



**Minutes of  
Ordinary Council Meeting  
17<sup>th</sup> September 2019**



MINUTES of the ORDINARY Meeting of the Council held in the Council Chambers  
at the Shire Administration Office – Prinsep Street Norseman  
on the 17<sup>th</sup> September 2019 commencing at 4:30pm

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## 1 Declaration of Opening and Announcement of Visitors.

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

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

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

### 1.1 Attendance at meeting by Councillor AR Patupis.

The Shire President has been advised that Cr Patupis will be in Esperance, Western Australia when the meeting is held and have requested attendance by way of instantaneous telephone connection with other Councillors present at the meeting in accordance with Administration Regulation 14A.

Cr Patupis will be at Lot 15, Eleven Mile Beach Road, Esperance WA 6450.

The Council must approve of the place that Cr Patupis is located as a "suitable place" that must be in a town site or other residential area at least 150 kilometres from where the meeting is being held.

#### **Recommendation**

**That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.**

Moved: Cr Wyatt

Seconded: Cr Hogan

#### **Resolution**

**That Cr Patupis be permitted to attend this meeting by way of instantaneous telephone connection from Esperance, Western Australia, on the basis that she is in a "suitable place" for the purpose of Administration Regulation 14A.**

Carried by: Absolute Majority

For: 4

Against: 0

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

#### **Financial Interests:**

CEO Peter Fitchat declared a Financial Interest in item 10.4.7 – Confidential Item – CEO Performance Review, as he is the subject of the review being considered by Council.

#### **Proximity Interests:**

Nil

#### **Impartiality Interests:**

Nil

Gifts Received by Councillors:

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

Nil

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

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr SM Warner	
Cr VL Wyatt	

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

**Public Gallery**

Lynn Webb

**4 Applications for Leave of Absence.**

Nil

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

Minuted in August meeting minutes. Nil written responses.

**6 Public Question Time.**

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

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

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

Nil

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

7.1 Minutes of the Ordinary Meeting of Council held on 24<sup>th</sup> August 2019 be confirmed as a true and accurate record.

### Recommendation

**That the minutes of the Ordinary Council Meeting held on 24<sup>th</sup> August 2019 be confirmed as a true and accurate record**

Moved Cr: Warner  
Seconded Cr: Patupis

### Resolution

**That the minutes of the Ordinary Council Meeting held on 24<sup>th</sup> August 2019 be confirmed as a true and accurate record**

Carried by: Simple Majority For: 5 Against: 0

## **8 Petitions, Deputations or Presentations.**

### **8.1 Reports of Committees**

#### 8.1.1 GVROC – Cr Bonza

*Nil. Next meeting 4<sup>th</sup> October 2019 – working group formed at Local Government Week will meet.*

#### 8.1.2 WALGA – Cr Bonza/Cr Patupis

*Nil. WALGA helping out with our Elections.*

#### 8.1.3 Woodlands Centre Construction Project – Cr Wyatt/Cr Warner

*Report tabled and included in Papers Relating. Next meeting 4<sup>th</sup> October 2019.*

#### 8.1.4 Regional Roads Group – Cr Bonza/Cr Wyatt

*Next meeting November, date to be confirmed.*

*Presiding member read aloud a letter from Shire of Coolgardie requesting out-of-session agreement for the 2019/20 Roads Grants program, to transfer funding of \$113,244 for Binneringie road to Durkin road in Kambalda. Requesting same amount, only for a different road. No objections from Dundas Councillors.*

#### 8.1.5 Roadwise – Cr Wyatt/Cr Warner

*Nil. Roadwise promoted at Gold Fever Festival through signage.*

Lynn Webb – On the weekend, Norseman hosted the Rockingham Photography Club. He acknowledged Shire staff assistance with organisation and helping with accommodation and thanked the CEO for turning up and providing a bit of humour around the campfire. Norseman received many accolades for our countryside and the condition of our town.

Acknowledged members of the Historical Collection and volunteers, including Councillors, for their catering efforts and the Norseman Men's Shed, who put on a very good show.

Positive feedback was received regarding the weekend and the event was enjoyed by all. Everyone left impressed and willing to return in the future with additional guests.

Again, Lynn thanked everyone for their help with this event.

## 8.2 Early Rates Payment Incentive Prize Draw

### 1st Prize \$750.00:

**Winner:** 40 Angove Street (A482)

**Drawn by:** Lynn Webb

### 2nd Prize \$500.00:

**Winner:** 28 Prinsep Street (A575)

**Drawn by:** Lynn Webb

### 3rd Prize \$250.00:

**Winner:** 24 Brockman Street (A137)

**Drawn by:** Lynn Webb

## 9 Announcements by Presiding Member without Discussion.

The Council of the Shire of Dundas currently has a petition to re-open the Department of Mines office in Norseman circulating and encouraged all to sign.

Premier and Environment Minister visit on Monday 9<sup>th</sup> September 2019 – brief visit and was unable to talk to them for too long. Follow up letters will be sent to both.

Submission to Select Committee sent.

Upcoming items for action include;

- Submission to the Productivity Commission,
- LEMC follow up

## 10 Reports of Officers.

### 10.1 Planning, Development, Health and Building

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.1 – Application for Memorial Plaque</b>	
Location / Address	“Pig Farm” Motocross Track Dennison Drive, Norseman WA 6443
File Reference	CP.US
Author	Manager Community Development-Pania Turner
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

#### Summary

For Council to review and consider the Application to erect Plaques, Crosses or Memorials in Public Places from Ms K Campbell.

#### Background

The Shire of Dundas has a variety of private memorial plaques located within its boundaries. In February of 2019 the Shire’s policy and application process were updated. The new application process allows Council to consider the appropriateness of memorials and to deal with applications in a sensitive manner.

#### Statutory Environment

The Pig Farm Motocross is situated on Unallocated Crown Land that has been vested to the Shire of Dundas.

#### Policy Implications

C8. Memorials and Plaques in Public Places

The Shire of Dundas Council recognise there are times when it is appropriate to acknowledge by way of commemorative plaque or memorial a person, persons or event that has made significant contribution or had significant impact in the Community.

#### Financial Implications

Nil

#### Strategic Implications

Places of remembrance offer Community a place of recognition and reflection, which assist to create a sense of belonging and connection to each other and to the place they live.

#### Consultation

K. Campbell  
Manager Community Development  
Senior Administration Officer  
Chief Executive Officer

#### Comment

Ms Campbell enquired to the Shire of Dundas in December of 2018 regarding the process for installing a memorial plaque. The Shire of Dundas required a policy review in the area and Ms Campbell has been patient in her wait for the updated procedures to be put in place.

The installation of a memorial close to the 1 year anniversary of a loved one passing is significant in many cultures. The memorial is to honour the memory of Mr R Campbell who played a major role in establishing the Norseman Motocross Pig Farm in the 1980's.

During its heyday the Pig Farm was one of the reputable motocross tracks drawing regional clubs and riders from across the state to Norseman for weekend competitions. Known for its sand track and complexity of features the Norseman Motocross club was popular community group, supported by volunteers such as Mr Campbell.

Meeting with Policy guidelines the memorial plaque will be placed on natural stone the approximate size of a standard head stone with a plaque placed on the stone. The proposed location for the plaque will be under the Commentators Box.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Shire of Dundas Council approve the Application to Erect Plaques, Crosses or Memorials in Public Places from Ms K Campbell to place of a memorial plaque mounted on natural stone at the Norseman Pig Farm Motocross Track.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

#### Resolution

**That the Shire of Dundas Council approve the Application to Erect Plaques, Crosses or Memorials in Public Places from Ms K Campbell to place of a memorial plaque mounted on natural stone at the Norseman Pig Farm Motocross Track.**

Carried by: Simple Majority

For: 5

Against: 0

**10.2 Engineering and Works**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.1 - Auction or Trade-in of Plant &amp; Equipment</b>	
Location / Address	Shire of Dundas
File Reference	PL.DI
Author	Manager Works and Services
Date of Report	August 2019
Disclosure of Interest	None

Summary

For Council to consider the disposal of items of surplus plant and vehicle after carrying out plant and vehicle replacement programs included in the 2019/20 budget.

Background

The Council has approved the following plant and vehicle replacement programs for 2019/20.

- P288 Holden Commodore Silver Sedan (Doctor) - 2014
- P239 Mitsubishi Triton 4x2 Cab (Ranger's ute) – 2007
- P307 AWD station wagon large (CEO's) – 2016
- P294 Dual Cab 4x4 (Works) – 2015
- P254 721E Case Front End Loader (DS16) – 2010
- P268 Kubota Tractor Diesel with Canopy - 2012

Statutory Environment

Local Government Act 1995.

Policy Implications

T.11 Asset Management, however, the Shire does not have a specific policy in relation to this matter.

Financial Implications

Disposal of these plant and vehicles included in the 2019/20 budget.

Strategic Implications

Efficient plant replacement program is paramount in achieving strategic objectives of the Shire.

Consultation

CEO  
Manager Finance and Administration

Comment

Council does not have a specific policy governing the disposal of surplus assets. The Delegation register, F11 SURPLUS TOOLS AND EQUIPMENT only allows for the CEO to dispose of assets below a value of 2,000. Any other assets must first have the approval of Council. The Delegation Register also alludes



to the method of disposal: "By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means".

For the surplus plant to be auctioned if trade-in pricing is at a lower value. Previously the Shire contracted Pickles Auctions to auction off a surplus Excavator which was completed in early 2019.

Pickles Auctions are conducted Australia wide and it is hoped that the sale price would exceed the estimated amount quoted for a trade-in for all plant.

Council has approved the P307 AWD station wagon large (CEO's) – 2016 to be renewed but in consideration of our budget restraints and the vehicle being in good condition we would ask Council to consider this vehicle to be held over for another year as it will still attract a high trade-in return value.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That Council authorise the Chief Executive Officer to:**

- 1. begin the process of disposing of Plant Unit Number P268, Kubota Excavator, P288 Holden Commodore, P239 Mitsubishi Triton, P294 Dual cab 4X4 ute, P254 Case 721e Loader and;**
- 2. appoint Pickles Auction as the auctioneer if sale is to take place by way of a public auction.**
- 3. That this vehicle P307 Toyota Prado 4X4 Wagon be retained for another year before considering a renewal.**

#### Council Recommendation

**That Council authorise the Chief Executive Officer to:**

- 1. begin the process of disposing of Plant Unit Number P268, Kubota Excavator, P288 Holden Commodore, P239 Mitsubishi Triton, P294 Dual cab 4X4 ute, P254 Case 721e Loader and;**
- 2. appoint Pickles Auction as the auctioneer if sale is to take place by way of a public auction.**
- 3. That this vehicle P307 Toyota Prado 4X4 Wagon also be considered for replacement, provided the estimated sale price is at least equal to or above the Redbook estimate.**

*The reason for the amendment - Given the issue of depreciation and a massive drop in value it would be better for the Council to dispose of the vehicle this year rather than wait, as the difference would be significant, provided that the estimate of sale price is high enough.*

Moved Cr: Bonza  
Seconded Cr: Hogan

#### Resolution

**That Council authorise the Chief Executive Officer to:**

- 1. begin the process of disposing of Plant Unit Number P268, Kubota Excavator, P288 Holden Commodore, P239 Mitsubishi Triton, P294 Dual cab 4X4 ute, P254 Case 721e Loader and;**
- 2. appoint Pickles Auction as the auctioneer if sale is to take place by way of a public auction.**
- 3. That this vehicle P307 Toyota Prado 4X4 Wagon also be considered for replacement, provided the estimated sale price is at least equal to or above the Redbook estimate.**

Carried by: Simple Majority

For: 5

Against: 0

**10.3 Members and Policy**

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

Summary

For Council to consider receiving the Information Bulletin for the period ending 29<sup>th</sup> August 2019.

Background

The Councillors' Information Bulletin for the period ending 29<sup>th</sup> August 2019 was completed and circulated to Councillors.

Statutory Environment*Local Government Act 1995*

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

Policy Implications

Council has no policies in relation to this matter

Financial Implications

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

Strategic Implications

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

Consultation

Nil

Comment

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the Councillors' Information Bulletin for the period ending 29<sup>th</sup> September 2019 as included in confidential papers relating.

Moved Cr: Wyatt  
Seconded Cr: Hogan

Resolution

That Council receive the Councillors' Information Bulletin for the period ending 29<sup>th</sup> September 2019 as included in confidential papers relating.

Carried by: Simple Majority For: 5 Against: 0

**10.4 Administration, Finance and Community Service**

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.1 – Accounts Paid 1/08/2019 to 31/08/2019</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

**Trust Payments**

Chq/EFT	Date	Name	Description	Amount
546	01/08/2019	Shire of Dundas Petty Cash	RECOUP PETTY CASH JULY 2019	50.00
547	30/08/2019	Shire of Dundas Petty Cash	RECOUP PETTY CASH 27.08.2019 - 30.08.2019	100.00
EFT4037	23/08/2019	Department of Mines, Industry Regulation and Safety	PERMIT AUTHORITY AMOUNT REMITTED BP#379-19	337.50
EFT4038	23/08/2019	Shire of Dundas	PERMIT AUTHORITY COLLECTION FEE COMMISSION	5.00
				<b>\$492.50</b>

**Municipal Cheques**

Cheque	Date	Name	Description	Amount
26373	01/08/2019	Shire of Dundas Petty Cash	Recoup to petty cash 08.05.2019 - 31.07.2019	915.85
26374	30/08/2019	Shire of Dundas Petty Cash	Recoup to Petty Cash 07.08.2019 - 27.08.2019	527.60
				<b>\$1443.45</b>

**Municipal Account EFT's**

EFT	Date	Name	Description	Amount
EFT3980	09/08/2019	Eucla Motor Hotel	Accommodation and Meals for 2x Staff (23rd July)	364.00
EFT3981	09/08/2019	Australia Post	Postage (June 2019)	202.34
EFT3982	09/08/2019	Officemax	Purchase various stationery items \$128.00	123.25

			Credit of Pens (inv 42126760) <b>-\$4.75</b>	
EFT3983	09/08/2019	Botanica Consulting	Flora and Fauna survey and clearing permit application (Hyden)	20658.00
EFT3984	09/08/2019	Bonza Constructions Pty Ltd	Repairs to Old Bowling Club \$2225.30 Replace 2x Locks in Shire Admin Building \$79.20 Replace 2x Locks in Shire Admin Building \$158.40	2462.90
EFT3985	09/08/2019	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT3986	09/08/2019	Dundas Fencing & Building Maintenance	Pump out ponds at Waste Facility and transport to Esperance (140K Disposed)	34504.80
EFT3987	09/08/2019	Department of Water and Environmental Regulation	Norseman Liquid Waste Facility - Annual Licence Fee 2019/2020	1218.74
EFT3988	09/08/2019	Elite Gym Hire	Hire of Weights (12.07.2019 - 12.08.2019) \$568.65 Hire of Treadmill and Cross Trainer (12.07.2019 – 12.08.2019) \$442.70	1011.35
EFT3989	09/08/2019	Esperance Plumbing Service	Replace valve at 82 Angove, replace shower rose at 124 Prinsep St, service leaking toilet at Depot and service and setup urinal cistern at male admin toilets	421.50
EFT3990	09/08/2019	FULL MOON CAFE	Catering for Council Meeting the 23rd July 2019	140.00
EFT3991	09/08/2019	Horizon Power	Aged care power usage at unit no3	71.01
EFT3992	09/08/2019	IT Vision User Group Inc	IT Vision User Group subscriptions 2019/2020	748.00
EFT3993	09/08/2019	Institute of Public Works Engineering Australasia Limited	NAMS Plus Subscription Fee (01.07.2019 - 30.06.2020)	814.00
EFT3994	09/08/2019	State Library of Western Australia	Better beginnings program 2019/2020	22.00
EFT3995	09/08/2019	Landgate	Consolidated Mining Tenement Roll \$4008.35 Copy of certificate of title \$25.70	4034.05
EFT3996	09/08/2019	Local Health Authorities Analytical Committee	Analytical Services for 2019/2020	396.00
EFT3997	09/08/2019	Local Government Professionals Australia WA	2019 - 2020 Council Corporate Membership \$1473.00 2019 – 2020 Affiliate Membership for Pania Turner \$185.00	1658.00
EFT3998	09/08/2019	CS Legal Lawyers	Rates Debt Collection	405.20
EFT3999	09/08/2019	Star Track Credit	Freight (Shenton Pumps and Jason Signmakers)	541.19
EFT4000	09/08/2019	Moore Stephens (WA) Pty Ltd	Services as per engagement agreement (EOY Rates Processing) \$5885.00 2018/19 Financial Reporting Format \$1045.00	6930.00
EFT4001	09/08/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Supply protective clothing for Steve Borisi	257.41
EFT4002	09/08/2019	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.07.2019 - 04.08.2019)	65.89
EFT4003	09/08/2019	Online Business Equipment	Monthly Service Agreement No17649	71.50
EFT4004	09/08/2019	Shenton Pumps	Inspect, test, quote and service Dolphin pool cleaner	1358.47
EFT4005	09/08/2019	South Coast Foodservice	Purchase 10 x cartons of Toilet Paper	317.90

EFT4006	09/08/2019	Solutions IT (invoice S)	Agreement - Cloud Backup (August 2019)	180.68
EFT4007	09/08/2019	Solutions IT (invoice A&B)	monthly managed support for August 2019 \$1479.50 Replace 2x hard drives for backup \$924.00	2403.50
EFT4008	09/08/2019	Toll Transport Pty Ltd	Freight - Express yourself printing	17.56
EFT4009	09/08/2019	Waterman Irrigation Australia	Standpipe remote access charge and annual cloud access for 01.07.2019 - 31.12.2019	639.65
EFT4010	09/08/2019	Telstra Corporation Limited	Admin, Youth and Co-Location services for 20.07.2019 - 19.08.2019 \$535.99 Satellite Usage 16.07.2019 – 15.08.2019 \$140.01 Mobile Phone Usage 17.0.2019 – 16.08.2019 \$541.21 Home Bundles for DCEO and MOW \$198.00	1415.21
EFT4011	15/08/2019	Bunnings Warehouse Kalgoorlie	Purchase various items for Signage	432.05
EFT4012	15/08/2019	BOC Limited	Container Service Fee (28.06.19 - 28.07.19)	45.98
EFT4013	15/08/2019	Cartman Designs	Woodlands cultural community centre - documents issued for construction (03.04.19 - 30.06.19)	5690.85
EFT4014	15/08/2019	Threat Protect	Alarm Monitoring (Youth)	119.25
EFT4015	15/08/2019	Horizon Power	Street light usage 01.07.2019 - 31.07.2019	7916.26
EFT4016	15/08/2019	Jim's Test & Tag	Supply of fire equipment and freight	4187.70
EFT4017	15/08/2019	KAL Engineering Consultants Pty Ltd	Site Geotech for Woodlands Centre	3784.00
EFT4018	15/08/2019	South Coast Foodservice	Purchase 4x 5lt disinfectant, 10x pkts of gloves, 5x ctns of 120Lt garbage bags and 5x ctns of paper towel	604.55
EFT4019	15/08/2019	Water Corporation	Various Water Accounts (May 2019 - August 2019)	20322.45
EFT4020	15/08/2019	Wilson's Diesel & Auto Repairs	Carry out 100'000km service on DS19 Hino 500 \$2087.10 Replace pressure pump hose, fit new air hose, replace oil seals and replace left side 3 door seal on DS27 Grader \$1965.80 Carry out service on DS16 Loader \$1789.10 Carry out service, clean up gear linkage a gear box and check beacons on DS17 Hino 500 \$1947.70 Carry out 6250hr service on DS27 Grader \$1485.30 Fit 2x new hydraulic hoses to FEL DS19 and 20lt Drum of Hydraulic Oil \$677.60 Purchase 2x large mud flaps for DS174 Tip Truck \$157.60	10110.20
EFT4021	15/08/2019	Western Australian Local Government Association	WALGA Subscriptions 01.07.2019 - 30.06.2020	24044.78
EFT4022	23/08/2019	Australian Taxation Office	BAS (July 2019)	53048.00
EFT4023	23/08/2019	ZircoDATA Pty Ltd	Storage of Registers 26.06.2019 - 25.07.2019 \$160.24 Credit Memo #CUA034 -\$6.51	153.73

EFT4024	23/08/2019	BP Norseman	Diesel and Unleaded fuel sales for July 2019	704.04
EFT4025	23/08/2019	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT4026	23/08/2019	FULL MOON CAFE	Catering for Woodlands Centre Workshop 30.07.2019	400.00
EFT4027	23/08/2019	Griffin Valuation Advisory	Professional Valuation Advisory - Works Depot Assets	4843.49
EFT4028	23/08/2019	Glen Flood Group Pty Ltd T/A GFG Consulting	Project management support for the development of the Woodlands Centre (01.07.19 - 31.07.19)	7075.08
EFT4029	23/08/2019	Kulbardi Hill Consulting	Site visit and workshop - woodlands cultural centre interior style guide""	5764.00
EFT4030	23/08/2019	Marketforce	Advertising - Council meeting dates (KM 11.07.2019) \$352.13 Early Settlement discount for June 2019 -\$15.94	336.19
EFT4031	23/08/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Uniforms - Morgan - Jacket x 1, Pants x 2, Shirt x 1	402.25
EFT4032	23/08/2019	Norseman Community Resource Centre	Printing of the Norseman Today (July 2019)	1200.00
EFT4033	23/08/2019	Outback Energy Supply	Supply and replace 10x solar panels for Admin Building \$6374.50 Service, test and report on Solar Grid Connect System \$1821.60	8196.10
EFT4034	23/08/2019	Town Planning Innovations Pty Ltd	General Planning Advice	247.50
EFT4035	23/08/2019	Toll Transport Pty Ltd	Freight - Shenton Pumps	246.26
EFT4036	23/08/2019	Wilson's Diesel & Auto Repairs	Remove drive shaft from DS174 and take to Eucla for DS26 and changeover. Freight damaged drive shaft to Perth for Repairs	5908.25
EFT4039	30/08/2019	BE Stearne & Co Pty Ltd	Purchase 1x Perspex cut out for front Admin \$656.00 Purchase 2x 80mm Caps \$37.00 Purchase 2x 100mm Caps and Credit 2x 80mm Caps \$26.80	719.80
EFT4040	30/08/2019	Bonza Constructions Pty Ltd	Replace broken glass in door at 80 Prinsep Street \$802.45 Repair hole in wall at Youth Centre and install toilet rolls and soap dispensers at Welcome Park \$783.20	1585.65
EFT4041	30/08/2019	Cuten Guneder Machinery	Septic waste removal on Hyden Road	1100.00
EFT4042	30/08/2019	Glenbarr Weed & Pest Control	Supply and install security cage and service the existing HWS	4799.35
EFT4043	30/08/2019	Jason Signmakers	Purchase 2x customer info signs for Welcome Park \$118.58 Purchase 3x adhesive stickers for Waste Facility Signage \$59.40	177.98
EFT4044	30/08/2019	Norseman Historical Museum Association	Norseman 125 Year Birthday Breakfast Open Day Norseman Historical Museum	1500.00
EFT4045	30/08/2019	Norseman Concrete	Truck and Loader hire cart Gravel Hyden-Norseman Road \$4988.50 Supply 20 tonne concrete blend mux \$1804.00	6792.50
EFT4046	30/08/2019	Norseman IGA	IGA Purchases for July 2019	422.54
EFT4047	30/08/2019	Pumps Australia Pty Ltd	Purchase HP15 F/F repair pump kit for fire unit	550.00

EFT4048	30/08/2019	South East Petroleum	Diesel 8000lts \$11368.72 Diesel 7500lts \$10598.78 Card Sales for July 2019 \$515.24	22482.74
EFT4049	30/08/2019	Total Asphalt & Traffic Management	Supply of 1000lts Emulsion	1650.00
EFT4050	30/08/2019	Wilson's Diesel & Auto Repairs	Fit x4 new tyres and service 22DS Subaru	1352.60
5353	05/08/2019	Leigh Morgan	Meals and Incidental Allowance for Municipal Law Enforcement Training - Perth	562.20
PAY	06/08/2019	Payroll	Direct Debit of Net Pays	50742.58
5379	13/08/2019	Centrepay Fees	Fees for A629 & A698	1.98
5382	15/08/2019	Peter Fitchat	Unspent utilities allowance	208.11
5384	15/08/2019	Aruna Rodrigo	Relocation Costs	1337.61
5385	15/08/2019	Maria Crawford	Relocation Costs	1770.29
PAY	20/08/2019	Payroll	Direct Debit of Net Pays	53096.18
5391	21/08/2019	Pania Turner	Meals and Incidentals for Eucla Trip (22.08.2019 – 24.08.2019)	177.35
5391	21/08/2019	Tracy Dixon	Meals and Incidentals for Eucla Trip (22.08.2019 – 24.08.2019)	205.50
5393	23/08/2019	Ngadju Native Title Aboriginal Corporation	Refund to NNTAC for payment received twice for invoice 2789	128.15
5396	23/08/2019	Peter Ladewig	Meals and Incidentals for Refrigerant Gas Recovery Training (123th – 14 <sup>th</sup> July 2019)	267.50
5396	23/08/2019	Steven Borsi	Meals and Incidentals for Refrigerant Gas Recovery Training (123th – 14 <sup>th</sup> July 2019)	267.50
5400	27/08/2019	Centrepay Fees	Fees for A629 & A698	1.98
5398	28/08/2019	Stephen Bowyer	Meals and Incidentals for Eucla Trip (22.08.2019 – 24.08.2019)	151.60
5404	30/08/2019	Peter Ladewig	Reimbursement for Fuel Purchased and Gas Recovery Supplies for Waste Facility	436.79
5404	30/09/2019	Railway Motel	Accommodation Cancellation Fee (Invoice 190815)	120.00
				<b>\$402788.54</b>

#### Municipal Account Direct Debts

	Date	Name	Description	Amount
5345	01/08/2019	ANZ	BPAY Transaction Fees	5.78
5345	01/08/2019	ANZ	Merchant Fees	133.89
5346	01/08/2019	Equipment Rents	Sharp Interactive Board	256.30
DD10041	09/08/2019	SuperChoice	Superannuation 24.07.2019 – 06.08.2019	12339.24
5381	14/08/2019	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – July 2019	2497.30
DD10050	22/08/2019	SuperChoice	Superannuation 07.08.2019 – 20.08.2019	12696.23
				<b>\$27'928.74</b>

#### Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
<b>5386</b>	<b>15/08/2019</b>	<b>Deputy Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	<b>1183.70</b>
	08/07/2019	Registry Melbourne	Norseman CRD – Renew Record of Registration Name	199.00
	09/07/2019	Workcover Queensland	Workcover Insurance for RICHARD BROOKES	619.05
	12/07/2019	Adobe	Subscription (installed on CDM PC)	22.65
	15/07/2019	Fremantle Village	Accommodation for S Bowyer (Training Perth)	280.00
	17/07/2019	Esperance Cinema	Movie Tickets – Youth Excursion	63.00
<b>5386</b>	<b>15/08/2019</b>	<b>Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	<b>3950.03</b>
	21/06/2019	Esperance Beeline Florist	4x Wreaths for ANZAC Dawn Service	365.00
	25/06/2019	Auspire Nedlands	Membership for Community Citizen Awards	594.00
	27/06/2019	Full Moon Café	Farewell Morning Tea	142.50
	04/07/2019	ARC LTD Box Hill	Australian Refrigeration Council - DoE National Licence Renewal	32.00
	04/07/2019	ARC LTD Box Hill	Australian Refrigeration Council - DoE National Licence Renewal	32.00
	09/07/2019	Flight Centre	Flight for Peter Fitchat 05.08.2019	216.98
	09/07/2019	Flight Centre	Flight for Peter Fitchat 09.08.2019	215.97
	09/07/2019	Flight Centre	Flights for Cr. Warner 07.08.2019 – 09.09.2019	665.06
	11/07/2019	Dropbox	Upgrade of Dropbox Subscription	316.11
	12/07/2019	Local Government East Perth	Member Dues Paid for 01/07/2019 – 30.06.2020	531.00
	17/07/2019	Barnett's	Internal Admin Security Locks	839.41
<b>5386</b>	<b>15/08/2019</b>		<b>Total Credit Card Purchases for 24/06/2019 – 21/07/2019</b>	<b>5133.73</b>

#### Summary of Account Totals

<b>Trust EFT's / Cheques</b>	\$492.50
<b>Municipal Cheques</b>	\$1'443.45
<b>Municipal EFT's</b>	\$402'788.54
<b>Municipal Direct Debit's</b>	\$27'928.74
<b>Municipal Credit Cards</b>	\$5133.73
<b>Grand Total for August 2019</b>	<b>\$437'885.96</b>

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Shire of Dundas monthly accounts paid from 1/08/2019 to 31/08/2019 be noted.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

#### Resolution

**That the Shire of Dundas monthly accounts paid from 1/08/2019 to 31/08/2019 be noted.**

Carried by: Simple Majority

For: 5

Against: 0



<b>Agenda Reference &amp; Subject</b>	
<b>10.4.2 – Financial Statements for the Period Ending 31<sup>st</sup> August 2019.</b>	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Manager Finance and Administration
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

**Officer Recommendation**

**That the Shire of Dundas Financial Statements for the period ending 31<sup>st</sup> August 2019 be accepted.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

**Resolution**

**That the Shire of Dundas Financial Statements for the period ending 31<sup>st</sup> August 2019 be accepted.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.3 – CRC Management Report &amp; Financial Statements to 31<sup>st</sup> August 2019</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager Finance and Administration
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity  
For the period ending 31<sup>st</sup> August 2019**

**Officer Recommendation**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31<sup>st</sup> August 2019 be accepted.**

Moved Cr: Wyatt  
Seconded Cr: Patupis

**Resolution**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 31<sup>st</sup> August 2019 be accepted.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.4 – Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer
Date of Report	1 <sup>st</sup> September 2019
Disclosure of Interest	Nil

### Summary

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

### Background

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

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### Consultation

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

### Comment

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

### Voting Requirements

Simple Majority

### Officer Recommendation

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

Moved Cr: Warner  
 Seconded Cr: Wyatt

**Resolution**

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

*Manager of Community development Pania Turner amended errors in event dates in her report – Light the Night walk is Saturday 12<sup>th</sup> October 2019 and Meet the Candidates Morning tea is Saturday 28<sup>th</sup> September.*

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.5 - Delegation to Manager Finance and Administration</b>	
Location / Address	Shire of Dundas
File Reference	GV.AU.2
Author	CEO
Date of Report	21 August 2019
Disclosure of Interest	Nil

**Summary**

For the Council of the Shire of Dundas to review and approve the delegation of duties and responsibilities to the newly created position of the Manager Finance and Administration.

**Background**

The Local Government Act of 1995 S 5.42 sets out certain delegations of power to the CEO, S5.44 further sets out delegations by the CEO to other staff members.

The Act requires local governments to keep a register of its delegations and review it once every financial year.

The recent review of the register of its delegations took place in February 2019 and the next review is due early 2020.

**Statutory Environment**

Local Governments Act 1995 S5.42 and S5.44

**Policy Implications**

Updating in line with the current delegations

**Financial Implications**

Some delegations involve financial implications

**Strategic Implications**

Consistent with the Shire's Strategic Community Plan and Corporate Business Plan

**Consultation**

CEO

Comment

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, most decisions of the Shire would need to be made by the Council at its ordinary meetings. Having appropriate delegations in place allow the day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

As a part of the restructuring process, the Shire has initiated towards a more financially sustainable organisational structure, the position of the deputy chief executive officer will cease to exist after 23rd August 2019. New position, titled "Manager Finance and Administration" has been created with a greater focus on finance expertise required in managing operations of the Shire.

It is proposed to on delegate the following duties/responsibilities to the newly created position of the Manager Finance and Administration.

F01	Payments from trust and municipal funds
F02	Investments
F12	Trust fund
F14	Purchase order authorisation

Voting Requirements

Absolute majority

Officer Recommendation

**The Council of the Shire of Dundas approve following changes to the current register of delegations, on delegating the following duties/responsibilities to the Manager Finance and Administration;**

- **F01 Payments from trust and municipal funds;**
- **F02 Investments;**
- **F12 Trust fund; and**
- **F14 Purchase order authorisation.**

Moved Cr: Wyatt  
Seconded Cr: Hogan

Resolution

**The Council of the Shire of Dundas approve following changes to the current register of delegations, on delegating the following duties/responsibilities to the Manager Finance and Administration;**

- **F01 Payments from trust and municipal funds;**
- **F02 Investments;**
- **F12 Trust fund; and**
- **F14 Purchase order authorisation.**

Carried by: Absolute majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.6 – Pensioner’s Deferred Rates Interest Claim</b>	
Location / Address	Shire of Dundas
File Reference	RV.RP.5
Author	Maria Crawford
Date of Report	11 <sup>th</sup> September 2019
Disclosure of Interest	Nil

### Summary

To submit a deferment claim, through PRX, for rates deferred to 30 June 2019. The interest rate claimable was approved at 2.26% and the claim must be certified by both the CEO and the Auditor.

### Background

The last claim processed was for rates deferred to 30 June 2018. This procedure is optional but recommended by the Council’s auditors.

### Statutory Environment

Rates and Charges (Rebates and Deferments) Act 1992.

### Policy Implications

Nil

### Financial Implications

The claim would recover around \$1,080 for 2018/19 financial year. The Auditor has agreed to waive their fee as the claim is a small amount.

### Strategic Implications

Nil

### Consultation

CEO  
MFA

### Comment

The claim for deferred rates to 30 June 2018 recovered \$709.70 to Council. There is a budget set this year at \$1000.00 for this claim.

### Voting Requirements

Simple Majority

### Officer Recommendation

**That the claim for interest on all deferred rates to 30 June 2019 be submitted and noted.**

Moved Cr: Warner  
Seconded Cr: Hogan

**Resolution**

**That the claim for interest on all deferred rates to 30 June 2019 be submitted and noted.**

Carried by: Simple Majority For: 5 Against: 0

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

Moved Cr: Warner  
Seconded Cr: Wyatt

**Resolution**

**That the meeting proceeds behind closed doors.**

Carried by: Simple Majority For: 5 Against: 0

*Peter Fitchat, Aruna Rodrigo, Joe Hodges, Tracy Dixon and Pania Turner exited the Council Chambers at 6:22pm.*

*Video recording ceased.*

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.7 - Confidential Item – CEO Performance Review</b>	
Location / Address	Shire of Dundas
File Reference	221
Author	Manager Finance and Administration
Date of Report	31 <sup>st</sup> August 2019
Disclosure of Interest	Nil

**Council Resolution**

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

Moved Cr: Warner  
Seconded Cr: Wyatt

Carried by: Simple Majority For: 5 Against: 0

**Resolution**

**That the Council**

1. **Notes, in the Confidential Papers Relating, the Annual Appraisal Council Report for the CEO, Mr. Peter Fitchat, prepared by John Phillips Consulting:**
2. **Notes that Mr. Peter Fitchat's annual appraisal as the Chief Executive Officer for the Shire of Dundas for the period September 2018 to August 2019 has been undertaken;**
3. **Endorses the overall rating of "Highly Satisfactory":**
4. **Schedules the next review of the CEO's performance to be completed by 30 September 2020:**
5. **Endorses the updated key focus areas and actions for the 2020 annual appraisal:**
6. **Notes that Mr. Fitchat has elected not to seek an increase in his Total Reward Package.**

Moved Cr: Hogan  
Seconded Cr: Wyatt

Carried by: Simple Majority

For: 5

Against: 0

*Peter Fitchat, Aruna Rodrigo, Joe Hodges, Tracy Dixon, Pania Turner and Lynn Webb re-entered the Council Chambers at 6:24pm.*

*Video recording resumed.*

**11 Elected Members Motions of Which Previous Notice Has Been Given**

Nil

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

Nil

**13 Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held on the 15<sup>th</sup> October 2019.

**14 Closure of Meeting**

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:25pm.