

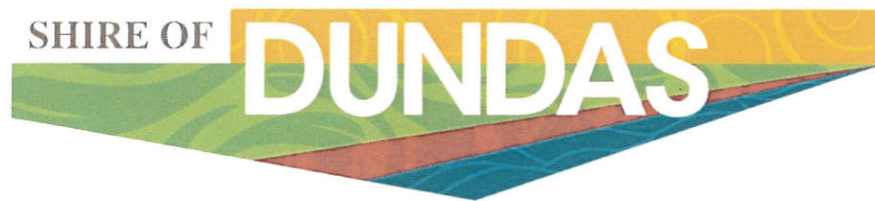


Minutes Certification

I certify that the Minutes of the 18 September 2018 Ordinary Council Meeting were presented to the Council and confirmed at the 16th October 2018 Ordinary Council Meeting.

A handwritten signature in black ink, appearing to be "L Bonza", is written above a horizontal line.

Cr L Bonza
President



Minutes
Ordinary Council Meeting
18th September 2018

A small, handwritten signature or mark in the bottom right corner of the page.

Minutes of the ORDINARY Meeting of the Council held
in the Council Chambers at the Shire Administration
Office – Prinsep Street Norseman on the 18th
September 2018 commencing at 6.00pm

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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.

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.

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 Hogan

Seconded: Cr Wyatt

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: 5

Against: 0

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

Financial Interests:

Cr Bonza – 10.2.2 RFT 01/18 Panel Tender for Plant Hire – as her husband's business, Bonza Constructions Pty Ltd, may lodge a Tender for some of the services.

Cr Bonza – 10.2.3 RFT 02/18 Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement – as her husband's business, Bonza Constructions Pty Ltd, may lodge a Tender for some of the services.

Cr Bonza – 10.2.4 RFT 03/18 Provision of Handyman Services – as her husband's business, Bonza Constructions Pty Ltd, may lodge a Tender for some of the services.

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 BN Bayley	
Cr SM Warner	
Cr VL Wyatt	

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

Public Gallery

Hank Van Der Sluis, Lynn Webb, Janine Thornton, Amanda Ellison and Merynda Fraser

4 Applications for Leave of Absence.

Nil

5 Response to Previous Public Questions Taken on Notice.

Nil

6 Public Question Time.

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

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

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

Nil

7 Confirmation of Minutes of Previous Meeting.

7.1 Minutes of the Ordinary Meeting of Council held on 21st August 2018

Recommendation

That the minutes of the Ordinary Council Meeting held on 21st August 2018 be confirmed as a true and accurate record, subject to the following corrections in the Resolution of Item 10.4.6:

1. Lot 299 Prinsep Street should read Lot 290,
2. Lot 128 Prinsep Street should read Lot 280,
3. 13-15 Roberts Street should read Lots 737 and 738 Roberts Street

Reason for change was that Lot 299 was a typographical error, 128 Prinsep Street is the actual street address and 13 & 15 Roberts Street is the actual street address, not Lot numbers as proposed.

Moved Cr: Hogan
Seconded Cr: Warner

Resolution

That the minutes of the Ordinary Council Meeting held on 21st August 2018 be confirmed as a true and accurate record, subject to the following corrections in the Resolution of Item 10.4.6:

1. Lot 299 Prinsep Street should read Lot 290,
2. Lot 128 Prinsep Street should read Lot 280,
3. 13-15 Roberts Street should read Lots 737 and 738 Roberts Street

Reason for change was that Lot 299 was a typographical error, 128 Prinsep Street is the actual street address and 13 & 15 Roberts Street is the actual street address, not Lot numbers as proposed.

Carried by: Simple Majority For: 6 Against: 0

7.2 Minutes of the Special Meeting of Council held on 24th August 2018

Recommendation

That the minutes of the Special Council Meeting held on 24th August 2018 be confirmed as a true and accurate record.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That the minutes of the Special Council Meeting held on 24th August 2018 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 6 Against: 0

8 Petitions, Deputations or Presentations.

8.1 Reports of Committees

8.1.1 GVROC – Cr Bonza

Latest GVROC meeting held on the 28th August 2018, to consider the Agenda items for decision at the State Council, which is the WALGA zone meeting, held on the 7th of September 2018

8.1.2 WALGA – Cr Bonza

WALGA zone meeting held on the 7th September 2018.
Cr Bonza reported on the Agenda items that were considered.

8.1.3 Woodlands Centre Construction Project – Cr Wyatt

Latest meeting held on the 13th September 2018 with a presentation from Cartman Designs with 3D imaging of the Woodlands Centre.

Members of Council and organisations from the Advisory Group attended with their questions and feedback which will be utilised by Cartman Designs in the development of the project, which will go to tender in mid-October.

Very good Collaborative, Community Engagement session.

8.1.4 Eucla Community Centre Construction Project – Cr Patupis

Received photos of framework on footings for the hall.
Emails sent off with colour choices, which will tie into the surrounding environment.
Consultants will be going out to Eucla, date to be confirmed.

8.1.5 Goldfields Tourism Network Association – Cr Warner

Latest GTNA meeting held on the 14th November, with much positive discussion.

Shires must work together in promoting and recognising each other and their values.

If Constitution is followed, as it should be, it is a great concept.

Council need to meet to discuss our way forward.

Next AGM to be held on the 2nd of November in Menzies, followed by a workshop to further discuss the direction of the GTNA.

8.1.6 Regional Roads Group – Cr Bonza

Nothing to report. Next meeting of the group will be held on the 29th October 2018.

9 Announcements by Presiding Member without Discussion.

The President welcomed the new Chief Executive Officer, Peter Fitchat and thanked the Deputy Chief Executive Officer Gihan Kohobange, and the Manager of Works and Services Peter Crawford for their roles as Acting CEO.

The President read aloud the following statement:

The Shire of Dundas in accordance with Section 3.12(2) of the Local Government Act 1995 is proposing to adopt the “Shire of Dundas Standing Orders Amendment Local Law 2018” with the purpose of removing duplicated clauses from the existing standing orders local law and the effect will be to comply

with the Joint Standing Committee on Delegated Legislation requirements to remove uncertainty and duplication.

10 Reports of Officers.

10.1 Planning, Development, Health and Building

Agenda Reference & Subject	
10.1.1 – Unmanned Fuel Outlet	
Location / Address	Lot 3 Cnr Eyre Hwy and Roberts Street
File Reference	A1008
Author	Richard Brookes
Date of Report	30 th August 2018
Disclosure of Interest	Nil

Summary

For the Council to consider a development application for the establishment of an unmanned fuel outlet on lot 3 Eyre Highway Norseman

Background

The Shire has received a development application for the construction of an unmanned fuel outlet from Fueltech Consulting Pty Ltd to be located on Lot 3 Eyre Highway Norseman. The lot is located directly east of the BP Truckstop between Roberts Street and the railway reserve. The Lot is zoned as a special purpose zone with the permitted use as “truck parking only” pursuant to the Shire of Dundas Town Planning Scheme No 2 (TPS) Appendix 5.

In a special purpose zone (from TPS): *“No person shall use any land or buildings or structures in a special purpose zone except for the purpose specified in Appendix 5 of this scheme.”*

A copy of the plans and explanatory letter are included in the papers relating

Statutory Environment

Shire of Dundas Town Planning Scheme No 2

Policy Implications

There are no policy implications

Financial Implications

There are no financial implication to the Shire

Strategic Implications

There are a number of strategies identified in the strategic community plan that may impact on the application

Theme 2 – A thriving local economy and economic base			
A strong, diversified economy with a number of commercial businesses and industries providing new and varied employment opportunities for all age groups.			
Strategy 2	Goal	Measure	Priority

2.1 Opportunity for Economic Diversification	A vibrant economy that includes opportunities for mining, industry, tourism, shopping and business.	The level and diversity of businesses, including mining, industry, tourism and commercial activity is increasing.	Medium
2.2 Attracting new businesses	New businesses are attracted to the area and existing ones encouraged to grow through promotion of the area as an attractive place to work and live.		
2.4 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.			
3.5 Improved streetscape.	To improve the streetscape for the town sites of Norseman and Eucla	That the town sites in the Shire are attractive, well presented and encourage people to work, live and visit the Shire.	Medium

Consultation

Department of Planning
Independent planning consultant
Fueltech

Comment

There are a number of issues that need to be considered in relation to the application. The town planning scheme is specific in this instance in relation to the uses that can be permitted on the site. The site is zoned as a special purpose zone with the only permitted use being “truck parking”

The history of the zoning is unknown however it is speculated that when the scheme was put in place the lot was used for truck parking and the special site zone was considered the most appropriate at that time. As such any other use of the land would not be permitted.

If the Council considered an alternative or additional use to be appropriate, it would be necessary to amend the Town Planning Scheme by changing the zoning of the land to a more appropriate zone. Alternatively the Council may consider allowing an additional use to the existing “truck parking only”

The lot is located at an important entrance into the town and if alternative uses of the land are considered appropriate there may be an opportunity to work with the developer to ensure that the entrance meets with the expectations of the community.

There may be some limitations to the extent of truck parking and access onto Lot 3 due to the restrictions of larger vehicles on Roberts Street. This will have to be investigated with Main Roads WA and resolved as part of any proposed development.

An application to change the zoning of the land or include additional uses would need to be undertaken as an amendment to the Shire of Dundas Town Planning Scheme No 2

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas advise Fueltech Pty Ltd that:

1. the application to develop an unmanned fuel outlet on Lot 3 Cnr of Eyre Hwy and Roberts street be refused due to the proposed development not complying with the provisions of the Shire of Dundas Town Planning Scheme No 2 in that an unmanned fuel outlet is not a permitted use in the special use zone;
2. the Council would be prepared consider an application to amend the Shire of Dundas town planning scheme No 2 that would alter the uses that would be permitted in the special use zone.

Moved Cr: Bayley

Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas advise Fueltech Pty Ltd that:

1. the application to develop an unmanned fuel outlet on Lot 3 Cnr of Eyre Hwy and Roberts street be refused due to the proposed development not complying with the provisions of the Shire of Dundas Town Planning Scheme No 2 in that an unmanned fuel outlet is not a permitted use in the special use zone;
2. the Council would be prepared consider an application to amend the Shire of Dundas town planning scheme No 2 that would alter the uses that would be permitted in the special use zone.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.1.2 – Amalgamation Lots 737 & 738 Roberts Street	
Location / Address	No 13 & 15 Roberts Street Norseman
File Reference	A570
Author	Richard Brookes
Date of Report	30 th August 2018
Disclosure of Interest	Nil

Summary

For the Council to consider the amalgamation of Lots 737 & 738 Roberts Norseman.

Background

The Council is considering selling the Shire property previously used as the doctors residence located at No's 13 & 15 Roberts Street

Refer report 10.4.6 - 21st August 2018 Council Meeting

Resolution:

That Council:

1. Agrees to the disposition of Lots 297, 298, 299 and 300 Angove Street, Lots 280, 289 and 290 Prinsep Street in Norseman by public auction,
2. Agrees to the disposition of house and land at Lots 737 and 738 Roberts Street in Norseman by public auction, and,
3. Directs the Acting Chief Executive Officer to seek quotations from auctioneers to dispose of the above properties by way of public auction and present recommendations to the Ordinary Meeting of Council in September 2018

The dwelling on the property is located across the boundary between the two lots (lot 737 & 738) Lots 737 & 738 Roberts Street are each approximately 1012m² in area and are zoned Residential R10 pursuant to the Shire of Dundas Town Planning Scheme No 2.

Statutory Environment

Shire of Dundas Town Planning Scheme No 2, Building Codes of Australia, Town Planning and Development Act and associated regulations

Policy Implications

There are no policy implications

Financial Implications

The cost of amalgamation is approximately \$3,500 which is mainly made up of fees to the Western Australian Planning Commission.

Strategic Implications

There are no strategic implications linked to the Strategic Community Plan.

Consultation

Acting CEO Peter Crawford
West Australian Planning Commission

Comment

The dwelling located at No's 13 & 15 Roberts Street was constructed by Anaconda Australia Inc in 1974 as the mine manager's residence and is located over the boundary of the lots 737 & 738. Ownership of the land was transferred by Anaconda to the Shire in June 1979 and subsequently used as the doctor's residence.

The construction of a building over the boundary is not generally permitted and whilst the Shire could sell the properties as they are, the sale may result in difficulties in the future and the suggestion of impropriety. If a purchaser of the dwelling went to on-sell the property, there may be some questions asked of the Shire as to why the dwelling was allowed to be constructed and subsequently sold in such a manner.

The normal process for constructing a dwelling on two lots would be for the lots to be amalgamated in the first instance and then the dwelling constructed.

The building codes require that a dwelling adjacent to a boundary (a fire source feature) needs a level of fire rating on the boundary that could not reasonably be achieved in a building across a boundary used as a single dwelling.

To bring the property to conformity with current legislative requirements and good practice, the lots would need to be amalgamated prior to the sale of the land and dwelling.

In order to expedite the process an application for amalgamation of the lots has been sent to the Western Australian Planning Commission however needs the support by resolution of the Council.

Voting Requirements

Simple Majority

Officer Recommendation

That the Western Australian Planning Commission be advised that the Council of the Shire of Dundas supports the amalgamation of lots 737 and 738 Roberts Street Norseman.

Moved Cr: Hogan
Seconded Cr: Warner

Resolution

That the Western Australian Planning Commission be advised that the Council of the Shire of Dundas supports the amalgamation of lots 737 and 738 Roberts Street Norseman.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.1.3 – Application for Miscellaneous Licences 63/79, 63/80 & 63/81	
Location / Address	Shire of Dundas
File Reference	RV.VA.2
Author	Manager Works and Services
Date of Report	5 September 2018
Disclosure of Interest	Nil

Summary

For Council to consider an application for Miscellaneous Licences 63/79, 63/80 & 63/81 as attached in the papers relating.

Background

The application was received from Meteore Metals Pty Ltd and Barra Resources Limited on 16 August 2018.

Statutory Environment

Mining Act 1978
Mining Regulations 1981

Policy Implications

Council has no Policies in relation to this matter.

Financial Implications

None

Strategic Implications

None

Consultation

None

Comment

This application is being submitted by Western Tenement Services on behalf of Meteore Metals Pty Ltd and Barra Resources Limited Ltd.

While the bulk of the purposes noted in the ML's 63/79, 63/80 & 63/81 application is normal infrastructure associated with the development of a mine, there are a few items that raise concerns, eg:

- Drilling for ground water
- Construction of roads

Miscellaneous Licence 63/79

As a portion of this application lies across the Hyden Norseman Road. It is unacceptable that any drilling takes place within the road reserve or any mine roads either cross or junction at this location without the express written permission of Council.

Miscellaneous Licence 63/81

As a portion of this application lies across the Mort Harslett Road. It is unacceptable that any drilling takes place within the road reserve without the express written permission of Council. It is also noted that as this licence extends across the western boundary of the Norseman town site, no drilling at all should take place in that area.

In accordance with Council's wishes, the then Acting Chief Executive Officer lodged an online objection with the Department of Mines, Industry Regulations and Safety advising that Council would be lodging a formal objection once their Ordinary Meeting of Council had taken place on Tuesday, 18th September 2018.

Voting Requirements

Simple Majority

Officer Recommendation

That the Department of Mines, Industry Regulations and Safety be advised that Council will not object to the granting of Miscellaneous Licences 63/79, 63/80 & 63/81 to Meteore Metals Pty Ltd and Barra Resources Limited, subject to the following conditions being imposed:

- 1. That no drilling take place within the Hyden Norseman Road Reserve without the express written permission of Council,**
- 2. That no drilling take place within the Mort Harslett Road Reserve without the express written permission of Council,**
- 3. That no drilling take place on any land within the gazetted boundaries of the Norseman Townsite, and,**
- 4. No mining company access roads that would encroach into any of the Shire of Dundas controlled road reserves could be constructed without the express written permission of Council**

Moved Cr: Bayley

Seconded Cr: Hogan

Resolution

That the Department of Mines, Industry Regulations and Safety be advised that Council will not object to the granting of Miscellaneous Licences 63/79, 63/80 & 63/81 to Meteore Metals Pty Ltd and Barra Resources Limited, subject to the following conditions being imposed:

1. That no drilling take place within the Hyden Norseman Road Reserve without the express written permission of Council,
2. That no drilling take place within the Mort Harslett Road Reserve without the express written permission of Council,
3. That no drilling take place on any land within the gazetted boundaries of the Norseman Townsite, and,
4. No mining company access roads that would encroach into any of the Shire of Dundas controlled road reserves could be constructed without the express written permission of Council

Carried by: Simple Majority

For: 6

Against: 0

10.2 Engineering and Works

Agenda Reference & Subject	
10.2.1 – Norseman Aerodrome Classification	
Location / Address	Shire of Dundas
File Reference	TT.SP.1
Author	Manager Works and Services
Date of Report	11 September 2018
Disclosure of Interest	Nil

Summary

For Council to consider a change in the classification of the Norseman Aerodrome.

Background

The Norseman airstrip has recently been upgraded to an all-weather standard and is awaiting an inspection by the Civil Aviation Safety Authority (CASA) before being reopened for operations.

Statutory Environment

Local Government Act 1995

Policy Implications

Council has no Policies in relation to this matter.

Financial Implications

No financial implications are applicable if the recommendation is adopted

Strategic Implications

None unless FIFO operations by a third party were to commence from the Norseman aerodrome.

Consultation

Mr Peter Fitchat - CEO
Mr Gihan Kohobange - DCEO

Ms Kirsten Sandford – CASA Aerodrome Inspector
Mr Nat Thomas – AMS Aerodrome Inspector

Comment

As previously discussed, the costs that would be incurred in having the Aerodrome registered again with CASA would be quite significant as a Threshold Instrument Flight Procedure (TIFP) would need to be redesigned due to the threshold being moved during the upgrade process. A TIFP enables aircraft to use an instrument assisted approach during periods of inclement weather. There are other factors that may be brought into play once the inspection of the aerodrome has been inspected by the CASA Inspector.

An alternative to being listed as a registered aerodrome would be to reopen the aerodrome as an Aeroplane Landing Area (ALA). If that course of action were to happen, a TIFP would not be required thus substantially reducing costs.

As the primary purpose of the airstrip upgrade was to ensure that the RFDS could land at the Norseman airstrip during periods of bad weather, that aim has been achieved. The chief pilot at RFDS was contacted for his comments on whether the airstrip, in not having a TIFP, would influence his decision to land there. His response was that it would not be a factor.

As an ALA, the Norseman airstrip would provide the same benefits as it would as a registered airstrip, less the TIFP.

A discussion was had with the Aerodrome Inspector from CASA in what requirements there were in deregistering and becoming an ALA. Other than giving 30 days' notice of the intention, no other requirements are necessary.

Voting Requirements

Simple Majority

Officer Recommendation

That Council advise the Civil Aviation Safety Authority that they will not be seeking to have the Norseman Aerodrome registered and will instead operate the aerodrome as an Aeroplane Landing Area.

Moved Cr: Hogan
Seconded Cr: Wyatt

Resolution

That Council advise the Civil Aviation Safety Authority that they will not be seeking to have the Norseman Aerodrome registered and will instead operate the aerodrome as an Aeroplane Landing Area.

Carried by: Simple Majority

For: 6

Against: 0

Cr Bonza declared a Financial Interest in items 10.2.2 RFT 01/18 Panel Tender for Plant Hire, 10.2.3 RFT 02/18 Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement and 10.2.4 RFT 03/18 Provision of Handyman Services and exited the Chambers at 6:16pm.

Lynn Webb exited the Chambers at 6:17pm.

Cr Bayley assumed the Chair.

Agenda Reference & Subject	
10.2.2 – RFT 01/18 Panel Tender for Plant Hire	
Location / Address	Shire of Dundas
File Reference	FM.TE.3
Author	Manager Works and Services
Date of Report	4 September 2018
Disclosure of Interest	Nil

Summary

For Council to approve the calling of a Panel Tender for Plant Hire

Background

The Shire of Dundas currently utilises private contractors to satisfy the supply and demand for goods and services that arise outside the scope and capability of the Shire workforce.

Typical of these needs are the provision of hire plant and machinery.

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications

No implications

Financial Implications

No implications of any consequence

Strategic Implications

Will assist in meeting strategic objectives in a timely manner

Consultation

CEO, DCEO, Supervisor.

Comment

The Shire of Dundas currently outsourced the hire of plant and machinery on various road projects and the airport upgrade.

The *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* both stipulate that a local government must enter into a public tender process if the supply of goods and services is expected to exceed a value of \$150,000.

What is not clear in either the *Act* or *Regulations* is whether the \$150,000 threshold is for a period of one contract, one financial year or over a defined period of time. The Local Government Department has stated that they consider three years a reasonable period of time, depending on what the goods and services are for.

In order to achieve continuity of production and supply, Panel Tenders have been permitted to be implemented in order that local governments are not restricted in their daily operations.

Council has adopted a Purchasing Policy which is contained within the Policy Manual. That Policy directly describes how that purchasing process is to be implemented. As that Policy has now been updated to include a reference to panel tenders, Council is requested to approve the calling of a panel tender for Plant Hire.

As this will be a Panel Tender, the criteria for awarding contacts must be clearly stated. If the Shire requires a certain item of hire plant or equipment to complete a project, the selected companies who tendered on that item will be invited to submit a price to carry out the works. The Shire officer will then award the contract to the tenderer who's pricing and availability is most advantageous to the Shire at the time.

It is proposed that a Panel Tender for Plant Hire will be for a two year period with consideration of a possible two (2) by one year extensions at the conclusion of that two year period. Any extension will be subject to:

- a) A satisfactory review of the contractor's performance at the time, and,
- b) Approval by Council

Council are required to approve a Qualitative Criteria to apply to this tender. This qualitative criteria is listed at Clause 3.3.2 on page 15 in the RFT 01/18 as contained in the papers relating.

The Selection Panel will consist of the Chief Executive Officer, Manager Works and Services and Council are also invited to appoint a Member to this Panel.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **Approve the calling of RFT 01/18 - Panel Tender for Plant Hire, and,**
2. **Approve the Qualitative Criteria listed at Clause 3.3.2 on page 15 of RFT 01/18 as contained in the papers relating.**

Moved Cr: Wyatt
Seconded Cr: Warner

Resolution

That Council:

1. **Approve the calling of RFT 01/18 - Panel Tender for Plant Hire, and,**
2. **Approve the Qualitative Criteria listed at Clause 3.3.2 on page 15 of RFT 01/18 as contained in the papers relating.**

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.2.3 - RFT 02/18 Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement	
Location/Address	Shire of Norseman
File Reference	FM.TE.3
Author	Manager Works and Services
Date of Report	4 September 2018
Disclosure of Interest	Nil

Summary

For Council to approve the calling of tenders for the Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement.

Background

The Shire of Dundas currently utilises private contractors to satisfy the supply and demand for goods and services that arise outside the scope and capability of the Shire workforce.

Typical of these needs are the provision of mechanical repairs and maintenance and tyre repairs and replacement.

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications

No implications

Financial Implications

No implications of any consequence

Strategic Implications

Will assist in meeting strategic objectives in a timely manner

Consultation

CEO, DCEO, Supervisor.

Comment

The Shire of Dundas currently outsource the repairs and maintenance to plant and equipment including the repair and replacement of tyres

Because of the impracticalities involved in carrying out these works in house, the outsourcing of these services allows the Shire to carry on with the business of good governance without creating any undue hardships on the ratepayers of the district.

The Local Government Act 1995 and the *Local Government (Functions and General) Regulations 1996* both stipulate that a local government must enter into a public tender process if the supply of goods and services is expected to exceed a value of \$150,000.

What is not clear in either the *Act* or *Regulations* is whether the \$150,000 threshold is for a period of one contract, one financial year or over a defined period of time. The Local Government Department has stated that they consider three years a reasonable period of time, depending on what the goods and services are for.

It is proposed that a tender for the Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement will be for a two year period with consideration of a possible two (2) by one year extensions at the conclusion of that two year period. Any extension will be subject to:

- a) A satisfactory review of the contractor's performance at the time, and,
- b) Approval by Council

Council are required to approve a Qualitative Criteria to apply to this tender. This qualitative criteria is listed at Clause 4.9 on pages 25 & 26 RFT 02/18 as contained in the papers relating.

The Selection Panel will consist of the Chief Executive Officer, Manager Works and Services and Council are also invited to appoint a Member to this Panel.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **Approve the calling of RFT 02/18 - Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement, and,**
2. **Approve the Qualitative Criteria listed at Clause 4.9 on pages 18 & 19 of RFT 02/18 as contained in the papers relating.**

Moved Cr: Patupis

Seconded Cr: Wyatt

Resolution

That Council:

1. **Approve the calling of RFT 02/18 - Supply of Mechanical Repairs and Maintenance and Tyre Repairs and Replacement, and,**
2. **Approve the Qualitative Criteria listed at Clause 4.9 on pages 18 & 19 of RFT 02/18 as contained in the papers relating.**

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.2.4 – RFT 03/18 Provision of Handyman Services	
Location / Address	Shire of Dundas
File Reference	FM.TE.3
Author	Manager Works and Services
Date of Report	4 September 2018
Disclosure of Interest	Nil

Summary

For Council to approve the calling of tender for the Provision of Handyman Services

Background

The Shire of Dundas currently utilises private contractors to satisfy the supply and demand for goods and services that arise outside the scope and capability of the Shire workforce.

Typical of these needs are the provision of Handyman Services.

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications

No implications

Financial Implications

No implications of any consequence

Strategic Implications

Will assist in meeting strategic objectives in a timely manner

Consultation

CEO, DCEO, Supervisor.

Comment

The Shire of Dundas currently outsource the hire of handyman services on various projects in and around Norseman.

The Local Government Act 1995 and the *Local Government (Functions and General) Regulations 1996* both stipulate that a local government must enter into a public tender process if the supply of goods and services is expected to exceed a value of \$150,000.

What is not clear in either the *Act* or *Regulations* is whether the \$150,000 threshold is for a period of one contract, one financial year or over a defined period of time. The Local Government Department has stated that they consider three years a reasonable period of time, depending on what the goods and services are for.

It is proposed that a tender for the Provision of Handyman Services will be for a two year period with consideration of a possible one year extension at the conclusion of that two year period. Any extension will be subject to:

- a) A satisfactory review of the contractor's performance at the time, and,
- b) Approval by Council

Council are required to approve a Qualitative Criteria to apply to this tender. This qualitative criteria is listed at Clause 4.9 on pages 18 and 19 in the RFT 03/18 as contained in the papers relating.

The Selection Panel will consist of the Chief Executive Officer, Manager Works and Services and Council are also invited to appoint a Member to this Panel.

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. Approve the calling of RFT 03/18 – Provision of Handyman Services, and,
2. Approve the Qualitative Criteria listed at Clause 4.9 on pages 18 and 19 of RFT 03/18 as contained in the papers relating.

Moved Cr: Patupis

Seconded Cr: Wyatt

Resolution

That Council:

1. Approve the calling of RFT 03/18 – Provision of Handyman Services, and,
2. Approve the Qualitative Criteria listed at Clause 4.9 on pages 18 and 19 of RFT 03/18 as contained in the papers relating.

Carried by: Simple Majority

For: 5

Against: 0

Cr Bonza and Lynn Webb re-entered the Chambers at 6:20pm.

Cr Bonza assumed the chair.

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Standing Orders Local Law 2018 Amendment	
Location / Address	Shire of Dundas
File Reference	LE.LO
Author	Gihan Kohobange
Date of Report	12 th September 2018
Disclosure of Interest	Nil

Summary

For the Council to amend the Standing Orders Local Law 2018 in response to comments from the Joint Standing Committee on Delegated Legislation.

Background

The Joint Standing Committee on Delegated Legislation has written to the Shire requesting that the Council respond by resolution to a number of issues to ensure that the Shire of Dundas Standing Orders Local Law 2018 remains in force and not be disallowed.

The Council considered the Joint Standing Committee on Delegated Legislation's letter at its Ordinary Council meeting held on the 21st August 2018 and resolved the following:

That the Joint Standing Committee on Delegated Legislation be advised that the Council of the Shire of Dundas undertakes:

1. Within 6 months, amend the Local Law to:
 - Delete clauses 15.1 to 15.6
 - Incorporate the content of clause 15.6(2) and 15.6(3) into clause 14.10
 - Make all necessary consequential amendments

2. Until the Local Law is amended in accordance with undertaking 1:

- Not to enforce the Local Law in a manner contrary to undertaking 1.
- Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire's website), ensure that it is accompanied by a copy of these undertakings.

The process of amending an existing local law is similar to that of adopting a new local law.

Statutory Environment

Joint Standing Committee on Delegated Legislation & the Department of Local Government, Local Government Act 1995

Policy Implications

N/A

Financial Implications

There are no additional costs to the Shire other than the required statutory advertising process.

Strategic Implications

The Standing Orders Amendment Local Law 2018 is necessary to amend the current local law as required by the Joint Standing Committee on Delegated Legislation. Failure to do so may result in the local law being disallowed, making the local law ineffective and unable to be utilised by the Shire.

Consultation

Joint Standing Committee on Delegated Legislation, the Department of Local Government and general advertising of the proposed change as required by the Local Government Act 1995

Comment

The Shire has undertaken the process of drafting the Shire of Dundas Standing Orders Amendment Local Law 2018 to ensure that clauses meet the requirements of the Joint Standing Committee on Delegated Legislation by:

- Deleting clauses 15.1 to 15.6
- Incorporating the content of clause 15.6(2) and 15.6(3) into clause 14.10
- Making all the necessary consequential amendments

A copy of the amended Standing Orders Amendment Local Law 2018 is included in the papers relating.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas resolve to:

- 1 advertise the Shire of Dundas Standing Orders Amendment Local Law 2018 pursuant to the requirements of the Local Government Act 1995; and
- 2 consider the adoption of the local law after submissions have been received.

Moved Cr: Patupis
 Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas resolve to:

- 1 advertise the Shire of Dundas Standing Orders Amendment Local Law 2018 pursuant to the requirements of the Local Government Act 1995; and
- 2 consider the adoption of the local law after submissions have been received.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.3.2 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	CM.CI.2
Author	Peter Fitchat – Chief Executive Officer
Date of Report	11 September 2018
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for the period ending 12 September 2018

Background

The Councillors' Information Bulletin for the period ending 12 September 2018 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 government 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 September Councillors Information Bulletin for the period ending 12 September 2018, as attached in the papers relating.

Moved Cr Patupis
Seconded Cr Hogan

Resolution

That Council receive the September Councillors Information Bulletin for the period ending 12 September 2018, as attached in the papers relating.

Carried by: Simple Majority For: 6 Against: 0

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid (1/08/2018 to 31/08/2018)	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	11/09/2018
Disclosure of Interest	Nil

Trust Payments

Chq/EFT	Date	Name	Description	Amount
EFT2888	03/08/2018	Shire of Dundas	RATES PAYMENT TO A6	323.31
EFT2889	06/08/2018	Aussie Soap Supplies	SOAP SUPPLIES (Ngadju Women Caring for Country Project)	6811.70
				\$7'135.01

Municipal Cheques

Cheque	Date	Name	Description	Amount
26334	03/08/2018	Shire of Dundas Petty Cash	Recoup to petty cash 1/05/2018 - 30/06/2018	110.50
26335	10/08/2018	Telstra Corporation Limited	ADSL (20/06/2018 - 19/07/2018) & 20.07.2018 – 19.08.2018	434.90
26336	17/08/2018	Horizon Power	Street Light Usage 1/07/2018 - 31/07/2018	3756.11
26337	17/08/2018	Water Corporation	Various Water Accounts (1/07/2018 - 31/08/2018)	12450.74

26338	24/08/2018	Horizon Power	Various Accounts of Power Usage 19.06.2018 - 15.08.2018	7679.30
26339	24/08/2018	Telstra Corporation Limited	Landlines and Internet Usage 05.08.2018 - 04.09.2018 Satellite usage 16.08.2018 - 15.09.2018	1524.64
				\$25'956.19

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT2868	03/08/2018	Aerodrome Management Services Pty Ltd	Norseman aerodrome upgrade - Runway marking plus mobilisation	39600.00
EFT2869	03/08/2018	Australia Post	Postage (June 2018)	141.82
EFT2870	03/08/2018	Advertiser Print	1000x DL Window Envelopes, 500 C5 Window Envelopes & 400 Domestic Rubbish Tip Passes	383.00
EFT2871	03/08/2018	ZircoDATA Pty Ltd	Records storage of rates and minutes books (26/05/2018 - 25/06/2018)	160.24
EFT2872	03/08/2018	Officemax	Various Stationery Items (Paper, Clips and 2018/19 Diary)	51.91
EFT2873	03/08/2018	Bunnings Warehouse Kalgoorlie	3 x packets screws, 1 x packet nuts & bolts, 2 x packets washers, 1 x packet Dynabolts & 6 x masonry drill bits for airport shelter	158.36
EFT2874	03/08/2018	Coates Hire Operations Pty Ltd	Hire of Roller Multi-tyre Pneumatic 20 tonne x 9 days (14 - 24/06/2018) plus delivery & pick up	7429.40
EFT2875	03/08/2018	Dundas Fencing & Building Maintenance	Replace float washer in evap unit at 13 Roberts street \$123.75 Underpayment of invoice #6514 \$27.00	150.75
EFT2876	03/08/2018	Department of Water and Environmental Regulation	Norseman Liquid Waste facility - Annual licence fee 2018/2019	1217.26
EFT2877	03/08/2018	IT Vision User Group Inc	IT Vision user group subscription 2018/2019	748.00
EFT2878	03/08/2018	Moore Stephens (WA) Pty Ltd	Webinar - GST and Property 27.07.2018, Salary Packaging Crash Course 31.08.2018, GST Financial Assistance Payments 28.09.2018, FBT and Motor Vehicles 26.10.2018, Employer Obligations 30.11.2018	825.00
EFT2879	03/08/2018	Molyhil Mining Pty Ltd	Rates refund for assessment A3371 LOT EL 63-872 NORSEMAN 6443	424.59
EFT2880	03/08/2018	Norseman Concrete	Airport Upgrade - Water Tanker Hire TK18 (1,2,3,9 & 11/06/2018)	5830.00
EFT2881	03/08/2018	Ozowned Supplies & Services	Clean Carpet (Vandalism) at Sports Complex	110.00
EFT2882	03/08/2018	E & MJ Rosher	1 x complete light switch for Kubota Tractor plus delivery	128.00
EFT2883	03/08/2018	Stewart & Heaton Clothing Co. Pty Ltd	Protective Clothing for WABFB & Nullarbor Pastoralists - 2 x jackets, 4 x trousers & 2 x helmets	1010.99
EFT2884	03/08/2018	Total Asphalt & Traffic Management	3 tonnes 7mm cold mix asphalt & 400 ltr emulsion (footpath repairs)	1451.05
EFT2885	03/08/2018	Talis Consultants Pty Ltd	Provision of consultancy services to 30 June 2018 (Field Survey & Asset Valuation Draft)	41954.00

EFT2886	03/08/2018	Wilson's Diesel & Auto Repairs	Replace 2 x tyres on Toyota Prado 1DS 96,668kms	501.20
EFT2887	03/08/2018	Welltech Total Water Management	Welltech Portable Water Tower Hire 30/05/2018 - 19/06/2018 plus demobilisation	9295.00
EFT2890	10/08/2018	Laurene Bonza	Claim (Workshop Forum 16/07/2018, Ordinary Council Meeting 17/07/2018 and CEO Recruitment Meeting 28/06/2018)	443.00
EFT2891	10/08/2018	Barry Bayley	Claim (Workshop Forum 16/07/2018, Ordinary Council Meeting 17/07/2018 and CEO Recruitment Meeting 28/06/2018)	320.00
EFT2892	10/08/2018	Cuten Guneder Machinery	Hire of low loader to transport grader from Norseman Shire depot to Pit 14 on Hyden Norseman Road	850.00
EFT2893	10/08/2018	Cartman Designs	Progress payment 35% for Woodlands Centre. Additional work for site visit and attend Council Meeting with GFG Consulting (4th April 2018)	44228.25
EFT2894	10/08/2018	Dundas Fencing & Building Maintenance	Repair front steps at 82 Angove street \$333.30 Repair male urinal Admin public toilets and unblock male toilet at Phoenix Park \$247.50 Hire, delivery and pickup of Cherry Picker for Electricians \$187.00	767.80
EFT2895	10/08/2018	David Thiel	Modifications to existing Museum Structure to comply with engineers report – Deposit \$4500.00 Final Outstanding balance to pay electrical contractors for pensioner unit upgrade \$1327.59	5827.59
EFT2896	10/08/2018	Esperance Rural Supplies	2 x 50m rolls Polypipe 20mm plus various PVC fittings	369.55
EFT2897	10/08/2018	Elite Gym Hire	Hire of weights (12/07/2018 - 12/08/2018) \$568.65 Hire of Treadmill, Bike, Rower & Cross Trainer (12/07/2018 – 12/08/2018) \$442.70	1011.35
EFT2898	10/08/2018	Engenuity Engineering Pty Ltd	Woodlands Cultural, Community and Visitors Centre - Site visit to assess structure & site classification Draw 1	5161.16
EFT2899	10/08/2018	Great Western Motel	4 x nights accommodation for Annette James (AMS trainer) plus meals - Aerodrome Reporting course	676.00
EFT2900	10/08/2018	Threat Protect	Alarm Monitoring (Youth)	119.25
EFT2901	10/08/2018	Goldfields Image Works	Record, edit & supply May, June & July Ordinary Council meetings plus 28th May 2018 Special Council meeting	660.00
EFT2902	10/08/2018	JEP Hogan	Claim (Workshop Forum 16/07/2018, Ordinary Council Meeting 17/07/2018 and CEO Recruitment meeting 28/06/2018)	320.00
EFT2903	10/08/2018	Landgate	Certificate of Title record registrations \$77.10 Management order documents (70-76 Prinsep Street x2 \$25.70 & \$25.70	128.50

EFT2904	10/08/2018	Local Government Professionals Australia WA	2018-2019 Council Corporate Membership \$1473.00 2018-2019 Affiliate Membership Pania Turner \$185.00 2018-2018 Affiliate Membership Sonya Ellison \$185.00	1843.00
EFT2905	10/08/2018	Star Track Credit	Freight (Jason Signmakers)	57.93
EFT2906	10/08/2018	Moore Stephens (WA) Pty Ltd	2018 Financial reporting manual and template	990.00
EFT2907	10/08/2018	Norseman District High School	NAIDOC 2018 School Activities	1100.00
EFT2908	10/08/2018	Norseman Community Resource Centre	Printing of Norseman Today Newspaper Vol 34 No. 6	2400.00
EFT2909	10/08/2018	Norseman General Practice	Pre-employment medical for Peter Bush	132.00
EFT2910	10/08/2018	Rasa Patupis	Claim (Workshop forum 16/07/2018, Ordinary Council meeting 17/07/2018 & CEO recruitment meeting 28/06/2018)	320.00
EFT2911	10/08/2018	Rhys Nevin	Fit new gas regulator, test point & hood. Install copper line & connect new oven in 13 Roberts Street \$486.00 Council Standpipe backflow valve test \$240.00 Norseman Town Hall backflow valve test \$240.00	966.00
EFT2912	10/08/2018	Solutions IT (invoice S)	Agreement - Cloud Backup (Monthly billing for August)	180.68
EFT2913	10/08/2018	Solutions IT (invoice A&B)	Managed Support - Monthly billing for August	1479.50
EFT2914	10/08/2018	T Stewarts Engineering	1 x double sided dog cage, 1 x alloy ramp and 2 x tool boxes for Hilux ute DS29	4403.86
EFT2915	10/08/2018	IT Vision	Renew SynergySoft & Universe Annual License Fees 1/07/2018 - 30/06/2019	33347.29
EFT2916	10/08/2018	Veronica Wyatt	Claim (Workshop Forum 16/07/2018, Ordinary Council Meeting 17/07/2018 and CEO Recruitment Meeting 28/06/2018)	320.00
EFT2917	10/08/2018	Wilsons Diesel & Auto Repairs	120,000km service and 2x new tyres on Holden Commodore 911DS \$920.15 60,000km service on Nissan Navara 21DS \$458.50 1x Light globe for Colorado ute DS263 \$3.20 100,000km Service on Navara dual cab DS232 \$439.00	1820.85
EFT2918	10/08/2018	Western Australian Local Government Association	WALGA 2018/19 Subscriptions - Associate Membership, Tax Services, Procurement Services, Governance Service, Local Laws Service, Councils Connect and Employee Relations	23494.12
EFT2919	10/08/2018	Waterman Irrigation Australia	Standpipe remote access & server access 01/07/2018 - 31/12/2018	639.65
EFT2920	10/08/2018	Sharon Warner	Claim (Workshop Forum 17/07/2018, Ordinary Council Meeting 16/07/2018, CEO Recruitment Meeting 28/06/2018 and GTNA Meeting 29/06/2018)	400.00

EFT2921	17/08/2018	Eucla Motor Hotel	1 x night accommodation for Peter Crawford and Peter Ladewig (4/08/2018)	250.00
EFT2922	17/08/2018	Officemax	25 x reams A4 white copy paper	121.28
EFT2924	17/08/2018	BOC Limited	Container Service Fee (28.06.2018 – 28.07.2018)	45.45
EFT2925	17/08/2018	Cuten Guneder Machinery	Truck Hire - Roller out to pit 18 Hyden Road. Transport grader back to depot on 3/08/2018 and back out to pit 18 on 6/08/2018	1800.00
EFT2926	17/08/2018	Shire of Dundas Municipal Fund	Payroll deductions	420.00
EFT2927	17/08/2018	FULL MOON CAFE	Catering for 6 x people - Aerodrome Reporting Officers course (24/07/2018 - 27/07/2018) \$227.80 Catering for 7 people on Friday 3 rd August 2018 \$77.00	304.80
EFT2930	17/08/2018	Marketforce	Advertising - Council Meeting Dates 2018-19 (Kal Miner 06/07/2018)	247.92
EFT2931	17/08/2018	Norseman Eyre Motel	1 x night accommodation for 2 x people plus meals - O'Dwyer Electrical	334.00
EFT2932	17/08/2018	Norseman Gold Fever Festival Inc	Sponsorship for Norseman Gold Fever Festival 2018	10000.00
EFT2933	17/08/2018	Navman Wireless Australia Pty Ltd	Monthly satellite service (5/07/2018 - 4/08/2018)	65.89
EFT2934	17/08/2018	Online Business Equipment	Monthly Service Agreement No17649	71.50
EFT2935	17/08/2018	South East Petroleum	7,900L Diesel \$11230.09 Diesel & Unleaded fuel sales 01.07.2018 – 31.07.2018 \$1104.88	12334.97
EFT2937	17/08/2018	Wilsons Diesel & Auto Repairs	70,000km service on Toyota Hilux DS29 & fix seat belt adjuster	629.75
EFT2938	17/08/2018	Wedgetail Inn Cocklebiddy	1 x night accommodation for Peter Crawford and Peter Ladewig (3/08/2018)	300.00
EFT2939	17/08/2018	WesbarVanquip	remove existing rear bench seat & supply & fit 3 x single seats with seatbelts plus engineers report	4400.00
EFT2940	24/08/2018	Aerodrome Management Services Pty Ltd	Aerodrome Reporting/Work Safety Officer Training & exams plus return flights (Perth-Kalgoorlie)	8864.00
EFT2941	24/08/2018	Australian Taxation Office	BAS (July 2018)	28727.00
EFT2942	24/08/2018	ZircoDATA Pty Ltd	Records storage of rates and minutes books (26/06/2018 - 25/07/2018)	160.24
EFT2943	24/08/2018	Officemax	7 x reams of A4 copy paper - various colours	49.66
EFT2944	24/08/2018	BP Norseman	Diesel & Unleaded fuel sales for July 2018	866.31
EFT2945	24/08/2018	Laurene Bonza	Claim (Special Council Meeting 27/07/2018)	283.00
EFT2946	24/08/2018	Barry Bayley	Claim (Special Council Meeting 27/07/2018)	160.00
EFT2947	24/08/2018	Shire of Dundas Municipal Fund	Payroll deductions	420.00
EFT2948	24/08/2018	Dundas Fencing & Building Maintenance	Clear blockage to sink at Youth Centre	99.00
EFT2949	24/08/2018	Department of Fire & Emergency Services	ESL (July 2018)	4305.79

EFT2950	24/08/2018	Great Western Motel	2 x nights accommodation for John Phillips 2nd & 3rd August 2018 plus meals	292.00
EFT2951	24/08/2018	JEP Hogan	Claim (Special Council Meeting 27/07/2018)	160.00
EFT2952	24/08/2018	P & L Hogan Transport Services	2 x Gas Bottles for Visitor Centre public conveniences	314.00
EFT2953	24/08/2018	Jason Signmakers	10 x Airside Area signs for Aerodrome \$264.00 4x Magnetic Signs – Weed Spraying \$158.40	422.40
EFT2954	24/08/2018	Just Ribbons & Rosettes	Various Prize Ribbons for Norseman Flower and Garden Show	312.40
EFT2955	24/08/2018	KBuilt Construction Pty Ltd	Eucla Community Hall - Progress Claim 1	19420.23
EFT2956	24/08/2018	State Library of Western Australia	Delivery of Better Beginnings Program 2018/19	44.00
EFT2957	24/08/2018	Landgate	Mining Tenements Chargeable M2018/7 (8/06/2018 - 4/07/2018) \$156.00 6x title management order checks \$154.20 Certificate of title check and sketch A208 \$51.40 GRV Chargeable G2018/3 (21.04.2018 – 15.06.2018) \$66.50	428.10
EFT2958	24/08/2018	Local Health Authorities Analytical Committee	Analytical Services for 2018/2019	392.70
EFT2959	24/08/2018	Norseman Concrete	Hire of fuel trailer for 1x week.	55.00
EFT2960	24/08/2018	Norseman IGA	Various goods July 2018	426.16
EFT2961	24/08/2018	Rasa Patupis	Claim (Special Council Meeting 27/07/2018)	160.00
EFT2962	24/08/2018	Talis Consultants Pty Ltd	Provision of Consultancy Services to 31st July 2018 (Valuation Report)	3674.00
EFT2963	24/08/2018	IT Vision	Changes to rate notice crystal report	484.00
EFT2964	24/08/2018	Veronica Wyatt	Claim (Special Council Meeting 27/07/2018)	160.00
EFT2965	24/08/2018	Norseman Hardware	Various hardware items (July 2018)	135.15
EFT2966	24/08/2018	Wilson's Diesel & Auto Repairs	50,000 km Service on 38DS and drive line oil change \$841.50 Supply, fit and wire in LED Beacon on Kubota Mower (DS3181) \$363.30 Supply, fit and wire in LED Beacon on Kubota Mower (DS3298) \$363.30	1568.10
EFT2967	24/08/2018	Western Australian Local Government Association	Breakfast Forum: Beneficial Enterprises - How Local Government Can Meet Market Failures - 1st August 2018 Cr Laurene Bonza	50.00
EFT2968	24/08/2018	WesTrac Pty Ltd	Replacement hydraulic hose parts for Cat Road Grader DS27 \$149.27 Credit Refund (1x scarifier tine) – \$18.03	131.24
EFT2969	24/08/2018	WA Tyre Recovery	Collection of 346 Tyres	3142.83
EFT2970	24/08/2018	Sharon Warner	Claim (Special Council Meeting 27/07/2018)	160.00
EFT2971	24/08/2018	Zipform Pty Ltd	6000 x A4 Rate Notices + freight	1538.90
EFT2972	31/08/2018	Aerodrome Management Services Pty Ltd	Seal Upgrade Investigation and Design - Eucla Airport	53366.50
EFT2973	31/08/2018	Australia Post	Postage (July 2018)	315.40

EFT2974	31/08/2018	Laurene Bonza	Claim (CEO recruitment meeting 3/08/2018 & Special Council Meeting 9/08/2018)	363.00
EFT2975	31/08/2018	Barry Bayley	Claim (CEO recruitment meeting 3/08/2018 & Special Council Meeting 9/08/2018)	240.00
EFT2976	31/08/2018	Courier Australia	Freight (SLWA and Stewart and Heaton)	48.84
EFT2977	31/08/2018	Elite Gym Hire	Hire of weights (12/08/2018 - 12/09/2018) \$568.65 Hire of treadmill, bike, rower and cross trainer (12.08.2018 – 12.09.2018) \$442.70	1011.35
EFT2978	31/08/2018	Glen Flood Group Pty Ltd T/A GFG Consulting	Project management support for the development of the Woodlands Cultural Centre - July 2018	1431.36
EFT2979	31/08/2018	JEP Hogan	Claim (CEO recruitment meeting 3/08/2018 & Special Council Meeting 9/08/2018)	240.00
EFT2980	31/08/2018	John Phillips Consulting	Professional Services - CEO Recruitment 2018	8360.00
EFT2981	31/08/2018	Moore Moves Dance Academy	Dance Classes for 09.10.17 - 22.10.17	600.00
EFT2982	31/08/2018	Navman Wireless Australia Pty Ltd	Monthly satellite service (5/08/2018 - 4/09/2018)	65.89
EFT2983	31/08/2018	Rasa Patupis	Claim (CEO recruitment meeting 3/08/2018 & Special Council Meeting 9/08/2018)	240.00
EFT2984	31/08/2018	Royal Life Saving Society WA Inc	HS1 Smart Pads Adult – HS1 Smart Pads Infant/Child, Lifeguard Bumbag plus postage	333.50
EFT2985	31/08/2018	Stewart & Heaton Clothing Co. Pty Ltd	Protective Clothing for WABFB & Nullarbor Pastoralists - 2 x jackets	351.80
EFT2986	31/08/2018	South Coast Foodservice	Supply 4x 5lt Disinfectant, 1x Ctn Garbage Bags, 5x Ctns Toilet Paper and 5x Ctns Paper Towel	567.26
EFT2987	31/08/2018	Veronica Wyatt	Claim (CEO recruitment meeting 3/08/2018 & Special Council Meeting 9/08/2018)	240.00
EFT2988	31/08/2018	Wilson's Diesel & Auto Repairs	Carry out 110'000km Service on DS3030 (Ranger Ute)	576.20
EFT2989	31/08/2018	Sharon Warner	Claim (CEO recruitment meeting 3/08/2018 & Special Council Meeting 9/08/2018)	240.00
EFT2990	31/08/2018	Kim Wills	2nd prize winner 2018-19 early payment rates incentive draw	500.00
EFT2991	31/08/2018	Jose Antonio Zurro	3rd Prize Winner 2018-19 early payment rates incentive draw	250.00
4817	03/08/2018	Craig Coulson	Reimbursement of Steel Cap Boots – As per Council Policy	160.00
PAY	07/08/2018	Payroll	Direct Debit of Net Pays 25.07.2018 – 07.08.2018	54866.96
4833	17/08/2018	Steven Borsi	Reimbursement of Steel Cap Boots – As per Council Policy	155.00
PAY	21/08/2018	Payroll	Direct Debit of Net Pays 08.08.2018 - 21.08.2018	55022.90
4846	24/08/2018	Peter Bush	Reimbursement of Steel Cap Boots – As per Council Policy	159.00

4846	24/08/2018	Cr Laurene Bonza	Reimbursement of Accommodation and Taxi Fares – Professionally Speaking Course 14.08.2018 Perth	235.29
				\$535'019.92

Municipal Account Direct Debts

Chq/EFT	Date	Name	Description	Amount
4812	01/08/2018	ANZ	BPAY Transaction Fees	1.65
4813	01/08/2018	ANZ	Merchant Fees	106.15
4815	01/08/2018	Equipment Rents	Sharp Interactive Board	256.30
DD9721	17/08/2018	SuperChoice	Superannuation 25/7/2018 – 7/8/2018	12526.90
DD9721	23/08/2018	SuperChoice	Superannuation 16/5/2018 – 29/05/2018	125.67
4828	14/08/2018	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings - July 2018	4225.40
DD9725	23/08/2018	SuperChoice	Superannuation 8/8/2018 – 21/8/2018	12443.32
				\$29'685.39

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
4831	16/08/2018	Deputy Chief Executive Officer		
	22/06/2018	Harvey Norman	Vacuum for DFES Building	497.00
	05/07/2018	Abletek Mechanical Kalgoorlie	Inspection for DS131 for Registration	136.45
	05/07/2018	Captain Stirling Hotel	Accommodation 16-20 July 2018 (David McEwan)	476.00
	11/07/2018	Wotif – Mantra on the Murray	Accommodation for Cr Bonza 29.07.2018 – 01.08.2018	716.00
	12/07/2018	Virgin Australia	Flights for Cr Bonza 29.07.2018 – 02.08.2018	463.95
	16/07/2018	Quality Hotel Bayswater	Accommodation for Ellana Risk 16-20 July 2018	517.25
	23/07/2018	Captain Stirling Hotel	Refund from D McEwan Accommodation (see on next ANZ statement)	-119.00
4831	16/08/2018		ANZ Credit Card Purchases 22.06.2018 – 22.07.2018	2687.65

Summary of account totals

Trust EFT's / Cheques	\$7'135.01
Municipal Cheques	\$25'956.19
Municipal EFT's	\$535'019.92
Municipal Direct Debit's	\$29'685.39
Municipal Credit Cards	\$2'687.65
Grand Total for August 2018	\$600'484.16

Voting Requirements

Simple Majority

Officer Recommendation

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

Moved Cr: Hogan
Seconded Cr: Wyatt

Resolution

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

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.2 – Financial Statements for the Periods Ending 31st August 2018	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Deputy CEO
Date of Report	12 th September 2018
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the periods ending 31st August 2018 be accepted.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the Shire of Dundas Financial Statements for the periods ending 31st August 2018 be accepted.

Carried by: Simple Majority

For: 6

Against 0

**MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018**

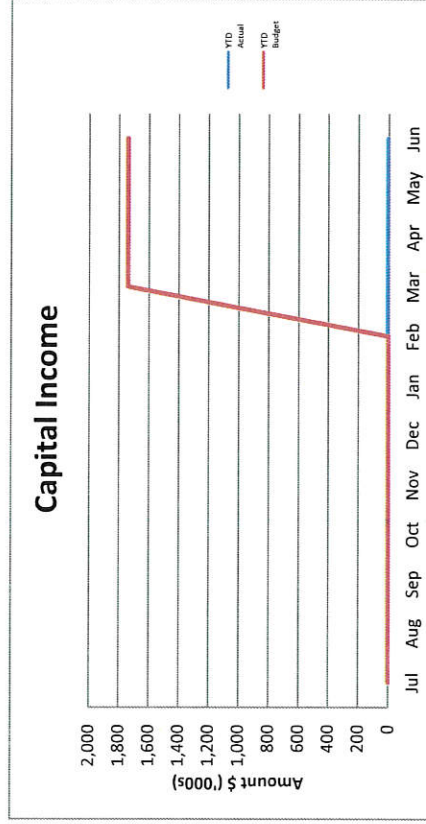
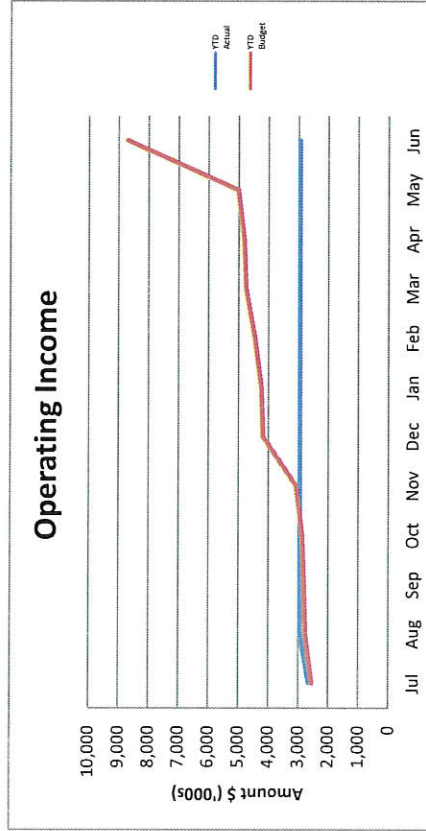
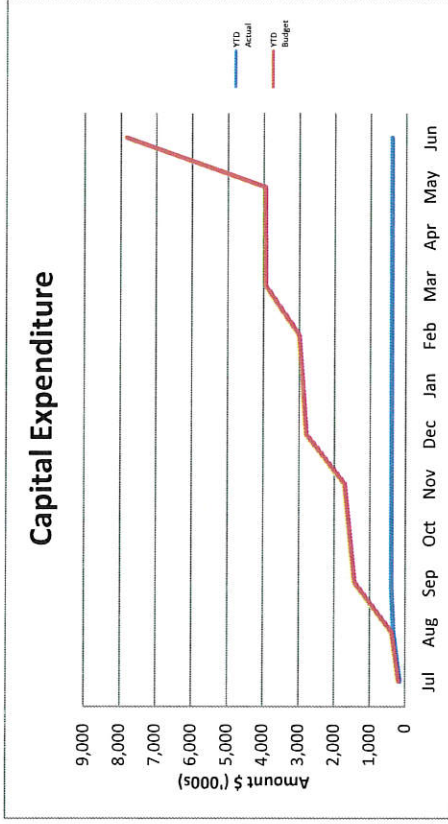
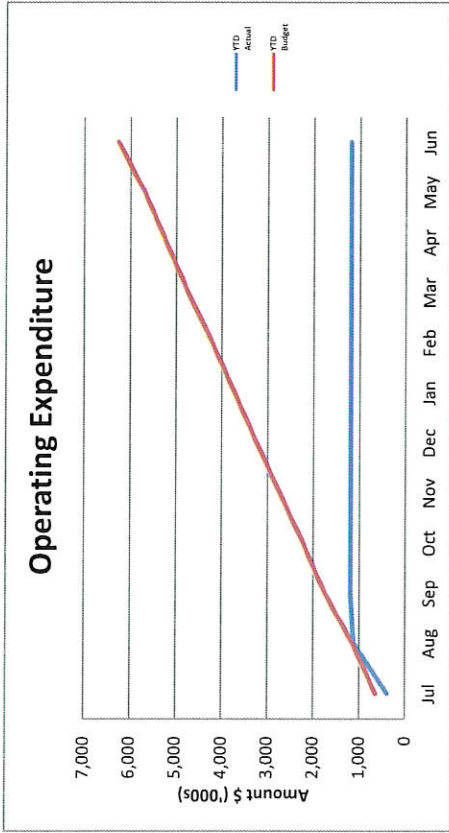


"Norseman" The Horse that found Gold and created a Town

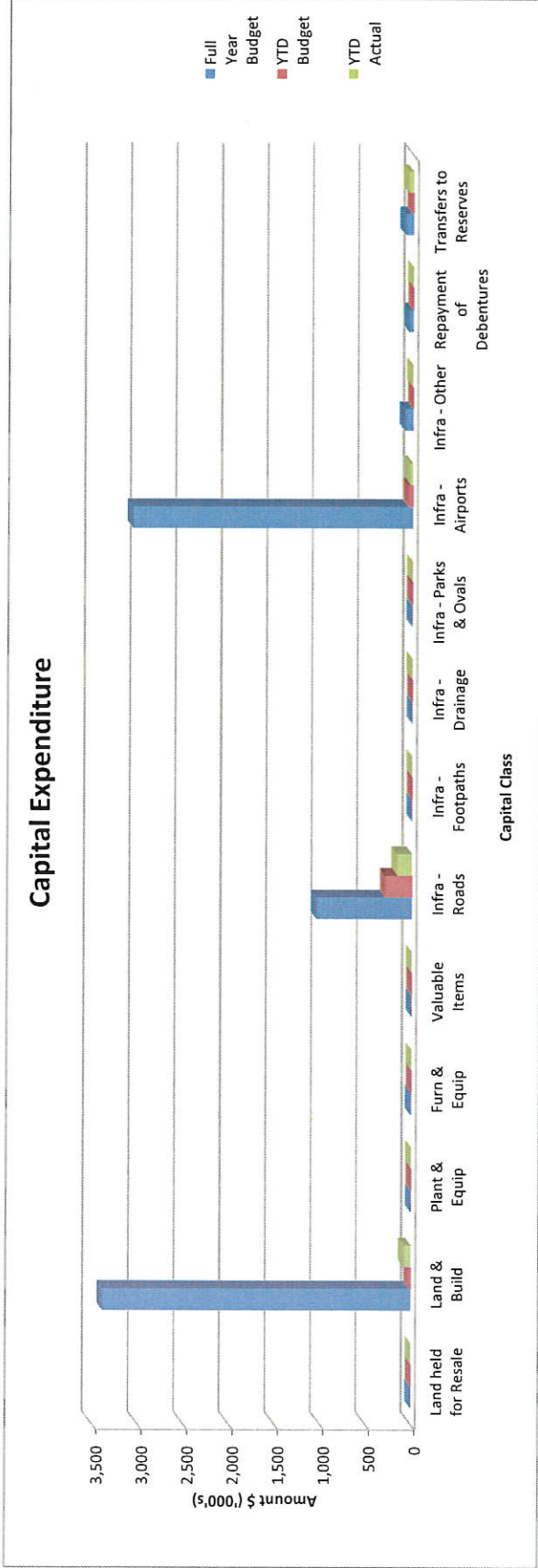
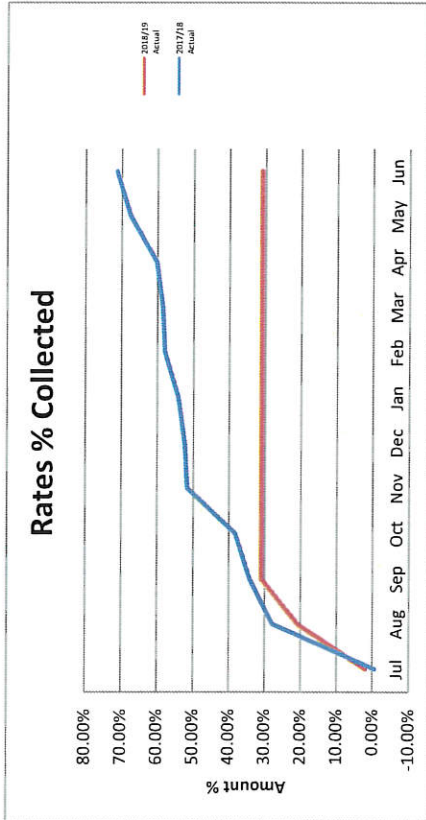
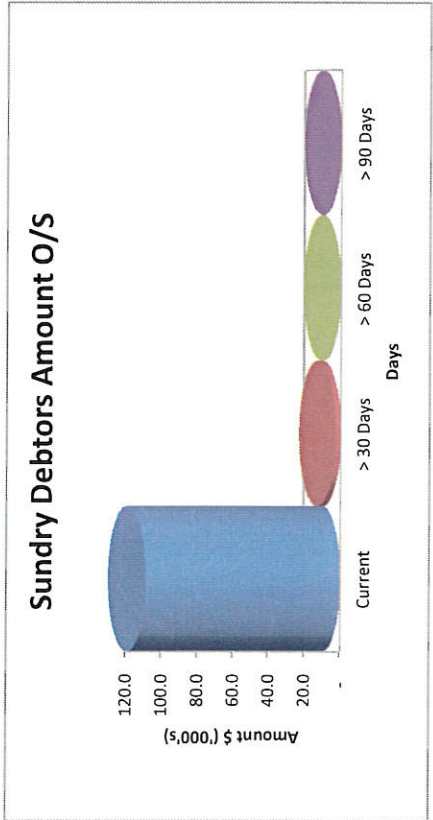
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Income and Expenditure Graphs for the Period 01 July 2018 to 31 August 2018



Other Graphs for the Period 01 July 2018 to 31 August 2018



SHIRE OF DUNDAS

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018

	NOTE	2018/19 Adopted Budget \$	2018/19 August Y-T-D Budget \$	2018/19 August Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
Operating							
Revenues/Sources							
Governance		21,000	3,498	35,211	31,713	906.60%	▲
General Purpose Funding		707,412	165,623	193,537	27,914	16.85%	▲
Law, Order, Public Safety		15,800	380	322	-58	(15.26%)	
Health		4,000	666	4,260	3,594	539.64%	
Education and Welfare		90,000	20,000	20,265	265	1.33%	
Housing		26,600	3,096	3,076	-20	(0.65%)	
Community Amenities		171,935	151,551	158,281	6,730	4.44%	
Recreation and Culture		199,500	1,578	2,037	459	29.09%	
Transport		3,695,777	92,584	185,584	93,000	100.45%	▲
Economic Services		1,457,718	28,734	18,349	-10,385	(36.14%)	▼
Other Property and Services		30,000	4,998	6,160	1,162	23.25%	
		<u>6,419,741</u>	<u>472,708</u>	<u>627,082</u>	<u>154,374</u>	<u>32.66%</u>	
(Expenses)/(Applications)							
Governance		(655,115)	(173,990)	(180,336)	-6,346	(3.65%)	
General Purpose Funding		(419,861)	(54,700)	(52,815)	1,885	3.45%	
Law, Order, Public Safety		(128,141)	(22,401)	(30,657)	-8,256	(36.86%)	▲
Health		(187,248)	(34,159)	(28,626)	5,533	16.20%	▼
Education and Welfare		(260,297)	(45,165)	(28,364)	16,801	37.20%	▼
Housing		(110,664)	(20,180)	(17,673)	2,507	12.42%	
Community Amenities		(567,113)	(99,983)	(82,946)	17,037	17.04%	▼
Recreation & Culture		(1,279,144)	(220,182)	(225,833)	-5,651	(2.57%)	
Transport		(2,045,293)	(373,858)	(400,734)	-26,876	(7.19%)	
Economic Services		(417,491)	(59,998)	(41,395)	18,603	31.01%	▼
Other Property and Services		(196,351)	(57,193)	(45,215)	11,978	20.94%	▼
		<u>(6,266,718)</u>	<u>(1,161,809)</u>	<u>(1,134,594)</u>	<u>27,215</u>	<u>(2.34%)</u>	
Net Operating Result Excluding Rates		153,023	(689,101)	(507,512)	181,589	(26.35%)	
Adjustments for Non-Cash							
(Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	0	0	0	0	0.00%	
Depreciation on Assets		2,384,778	397,266	478,734	81,448	(20.50%)	▲
Capital Revenue and (Expenditure)							
Purchase of Land and Buildings	1	(3,388,860)	(19,990)	(76,415)	-56,425	(282.27%)	▲
Purchase of Furniture & Equipment	1	(10,000)	0	0	0	0.00%	
Purchase of Plant & Equipment	1	0	0	0	0	0.00%	
Purchase of Valuable Items	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Roads	1	(1,052,454)	(296,268)	(163,235)	133,033	44.90%	▼
Purchase of Infrastructure Assets - Footpaths	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Drainage	1	0	0	0	0	0.00%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(10,000)	(10,000)	0	10,000	100.00%	▼
Purchase of Infrastructure Assets - Airports	1	(3,077,617)	(51,730)	(32,518)	19,212	37.14%	▼
Purchase of Infrastructure Assets - Other	1	(140,000)	0	(10,638)	-10,638	0.00%	
Proceeds from Disposal of Assets	2	0	0	0	0	0.00%	
Repayment of Debentures	3	(45,983)	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	4	(90,000)	(14,994)	(53,086)	-38,092	(254.05%)	▲
Transfers from Restricted Asset (Reserves)	4	1,742,000	0	0	0	0.00%	
Transfers to Restricted Assets (Other)		0	0	0	0	#DIV/0!	
Transfers from Restricted Asset (Other)		0	0	0	0	#DIV/0!	
ADD Net Current Assets July 1 B/Fwd	5	1,241,788	1,241,788	1,229,111	-12,677	1.02%	
LESS Net Current Assets Year to Date	5	0	2,850,317	3,179,828	329,511	(11.56%)	
Amount Raised from Rates		<u>(2,293,326)</u>	<u>(2,293,326)</u>	<u>(2,315,387)</u>	<u>(22,061)</u>	<u>0.96%</u>	

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

**SHIRE OF DUNDAS
VARIANCE REPORTING
FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018
Report on Significant variances Greater than 10% and \$5,000**

		2018/19 Budget	2018/19 YTD Budget	2018/19 YTD Actual	Variance		
GENERAL PURPOSE FUNDING							
Operating Income							
8363	Interest On Investment - Reserves	-90,000	-14,994	-53,086	-38,092	Permanent	Timing of maturity of term deposits, 2017/18 income accounted in 2018/19
GOVERNANCE							
Operating Income							
0453	Reimbursements	-10,000	-1,666	-32,839	-31,173	Permanent	FBT 2017/18 refund of \$21k
Operating Expenditure							
0352	Administration - Salaries	505,000	84,132	125,189	41,057	Timing	Former CEO's termination payment.
0632	Software Subscriptions	40,000	40,000	30,316	-9,684	Timing	Timing of invoices
0662	Audit	30,000	0	6,536	6,536	Timing	Timing of invoices
EDUCATION & WELFARE							
Operating Expenditure							
2002	Youth-Salaries	132,000	21,990	13,160	-8,830	Timing	Impact of budgeted salary increase to be reflected
COMMUNITY AMENITIES							
Operating Income							
2643	Other/Bulk Collection	-15,000	-2,498	-10,465	-7,967	Permanent	Additional private works disposal fees
2653	Commercial Rubbish Collection	-47,178	-47,177	-41,160	6,017	Timing	Timing of additional rubbish collection fees
Operating Expenditure							
2602	Domestic Refuse Collect	50,000	8,326	15,543	7,217	Timing	Timing of allocated expenses
2882	Storm Drain Maintenance	32,000	12,657	1,143	-11,514	Timing	Timing of invoices
Capital Expenditure							
2364	Cemetery Upgrade & Gates	10,000	10,000	0	-10,000	Timing	Timing of Ngadju survey
2614	Rubbish Tip Infrastructure	90,000	0	10,638	10,638	Timing	Timing of invoices
RECREATION & CULTURE							
Operating Expenditure							
3042	Arts Acquisition/Exhib	20,000	6,664	284	-6,380	Timing	More projects to come
3472	Swim Pool - Chemicals	10,000	0	5,713	5,713	Timing	Preparation of water filling
3512	Swim Pool - Dep'N	10,000	1,666	22,828	21,162	Permanent	Revaluation of other infrastructure assets
Capital Expenditure							
3084	School Of Mines Building Renovations	30,000	19,990	4,500	-15,490	Timing	Project will be starting in Sep
3324	Eucla Town Hall Building Improvements	870,000	0	19,824	19,824	Timing	Timing of invoices
3386	Woodland Cultural And Visitor Centre	2,488,860	0	52,092	52,092	Timing	Timing of invoices
TRANSPORT							
Operating Income							
4613	Roads Financial Assistance Grant	-161,513	-40,378	-48,235	-7,857	Permanent	Increase to 2018/19 funding
6025	Mrd Direct Grant	-52,206	-52,206	-84,849	-32,643	Permanent	Increase to 2018/19 funding
Operating Expenditure							
4602	Norseman St Maintenance	188,000	31,290	8,458	-22,832	Timing	Timing of invoices
6072	Street Trees & Watering	65,000	10,822	5,555	-5,267	Timing	Timing of invoices
6522	Aerodrome Dep'N	56,645	9,436	41,303	31,867	Permanent	Revaluation of other infrastructure assets
6532	Aerodrome Insurance	2,000	1,000	7,791	6,791	Permanent	Increase in insurance premium
Capital Income							
6510	Dir's - Raap Grants (Airstrip Funding)	0	0	-52,500	-52,500	Permanent	Timing of receipt of airport upgrade grant funding
Capital Expenditure							
6504	Aerodrome Upgrade	77,617	51,730	32,518	-19,212	Timing	Timing of invoices
OTHER PROPERTY & SERVICES							
Operating Expenditure							
7642	Sick & Holiday Pay	175,000	29,152	22,514	-6,638	Timing	Timing of leave planning of the staff
7802	Diesel & Unleaded Fuel	150,000	24,990	34,288	9,298	Timing	Roadworks recommencement
7822	Parts & Repairs	200,000	33,320	16,262	-17,058	Timing	Timing of invoices
7842	Insurance & Licenses	41,000	20,499	30,197	9,698	Timing	Timing of invoices

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

	2018/19 Adopted Budget \$	2018/19 August Budget \$	2018/19 August Actual \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
By Program			
Governance			
<u>Governance</u>			
Servers / Computers	10,000	0	0
Community Amenities			
<u>Sanitation - Household Refuse</u>			
Waste Facility			
Waste Facility Fence	35,000	0	0
Expansion Of Norseman Tip	55,000	0	10,638
<u>Other Community Amenities</u>			
Norseman Cemetry			
Expansion Survey/Design	10,000	10,000	0
Recreation and Culture			
<u>Public Halls & Civic Centres</u>			
New Community Hall - Eucla			
Eucla Town Hall Building Improvements	870,000	0	19,824
<u>Other Culture</u>			
Museum Gazebo	30,000	19,990	4,500
Transport			
<u>Construction - Roads, Bridges, Depots</u>			
RRG Road Projects			
Rrg Hyden Noresman Rd Slk 140-182	0	0	159,917
Rrg Mort Harslet Construction Slk 11.2-12.4	130,467	86,968	0
Rrg Hyden Noresman Rd Slk 8-60	129,239	86,150	859
RRG Black Spot Projects			
Black Spot - Mort Harslet Drive	184,754	123,150	0
Road to Recovery Projects			
Hyden Road - Slk 150-167	355,464	0	2,459
R2R 2018/19 Projects	252,530	0	0

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

	2018/19 Adopted Budget \$	2018/19 August Budget \$	2018/19 August Actual \$
<u>By Program (Continued)</u>			
<u>Transport (Continued)</u>			
<i><u>Aerodromes</u></i>			
Norseman Aerodrome Upgrade			
Norseman Upgrade - Surface Upgrade - Stage 2	77,617	51,730	32,518
Eucla Aerodrome Upgrade			
Eucla Airstrip Upgrade	3,000,000	0	0
	0	0	0
<i><u>Other Economic Services</u></i>			
Woodland Cultural And Visitor Centre			
Woodland Cultural And Visitor Centre - Upgrade	2,488,860	0	52,092
Bromus Dam Toilets			
Bromus Dam Toilets	50,000	0	0
	<u>7,678,931</u>	<u>377,988</u>	<u>282,806</u>
<u>By Class</u>			
Buildings	3,388,860	19,990	76,415
Furniture & Equipment	10,000	0	0
Infrastructure - Roads	1,052,454	296,268	163,235
Infrastructure - Parks & Ovals	10,000	10,000	0
Infrastructure - Airports	3,077,617	51,730	32,518
Infrastructure - Other	140,000	0	10,638
	<u>7,678,931</u>	<u>377,988</u>	<u>282,806</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 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)	
	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
No disposal has been budgeted for 2018/17						
	-	-	-	-	-	-

By Class of Asset

	Written Down Value		Sale / Insurance Proceeds		Profit(Loss)	
	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
No disposal has been budgeted for 2018/17						
	-	-	-	-	-	-

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2018/19 Adopted Budget \$	2018/19 August Actual \$
0	0
0	0
<u>0</u>	<u>0</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
Health Loan - Doctor's House	433,305	0	0	45,983	0	387,321	433,305	11,433	0
	433,305	0	0	45,983	0	387,321	433,305	11,433	0

(*) 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 2018 TO 31 AUGUST 2018

	2018/19 Adopted Budget \$	2018/19 August Actual \$
4. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	354,693	354,693
Amount Set Aside / Transfer to Reserve	5,295	3,123
Amount Used / Transfer from Reserve	0	0
	<u>359,988</u>	<u>357,816</u>
(b) Plant Reserve		
Opening Balance	775,710	775,710
Amount Set Aside / Transfer to Reserve	11,581	6,831
Amount Used / Transfer from Reserve	0	0
	<u>787,291</u>	<u>782,541</u>
(c) Aerodrome Reserve		
Opening Balance	142,247	142,247
Amount Set Aside / Transfer to Reserve	2,124	1,253
Amount Used / Transfer from Reserve	0	0
	<u>144,371</u>	<u>143,500</u>
(d) Unspent Grant Reserve		
Opening Balance	1,200,166	1,200,166
Amount Set Aside / Transfer to Reserve	17,917	10,568
Amount Used / Transfer from Reserve	(1,200,000)	0
	<u>18,084</u>	<u>1,210,734</u>
(e) IT Reserve		
Opening Balance	93,351	93,351
Amount Set Aside / Transfer to Reserve	1,394	822
Amount Used / Transfer from Reserve	0	0
	<u>94,744</u>	<u>94,173</u>
(f) Transport Reserve		
Opening Balance	1,743,591	1,743,591
Amount Set Aside / Transfer to Reserve	26,030	15,354
Amount Used / Transfer from Reserve	0	0
	<u>1,769,621</u>	<u>1,758,945</u>
(g) Land Development Reserve		
Opening Balance	1,718,721	1,718,721
Amount Set Aside / Transfer to Reserve	25,659	15,135
Amount Used / Transfer from Reserve	(542,000)	0
	<u>1,202,380</u>	<u>1,733,856</u>
Total Cash Backed Reserves	<u><u>4,376,478</u></u>	<u><u>6,081,565</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 2018 TO 31 AUGUST 2018

	2018/19 Adopted Budget \$	2018/19 August Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	5,295	3,123
Plant Reserve	11,581	6,831
Aerodrome Reserve	2,124	1,253
Unspent Grant Reserve	17,917	10,568
IT Reserve	1,394	822
Transport Reserve	26,030	15,354
Land Development Reserve	25,659	15,135
	<u>90,000</u>	<u>53,086</u>
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	0	0
Aerodrome Reserve	0	0
Unspent Grant Reserve	(1,200,000)	0
IT Reserve	0	0
Transport Reserve	0	0
Land Development Reserve	(542,000)	0
	<u>(1,742,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>(1,652,000)</u>	<u>53,086</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 2018 TO 31 AUGUST 2018

	2017/18 C/Fwd Per Adopted Budget \$	2017/18 C/Fwd Per Financial Report \$	2018/19 August Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,630,934	1,630,934	1,416,824
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,028,479	6,028,479	6,081,565
Rates Outstanding	837,432	837,432	2,591,570
Sundry Debtors	174,666	174,666	135,834
Provision for Doubtful Debts	(398,000)	(398,000)	(398,000)
Gst Receivable	1,613	0	0
Accrued Income/Payments In Advance	0	0	0
Work In Progress	0	0	0
Inventories	0	0	0
	<u>8,275,124</u>	<u>8,273,511</u>	<u>9,827,793</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(628,786)	(642,140)	(182,472)
Accrued Interest On Loans	0	0	0
Accrued Salaries & Wages	0	0	0
Income In Advance	0	0	0
Gst Payable	0	3,714	(13,846)
Payroll Creditors	0	0	0
Accrued Expenses	(10,290)	(10,290)	0
PAYG Liability	0	0	0
Other Payables	0	(1,424)	(4,301)
Current Employee Benefits Provision	(365,781)	(365,781)	(365,781)
Current Loan Liability	(45,983)	(45,983)	(45,983)
	<u>(1,050,840)</u>	<u>(1,061,904)</u>	<u>(612,383)</u>
NET CURRENT ASSET POSITION	7,224,284	7,211,607	9,215,410
Less: Cash - Reserves - Restricted	(6,028,479)	(6,028,479)	(6,081,565)
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	45,983	45,983	45,983
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,241,788</u>	<u>1,229,111</u>	<u>3,179,828</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
General Rate								
GRV	0.158624	539	5,628,612	892,833	0	0	892,833	892,833
UV - Pastoral	0.080000	15	708,393	56,671	0	0	56,671	56,671
UV - Mining Leases	0.152582	337	8,207,547	1,252,324	0	0	1,252,324	1,235,437
Non - Rateable		1,729	260,827	0	0	0	0	0
Sub-Totals		2,620	14,805,379	2,201,828	0	0	2,201,828	2,184,941
Minimum Rates								
GRV	349	150	66,927	52,350			52,350	52,350
UV	349	118	129,468	41,182	1,828	28	43,037	40,135
UV - Prospecting Leases	300	55	60,882	16,500	1,561	109	18,170	15,900
Non - Rateable								
Sub-Totals		323	257,277	110,032	3,389	137	113,558	108,385
Discounts								
Rate Adjustments								
Movement in Excess Rates								
Total Amount of General Rates Specified Area Rates							2,315,386	2,293,326
Total Rates							2,315,386	2,293,326

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 2018 TO 31 AUGUST 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-18 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31-Aug-18 \$
BUILDERS REGISTRATION (I)	(52)	0	0	(52)
CHAMBER OF COMMERCE	0	0	0	0
DEMOLITION DEPOSITS	500	0	0	500
EXCESS (OVERPAID) RATES	1,932	60	(323)	1,669.0
GYM KEY DEPOSITS	4,200	550	0	4,750
TENNIS KEY DEPOSIT	600	0	0	600
BCITF (BUIL CON INDU TRAI FUN)	548	0	0	548
LIBRARY (TOY)	483	0	0	483
COMMUNITY GARDEN	2,539	0	0	2,539
NGADJU WOMENS CARING	23,616	60	(11,864)	11,812
LICENSING (TRANSPORT)	11,303	1,279	0	12,582
NOMINATION DEPOSITS	0	0	0	0
BANK INTEREST	292	7	0	299
	<u>45,961</u>	<u>1,956</u>	<u>(12,187)</u>	<u>35,730</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018

8. OPERATING STATEMENT

	2018/19 August Actual	2018/19 Adopted Budget	2017/18 Actual
	\$	\$	\$
OPERATING REVENUES			
Governance	35,211	21,000	64,088
General Purpose Funding	2,508,923	3,000,738	3,390,814
Law, Order, Public Safety	322	15,800	109,044
Health	4,260	4,000	3,765
Education and Welfare	20,265	90,000	82,160
Housing	3,076	26,600	18,603
Community Amenities	158,281	171,935	173,890
Recreation and Culture	2,037	199,500	140,409
Transport	185,584	3,695,777	2,103,742
Economic Services	18,349	1,457,718	1,378,259
Other Property and Services	6,160	30,000	61,880
TOTAL OPERATING REVENUE	<u>2,942,468</u>	<u>8,713,067</u>	<u>7,526,653</u>
OPERATING EXPENSES			
Governance	180,336	655,115	624,077
General Purpose Funding	52,815	419,861	315,505
Law, Order, Public Safety	30,657	128,141	234,350
Health	28,626	187,248	177,347
Education and Welfare	28,364	260,297	218,658
Housing	17,673	110,664	86,296
Community Amenities	82,946	567,113	486,005
Recreation & Culture	225,833	1,279,144	1,178,447
Transport	400,734	2,045,293	1,822,987
Economic Services	41,395	417,491	374,052
Other Property and Services	45,215	196,351	166,531
TOTAL OPERATING EXPENSE	<u>1,134,594</u>	<u>6,266,719</u>	<u>5,684,256</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u><u>1,807,874</u></u>	<u><u>2,446,349</u></u>	<u><u>1,842,397</u></u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018

9. STATEMENT OF FINANCIAL POSITION

	2018/19	2017/18
	Actual	Actual
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalents	7,498,389	7,659,413
Trade and Other Receivables	2,329,404	614,098
Work In Progress	0	0
Inventories	0	0
TOTAL CURRENT ASSETS	<u>9,827,793</u>	<u>8,273,511</u>
NON-CURRENT ASSETS		
Other Receivables	47,861	47,861
Inventories	0	0
Property, Plant and Equipment	12,571,262	12,641,442
Infrastructure	53,133,217	53,258,963
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>65,752,340</u>	<u>65,948,266</u>
TOTAL ASSETS	<u>75,580,133</u>	<u>74,221,777</u>
CURRENT LIABILITIES		
Trade and Other Payables	200,620	650,140
Long Term Borrowings	45,983	45,983
Provisions	365,781	365,781
TOTAL CURRENT LIABILITIES	<u>612,384</u>	<u>1,061,904</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	387,321	387,321
Provisions	18,849	18,849
TOTAL NON-CURRENT LIABILITIES	<u>406,170</u>	<u>406,170</u>
TOTAL LIABILITIES	<u>1,018,554</u>	<u>1,468,074</u>
NET ASSETS	<u>74,561,579</u>	<u>72,753,703</u>
EQUITY		
Trust Imbalance	0	0
Retained Surplus	32,823,167	31,068,376
Reserves - Cash Backed	6,081,565	6,028,479
Revaluation Surplus	35,656,848	35,656,848
TOTAL EQUITY	<u>74,561,580</u>	<u>72,753,703</u>

SHIRE OF DUNDAS

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2018 TO 31 AUGUST 2018

10. FINANCIAL RATIOS

	Benchmark	2017/18 YTD	2017/18 YE	2016/17 YE	2015/16 YE
Current Ratio	>1	6.12	2.11	4.15	2.41
Operating Surplus Ratio	>0.01	0.69	(0.42)	0.01	(0.60)
Operating Surplus Ratio - excluding Dep		0.88	0.47	N/A	N/A
Own Source Revenue Coverage Ratio	>0.40	2.24	0.46	0.52	0.51
Debt Service Cover Ratio	>2	1,424.59	26.66	72.96	N/A
Asset Consumption Ratio	>0.50	0.97	0.82	0.80	0.81
Asset Sustainability Ratio	>0.90	0.52	0.46	0.65	1.72
Asset Renewal Funding Ratio	>0.75	Calculate only at the YE	0.63	0.78	0.96

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 2018 TO 31 AUGUST 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	18/01/2019	2.75%	3,531,917
Term deposit	ANZ	ADI	3 months	13/10/2018	2.00%	372,715
Term deposit	Goldfields Money	ADI	3 months	3/10/2018	2.55%	546,104
Term deposit	ANZ	ADI	3 months	21/09/2018	2.50%	430,830
Term deposit	ANZ	ADI	6 months	17/12/2018	2.50%	1,200,000
						<u>6,081,565</u>

Reserve wise

IT Reserve	94,173
Aerodrome Reserve	143,500
Leave Reserve	357,816
Plant Reserve	782,541
Land Development Reserve	1,733,856
Transport Reserve	1,758,945
Unspent Grant Reserve	1,210,734
	<u>6,081,565</u>

Agenda Reference & Subject	
10.4.3 – CRC Management Report & Financial Statements to 31 st August 2018	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Deputy CEO
Date of Report	7 th September 2018
Disclosure of Interest	Nil



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

Officer Recommendation

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

Moved Cr: Hogan
Seconded Cr: Wyatt

Resolution

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

Carried by: Simple Majority

For: 6

Against: 0

S.



MANAGEMENT REPORT

Prepared by: Angie Hogan
01/08/2018-31/08/2018

Norseman Community Resource Centre

Membership and patronage details:

Total Number of memberships: 08

New memberships this reporting period: 0

Patronage per opening hour: 17.9

Marketing strategies undertaken in the reporting period and outcomes achieved

Strategies undertaken:

In a surprising turn of events, this month with the Minister for Regional Development, Hon. Alannah MacTiernan, announced the State Government will continue to fund the Community Resource centre (CRC) program at the full \$13 million per year. This is a huge win for local community services, local voices, local jobs, and community building.

The CRC also ran quite a few "Be Connected" webinars throughout August, some of those included Scams, Apps, Wi-Fi, and basic computer skills.

The CRC was also busy throughout August preparing marketing material for the Gold Fever Festival that included posters, itinerary, web site and social media.

Kidz Klub is continuing every second Saturday, and Drumbeat Quest is proving to be a successful social learning tool. Once participants become familiar with the game, they are finding it quite therapeutic

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 studying Cert III in Tourism

Discovering ABCD sessions via Linkwest looks at ways that stimulate community and local economic renewal and how to help communities spark their own ideas and invest themselves in building sustainable futures.

Professional development opportunities undertaken within reporting period

Currently studying Cert III in Tourism

Professional development opportunities identified for future reporting periods

A small, handwritten signature or mark in the bottom right corner of the page.

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Reconciliation Report

3/09/2018
11:31:00 AM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:	1-1110	Cheque Account		
Date of Bank Statement:	31/08/2018			
Last Reconciled:	31/07/2018			
Last Reconciled Balance:	\$110,713.24			

Cleared Cheques

DD010818	1/08/2018	Westnet		\$109.95
DD773384	1/08/2018	Kilima WA Pty Ltd		\$1,121.41
SC310818	3/08/2018	Bank fee		\$10.00
1789	7/08/2018	Petty Cash Norseman CRC		\$132.65
DD070818	7/08/2018	Canon Finance		\$233.57
DD100818	10/08/2018	National Kiosk		\$51.50
DD130818	13/08/2018	Telstra		\$160.16
DD904871	17/08/2018	Norseman Today		\$125.00
DD904871	17/08/2018	C Direct		\$913.61
DD904871	17/08/2018	Casey Australia Tours		\$65.35
DD904871	17/08/2018	Norseman IGA		\$163.32
SC310818	17/08/2018	Bank fee - Trust account		\$10.00
DD905141	20/08/2018	Water Corporation		\$48.44
DD750103	24/08/2018	Kilima WA Pty Ltd		\$3,120.18
DD750103	24/08/2018	Shire of Dundas - Photocopier		\$2,196.64
DD750103	24/08/2018	Shire of Dundas - Insurance 81		\$1,036.86
DD750103	24/08/2018	Shire of Dundas - Wages & Su		\$1,069.83
DD750103	24/08/2018	Shire of Dundas - Wages & Su		\$6,491.90
DD750103	24/08/2018	Express Yourself Printing		\$198.00
DD750103	24/08/2018	C Direct		\$369.84
DD750103	24/08/2018	Norseman Hardware		\$114.60
DD750103	24/08/2018	ANGELA HOGAN		\$54.72
DD796111	31/08/2018	Central Regional TAFE		\$1,998.80
		Total:	\$0.00	\$19,796.33

Cleared Deposits

CR002719	3/08/2018	Bank Deposit 03.08.2018	\$1,436.30	
CR002716	10/08/2018	Payment; Shire of Dundas	\$2,400.00	
CR002715	15/08/2018	Centrelink	\$2,124.46	
CR002717	16/08/2018	Payment; G.E.T.S.	\$918.40	
CR002718	24/08/2018	Payment; Norseman Gold Feve	\$216.00	
		Total:	\$7,095.16	\$0.00

Outstanding Cheques

1787	30/06/2018	Norseman Today		\$75.00
		Total:	\$0.00	\$75.00

Norseman Community Resource Centre

Reconciliation Report

3/09/2018
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Page 2

ID#	Date	Payee	Deposit	Withdrawal
Cheque Account:	1-1110	Cheque Account		
Date of Bank Statement:	31/08/2018			
Last Reconciled:	31/07/2018			
Last Reconciled Balance:	\$110,713.24			

Outstanding Cheques

Reconciliation

BusinessBasics Balance on 31/08/2018:	\$97,937.07
Add: Outstanding Cheques:	\$75.00
Subtotal:	\$98,012.07
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$98,012.07

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Profit & Loss [With Year to Date]

August 2018

3/09/2018
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	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Sales				
1 Computer Usage	\$0.00	0.0%	\$148.42	0.4%
3 Photocopying/Printing	\$32.00	1.1%	\$2,440.35	6.9%
Fax Services	\$0.00	0.0%	\$9.55	0.0%
Scanning	\$17.45	0.6%	\$53.66	0.2%
Binding	\$0.00	0.0%	\$10.91	0.0%
Secretarial Services	\$68.18	2.4%	\$190.90	0.5%
Laminating	\$38.18	1.4%	\$43.63	0.1%
Kids Klub	\$0.00	0.0%	\$67.27	0.2%
Events	\$0.00	0.0%	\$36.36	0.1%
Computer Goods - Sales	\$0.00	0.0%	\$58.14	0.2%
Phones & Credit - Sales	\$0.00	0.0%	\$1,864.69	5.3%
4 Drinks - Sales	\$0.00	0.0%	\$22.73	0.1%
Conference Room Hire	\$700.00	25.1%	\$1,500.00	4.2%
Contract Services	\$1,931.33	69.3%	\$3,862.66	10.9%
Grant Income	\$0.00	0.0%	\$25,192.62	71.0%
Total Income	\$2,787.14	100.0%	\$35,501.89	100.0%
Cost of Sales				
Purchases				
Purchases - Express Yourself	\$0.00	0.0%	\$187.71	0.5%
Photocopier Meter Reading	\$1,996.95	71.6%	\$4,044.28	11.4%
Computer & Phone Goods	\$1,166.77	41.9%	\$1,547.60	4.4%
Total Cost of Sales	\$3,163.72	113.5%	\$5,779.59	16.3%
Gross Profit	-\$376.58	(13.5%)	\$29,722.30	83.7%
Expenses				
Events	\$344.30	12.4%	\$394.30	1.1%
Bank Fees	\$20.00	0.7%	\$40.00	0.1%
Advertising	\$125.00	4.5%	\$352.27	1.0%
Dues & Subscriptions	\$2,836.53	101.8%	\$2,836.53	8.0%
Insurance	\$942.60	33.8%	\$942.60	2.7%
Cleaning Supplies	\$7.29	0.3%	\$7.29	0.0%
Security	\$0.00	0.0%	\$136.50	0.4%
Photo Express Kiosk	\$259.16	9.3%	\$846.85	2.4%
Computer Repairs & Maintenance	\$0.00	0.0%	\$270.00	0.8%
Postage & Shipping	\$11.09	0.4%	\$11.09	0.0%
Rent	\$1,019.46	36.6%	\$2,038.92	5.7%
Telephone	\$145.60	5.2%	\$295.58	0.8%
Stationery	\$246.59	8.8%	\$246.59	0.7%
Employment Expenses				
Superannuation	\$1,069.83	38.4%	\$1,069.83	3.0%
Wages & Salaries	\$6,491.90	232.9%	\$6,491.90	18.3%
Training & Conferences	\$2,060.62	73.9%	\$2,145.62	6.0%
Total Employment Expenses	\$9,622.35	345.2%	\$9,707.35	27.3%
Services				
Electricity	\$0.00	0.0%	\$384.58	1.1%
Water	\$48.44	1.7%	\$48.44	0.1%
Internet Fees	\$99.95	3.6%	\$199.90	0.6%
Total Expenses	\$15,728.36	564.3%	\$18,758.79	52.8%
Net Profit / (Loss)	-\$16,104.94	(577.8%)	\$10,963.51	30.9%

Norseman Community Resource Centre

PO Box 206
86 Prinsep Street
NORSEMAN WA 6443

Balance Sheet

As of August 2018

3/09/2018
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Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$97,937.07
Petty Cash	\$150.00
Cash Float	\$150.00
Undeposited Funds	\$0.00
Total Cash On Hand	<u>\$98,237.07</u>
Trade Debtors	<u>\$2,367.00</u>
Total Current Assets	\$100,604.07
Other Assets	
Deposits	<u>\$2,000.00</u>
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$85,598.59
Furniture & Fixtures Accum Dep	<u>-\$7,869.38</u>
Total Assets	<u>\$180,333.28</u>
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$110,936.37
GST Paid	<u>-\$105,919.09</u>
Total GST Liabilities	\$5,017.28
Other Current Liabilities	
Long Service Leave Provision	\$45,286.88
Annual Leave Provision	<u>\$25,897.58</u>
Total Current Liabilities	<u>\$76,201.74</u>
Total Liabilities	\$76,201.74
Net Assets	<u>\$104,131.54</u>
Equity	
Retained Earnings	\$39,346.48
Current Year Earnings	\$10,963.51
Historical Balancing	<u>\$53,821.55</u>
Total Equity	<u>\$104,131.54</u>

B.

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	12 th September 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 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 Officer and the Youth and Events Officer.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

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

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.5 – Write Off Rates & Charges	
Location / Address	Shire of Dundas
File Reference	RV.RT.3
Author	Senior Administration Officer
Date of Report	11 th September 2018
Disclosure of Interest	Nil

Summary

Council approval is sought to write off rate debts (totalling \$11,274.40) that have become stale and are deemed to be unrecoverable.

Background

16 mining tenements under various names were submitted to Austral Mercantile to aide in the recovery process. Dead tenements with a rates arrears amount of \$9,675.75 interest amount of \$1,173.50 and added legal charges of \$425.15

Staff attempts to recover the outstanding rates have been unsuccessful. The assessments were forwarded to the Shire's collection agents in an attempt to recover outstanding rates and charges. Correspondence with tenement managers has also been unsuccessful.

A search on the Australian Securities and Investments Commission (ASIC) site shows the tenement holder companies as deregistered.

As these are dead mining tenements, the likely hood of the rates being paid and finding the owner is very doubtful. Continuing with legal processes for the outstanding amounts can be quite substantial with the cost benefit ratio in this instance, not in favour of the Shire.

Assess No	Lot No	Name	Total Balance	Surrendered
A3098	EL 74-337	TEMBY MINERALS PTY LTD	324.98	May-2011
A3659	PL 63-1860	VULCAN MINERALS LTD	104.88	Nov-2013
A3304	PL 63-1663	GOLDCRUSH CORPORATION PTY LTD	217.48	May-2014
A3706	EL 63-1495	GOLDCRUSH CORPORATION PTY LTD	379.33	Aug-2014
A3828	PL 63-1954	GOLDCRUSH CORPORATION PTY LTD	371.33	Jul-2015
A3710	PL 63-1884	GOLDCRUSH CORPORATION PTY LTD	635.30	Sep-2015
A3711	PL 63-1885	GOLDCRUSH CORPORATION PTY LTD	635.30	Sep-2015
A3717	EL 63-1508	GOLDCRUSH CORPORATION PTY LTD	895.48	Dec-2015
A3718	EL 63-1509	GOLDCRUSH CORPORATION PTY LTD	2,186.98	Dec-2015
A3719	EL 63-1510	GOLDCRUSH CORPORATION PTY LTD	895.48	Dec-2015
A3743	PL 63-1894	GOLDCRUSH CORPORATION PTY LTD	1,052.84	Apr-2016
A3744	PL 63-1895	GOLDCRUSH CORPORATION PTY LTD	836.17	Apr-2016
A3745	PL 63-1896	GOLDCRUSH CORPORATION PTY LTD	1,120.00	Apr-2016
A3876	EL 28-2441	PACIFIC GOLD HOLDINGS PTY LTD	715.34	May-2016
A3877	EL 28-2442	PACIFIC GOLD HOLDINGS PTY LTD	290.19	May-2016

A3878	EL 28-2443	PACIFIC GOLD HOLDINGS PTY LTD	290.19	May-2016
A3695	EL 63-1375	GEOTECH INTERNATIONAL PTY LTD	171.45	Feb-2017
A3970	EL 63-1717	AMAZON RESOURCES LTD	151.68	Sep-2017

Statutory Environment

Local Government Act 1995 section 6.12. Power to defer, grant discounts, waive or write off debts
 (1) Subject to subsection (2) and any other written law, a local government may —
 (c) write off any amount of money, which is owed to the local government.

Local Government Act 1995 section 6.47

Policy Implications

F.5 Rates Recovery

Financial Implications

A provision exists in the budget for doubtful debts, and also to write off rates and charges.

Strategic Implications

N/A

Consultation

Chief Executive Officer
 Deputy Chief Executive Officer
 Austral Mercantile Collections Pty Ltd

Comment

As these mining tenements are now dead, rates are no longer applicable. Recovery action against the owners has been unsuccessful and it is recommended that outstanding rates and charges be written off.

Voting Requirements

Absolute Majority

Officer Recommendation

That Council authorise staff by absolute majority to write off rates and charges on the assessments included in the body of the report totalling \$11,274.40

Moved Cr Wyatt
 Seconded Cr Bayley

Resolution

That Council authorise staff by absolute majority to write off rates and charges on the assessments included in the body of the report totalling \$11,274.40

Carried by: Absolute Majority

For: 6

Against: 0

B

Agenda Reference & Subject	
10.4.6 – Appointment of Auctioneer	
Location / Address	Shire of Dundas
File Reference	A570
Author	Peter Crawford – Manager Works and Services
Date of Report	11 September 2018
Disclosure of Interest	Nil

Summary

For Council to consider appointing an auctioneer to handle the disposal of Council owned land in Norseman

Background

At the Ordinary Meeting of Council held Tuesday, 21 August, the following Resolution was passed by Council:

That Council:

- 1. Agrees to the disposition of Lots 297, 298, 299 and 300 Angove Street, Lots 280, 289 and 290 Prinsep Street in Norseman by public auction,***
- 2. Agrees to the disposition of house and land at Lots 737 and 738 Roberts Street in Norseman by public auction, and,***
- 3. Directs the Acting Chief Executive Officer to seek quotations from auctioneers to dispose of the above properties by way of public auction and present recommendations to the Ordinary Meeting of Council in September 2018***

Statutory Environment

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

Policy Implications

Council has no Policies in relation to this matter

Financial Implications

Will assist in increasing the rates income

Strategic Implications

Creates the potential for development if Norseman

Consultation

Gihan Kohobange - DCEO

Comment

In regards the property located at 13-15 Roberts Street, this will not be offered for auction at this point in time. It has been discovered that that the building on this property has been erected across the boundaries of the two lots without those lots ever having been amalgamated hence there are still two separate land titles to the one building. An Agenda Item has been prepared for Council to agree to the amalgamation of these two lots and an application will be submitted to the Department of Lands once a Resolution has been passed.

With the sale of the lots in question, a request for a quotation to conduct an auction was sent out to seven real estate agents in the Kalgoorlie and Esperance region. Responses were received from a number of contacts with only three companies offering a quotation to conduct the auction. Those details are attached in the papers relating under the heading Confidential.

As suggested, Council may wish to set a reserve price of \$5,000 per lot in order to ensure that the lots are not sold for less than a reasonable value.

Voting Requirements

Simple Majority

Officer Recommendation

That Council appoint Brett Thorp of Thorp Realty Pty Ltd of Esperance to conduct the auction of the following lots of land in Norseman:

1. Lots 297, 298, 299 and 300 Angove Street,
2. Lots 280, 289 and 290 Prinsep Street

In accordance with their proposal as attached under the heading Confidential in the papers relating, and,

That a reserve price of \$5,000 inclusive of GST apply to all Lots offered for sale.

Moved Cr: Bayley
Seconded Cr: Wyatt

Resolution

That Council appoint Brett Thorp of Thorp Realty Pty Ltd of Esperance to conduct the auction of the following lots of land in Norseman:

1. Lots 297, 298, 299 and 300 Angove Street,
2. Lots 280, 289 and 290 Prinsep Street

In accordance with their proposal as attached under the heading Confidential in the papers relating, and,

That a reserve price of \$5,000 inclusive of GST apply to all Lots offered for sale.

Carried by: Simple Majority For: 5 Against: 1

Cr Hogan is recorded as against the motion.

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 16th October 2018.

14 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:32pm.


16.10.18.