




Minutes Certification

I certify that the Minutes of the 19th June 2018 Ordinary Council Meeting were presented to the Council and confirmed at the 17th July 2018 Ordinary Council Meeting.



Cr L Bonza
President



Minutes
Ordinary Council Meeting
19th June 2018

MINUTES of the ORDINARY Meeting of the Council
held in the Council Chambers at the Shire
Administration Office – Prinsep Street Norseman on
the 19th June 2018 commencing at 6.00pm

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.....	5
8	Petitions, Deputations or Presentations.	6
9	Announcements by Presiding Member without Discussion.....	6
10	Reports of Officers.....	6
10.1	Planning, Development, Health and Building.....	6
10.1.1	– Development Application – Tyre Business	6
10.1.2	– Mine Development and Closure Planning (Pioneer Dome Project).....	8
10.1.3	– RV Parking Area for Self-Contained Vehicles.....	10
10.2	Engineering and Works	13
10.2.1	– Cocklebiddy Rawlinna Road	13
10.3	Members and Policy	16
10.3.1	– Members Meeting Fees and Allowances for 2018/2019	16
10.3.2	– Council Meeting Dates 2018-2019	19
10.3.3	– Voting Delegates – Local Government Week	21
10.3.4	– Appoint Elected Member/s to Local Emergency Management Committee	22
10.4	Administration, Finance and Community Service	24
10.4.1	– Accounts Paid (1 st May 2018 to 31 st May 2018)	24
10.4.2	– Financial Statements for the Period Ending 31 st May 2018	31
10.4.3	– CRC Management Report & Financial Statements to 31 st May 2018.....	32
10.4.4	– Officers Reports.....	33
10.4.5	– Review of Schedule of Fees and Charges 2018/2019.....	34
10.4.6	– Differential Rate Model – 2018/2019.....	37
10.4.7	– Proposed Expenditure and Income for 2018/2019	42
10.4.8	– Firebreak Notice 2018-2019	45
10.4.9	– Norseman Community Resource Centre Fees and Charges 2018-19.....	47
10.4.10	– Sale of Property at 13-15 Robert Street	48
12	New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting... 50	
12.1	– Late Item – Application for Community Grant – Norseman District High School P&C Association Inc.	51
10.4.11	– Appointment of Acting Chief Executive Officer.....	53
11	Elected Members Motions of Which Previous Notice Has Been Given	54
13	Next Meeting	54
14	Closure of Meeting	54

1 Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at 6:00pm

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

This Council meeting as well as future Council meetings will be held based on the Shire of Dundas Standing Orders Local Law 2018.

This Council meeting was held on the traditional lands of the Ngadju people and the Shire President acknowledged them as traditional owners and paid her respects to their elders, past and present.

The Acting Chief Executive Officer read aloud the disclaimer that is on the front page of the agenda.

The Shire President read aloud the Affirmation of Civic Duty and Responsibility.

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

Financial Interests:

Peter Crawford – Item 10.4.11 – Stands to gain financially if the recommendation is adopted as he is the Officer named to be appointed Acting Chief Executive Officer.

Cr Warner – Item 12.1 – Grant applicant, as President of the Norseman District High School P&C Association and also as Norseman DHS staff member that will be attending the Canberra camp.

Pania Turner – Item 12.1 – Her children may benefit from attending the camp if the grant is approved.

Proximity Interests:

Nil

Impartiality Interests:

Cr Hogan – Item 10.4.5 – Funeral Director (Burial Fee)

Gihan Kohobange – Item 12.1 – Spouse is Treasurer of Norseman DHS P&C Association

Tracy Dixon – Item 12.1 – Financial Member of the Norseman DHS P&C 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.

Nil

3 Record of Attendance of Councillors / Officers and Apologies.

Cr L Bonza	Shire President
Cr R Patupis	Deputy Shire President

Cr JEP Hogan
Cr B Bayley
Cr S Warner

Gihan Kohobange Deputy Chief Executive Officer
Peter Crawford Manager of Works & Services
Pania Turner Manager of Community Development
Sonya Ellison Senior Administration Officer
Tracy Dixon Administration Officer

Apologies:

Doug Stead Chief Executive Officer
Cr V Wyatt

Public Gallery:

Des McColl, Amanda Ellison, Janine Thornton, Megan Bailey, Helen Smart, Margaret McEwan, Garry Walker, Jacquie Best, John Phillips, Lynn Webb and Terry Luck

4 Applications for Leave of Absence.

Nil

5 Response to Previous Public Questions Taken on Notice.

Nil

6 Public Question Time.

Des McColl – was advised to write a letter to Council voicing concern over the condition of 36 Brockman street, and did so. Has anything been done about this?

The Acting Chief Executive Officer responded, the Shire has started the process. The owner of the property must be informed and a letter had been sent to the owner, however, had been returned due to the address being incorrect. The Shire is continuing to follow the process to now attempt to find a correct address.

Des McColl – Who pays the rates, you should be able to find out by that?

The Acting CEO responded, that is something that we cannot disclose.

Des McColl – Fuel goes through Norseman from Esperance, why are fuel prices up to 18 cents more expensive here than Esperance and Kalgoorlie?

The Shire President responded that question will be taken on notice and a letter could be written to ask the question, but the Shire cannot directly influence the price of fuel.

Terry Luck – What can the Council and residents of Norseman do to stop the problem of hooning that is happening in town at the moment? After speaking to police and no action being taken so far, is the Shire able to erect signs in laneways to deter this type of behaviour and confiscate their bikes?

The Shire President responded, the Shire does not have the capacity to do that. The Council could however write to or liaise with the local police and relevant authorities to discuss any actions that can be taken.

Terry Luck – What about up and down laneways, near people's houses? We would be the only town in Australia to put up signs to say no hooning, wouldn't you like to be first on the map to do that? Why not try something?

The Shire President responded, if that would make a difference, we could look into that. We are aware of the problem and we can initiate some strategies with the people that can police the problem and get back to you with an answer as to what we've done about it. The relevant authorities have been doing their best to try and mitigate that problem.

Terry Luck left the Council Chambers at 6:10pm and did not return.

7 Confirmation of Minutes of Previous Meeting.

- 7.1 Minutes of the Ordinary Meeting of Council held on 15th May 2018 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 15th May 2018 be confirmed as a true and accurate record.

Moved Cr: Hogan
Seconded Cr: Patupis

Resolution

That the minutes of the Ordinary Council Meeting held on 15th May 2018 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 5 Against: 0

- 7.2 Minutes of the Special Meeting of Council held on 17th May 2018 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Special Council Meeting held on 17th May 2018 be confirmed as a true and accurate record.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

That the minutes of the Special Council Meeting held on 17th May 2018 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 5 Against: 0

- 7.3 Minutes of the Special Meeting of Council held on 28th May 2018 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Special Council Meeting held on 28th May 2018 be confirmed as a true and accurate record.

Moved Cr: Patupis
Seconded Cr: Bayley

Resolution

That the minutes of the Special Council Meeting held on 28th May 2018 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 5 Against: 0

8 Petitions, Deputations or Presentations.

Megan Bailey presented on behalf of the students at Norseman District High School that are attending the Canberra Camp (item 12.1).

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 – Development Application – Tyre Business	
Location / Address	Lot 48 (82) Cnr Roberts & Ramsey Street Norseman
File Reference	A76
Author	Richard Brookes
Date of Report	7 th June 2018
Disclosure of Interest	Nil

Summary

For the Council to consider a development application for the operation of a tyre repair and fitting business from the existing building on Lot 84 (82) Roberts Street Norseman

Background

The Council has received a development application from Mr James Hughes to operate a tyre business from the existing building on 82 corner of Ramsay and Roberts Street Norseman.

A copy of the letter is included in the papers relating.

The subject lot is 674m² in area and zoned Town Centre pursuant to the Shire of Dundas Town Planning Scheme No 2 (TPS).

A tyre sales / repair business is not specifically identified in the TPS however is considered to fall within the category of a "service industry". Pursuant to the TPS a "service industry" is considered an "AA" use within the Town Centre zone meaning that the use is not permitted, however the Council may at its discretion, permit the use.

The property is owned by a Mr Luke Margaritis.

Statutory Environment

Shire of Dundas Town Planning Scheme No 2

Policy Implications

N/A

Financial Implications

There are no financial implications for the Shire

Strategic Implications

The proposal is supported by the following theme from the Community Strategic Plan

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
2.4 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

Consultation

Shire of Dundas Building Surveyor

Comment

The existing building does not have any historical significance however is located on a prominent entrance into the commercial centre of Norseman

The Council may determine the number of car parking spaces to be provided on the land having regard to:

- the nature of the proposed development;
- the number of employees;
- the prevention or obstruction of roads and streets; and
- the orderly and proper planning of the locality and the preservation of the amenity.

Notwithstanding the above, the Council may waive a requirement for parking on a site if it is satisfied that adequate constructed car parking is available in close proximity to the proposed development.

Town centre development policies within the Norseman town site are:

- To encourage a high standard of development of commercial facilities in the commercial zone to service the requirements of the town, the rural hinterland and the travelling public;
- To encourage the development of commercial facilities associated with the tourist industry; and
- To encourage a better standard of building development.

The building is existing and currently not utilised for commercial purposes. The Town Planning Scheme states:

- The Town Planning Scheme No 2 considers that the proposed business would fall within the category of a "service industry"

- A 'Service Industry' is considered to be an "AA" use within the Town Centre zone", meaning that the use is not permitted'
- However the Council may at its discretion, permit the use.

The Council recently considered an application for a similar use and refused the application however this decision was subsequently overturned under appeal by the State Administrative Tribunal.

Bearing in mind the similarities of the applications it would be reasonable for the same decision by the SAT to occur and therefore should be approved subject to conditions that will limit the impact of the proposal.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas approve the application by James Hughes to operate a tyre repair and fitting business from Lot 84 (82) Roberts Street Norseman subject to the following conditions:

1. All tyre repairs and fitting is to be undertaken within the confines of the building
2. No noise is to emanate outside the property from machinery and compressors
3. All signage for the business is to approved by the Shire before installation

Council Recommendation

That the Council of the Shire of Dundas lay Agenda item 10.1.1 on the table until the 21st August 2018 Council Meeting, pending further information.

Moved: Cr: Bayley
Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas lay Agenda item 10.1.1 on the table until the 21st August 2018 Council Meeting, pending further information.

Carried by: Simple Majority For: 5 Against: 0

Reason for the change was to allow the CEO to seek further information from the applicant:

- regarding how they intended to address noise issues,
- assurances that all works will be carried out within the confines of the building,
- all signage to be pre approved by the Shire, and,
- also to provide the property owners agreement in writing to the proposed business

Agenda Reference & Subject	
10.1.2 – Mine Development and Closure Planning (Pioneer Dome Project)	
Location / Address	Norseman
File Reference	ED.IN
Author	Gihan Kohobange
Date of Report	13 th June 2018
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider whether the Shire has any objection regarding the mine development and closure planning.

Background

The Shire has received a letter from Pioneer Resources Limited welcoming any questions, the Shire as a key stakeholder, may have in relation to the proposed Pioneer Dome Project and inviting a confirmation in writing, the Shire's acceptance of post-mining land use.

Statutory Environment

Mining Act 1978

Policy Implications

Nil

Financial Implications

Improvement in mining activities within the Shire will result in more rates revenue for the Shire.

Strategic Implications

Strategy 2.4: Future growth and sustainability / Goal 2.4 (b)

"Continue to develop and maintain a strong working relationship with the mining companies within the Shire and assist where possible to facilitate further mining ventures (promote responsible mining)".

Consultation

Councillors

Comment

Pioneer Dome Project is located approximately 40km north of the Norseman. Pioneer Resources have discovered a Pollucite deposit at this location and it is Australia's first known pollucite deposit, the third known pollucite deposit globally.

At its peak, there will be closer to 25 personnel employed in this project and they will be accommodated in an existing mining camp within the Norseman townsite.

Estimated mining life is 9 months. The commencement is scheduled in the third quarter of 2018.

Mr David Crook, Managing Director of Pioneer Resources Limited briefed the Councillors via a video link (on 11th June 2018) about Pioneer Dome Project and mine development and closure planning.

More details of this project is given in papers relating. A full copy of the mine development and closure planning will be available upon request.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas accepts the post-mining land use(s) and relative approval closure conditions as proposed by Pioneer Resources Limited.

Moved Cr: Patupis
Seconded Cr: Bayley

Resolution

That the Council of the Shire of Dundas accepts the post-mining land use(s) and relative approval closure conditions as proposed by Pioneer Resources Limited.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.1.3 – RV Parking Area for Self-Contained Vehicles	
Location / Address	Reserve 3326 Cnr Ramsay & Mildura Street
File Reference	A3961
Author	Richard Brookes – Health, Building & Town Planning
Date of Report	23 rd May 2018
Disclosure of Interest	Nil

Summary

For the Council to consider the use of Reserve 3326 for the use of camping by travellers in self-contained vehicles.

Background

The Shire has previously considered the issue of Norseman becoming an RV friendly town and the following is a precis of resolutions in relation to this issue:

September 2014

Resolution

That the Shire of Dundas determine an appropriate area within the Norseman town site that meets the requirements of parking for self-contained RV vehicles that will allow Norseman to become a RV friendly town.

Resolution

That the surrounds of the Norseman oval be utilised as a 24–48 hr rest area for self-contained RV vehicles for a 12 month trial period.

February 2016

Resolution

That Agenda Item 10.3.1 be left on the table pending further research.

October 2016

Resolution

That the council of the Shire of Dundas consider and approve relocating the short term RV traffic away from the Sports Oval to the site south of the Tin Dam and adjacent to Ramsay and Brockman streets.

The land on which the tin dam is located is reserve 3326 designated for water.
The reserve is zoned as Public Utility "Water" in the town planning scheme.

There have been some questions raised regarding the operation of the short term parking area in relation to inappropriate vehicle, campers, grey water disposal, toilet facilities, lack of signage and policing of the current situation.

Statutory Environment

Local Government Act 1995, Caravan Parks and Camping Ground Act 1995 and Caravan Parks and Camping Ground Regulation 1997, Shire of Dundas Town Planning Scheme No 2

Policy Implications

The Shire has no policy in relation to this issue however a draft policy has been prepared and is included in the papers relating for consideration.

Financial Implications

There are currently no major financial implications in relation to this issue however this may need to be considered during the budget process in light of the time and facilities required to operate the RV parking area effectively. ie signage, lawn mowing, rubbish collection, as well as monitoring & enforcement. An estimate of the costs is outlined below.

Capital Costs	Number	Cost	Total
Signage	1	1000	1000
Street Signage	2	200	400
Info Bay Signs	3	200	600
Bins	2	100	200
			\$2,200
Operating Costs	hours - week		
Watering (current)	1 @ 52	50	2600
Gardening (current)	1 @ 52	50	2600
Mowing (current)	4 @ 12	50	2400
Rubbish collection/pickup	2 @ 52	50	5200
Enforcement – week days (out of hours)	3.0 @ 52	75	11700
Enforcement - weekends	1.5 @ 52	75	5850
			\$30,350

Strategic Implications

The main reasoning for providing the short term parking for RV vehicles was for the benefit of the town by trying to increase visitor numbers and this is supported by the Community Strategic plan.

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
2.4 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 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
3.3 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.	Low

Consultation

Department of Local Government
 Manager of Works & Services
 Manager of Projects
 Richard Brookes - Health, Building and Town Planning
 City of Kalgoorlie Boulder

Comment

Discussions with the Department of Local Government indicate that the Shire can provide an area of its land in the Norseman town site that the Shire can allow to be utilised for limited period camping subject to being satisfied that the land is a suitable place for camping especially with respect to safety, health and access to services.

There is no concern with regard to access to services and safety due to the lands proximity to town and the health issues can generally be addressed through policy guidelines and policing. A draft policy has been prepared for consideration and is included in the papers relating.

Examination of the details in relation to the management of the reserve reveal that the Council will need to seek Ministerial approval for the change in use of the reserve.

Currently it is under a management order to the Shire for the purpose of water only.

If the Council wishes to proceed with the use of the reserve for limited camping, this will need to be approved by the Minister of Lands

Although zoned public utility the Council can approve the "camping" use if considered appropriate. The use is not believed to be detrimental to the zoning however it would be appropriate to seek advice/comment from the Department of Water/Water Corporation.

To ensure that only appropriate self-contained vehicles utilise the camping facility it would be necessary for an inspection to be carried out on a daily basis. This task would generally be undertaken by the ranger. Discussions with Kalgoorlie indicate that their rangers undertake an inspection of their facility on a daily basis only during normal working hours as part of their normal duties. Inappropriate vehicles are given a move on notice pursuant to the local government property local law.

The Shire of Dundas has a similar local law that may need some minor changes/modifications to clarify the "camping" and "permit" requirements as well as including a "modified penalty"

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas agree in principal to the use of a portion of Reserve 3326 for RV parking by travellers in self-contained vehicles however will seek advice from the Department of Water and approval from the Minister of Lands for a change in use to the reserve to include camping.

Council Recommendation

That the Council of the Shire of Dundas seek advice from the Department of Water and approval from the Minister of Lands for a change in use to the reserve 3326 to include recreation.

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas seek advice from the Department of Water and approval from the Minister of Lands for a change in use to the reserve 3326 to include recreation.

Carried by: Simple Majority For: 5 Against: 0

Reason for the change was to allow the CEO to first seek permission from the relevant state authorities that the RV parking would be permitted on the land in question.

10.2 Engineering and Works

Agenda Reference & Subject	
10.2.1 – Cocklebiddy Rawlinna Road	
Location / Address	Shire of Dundas
File Reference	GS.PR.7
Author	Peter Crawford, Manager Works and Services
Date of Report	17 May 2018
Disclosure of Interest	None

Summary

For Council to consider the status of the proposed upgrade of the Cocklebiddy Rawlinna Road

Background

Back in 2012, the Shire of Dundas commissioned a feasibility study into a proposed upgrading of the Cocklebiddy Rawlinna Road, which would connect the Eyre Highway at Cocklebiddy with the trans line road at Rawlinna.

A number of subsequent studies have since been conducted with varying degrees of estimates ranging from \$1.8 million to \$24 million.

Statutory Environment

Local Government Act 1995

Policy Implications

Council has no Policies in relation to this matter.

Financial Implications

Considerable savings will be achieved if the recommendation is accepted.

Strategic Implications

As no strategic policies has been created in relation to this road, there are no implications.

Consultation

Councillors, CEO, Shire staff.

Comment

The original purpose of the study, which was driven by the local pastoralists, was to explore the feasibility into whether a route between the trans line to Eyre Highway was viably possible, the economic benefits of the route and estimate the costs of such an undertaking. The length of the road in the Shire of Dundas was some 75 kms and 50 kms in the City of Kalgoorlie Boulder (These figures are only approximate). The City was interested in the project but very non-committal as to whether they would be a partner in the project.

The study was carried out by Hewer Consulting Services (A small local company based in Albany) and involved a meeting with the affected pastoralists and other interested parties. Once the meeting had taken place, a physical inspection of all the possible routes was driven before a preferred alignment was arrived at. The estimate to construct the road was to a very basic standard.

The report made a number of recommendations based on what the minimum requirements were in crossing some fairly harsh terrain to allow this road to be constructed.

The report was presented to Council and other groups but not acted on at the time.

The City of Kalgoorlie Boulder (CKB) commissioned their own study into the route because they believed that the costs involved in such a project were far in excess of what the original study was. However, the quality of road they were seeking to achieve was superior to the original standard, albeit at a considerable increase in costs.

Their feasibility study was carried out by Lycopodium (An Australia wide engineering and consultancy organisation) in late 2016. They also preferred the same route as the previous study but their standard was of a considerably higher scale.

A further estimate was also prepared by the Nullarbor Community which was understood to be a collective of pastoralists. The City of Kalgoorlie Boulder also carried out an in house cost estimate that did not involve a site visit.

Hewer Consulting Services	\$1,800,000
Nullarbor Community	\$2,252,025
Lycopodium	\$24,371,001
City Of Kalgoorlie Boulder (Cost Estimate)	\$20,900,000

As can be seen from the variation in pricing, the standard of road that could be achieved would vary according to the estimates.

The road would have to meet a certain criteria to satisfy Main Roads WA that it had achieved the status as a road train route, the principal objective of the proposal. In order to reach that category, the project would need a massive injection of funds from state and federal governments to make either of the two local governments warm towards the idea. Regardless of what level of funding was achieved, the cost to each local government will be extensive. As well as the initial construction costs, the ongoing maintenance costs would also need to be considered.

It would be impossible for either of the local governments to finance this project from their own resources without a major injection of monies from outside sources. While the pastoralists have all agreed to assist in whatever way they can, actual cash support is not on the table. Funding must come from either the State and/or Federal Governments if this project is to become a reality

Whichever method of funding was eventually arrived at, the local governments will almost certainly be required to match the grant funding by a minimum of one third, eg, if the cost of the entire project is say \$12,000,000 (which is only half the cost in the Lycopodium study), the proportionate contribution by the Shire of Dundas would be around \$2.4m.

These estimates are as an opinion only. For the costs to become anywhere near economical, the project should be carried out in a single operation, ie, not staged over a number of years. To do this would require mob and demob costs to be repeated, a cost viewed as dead money.

Summary

The construction of a route between Cocklebiddy and Rawlinna would be of relative advantage to a small number of parties. In appraising the benefit to the Shire of Dundas, there appears to be little to justify the expenditure of vast sums of money that will inevitably have to come from our own resources.

Only if extremely substantial amounts of funding can be acquired from an outside body could the project be justified but even then the contribution by the local governments will be extensive. There appears to be considerable interest in the project but little, if no actual willingness for a joint venture by the major players if it means contributing significant amounts of \$'s to the project.

There are grave doubts that the project would attract funding from either the Federal or State governments, given that the road has no actual significance other than being classified as a short cut. As an example, the Outback Way (as mentioned in the City of Kalgoorlie Boulder cost estimate), a road of regional significance between Laverton in WA and Winton in Queensland has taken more than twenty years to achieve the goals that it has and what it has achieved has come at enormous investment by the individual local governments in WA.

And it must be remembered that the Outback Way takes traffic directly through the local government centres. The upgraded Cocklebiddy Rawlinna route could encourage some traffic to bypass Norseman, action that would be detrimental to the economic wellbeing of Norseman.

If one considers the Net Present Value (NPV) and Benefit Cost Ratio (BCR) of the proposed project, the upgrading does not meet the criteria required to support the upgrading. However, other components to take into account are the social, communal, tourist and industry benefits that could be gained by the road upgrade.

Conclusions

The Shire of Dundas already has a grant of some \$70,000 (which we must match with \$35,000 from our own resources) from the Regional Roads Group through the Commodity Route Supplementary Funds in this current Budget for improvement works on this road. If we are not intending to spend the money, we should hand it back to the Regional Roads Group for redistribution amongst the Members

Voting Requirements

Simple Majority

Officer Recommendation

That Council Resolve:

1. That they will not be taking any further action on the proposed upgrade of the Cocklebiddy Rawlinna Road at this point in time and;
2. That the Commodity Route Supplementary Funds grant in the 2017/18 Roads Program for the Cocklebiddy Rawlinna Road be returned to the Regional Roads Group for redistribution.

Moved Cr: Bayley
 Seconded Cr: Patupis

Resolution

That Council Resolve:

1. That they will not be taking any further action on the proposed upgrade of the Cocklebiddy Rawlinna Road at this point in time and;
2. That the Commodity Route Supplementary Funds grant in the 2017/18 Roads Program for the Cocklebiddy Rawlinna Road be returned to the Regional Roads Group for redistribution.

Carried by: Simple Majority For: 5 Against: 0

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Members Meeting Fees and Allowances for 2018/2019	
Location / Address	Shire of Dundas
File Reference	GV.CO
Author	Gihan Kohobange
Date of Report	13 June 2018
Disclosure of Interest	Nil

Summary

For the Council to consider the elected members meeting fees and allowances payable in 2018/19.

Background

The Council at its ordinary meeting held on the 18th July 2017 considered the meeting fees and allowances to be included in the 2017/18 budget and decided not to revise elected member's fees and allowances.

Shire of Dundas elected member's fees and allowances for 2017/18 be set as follows:

- **President's allowance** \$12,000 pa
- **Deputy President's allowance** \$ 3,000 pa
- **President's meeting fees** \$283 per meeting
- **Councillors meeting fees** \$160 per meeting
- **Councillors committee & prescribed meeting fee** \$80 per meeting

Travel allowance – reimbursement of members travel costs to be at the rates applicable under the Local Government Industry Award 2010.

Travel allowance – reimbursement of members travel costs to be at the rates applicable under the Local Government Industry Award 2010 and Policy H2 Travel & Accommodation Allowances & Expenses.

The Salaries and Allowances tribunal has made a determination on 10th April 2018 which will come into effect on the 1st July 2018. The tribunal has not made any change in relation to elected member's fees and allowances. A full copy of the Tribunal determination will be available to Councillors on request.

Most recent revisions for elected member's fees and allowances are summarised below.

2014/15

Fees / allowances	Previous	Revised to
President's meeting fees	\$ 280 per meeting	\$ 283 per meeting
Councillors meeting fees	\$ 140 per meeting	\$ 160 per meeting
Councillor's Committee meeting fees	\$ 70 per meeting	\$ 80 per meeting

2015/16

Fees / allowances	Previous	Revised to
President's allowance	\$ 3,200	\$ 12,000
Deputy President's allowance	\$ 800	\$ 3,000

Statutory Environment

Salaries and Allowances Act 1975 – Determination of the salaries and allowances tribunal – Local Government Elected Council Members.

Normal reimbursement of actual expenses incurred by Councillors in carrying out their functions or representing Council at a conference will be reimbursed in line with Council Policy.

Policy Implications

Policy Manual item H2

Financial Implications

The meeting fees and allowances for the current financial year is estimated to be \$35,000 and any increase would need to be incorporated into the 2018/19 budget.

Strategic Implications

Nil

Consultation

Shire President, Councillors

Comment

The Salaries and Allowances tribunal sets allowances in 4 bands according to size, population and other factors and is a similar system used in determining the salary ranges for Chief Executive Officers.

The Shire of Dundas is in Band 4.

There are two methods of determining the allowances/meeting fees paid to Councillors, Presidents and Mayors:

Method 1 – an annual allowance within a prescribed range

Method 2 – a meeting fee (per meeting) within a prescribed range

A table of the allowance/fees structure follows:

Band 4			
For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
Method 1			
Annual allowances for meetings			
Minimum	Maximum	Minimum	Maximum
\$3,553	\$9,410	\$3,553	\$19,341
Method 2			
Ordinary Council Meeting Fees			
Minimum	Maximum	Minimum	Maximum
\$90	\$236	\$90	\$485
Committee & Prescribed Meeting Fees			
Minimum	Maximum	Minimum	Maximum
\$45	\$118	\$45	\$118
Band 4			
Annual Allowance for Shire President in addition to meetings			
Minimum		Maximum	
\$508		\$19,864	
Deputy allowance is limited to 25% of the presidential allowance			

The Council has previously favoured the setting of allowances/fees on a per meeting basis as this compensates members who do attend meetings rather than an annual allowance. This method appears to be the most fair and equitable.

With the review undertaken by the salaries and allowances tribunal it is noted that there has been no proposed increase to the meeting fees and allowances this year.

	Councillor				President			
	Min	Average	Current	Max	Min	Average	Current	Max
Annual meeting allowance	\$3,553	\$6,481	N/A	\$9,410	\$3,553	\$11,708.50	N/A	\$19,864
Meeting fee	\$90	\$163	\$160	\$236	\$90	\$287.50	\$283	\$485
Committee fees	\$45	\$81.50	\$80	\$118	\$45	\$81.50	\$80	\$118
Presidential allowance	N/A	N/A	N/A	N/A	\$508	\$10,186	\$12,000	\$19,864

With this tribunal decision it is difficult to recommend an increase in Councillor meeting fees above the average. However, the Shire is having the lowest elected member's fees and allowances in comparison to the similar shires in the region.

Based on above information, officers would suggest an increase in meeting and committee fees as mentioned below.

Fees / allowances	Current	Proposed
President's meeting fees	\$ 283 per meeting	\$ 303 per meeting
Councillors meeting fees	\$ 160 per meeting	\$ 180 per meeting
Councillor's Committee meeting fees	\$ 80 per meeting	\$ 100 per meeting

The proposed increase to fees and allowances would result in an overall increase to the budget of around \$3,750

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas elected member's fees and allowances for 2018/19 be set as follows:

- | | |
|--|-------------------|
| • President's allowance | \$12,000 pa |
| • Deputy President's allowance | \$ 3,000 pa |
| • President's meeting fees | \$303 per meeting |
| • Councillors meeting fees | \$180 per meeting |
| • Councillors committee & prescribed meeting fee | \$100 per meeting |

Travel allowance – reimbursement of members travel costs to be at the rates applicable under the Local Government Industry Award 2010.

Council Recommendation

That the Council resolve not to increase the meeting fees for Councillors, but rather to leave the fees at the current level for this budget period.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

That the Council resolve not to increase the meeting fees for Councillors, but rather to leave the fees at the current level for this budget period.

Carried by: Absolute Majority For: 5 Against: 0

Reason for the change was that the Council felt that they should be setting an example in not increasing their sitting fees in these difficult economic times

Agenda Reference & Subject	
10.3.2 – Council Meeting Dates 2018-2019	
Location / Address	Shire of Dundas
File Reference	CM.CO
Author	Senior Administration Officer
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Summary

That Council review the Ordinary meeting schedule for the 2018-2019 year.

Background

Council reviewed the meeting schedule in July 2017 and the resolution from that meeting was:

That the Council adopt the following meeting schedule for the next twelve months:

1. Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held on a Saturday following the third Tuesday;

2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exemption that the March meeting will be held in an appropriate place in Eucla (to be decided at a later date);
3. Council meetings held in Norseman will commence at 6.00pm and the Eucla meeting will commence at 4.00pm Eucla time; and
4. Audit Committee meetings will be called as required.

Statutory Environment

A Local Government is required at least once a year to give notice of the dates, times and locations of Ordinary meetings of the Council and Committee meetings that are open to the public that will be held within the following year.

Policy Implications

A.11 Council Meetings - Public Notice
EM.4 Video Recording of Council Meetings

Financial Implications

Meeting fees as set in the annual budget.

Strategic Implications

N/A

Consultation

Acting Chief Executive Officer

Comment

The items that need to be considered are:

1. Frequency
2. Day of the week and week in the month
3. Location
4. Starting time

Voting Requirements

Simple Majority

Officer Recommendation

That the Council adopt the following meeting schedule for the next twelve months:

1. Ordinary Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held on a Saturday following the third Tuesday;
2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exemption that the March meeting will be held in an appropriate place in Eucla (to be decided at a later date);
3. Ordinary Council meetings held in Norseman will commence at 6:00pm and the Eucla meeting will commence at 4:00pm Eucla time;
4. Audit Committee meetings will be called as required;
5. Electors General meeting will be called as required and
6. Special Council meetings will be called as required.

Moved Cr Patupis
Seconded Cr Hogan

Resolution

That the Council adopt the following meeting schedule for the next twelve months:

1. Ordinary Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held on a Saturday following the third Tuesday;
2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exemption that the March meeting will be held in an appropriate place in Eucla (to be decided at a later date);
3. Ordinary Council meetings held in Norseman will commence at 6:00pm and the Eucla meeting will commence at 4:00pm Eucla time;
4. Audit Committee meetings will be called as required;
5. Electors General meeting will be called as required and
6. Special Council meetings will be called as required.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.3.3 – Voting Delegates – Local Government Week	
Location / Address	Shire of Dundas
File Reference	GR.LO.3
Author	Senior Administration Officer
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Summary

For the Council to nominate voting delegates for the WALGA 2018 Annual General Meeting.

Background

The WALGA annual general meeting is held every year in August during local government week and each local government has the opportunity for 2 delegates to vote on WALGA resolutions.

Statutory Environment

N/A

Policy Implications

EM.1 Conferences – Elected Members Attendance and Representation

Financial Implications

Conference allocation as set in the adopted budget.

Strategic Implications

To enable the Shire of Dundas to be involved in the direction of WALGA.

Consultation

Acting Chief Executive Officer

Comment

Elected members and serving officers are permitted to be voting delegates. The Shire President has already indicated that she will be attending local government week. As it is normal practice for the Shire President (although not compulsory) to be a voting delegate, the Council has the opportunity to nominate another voting delegate.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas endorse the Shire President Laurene Bonza and Cr as voting delegates for the WALGA 2018 Annual General Meeting to be held at local government week 1st – 3rd August 2018.

Council Recommendation

That the Shire of Dundas endorse the Shire President Laurene Bonza and Cr Patupis as voting delegates for the WALGA 2018 Annual General Meeting to be held at local government week 1st – 3rd August 2018.

Moved Cr Bayley
Seconded Cr Hogan

Resolution

That the Shire of Dundas endorse the Shire President Laurene Bonza and Cr Patupis as voting delegates for the WALGA 2018 Annual General Meeting to be held at local government week 1st – 3rd August 2018.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.3.4 – Appoint Elected Member/s to Local Emergency Management Committee	
Location / Address	Norseman
File Reference	ES.SP.1
Author	Manager of Community Development
Date of Report	14 June 2018
Disclosure of Interest	Nil

Summary

For the Council to appoint an Elected Member/s to the Local Emergency Management Committee.

Background

The Shire of Dundas currently have a Local Emergency Management Committee (LEMC) which meets throughout the year to assist with the planning, development and review of the Shire's Emergency Management Arrangements. Currently Chaired by the CEO with Manager of Community Development

providing secretariat support, Council may wish to appoint a representative/s to attend meetings and to report back to Council.

The functions of the Shire of Dundas LEMC are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA and;
- to carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the regulations.

Statutory Environment

Under section 38 of the Emergency Management Act 2005, a local government is required to establish one or more Local Emergency Management Committees (LEMAs) for the local government's district.

Policy Implications

Nil

Financial Implications

Committee fee for the Council Representative/s.

Strategic Implications

Aligns with Theme 3 of the Strategic Community Plan:

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

Consultation

DCEO, District EM Advisor

Comment

Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Local governments also have specific responsibilities for pursuing emergency risk management as a corporate objective and as good business practice.

The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Cr V Wyatt is a member of the Shire of Dundas LEMC in her role as Captain of the Norseman Volunteer Fire and Rescue Service.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council of Shire of Dundas appoints Councillor/s to sit on the Local Emergency Management Committee.

Council Recommendation

That Council of Shire of Dundas appoints Cr Bayley and Cr Patupis to sit on the Local Emergency Management Committee.

Moved Cr: Hogan
Seconded Cr: Warner

Resolution

That Council of Shire of Dundas appoints Cr Bayley and Cr Patupis to sit on the Local Emergency Management Committee.

Carried by: Absolute Majority For: Against:

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid (1 st May 2018 to 31 st May 2018)	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	6 th June 2018
Disclosure of Interest	Nil

Trust EFT's

Chq/EFT	Date	Name	Description	Amount
EFT2703	31/05/2018	Department of Mines, Industry Regulation and Safety	Recoup building application 372/18	56.65
EFT2616	11/05/2018	Shire of Dundas	Rates payment A884 (ANZ confirm)	200.00
				\$256.65

Municipal Cheques

Cheque	Date	Name	Description	Amount
26314	03/05/2018	Horizon Power	Electricity Usage 16/02/18 - 17/04/18	14416.34
26315	03/05/2018	Telstra Corporation Limited	Mobile Phone Usage 17/03/18-16/04/18	1008.47
26316	18/05/2018	Horizon Power	Street Lights 01/04/2018 - 30/04/2018	3566.20
26317	18/05/2018	Telstra Corporation Limited	ADSL connection & plan 20/04/2018 - 19/05/2018 Co-location Building	537.96
26318	25/05/2018	Telstra Corporation Limited	Various Phone & Internet Usage 5/05/2018 - 4/06/2018	1111.62
26319	31/05/2018	Telstra Corporation Limited	Mobile phone usage 17/04/18-16/05/18	951.56
				\$21,592.15

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT2596	03/05/2018	Eucla Motor Hotel	Accommodation, meals & diesel fuel (P Crawford & P Ladewig 23/04/2018)	606.89

			\$466.89. Accommodation (R Brookes 23/04/2018) \$140.00	
EFT2597	03/05/2018	Auro Pty Ltd	Rates refund as per request (Assessments 3599, 3334, 3333 & 3600)	701.47
EFT2598	03/05/2018	Officemax	A4 paper, permanent marker, sticky tape, scissors	113.37
EFT2599	03/05/2018	Courier Australia	Freight (Pathwest & State Library)	33.16
EFT2600	03/05/2018	Shire of Dundas Municipal Fund	Payroll deductions (Rates)	550.49
EFT2601	03/05/2018	Darren Wallace	GST not included on INV-003 (9/02/2018)	482.25
EFT2602	03/05/2018	Landgate	Certificate of Title search – Reserve 3326. Management Order document – Reserve 3326. Rural UV Roll 01/07/2018	830.96
EFT2603	03/05/2018	Moore Moves Dance Academy	Norseman Dance Classes 2017 Season (23/07/2017 & 13/08/2017)	600.00
EFT2604	03/05/2018	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Uniforms, ear plugs & lens cleaners	329.04
EFT2605	03/05/2018	Navman Wireless Australia Pty Ltd	Monthly satellite service (05/04/2018 - 04/05/2018)	65.89
EFT2606	03/05/2018	Central Norseman Gold Corporation Ltd	Royalty for Aggregate supplied March 2018 (Payment made against outstanding rates)	1440.21
EFT2607	03/05/2018	South Coast Foodservice	5 x cartons Paper Towel, 5 x cartons Toilet paper, 1 x carton 27L Bin Bags	509.20
EFT2608	03/05/2018	Veronica Wyatt	Reimburse Fuel - Councillor Training 5-6th April 2018	70.20
EFT2609	03/05/2018	Sharon Warner	Reimburse Fuel - Councillor training 5-6th April 2018	89.55
EFT2611	07/05/2018	Hampton Transport Services	Supply & delivery of crushed rock roadbase to Norseman Airport (March 2018)	295779.52
EFT2612	11/05/2018	Champion's Switching	Band Performance at Jungkajungka Community Cultural Day (Tapping Stickz)	2600.00
EFT2613	11/05/2018	Jason Signmakers	Norseman Town Precinct Heritage Project 6 Additional Gum Leaves Woodlands Walkway	1059.30
EFT2614	11/05/2018	Safety Barriers WA Pty Ltd	Guardrails for footpath bridge	847.00
EFT2615	11/05/2018	Shane Garlett	Band Performance at Jungkajungka Cultural Community Day (Pipeline)	2500.00
EFT2617	18/05/2018	Australian Taxation Office	BAS (April 2018)	37342.00
EFT2618	18/05/2018	Norseman All Terrain Survey's	Norseman Airstrip Upgrade Survey Works 12, 13, 25 & 30th April 2018 (10.5 hours)	1413.00
EFT2619	18/05/2018	Officemax	Various stationery	118.36
EFT2620	18/05/2018	Bunnings Warehouse Kalgoorlie	14 x sprinkler irrigation parts	397.32
EFT2621	18/05/2018	Laurene Bonza	Claim (Ordinary Council Meeting 17/04/2018)	283.00
EFT2622	18/05/2018	Barry Bayley	Claim (Ordinary Council Meeting 17/04/2018) Reimburse Fuel - Councillor Training 5-6th April 2018	231.25
EFT2623	18/05/2018	Courier Australia	Freight (Blackwoods and Online Business)	48.68
EFT2624	18/05/2018	Duncan J Jack	Engineering services for investigative works to Woodlands Centre & Travel	1430.00

EFT2625	18/05/2018	Shire of Dundas Municipal Fund	Payroll deductions (Rates)	560.27
EFT2626	18/05/2018	Dundas Fencing & Building Maintenance	Pump out waste disposal site, transport to Esperance plus Council disposal fees, DEC waste tracking levy & travel \$14,978.70 Locate cause of odour from toilet & rectify \$123.75	15102.45
EFT2627	18/05/2018	Dixon Construction	Remaining 50% Claim for Retention - New Doctors Residence	16579.54
EFT2628	18/05/2018	David Theil	Progressive Payment to cover balance of original quotation plus additional authorised works of 4 x roof vents & 1 x pressure relief valve – Pensioner Units Upgrade Roof	17346.92
EFT2629	18/05/2018	Darren Wallace	Consultancy Services - Norseman Airstrip 2/04/2018 - 27/04/2018 plus Travel & Mileage	10332.30
EFT2630	18/05/2018	Elite Gym Hire	Hire of gym equipment (12/04/2018 – 12/05/2018)	1011.35
EFT2631	18/05/2018	Esperance Plumbing Service	Supply & install 2 x 180L Solarhart HWS & remove old units – Pensioner Units \$12,722.00 Supply & install Galvins Cliniware Hospital range taps + freight & travel – Pensioner Units \$3,786.10 Supply & install urn to admin meeting room kitchen + travel – Admin Office \$1,660.50	18168.60
EFT2632	18/05/2018	Department of Fire & Emergency Services	ESL (April 2018)	1799.12
EFT2633	18/05/2018	Freestyle Now	Two day skatepark coaching workshop and competition	5060.00
EFT2634	18/05/2018	FULL MOON CAFE	Catering – Destinations WA filming 02/05/2018 \$168.00 Catering – Council Meeting 17/04/2018 \$250.00 Catering – John Phillips Workshop 08/05/2018 \$94.50	512.50
EFT2635	18/05/2018	Goldfields Locksmiths	25 x Padlocks	437.50
EFT2636	18/05/2018	Great South Pastoral Pty Ltd	Shire contribution to maintenance on the Southern Hills Road	5500.00
EFT2637	18/05/2018	JEP Hogan	Claim (Ordinary Council Meeting 17/04/2018)	160.00
EFT2638	18/05/2018	Kalgoorlie Tri Club	Donation towards Norseman Triathlon 17/02/2018	1000.00
EFT2639	18/05/2018	Star Track Credit	Freight (Bunzl)	179.53
EFT2640	18/05/2018	NDY Management Pty Ltd	Professional Services (1/04/2018 - 30/04/2018) Construction of a new community hall in Eucla - Mechanical Services	14465.00
EFT2641	18/05/2018	Norseman Apartments	3 x nights Accommodation for 3 people - Freestyle Now (26/04/2018 - 28/04/2018)	450.00
EFT2642	18/05/2018	Online Business eSystems	Monthly Service Agreement	71.50
EFT2643	18/05/2018	Phil Woolhouse Hydraulics	Hydraulic Consultancy Fee – Eucla Community Hall	2750.00
EFT2644	18/05/2018	Royal Life Saving Society WA Inc	Travel & Accommodation cost share for audit on Norseman Swimming	840.00

			Pool – March 2018 (Code of Practice Safety Assessment)	
EFT2645	18/05/2018	Initial Hygiene	1 x Sanitary Disposal Service (11/04/2018 - 30/06/2018) – Co-Location Building	234.61
EFT2646	18/05/2018	South East Petroleum	7910L of Diesel & card purchases – 19/02/2018 – 30/04/2018	12530.16
EFT2647	18/05/2018	Sheridan's for Badges	5 x Councillor name badges - Laurene Bonza, Rasa Patupis, Barry Bayley, Veronica Wyatt & Sharon Warner 1 x Staff name badge – Peter Crawford	176.22
EFT2648	18/05/2018	Safety Barriers WA Pty Ltd	Guardrail for Footpath Bridge - Side 2	847.00
EFT2649	18/05/2018	Solutions IT (invoice S)	Agreement - Cloud Backup (April 2018)	180.68
EFT2650	18/05/2018	Solutions IT (invoice A&B)	Managed support Monthly Billing for May 2018	1479.50
EFT2651	18/05/2018	SGS Australia	Compaction control – Nuclear density meter method. Dry density/moisture relationship of a soil – Norseman Airstrip	2610.30
EFT2652	18/05/2018	Squire Patton Boggs	Legal Services 31/10/2017 - 17/04/2018 (Ngadju Native Title Aboriginal Corporation Protocol)	932.80
EFT2653	18/05/2018	Trophy Kings	Desk name plates Tracy Dixon - Administration Officer Peter Crawford - Manager of Works & Services	132.00
EFT2654	18/05/2018	Veronica Wyatt	Claim Ordinary Council Meeting 17/04/2018	160.00
EFT2655	18/05/2018	Wilsons Diesel & Auto Repairs	Service 56689km – DS263 \$536.70 Clean rims, supply 3 new tyres & inflate – DS51 \$830.40 Service 51520km & supply 2 new tyres – 21DS \$1,204.15	2571.25
EFT2656	18/05/2018	Western Australian Local Government Association	Councillor Training – R Patupis: Meeting Procedures & Debating 3/05/2018. Integrated Strategic Planning 02/05/2018.	100.00
EFT2657	18/05/2018	Sharon Warner	Claim Ordinary Council Meeting 17/04/2018	160.00
EFT2658	18/05/2018	The West Australian Music Industry Association	Goldfields Touring Circuit Fee - Music in the Park Event	1320.00
EFT2659	25/05/2018	Australia Day Council of Western Australia	Gold Membership 2018-2019	577.50
EFT2660	25/05/2018	ZircoDATA Pty Ltd	Records storage of rates and minutes books (April 2018)	160.24
EFT2661	25/05/2018	BP Norseman	Diesel & Unleaded fuel sales for April 2018	1015.23
EFT2662	25/05/2018	Bunnings Warehouse Kalgoorlie	2 x 4L Linseed Oil	82.48
EFT2663	25/05/2018	Barry Bayley	Reimburse Fuel - Integrated Strategic Planning 2/05/2018 Esperance	150.35
EFT2664	25/05/2018	Peter Crawford	Reimburse removal costs	3593.75
EFT2665	25/05/2018	Dundas Fencing & Building Maintenance	Repairs to locks on sliding door and child safety gate at Child Care Centre	144.38
EFT2666	25/05/2018	Esperance Motor Group Pty Ltd	80,000km Service – 1DS	831.99
EFT2667	25/05/2018	Goldfields Image Works	Certificate of Appreciation – N Clark \$115.50	192.50

			Frame JungkaJungka canvas – V Schultz \$77.00	
EFT2668	25/05/2018	Glen Flood Group Pty Ltd T/A GFG Consulting	Project Management Support for development of Woodlands Cultural, Community and Visitors Centre 1/04/2018 - 30/04/2018	8796.47
EFT2669	25/05/2018	Landgate	Consolidated Mining Tenement Roll 2018-2019	3895.05
EFT2670	25/05/2018	Star Track Credit	Freight (E & MJ Rosher)	64.03
EFT2671	25/05/2018	Norseman Concrete	Water tank hire half day 9/04/2018 Water tanker hire 13, 16, 17 & April 2018 \$6,490.00 Water tanker hire 19, 20, 23, 24, 26, 27 & 30 April 2018 \$10,010.00 Water tanker hire 17, 18,19, 23 & 30 April 2018 \$7,150.00	23650.00
EFT2672	25/05/2018	Norseman IGA	Various Goods April 2018	2023.54
EFT2673	25/05/2018	Ngadju Dancers	Jungkajungka Community Day Cultural Dancing	1500.00
EFT2674	25/05/2018	RJ Brookes	Claim - Travel 795kms, incidentals and 3 x meals - Eucla/Eyre Highway inspections	768.15
EFT2675	25/05/2018	South Coast Foodservice	2 x cartons of 120L rubbish bags, 3 x 5L Disinfectant & 1 x 5L Hand Soap	130.64
EFT2676	25/05/2018	Solutions IT (invoice S)	Cloud Backup L2 Systems Engineer	242.00
EFT2677	25/05/2018	Veronica Wyatt	Reimburse fuel - Councillor training 2/05/2018	50.04
EFT2678	25/05/2018	Wilson's Diesel & Auto Repairs	Supply & fit tyre – DS232 \$286.30 Supply & fit 2 tyres – DS232 \$662.60 Supply & fit spot lights & wiring harness – DS232 \$641.50	1590.40
EFT2679	25/05/2018	Western Australian Local Government Association	Councillor Training - Integrated Strategic Planning 02/05/2018 - B Bayley, V Wyatt & S Warner. Meeting Procedures & Debating 03/05/2018 – V Wyatt	200.00
EFT2680	25/05/2018	Welltech Total Water Management	Portable Water tower hire 4/04/2018 - 1/05/2018	6820.00
EFT2681	25/05/2018	WML Consultants Pty Ltd	Claim 11 - Norseman Airport Project Management to April 2018	2061.13
EFT2682	31/05/2018	Australia Post	Postage (April 2018)	89.40
EFT2683	31/05/2018	Norseman All Terrain Survey's	Norseman Airstrip Upgrade Survey Works (14/05/2018 - 19/05/2018) 35.5 hours	5443.40
EFT2684	31/05/2018	Officemax	Stationery	16.49
EFT2685	31/05/2018	Bunnings Warehouse Kalgoorlie	40 x Sprinkler Irrigation parts	1135.20
EFT2686	31/05/2018	Butler Settineri (Audit) Pty Ltd	Interim Audit for year ending 30th June 2018 plus disbursements	8003.05
EFT2687	31/05/2018	Duncan J Jack	Engineering Services 1/05/2018 - 3/05/2018 RSL Memorial Rotunda	1430.00
EFT2688	31/05/2018	Shire of Dundas Municipal Fund	Payroll deductions (Rates)	420.00
EFT2689	31/05/2018	Darren Wallace	Consultancy Services - Norseman Airstrip plus travel & mileage (30/04/2018 - 11/05/2018)	6052.20
EFT2690	31/05/2018	Elite Gym Hire	Hire of gym equipment	1011.35
EFT2691	31/05/2018	FULL MOON CAFE	Catering (Council Meeting 19/12/17)	120.00

EFT2692	31/05/2018	Great Western Motel	Accommodation – R Patupis 08/05/2018. Accommodation & meal – John Phillips 08/05/2018	245.50
EFT2693	31/05/2018	Threat Protect	Alarm Monitoring (Admin)	325.56
EFT2694	31/05/2018	Goldfields Image Works	Record, edit and supply on disc December, February, March & April Ordinary Meetings	660.00
EFT2695	31/05/2018	Hampton Transport Services	Supply & delivery of crushed road base, sealing aggregate and gravel to Norseman airport (April 2018)	316679.07
EFT2696	31/05/2018	Norseman Eyre Motel	2 x Accommodation 8/05/2018 for Esperance Plumbing	270.00
EFT2697	31/05/2018	Navman Wireless Australia Pty Ltd	Monthly satellite service (5/05/2018 - 4/06/2018)	65.89
EFT2698	31/05/2018	E & MJ Rosher	3 sets of cutting blades for Kubota Mower Model T1880	353.05
EFT2699	31/05/2018	St John Ambulance Australia	1 x Medium Risk Workplace Kit (Wall Mountable) + postage – Sports Complex (Vandalism)	232.10
EFT2700	31/05/2018	Wilsons Diesel & Auto Repairs	Service 43,677km – 38DS \$331.60 Service 52,900km – 37DS \$523.50 Replace oil boths in gearbox & transfer, refit gearbox, replace faulty clutch & clean up thrust bearing carrier – DS232 \$2,507.00 Tyre repair – 36DS \$40.00 Service 191,403km – DS26 \$1,901.60 Service 61,109km – DS29 \$553.40	5857.10
EFT2701	31/05/2018	Western Australian Local Government Association	Goldfields Waste Summit - 14/05/2018 Cr Bonza	70.00
EFT2702	31/05/2018	Wren Oil	Collect 500L Waste Oil Disposal, admin & compliance fees	16.50
4642	01/05/2018	Kilima Pty Ltd	Rent – 81 Roberts Street May 2018	1100.00
4643	02/05/2018	Veronica Wyatt	Meals allowance – 2 & 3 May 2018 Esperance	78.90
4632	02/05/2018	Shire of Dundas	Payroll 18/04/2018 – 01/05/2018	57259.81
4647	04/05/2018	Cancer Council WA	ABMT Mugs - Norseman CRC	307.00
4662	16/05/2018	Shire of Dundas	Payroll 02/05/2018 – 15/05/2018	51612.00
4673	28/05/2018	QANTAS	Flights – E Risk 16 & 21 July 2018	494.02
4677	30/05/2018	Shire of Dundas	Payroll 16/05/2018 – 29/05/2018	54809.75
				\$1,062,753.46

Municipal Account Direct Debts

Chq/EFT	Date	Name	Description	Amount
4639	01/05/2018	ANZ	Merchant fees	107.40
4641	01/05/2018	Equipment Rents	Sharp Interactive Board	256.30
4660	14/05/2018	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings - April 2018	4130.36
DD9614 DD9627	18/05/2018	Click Super	Superannuation 18/4/2018 – 15/5/2018	27311.01
				\$22,816.95

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
		Chief Executive Officer		
	28/03/2018	Fremantle Village	Accommodation 11 & 12 April – P Ladewig & S Borsi	520.00

	05/04/2018	Fremantle Village	Accommodation 10 April 2018 – P Ladewig & S Borsi	260.00
	13/04/2018	State Law Publisher	Publication in Government Gazette #50	43.95
	15/04/2018	United Petroleum Kellerberrin	Diesel Fuel – 1DS	120.66
	18/04/2018	Fairfax Subscriptions	Subscription	59.54
4665	17/05/2018			\$1,004.15
		Deputy Chief Executive Officer		
	22/03/2018	Best Western Hospitality Inn Kalgoorlie	Accommodation 05/04/2018 – B Bayley	94.05
	22/03/2018	Best Western Hospitality Inn Kalgoorlie	Accommodation 4 & 5 April 2018 – S Warner & V Wyatt	376.20
	27/03/2018	Survey Monkey	Advantage Annual Plan subscription 27/03/2018 – 26/03/2019	358.44
	28/03/2018	Australian Refrigeration Council	Registration fee – P Ladewig	31.00
	28/03/2018	Australian Refrigeration Council	Registration fee – S Borsi	31.00
	29/03/2018	Flight Centre	Flights 4 & 5 April 2018 – GFG Consulting	1,530.55
	06/04/2018	WorkCover Queensland	Work cover policy – R Brookes	50.00
	12/04/2018	Woolworths Kalgoorlie	Community BBQ 13/04/2018 – To be reimbursed by Norseman CRC	168.01
	12/04/2018	Woolworths Kalgoorlie	Community BBQ 13/04/2018 – To be reimbursed by Norseman CRC	3.99
	18/04/2018	Best Western Hospitality Inn Esperance	Accommodation 02/05/2018 – V Wyatt	119.00
4665	17/05/2018			\$2,762.24

Summary of account totals

Trust EFT's / Cheques	\$256.65
Municipal Cheques	\$21,592.15
Municipal EFT's	\$1,062,753.46
Municipal Direct Debit's	\$22,816.95
Municipal Credit Cards	\$3,766.39
Grand Total for May 2018	\$1,111,185.60

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1st May 2018 to 31st May 2018 be noted.

Moved Cr: Patupis
Seconded Cr: Bayley

Resolution

That the Shire of Dundas monthly accounts paid from 1st May 2018 to 31st May 2018 be noted.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.2 – Financial Statements for the Period Ending 31st May 2018	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Deputy CEO
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 31st May 2018 be accepted.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

That the Shire of Dundas Financial Statements for the period ending 31st May 2018 be accepted.

Carried by: Simple Majority For: 5 Against: 0

MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

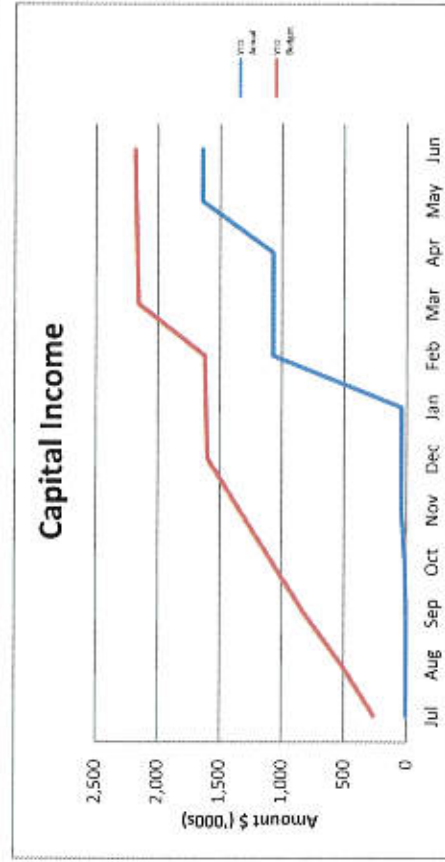
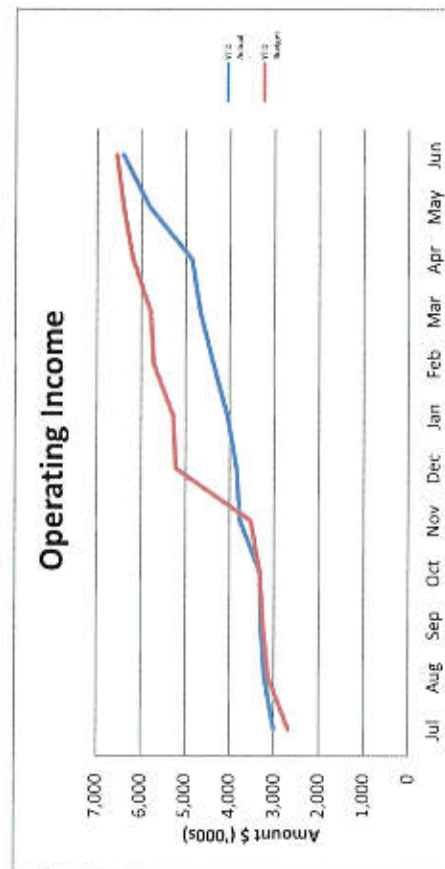
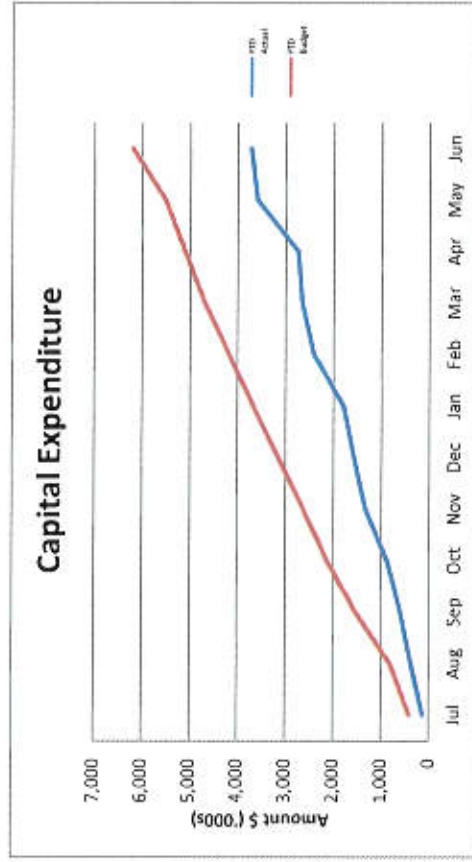
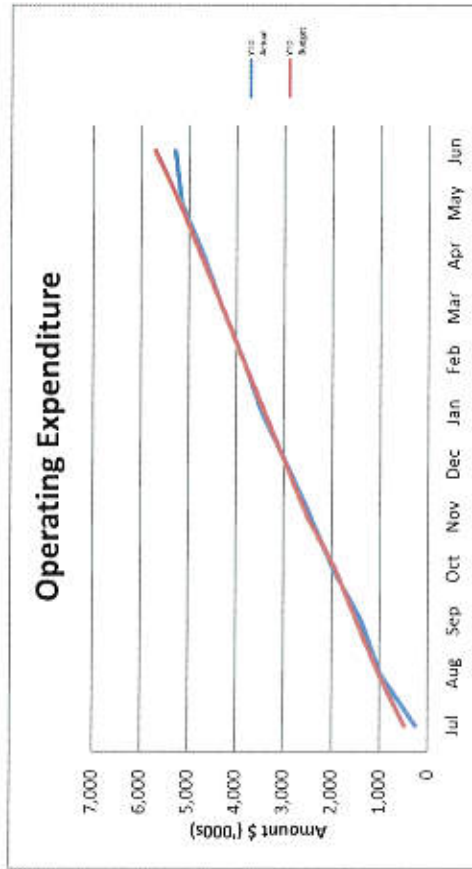


"Norseman" The Horse that found Gold and created a Town

TABLE OF CONTENTS

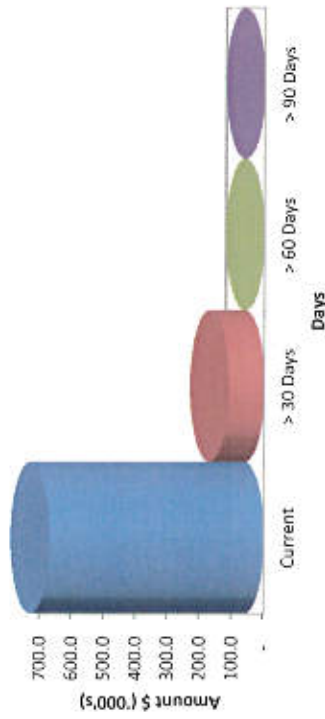
	Page
Graphical Analysis	2 to 3
Statement of Financial Activity	4
Report on Significant Variances	5
Notes to and Forming Part of the Statement	6 - 18

Income and Expenditure Graphs for the Period 01 July 2016 to 31 May 2018

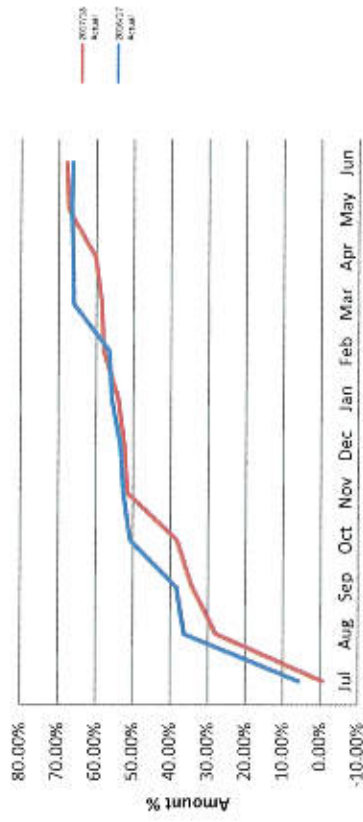


Other Graphs for the Period 01 July 2016 to 31 May 2018

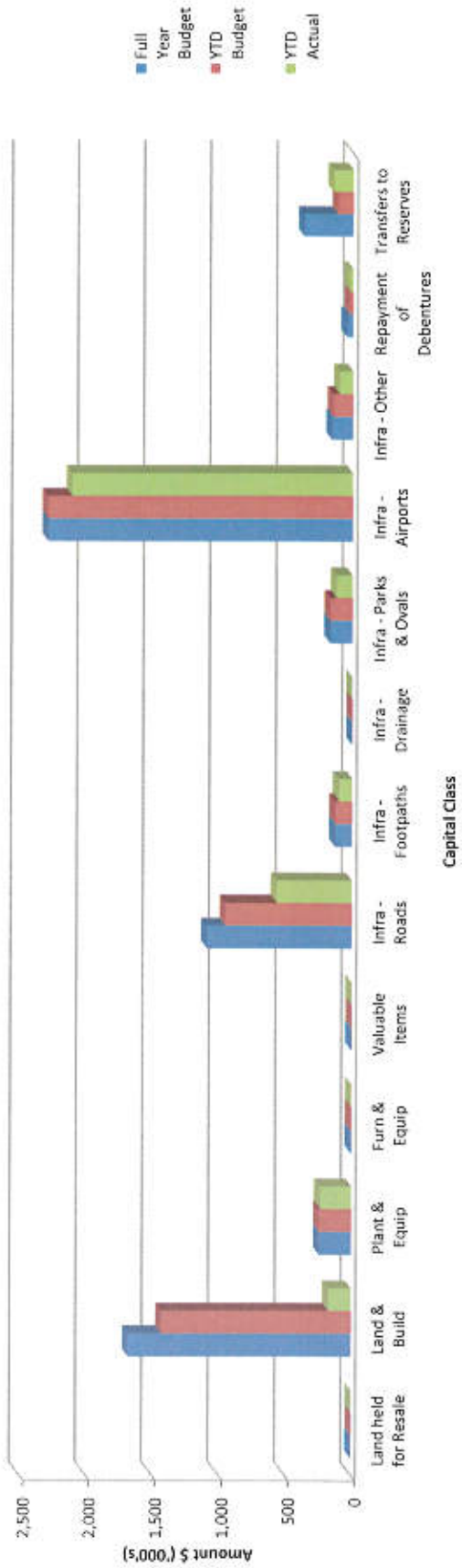
Sundry Debtors Amount O/S



Rates % Collected



Capital Expenditure



SHIRE OF DUNDAS

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

	NOTE	2017/18 Adopted Budget \$	2017/18 May Y-T-D Budget \$	2017/18 May Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
Operating							
Revenues/Sources							
Governance		41,500	38,012	62,594	24,582	64.67%	▲
General Purpose Funding		754,118	739,000	750,861	11,861	1.60%	
Law, Order, Public Safety		19,500	17,171	108,718	91,547	533.15%	▲
Health		4,500	4,117	3,785	-352	(8.55%)	
Education and Welfare		85,000	85,000	82,160	-2,840	(3.34%)	
Housing		17,740	16,242	16,594	352	2.17%	
Community Amenities		159,000	156,563	172,513	15,950	10.19%	▲
Recreation and Culture		218,150	190,384	140,002	-50,382	(26.46%)	▼
Transport		2,075,979	1,989,975	1,580,163	-409,812	(20.59%)	▼
Economic Services		1,150,985	1,138,370	766,732	-371,638	(32.65%)	▼
Other Property and Services		30,875	28,290	58,373	30,083	106.34%	▲
		<u>4,557,347</u>	<u>4,403,124</u>	<u>3,742,475</u>	<u>-660,649</u>	<u>(15.00%)</u>	
(Expenses)/(Applications)							
Governance		(647,223)	(603,326)	(567,043)	38,283	6.01%	
General Purpose Funding		(374,556)	(274,513)	(260,026)	14,487	5.28%	
Law, Order, Public Safety		(138,292)	(126,784)	(217,059)	-90,275	(71.20%)	▲
Health		(162,135)	(148,930)	(151,845)	-2,915	(1.96%)	
Education and Welfare		(233,470)	(214,260)	(204,836)	9,424	4.40%	
Housing		(85,419)	(78,438)	(80,254)	-1,816	(2.32%)	
Community Amenities		(588,170)	(538,780)	(425,479)	113,301	21.03%	▼
Recreation & Culture		(1,193,101)	(1,094,700)	(1,075,217)	19,483	1.78%	
Transport		(1,904,545)	(1,745,351)	(1,671,578)	73,773	4.23%	
Economic Services		(383,968)	(356,831)	(345,725)	11,106	3.11%	
Other Property and Services		(5,408)	(9,455)	(161,369)	-151,914	(1606.71%)	▲
		<u>(5,716,287)</u>	<u>(5,191,368)</u>	<u>(5,160,431)</u>	<u>30,937</u>	<u>(0.60%)</u>	
Net Operating Result Excluding Rates		(1,158,940)	(788,244)	(1,417,956)	-629,712	79.89%	
Adjustments for Non-Cash							
(Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	(24,131)	(24,215)	(25,416)	-1,201	(4.96%)	
Depreciation on Assets		2,092,190	1,917,586	2,150,450	232,864	(12.14%)	▲
Capital Revenue and (Expenditure)							
Purchase of Land and Buildings	1	(1,683,000)	(1,428,772)	(170,620)	1,258,152	88.06%	▼
Purchase of Furniture & Equipment	1	(7,000)	(7,000)	(3,620)	3,380	48.29%	
Purchase of Plant & Equipment	1	(241,000)	(241,000)	(233,026)	7,974	3.31%	
Purchase of Infrastructure Assets - Roads	1	(1,092,870)	(954,703)	(566,904)	387,799	40.62%	▼
Purchase of Infrastructure Assets - Footpaths	1	(125,000)	(124,998)	(97,113)	27,885	22.31%	▼
Purchase of Infrastructure Assets - Drainage	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(164,000)	(164,000)	(119,716)	44,284	27.00%	▼
Purchase of Infrastructure Assets - Airports	1	(2,300,000)	(2,299,996)	(2,118,967)	181,029	7.87%	
Purchase of Infrastructure Assets - Other	1	(157,000)	(148,980)	(99,507)	47,473	32.30%	▼
Proceeds from Disposal of Assets	2	40,000	40,000	39,086	-914	(2.29%)	
Repayment of Debentures	3	(44,762)	(22,381)	(22,230)	151	0.67%	
Transfers to Restricted Assets (Reserves)	4	(371,716)	(114,571)	(145,189)	-30,618	(26.72%)	▲
Transfers from Restricted Asset (Reserves)	4	2,142,367	2,131,935	1,601,053	-530,882	(24.90%)	▼
ADD Net Current Assets July 1 B/Fwd	5	1,094,663	1,094,663	1,094,663	0	0.00%	
LESS Net Current Assets Year to Date	5	0	867,324	1,935,511	1,068,187	(123.16%)	
Amount Raised from Rates		(2,000,000)	(2,000,000)	(2,070,523)	(70,523)	3.53%	

This statement is to be read in conjunction with the accompanying notes.

**STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION
FOR THE PERIOD: JULY 2017 TO 31 MAY 2018
Report on Significant Variances Greater than 10% and \$5,000**

	2017/18 Budget	2017/18 YTD Budget	2017/18 YTD Actual	Variance	
GENERAL PURPOSE FUNDING					
Operating Income					
6000 Public User Payment Fund	45,000	45,500	48,396	32,895	Permanent
6005 Transit On Treatment - Roadwork	125,000	114,575	145,108	30,533	Permanent
Operating Income	170,000	160,075	193,504	23,508	Permanent
0233 Contributions & Donations		307			Permanent
Operating Expenditure					
6422 Admin - Insurance	47,500	47,500	33,862	13,638	Permanent
6452 Parking & Stationary	12,000	10,952	4,919	4,373	Permanent
6453 Motor Vehicle Bureau Exp	13,000	11,071	16,215	7,344	Permanent
6422 Admin Depreciation	113,700	94,214	117,710	13,292	Permanent
LAW ORDER AND PUBLIC SAFETY					
Operating Expenditure					
0742 Criminal Justice Training Expenses	17,000	15,566	105,890	88,324	Permanent
0752 Data Sub Trk Expense	10,000	5,144	46,337	37,337	Permanent
HEALTH					
Operating Expenditure					
6025 Other Health Exp'n	13,817	12,666	54,559	40,692	Permanent
EDUCATION & WELFARE					
Operating Expenditure					
2002 Youth-Sports	117,700	107,580	178,236	60,456	Permanent
HOUSING					
Operating Expenditure					
2225 Other Housing Subsidy/Maintenance	0,000	5,492	16,161	10,669	Permanent
COMMUNITY AMENITIES					
Operating Income					
2642 Charities & Collection	25,000	23,311	27,662	2,652	Timing
RECREATION & CULTURE					
Operating Expenditure					
3312 Bulk Exp'n	27,807	25,279	87,569	59,762	Permanent
3612 Other Rec & Spl Dis'n	107,669	98,657	175,428	67,759	Permanent
3612 Other Culture Exp'n	8,684	7,355	18,555	9,971	Permanent
Capital Expenditure					
3024 Local Town Hall Building Improvements	525,000	437,451	34,553	487,547	Timing
TRAILBLIGHT					
Operating Expenditure					
6012 Street Trees & Watering	30,000	27,475	95,948	65,473	Permanent
Capital Income					
6955 Regional Road Group Grant	400,471	401,470	267,443	133,028	Timing
Capital Expenditure					
4104 Back-Stop Funding	165,000	123,375	0	165,000	Timing
ECONOMIC SERVICES					
Operating Income					
2212 Motor Sales	20,000	14,322	22,411	2,411	Permanent
7303 Proceeds Sale Of Signs	0	0	18,977	18,977	Permanent
Operating Expenditure					
5825 Garbage Tourism Network	15,000	13,745	26,000	10,995	Permanent
OTHER PROPERTY & SERVICES					
Operating Income					
7303 Charges-Private Plans	0	0	4,126	4,126	Permanent
Operating Expenditure					
7302 Private Water-Network	0	0	7,090	7,090	Permanent

SHIRE OF DUNDAS
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 May Budget \$	2017/18 May Actual \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
By Program			
Governance			
<u>Governance</u>			
Servers / Computers	7,000	7,000	3,620
Law, Order & Public Safety			
<u>Other Law, Order & Public Safety</u>			
Crime Prevention - Cctv Security	22,000	22,000	29,172
<u>Other Housing</u>			
Aged Persons Upgrade - Refit Unit 3	25,000	24,999	14,418
Aged Persons Upgrade - Reroof	40,000	40,000	42,836
Aged Persons Upgrade - Window Upgrade	8,000	7,999	0
<u>Sanitation - Household Refuse</u>			
Waste Facility Fence	35,000	34,999	0
Expansion Of Norseman Tip	40,000	39,993	7,326
Recreation and Culture			
<u>Public Halls & Civic Centres</u>			
Eucla Town Hall Building Improvements	525,000	437,481	34,553
Scott Hall Capital Improvements - New Ac System	25,000	25,000	2,460
<u>Swimming Areas & Beaches</u>			
Swimming Pool Capital Work	40,000	33,332	49,600
Swimming Pool - Upgrade Toddlers' Pool	3,500	2,915	416
Swimming Pool - New Water Drinking Fountain	5,000	4,165	5,811
Swimming Pool - New Shade Covers	3,600	2,998	0
Swimming Pool - Paint Shade Structures	3,100	2,580	2,818
Swimming Pool - Paint Edge Of The Pool	4,800	3,998	4,364
<u>Other Recreation & Sport</u>			
Marks Park Upgrade - Play Equipment	73,000	73,000	65,905
Marks Park Upgrade - Softfall	48,000	48,000	38,469
Marks Park Upgrade - Disabled Paths	19,000	19,000	15,343
Eucla Tennis Court Upgrade	24,000	24,000	0
<u>Other Culture</u>			
Museum Gazebo Seating	30,000	29,993	450
Transport			
<u>Construction - Roads, Bridges, Depots</u>			
Rrg Hyden Noresman Rd Slk 140-182	0	0	276,450
Rrg Mort Harslet Construction Slk 11.2-12.4	0	0	402
Rrg Hyden Noresman Rd Slk 8-60	457,707	381,385	51,616
Black Spot - Mort Harslet Drive	185,000	123,318	0
Hyden Norseman Rd Slk 8-60	450,000	450,000	238,436
Storage Shed	30,000	30,000	26,690
Footpath Robert Street - Bp To Old Eyre (West)	27,150	27,149	25,077
Footpath Robert Street - Old Eyre To Mcivor (West)	47,850	47,849	31,423
Replacement Footpath Bridge - Prinsep St. And Austin St.	50,000	50,000	40,612
<u>Road Plant Purchases</u>			
Multi Tyred Roller	165,000	165,000	160,000
Kubota Excavator	76,000	76,000	53,250
Scrubber	0	0	14,813
Kubota Mower	0	0	4,963

SHIRE OF DUNDAS
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 May Budget \$	2017/18 May Actual \$
By Program (Continued)			
Transport (Continued)			
<i>Aerodromes</i>			
Aerodrome Upgrade	2,300,000	2,299,996	2,118,967
Norseman Airstrip - All Weather Access Road	0	0	0
Norseman Airstrip - Runway Lighting Design	0	0	0
Norseman Airstrip - Surface Upgrade - Stage 1	0	0	119,421
Norseman Airstrip - Haulage Shire	0	0	8,178
Norseman Upgrade - Surface Upgrade - Stage 2	2,300,000	2,299,996	1,844,213
Norseman Airstrip - Supply And Haulage Of Gypsum	0	0	147,155
Economic Services			
<i>Other Economic Services</i>			
Woodland Cultural And Visitor Centre - Upgrade	1,000,000	833,300	49,213
	<u>5,769,707</u>	<u>5,367,449</u>	<u>3,409,473</u>

By Class

Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Buildings	1,683,000	1,428,772	170,620
Buildings - GVROC	0	0	0
Furniture & Equipment	7,000	7,000	3,620
Plant & Equipment	241,000	241,000	233,026
Valuable Items	0	0	0
Infrastructure - Roads	1,092,707	954,703	586,904
Infrastructure - Footpaths	125,000	124,998	97,113
Infrastructure - Drainage	0	0	0
Infrastructure - Parks & Ovals	164,000	164,000	119,716
Infrastructure - Airports	2,300,000	2,299,996	2,118,967
Infrastructure - Other	157,000	146,980	99,507
	<u>5,769,707</u>	<u>5,367,449</u>	<u>3,409,473</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program

	Written Down Value		Sale / Insurance Proceeds		Profit(Loss)	
	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Transport						
Amman Multi Tyred Roller (P235 / A671)	4,937	4,751	30,000	28,000	25,063	23,249
Kubota Excavator (P245 / A713)	10,932		10,000		(932)	
Mitsubishi Rubbish Truck		0		455		455
Kubota Trailer		0		205		205
600I SLIP ON FIRE UNIT & TRAILER		730		745		16
Hunter 650cc Dune Buggy (Black) & custom trailer		2,440		4,273		1,832
Hunter 650cc Dune Buggy (Orange) & Custom Trailer		4,267		4,273		6
Kubota Mower Unleaded with Grass Catcher (T1880-42)		1,483		1,136		(347)
	15,869	13,671	40,000	39,086	24,131	25,416

By Class of Asset

	Written Down Value		Sale / Insurance Proceeds		Profit(Loss)	
	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Plant & Equipment						
Amman Multi Tyred Roller (P235 / A671)	4,937	4,751	30,000	28,000	25,063	23,249
Kubota Excavator (P245 / A713)	10,932	0	10,000	0	-932	0
Mitsubishi Rubbish Truck		0		454.55		455
Kubota Trailer		0		204.55		205
600I SLIP ON FIRE UNIT & TRAILER		730		745.45		16
Hunter 650cc Dune Buggy (Black) & custom trailer		2,440		4,272.73		1,832
Hunter 650cc Dune Buggy (Orange) & Custom Trailer		4,267		4,272.73		6
Kubota Mower Unleaded with Grass Catcher (T1880-42)		1,483		1,136.36		-347
	15,869	13,671	40,000	39,086	24,131	25,416

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	2017/18 Adopted Budget \$	2017/18 May Actual \$
Profit on Asset Disposals	25,063	25,762
Loss on Asset Disposals	(932)	(347)
	<u>24,131</u>	<u>25,416</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Health Loan - Doctor's House	478,067	0	0	44,762	22,230	433,305	455,837	13,550	6,478
	478,067	0	0	44,762	22,230	433,305	455,837	13,550	6,478

(*) Self supporting loan financed by payments from third parties.
All other loan repayments were financed by general purpose revenue.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 May Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	346,656	346,656
Amount Set Aside / Transfer to Reserve	6,911	7,982
Amount Used / Transfer from Reserve	0	0
	<u>353,567</u>	<u>354,638</u>
(b) Plant Reserve		
Opening Balance	758,133	758,133
Amount Set Aside / Transfer to Reserve	15,113	17,457
Amount Used / Transfer from Reserve	0	0
	<u>773,246</u>	<u>775,590</u>
(c) Aerodrome Reserve		
Opening Balance	139,024	139,024
Amount Set Aside / Transfer to Reserve	2,771	3,201
Amount Used / Transfer from Reserve	0	0
	<u>141,795</u>	<u>142,225</u>
(d) Unspent Grant Reserve		
Opening Balance	1,568,297	1,568,297
Amount Set Aside / Transfer to Reserve	37,396	32,922
Amount Used / Transfer from Reserve	(1,492,367)	(1,601,053)
	<u>113,326</u>	<u>166</u>
(e) IT Reserve		
Opening Balance	91,236	91,236
Amount Set Aside / Transfer to Reserve	1,819	2,101
Amount Used / Transfer from Reserve	0	0
	<u>93,054</u>	<u>93,337</u>
(f) Transport Reserve		
Opening Balance	1,704,082	1,704,083
Amount Set Aside / Transfer to Reserve	33,971	39,238
Amount Used / Transfer from Reserve	(125,000)	0
	<u>1,613,053</u>	<u>1,743,321</u>
(g) Land Development Reserve		
Opening Balance	1,676,166	1,676,166
Amount Set Aside / Transfer to Reserve	273,735	42,288
Amount Used / Transfer from Reserve	(525,000)	0
	<u>1,424,901</u>	<u>1,718,454</u>
Total Cash Backed Reserves	<u><u>4,512,943</u></u>	<u><u>4,827,731</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

	2017/18 Adopted Budget \$	2017/18 May Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	6,911	7,982
Plant Reserve	15,113	17,457
Aerodrome Reserve	2,771	3,201
Unspent Grant Reserve	37,396	32,922
IT Reserve	1,819	2,101
Transport Reserve	33,971	39,238
Land Development Reserve	273,735	42,288
	<u>371,716</u>	<u>145,189</u>
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	0	0
Aerodrome Reserve	0	0
Unspent Grant Reserve	(1,492,367)	(1,601,053)
IT Reserve	0	0
Transport Reserve	(125,000)	0
Land Development Reserve	(525,000)	0
	<u>(2,142,367)</u>	<u>(1,601,053)</u>
Total Transfer to/(from) Reserves	<u>(1,770,651)</u>	<u>(1,455,864)</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

To be used to fund long service leave and non-current annual leave requirements.

Leave Reserve

- to be used to fund annual, sick and long service leave requirements and payments to staff.

Plant Reserve

- to be used for the purchase of major plant.

Aerodrome Reserve

- to be used for the construction and/or maintenance of the airstrip at Norseman.

Unspent Grants/Contributions Reserve

- to be used to restrict unspent grants and contributions at the end of the financial year.

IT Reserve

- to be used to fund the replacement of IT Equipment.

Transport Reserve

- to be used for the construction, maintenance and reseal of the Shire's transport network.

Land Development Reserve

- to be used for building construction and maintenance of Shire land and Buildings.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

	2016/17 C/Fwd Per Adopted Budget \$	2016/17 C/Fwd Per Financial Report \$	2017/18 May Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,291,366	1,291,366	1,071,899
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,283,595	6,283,595	4,827,731
Rates Outstanding	833,924	833,924	970,716
Sundry Debtors	86,521	86,521	780,323
Provision for Doubtful Debts	(372,656)	(372,656)	(372,656)
Gst Receivable	1,039	0	0
Accrued Income/Payments In Advance	0	0	0
Work In Progress	0	0	0
Inventories	0	0	0
	<u>8,123,789</u>	<u>8,122,750</u>	<u>7,278,013</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(237,552)	(237,552)	(118,271)
Accrued Interest On Loans	0	0	0
Accrued Salaries & Wages	0	0	0
Income In Advance	0	0	0
Gst Payable	0	1,039	(33,648)
Payroll Creditors	0	0	0
Accrued Expenses	(139,826)	(139,826)	0
PAYG Liability	0	0	0
Other Payables	0	0	(6,950)
Current Employee Benefits Provision	(368,153)	(368,153)	(355,902)
Current Loan Liability	(44,762)	(44,762)	(22,532)
	<u>(790,293)</u>	<u>(789,254)</u>	<u>(537,303)</u>
NET CURRENT ASSET POSITION	7,333,496	7,333,496	6,740,710
Less: Cash - Reserves - Restricted	(6,283,595)	(6,283,595)	(4,827,731)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	0	0	0
Add Back : Current Loan Liability	44,762	44,762	22,532
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,094,663</u>	<u>1,094,663</u>	<u>1,935,511</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
General Rate								
GRV - Townsites	0.158624	529	3,245,592	514,829	(41)	(124)	514,664	514,373
GRV - Roadhouses / Service Sites	0.158624	9	937,860	148,767	0	0	148,767	148,767
GRV - Mining	0.234967	2	383,000	89,992	0	0	89,992	89,992
UV - Pastoral	0.050000	15	708,393	35,420	0	0	35,420	35,420
UV - Mining Leases	0.149590	134	6,260,992	936,582	0	0	936,582	906,503
UV - Exploration Leases	0.149590	156	1,278,980	191,323	0	0	191,323	181,171
UV - Prospecting Leases	0.149590	82	124,757	18,662	0	0	18,662	17,782
Non - Rateable			374,061	0	0	0	0	0
Sub-Totals		927	13,313,635	1,935,575	(41)	(124)	1,935,410	1,894,008
Minimum Rates								
GRV Townsites	349	147	65,709	51,303	0	0	51,303	50,605
UV - Pastoral	349	27	27,843	9,423	0	0	9,423	1,745
UV - Mining Leases	349	27	30,716	9,423	767	0	10,190	17,101
UV - Exploration Leases	349	57	65,729	19,893	28,337	262	48,492	20,591
UV - Prospecting Leases	290	54	58,217	15,660	1,257	(1,212)	15,704	15,950
Non - Rateable								
Sub-Totals		312	248,214	105,702	30,361	(950)	135,112	105,992
Discounts							2,070,522	2,000,000
Rate Adjustments							0	0
Movement in Excess Rates							0	0
Total Amount of General Rates							2,070,522	2,000,000
Specified Area Rates							0	0
Total Rates							2,070,522	2,000,000

All land except exempt land in the Shire of Dundas is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-17 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-May-18 \$
BUILDERS REGISTRATION (I)	(62)	582	(572)	(52)
CHAMBER OF COMMERCE	2,650	0	(2,650)	0
DEMOLITION DEPOSITS	1,000	0	(500)	500
EXCESS (OVERPAID) RATES	2,893	680	(1,681)	1,892.0
GYM KEY DEPOSITS	3,600	2,350	(1,650)	4,300
TENNIS KEY DEPOSIT	600	300	(300)	600
BCITF (BUIL CON INDU TRAI FUN)	3,010	533	(2,994)	549
LIBRARY (TOY)	483	0	0	483
COMMUNITY GARDEN	2,539	0	0	2,539
NGADJU WOMENS CARING	0	25,000	0	25,000
LICENSING (TRANSPORT)	40,037	1,335	0	41,372
NOMINATION DEPOSITS	0	560	(560)	0
BANK INTEREST	283	10	0	293
	57,033	31,350	(10,907)	77,476

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

8. OPERATING STATEMENT

	2017/18 May Actual	2017/18 Adopted Budget	2016/17 Actual
	\$	\$	\$
OPERATING REVENUES			
Governance	62,594	41,500	445,372
General Purpose Funding	2,821,383	2,754,118	3,853,440
Law, Order, Public Safety	108,718	19,500	188,727
Health	3,765	4,500	4,709
Education and Welfare	82,160	85,000	86,212
Housing	16,594	17,740	19,983
Community Amenities	172,513	159,000	193,494
Recreation and Culture	140,002	218,150	246,448
Transport	1,580,163	2,075,979	2,151,913
Economic Services	766,732	1,150,985	157,408
Other Property and Services	58,373	30,875	87,454
TOTAL OPERATING REVENUE	<u>5,812,997</u>	<u>6,557,347</u>	<u>7,435,158</u>
OPERATING EXPENSES			
Governance	567,043	647,223	679,806
General Purpose Funding	260,026	374,556	554,770
Law, Order, Public Safety	217,059	138,292	180,734
Health	151,845	162,135	144,012
Education and Welfare	204,836	233,470	207,141
Housing	80,254	85,419	75,846
Community Amenities	425,479	588,170	495,916
Recreation & Culture	1,075,217	1,193,101	1,039,841
Transport	1,671,578	1,904,545	1,831,650
Economic Services	345,725	383,968	336,786
Other Property and Services	161,369	5,408	164,262
TOTAL OPERATING EXPENSE	<u>5,160,431</u>	<u>5,716,286</u>	<u>5,710,765</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>652,566</u>	<u>841,061</u>	<u>1,724,393</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

9. STATEMENT OF FINANCIAL POSITION

	2017/18 Actual \$	2016/17 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	5,899,630	7,574,961
Trade and Other Receivables	1,378,383	547,789
Work In Progress	0	0
Inventories	0	0
TOTAL CURRENT ASSETS	7,278,013	8,122,750
NON-CURRENT ASSETS		
Other Receivables	34,127	34,127
Inventories	0	0
Property, Plant and Equipment	12,697,480	13,085,608
Infrastructure	66,559,362	64,925,882
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	79,290,969	78,045,617
TOTAL ASSETS	86,568,982	86,168,367
CURRENT LIABILITIES		
Trade and Other Payables	158,869	376,339
Long Term Borrowings	22,532	44,762
Provisions	355,902	368,153
TOTAL CURRENT LIABILITIES	537,303	789,254
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	433,305	433,305
Provisions	45,596	45,596
TOTAL NON-CURRENT LIABILITIES	478,901	478,901
TOTAL LIABILITIES	1,016,204	1,268,155
NET ASSETS	85,552,778	84,900,212
EQUITY		
Trust Imbalance	0	0
Retained Surplus	31,079,294	28,970,864
Reserves - Cash Backed	4,827,731	6,283,595
Revaluation Surplus	49,645,753	49,645,753
TOTAL EQUITY	85,552,778	84,900,212

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

10. FINANCIAL RATIOS

	Benchmark	2017/18 YTD	2016/17 YE	2015/16 YE	2014/15 YE
Current Ratio	>1	4.56	4.15	2.41	13.33
Operating Surplus Ratio	>0.01	(0.53)	0.01	(0.60)	0.49
Operating Surplus Ratio - excluding Dep		0.30			
Own Source Revenue Coverage Ratio	>0.40	0.50	0.52	0.51	0.67
Debt Service Cover Ratio	>2	32.66	72.96	N/A	N/A
Asset Consumption Ratio	>0.50	0.78	0.80	0.81	0.82
Asset Sustainability Ratio	>0.90	0.60	0.65	1.72	2.93
Asset Renewal Funding Ratio	>0.75	Calculate only at the YE	0.78	0.96	Not Calculated

Current ratio
$$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$$

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

Own source revenue coverage ratio
$$\frac{\text{own source operating revenue}}{\text{operating expenses}}$$

Debt service cover ratio
$$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$$

Asset consumption ratio
$$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$$

Asset sustainability ratio
$$\frac{\text{capital expenditure on the replacement of assets (renewals)}}{\text{depreciation expenses}}$$

Asset renewal funding ratio
$$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$$

Comment

Current Ratio

The Current Ratio is a measure of short term liquidity, i.e. the ability of local government to meet its liabilities as and when they fall due. A ratio of more than 1 (100%) indicates that that we have more current assets than current liabilities.

Operating Surplus Ratio \ Own Source Revenue Coverage Ratio

These two ratios help to measure the ability to cover operational needs and have revenues available for capital or other purposes. These two ratios have been distorted as entire rate revenue being compared against YTD operating expenditure.

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 MAY 2018

11. INVESTMENTS

Type of Investment	Institution	Type of the Institution	Term	Maturity date	Rate of Return	Amount Invested
Term deposit	Goldfields Money	ADI	6 months	18/07/2018	2.50%	3,488,667
Term deposit	ANZ	ADI	3 months	13/07/2018	2.40%	366,127
Term deposit	Goldfields Money	ADI	3 months	3/07/2018	2.40%	542,856
Term deposit	ANZ	ADI	1 month	21/06/2018	1.75%	430,081
						4,827,731
Reserve wise						
IT Reserve						93,337
Aerodrome Reserve						142,225
Leave Reserve						354,638
Plant Reserve						775,590
Land Development Reserve						1,718,454
Transport Reserve						1,743,321
Unspent Grant Reserve						166
						4,827,731



Agenda Reference & Subject	
10.4.3 – CRC Management Report & Financial Statements to 31st May 2018	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Deputy CEO
Date of Report	14 th June 2018
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity
For the period ending 31st May 2018**

Officer Recommendation

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31st May 2018 be accepted.

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31st May 2018 be accepted.

Carried by: Simple Majority

For: 5

Against: 0



Norseman Community Resource Centre

MANAGEMENT REPORT

Prepared by: Angie Hogan
01/05/2018-31/05/2018

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 08

New memberships this reporting period: 0

Patronage per opening hour: 10.4

Marketing strategies undertaken in the reporting period and outcomes achieved

Strategies undertaken:

May has proven to be rather a busy Month, the CRC has quite a few seniors/adults joining up in digital literacy courses and training, most being one-on-one sessions, and hoping to get a few groups.

The CRC along with Margaret (Youth Officer) hosted a "Biggest Morning tea" for the Norseman community and as usual, it was not a let down and managed to raise \$653.00 for the Cancer Council.

G.E.T.S are looking at booking the CRC meeting room 3 x days a week as opposed to 2 x days per week. Pioneer Resources are looking at hiring the meeting room on a regular basis. The CRC was required as an examination invigilator for 2 x students this month.

The ATO has informed the CRC they will not be renewing their contract with CRC's since the availability and uptake of ATO digital services has increased significantly, the contract will expire on the 30th June 2018.

Events/courses investigated for future succession planning

All year we will be running Free Basic computer classes

Professional development and training opportunities

I am currently investigating cert II & Cert III in Tourism

Professional development opportunities undertaken within reporting period

Professional development opportunities identified for future reporting periods

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Reconciliation Report

8/06/2018
9:14:37 AM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:		1-1110	Cheque Account	
Date of Bank Statement:		31/05/2018		
Last Reconciled:		30/04/2018		
Last Reconciled Balance:		\$109,205.24		
Cleared Cheques				
DW010518	1/05/2018	Westnet		\$109.95
1746	4/05/2018	Smart Group Enterprises Pty Lt		\$0.00
1769	4/05/2018	Norseman IGA		\$174.86
1770	4/05/2018	BE Stearne Pty Ltd		\$1,051.00
1771	4/05/2018	Dundas Fencing & Building		\$412.50
1772	4/05/2018	Future Security Solutions Pty		\$150.15
1773	4/05/2018	Express Yourself Printing		\$608.00
1774	4/05/2018	Clever Patch		\$248.46
1775	4/05/2018	Market Creations		\$396.00
SC310518	4/05/2018	Stop payment fee - Cheque 174		\$15.00
SC310518	4/05/2018	Bank fee		\$10.00
DW070518	7/05/2018	Canon Finance		\$233.57
DW070518	7/05/2018	Horizon Power		\$441.88
DW100518	10/05/2018	National Kiosk		\$51.50
DW140518	14/05/2018	Telstra		\$170.61
SC310518	17/05/2018	Bank fee - Trust account		\$10.00
Total:			\$0.00	\$4,083.48
Cleared Deposits				
CR002630	4/05/2018	BAS Refund (Jan-March 2018)	\$31.00	
CR002658	10/05/2018	Bank Deposit 10.05.18	\$943.56	
CR002632	14/05/2018	Payment; G.E.T.S.	\$810.60	
CR002631	15/05/2018	Centrelink	\$2,072.75	
CR002659	31/05/2018	Bank Deposit 31.05.18	\$694.70	
Total:			\$4,552.61	\$0.00
Outstanding Cheques				
1776	4/05/2018	Norseman Today		\$225.00
1777	17/05/2018	Shire of Dundas - IT Solutions		\$297.00
1778	24/05/2018	Shire of Dundas - Wages & Su		\$6,534.07
1778	24/05/2018	Shire of Dundas - Wages & Su		\$1,040.40
1778	24/05/2018	Shire of Dundas - Training Rec		\$270.00
1778	24/05/2018	Shire of Dundas - Photocopier		\$4,069.11
1778	24/05/2018	Shire of Dundas - Promotions		\$232.76
1778	24/05/2018	Shire of Dundas - Rent 81 Rob		\$1,100.00
1778	24/05/2018	Shire of Dundas - Events		\$307.00
Total:			\$0.00	\$14,075.34

Norseman Community Resource Centre

Reconciliation Report

8/06/2018
9:14:37 AM

Page 2

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:	1-1110	Cheque Account		
Date of Bank Statement:	31/05/2018			
Last Reconciled:	30/04/2018			
Last Reconciled Balance:	\$109,205.24			

Outstanding Cheques

Reconciliation

BusinessBasics Balance on 31/05/2018:	\$95,599.03
Add: Outstanding Cheques:	\$14,075.34
Subtotal:	\$109,674.37
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$109,674.37

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Balance Sheet

As of May 2018

8/06/2018
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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$95,599.03
Petty Cash	\$150.00
Cash Float	\$150.00
Undeposited Funds	\$0.00
Total Cash On Hand	\$95,899.03
Trade Debtors	\$4,063.10
Total Current Assets	\$99,962.13
Other Assets	
Deposits	\$2,000.00
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$85,598.59
Furniture & Fixtures Accum Dep	-\$7,869.38
Total Assets	\$179,691.34
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$106,769.93
GST Paid	-\$102,657.94
Total GST Liabilities	\$4,111.99
Other Current Liabilities	
Long Service Leave Provision	\$25,416.15
Annual Leave Provision	\$10,783.98
Total Current Liabilities	\$40,312.12
Total Liabilities	\$40,312.12
Net Assets	\$139,379.22
Equity	
Retained Earnings	\$67,898.92
Current Year Earnings	\$17,658.75
Historical Balancing	\$53,821.55
Total Equity	\$139,379.22

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Profit & Loss [With Year to Date]

May 2018

8/06/2018
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	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Sales				
1 Computer Usage	\$187.19	3.0%	\$1,900.84	1.1%
3 Photocopying/Printing	\$1,910.42	30.3%	\$25,502.16	15.3%
Fax Services	\$13.63	0.2%	\$57.37	0.0%
Scanning	\$37.85	0.6%	\$513.74	0.3%
Binding	\$0.00	0.0%	\$40.91	0.0%
Memberships	\$0.00	0.0%	\$245.45	0.1%
Secretarial Services	\$0.00	0.0%	\$35.46	0.0%
Laminating	\$0.00	0.0%	\$229.06	0.1%
Kids Klub	\$18.18	0.3%	\$468.12	0.3%
Events	\$65.45	1.0%	\$79.09	0.0%
Computer Goods - Sales	\$176.62	2.8%	\$575.36	0.3%
Phones & Credit - Sales	\$256.36	4.1%	\$3,862.37	2.3%
4 Drinks - Sales	\$7.28	0.1%	\$170.37	0.1%
Express Yourself - Sales	\$10.00	0.2%	\$237.15	0.1%
Photo Express kiosk	-\$32.91	(0.5%)	\$233.74	0.1%
Animal Jewels & Coasters Sales	\$0.00	0.0%	\$10.91	0.0%
Conference Room Hire	\$977.27	15.5%	\$8,900.00	5.3%
Contract Services	\$2,670.68	42.4%	\$21,513.88	12.9%
Grant Income	\$0.00	0.0%	\$101,041.57	60.7%
Commissions	\$0.00	0.0%	\$786.36	0.5%
Miscellaneous Income	\$0.00	0.0%	\$45.45	0.0%
Total Income	\$6,298.02	100.0%	\$166,449.36	100.0%
Cost of Sales				
Purchases				
Purchases - Express Yourself	\$0.00	0.0%	\$98.18	0.1%
Photocopier Meter Reading	\$3,699.19	58.7%	\$21,576.72	13.0%
Computer & Phone Goods	\$0.00	0.0%	\$3,449.28	2.1%
Total Cost of Sales	\$3,699.19	58.7%	\$25,124.18	15.1%
Gross Profit	\$2,598.83	41.3%	\$141,325.18	84.9%
Expenses				
Accounting Fees	\$0.00	0.0%	\$10,000.00	6.0%
Events	\$886.47	14.1%	\$7,448.67	4.5%
Bank Fees	\$31.82	0.5%	\$365.26	0.2%
Advertising	\$225.00	3.6%	\$2,554.50	1.5%
Dues & Subscriptions	\$360.00	5.7%	\$3,159.53	1.9%
Insurance	\$0.00	0.0%	\$2,272.27	1.4%
Repairs & Maintenance	\$0.00	0.0%	\$453.00	0.3%
Cleaning Supplies	\$1.79	0.0%	\$139.68	0.1%
Security	\$136.50	2.2%	\$546.00	0.3%
Photo Express Kiosk	\$212.34	3.4%	\$2,768.04	1.7%
Computer Repairs & Maintenance	\$270.00	4.3%	\$3,629.67	2.2%
Postage & Shipping	\$0.00	0.0%	\$422.08	0.3%
Rent	\$1,000.00	15.9%	\$10,000.00	6.0%
Telephone	\$155.10	2.5%	\$1,664.09	1.0%
Stationery	\$552.73	8.8%	\$1,490.01	0.9%
Employment Expenses				
Staff Amenities	\$0.00	0.0%	\$346.90	0.2%
Superannuation	\$1,040.40	16.5%	\$9,311.21	5.6%
Wages & Salaries	\$6,534.07	103.7%	\$62,372.81	37.5%
Training & Conferences	\$0.00	0.0%	\$228.20	0.1%
Travel & Accomodation	\$245.45	3.9%	\$400.09	0.2%
Total Employment Expenses	\$7,819.92	124.2%	\$72,659.21	43.7%
Services				
Electricity	\$401.71	6.4%	\$2,391.42	1.4%

Norseman Community Resource Centre

Profit & Loss [With Year to Date]

May 2018

8/06/2018
9:19:51 AM

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Water	\$0.00	0.0%	\$243.55	0.1%
Internet Fees	\$99.95	1.6%	\$1,459.45	0.9%
Total Expenses	<u>\$12,153.33</u>	<u>193.0%</u>	<u>\$123,666.43</u>	<u>74.3%</u>
Net Profit / (Loss)	<u>-\$9,554.50</u>	<u>(151.7%)</u>	<u>\$17,658.75</u>	<u>10.6%</u>

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	14 th June 2018
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 & Services, Manager of Community Development Officer and Youth & 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: Hogan

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: 5 Against: 0

Cr Hogan declared an impartiality interest in the following item as he is the local Funeral Director.

Agenda Reference & Subject	
10.4.5 – Review of Schedule of Fees and Charges 2018/2019	
Location / Address	Norseman
File Reference	FM.FE
Author	Gihan Kohobange
Date of Report	11 th June 2018
Disclosure of Interest	Nil

Summary

For the Council to endorse the proposed changes and adopt the Schedule of Fees and Charges for 2018/2019.

Background

Each year the Shire of Dundas reviews the Schedule of Fees and Charges in preparation for the coming financial budget. The proposed 2018/2019 schedule is included in papers relating.

Statutory Environment

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

Policy Implications

Fees and Charges are calculated in accordance with the policies of the Shire.

Financial Implications

Fees and Charges for the provision of services need to be adopted in the Schedule of Fees and Charges in order for the Shire to enforce a fee for that service under the regulations.

Strategic Implications

Nil

Consultation

Executive staff

Comment

There are some new fees and charges added to the current schedule this year. Certain items have been increased to better reflect the true cost of providing the service. Changes are highlighted in the Schedule of Fees and Charges given in the papers relating. The key changes are summarised below,

Sanitation

The Shire spends approximately \$325,000 per year to provide sanitation services to the community. The Shire is recouping only closer to 50% of this cost in terms of the refuse service charges.

The current refuse service charges are comparatively low compared with the neighbouring Shires though the associated cost of providing sanitation services is at the same level and if not is more.

Refuse Service Charges

Per bin, \$	Proposed for 2018/19	2017/18 Refuse Service Charges		
		<u>Dundas</u>	<u>Leonora</u>	<u>Coolgardie</u>
Domestic Refuse	200	188	188	314
Commercial Refuse	280	250	408	345

Have summarised below key increases proposed to partially recover escalated cost in providing sanitation services.

- Increase domestic refuse service (one service per week) annual charge by \$12
- Increase commercial refuse service (two services per week) annual charge by \$30
- Remove light industrial refuse service category and include all business under commercial refuse service category (same level of service is offered to both commercial and light industrial categories). This will result in increase in annual charge to \$280 from \$203 for current light industrial refuse service category.
- Bulk refuse disposal at refuse sites, new charges
 - i. Oil waste disposal - 20 cents per litre
 - ii. Green waste (commercial) - \$10 per m3
 - iii. All white goods excluding microwaves - \$10 per m3
- Bulk refuse disposal at refuse sites, increase in charges
 - i. Tyre collection with rim (per truck tyre) – Increase to \$40 from \$35

Expected increase in income from additional refuse service charges are approximately \$ 10,900 per annum.

It is proposed to contain town site rates in \$ at the current level for 2018/19 financial year. Hence, above proposed increases in refuse charges will be the only additional charges imposed on town site rate payers in 2018/19 financial year.

Norseman Gymnasium

The Shire expends approximately \$15,000 each year for up keeping of Norseman gymnasium. Whereas, of this total cost, the Shire recovers only closer to \$5,500 as gym membership fee. Have proposed following changes to increase the number of gym membership thus membership fee income.

Details	Ledger Code	Unit / Type	2017/18			Proposed 2018/19			Change	
			Fee	GST	Total	Fee	GST	Total		
Individual	134430	1 Month	27.27	2.73	30.00	31.82	3.18	35.00	5.00	
Individual	134430	3 Months				81.82	8.18	90.00		New
Individual	134430	6 Months				154.55	15.45	170.00		New
Individual	134430	12 Months				300.00	30.00	330.00		New
Individual	134430	Per Day	5.00	0.50	5.50	9.09	0.91	10.00	4.50	
Individual	134430	Per Fortnightly				15.91	1.59	17.50		New
Individual - Pensioners	134430	Per Month				20.00	2.00	22.00		New
Couples Membership (2 persons) (Discount)	134430	Per Month	45.45	4.55	50.00	45.45	4.55	50.00	0.00	
Family Membership (4 persons) (Discount)	134430	Per Month	68.18	6.82	75.00	81.82	8.18	90.00	15.00	
Not for Profit Community/Sports Group	134430	Minimum 3 memberships	N/A	N/A	N/A	At "Individual" rates				
For Profit/Commercial Group	134430	Minimum 5 memberships	N/A	N/A	N/A	At "Individual" rates				
Compulsory Refundable Key Deposit \$50.00										

Charging of Electrical Cars

There is a growing demand for a charging station for electrical cars passing through the town. A \$35 fixed charge has been proposed to facilitate charging of electrical cars at the Sports Complex until a commercial facility is established elsewhere in the town. Tesla Model S would cost around \$25 to charge up to 100 per cent when empty in Norseman at current electricity price.

Housing

Weekly staff rental has been increased by \$10 to \$50 per week. It is proposed to rent out the dwelling at 36 Angove Street at weekly rental of \$150 (furnished) on short-term basis with prior approval of the council.

Cemetery

Burial fee increased to \$100 from \$50.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council of the Shire of Dundas adopt the Schedule of Fees and Charges for 2018 / 2019 as included in the papers relating.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That the Council of the Shire of Dundas adopt the Schedule of Fees and Charges for 2018 / 2019 as included in the papers relating.

Carried by: Absolute Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.6 – Differential Rate Model – 2018/2019	
Location / Address	Shire of Dundas
File Reference	RV.VA.5
Author	Gihan Kohobange
Date of Report	12 th June 2018
Disclosure of Interest	Nil

Summary

That the Council approve the differential rate model for public advertising and subsequent inclusion in the 2018/19 budget.

Background

Part of determining annual budgets is the setting of rates in the dollar that are then applied to the property valuations as supplied by the Valuer General. Rates in the dollar can be set in two ways.

Firstly, they can be standard, resulting in a rate levy (rate in the dollar) within the Gross Rental Valuation and the Unimproved Valuation categories.

Alternatively, they can be differential within each of the categories (UV & GRV), meaning different rate levies can be set for different types of property within one rate category.

The Local Government Act 1995 determines that differential rates can be set according to:-

- the purpose for which the land is zoned;
- the predominant purpose for which the land is held or used;
- whether or not the land is vacant; and
- any prescribed characteristics.

The application of differential rating maintains the status quo in terms of equity in the rating of properties across the Shire, enabling the Council to provide facilities, infrastructure and services to the entire community and visitors.

Statutory Environment

Section 6.33 of the Local Government Act 1995 and associated regulations prevail in this matter. Prior to finally adopting differential rates, the proposed rates need to be advertised for three weeks seeking public comment. Following the advertised period the Council is then to consider any responses received before adopting the final rates in the dollar along with the annual budget. The Council is not compelled to adopt the differential rates advertised or compelled to factor in any comments received; only to consider the comments prior to final adoption.

Section 6.3 (3) of the Act requires that a differential rate of more than twice the lowest differential rate cannot be set without approval of the Minister (delegated to the Director General).

Policy Implications

N/A

Financial Implications

The setting of differential rates is an integral part of setting annual budgets. Rates income represents approximately 50% of overall operating revenue of the Shire. It is the only income stream over which Council has a direct control. It is imperative that for future financial sustainability, rate income has an inflationary offset together with a component for capital replacement and/or expansion.

Strategic Implications

For the Shire of Dundas to continue to meet the demands of the community and the increased responsibility to local government from the State, it is important that rates are set each year that allow for the increasing financial pressure upon the organisation.

Consultation

Councillors, Manager of Works, Manager Community Development, Manager Projects and the Senior Administration Officer

Comment

The benchmark that many local governments use to assess the overall increase in the cost of providing municipal services is the Local Government Cost Index (LGCI) as developed by WALGA and the CPI. However, these indices do not take in to consideration isolation factors, freight charges, availability of resources and many more factors unique for regional local governments. As at end of March, LGCI and CPI stand at 1.9% and 0.8% respectively.

Consideration has been given to rating levels of the similar shires in the region in calculating proposed rates for 2018/19. A comparison of the rates with other local governments in the region for 2017/18 is as follows.

Rates in the \$

2017/18 Rates	Gross Rental Value (GRV)			Unimproved Value (UV)			
	Town site	Roadhouses	Mining	Pastoral	Mining	Exploration	Prospecting
Dundas	15.8624	15.8624	23.4967	5.0000	14.9590	14.9590	14.9590
Menzies	8.3200			8.0000	15.9700	14.7300	14.5100
Laverton	10.9400		8.4500	9.2300	15.1600		
Wiluna	9.2769		18.343	12.4325	17.7907	23.5559	
Leonora	6.6670			14.8500			
Coolgardie	7.4652			11.0513	22.0435		
Esperance	9.3041	9.4902		0.9048	8.9546		
Kalgoorlie	6.3713	6.6894	4.5931	7.5658	18.0424	18.0424	18.0424

Minimum Rates

2017/18 Rates	Minimum - GRV			Minimum - UV			
	Town site	Roadhouses	Mining	Pastoral	Mining	Exploration	Prospecting
Dundas	349			349			290
Menzies	311			311		275	244
Laverton	300		294	294			
Wiluna	440		335	335			
Leonora	309			309			
Coolgardie	694			684	437		
Esperance	1076			1076	538		
Kalgoorlie	891	891	891	277	386	277	277

In recent years the Council has made rating decisions that include the need to lessen the burden on the town site ratepayers and (more equitably) transfer the rate burden to the under-rated pastoral and mining sectors.

With this trend in place, it is proposed to increase the rate in the dollar in order for the Shire to maintain its current service standards and achieve its financial viability.

GRV

It is proposed that all properties using GRV as the basis for rating will attract the same rate in the dollar and minimum rates. No increase is proposed for GRV rate as the current rate in the dollar is comparatively higher in comparison to GRV rates of similar shires (significant mining focus).

Mining properties valued on GRV basis will also attract the same GRV rate instead of a higher rate as earlier imposed, in view of the level of services offered to those properties.

The proposed rate in the dollar is 15.8624 cents per dollar of GRV, with a minimum rate of \$349.

UV – Pastoral

In comparison to similar shires in the region, pastoral properties are severely underrated. The proposed increase will help the Shire to minimise the large disparity between the Pastoral UV and the Mining UV to ensure fairness across these categories.

A rate of 8.0000 cents per dollar of UV, with a minimum rate of \$349 is proposed for this category. It is a 3.0000 cents increase per dollar of UV. Majority of the pastoral properties are only liable to pay minimum rate and no increase is proposed for the minimum rate (\$349). The increase proposed for the rate in the dollar of UV may significantly impact some of the ratepayers. The Shire could consider alternative payment options for those ratepayers to manage any such significant impact.

UV – Mining (Including Exploration and Prospecting Leases)

The proposed rate for these categories is 15.2582 cents per dollar of UV, with a minimum rate of \$349 except for prospecting category. The Shire encourages prospecting by way of a reduced minimum rate of \$300 as compared with other mining categories.

It is only a 0.2992 cents increase (2%) per dollar of UV. No increase is proposed for minimum rate except for a \$10 increase in minimum rate of prospecting leases. In average mining UV has increased by 2% to 3% over the last 12 months. Overall increase in rate expenses per mining lease within the Shire of Dundas may be around 5%.

The proposed rate mainly reflects the ongoing costs (increased cost) involved in maintaining the road network that services these land use as the Shire's local authority boundaries extend all the way to the WA/SA state boundary.

The mining operations result in the Shire's road network and infrastructure requiring continual ongoing maintenance and renewal work to service these users. The Shire acknowledges the fact that exploration, prospecting and mining have different levels of impact on the Shire's road network. However, there remain the need to fund maintenance and renewal requirements of this vital infrastructure asset for the benefit of all users.

In determining proposed rate in the dollar of these categories, consideration was given to the comparable rate in the dollar of the neighbouring shires (with significant mining operations) which provide similar services for mining activities. Even after this proposed increase in rate in the dollar, the Shire of Dundas remains as one of the shires with lowest UV rates for mining leases. It is noted that rates paid by mining operators are generally tax deductible.

Outstanding Rates

Shire has experienced a significant increase in outstanding rates due to dwindling population coupled with the economic downturn. Many vacant lands and rundown properties can be seen throughout the Norseman town site. Further, given the volatility of the mining sectors, it is difficult to predict the amount of the rates that will not be settled. Approximately, a doubtful debt provision of \$100,000 need to be considered for 2018/19 excluding the uncertainties around a key major mining tenement.

Valuation Changes

The final amount raised from the rates may vary as a result of changes in valuations before rates notices are issued. However, the impact is expected to be minimal at this point of time.

Approval of the Minister

If the rate in the dollar determined by Council within a rating category (ie UV) has a differential of more than 2:1 then the approval of the Minister (delegated to the Director General) needs to be obtained before it can be implemented.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council:

1. Approve following proposed rate in the dollar and minimum rates to apply for the 2018/19 financial year;

GRV

Category	Current	Proposed for 2018/19
Rates in \$		
Townsites	15.8624	15.8624
Roadhouses	15.8624	
Mining	23.4967	
Minimum Rates		
GRV	349.00	349.00

UV

Category	Current	Proposed for 2018/19
Rates in \$		
Pastoral	5.0000	8.0000
Mining Leases	14.9590	15.2582
Exploration Leases		
Prospecting Leases		
Minimum Rates		
UV	349	349
UV - Prospecting	290	300

2. Resolve that public notice seeking submission be given, in accordance with Section 6.36 of the Local Government Act 1995, advising that Council intend to impose the following differential rates and minimums for 2018/19 financial year;

UV

Category	Current	Proposed for 2018/19
Rates in \$		
Pastoral	5.0000	8.0000
Mining Leases	14.9590	15.2582
Exploration Leases		
Prospecting Leases		
Minimum Rates		
UV	349	349
UV - Prospecting	290	300

3. Adopt the 2018/19 Rates - Objectives and Reasons statements as set out in papers relating; and

4. Affirm that the recommended increase in rates has been made after considering the Shire's Long Term Financial Plan, current economic conditions and the potential for budget efficiencies.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That the Council:

1. Approve following proposed rate in the dollar and minimum rates to apply for the 2018/19 financial year;

GRV

Category	Current	Proposed for 2018/19
Rates in \$		
Townsites	15.8624	15.8624
Roadhouses	15.8624	
Mining	23.4967	
Minimum Rates		
GRV	349.00	349.00

UV

Category	Current	Proposed for 2018/19
Rates in \$		
Pastoral	5.0000	8.0000
Mining Leases	14.9590	15.2582
Exploration Leases		
Prospecting Leases		
Minimum Rates		
UV	349	349
UV - Prospecting	290	300

2. Resolve that public notice seeking submission be given, in accordance with Section 6.36 of the Local Government Act 1995, advising that Council intend to impose the following differential rates and minimums for 2018/19 financial year;

UV

Category	Current	Proposed for 2018/19
Rates in \$		
Pastoral	5.0000	8.0000
Mining Leases	14.9590	15.2582
Exploration Leases		
Prospecting Leases		
Minimum Rates		
UV	349	349
UV - Prospecting	290	300

3. Adopt the 2018/19 Rates - Objectives and Reasons statements as set out in papers relating; and
4. Affirm that the recommended increase in rates has been made after considering the Shire's Long Term Financial Plan, current economic conditions and the potential for budget efficiencies.

Carried by: Absolute Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.7 – Proposed Expenditure and Income for 2018/2019	
Location / Address	Shire of Dundas
File Reference	FM.BU
Author	Gihan Kohobange
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Summary

Proposed expenditure and income for 2018/2019 shown in the papers relating for councillors to note. The draft budget for 2018/19 will be presented for approval at July Ordinary Council meeting.

Background

Proposed expenditure and income for 2018/2019 reflect priorities identified in the Corporate Business Plan and its associated strategic plans. Council's resolutions and discussions over the past 12 months also have been considered in finalising the draft budget.

Proposed rate model for 2018/19 has been presented for Council approval and for public advertising and subsequent inclusion in the 2018/19 budget. In arriving at the proposed rates in the dollar the Shire has attempted to balance the need for revenue to fund essential services and facilities with the consideration of the rate payer's capacity to pay.

A review of fees and charges also have been carried out and presented for Council approval.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that a local government is to adopt a budget by the 31st August unless extended by the Minister.

Policy Implications

Council policies have been considered whilst formulating the 2018/2019 draft document.

Financial Implications

The proposed expenditure and income ensure a balanced budget with no borrowings and will form the basis of income and expenditure for the next twelve months.

Strategic Implications

The Council's Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan have been considered in formulating the proposed expenditure and income for 2018/19.

Consultation

Councillors, Manager of Works, Project Manager, Senior Administration Officer and the Community Development Manager.

Comment

In developing estimations, expenditure levels have been set at expected costs. However, income levels have been set conservatively.

Overarching objectives of 2018/19 budgeting process are;

- Not to withdraw funds from reserve accounts during 2018/19 financial year
- Contain the burden of a rates increase on townsite residents
- Maintain current service standards
- Efficient cost-conscious operation

OVERALL

A growth of 9% in operating revenue is expected excluding the impact of the receiving of part of 2018/19 Financial Assistant Grants (FAG) in 2017/18 and other one-off contributions received in 2017/18. In essence, this increase could be mainly attributed to growth in rates revenue as a result of the inclusion of a new mining camp under GRV category.

Excluding depreciation, operating expenditure for 2018/19 is expected to have remained at 2017/18 level including proposed 1.5% increase in staff expenses and an increase in utility expenses as indicated in the State budget. This is a result of some cost-saving measures that the Shire has put in place.

The benchmark that many local governments use to assess the overall increase in the cost of providing municipal services is the Local Government Cost Index (LGCI) as developed by WALGA and the CPI. However, these indices do not take into consideration isolation factors, freight charges, availability of resources and many more factors unique for regional local governments. As at end of March, LGCI and CPI stand at 1.9% and 0.8% respectively.

Expected additional operating revenue will be initially used to manage projected cost overrun of Norseman airstrip upgrade project and to fund the upgrade of footpaths within the townsite in future years.

Insurance Expenses

The Shire has been obtaining required insurance covers via Local Government Insurance Services (LGIS) created from an appetite of the WA Local Government sector to take control of their risks through working together.

As per insurance renewal details included in papers relating, overall insurance premium cost is going up by \$13,506.85 mainly due to increase in the insurable value of buildings and higher claim expenses associated with work care cover. However, this increase could be reduced to \$9,281.31 if the Council select following alternative options.

- Reduce the limit of Cyber Cover from \$2m to \$1m
- Reduce the limit of Management Liability Cover from \$2m to \$1m
- Increase the excess to \$1,000 from \$300 in Motor Vehicle Cover

Considering the nature and the value of the decision that the Council has been considering in last 12 months and the number of claims made under motor vehicle policy (maximum 3 claims during last 3 years), proposed reduced covers will adequately cover the risk exposure of the Shire.

Some comment in relation to each schedule is set out below for Council information:

General Purpose Funding

It is expected to collect in total \$2.3 million (\$2.1 million in 2017/18) as rates revenue in 2018/19. This increase is mainly due to the inclusion of a new mining camp under GRV category. However, there is a significant dependency on one mining company in collecting this rates revenue which contributes to more than 36% of the total rates revenue.

The Shire has experienced a significant increase in outstanding rates due to dwindling population coupled with the economic downturn. Many vacant lands and rundown properties can be seen throughout the Norseman townsite. Further, given the volatility of the mining sectors, it is difficult to predict the amount of the rates that will not be settled.

A growth in FAG has not been deliberated in the draft budget. However, there is a possibility of receiving a moderate growth.

Governance

WA Land Information Authority (Langate) determines the GRV for all properties within the Shire of Dundas every five years and next valuation is due in 2018/19. The Shire's contribution for this exercise will be around \$25,000. An increase in audit fee has been factored due to potential increase in the audit scope with the involvement of the Auditor General from 2018/19 onwards. The Shire is planning to migrate to office 365, Business Essentials in next financial year. Has proposed a moderate increase in Councillors' setting fee.

Law, Order and Public Safety

The Shire has employed a new trainee ranger to provide more efficient service to the community.

Health

There are no significant projects planned for 2018/19.

Education and Welfare

Have budgeted for extra youth activities amounting to \$10,000 (e.g. Youth excursion activities) considering potential grant funding opportunities.

Housing

There are no significant projects planned for 2018/19.

Community Amenities

Have proposed \$12 increase in domestic waste service charges and \$30 increase in commercial waste service charges.

Recently constructed liquid waste drying beds are not working as effective as designed. The Shire has incurred approximately \$40,000 so far in draining drying beds to accommodate more room to accept townsite residential liquid waste. The Shire is considering various options and the Council will be updated with details when a permanent solution is finalised.

Provision of \$55,000 will be included in the draft budget to expand Norseman waste facility. This provision includes the cost of a heritage survey required in clearing the area for the expansion. Further, a provision of \$10,000 is included in the budget for a heritage survey to facilitate future expansion needs of Norseman cemetery.

The Shire will spend approximately \$35,000 in 2018/19 financial year in updating its town planning scheme. This is a legislative requirement.

Recreation and Culture

Construction work of the new community hall in Eucla will be started soon at a cost of \$818,000. This project is funded through an insurance claim and a grant from Lotterywest.

A total budget of \$97,500 will be included in the draft budget under Other Culture for various initiatives with the aim of a greater community engagement. This includes a provision to support various community events that will be organised to celebrate the 125th anniversary of Norseman.

Transport

Upgrade of Norseman aerodrome as an all-weather airstrip will be completed and commissioned very soon with an estimated cost overrun of \$800,000. This cost overrun will be managed using cost savings in other projects and additional rates revenue expected in 2018/19. Many factors have contributed to this cost overrun as per the updates provided to the Council in previous council meetings.

The Shire will aggressively pursue possible funding options to upgrade Eucla airstrip as an all-weather airstrip. It is planned to start this project in 2018/19 at a cost of \$3 million subject to availability of funds and the Shire being able to secure the management order over the land.

All postponed road projects (due to the involvement of Shire's road crew in Norseman airport upgrade project) funded by Regional Road Group (RRG) and Road to Recovery (R2R) programmes including 2018/19 R2R road projects will be completed in 2018/19 at a total cost of \$1.1 million. The Shire's contribution for these road projects will be around \$260,454.

The Shire will postpone footpath upgrade projects and plant replacement projects considered for 2018/19 in its Long Term Financial Plan (LTFP) until the following year.

Economic Services

Development of the Woodlands Cultural, Community and Visitor Centre to attract tourists and to promote natural, built and cultural heritage of the Shire of Dundas will commence during the year. The total cost of this project is \$ 2.6 million which will be funded via Royalties for Regions, Building Better Regions and Lotterywest grant.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of Shire of Dundas;

1. Note proposed expenditure and income for 2018/2019 as given in papers relating and provide feedback to be considered in finalising the draft budget for 2018/19; and
2. Approve renewal of existing insurance covers via LGIS confirming following alternative options;
 - i. Reduce the limit of Cyber Cover to \$1m from \$2m
 - ii. Reduce the limit of Management Liability Cover to \$1m from \$2m
 - iii. Increase the excess to \$1,000 from \$300 in Motor Vehicle Cover

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

That the Council of Shire of Dundas;

1. Note proposed expenditure and income for 2018/2019 as given in papers relating and provide feedback to be considered in finalising the draft budget for 2018/19; and
2. Approve renewal of existing insurance covers via LGIS confirming following alternative options;
 - i. Reduce the limit of Cyber Cover to \$1m from \$2m
 - ii. Reduce the limit of Management Liability Cover to \$1m from \$2m
 - iii. Increase the excess to \$1,000 from \$300 in Motor Vehicle Cover

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.8 – Firebreak Notice 2018-2019	
Location / Address	Shire of Dundas
File Reference	ES.LE
Author	Senior Administration Officer
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Summary

For Council to consider the adoption of the Firebreak Notice for the forthcoming 2018-19 fire season.

Background

Every year the Shire of Dundas notifies ratepayers and residents that there is a statutory requirement for the maintenance and installation of firebreaks within their property and that there are restricted and prohibited burning periods. The notice is given by way of an inclusion in the annual rates envelope and a mail box drop.

Statutory Environment

Section 33 of Bushfires Act.

Policy Implications

Policy T.1 (Bushfire Policy) relates to this item.

Financial Implications

N/A

Strategic Implications

N/A

Consultation

Peter Crawford – Chief Bushfire Control Officer
Stephen Bowyer – Deputy Chief Bushfire Control Officer

Comment

The proposed firebreak notice will be produced as a double sided notice. In addition to sending this notice with each rate notice it will also be distributed to all letterboxes and post boxes. A copy of the notice is included in papers relating.

Voting Requirements

Simple Majority

Officer Recommendation

That Council adopt the Firebreak Notice for the 2018-2019 fire season as shown in the papers relating.

Moved Cr Hogan
Seconded Cr Warner

Resolution

That Council adopt the Firebreak Notice for the 2018-2019 fire season as shown in the papers relating.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.9 – Norseman Community Resource Centre Fees and Charges 2018-19	
Location / Address	Norseman Community Resource Centre
File Reference	CS.SP.8
Author	Senior Administration Officer
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Summary

For the Council to endorse the proposed changes and adopt the Schedule of Fees and Charges for the Norseman Community Resource Centre.

Background

Each year the Community Resource Centre reviews the Schedule of Fees and Charges in preparation for the coming financial budget. The proposed 2018/2019 schedule is included in papers relating.

Statutory Environment

N/A

Policy Implications

N/A

Financial Implications

Fees and Charges for the provision of services need to be adopted in the Schedule of Fees and Charges in order for the CRC to enforce a fee for that services provided.

Strategic Implications

Nil

Consultation

Norseman CRC
Deputy CEO

Comment

There are no changes to the fees and charges of the current schedule this year. One item has been removed (hire of interactive board) as the service is no longer available.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas adopt the Norseman Community Resource Centre Schedule of Fees and Charges for 2018-2019 as included in the papers relating.

Moved Cr: Patupis
Seconded Cr: Warner

Resolution

That the Council of the Shire of Dundas adopt the Norseman Community Resource Centre Schedule of Fees and Charges for 2018-2019 as included in the papers relating.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.10 – Sale of Property at 13-15 Robert Street	
Location / Address	Norseman
File Reference	A570
Author	Gihan Kohobange
Date of Report	14 th June 2018
Disclosure of Interest	Nil

Summary

For the Council to consider and approve sale of the property located at 13-15 Robert Street by an auction.

Background

This property had been used by the Dr Graham Rowland his place of residence before him moving to the new property at 18 Mildura Street. Since then this house has been given on rent for one of the staff members.

Statutory Environment

Section 3.58 of the Local Government Act 1995 establish the methodologies by which a local government may dispose of property (assets).

An extract from the section 3.58 of the Act:

- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

- (a) *the names of all other parties concerned; and*
- (b) *the consideration to be received by the local government for the disposition; and*
- (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Policy Implications

Nil

Financial Implications

The Shire will be able to achieve savings in future building maintenance cost.

Strategic Implications

Nil

Consultation

Councillors, Manager of Works and Services, Senior Administration Officer

Comment

Currently, the Shire is managing six residential properties of those five have been given on rent to staff members. One property is being used from time to time to accommodate contractors and consultants who visit the Shire for various projects. The Shire spends approximately \$50,000 each year in maintaining these properties.

The Shire needs to incur an estimated amount of \$88,000 to carry out some urgent repair works that have been long overdue. However, capitalising such an amount on a property which is having a lesser market value is not a financially viable option.

The property, asbestos and metal clad has five bedrooms, two bathrooms on timber footings with timber floors, evaporative air-conditioning and attached double carport.

Griffith valuation advisory has valued the dwelling at \$130,000 and the land at \$20,000 (two blocks of 1012 m2 each) for financial reporting purposes in 2017.

Details of a market appraisal conducted by the Esperance Real Estate on this property is given in papers relating. Selling this property in open market is a good strategy to prevent the Shire having incurred further cost on this property.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of Shire of Dundas recommend sale of property at 13-15 Robert Street either through a public auction or a public tender subject to a reserve price of \$.....

Council Recommendation

That the Council of Shire of Dundas recommend sale of property at 13-15 Robert Street either through a public auction or a public tender subject to a reserve price of \$35,000.00

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

That the Council of Shire of Dundas recommend sale of property at 13-15 Robert Street either through a public auction or a public tender subject to a reserve price of \$35,000.00

Carried by: Simple Majority For: 5 Against: 0

The Shire President brought forward Late Item 12.1 – Application for Community Grant – Norseman District High School P&C Association Inc

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

The following item of urgent business was accepted for consideration by the President or by a majority of the members of the Council

Voting Requirement Simple Majority

Recommendation

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

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

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

Carried by: Simple Majority For: 5 Against: 0

Cr Warner declared a Financial Interest in item 12.1, as she is the applicant of the grant in her role as President of the Norseman DHS P&C Association and she is a Norseman DHS staff member that will be attending the Canberra camp.

Pania Turner declared a Financial Interest in item 12.1, as her children will be attending camp and may benefit if the grant is approved.

Gihan Kohobange declared an Impartial Interest in item 12.1, as his spouse is Treasurer of the P&C.

Tracy Dixon declared an Impartial Interest in item 12.1, as she is a financial member of the P&C.

Cr Warner and Pania Turner left the Council Chambers at 6:51pm.

Agenda Reference and Subject	
12.1. – Late Item – Application for Community Grant – Norseman District High School P&C Association Inc.	
Location / Address	Norseman District High School
File Reference	FM.SP.1
Author	Pania Turner
Date of Report	18/06/2018
Disclosure of Interest	Financial

Summary

Norseman District High School P&C Association exists to support the educational outcomes and school experience of children and young people who attend Norseman District High School. The P&C also stands as a representative voice for parents, carers and citizens of the local school community. The P&C actively works towards connecting students, families and school to the broader community.

Norseman DHS P&C is a local community group who volunteer resources and time towards a variety of community events and projects. The members are made from across the local community and endeavour to work for improved public education for small and remote communities such as Norseman.

The P&C are seeking to support from Council through the Community Grants Program to assist in the funding of the Norseman District High School Canberra Camp.

Background

The Shire of Dundas Community Grants Program is to articulate Council's commitment to developing the Shire by providing funding opportunities to community groups, clubs, organisations, not-for-profit organisations.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Cost of community grant and donations included in 2017/18 budget.

Strategic Implications

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

Norseman District High School Principal & Deputy Principal
 Norseman District High School Council
 Norseman District High School P&C
 DCEO

Comment

Shire of Dundas Community Grants funding currently available until 30th June 2018 (end of the financial year) is \$13,232. The Shire has so far provided donations and grants amounting to \$7,268.

Community Grants and Donations 2017/18		
Budget (As per budget review)		20,500
<u>Actuals</u>		
Norseman District High School Donation for Covering Expenses of this year Country Week	1,818	
Norseman District High School Donation-Presentation award night 2017	150	
Norseman Turf Club Donation towards the 2018 Norseman Race Day	3,500	
Kalgoorlie Tri Club Donation towards Norseman Triathlon 17/02/2018	1,000	
Norseman Commerce Society Cover Costs for the Christmas Cave and Small Gifts (Christmas Fayre)	800	7,268
Remaining Budget		13,232

The grant application gives Council clear understanding of the camp and the hoped for outcomes and benefits for the students and the broader Norseman community.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council review the Community Grant Application submitted by the Norseman District High School P&C Association and:

1. Approve the requested amount of \$10,000.
2. Request that the Norseman District High students attending the 2018 Canberra Camp give a presentation of their experiences to Council at the October Ordinary Meeting of Council.

Moved Cr: Patupis
 Seconded Cr: Bayley

Resolution

That the Shire of Dundas Council review the Community Grant Application submitted by the Norseman District High School P&C Association and:

1. Approve the requested amount of \$10,000.

2. Request that the Norseman District High students attending the 2018 Canberra Camp give a presentation of their experiences to Council at the October Ordinary Meeting of Council.

Carried by: Simple Majority For: 4 Against: 0

Cr Warner and Pania Turner returned the Council Chambers at 6:53pm

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

Moved Cr: Patupis
Seconded Cr: Bayley

Resolution

That the meeting proceed behind closed doors.

Carried by: Simple Majority For: 5 Against: 0

Des McColl, Amanda Ellison, Janine Thornton, Megan Bailey, Helen Smart, Margaret McEwan, Garry Walker, Jacquie Best, John Phillips, Lynn Webb, Pania Turner, Tracy Dixon, Peter Crawford, Sonya Ellison and Gihan Kohobange left the Council Chambers at 6:54pm.

Agenda Reference & Subject	
10.4.11 – Appointment of Acting Chief Executive Officer	
Location / Address	Shire of Dundas
File Reference	PE.AU.1
Author	Gihan Kohobange
Date of Report	12 th June 2018
Disclosure of Interest	Nil

Officer Recommendation

That Council appoint Norman Peter Crawford as Acting CEO as from 3 July 2018 until the commencement of the new CEO as per the terms in the confidential papers relating.

Council Recommendation

Council come out from behind closed doors.

Moved Cr: Hogan
Seconded Cr: Warner

Resolution

That Council come out from behind closed doors.

Carried by: Simple Majority For: 5 Against: 0

Lynn Webb, John Phillips, Pania Turner, Tracy Dixon, Peter Crawford, Sonya Ellison and Gihan Kohobange returned the Council Chambers at 7:05pm

Council Recommendation

That Council appoint Norman Peter Crawford as Acting CEO as from 3 July 2018 until the commencement of the new CEO as per the terms in the confidential papers relating.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That Council appoint Norman Peter Crawford as Acting CEO as from 3 July 2018 until the commencement of the new CEO as per the terms in the confidential papers relating.

Carried by: Absolute Majority For: 5 Against: 0

11 Elected Members Motions of Which Previous Notice Has Been Given

Nil

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 17th July 2018.

14 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 7:06pm