating and resolve *‘that the submissions be noted and no modifications to the amendment be made’* (as a result of submissions).
- C. Note that modifications to the amendment text have been included at the suggestion of the Department of Planning, Lands and Heritage however the changes are minor, administrative and do not alter the intent of the amendment.
- D. Note that Scheme Amendment 9 was referred to the Environmental Protection Authority (EPA) who confirmed that no environmental assessment was required.
- E. Authorise the Shire President and Chief Executive Officer to sign 3 hardcopies of the Scheme Amendment No 9 documents.
- F. Approve the use of the Common Seal of the Shire of Dundas by the Shire President and Chief Executive Officer for signing and execution of the Scheme Amendment 9 formal documents.
- G. Note the applicant has been requested to revise the Scheme Amendment 9 map to reflect that Lot 3 is proposed to be zoned ‘Special Use 1’ instead of ‘Special Purpose’.
- H. Authorise Liz Bushby of Town Planning Innovations to lodge the signed copies of Amendment 9 to the Western Australian Planning Commission to seek final approval by the Minister for Planning on behalf of the Shire of Dundas.

Moved Cr: Patupis

Seconded Cr: Warner

Resolution

That Council:

- A. Pursuant to Section 75 of the Planning and Development Act 2005, adopt Amendment No 9 (with modifications) for final approval as follows:

1. Re-zone the southern portion of Lot 3 Roberts Street (corner Eyre Highway), Norseman from 'Industrial' to 'Special Use' as depicted on the Scheme Amendment map.
2. Amend 'Table 4 – Schedule of Special Purpose sites' to expand the provisions and development controls for additional uses applicable to Lot 3 Roberts Street (corner Eyre Highway), Norseman (Special Use No 1) and state as follows:

No.	Description of Land	Special Use	Conditions
1.	Lot 3 of Location 195 cnr Eyre Highway and Roberts Street, Norseman	transport depot service station roadhouse fast food outlet motor vehicle wash restaurant/café	<p>(a) Development is not permitted unless the local government has exercised its discretion by granting development approval.</p> <p>(b) A Bushfire Management Plan prepared by an accredited bushfire consultant shall be lodged with any application for development approval of a high risk land use in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas.</p> <p>(c) All development is to be set back a minimum of 10 metres from any street lot boundary.</p> <p>(d) All vehicular access shall be from Roberts Street and no vehicular access to Eyre Highway shall be permitted.</p> <p>(e) All service areas are to be screened from public view.</p> <p>(f) The local government may require a truck movement plan and / or a traffic impact assessment for any new development prepared in accordance with the WAPC's <i>Transport Impact Assessment Guidelines (August 2016)</i>.</p> <p>(g) Any truck movement plan and / or traffic impact assessment required by the local government shall demonstrate that commercial vehicles can ingress and egress the site safely and that there will be no adverse impact on traffic safety for Eyre Highway.</p> <p>(h) The local government may refer any application to Main Roads Western Australia or the Department of Fire and Emergency Services for comment.</p>

			(i) Short term accommodation is prohibited.
--	--	--	---

- B. Note the submissions summarised in Papers Relating and resolve *‘that the submissions be noted and no modifications to the amendment be made’* (as a result of submissions).
- C. Note that modifications to the amendment text have been included at the suggestion of the Department of Planning, Lands and Heritage however the changes are minor, administrative and do not alter the intent of the amendment.
- D. Note that Scheme Amendment 9 was referred to the Environmental Protection Authority (EPA) who confirmed that no environmental assessment was required.
- E. Authorise the Shire President and Chief Executive Officer to sign 3 hardcopies of the Scheme Amendment No 9 documents.
- F. Approve the use of the Common Seal of the Shire of Dundas by the Shire President and Chief Executive Officer for signing and execution of the Scheme Amendment 9 formal documents.
- G. Note the applicant has been requested to revise the Scheme Amendment 9 map to reflect that Lot 3 is proposed to be zoned ‘Special Use 1’ instead of ‘Special Purpose’.
- H. Authorise Liz Bushby of Town Planning Innovations to lodge the signed copies of Amendment 9 to the Western Australian Planning Commission to seek final approval by the Minister for Planning on behalf of the Shire of Dundas.

Carried by: Simple Majority

For: 3

Against: 0

10.2 Engineering and Works

Nil

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	CM.CI.2
Author	Peter Fitchat – Chief Executive Officer
Date of Report	29 th July 2019
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for the period ending 29th July 2019.

Background

The Councillors’ Information Bulletin for the period ending 29th July was completed and circulated to Councillors.

Statutory Environment

Local Government Act 1995

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

Policy Implications

Council has no policies in relation to this matter.

Financial Implications

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

Strategic Implications

Keeping Councillors informed in respect to matters impacting on their role as Councillor.

Consultation

Nil

Comment

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

Because of certain confidential elements in the contents of this document, it is not a public document, it is distributed to Councillors and senior staff only and is not for public release.

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the Councillors' Information Bulletin for the period ending 29th July 2019, as included in confidential papers relating.

Moved Cr: Patupis
Seconded Cr: Warner

Resolution

That Council receive the Councillors' Information Bulletin for the period ending 29th July 2019, as included in confidential papers relating.

Carried by: Simple Majority

For: 3

Against: 0

Agenda Reference and Subject	
10.3.2 Shire of Dundas Response to the Select Committee	
Location / Address	Shire of Dundas Region
File Reference	GR.LO.3
Author	CEO
Date of Report	18/08/2019
Disclosure of Interest	Nil

Summary

There is significant reference to the statement (Papers Relating -Select Committee member MLC Charles Smith, Media Release - 24 July 2019) released by Charles Smith MLC, member of the Select Committee undertaking the Parliamentary Inquiry into Local Government.

In support of Lynne Craigie OAM to Hon. Catherine (Kate) Esther Doust MLC in a statement that the conduct of Local Government in Western Australia is regulated through State integrity bodies including the Corruption and Crime Commission, the Office of the Auditor General, the Public Sector Commission, the WA Ombudsman and the Department of Local Government, Sport and Cultural Industries. Full statement in Papers Relating (Select Committee Papers Relating Catherine Doust) and the Draft Report of WALGA in the Select Committees inquiry (Select Committee Papers Relating WALGA Draft Submission)

Background

That the Shire of Dundas would like the opportunity to highlight the positive contributions our Local Government has done in our community to the Select Committee in their inquiry into Local Government.

Statutory Environment

Nil

Policy Implications

All our Policies as Reviewed by the Council – December 2018

Financial Implications

Nil

Strategic Implications

Theme 3 – Natural & Built Environment			
A protected and enhanced environment that is aesthetically pleasing and provides benefits for the Community for generations to come.			
Strategy 3	Goal	Measure	Priority
3.1 Management of environmental impact.	To minimise the impact of Shire activities on the environment.	That any activities undertaken by the Shire have a demonstrable minimal impact on the environment and set a benchmark for the region.	Medium

Theme 3 – Natural & Built Environment

A protected and enhanced environment that is aesthetically pleasing and provides benefits for the Community for generations to come.

3.3 Enhanced transport access and infrastructure.	Improved infrastructure within the Shire and good transport access to and around Norseman.	Existing infrastructure that meets Community expectations and requirements. A measurable improvement in levels of infrastructure.	High
3.4 Enhancement of natural tourist destinations.	Development of the Great Western Woodlands that maintains the overall natural beauty of the area however still provides opportunities for tourism and other uses.	That the GWW is generally preserved and any development undertaken still allows residents and tourists to enjoy its natural beauty An increased level of tourism numbers visiting the GWW.	Medium/High

Theme 2 – A thriving local economy and economic base

A strong, diversified economy with a number of commercial businesses and industries providing new and varied employment opportunities for all age groups.

Strategy 2	Goal	Measure	Priority
2.1 Opportunity for Economic Diversification	A vibrant economy that includes opportunities for mining, industry, tourism, shopping and business.	The level and diversity of businesses, including mining, industry, tourism and commercial activity is increasing.	Medium
2.2 Attracting new businesses	New businesses are attracted to the area and existing ones encouraged to grow through promotion of the area as an attractive place to work and live.		
2.3 Future Growth and sustainability	Our Shire will maintain the existing population and provide opportunities for future growth for continued sustainability of the Community.	Population levels are stable or increasing to maintain a viable Community.	Medium

2.4 Provide infrastructure that stimulates growth	To assist in the provision of infrastructure that encourages development of existing and new business opportunities.	Increased level of infrastructure that is beneficial to business and industry.	High
Theme 1 – A vibrant, active and healthy socially connected Community			
A strong, healthy, educated and connected Community that is actively engaged and involved.			
Strategy 1	Goal	Measure	Priority
1.4 Highly developed educational facilities	A Shire which has highly developed educational opportunities and facilities available to the Community	An increased level of course and career selection available to the Community.	Medium

Consultation

Councillors, WALGA, Senior Shire Staff and CEO

Comment

With Councillors, support I would suggest we highlight the issues of concern on matters out of our control that impacts our Remote Resource Community and many like ours and would rather have the Select Committee investigate the following areas and assist not just our Local Government but all Shires with these matters to provide a more sustainable future.

The current Councillors and Staff have started to work on addressing the following items.

1. Review of an outdated Mining 1978 (41-year-old Mining Act is written in a manner that it does not support small resource communities)
2. Review of the Financial Assistance Grant (FAGS)
3. Rename of the Financial Assistance Grant (FAGS) so it's not listed as a Grant part forms Part of the Legislation
4. Local Government to be included in the Evaluation of Properties/Land/Mining through the Valuer General Office to assist us in our sustainability
5. Use the Audit General Reports and legislation to make our Communities more sustainable
6. Funding for Community Health and Assistance with the new requirement from the DLGSC to have a Community Health Plan.
7. Funded assistance Bush Fires on Unallocated Crown Land which consist of nearly 60% of our Shire and is unmanaged with the rest overlapping Mine Tenements of which has no Mining Company on the leases, and the rest consist of Pastoral Leases and Parkes and Wildlife Land.
8. Financial Assistance on future Biosecurity

To support our request for assistance to become more sustainable in-light of a recent correspondence by the Auditor General through the Department of Local Government we want to highlight what our small Council contributes to our community with limited resources as highlighted by the Department of Local Government Sports and Community Industries.

We would like to list the following as achievements in establishing communities in remote areas:

- Building a New Woodlands Community Centre to support the community and tourism in our immediate area and our region.
- Completed the Norseman Airstrip

- Servicing our Eucla Community that is over 720km from Norseman.
- Supporting disaster Management through L.E.M.C.
- Building working relationship with our Ngadju Ranger to man our Bush Fire Brigade
- Activities for Senior Residents
- Supporting Events in our Community
- Supporting Young People in our Community (Kidz Club, School Excursion, Drop In Zone even communities outside our Community Kambalda Swim Club)
- Community Markets
- Norseman Men Shed
- Our Local Museum
- Animal Control
- Professional Development for Elected members and staff
- Aged Care Housing
- Memorial Welcome Garden
- NAIDOC Week
- ANZAC School Service 2018
- ANZAC Day Dawn Service
- and Diggers Breakfast
- NAIDOC Week
- Athletics and Swim
- Carnivals
- Bus Transportation
- School Ball
- Remembrance Day
- Dundas Images Photographic Competition
- Disability Access & Inclusion Plan Consultation
- Aqua Fun Day
- Country Week
- Maintained Public Facilities
- Support Arts and Culture
- Engineering, Planning and Building
- Governance and Compliance
- Future Planning

This without question to form part of our submission and form part of ongoing Lobbying through Political and Funding opportunities for our two communities and all the Pastoral Leaseholders and the businesses in and along the Eyre Highway, and establishing a working relationship with all Stakeholders to achieve these objectives and grow and maintain our communities.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council support the report presented and delegate the CEO to submit the items highlighted within the report to the Select Committee for consideration.

Council Recommendation

That the Shire of Dundas Council support the report presented and delegate the CEO to prepare a submission to the Select Committee for consideration.

Moved Cr: Bonza
Seconded Cr: Patupis

Resolution

That the Shire of Dundas Council support the report presented and delegate the CEO to prepare a submission to the Select Committee for consideration.

Carried by: Simple Majority

For: 3

Against: 0

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid 1/07/2019 to 31/07/2019	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	16 th August 2019
Disclosure of Interest	Nil

Trust Payments

Chq/EFT	Date	Name	Description	Amount
545	25/07/2019	Shire of Dundas Petty Cash	RECOUP PETTY CASH 08.05.2019 - 03.07.2019	400.00
EFT3891	03/07/2019	Department of Mines, Industry Regulation and Safety	RECOUP BUILDING APPLICATION 378/19	2628.98
EFT3892	03/07/2019	Shire of Dundas	RECOUP BUILDING PERMIT 378/19	5.00
EFT3952	26/07/2019	Building & Construction Industry Training Fund	RECOUP BCITF LEVY BP#378/19	3836.97
EFT3953	26/07/2019	Shire of Dundas	RECOUP BUILDING COMMISSIONS 378/18	8.25
				\$6,879.20

Municipal Cheques

Cheque	Date	Name	Description	Amount
				0.00

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT3890	01/07/2019	Shire of Dundas	Registrations 2019/2020	9012.75
EFT3893	09/07/2019	Barnett's (WA) Pty Ltd	Purchase 2x Cylinders and 6x Key Cuts for Admin Office	425.94
EFT3894	09/07/2019	Asia Invest Enterprises T/A Petra Equipment	Purchase 1x LG Fridge (2 door 1000lt) for Eucla Hall	2379.99
EFT3895	11/07/2019	Aerodrome Management Services Pty Ltd	Provide technical advice for TIFP for Norseman Aerodrome	330.00
EFT3896	11/07/2019	Adage Furniture	Purchase 3000x function chairs and 8x heavy duty tables plus freight for Eucla Hall	5416.40
EFT3897	11/07/2019	Bonza Constructions Pty Ltd	Supply and install 1x custom built door stop/post for Bromus Toilet	370.47
EFT3898	11/07/2019	Bay of Isles Furniture	Purchase 3x Gilmore 2-seater sofas	2397.00
EFT3899	11/07/2019	Laurene Bonza	Claim (Special Meeting 27.06.2019)	80.00
EFT3900	11/07/2019	Cuten Guneder Machinery	Hyden Road - Truck Hire (11.06.2019 - 25.06.2019)	8330.00
EFT3901	11/07/2019	Shire of Dundas Municipal Fund	Payroll deductions	975.00
EFT3902	11/07/2019	A.D. Engineering International	Town clock quarterly service (03.06.2019 - 02.09.2019)	132.00
EFT3903	11/07/2019	Engenuity Engineering Pty Ltd	Woodlands cultural community and visitor centre - Shop drawing review 3 hours and RFI's 3 hours	1270.50

EFT3904	11/07/2019	Department of Fire & Emergency Services	ESL (June 2019)	92.13
EFT3905	11/07/2019	FULL MOON CAFE	Catering for Council Meeting 18th June 2019	160.00
EFT3906	11/07/2019	Glen Flood Group Pty Ltd T/A GFG Consulting	Project managed support for the development of the Woodlands Centre	8507.94
EFT3907	11/07/2019	JEP Hogan	Claim (Council Meeting 27.06.2019)	80.00
EFT3908	11/07/2019	Horizon Power	Various Power Usage 19.04.2019 - 20.06.2019	7856.24
EFT3909	11/07/2019	The Leisure Institute of Western Australia Aquatics (Inc)	LIWA 3 years accreditation/membership fees - Sandra Murphy	360.00
EFT3910	11/07/2019	Moore Stephens (WA) Pty Ltd	Rates rollover upload and reconciliation services \$2252.25 Rates processing and management assistance for May and June 2019 \$1790.25	4042.50
EFT3911	11/07/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Purchase 1x Hi-Vis Jacket for Peter Bush	125.00
EFT3912	11/07/2019	Norseman Community Resource Centre	Printing of the Norseman Today for April and May 2019 \$2400.00 Printing of the Norseman Today for June 2019 \$1200	3600.00
EFT3913	11/07/2019	On Shore Electrical Solutions	Electrical Works at Eucla Community Hall and Install new underground service for Amenities block \$17610.36 Works at Eucla airstrip (replace panels, DC-DC Converter, batteries, DC Wiring and solar aluminium rail) \$3594.62	21204.98
EFT3914	11/07/2019	Swans Veterinary Services	Sedation Meds for Abandoned dog	91.95
EFT3915	11/07/2019	Veronica Wyatt	Claim (Special Meeting 27.06.2019 and Woodlands Advisory 25.06.2019)	160.00
EFT3916	11/07/2019	Wilson's Diesel & Auto Repairs	Carry out 150'000km service on 911DS Doctors Commodore	409.40
EFT3917	11/07/2019	Sharon Warner	Claim (Council Meeting 27.06.2019 and Woodlands Advisory 25.06.2019)	160.00
EFT3918	11/07/2019	Zip form Pty Ltd	Purchase 2000x rates notices for 2019/2020 rates + postage	770.00
EFT3919	11/07/2019	Telstra Corporation Limited	Mobile phone usage 17.06.2019 - 16.07.2019 \$539.96 Home bundles for MOW & DCEO 26.05.2019 - 25.06.2019 \$198.00	737.96
EFT3936	22/07/2019	Australian Taxation Office	BAS (June 2019)	12111.00
EFT3937	24/07/2019	J + M Asphalt Pty Ltd	Supply and lay hot asphalt to repair Roberts and Ramsay Road	156442.00
EFT3938	26/07/2019	Advertiser Print	Purchase 1000x DL Window Envelopes and 1000x Rubbish Tip Passes	263.00
EFT3939	26/07/2019	ZircoDATA Pty Ltd	Storage of Registers 26.05.2019 - 25.06.2019	160.24
EFT3940	26/07/2019	Officemax	Purchase stationery and A4 Paper x20	112.38
EFT3941	26/07/2019	Bunnings Warehouse Kalgoorlie	Various supplies for concrete works and chemical removal for efflorescence \$720.80 Purchase 1x pallet of Concrete \$505.98 Purchase 4x paving sealer and 1x 8lt spray pack \$270.07	1496.85
EFT3942	26/07/2019	BOC Limited	Container Service Fee (29.05.2019 - 27.06.2019)	44.50
EFT3943	26/07/2019	Shire of Dundas Municipal Fund	Payroll deductions	505.00
EFT3944	26/07/2019	DEVLYN Australia Pty Ltd	Construction of Woodlands Cultural Centre - June 2019	91947.15
EFT3945	26/07/2019	Elite Gym Hire	Hire of Weights 12.06.2019 - 12.07.2019 \$568.65 Hire of Treadmill and Cross Trainer 12.06.2019 - 12.07.2019 \$442.70	1011.35

EFT3946	26/07/2019	Marketforce	Advertising - TPS amendment 9 (KM 18.06.19) \$431.70 Advertising – Differential Rates 2019/2020 (KM 21.06.2019) \$341.95 Advertising – Road Construction Team Leader/Grader Operator (KM 15.06.2019) \$305.626	1079.27
EFT3947	26/07/2019	Norseman Today Group Inc	Quarter Page Advertisement for Chief Fire Control Officer - May 2019	25.00
EFT3948	26/07/2019	Online Business Equipment	Monthly Service Agreement No17649	71.50
EFT3949	26/07/2019	Initial Hygiene	3x Sharps Disposals HD (13 visits), 2x Sanitary Disposals (6 visits) and 8x Sanitary Disposals (12 visits)	8879.19
EFT3950	26/07/2019	IT Vision	SynergySoft Upgrade	1331.00
EFT3951	26/07/2019	Wilsons Diesel & Auto Repairs	Carry out service on DS3301 CAT Loader \$1479.60 Wire up and fit reversing alarm to 37DS Colorado \$346.80 Degrease around transmission and note excessive air leaking on Tip Truck DS174 \$177.60 Remove and replace inter axle shock absorbers on Tip Truck DS174 \$457.60 Carry out 40000km service on Toyota Coaster Bus \$654.90 Replace all headlight globes on DS174 Tip Truck \$273.20 Repair broken circuit on DS26 Tip Truck \$238.80	3628.50
EFT3954	31/07/2019	BP Norseman	Fuel purchases for June 2019	771.54
EFT3955	31/07/2019	Laurene Bonza	Claim (Council Meeting 23.07.2019 and Budget 11.07.2019)	363.00
EFT3956	31/07/2019	Dundas Fencing & Building Maintenance	Empty septic tanks at Welcome Park	1239.15
EFT3957	31/07/2019	Mickles Electrics	Install LED light fitting in store room, install smoke alarm in back office, replace blown fluoro tubes and test circuits are working throughout club room \$715.00 Install new LED fluoro and 2x PowerPoints in men's shed office \$340.00	1055.00
EFT3958	31/07/2019	Threat Protect	Alarm Monitoring (Admin) \$234.75 Alarm Monitoring – Youth \$111.00	345.75
EFT3959	31/07/2019	JEP Hogan	Claim (Council Meeting 23.07.2019 and Budget 11.07.2019)	240.00
EFT3960	31/07/2019	Horizon Power	STREET LIGHT USAGE 01.06.2019 - 30.06.2019	3616.91
EFT3961	31/07/2019	JR & A Hersey Pty Ltd	Purchase various gloves, ear plugs and wipes	538.48
EFT3962	31/07/2019	Highway Tilt Towing	60'000km service on 36DS Colorado	579.36
EFT3963	31/07/2019	LG Assist ANZ Pty Ltd	Advert - Manager Finance & Admin	330.00
EFT3964	31/07/2019	LGIS Broking	LGIS Motor Vehicle Insurance 30.06.2019 - 30.06.2020 \$23433.44 LGIS Cyber Insurance 2019/2020 \$2090 LGIS Marine Cargo Insurance 2019/2020 \$220.00 LGIS Management Liability Insurance 2019/2020 \$5211.80 LGIS Personal Accident Insurance 2019/2020 \$467.50 LGIS Travel Insurance 2019/2020 \$825.00	32247.74
EFT3965	31/07/2019	LGIS	LGIS Workcare Insurance - Instalment No1 30.06.2019 - 30.06.2020 \$28380.00 LGIS Contribution Credit Note 2019/2020 \$2397.45 LGIS Bushfire Insurance 2019/2020 \$2615.80	80159.03

			LGIS Crime Insurance 2019/2020 \$1184.05 LGIS Property Insurance 2019/2020 \$34521.92 LGIS Liability Insurance 2019/2020 \$15854.71	
EFT3966	31/07/2019	Norseman IGA	IGA Purchases for June 2019	373.70
EFT3967	31/07/2019	Central Norseman Gold Corporation Pty Ltd	Rates refund for assessment A3945, A3596, A3613, A3614, A3615	657.01
EFT3968	31/07/2019	RAMM Software Pty Ltd	Ramm annual support and maintenance fee (01.07.2019 - 30.06.2020)	6399.68
EFT3969	31/07/2019	South East Petroleum	Diesel 7000lts \$10053.89 Diesel 7000lts \$9723.56 Card Sales for June 2019 \$561.32	20338.77
EFT3970	31/07/2019	SEEK LIMITED	Advertising - Manager of Finance and Admin	313.50
EFT3971	31/07/2019	Solutions IT (invoice S)	Agreement - Cloud Backup (July 2019)	180.68
EFT3972	31/07/2019	Solutions IT (invoice A&B)	Monthly managed support for July 2019 \$1479.50 FortiGate Licence Renewal 2019/2020 \$935.00	2414.50
EFT3973	31/07/2019	Toll Transport Pty Ltd	Freight - Cutting Edges and Advertiser Print \$326.18 Freight - Advertiser Print and Jasman Enterprises \$80.03 Freight Cutting Edges and Advertiser Print \$50.05	456.26
EFT3974	31/07/2019	IT Vision	Renew SynergySoft and Universe annual licence fees 01.07.2019 - 30.06.2020 \$34149.47 Single touch payroll assistance \$275.00	34424.47
EFT3975	31/07/2019	Veronica Wyatt	Claim (Council Meeting 23.07.2019)	160.00
EFT3976	31/07/2019	Sharon Warner	Claim (Council Meeting 23.07.2019 and Budget 11.07.2019)	240.00
EFT3977	31/07/2019	WML Consultants Pty Ltd	Norseman airstrip maintenance - Tony Chisholm	4977.45
EFT3978	31/07/2019	YETI'S RECORD MANAGEMENT CONSULTANCY	Hours Records Management Consulting	704.00
EFT3979	31/07/2019	Telstra Corporation Limited	Landline and Internet Usage 05.07.2019 - 04.08.2019 \$584.73 ADSL and Phone usage for Co-Location building and Youth Centre \$533.59	1118.32
5275	02/07/2019	Centrepay	Centrepay Fees for A629	0.99
5279	03/07/2019	Centrepay	Centrepay Fees for A698	0.99
5288	09/07/2019	Pania Turner	Reimbursement for Flowers Purchased for F Martin Funeral	130.00
5288	09/07/2019	Sandra Murphy	Reimbursement for Postage of Pool Testings	17.55
5288	09/07/2019	Joseph Hodges	Purchase new iPhone 8 Plus for Manager of Works	1199.00
5289	09/07/2019	Goldfields Air Services	Payment of Invoice 43788 (scenic flights around Norseman - Airstrip Opening)	1150.00
PAY	09/07/2019	Payroll	Direct Debit of Net Pays	55181.21
5312	16/07/2019	Centrepay	Centrepay Fees for A629 & A698	1.98
5322	23/07/2019	WA Treasury Corporation	Guarantee Fee for Doctors Residence (Mildura Street)	1412.84
PAY	23/07/2019	Payroll	Direct Debit of Net Pays	51353.92
5331	30/07/2019	Centrepay	Centrepay fees for A629 & A698	1.98
				\$663280.84

Municipal Account Direct Debts

	Date	Name	Description	Amount
--	------	------	-------------	--------

5271	01/07/2019	ANZ	BPAY Transaction Fees	4.95
5271	01/07/2019	ANZ	Merchant Fees	219.19
5272	01/07/2019	Equipment Rents	Sharp Interactive Board	256.30
DD9994	01/07/2019	SuperChoice	Superannuation 12.06.2019 – 25.06.2019	13851.72
DD10011	11/07/2019	SuperChoice	Superannuation 26.06.2019 – 09.07.2019	14052.90
5311	15/07/2019	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – June 2019	2953.51
DD10023	25/07/2019	SuperChoice	Superannuation 10.07.2019 – 23.07.2019	12737.67
				\$44'076.24

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
5316	18/07/2019	Deputy Chief Executive Officer	ANZ Credit Card Purchases	316.20
	05/06/2019	Abletek Kalgoorlie	Vehicle Inspection of Youth Bus (Registration Purposes)	136.45
	12/06/2019	Adobe	PDF Editor Subscription (Community Development)	22.65
	14/06/2019	Landgate	3x Title Searches (Town Planning Expenses)	77.10
	18/06/2019	CA ANZ Sydney	Single Touch Payroll Training Material	80.00
5316	18/07/2019	Chief Executive Officer	ANZ Credit Card Purchases	534.00
	22/05/2019	Local Government Brisbane	Renewal of Member CEO Subscription of LGMA QLD 2018/2019	454.00
	22/05/2019	Local Government East Perth	Forum Registration	80.00
5316	18/07/2019		Total Credit Card Purchases for 22/05/2019 – 23/06/2019	850.20

Summary of Account Totals

Trust EFT's / Cheques	\$6'879.20
Municipal Cheques	0.00
Municipal EFT's	\$663'280.84
Municipal Direct Debit's	\$44'076.24
Municipal Credit Cards	\$850.20
Grand Total for July 2019	\$715'086.48

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1/07/2019 to 31/07/2019 be noted.

Moved Cr: Warner
 Seconded Cr: Patupis

Resolution

That the Shire of Dundas monthly accounts paid from 1/07/2019 to 31/07/2019 be noted.

Carried by: Simple Majority

For: 3

Against: 0

Agenda Reference & Subject	
10.4.4 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer
Date of Report	19 th August 2019
Disclosure of Interest	Nil

Summary

For Council to note the reports received from the Manager of Works and Services, Manager of Community Development and the Youth and Events Officer as included in the papers relating.

Background

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Manager of Works and Services, Manager of Community Development and Youth and Events Officer

Comment

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council note the reports of the Manager of Works and Services, Manager of Community Development and the Youth and Events Officer.

Moved Cr: Warner
Seconded Cr: Patupis

Community Development Officer, Pania Turner added that the Gold Fever Festival is the following weekend and she is looking forward to lots reports of people coming back into the town to attend.

Noted the hard work that Evelyn Reid and the Historical Society have been doing in the background, and that they have commemorative tea towels available to purchase. Well done to all volunteers involved with the weekend.

Cr Bonza added that ABC radio will be attending, doing live crosses throughout the event.

Resolution

That Council note the reports of the Manager of Works and Services, Manager of Community Development and the Youth and Events Officer.

Carried by: Simple Majority

For: 3

Against: 0

Agenda Reference & Subject	
10.4.5 – Local Government (Audit) Regulations 1996 Regulation 17 and Financial Management Reviews	
Location / Address	Norseman
File Reference	FM.AD
Author	Gihan Kohobange
Date of Report	19 August 2019
Disclosure of Interest	Nil

Summary

For Council to approve the CEO's report presented to the Audit Committee meeting and as shown in the papers relating in relation to the review conducted in line with the Local Government (Audit) Regulations 1996 Regulation 17 and the financial management review conducted as required by Local Government Financial Management Regulation 5(2)(c).

Background

The CEO is required to undertake a review on the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance systems and procedures as required by the Local Government (Audit) Regulations 1996 Regulation 17.

In addition, the CEO is required to review the financial management systems to assess the appropriateness and effectiveness of these systems and procedures, as required by Local Government Financial Management Regulation 5(2)(c).

The CEO needs to have performed these reviews not less than once in every 3 financial years.

The results of the Audit Regulation 17 review are to be reported by the CEO to the Audit Committee. The Audit Committee is required to review the CEO's report and on-report to the Council. The report from the Audit Committee to the Council is required to have attached a copy of the CEO's initial report to the Audit Committee.

The Audit Committee reviewed the CEO's report which the CEO had emailed to the Councillors (members of the audit committee) prior to the meeting along with the review report compiled by Moore Stephens (WA) Pty Ltd at the Audit Committee meeting held on 2nd August and resolved to recommend the adoption of the report to the Council.

Statutory Environment

Local Government (Audit) Regulations 1996 Regulation 17
Local Government Financial Management Regulation 5(2)(c).

Policy Implications

Policy A.8 – Internal Audit and Risk Management Policy

Financial Implications

The cost of this review is covered by the 2015/16 Budget.

Strategic Implications

Nil

Consultation

CEO and Moore Stephens (WA) Pty Ltd

Comment

The CEO has decided to engage Moore Stephens (WA) Pty Ltd to perform these reviews on his behalf considering the wealth of experience Moore Stephens has in conducting similar reviews for other local governments in WA. The involvement of Moore Stephens (WA) Pty has provided a more objective assessment of the Shire's risk management, internal controls and legislative compliance systems and procedures, and the financial management system, enhancing the transparency of the review processes.

Have summarised below review comments mentioned in the report compiled by Moore Stephens (WA) Pty Ltd.

Financial Management

Subject to the further development and application of financial management systems and processes, as well as refinement to existing practices being implemented throughout the organisation as highlighted throughout this report, financial management processes and procedures are considered effective.

Risk Management

The current risk management policy reflects the Shire's commitment to organisation wide risk management principles, systems and processes aimed at ensuring consistent, effective and efficient application of risk management through planning, decision making and operational processes. Elements of risk management processes, such as updating and review of the risk register and documented risk assessments, are not consistently applied. Development and application of risk management systems and processes are required to be implemented throughout the organisation in order for risk management processes and procedures to be considered effective.

Internal Control

Weaknesses were identified where internal controls are not considered effective, specifically where a degree of trust is currently placed on employees with limited review and verification of transactions.

Considering the overall results of monitoring and compliance practices undertaken by the Shire of Dundas, the current internal control framework, procedures and systems (where documented and routinely tested) may be considered effective. Our assessment as to effectiveness is subject to the implementation of the improvements detailed in the framework implementation section of this report.

Legislative Compliance

Maintaining legislative compliance is heavily reliant on the knowledge, experience and commitment of senior staff, to identify and prevent breaches of legislation. As a consequence, staff turnover, competing priorities and variations in workloads can have a significant negative impact on legislative compliance. Therefore, one of the most effective controls in maintaining legislative compliance is a motivated, stable, experienced and knowledgeable senior management group.

Instances of non-compliance with legislative requirements were identified during our review. Apart from the noted breaches of legislation, and in the instances where the effectiveness was able to be assessed, the current legislative compliance control procedures and systems, were considered effective.

Details of the CEO's assessment of the review comments and proposed actions to further enhance the effectiveness of the financial management, risk management, internal controls and legislative compliance are given in papers relating.

Voting Requirements

Simple majority

Recommendation

That the Council approve the CEO's report which is reviewed by the Audit Committee given in papers relating, in relation to the review conducted in line with the Local Government (Audit) Regulations 1996 Regulation 17 and the financial management review conducted as required by Local Government Financial Management Regulation 5(2)(c).

Moved Cr: Patupis
Seconded Cr: Warner

Resolution

That the Council approve the CEO's report which is reviewed by the Audit Committee given in papers relating, in relation to the review conducted in line with the Local Government (Audit) Regulations 1996 Regulation 17 and the financial management review conducted as required by Local Government Financial Management Regulation 5(2)(c).

Carried by: Simple Majority For: 3 Against: 0

Cr Warner declared an Impartial Interest in the following item as she is President of the P&C and applicant of the grant on behalf of the not-for-profit organisation.

Community Development Officer Pania Turner declared a Financial Interest in the following item as her son will be attending Country Week and therefore, if application is successful, will receive a discount in fees payable.

Pania Turner exited the hall at 9:34am.

Agenda Reference & Subject	
10.4.6 – Community Grant Application Norseman DHS P&C Association-Country Week	
Location / Address	Shire of Dundas
File Reference	GS.PR.19/20
Author	Community Development Manager Pania Turner
Date of Report	14 th August 2019
Disclosure of Interest	Financial

Summary

That the Shire of Dundas Council review the Community Grant Application submitted by the Norseman DHS P&C Association to support Norseman students participating in the 2019 District High School Country Week held in Perth.

Background

DHS Country Week provides allows students from rural and remote areas to compete in high quality sports rounds. The opportunity to participate in such events are quite limited for children attending district high schools due to the costs of travel and accommodation and the time required to travel to regional centres to compete.

Country Week is a much looked forward to annual sporting event for Norseman District High School students who are keen to represent school and community at the state level.

Statutory Environment

Nil

Policy Implications

C.5 Community Grants Program

It is noted that the application was held off until the 2019/20 budget had been reviewed and approved by Council.

Financial Implications

The 2019/20 Budget has an allocation for Community Grant applications.

Strategic Implications

Strategic Community Plan

Theme 1 A strong, healthy, educated and connected Community that is actively engaged and involved.

1.2 Recreation Sports and Leisure: A socially connected Community that is physically active.

1.3 Engagement of Community: That the Community are engaged in constructive activities that encourage social and Community development.

Consultation

Norseman DHS P&C President
Norseman DHS Staff
DCEO
Shire of Dundas Youth Officer

Comment

Norseman District High School have worked hard to build student capacity to engage well with each other and their community, participating in community activities such as NAIDOC, ANZAC and Remembrance Day, festivals and markets, tree planting, seniors and other cultural events.

The Community Grant application highlights the leadership development that occurs in students by participating in such programs. When the students are competing and on their return, it is commented that they all represent Norseman well and help develop a great sense of pride amongst the broader community.

It is good to see that students and staff have also been actively fundraising through carwashes, sausage sizzles and gardening to assist with costs.

Voting Requirements

Simple Majority

Officer Recommendation

1. That the Shire of Dundas Council approve the Community Grant Application to the amount of \$ _____.
2. That Norseman District High School Country Week Team prepare and present a presentation to Council during the November meeting of Council.

Council Recommendation

1. That the Shire of Dundas Council approve the Community Grant Application to the amount of \$3000.00.
2. That Norseman District High School Country Week Team prepare and present a presentation to Council during the November meeting of Council.

Moved Cr: Patupis
 Seconded Cr: Warner

Resolution

1. That the Shire of Dundas Council approve the Community Grant Application to the amount of \$3000.00.
2. That Norseman District High School Country Week Team prepare and present a presentation to Council during the November meeting of Council.

Cr Bonza noted that the application was very good.

Cr Patupis added that it is important that students are able to attend and experience these kinds of events.

Carried by: Simple Majority For: 3 Against: 0

Pania Turner re-entered the hall at 9:36am.

Agenda Reference & Subject	
10.4.7 - Significant Adverse Trends in the Financial Position	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	Gihan Kohobange
Date of Report	19 August 2019
Disclosure of Interest	Nil

Summary

For Council to approve actions presented to the Audit Committee concerning matters highlighted in the 2017-18 Audit report.

Background

The CEO's comments on the Audit Report to the audit committee meeting held on 16th October 2018 were as follows:

The Independent Audit Report again identifies that the Shire's financial affairs are in good order and do not indicate any significant adverse trends in the financial position or the financial management practices of the Shire apart from operating surplus and asset sustainability ratios are not meeting the minimum benchmarks.

Operating Surplus Ratio (Benchmark >0.01)

This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes. This is measured as:

$$\text{Operating surplus ratio} = \frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$$

Average operating revenue of the Shire is \$4.5 million. Including depreciation expenses of \$2.4 million on non-current assets, total average operating expenses of the Shire is \$5.5 million. Under these circumstances, it is very unlikely that the Shire will ever be able to achieve an operating surplus, thus operating surplus ratio benchmark.

Accounting guidelines indicate that a sustained period of deficits will erode the local government's ability to maintain both its operational service level and asset base. This worsening situation is mainly due to increasing depreciation due to asset revaluations. To some degree, this ratio does not accurately represent the Shire's scenario, whereby a significant proportion of infrastructure renewal (expensed via depreciation) is met by capital grant income.

However, the Shire needs to closely monitor the trend of operating surplus ratio and take every possible effort to achieve operating cost savings. Considering the significance of the new capital projects the Shire has undertaken in the recent past, a healthy operating surplus is a paramount importance for future financial sustainability of the Shire.

Excluding the impact of early receipt of Financial Assistance Grant and other one-off revenue items (e.g. accounting profit on Eucla community hall fire damage)

Ratio	Standard	2017/18	2016/17	2015/16
Operating surplus ratio	≥ 0.01	(0.40)	(0.38)	(0.32)

Asset Sustainability Ratio (Benchmark >0.90)

This is an indicator of the extent to which assets managed by a local government are being replaced as they reach the end of their useful lives. This is measured as:

$$\text{Asset sustainability ratio} = \frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$$

To achieve this benchmark, at the current level of depreciation expenses, the Shire needs to spend in excess of \$2.1 on capital renewal projects.

To some degree, this ratio also does not accurately represent the Shire's scenario. Increase in depreciation expenses associated with asset revaluations does not necessarily reflect exact capital asset renewal requirements of the Shire. Further, in the recent past very high proportion of capital expenditure was associated with new or upgrade projects (Norseman airport upgrade, parks upgrade etc.). Road capital renewal projects have been rescheduled to future years due to the Shire's involvement with the airport upgrade project.

The downward trend in the ratio amidst significant new capital projects raises the level of uncertainty about the Shire's ability to meet capital renewal requirements in medium to long term.

Asset management plan of the Shire needs to be further rationalised to achieve a better level of confidence.

Ratio	Standard	2017/18	2016/17	2015/16
Asset Sustainability Ratio	≥ 0.90	0.35	0.65	1.72

Statutory Environment

As per Sections 7.12A(4) and 7.12A(5) of the Local Government Act 1995.

- (4) A local government must —
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

CEO

Comment

Though the Shire has reported to the audit committee and then at the ordinary council meeting about not meeting minimum benchmark set by the department in relation to operating surplus and asset sustainability ratios, the Shire was under the impression that this would not warrant reporting under the section 7.12A(4) of the LG Act as the auditors have not either qualified the opinion or included this matter under the "Emphasis of Matter".

The Shire has received a letter from the department dated 28 June 2019 as given in papers relating, requesting the Shire to remedy this non-compliance within 60 days from the date of the letter. The Shire has replied to the department seeking more clarity over this matter and waiting for a response.

As previously reported to the audit committee, under the current circumstances (predominately mining based town with a plummeting population) it is very unlikely that the Shire will ever be able to achieve an operating surplus, thus operating surplus ratio benchmark. As a result, the Shire is not able to give a specific commitment about achieving the benchmark set by the department about the operating surplus ratio.

In recent years, the Shire's capital expenditure was mainly associated with new or upgrade projects which created a backlog of capital renewal projects. During the year 2018/19, the Shire has been able to clear most outstanding capital renewal projects and that has resulted in a positive impact on the Assets Sustainability Ratio. Based on the unaudited financial results for the year **2018/19, the Assets Sustainability Ratio for 2018/19 is 0.82.**

Summarised below are actions presented to the Audit Committee on 2nd August 2019 concerning matters highlighted in the 2017-18 Audit report. The Shire has already initiated some of these actions.

1. Rationalise/optimize the Shire's infrastructure assets;
2. Development of a comprehensive asset management plan;
3. Continue with the current strategy of reducing operational cost through various initiatives (service level reviews, cost savings through natural staff attrition, renegotiate contracts, etc.);
4. Infrastructure user agreements with mining companies as an additional contribution (other than rates) towards operational cost associated with infrastructure assets used by mining companies;
5. Agree on an operating model with DFES to minimise the Shire's financial contribution towards fire emergency management covering an area of 93,179 km².

Voting Requirements

Simple majority

Recommendation

That the Council of Shire of Dundas approve following actions reviewed by the Audit Committee concerning matters highlighted in the 2017-18 Audit report;

- 1. Rationalise/optimize the Shire's infrastructure assets;**
- 2. Development of a comprehensive asset management plan;**
- 3. Continue with the current strategy of reducing operational cost through various initiatives (service level reviews, cost savings through natural staff attrition, renegotiate contracts, etc.);**
- 4. Infrastructure assets user agreements with mining companies as an additional contribution (other than rates) towards operational cost associated with infrastructure assets used by mining companies;**
- 5. Agree on an operating model with DFES to minimise the Shire's financial contribution towards fire emergency management covering an area of 93,179 km².**

Moved Cr: Patupis

Seconded Cr: Warner

Resolution

That the Council of Shire of Dundas approve following actions reviewed by the Audit Committee concerning matters highlighted in the 2017-18 Audit report;

- 1. Rationalise/optimize the Shire's infrastructure assets;**
- 2. Development of a comprehensive asset management plan;**
- 3. Continue with the current strategy of reducing operational cost through various initiatives (service level reviews, cost savings through natural staff attrition, renegotiate contracts, etc.);**
- 4. Infrastructure assets user agreements with mining companies as an additional contribution (other than rates) towards operational cost associated with infrastructure assets used by mining companies;**
- 5. Agree on an operating model with DFES to minimise the Shire's financial contribution towards fire emergency management covering an area of 93,179 km².**

Carried by: Simple Majority

For: 3

Against: 0

The following item 10.4.11 – Confidential Item – Appointment of new Manager of Finance and Administration was brought forward.

As the following items refer to staff matters it is recommended that the meeting proceed behind closed doors.

Moved Cr: Patupis

Seconded Cr: Warner

Resolution

That the meeting proceeds behind closed doors.

Carried by: Simple Majority

For: 3

Against: 0

Joe Hodges, Pania Turner, Tracy Dixon, Stephen Bowyer, Lynn Webb, Alex Freebairn and Rae Wheatley exited the hall at 9:39am.

Telephone link with Maria Crawford and Aruna Rodrigo was disconnected and video recording ceased.

Agenda Reference & Subject	
10.4.11 – Confidential Item - Appointment of new Manager of Finance and Administration	
Location / Address	Shire of Dundas
File Reference	PE.RE.4
Author	Peter Fitchat
Date of Report	14 th August 2019
Disclosure of Interest	Nil

Council Resolution

That the Council come from behind closed doors.

Moved Cr: Warner

Seconded Cr: Patupis

Carried by: Simple Majority

For: 3

Against: 0

Joe Hodges, Pania Turner, Tracy Dixon, Stephen Bowyer, Lynn Webb, Alex Freebairn and Rae Wheatley re-entered the hall at 9:41am.

Telephone link with Maria Crawford and Aruna Rodrigo was reconnected and video recording resumed.

Council Resolution

That the Shire of Dundas Councillors note the CEO's appointment of Mr. Aruna Rodrigo as the Manager of Finance and Administration.

Moved Cr: Patupis

Seconded Cr: Warner

Carried by: Simple Majority

For: 3

Against: 0

Agenda Reference & Subject	
10.4.8 – Signatories on Accounts – Shire of Dundas	
Location / Address	Shire of Dundas
File Reference	FM.AT
Author	Gihan Kohobange
Date of Report	19 th August 2019
Disclosure of Interest	Nil

Summary

To add Aruna Rodrigo as a signatory to the Shire of Dundas ANZ bank accounts.

Background

Standard procedure to add the recently appointed Manager Finance and Administration as a bank signatory to the bank accounts for the Shire.

Statutory Environment

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications

Shire of Dundas Policy Manual - Finance

Financial Implications

Nil

Strategic Implications

Nil

Consultation

CEO

Comment

Aruna Rodrigo has been recently appointed as the Manager and Finance Administration, in line with the ANZ procedures the bank requires minutes from the council meeting to add signatories to bank accounts.

Voting Requirements

Simple Majority

Officer Recommendation

That Arambawattage Aruna Susantha Rodrigo be added as a signatory to the following Shire of Dundas bank accounts:

- a) ANZ 434102952
- b) ANZ 434102995
- c) ANZ 209479331

- d) ANZ 197898781
- e) ANZ 978676516
- f) ANZ 977913137
- g) ANZ 979037126

Moved Cr: Patupis
 Seconded Cr: Warner

Resolution

That Arambawattage Aruna Susantha Rodrigo be added as a signatory to the following Shire of Dundas bank accounts:

- a) ANZ 434102952
- b) ANZ 434102995
- c) ANZ 209479331
- d) ANZ 197898781
- e) ANZ 978676516
- f) ANZ 977913137
- g) ANZ 979037126

Carried by: Simple Majority

For: 3

Against: 0

Agenda Reference & Subject	
10.4.9 – Signatories on Accounts – Community Resource Centre	
Location / Address	Shire of Dundas
File Reference	FM.AT
Author	Gihan Kohobange
Date of Report	19 th August 2019
Disclosure of Interest	Nil

Summary

To add Aruna Rodrigo as a signatory to the Norseman Community Resource Centre ANZ bank accounts.

Background

Standard procedure to add the recently appointed new Manager Finance and Administration as a bank signatory to the bank accounts for the Norseman CRC.

Statutory Environment

Local Government Act 1995
 Local Government (Financial Management) Regulations 1996

Policy Implications

Shire of Dundas Policy Manual - Finance

Financial Implications

Nil

Strategic Implications

Nil

Consultation

CEO

Comment

Aruna Rodrigo has been recently appointed as the Manager Finance and Administration of the Shire, in line with the ANZ procedures the bank requires minutes from the council meeting to add signatories to bank accounts.

Voting Requirements

Simple Majority

Officer Recommendation

That Arambawattage Aruna Susantha Rodrigo be added as a signatory to the following Norseman Community Resource Centre bank accounts:

- a) ANZ 268623153
- b) ANZ 456498388

Moved Cr: Patupis
Seconded Cr: Warner

Resolution

That Arambawattage Aruna Susantha Rodrigo be added as a signatory to the following Norseman Community Resource Centre bank accounts:

- a) ANZ 268623153
- b) ANZ 456498388

Carried by: Simple Majority For: 3 Against: 0

Agenda Reference & Subject	
10.4.10 – Signatories on Accounts – Shire of Dundas	
Location / Address	Shire of Dundas
File Reference	FM.AT
Author	Gihan Kohobange
Date of Report	19 August 2019
Disclosure of Interest	Nil

Summary

To add Aruna Rodrigo as signatories to the Shire of Dundas Goldfields Money bank accounts.

Background

Standard procedure to add new Manager Finance and Administration as a bank signatory for the Shire.

Statutory Environment

Local Government Act 1995
Local Government (Financial Management) Regulations 1996

Policy Implications

Shire of Dundas Policy Manual - Finance

Financial Implications

Nil

Strategic Implications

Nil

Consultation

CEO

Comment

Aruna Rodrigo has been recently appointed as the Manager Finance and Administration of the Shire, in line with the Goldfields Money procedures the bank requires minutes from the council meeting to add signatories to bank accounts.

Voting Requirements

Simple Majority

Officer Recommendation

That Arambawattage Aruna Susantha Rodrigo be added as a signatory to the following Shire of Dundas bank accounts:

- a) **Goldfields Money 100058936**
- b) **Goldfields Money 100058902**
- c) **Goldfields Money 100058928**
- d) **Goldfields Money 100058910**
- e) **Goldfields Money 100137037**

Moved Cr: Patupis
Seconded Cr: Warner

Resolution

That Arambawattage Aruna Susantha Rodrigo be added as a signatory to the following Shire of Dundas bank accounts:

- a) **Goldfields Money 100058936**
- b) **Goldfields Money 100058902**
- c) **Goldfields Money 100058928**
- d) **Goldfields Money 100058910**
- e) **Goldfields Money 100137037**

Carried by: Simple Majority

For: 3

Against: 0

11 Elected Members Motions of Which Previous Notice Has Been Given

Nil

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

Nil

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 17th September 2019.

14 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 9:43am.