



## **Ordinary Council Meeting**

**22<sup>nd</sup> November 2018**



**Papers Relating**

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12.7	Application for Exploration Licence E63/1924 by Topete Pty Ltd



### 10.1.2

Application for Exploration Licence E28/2836 by  
Typhon Minerals Pty Ltd

CEO / CLERK

Dundas Shire

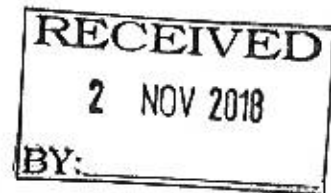
Dundas Shire office

PO Box 163

Noiseman

WA 6443

FILE NUMBER  
RV. VA. 2  
RECORD NUMBER  
IPA2018114152



Typhon Minerals Pty Ltd

(ACN 614887464)

8 Mary Mackillop Glen

Queens Park

WA 6107

Dear Sir / Madam

**Exploration Licence Application (E28/2836)**

Please find attached an application form and map for a tenement application made by Typhon Minerals Pty Ltd on 22 October 2018.

Yours sincerely

A handwritten signature in dark ink, appearing to be "Ernst Kohler", written over a horizontal line.

Ernst Kohler



Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

(a) Type of tenement	(a) Exploration Licence		No. E 28/2836
(b) Time & Date marked out (where applicable)			
(c) Mineral Field	(b) a.m./p.m. / /	(c) N. E. COOLGARDIE	
For each applicant:			
(d) Full Name and ACN/ABN	(d) and (e) TYPHON MINERALS PTY LTD (ACN: 614 887 464) 8 MARY MACKILLOP GLEN, QUEENS PARK, WA, 6107		(f) Shares 100
(e) Address			
(f) No. of shares			
(g) Total No. of shares			(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) Approx. 23km west of Noondiana Swamp (i) (j)		
(h) Locality			
(i) Datum Peg			
(j) Boundaries			
(k) Area (ha or km <sup>2</sup> )	(k) 31 BL		
(l) Signature of applicant or agent (if agent state full name and address)	(l) <i>ernst kohler</i> Date: 21/10/2018		

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of November 2018 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	08:30:00	on	22 October	2018	with fees of
Application	\$1,430.00				
Rent	\$4,216.00				
TOTAL	\$5,646.00				
Receipt No:	87921398030				

V Wright  
Mining Registrar

**NOTES****Note 1: EXPLORATION LICENCE**

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

**Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

**Note 3: GROUND AVAILABILITY**

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**Note 4: ALL APPLICATIONS OVER PRIVATE LAND**

The period for lodgement of an objection is within 21 days of service of this notice or the date noted above for lodging objections, whichever is the longer period.

WESTERN AUSTRALIA  
Mining Act 1978  
Sec. 58; Reg. 64

## FORM 21 - ATTACHMENT 1

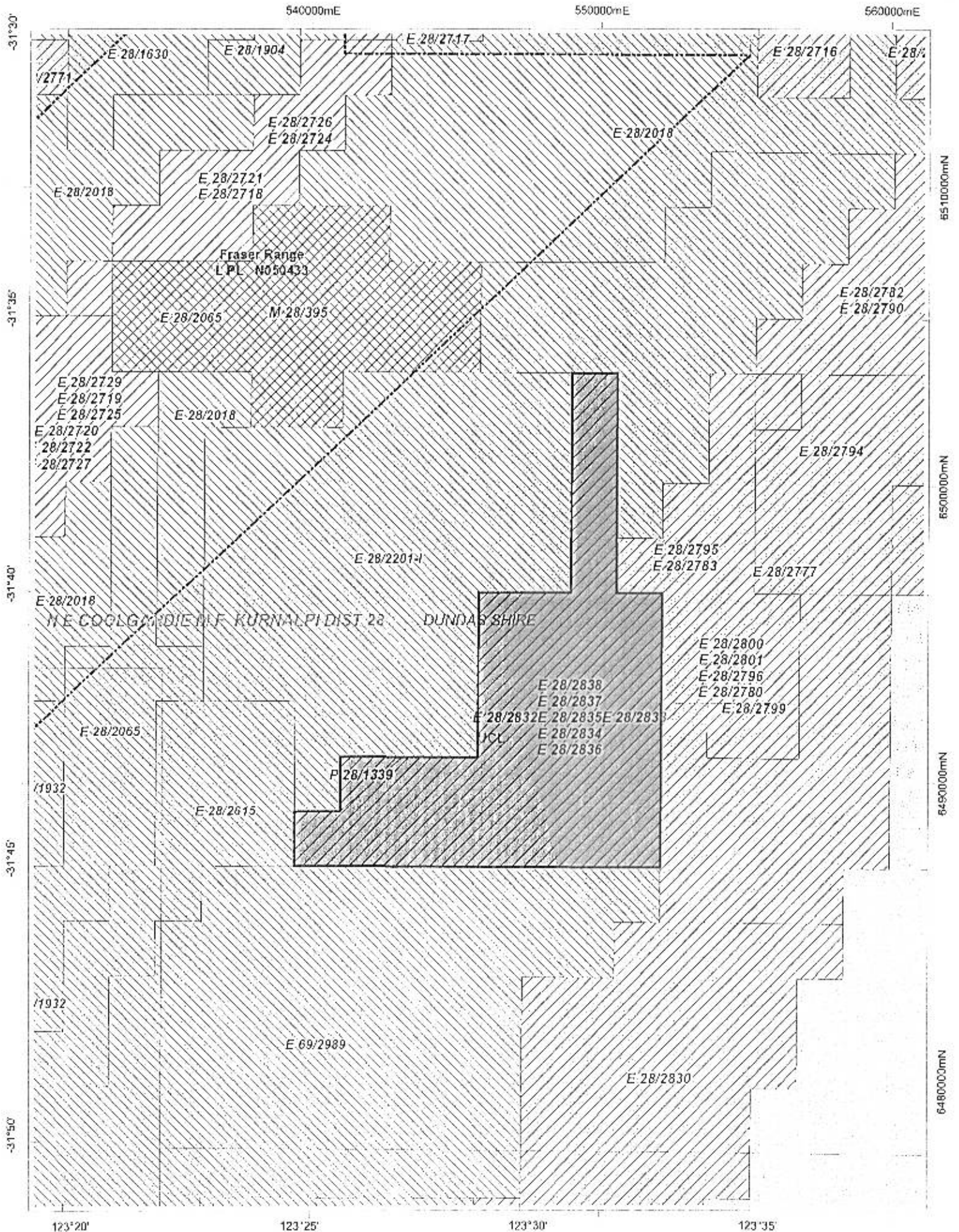
EXPLORATION LICENCE NO. 28/2836

THIS SECTION MUST BE COMPLETED IN FULL FOR ALL EXPLORATION LICENCE APPLICATIONS

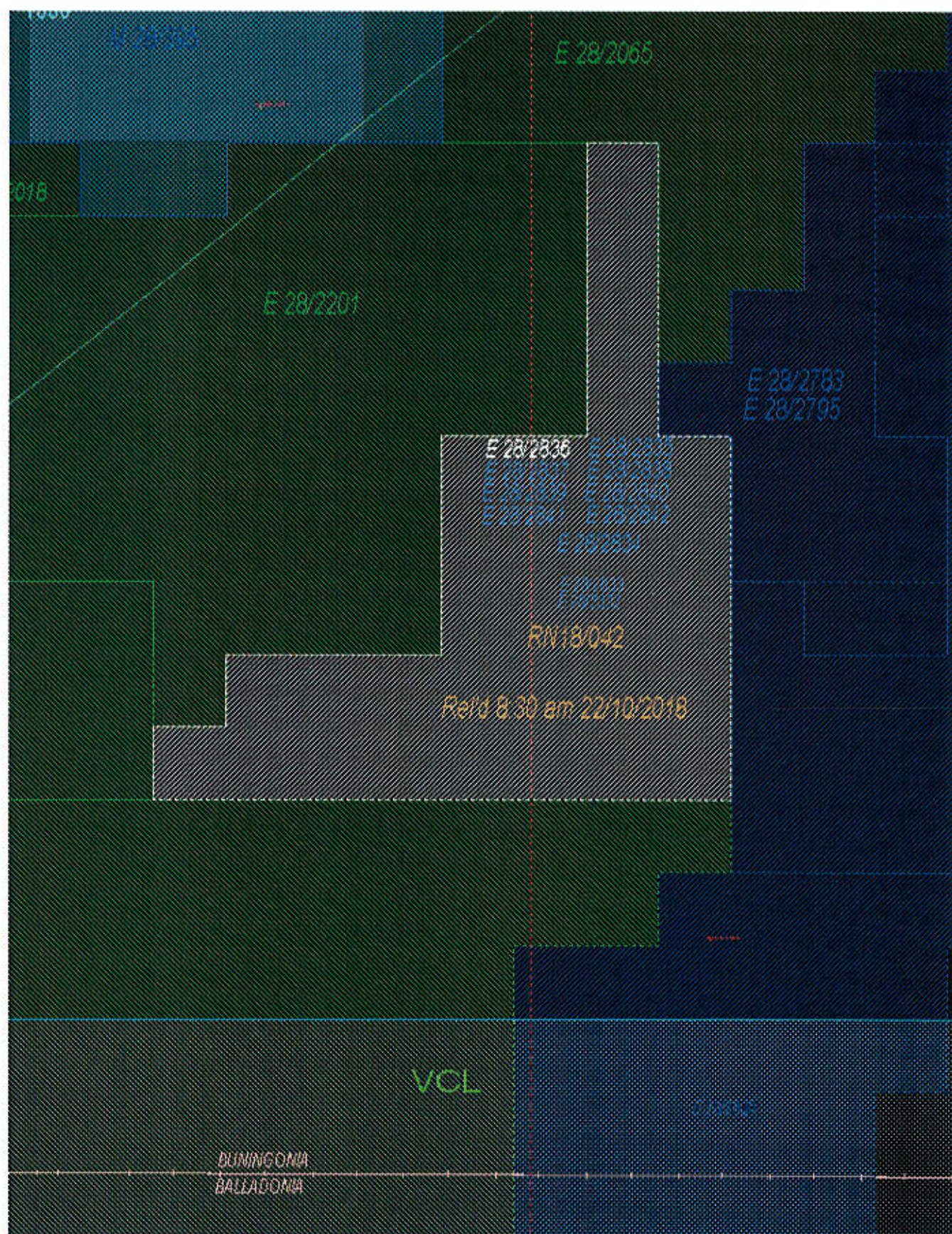
LOCALITY: Approx. 23km west of Noondiana Swamp

BLOCK IDENTIFIER (All three sections must be completed)

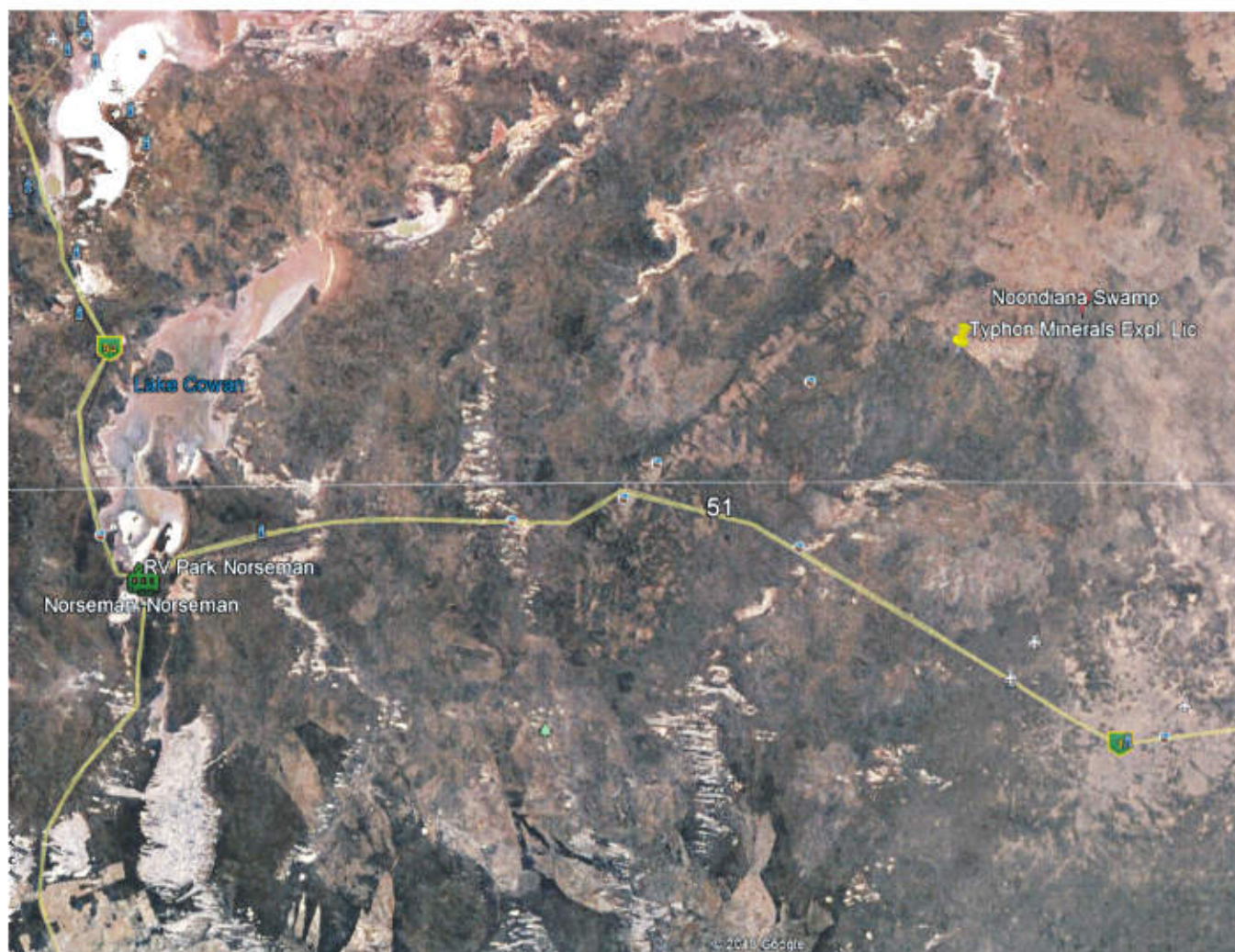
1:1,000,000 PLAN NAME	PRIMARY NUMBER	GRATICULAR SECTION
KALGOORLIE	3139	gmrw
KALGOORLIE	3210	ekprstuvwxyz
KALGOORLIE	3211	abcfghlmnqrsvw
TOTAL BLOCKS:		31













### 10.1.3

Application for Miscellaneous Licence 63/91 by  
Meteore Metals Pty Ltd & Barra Resources Limited



FILE NUMBER  
KV-VA-2  
RECORD NUMBER  
1PA298114176.



P: +61 8 9325 7111  
F: +61 8 9325 7311  
PO Box 3235  
East Perth WA 6892  
[www.wts.net.au](http://www.wts.net.au)  
admin@wts.net.au  
77 Bennett Street  
East Perth WA 6004

5 November 2018

REGISTERED MAIL  
945777791013

Chief Executive Officer  
Dundas Shire  
PO Box 163  
NORSEMAN WA 6443

Dear Sir/Madam,

**RE: APPLICATION FOR MISCELLANEOUS LICENCE 63/91**  
**METEORE METALS PTY LTD & BARRA RESOURCES LIMITED**

Please find enclosed herewith a copy of the Form 21 & Plan which was recently lodged at the Department of Mines, Industry Regulation & Safety.

This notice is provided pursuant to Section 91(9) of the Mining Act 1978.

The area of the application falls within the Dundas shire boundary.

If you have any further queries in regards to this matter, please don't hesitate to contact the undersigned at this office.

Kind Regards

Michael Behrendt  
Mining Title Consultant

**WESTERN TENEMENT SERVICES**

Encl.

Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

(a) Type of tenement	(a) Miscellaneous Licence		No. L 63/91
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) DUNDAS	
(c) Mineral Field			
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	BARRA RESOURCES LIMITED (ACN: 093 396 859) C/- WESTERN TENEMENT SERVICES, PO BOX 3285, EAST PERTH, WA, 6892		50
(e) Address	METEORE METALS PTY LTD (ACN: 097 759 325) C/- WESTERN TENEMENT SERVICES, PO BOX 3285, EAST PERTH, WA, 6892		50
(f) No. of shares			
(g) Total No. of shares			(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) MT THIRSTY (i) Datum is situated @ Zone 51 GDA94 co-ordinates 6453124.880mN and 371038.320mE, thence; (j) 6452708.582mN and 371022.390mE, thence 6453198.904mN and 370722.761mE, thence 6457390.695mN and 370630.810mE, thence 6457459.209mN and 371722.245mE, thence 6458041.224mN and 373529.877mE, thence 6458464.370mN and 373729.436mE, thence 6458827.765mN and 374000.366mE, thence 6458021.265mN and 374009.620mE, thence 6457245.062mN and 371867.138mE, thence 6457144.859mN and 370847.248mE, thence 6453202.541mN and 370928.643mE, thence 6453150.326mN and 370956.328mE, thence Back to Datum. Purposes: a communications facility, a pipeline, a power line, a pump station, a road and a sulphur dioxide monitoring station.		
(k) Area (ha or km <sup>2</sup> )	(k) 181.00000 HA		
(l) Signature of applicant or agent (if agent state full name and address)	(l) Michael Bohrendt PO BOX 3285, EAST PERTH, WA, 6892		
	Date: 22/10/2018		

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 26th day of November 2018 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	10:54:27	on	22 October	2018	with fees of
Application	\$500.00				
Rent	\$2,986.50				
TOTAL	\$3,486.50				
Receipt No:	87941277707				

*VWRSCANT*  
Mining Registrar



**NOTES**

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- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

**Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**

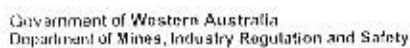
- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.




**Note 3: GROUND AVAILABILITY**

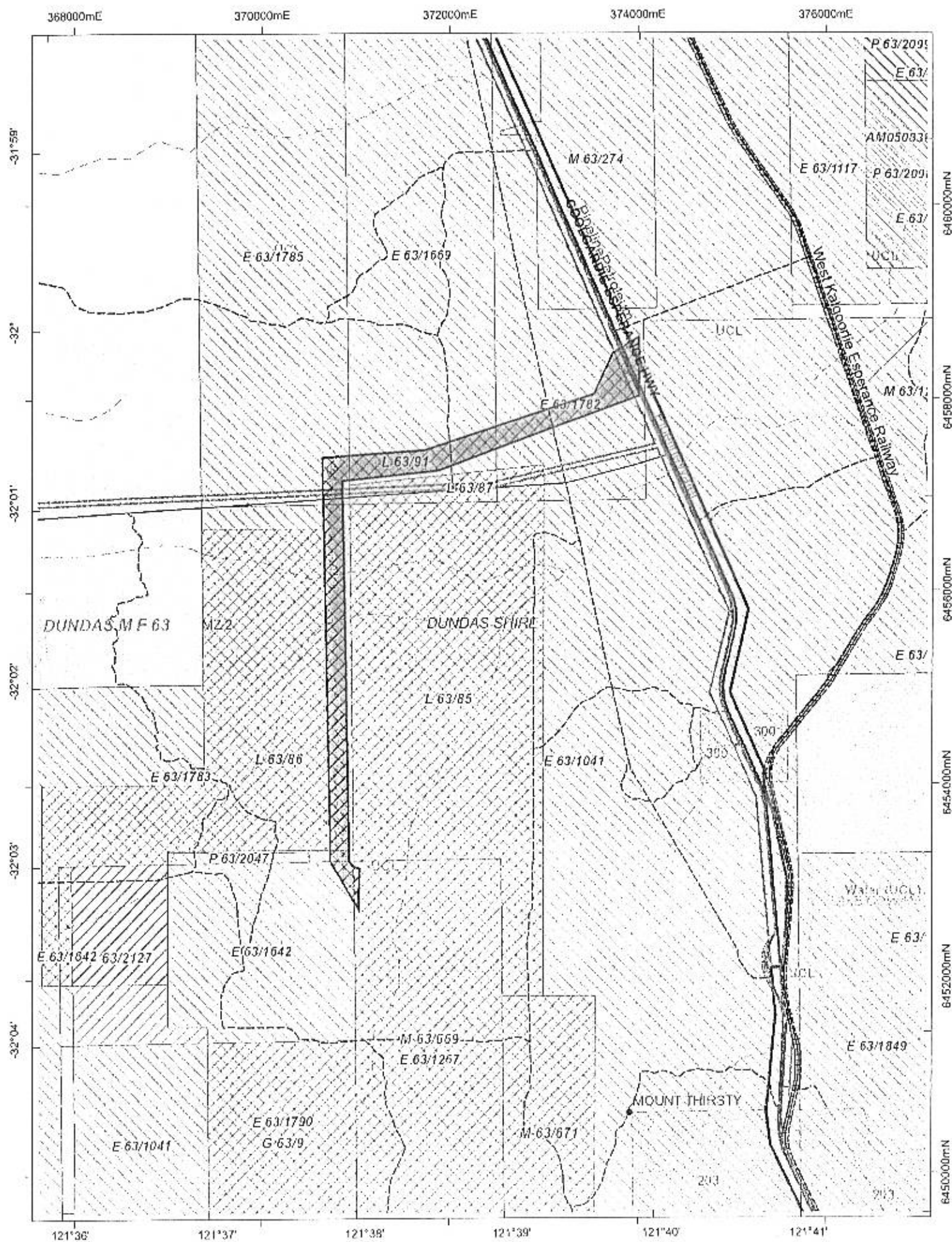
- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**Note 4: ALL APPLICATIONS OVER PRIVATE LAND**

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



-  Pending Application
-  Live Tenement
-  Application over Live Tenement

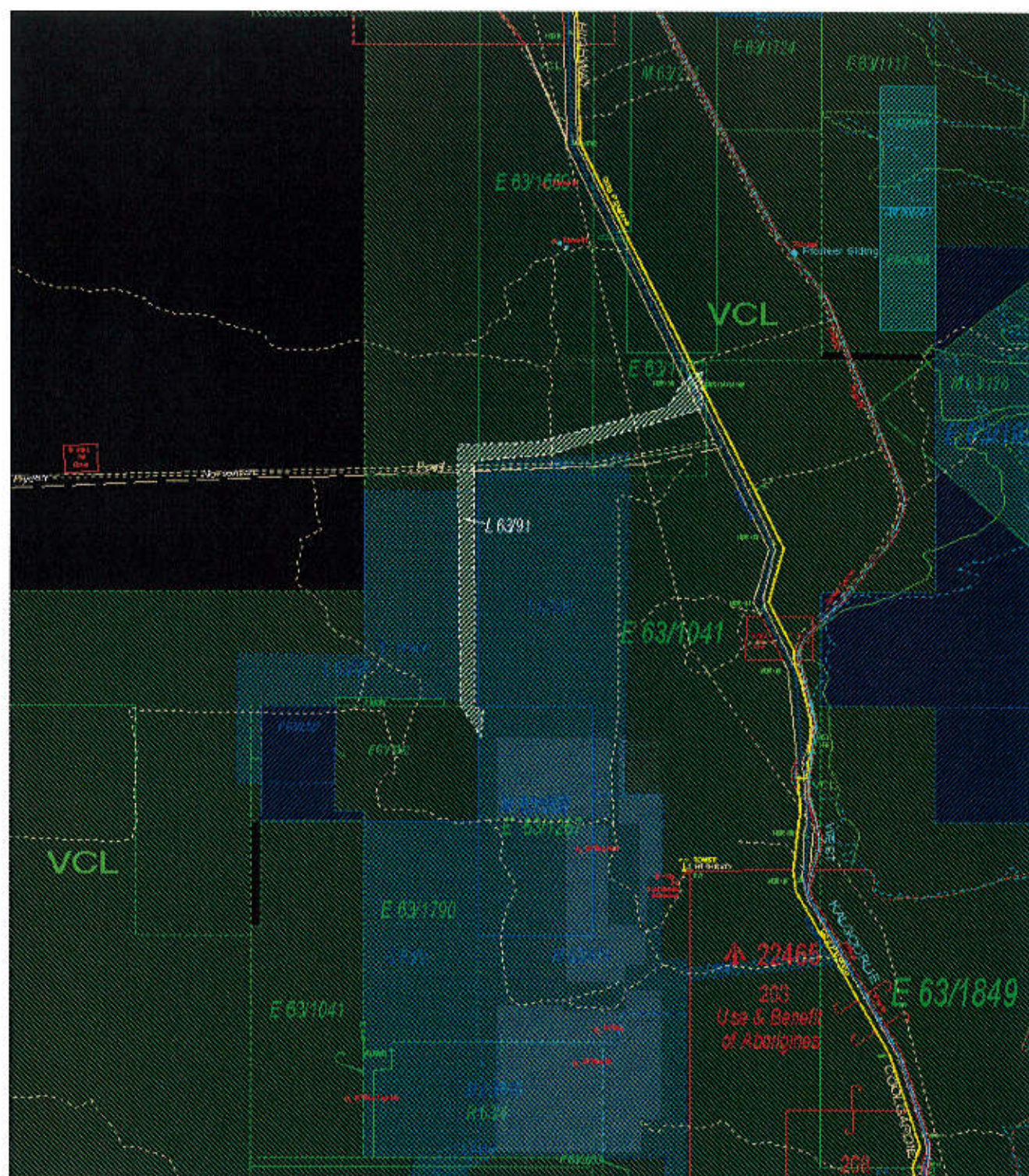
MIENVP  
[Tenement Status]

The program has been a great success and the sources receive living wages of up to an extra 40 percent. In addition, the program has been successful in increasing the employment of women and minorities. The Commission has also been successful in increasing the employment of women and minorities in the garment industry. The Commission has also been successful in increasing the employment of women and minorities in the garment industry.

Scale: 1:50,000

5.4.11









### 10.3.2

Standing Orders Amendment Local Law 2018

## **LOCAL GOVERNMENT ACT 1995**

Shire of Dundas

### ***Standing Orders Amendment Local Law 2018***

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dundas resolved on the 22 November 2018 to make the following local law.

#### **1. Title**

This local Law may be cited as the *Shire of Dundas Standing Orders Amendment Local Law 2018*.

#### **2. Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

#### **3. Principal local law amended**

This local law amends the *Shire of Dundas Standing Orders Local Law 2018* as published in the *Government Gazette* on 22 May 2018.

#### **4. Clause 14.10 amended**

Delete clause 14.10 and replace with the following:

##### **14.10 Ruling of the Presiding Member to be disagreed with**

- (1) If the motion "that the ruling of the Presiding Member be disagreed with" is carried, that ruling is to have no effect and the meeting is to proceed accordingly.
- (2) Where the Presiding Member has given the ruling in strict accordance with the Act, this motion may not be moved.
- (3) Where the Presiding Member has adjourned the meeting in accordance with Clause 12.10 of these local laws, this motion may not be moved.

#### **5. Part 15 amended**

In part 15, delete clauses 15.1 to 15.6.

Dated:

The Common Seal of the Shire of Dundas was affixed by authority of a resolution of the Council in the presence of

---

LAURENE BONZA, Shire President

---

PETER FITCHAT, Chief Executive Officer



10.4.4

Officers Reports



## **REPORT TO COUNCIL**

### **Ordinary Council Meeting 22<sup>nd</sup> November 2018**

**AREA:** Community Development

**OFFICER:** Pania Turner

**Period of Reporting:** October – November

#### **Remembrance Day**

The Shire hosted the Remembrance Day Service which as always was well attended. Attendees enjoyed a light morning tea after the ceremony. We did experience some small issues such as timing and use of the microphone. These issues are easily addressed. Thank you to Norseman District High School, Norseman Police, Cindy Marcon and the Shire President for their contributions to the morning.

#### **Goldfields Tourism Network Association**

The Goldfields Tourism Network Association AGM and a Closed Workshop was held in Menzies on the 2<sup>nd</sup> November attended by myself and Councillor Warner.

Elections:

Chairperson: Sheryl Botting (Councillor for Shire of Coolgardie)

Deputy Chairperson: Pam O'Donnell (Councillor for City of Kalgoorlie Boulder)

Secretary/ Treasurer: Peter Craig (Councillor for Shire of Leonora)

The President and CEO will have now received an introductory letter from the new Chairperson Councillor Sherryl Botting.

For Councils information:

The new GTNA Constitution as presented was not adopted, meaning that the GTNA is still operating under its current constitution. The GTNA Board identified some issues with the presented constitution and is now working those issues. The new constitution will be developed using as a guiding framework the constitution that was originally presented. It will then be sent to Prime Board Member delegates for review before the December 14<sup>th</sup> Ordinary meeting, where the Constitution will be listed as an Agenda Item for feedback. Following that meeting any areas raised will be addressed with the Constitution being presented (all things going well) at the first meeting of 2019 for adoption.

Also under development is Operational Policy & Procedures Document for the Association. The document will provide clear guidelines for the Association in the running of the day to day business and assist in reaching the outcomes and goals of the Association. As with the Constitution being developed the document will be reviewed and workshopped by the Board and hopes to be adopted in early in 2019.

GTNA has taken strong steps in moving forward with very clear direction on how they will address the concerns raised by the Shire of Dundas and other Prime Members.

A significant amount of time is being invested in bringing the GTNA to what Dundas requires it to be for our Shire. Dundas GTNA membership will be listed as an item for Council's December workshop.

#### **Woodlands Centre**

Tender Documents are now prepared with the Tender opening being advertised next week (The West Australian on Wednesday 21<sup>st</sup> November 2018). The closing date for tender submission is the 15<sup>th</sup> December, 2018.

## **Goldfields Esperance Training Scheme (GETS)**

The Shire has been working with the regional GETS coordinator to identify potential projects where the GETS attendees can participate in community based initiatives. Building good partnerships with the group allows for timely and open communication when issues arise or opportunities present themselves.

## **Christmas Events**

A reminder for Councillors of the upcoming community Christmas events namely the Seniors Christmas Dinner, always the key night out for our seniors and the Norseman Town Christmas Fayre.

### Seniors Christmas Dinner

When: Saturday 1<sup>st</sup> December

Where: Norseman Town Hall

Time: 6pm-9pm

Dress: Smart Casual or *Festive Flare* ☺

All Councillors and their partners are invited to attend the evening. Special thanks to Councillors Bayley and Warner for their assistance in transporting a few of our seniors who require assistance.

Thank you to the generosity of some of our community organisations in sponsoring the

Sponsors: Norseman Today \$500

Sponsors: Norseman Volunteer Fire Brigade: *to be confirmed*

Men's Shed: Door Prize

Norseman Visitor Centre: Door Prize

Local Business: Door prizes to be confirmed.

### Norseman Town Christmas Fayre

When: Saturday, 15<sup>th</sup> December

Where: Marks Park

Time: 4pm-7:30pm

It is hoped that all Councillors are able to attend the afternoon/evening.

4-7pm Community Christmas Markets

4:30pm

Christmas Parade and prizes

5pm Free Community BBQ

5:45pm Santa!

6:10pm Carols in the Park

## **Jungkajungka Festival**

Planning is now underway for the second Jungkajungka Festival to be held over the Easter long weekend in April 2019. Key Stakeholders will now be invited to put forward expressions of interest on how they would like to contribute and participate in the festival. Community Development will be seeking additional funding for the festival through the Lotterywest Community Events Grant funding to add to the already budgeted amount.





## **REPORT TO COUNCIL Ordinary Council Meeting 22<sup>th</sup> November 2018**

**AREA:** Youth & Events

**OFFICER:** Margs

**Period of Reporting:** October - November 2018

### **Suicide Prevention Conference 15<sup>th</sup> – 18<sup>th</sup> October**

Wesley Mission held its annual Suicide prevention conference in Cannonvale QLD this year, with about 135 delegates from across Australia all together for the same purpose, I was eager to hear what everyone has been doing for the last 12 months. The conference opened with a welcome dinner, this was to give everyone a chance to catch up, mingle and welcome new networks and delegates. Tony Cassidy, Village Manager & James Bell, Group Manager welcomed everyone. The focus for this conference was: **Strengthening Communities: recovery, rebuilding, resilience.**

There were presenters from Wesley Mission, Wesley LifeForce, Wesley Hospital, Whitsundays Council & Suicide Prevention Network, Roses in the Ocean, Griffith University, QLD Fire and Emergency, Suicide Prevention Australia, University of Canterbury NZ, McCashney Consulting and Western NSW Primary Health Network.

Network presenters were Wambool Aboriginal Suicide Prevention team, Wanneroo and Communities Suicide Prevention Network, Wilcannia Community Suicide Prevention Network, Ballarat Suicide Prevention Network, Alice Springs Suicide Prevention Network Mitchell Shire Life Promotion Network, Spring Bay Suicide Prevention Network and Port Adelaide Suicide Prevention Network.

From all the presenters and speakers whom all are doing such a great work in their community there were a few that really got me, to name some..

Andy Moore, Group Executive manager for Wesley Mission did a presentation about "One size doesn't fit all" That what might work well in your community might not work so well in another, it is Important to empower the community to grow and strengthen.

Bronwen Edwards is the CEO and founder of Roses in the Ocean stemming the tide of suicide, Roses in the Ocean is a leading lived experience organisation that exist to change the way suicide is spoken about, understood and prevented. Bronwens presentation was quite moving as were many more, she tells a story about her son at the age of 10 said to her "there are no spare parts mum" to make a long story short what he meant was we as a community or family all work together helping each other when and where we can, sometimes we get rusty and need help from others to get better but when someone we love takes their life we have no spare parts to replace them. This moved me that a child at the age of 10 (he is now 13) could have this concept on life after losing his uncle to suicide.

Kat from Wanneroo & Communities Suicide Prevention Network did a great presentation, Kat has been through a lot and is very passionate and loves what she does, located 25km North of Perth with a population of about 200,000 Kat and her team work to engage with consumers, carer's and community. Tips to master collaboration and networking and getting community sponsors and support. The World Health Organisation states "The single most importance barrier to overcome in the community is the stigma and associated discrimination towards persons suffering from mental and behavioural disorders"

Kat spoke about stigma, causes of Mental illness & suicide, did you know that three out of four people with a mental illness report that they have experienced stigma. What is stigma? It is a mark that sets a person apart from others, when a person is labelled by their illness they are no longer seen as an individual but as a part of a stereotype group. Having negative attitudes and beliefs towards this group can create prejudice which

leads to negative actions and discrimination. Working together as a community we can stop the stigma around suicide and mental illness.

## Work Shops

- Retirement Villages – the community within your community presented by Tony Cassidy, Village Manager, and Tony's presentation is more focused on elderly mental health and how we can support them, the difference between Independent living and Nursing homes, suicide data in older Australians sometimes a mental illness is often underdiagnosed and misattributed to being a normal part of aging, the risk factors that are involved, who can help and key messages.
- Using Social Media for growth/impact presented by Allan Forbes, Digital Marketing Officer for Wesley Mission his presentation was about how social media can be used as a tool to communicate and educate and how to set it up to generate content.

What is Social Media? It is a source of entertainment and connection, a customer service tool, a conversation starter, an advertising opportunity and more with social media you can share your message, stay connected and get feedback. so why social media, more than 1/3 of Australians access their social media more than 5 times a day, for people aged 18-29 years checking their social media is often the first thing they do in the morning and the last thing they do at night. Social media can be used to stay connected and a safe place it can be used as a support system like youtube and Facebook. There are other channels like Instagram, Twitter and LinkedIn that are also useful for best practice you can't just set it and forget it you will have to keep monitoring the channel for post content and respond to comments, be relevant and post regularly.

- Community Engagement presented by James Bell, Network Manager for Wesley LifeForce his presentation was around developing strategies to identify and engage key stakeholders and mapping your community and stakeholder analysis. Stakeholder types are individuals – individual people or community figures, Community Groups – Citizen groups, Rotary clubs, sporting clubs, support groups, Organisations – Service providers, not for profit organisations, schools and macro systems – Peak bodies, Media, Government departments. Once identifying your community stakeholders you need to ask yourself what role will they play for your network, benefit of their involvement, level of interest, influence and impact. He talks about community engagement and why it is so important to empower the community and give them a sense of ownership in project design and outcomes, examples of engagement tools and techniques.

## Group Discussion - Planning for the next 12 months

**Question: There is an election in your state, what are three issues you could or have Wesley LifeForce raise for you?**

Before the end of the conference all the networks were put into state/ regional based tables and were all asked the above question for WA these were our issues.

### 1. SafeTalk

There are suicide safe schools but not in all WA schools  
No blanket approval from Department of Education WA  
Booking for headspace are metro focused  
There needs to be a greater resource for regional outreach and youth at risk

### 2. WA Local Government Policy

There needs to be local suicide prevention response plan for all local government areas (LGAs)  
Health and well-being plans now mandatory. (WA Mental Health Commission has a new KPI)  
While there is local advocacy and progressive thinking LGAs is needs to be bigger priority.

### 3. Increased Postvention resources

In WA there is the StandBy program in some areas  
Understandable priority given to high risk locations.  
Absence of dedicated funded service puts pressure on the community volunteer groups. Eg Compassionate Friends covering the gaps with the added burden of being under-resourced.

## Our Network

Understanding Governance is the first step for our network. There is a booklet on the Wesley LifeForce community hub that outlines the key areas of governance that you need to understand to set up your network.



It also offers a simple to apply approach to the governance of a network in its early stages, and provides a definition of governance within the context of Wesley LifeForce suicide prevention networks, covers a number of legal considerations, discusses the importance of risk management and insurance.

## Youth

With the warmer weather and the pool being open the youth centre has been quiet after school as most of the kids go to the pool for a quick dip then come into the youth centre to chill. Homework and assignment help is still available along with computer access if they need it for research although most prefer to do their homework at school or at home. Saturday mornings have noticed that kids are coming in earlier to hang out before the pool opens then coming back into the youth centre for the afternoon. Saturdays we have "crafternoon" where the kids have access to arts and craft supplies and are free to let their creative juices flow and create anything that comes to mind most of their work is displayed in the youth centre for a splash of colour. Some kids have created some cool characters (that they drew and thought of) and are working on a short comic, trying to encourage them to have a continued section in the Norseman Today.

Stephen Rule approached me to have a meeting in regards to organising a camp/ out of town trip for our youth aged 12-17yrs and help seek funding.



**Community Calendar** has been finalised and has been sent for printing, hopefully they are here before the Christmas break.

## Upcoming events

- 29<sup>th</sup> November – Coolgardie Seniors Christmas Luncheon
- 1<sup>st</sup> December – Seniors Christmas Dinner
- 6<sup>th</sup> December – Airstrip opening
- 14<sup>th</sup> December – CRC Movie Night
- 15<sup>th</sup> December – Sparkle in the Park night markets
- 22<sup>nd</sup> December – CRC Kids club Christmas tree



**REPORT TO COUNCIL**  
**Ordinary Council Meeting 22<sup>nd</sup> November 2018**

**AREA:** Health Building & Town Planning

**OFFICER:** Richard Brookes

**Period of Reporting:** 20<sup>th</sup> October – 16<sup>th</sup> November 2018

Health Inspections.

Check "food premises" for compliance with the Food Act 2008 and Public Health Act 2016

Eucla Motor Hotel

Madura Pass Roadhouse & Motel

Caiguna Roadhouse & Motel

BP Truckstop

Norseman Hotel

Caltex Roadhouse

Full Moon Café

IGA Supermarket

Nova Camp Mess

Norseman Hospital

Mundrabilla Roadhouse & Motel

Cocklebiddy Roadhouse & Motel

Balladonia Roadhouse & Motel

NorEyre Motel

Railway Motel

Best Western Motel

Fraser Range Camp & Accommodation Units

Norseman Gold Camp Mess

NDHS Canteen & Home Economics Room

Identified a number of minor food handling practices, cleaning requirements and upgrades to be undertaken to ensure compliance with the legislative requirements. No major issues that affect food safety were identified. Sent letters to all food premises in relation to the outcomes of the inspections.

Undertook inspections of all caravan parks and associated facilities

Eucla Caravan Park

Madura Pass Caravan Park

Caiguna Caravan Park

Gateway Caravan Park

Mundrabilla Caravan Park

Cocklebiddy Caravan Park

Balladonia Caravan Park

Fraser Range Caravan Park

Identified a number of cleaning requirements and upgrades to be undertaken to ensure compliance with the legislative requirements. No major issues were identified. Sent letters to all premises in relation to the outcomes of the inspections.

Undertook a risk analysis of all "food premises" pursuant to the Food Act 2008 criteria to update risk profiles. The risk analysis identified some minor variations in classification of premises and subsequent inspection requirements as well as the fee structure. This will be addressed in the schedule of fees and charges for the 2019 – 2020 financial year

Undertook an inspection of the Norseman and Eucla refuse sites. The inspection revealed a minor number of issues that need to be addressed to ensure compliance with the Department of Environmental Regulation (DER) licencing requirements. These issues have been raised with the CEO and the Manager of Works and Services.

Participated in a number of meetings with senior staff regarding the Woodlands Cultural and Community Visitor Centre in relation to design aspects, particularly in regard to drainage and effluent disposal. The issues identified have implications to the effluent disposal for the Art Gallery and Dodd House.

Updated the Shires building permit register to facilitate the transfer of building data to the WA Building Commission and Bureau of Statistics reporting system.

Assisted the DCEO with a review of the Shires policy manual, particularly in relation health, building, planning and purchasing policies

Undertook an inspection of the Norseman town site to identify abandoned, dilapidated and untidy properties. Prepared a list of properties that need some action, identified and wrote to several owners in relation to their intentions with regard to dilapidated and unfit for habitation dwellings.



12.1

Late Item

RFT 01/18 Panel Tender for Plant Hire

CONTRACT NO.

RFT 01-18

AGREEMENT

BETWEEN

Shire of Dundas

&

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Where the Principal's consent or approval is required the consent or approval must not be unreasonably withheld.

## **2 Constitution of this Contract**

The following documents attached hereto (including any alterations made and initialled by both parties) shall constitute this Contract, namely the following:

- a) correspondence to the extent it varies any aspect of this Contract;
- b) this document;
- c) Specification and Special Conditions;
- d) Price/Rates Schedule; and
- e) Contractor's Tender submission of .....

In construing this Contract and in the event of any inconsistency in these documents, the order of precedence shall be from (a) to (e) as set out in this clause.

## **3 Consideration**

In consideration of the satisfactory, timely and complete performance of the Services by the Contractor in accordance with the Contract, the Principal shall pay to the Contractor the amount calculated on the basis of the price or such other contract sum as may become payable to the Contractor pursuant to the provisions of the Contract.

## **4 Contractor's Warranty**

The Contractor Warrants that it has significant knowledge and experience in providing the Services and that it has and will continue to have an adequate, skilled, competent and fully trained organisation capable in all aspects of performing the Services.

EXECUTED by the Parties

SIGNED by

---

Peter Fitchat  
Chief Executive Officer

in the presence of:

---

(Note: **Witness** must sign and then print name)

WITNESS: NAME \_\_\_\_\_

SIGNED by the said  
**(Contractor)**

\_\_\_\_\_  
Signature of Director

Of ..... A.B.N.  
.....

in the presence of:

\_\_\_\_\_  
(Note: **Witness** must sign and then print name)

WITNESS: NAME \_\_\_\_\_



12.3

Late Item

RFT 03/18 Provision of Handyman Services

CONTRACT NO.

RFT 03-18

AGREEMENT

BETWEEN

Shire of Dundas

&

---

## FORMAL INSTRUMENT OF AGREEMENT

THIS Contract is made on the      Day of      2018 BETWEEN:

**THE SHIRE OF Dundas** having its office in the State of Western Australia at 88-92 Prinsep Street, Norseman ("the Principal"); and

The Contractor mentioned in the Schedule .....

having its offices at ..... ("the Contractor")

## RECITALS

The Principal, in its capacity as the local government under section 2.5 and its subsections of the Local Government Act 1995, desires the performance of the Services and the Contractor has agreed to perform the same upon the terms and conditions set out in this Contract.

IT IS AGREED AS FOLLOWS

## 1. Definitions and Interpretations

### 1.1 Definitions

In this Contract words and expression shall have the same meanings as are respectively assigned to them in the General Conditions of Contract and in the specification hereinafter referred to, except that the term:

"General Conditions of Contract" means General conditions of contract contained herein.

## 1.2 Construction

- 1.2.1 References to statutes, regulations, ordinances or by-laws include all statutes, regulations, ordinances or by-laws amending, consolidating or replacing them.
- 1.2.2 Where a reference is made to any person, body or authority that reference will, if the person, body or authority has ceased to exist, be deemed to be a reference to the person, body or authority which serves substantially the same objects as that person, body or authority.
- 1.2.3 Where the day or last day for doing anything on which an entitlement is due to arise is a Saturday, Sunday, Public or Bank Holiday in Western Australia, the day or last day for doing the thing or date on which the entitlement arises will, for the purpose of this Contract, be the immediately following day, that is not a Saturday, Sunday or Public or Bank Holiday.

### 1.3 Consent of Principal

Where the Principal's consent or approval is required the consent or approval must not be unreasonably withheld.

## **2 Constitution of this Contract**

The following documents attached hereto (including any alterations made and initialled by both parties) shall constitute this Contract, namely the following:

- a) correspondence to the extent it varies any aspect of this Contract;
- b) this document;
- c) Specification and Special Conditions;
- d) Price/Rates Schedule; and
- e) Contractor's Tender submission of .....

In construing this Contract and in the event of any inconsistency in these documents, the order of precedence shall be from (a) to (e) as set out in this clause.

## **3 Consideration**

In consideration of the satisfactory, timely and complete performance of the Services by the Contractor in accordance with the Contract, the Principal shall pay to the Contractor the amount calculated on the basis of the price or such other contract sum as may become payable to the Contractor pursuant to the provisions of the Contract.

## **4 Contractor's Warranty**

The Contractor Warrants that it has significant knowledge and experience in providing the Services and that it has and will continue to have an adequate, skilled, competent and fully trained organisation capable in all aspects of performing the Services.

EXECUTED by the Parties

SIGNED by

---

Peter Fitchat  
Chief Executive Officer

in the presence of:

---

(Note: **Witness** must sign and then print name)

WITNESS: NAME \_\_\_\_\_

SIGNED by the said  
(Contractor)

\_\_\_\_\_  
Signature of Director

Of ..... A.B.N.  
.....

in the presence of:

\_\_\_\_\_  
(Note: **Witness** must sign and then print name)

WITNESS: NAME \_\_\_\_\_



## 12.4

Late Item

Acceptance of Annual Report 2017/2018

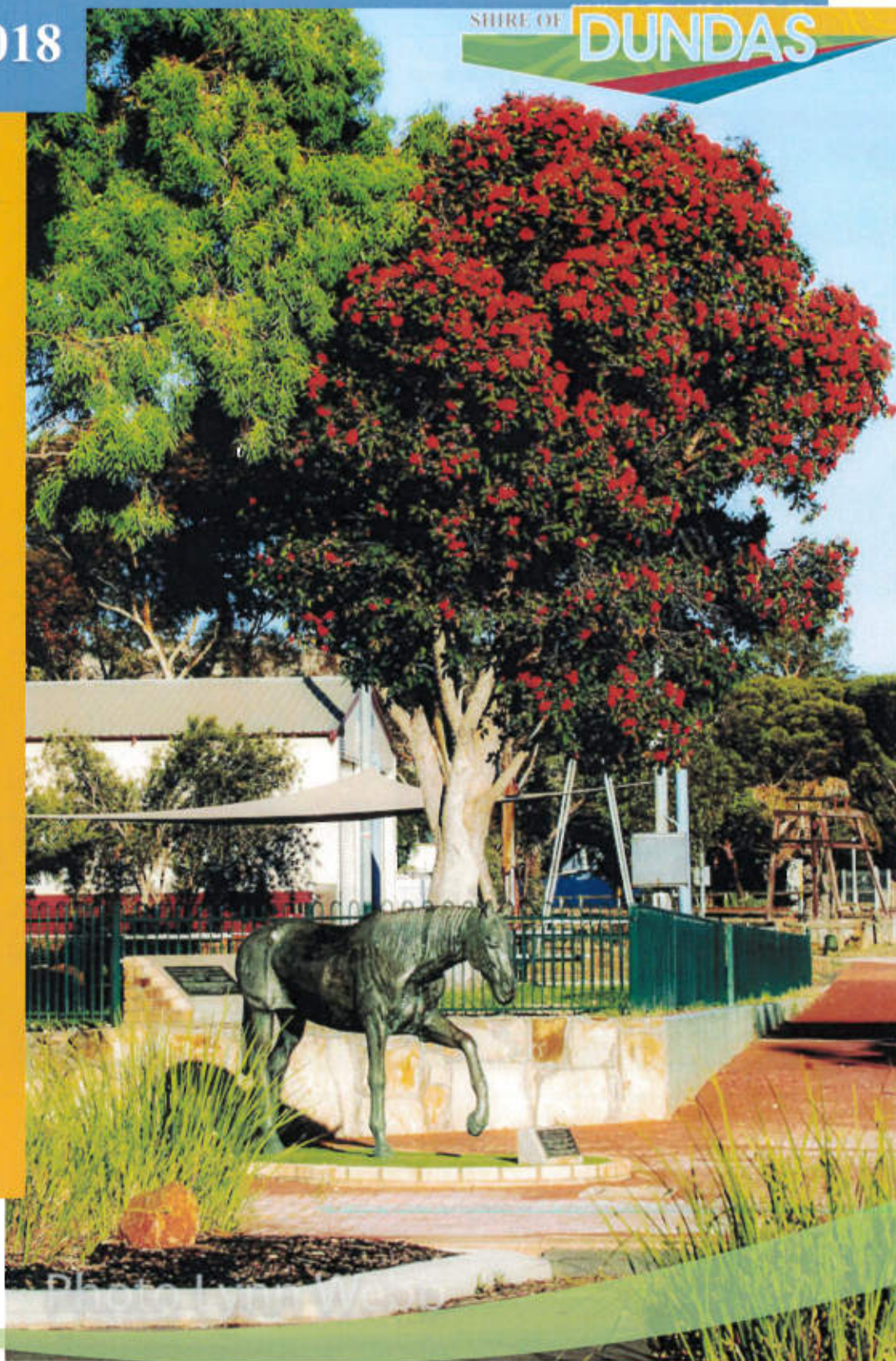


# ANNUAL REPORT

2017-2018

SHIRE OF

DUNDAS





Artists Valma Schultz & Norseman District High School Students



*The Smile of Dundas recognises the  
Ngarrj and Wirning People as traditional custodians and  
acknowledges their Elders past, present and emerging.*



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**Address:**  
88-92 Prinsep Street  
Norseman WA 6443  
**Postal Address:**  
PO Box 163  
Norseman WA 6443

**Shire Office:**  
**Phone:** 9039 1205  
**Fax:** 9039 1359  
**Email:** [shire@dundas.wa.gov.au](mailto:shire@dundas.wa.gov.au)  
**Web:** [www.dundas.wa.gov.au](http://www.dundas.wa.gov.au)

**Works Depot:**  
Mildura Street  
Norseman WA 6443  
**Phone:** 9039 1278





We value our lifestyle. The bush, the peace, our health, our safety and where we live.

We expect quality services. Improved streetscapes, good footpaths, quality health services, housing and strong educational facilities.

We envision sustainability. We strive to be financially, socially and environmentally sustainable.

**Our mission is:**

**“That as Community we work collectively within an ethical framework to enhance our Community and its social fabric by way of consultation, lobbying and promotion.”**





# President's Report

On behalf of the Councillors of the Shire of Dundas, I present the 2017-18 Annual Report.

Following Local Government elections in October 2017, we welcomed three new Councillors onto Council and I was both privileged and very proud to have been appointed Shire President. Having welcomed our three new Councillors, necessarily meant we farewelled three former Councillors, including both the President (Jacquie Best) and Deputy President (Lynn Webb). I would like to take this opportunity to express our thanks, on behalf of the community, to all three retired Councillors for their excellent efforts in their service to our community and wish them well in their 'life after Council' pursuits.

The Financial Report and Auditor's Report presented as part of this Annual Report again highlights the standards and efficiency of our Shire staff. We appreciate their efforts in maintaining high standards in their work and legislative compliance.

During the year we welcomed to the Shire staff, our new Manager of Works and Engineering, Peter Crawford, who brings a wealth of experience to the role.

At the end of the year, our CEO, Doug Stead, departed our Shire to retirement.

We extend our thanks and appreciation for the hard work of our Shire staff in fighting several fires over the bush fire season, including giving up their Christmas Day in their efforts to contain the fires.

Our Norseman airstrip upgrade, to an all-weather facility, was well and truly on the way to completion at the end of the year. Again, our Shire staff put in a great effort to assist in pushing this project towards completion.

Our Woodlands Cultural, Community and Visitor Centre project is progressing well with the appointment of Cartman Designs as our architectural consultants and Glen Flood Group Consulting as project management consultants for the project. The project will go out to tender towards the end of 2018 and should be completed in the second half of 2019.

"We look forward with great optimism to the coming year and all that it will bring in the way of project completion and the promotion of our Shire as a great place to live!"

A tender was awarded for the replacement of the Eucla Hall, the former building having unfortunately burned to the ground in February 2017. The completion of this project is scheduled for late 2018/early 2019. The cost of this project is largely covered by insurance.

The upgrade of the Eucla airstrip has made some progress with testing of the ground and identifying sources of rock/gravel and water. Funding opportunities are being actively explored.

Other projects and initiatives completed through the year were the upgrade to Mark's Park, a review and update of the Shire's Disability Access and Inclusion Plan (DAIP), repeal of several outdated local laws and the adoption of new Standing Orders to replace the previous, gazetted in 1997.

Councillors have attended various training courses over the year, including Serving on Council, Meeting Procedures and Debating, Understanding Financial Reports and Professionally Speaking in their effort to gain valuable skills, to better understand legislative requirements and provide the best governance for our Shire. I am currently enrolled in the Diploma of Local Government.

Our Shire continues to have a regional voice through our participation in the Goldfields Voluntary Regional Organisation of Councils (GVROC). Along with nine other regional councils we combine to advocate on projects and issues relevant to our region as well as providing support for individual Shire projects that may lead to mutual benefit opportunities to the region as a whole.

This reporting year has certainly thrown up some significant challenges along the way, but Council members have developed an excellent working relationship and with assistance from our Shire staff we have met the challenges, sourced solutions and made progress in all our endeavours. We look forward with great optimism to the coming year and all that it will bring in the way of project completion and the promotion of our Shire as a great place to live!

Cr Laurene Bonza

Shire President



# Elected Members

## PRESIDENT

CR LAURENE BONZA

NORSEMAN, WA 6443

PH: (08) 9039 0201

RETIRING: 2019



CR RASA PATURIS

EUCLA, WA 6443

PH: (08) 9039 1052

RETIRING: 2020



CR PATRICK HOGAN

NORSEMAN, WA 6443

PH: (08) 9039 1117

RETIRING: 2017



CR BARRY BAILEY

NORSEMAN, WA 6443

RETIRING: 2020



CR SHARON WARNER

EUCLA

WA 6443

PH: (08) 9039 3425

RETIRING: 2019



CR VERONICA WYATT

7 CRABBE STREET

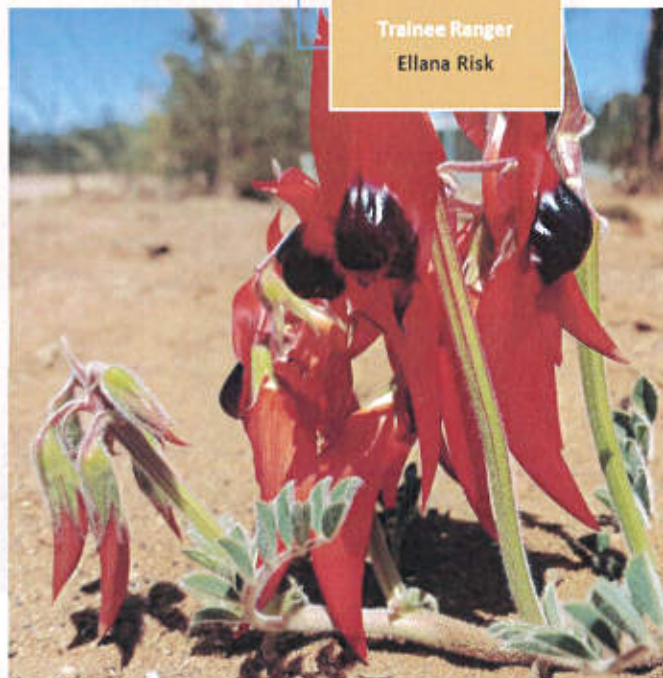
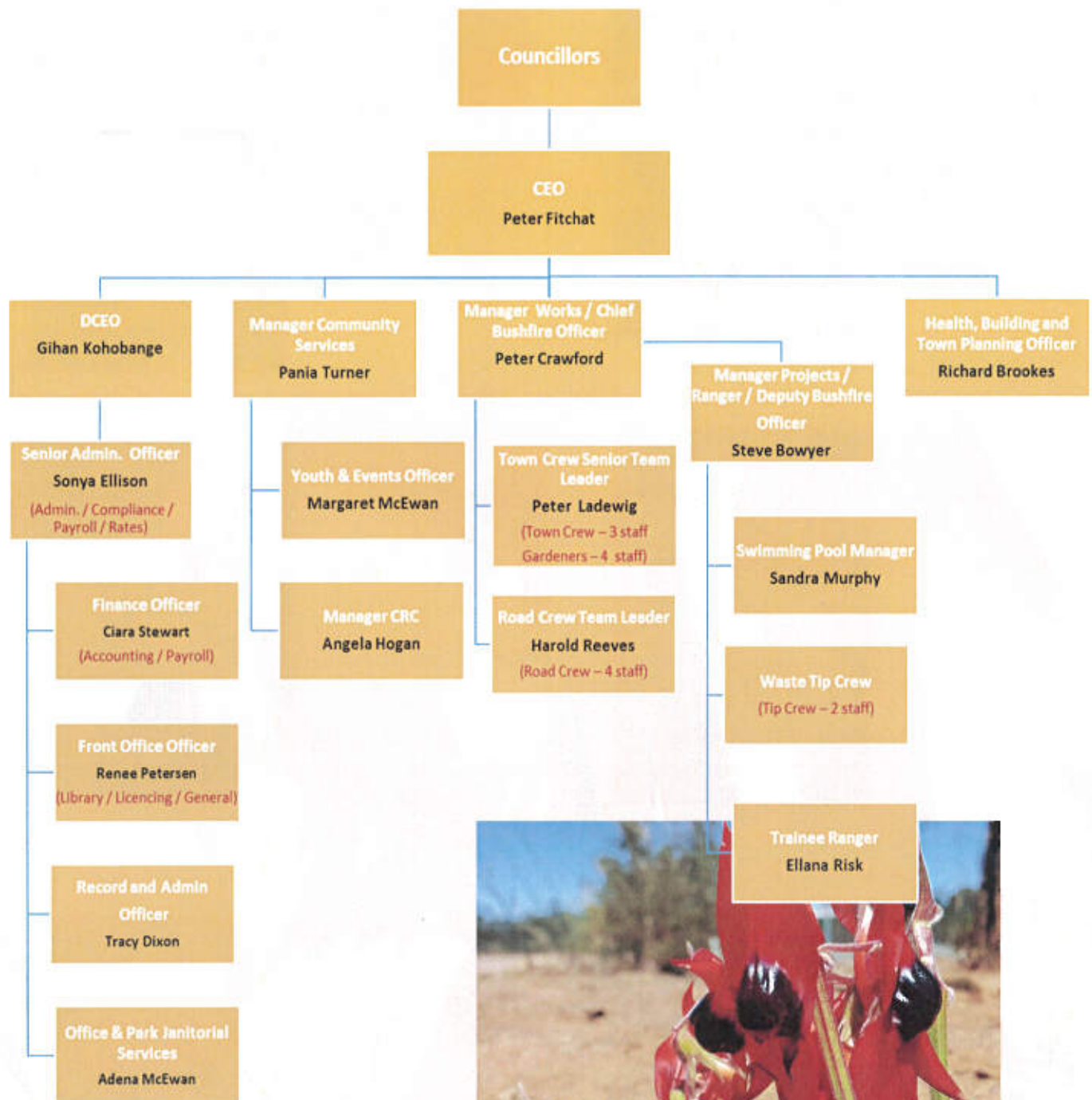
NORSEMAN, WA 6443

PH: (08) 9039 1117

RETIRING: 2019



# Organisational Structure







# CEO Report

Peter Fitchat

It is with pleasure that I report on the 2017/2018 financial year to the Council and the residents of the Shire of Dundas.

The Financial Report and the supporting Auditors Report included in this Annual Report highlights that the management of the Shire's administration and finances has once again been of a very high standard and in accordance with the variety of legislative requirements.

The year proved to be one that presented management with a variety of challenges which shire staff addressed with great professionalism.

This year we farewelled Doug Stead who has retired to Busselton. Peter Crawford has joined us as Manager of Works and Engineering and has settled down into this role in no time.

Councillors are elected for terms of four years. Elections are held every two years for half of the council. Three new Councillors were elected to the Council during the year and Cr Laurene Bonza was appointed as the Shire President.

During the year thirteen bushfire incidents were reported within the Shire of Dundas challenging availability of resources and the commitment of the Shire staff well beyond its limits. The Shire staff, volunteers and the Department of Fire and Emergency Services worked meticulously around the clock for many weeks, to avoid any impact on human lives, properties and animals, controlling these fires. We salute our fire fighters who gave up their personal time, including Christmas day, to fight ongoing fires.

The major project of the year was the upgrade of Norseman Airstrip as an all-weather airstrip with a total project cost of \$4.35 million. Being at the end of the Nullarbor and with the volume of traffic from the Eyre Highway and Esperance Coolgardie Highway, it is critical to have permanent and safe RFDS access. Changing weather patterns has disrupted aircraft operations in the past. The upgraded all-weather airstrip will raise the level of emergency response and medical evacuation that is required and will provide a very efficient gateway for all industries within the Shire of Dundas. The efforts of the Shire's own staff in making this project viable need to be commended.

"This project (Woodlands Cultural, Community and Visitor Centre project) is crucial for the Norseman town centre to be a vibrant and welcoming community and business hub."



The next major project for the Shire, the Woodlands Cultural, Community and Visitor Centre project was kick started during the year with an estimated total project cost of \$2.5 million. Local architects Cartman Designs has been appointed as architectural consultants and GFG Consulting as project management consultants for the project. This project is crucial for the Norseman town centre to be a vibrant and welcoming community and a thriving business hub.

The Shire has long recognised the importance of the Eucla Airstrip in relation to emergency response and was pleased to begin the process assessing upgrade requirements completing a feasibility study of the airstrip in 2018. This project is due to commence in 2018 /19 subject to availability of funds.

Ensuring that the Shire continues to be a place of inclusion, popular Marks Park received an upgrade of \$119,716 which included disability access paths, new play equipment and landscaping. Encouraging more families, tourists and community events to make use of the facilities.

During the year, a tender was finalised for a new purpose-built centre to replace the community hall at Eucla, which burnt to the ground. Construction work of the new centre is scheduled for completion in 2018/19.

The Norseman Visitor Centre continues to receive good reports from tourists and visitors to our area and the Shire is proud to continue to supporting the economic benefits of tourism with the annual grant of \$60,000 to the local Visitors Centre. We recognise the good work of the VC Committee and the Manager Evelyn Reid and her small team of dedicated volunteers.

The Shire updated its Disability Access and Inclusion Plan (DAIP) to provide an effective framework for meeting the needs of many people in the community. This not only includes people with disability but also families with young children and prams, seniors and people from culturally and linguistically diverse backgrounds.

The Shire reviewed its' Local Laws and developed an action plan to repeal and amend Local Laws that no longer represent specific needs of it's the community. Accordingly, four local laws were repealed during the year and Standing Orders Local Law 2018 was adopted in place of the Shire of Dundas Local Law No. 1, gazetted in 1997.

Shire management continues to watch our finances closely as our rate base continues to be eroded by the reduction in property values in our region. These valuations are appraised by the Valuer General and are key to our rate income. Shire management took a very conservative view on unpaid rates at the year end and saw fit to increase our provision for doubtful debts to a level of some \$398,000.

The Shire acknowledges the capital grant incomes received from Lottery West (Marks Park upgrades), Roads to Recovery and the Regional Roads Group (for keeping our town and country roads safe), federal funding from the Department of Infrastructure and Regional Development (part funding for the upgrade of the Norseman Airstrip project), state funding from the Department of Transport (part funding for the upgrade of the Norseman Airstrip project) the State funding from Department of Primary Industries and Regional Development (Woodlands Cultural, Community and Visitor Centre project) which enabled the maintenance of existing, and the creation of new infrastructure assets.

We are equally indebted to the Department of Communities Child Protection and Family Support, Department of Fire and Emergency Services and Department of Local Government Sport and Cultural Industries for various operating grants that help keep our level of service to our community at a high level.

Peter Fitchat

Chief Executive Officer



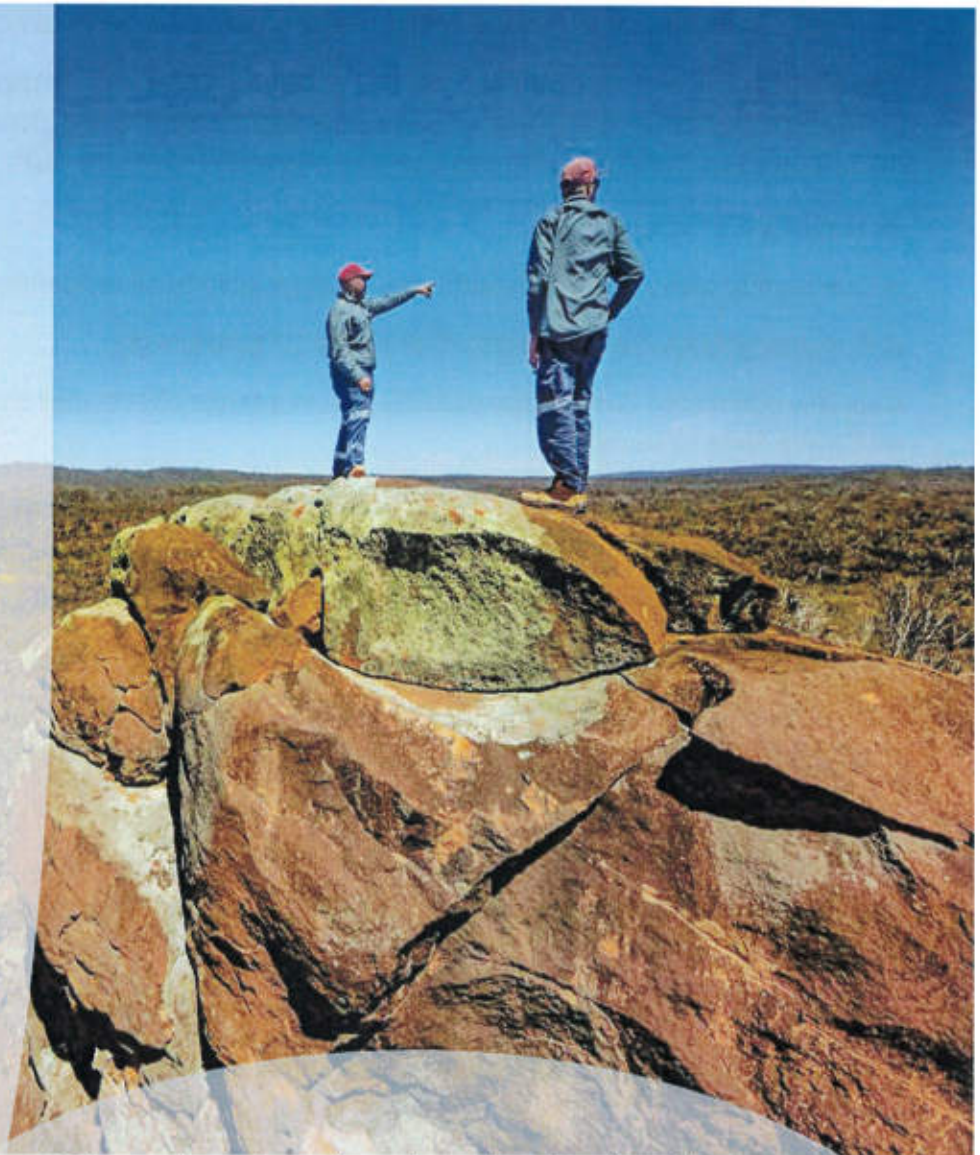
# Shire of Dundas

## Heart of the Great Western Woodlands

The Shire of Dundas proudly sits as the Heart of the Great Western Woodlands the largest area of Mediterranean climate woodlands on earth.

Covering 92,725km<sup>2</sup> in the South East of WA the Shire of Dundas is rich ancient land, with the first nations peoples of the Ngadju and Mirning both recognising areas of country across the Shire.

The Ngadju are active in the management of conservation and protection of Ngadju Country with strong programs such as Ngadju Rangers contributing to the care of Country and culture.



The south east boundary of Dundas is bordered by the sapphire coastline of the southern ocean. The vast sweeping plains of the Nullarbor head through to South Australia with the town of Eucla welcoming and farewelling travellers to and from the Shire and Western Australia.

Neighbouring Shires are Esperance to the south, Coolgardie to the north and heading west along Hyden Norseman road sits the Shire of Kondinin.



# Community

Residents of the Shire of Dundas call Dundas their home, a place where they live raising families, working, or enjoying retirement a place to be protected and a place to invest in.

The Strategic Community Plan (SCP) recognises the vital importance of quality of life and lived experience and through its service departments of Community Development, Works and Projects strives to address the key themes from the SCP.

## A Healthy Community

A Community with adequate health services accessible to all residents;

## A Physically Active and Socially Connected Community

A socially connected Community participating in a range of activities that will enhance the social fabric within the Shire of Dundas;

## Community Engagement

A Community where everyone from the youth to the aged are engaged in constructive activities that encourage social and Community development;

## Economic Development

A Shire continually involved with the development and maintenance of working relationships with mining companies (industry), local business ventures, retail and tourism to develop business opportunities within the Shire;

## Population and Future Growth

Encourage people to stay in the Shire and build a stable population with the possibility of future growth to maintain a viable functioning Community;

## Educational opportunities

A Shire with access to highly developed educational courses, facilities and career selection for future candidates; and

## Infrastructure improvement

A Shire with a high level of Community infrastructure with improvements to aged accommodation, footpaths, street lighting, streetscape and the airport.



## The Ngadju Ranger Program continues to go from strength to strength.



With Ngadju Conservation Aboriginal Corporation stepping out from the valued support of Gondwana Link, the Pew Charitable Trusts and the Rangelands NRM, to now becoming a funded entity in their own right. Receiving almost \$700,000 through the Commonwealth's Indigenous Advancement Strategy the Ngadju Rangers continue to focus developing skills and capacity of the Ranger group through community partnerships, research and training.

Early 2018 also saw the Rangers purchase their own building moving out from the leased site at the local school and into a new Ngadju Ranger Centre. This exciting opportunity sees the Rangers continue in their journey of self-determination and self-sustaining. Their strong ethos of caring for Country and providing employment and training opportunity for Ngadju in the community is recognised and valued by the Shire of Dundas.





## Senior residents enrich our community

participating in a variety of Shire supported activities such as Stay on Your Feet, Norseman Craft Ladies, local and regional excursions, Ladies Swim Club, Coolgardie Christmas Luncheon and the Shire of Dundas Seniors Christmas Dinner.

Courses and workshops are also held for minimal or no cost at the Norseman Community Resource Centre with programs that have outcomes on connecting community, developing skills and capacity, promoting and enhancing seniors' health and wellbeing.

Seniors are a wonderful resource in our Community. They contribute their knowledge, skills, time and passion enriching the places we call home.





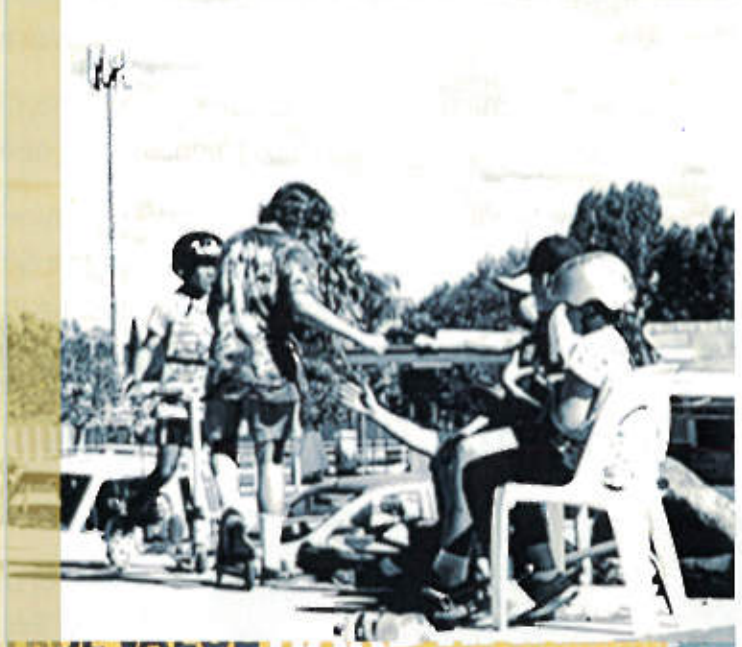
Children and Young people in communities signal vitality and growth, their voices hopes and dreams are strong consideration when planning for the future of our towns.

Youth Services are an integral part of the Shires strategy to supporting families and young people. Partially supported through State Government funding from the Department of Child Protection and Family Services

Youth Services play a significant role in the ability for the youth of Norseman to participate in seasonal sports, supporting community sporting events and proving a safe "drop in" space for the young people of Norseman. Traditionally catering for the ages 12 through to 18 Council recognised a gap in activities provided for children 5-11 and have adjusted the program to address this age group also.

The past year continues to see community partnerships grow and recognises the contributions of the following local and regional organisations in supporting the young people of Dundas:

- Department of Communities
- Norseman District High School
- Norseman Community Resource Centre
- Norseman Dance Group
- Ngadju Rangers
- Kambalda Sea Eagles Swim Club
- Kambalda Football Club
- Norseman Commerce Group
- Norseman Ladies Craft Group
- Norseman Men's Shed
- Norseman DHS P&C
- Ngadju Memorial Garden Project
- BOICO
- Ngadju Native Title Corporation





## Norseman Community Resource Centre

The Norseman Community Resource Centre (CRC) survived a turbulent year with the announcement of reduced funding from State Government and cuts to the services it provides. A reversal of that decision later in the year saw relief across the CRC network. In spite of the uncertainty the Norseman CRC remained a valuable and active resource in the community traditionally funded by Royalties for Regions.



The centre provides a range of services such as photocopying, printing, computers, and secretarial services as well as being an agent for Medicare, Westnet, Centrelink and the Australian Tax Office.

Situated on the main business street of town the CRC continues to grow the services it provides initiating collaborative partnerships to ensure the needs of the community it serves are being met.

Popular is the Saturday morning KIDZ KLUB program which offers a variety of activities for children aged 6-12 years. The CRC works closely with the Shire and other services to provide a variety of community events including business seminars, health campaigns, Food Sense Workshops, senior's computer courses, children's activities and community arts performances.

Popular is the Saturday morning KIDZ KLUB program which offers a variety of activities for children aged 6-12 years. The CRC works closely with the Shire and other services to provide a variety of community events including business seminars, health campaigns, Food Sense Workshops, senior's computer courses, children's activities and community arts performances.

## Volunteers, Supporting the People Who Support



The Shire of Dundas received a Gold Award at the 2017 Volunteer Employer Recognition Awards (VERA) for its continued support of Shire employees who volunteer and the organisations they volunteer for.

Nominated by the Norseman VFRS Captain Veronica Wyatt the Shire stood out amongst ninety one businesses and organisations recognised for supporting volunteers to meet the requirements of their roles.

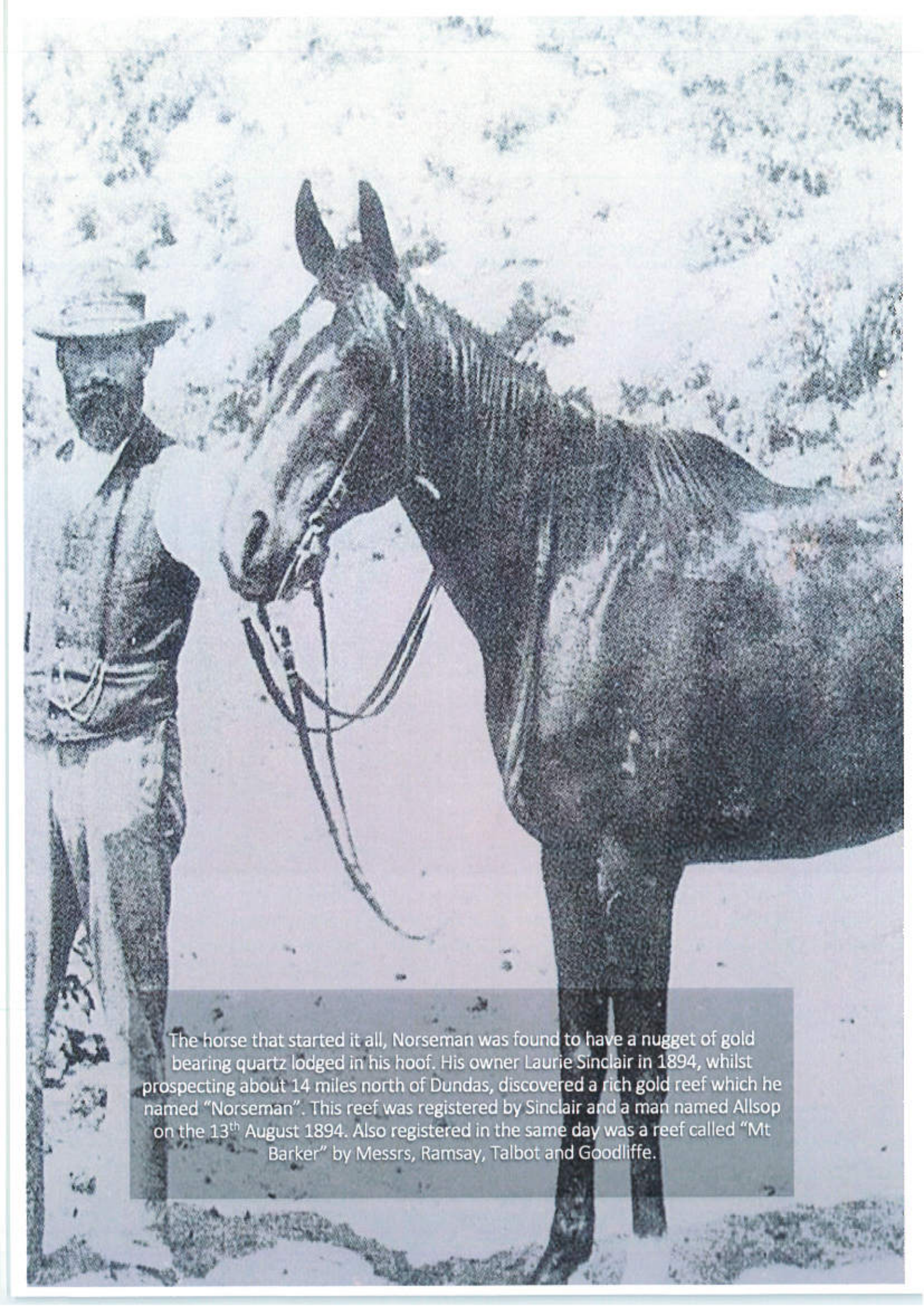
Emergency Services Minister Francis Logan congratulated the award recipients. "There are more than 27,000 emergency services volunteers across the State and many of them couldn't volunteer without the support of their employers.





Angela, Deborah, Linda, Wendy, Paul, Wendy, and Mary, with the rest of the group.





The horse that started it all, Norseman was found to have a nugget of gold bearing quartz lodged in his hoof. His owner Laurie Sinclair in 1894, whilst prospecting about 14 miles north of Dundas, discovered a rich gold reef which he named "Norseman". This reef was registered by Sinclair and a man named Allsop on the 13<sup>th</sup> August 1894. Also registered in the same day was a reef called "Mt Barker" by Messrs, Ramsay, Talbot and Goodliffe.



Dundas and Norseman have an adventurous exploration and mining heritage beginning in the 1840's with the exploration of the South Coast by Edward John Eyre, the naming of the Dundas Hills in 1848 by JS Roe, and the crossing in 1871 of John Forrest from Western Australia into South Australia, which between 1871 and 1880, produced the establishment of sheep stations at Mundrabilla, Fraser Range and Balladonia.

Between 1876 and 1878 the construction of the Overland Telegraph Line (coastal), from Albany to Adelaide took place, and after its completion the Southern Area was linked with the rest of Australia.

In 1890 Mr Moir of Fanny's Creek found traces of alluvial gold whilst searching for new pastures in the Dundas Hills area; however no further exploration took place until Moir returned in 1892, with a prospecting team. Unfortunately no gold was found.

During its first few years Norseman struggled to establish itself due to Dundas being the major township in the area, however the richer fields of Norseman gradually outgrew the latter, and in 1895 was declared a town and in 1896 a Municipality.

The Municipality became the Norseman Roads Board in 1918, the Dundas Road Board in 1929 and the Shire of Dundas in 1961.

During this time, other prospectors had begun to explore the area and in 1892 Messrs Mawson and Kirkpatrick discovered gold in the southern end of the Field and named it the "May Bell". Following this Messrs, Bromley, Mawson and Desjarlis, found a rich outcrop of ore, and named it "Great Dundas". In August 1893 the "Dundas Field" was finally proclaimed, and the town site of Dundas was established, with the discovery of another two rich outcrops, which were registered under the one name of "Scotia".

# General Report

The Shire of Dundas continues to develop its ability to comply with new legislation and requirements from all sectors of government departments and agencies.

During the year the Shire reviewed its existing policies and procedures and introduced new policies and procedures to ensure the robustness of the policies and procedures in place in relation to the Shire's operations.

Professional development of staff and Councillors continues to be an important investment which is budgeted for annually. This is a continuous requirement with training expenses totalling \$24,921. Newly elected members of the Council attended for series of training and development workshops during the year to help them in better servicing the community they represent.

The Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Asset Management Plan were all updated in line with the Strategic Community Plan. These plans are of paramount important for the Shire to plan sustainably for the future and to equip the organisation to respond to short, medium and long term Community requirements.

The Shire reviewed its Local Laws and developed an action plan to repeal and amend Local laws that are no more represent specific needs of its community. Accordingly, four local laws were repealed during the year and Standing Orders Local Law 2018 was adopted in place of the Shire of Dundas Local Law No. 1, gazetted in 1997.

The Shire continue to invest on record keeping procedures to ensure compliance and accountability.

The Shire achieved 99% compliance in its 2017 Compliance Audit Return (CAR), an improvement on the 2016 CAR with 93%.



# Governance

## Law, Order and Public Safety

### Bushfires

During the year thirteen bushfire incidents were reported within the Shire of Dundas challenging availability of resources and the commitment of the Shire staff well beyond its limits. The Shire staff, volunteers and the Department of Fire and Emergency Services worked meticulously around the clock for many weeks, to avoid any impact on human lives, properties and animals, controlling these fires.

The Shire invested in installing additional CCTV cameras within the main town centre as an effective preventive measure of crime and anti-social behaviour.

The Shire continues to hold Local Emergency Management Committee meetings working towards building strong partnerships and effective use of local and regional resources for emergency events.

With the closure of Norseman's State Emergency Service (SES) unit, DFES has taken several steps to enhance the town's emergency response system. The VFES crew based at Norseman has been trained to deal with road crash rescues. Agreements with mining companies WestGold at Higginsville to the north and Independence Group on the Fraser Ranges to the east have been reached to have their emergency response crew's assistance in road crashes and other emergencies.

Ngadju Conservation Ranger program has also been active in training their rangers in fire management and have in recent years offered volunteer support and assistance.



## Animal Control

With additional part-time ranger in the team, the Shire was able increase the street presence and provides quick response to call outs both in the township of Norseman and along the Eyre and Esperance Coolgardie Highways. Rangers deal with a variety of animal control issues ranging from lost pets, stray animals, dog attacks and wildlife that has been injured on the roads. The Shire became a member of the RSPCA with membership offering community engagement sessions for residents on responsible pet ownership. The total cost of providing an animal control service for the Shire of Dundas for 2017-2018 is \$45,369.



# Health

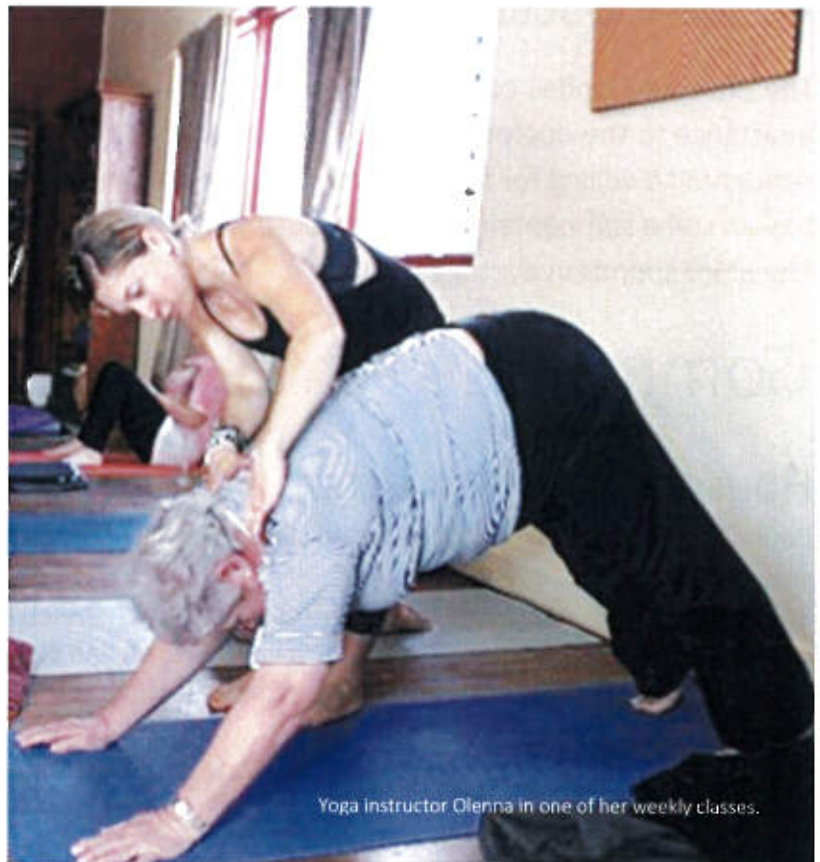
## Health Inspection and Administration

Regular health inspections are undertaken in Norseman and along the Eyre Highway to Eucla ensuring the health standards are maintained in all relevant food preparation premises.

## Community Health Centre and Dental Surgery

The Shire continues to maintain the Community Health Centre and Dental Surgery building in Prinsep Street. With the loss of the full time Community Health Nurse and Aboriginal Health Worker the Norseman community is now serviced by visiting Community Health nurses from Esperance. Visits are on an at needs basis and operate from the Community Health Building and the local school.

Whilst the Shire does not have a permanent dentist, residents were fortunate enough to have a visiting dentist from Kalgoorlie-Boulder. Children enrolled in school are also serviced through the Dental Health Services Schools Dental Service via a mobile clinic that visits the local school once or twice a year.



Yoga instructor Olenna in one of her weekly classes.

Norseman Squad of the Kambalda Sea Eagles





## Resident Doctor

The Shire of Dundas continues to work on maintaining health services to community by providing assistance to the doctor. To retain and attract quality medical providers the Shire constructed a new residential dwelling for the doctor during the previous financial year. The new Doctor's residence also has on site a self-contained flat to house visiting specialists, medical practicum students and locums. The Shire spends in average \$50,000 each year to provide various benefits to the resident doctor.

## Community Amenities

### Household Refuse-Litter

Council carries out the rubbish removal service with its own day-labour workforce operating a single operator side-loading compaction unit.

Rubbish tip maintenance and litter control are also undertaken by Council employees. Shire staff at the refuse site continues to bale cardboard for recycling however the costs are significant compared to the value of the recycled product. The Shire Works Department continues to investigate solutions for managing recyclable waste.

A survey has been undertaken to expand the rubbish tip during the next financial year.

### Cemetery

The Norseman Cemetery is located at the end on Denison Drive in a peaceful bush setting. During the year a survey was carried out to explore the possibilities of expanding the cemetery in the future.

## Housing

### Aged Care

The Shire manages four self-contained units for the aged, three of them were occupied during the year. A low rental cost is paid by the tenants however the rents charged do not reflect the true cost of providing the accommodation units.

### Staff/Other

Renewal and maintenance programs continue to be carried out on an annual basis, as per strategies with the Strategic Community Plan and Corporate Business Plan. These programs ensure that housing well maintained and of a good standard. Shire housing provides benefits in attracting senior staff to the Shire as well as costs benefits when using contractors for extended projects.

# Education and Welfare

Council recognises the importance of quality well-resourced public education in remote communities and looks for opportunity to support the school community with innovative projects and partnerships.

The Shire of Dundas is serviced by one mainstream public school, Norseman District High School and School of the Air for primary school students living in the more remote areas of the Shire in particular families along the Eyre Highway.

Norseman District High School caters for students from Kindergarten through to Year 12, with senior students accessing some of their curriculum studies through Schools of Isolated and Distance Education whilst at school.

During 2017-2018 the Shire and Norseman District High School have strengthened their community partnership working together on a variety of initiatives:



- Memorial Welcome Garden
- NAIDOC Week
- ANZAC School Service 2018
- ANZAC Day Dawn Service and Diggers Breakfast
- NAIDOC Week
- Athletics and Swim Carnivals
- Bus Transportation
- School Grounds maintenance support
- School Ball

- Remembrance Day
- Ngadju Welcome Garden
- Dundas Images Photographic Competition
- Biggest Morning Tea
- Disability Access & Inclusion Plan Consultation
- Aqua Fun Day
- Country Week
- Back to Norseman Week
- School Incursions



# Recreation and Culture

## Community Spaces



Community require identified places of gathering. Accessible and inclusive spaces where people come together in times of celebration and in times of need.

*These coming together moments connect us to each other, strengthen our bonds and build resilience across our community*

## Public Halls

Council provides three main public halls within the Shire. These halls are the Norseman Town Hall, Dodd House and the Eucla Community Hall.

The Town Hall and Dodd House provide a functional space for a diversity of community needs and activities. During 2017-2018 these important resources have seen a variety of activities annual School Ball, Stay on Your Feet weekly classes, Dance Class, Ngadju Native Title Aboriginal Corporation meetings, hair dressing services, community gatherings, Norseman Pensioners Mornings, community Art Classes, Youth Programs, Seniors Christmas Dinner, community consultation and the hire of the venues for private functions.

The loss of the Eucla Community Hall from fire in the early part of 2017 created a significant gap in the facilities for residents living in the town of Eucla and along the Eyre highway. The new Community Hall has been designed from input from the local community and will be in place by late November early December 2018.

## Swimming Pool

The Norseman Swimming Pool is popular with residents and visitors in the summer months. Operated by a qualified Swimming Pool Manager the pool provides a sanctuary from the summer heat.

Although a substantial cost to ratepayers, Council recognises the valued community resource the pool is. A variety of groups use the pool including Senior Ladies Exercise Group, Norseman chapter of the Kambalda Sea Eagles, Norseman District High School and the Kalgoorlie Triathlon Club who run an annual event for local and regional athletes.



## Library

Situated in the Shire Administration building the Norseman Library is a well-used community amenity with members enjoying a range of services and resources. The Library offers a choice of fiction and nonfiction, large print and audio books. With no video store in the town the DVD section of the Library is quite popular as is the children's corner.

The Better Beginnings Storytime program also runs out of the Library being established in early 2017. The program offers families of young children a weekly hour of stories, sing-a-longs, craft and morning tea.

Better Beginnings Craft Time





# Community Arts

The importance of arts and culture as part of peoples lived experience is evident in communities that thrive.

Council recognises the cultural and community health benefits of public and community creative expression and supports the development of the arts.

Community engage with a variety creative activities that are Shire supported:

Norseman Ladies Wednesday Craft Group

Norseman CRC Kidz Club

Norseman Men's Shed

Dundas Images Photographic Competition

Norseman Arts: Inspire Share Exhibit

Tragul Community Arts Banner Project

Norseman Gardening Group

Youth Services

The increased desire for people to connect through creative experiences has highlighted the need for a dedicated community arts space. The new Woodlands Cultural, Community and Visitors Centre will provide such as space which will be well utilised by the community in the form of workshops, cultural sharing, student engagement and youth activities, artists in residence and local exhibition space.



Artwork CRG created by Valma Schurz & Lynn Webb



## Parks, Ovals and Community Sporting Facilities

Council maintains a combination of facilities including parks and gardens, a grassed oval, community sports centre, tennis and basketball courts, squash courts and a number of small parks. Shire staff work hard on presenting and maintaining these facilities and amenities in a good condition and providing community based activities that encourage place activation.

Both Phoenix and Marks Park are popular stopping points for visitors travelling through the area. Marks Park is well shaded and offers a variety of play equipment suitable for all ages. Proudly standing at the corner entry of the park is a statue of Norseman the miner's horse whose encounter with a nugget of gold bearing quartz started the mining boom in Norseman. In 2017/18 a suite of upgrades for Marks Park including new concrete walkways, new play equipment and landscaping was completed with funding support from Lotterywest.

Phoenix Park is also a shady retreat from the heat of the day with a mining heritage theme. A meandering brook runs through the park adding to the pleasant atmosphere that invites people to stop and enjoy for a while.

Community Event: Music in Marks Park





## Norseman and Eucla All-Weather Airstrips

Norseman sits at the western end of the Eyre Highway, a significant National highway which by having the Nullarbor, one of Australia's iconic road trips as part of the journey, sees a significant amount of tourist traffic and truck haulage along its route. The very thing that makes the Nullarbor that road trip everyone must do its remoteness, the long stretches of road into the horizon, wildlife of camels, kangaroos and wedge-tail eagles also raises the level of emergency response and medical evacuation that is required.

Council recognised the need to service not only its community, but also the ever increasing visitor traffic coming across the Nullarbor. It was decided that the Norseman and Eucla airstrips in their current state were not capable of handling emergency assistance on a 24/7 basis and therefore an upgrade to the facility was essential if that objective was to be achieved.

Norseman airstrip was upgraded as an all-weather airstrip with a total project cost of \$4.35 million. The project was supported with federal and state grants of \$3.7 million. The Shire's contribution towards this project was \$0.65 million. Most of the project work was undertaken by the Shire staff to manage overall cost of the project within the budget.

During the year, the Shire completed a feasibility study of upgrading Eucla airstrip. This project is due to commence in 2018 /19 subject to availability of funds.

## Footpaths and Footbridges

The Shire has identified footpaths within the Norseman town site needing improvement. Footpath upgrade programme has been developed and included in the long-term financial plan of the Shire. Footpath upgrade work due for 2017/18 has been rescheduled to subsequent years due to challenges in allocating resources owing to the Shire's involvement in the airport upgrade project. The Shire has invested \$41,571 during the year to upgrade some footbridges within the townsite. These investments enhance the pedestrian safety and ensure ease of visitor navigation. Footpath and pedestrian bridges/walkways upgrades are allocated in the annual budget



## Roads

The Shire's major road projects are funded from Financial Assistance Grant, Roads to Recovery Grant, Blackspot Funding and Regional Road Group allocations. During the year, the Shire has not been able to allocate resources to any major road project owing to the Shire's involvement in the airport upgrade project.

## Street Lights

The Shire spent \$39,428 in 2017/18 to provide street lighting. The cost of providing street lighting has reduced compared to the previous year due to energy efficient lighting installed across the streets of Norseman.

# Economic Services

## Tourism Creating Visitor Experience

The Norseman Visitor Centre is situated on Robert Street sitting alongside the swimming pool and Welcome Park. It is staffed by a paid manager and volunteers, the manager's in-depth knowledge of local and regional history are an asset to the promotion of historical mining attractions.

The Shire continues to maintain tourist trails and camping spots. Council will continue to monitor the benefits and costs to the community of this service.

Popular with travellers is the free 24-hour stopping area for self-contained vehicles.

## Woodlands Cultural, Community & Visitor Centre

2017 saw the final round of funding commitments to the new Woodlands Cultural, Community and Visitor Centre (Woodlands Centre) confirmed. With just under \$2.5 million dedicated funds to the project broken down as State Government funding through the GEDC \$1.6 million, Federal Government through the Building Better Regions Fund \$450,000 and Lotterywest \$430,000 Council appointed local architects Cartman Designs for full concept designs.

The project continued to progress with Council running the tender process to appoint project management, awarding GFG Consulting the tender. The appointment of GFG Consulting working with Council, community stakeholders and Cartman Designs has seen final drawings completed and approved by Council with the Building and Construction Tender due to be advertised towards the end of November.

The Woodlands Centre will sit as an important element of the Shire of Dundas economic and social development plans aiming to be a celebration of cultural, mining and environmental heritage. Unlike many other interpretive centres which have traditionally been about tourist attraction, the Woodlands Centre

welcomes both community and visitors to engage with the information and knowledge contained within its walls and then further invites people to explore the rich local experiences outside its walls.

Located as part of the Central Precinct one of the deliverables of the Woodlands Centre is to draw more custom into the Norseman Town Centre. The aim of identifying a Central Precinct is to allow the Shire to focus the first round of enhancements and new developments within this zone, to build a density of experience, and to prevent possible attractions becoming somewhat stranded or lost out in fringe areas where visitors may have to drive or take an unwanted longer walk to view them. Doing so also signals to the local business community that Council considers it vital that the Town Centre be a vibrant and welcoming community and business hub.

## Town Planning

A project was initiated during the year to review and update the Shire of Dundas Local Planning Scheme No.2 to ensure that the Shire's town planning scheme meets the present-day expectation of the community and applicable regulatory requirements.



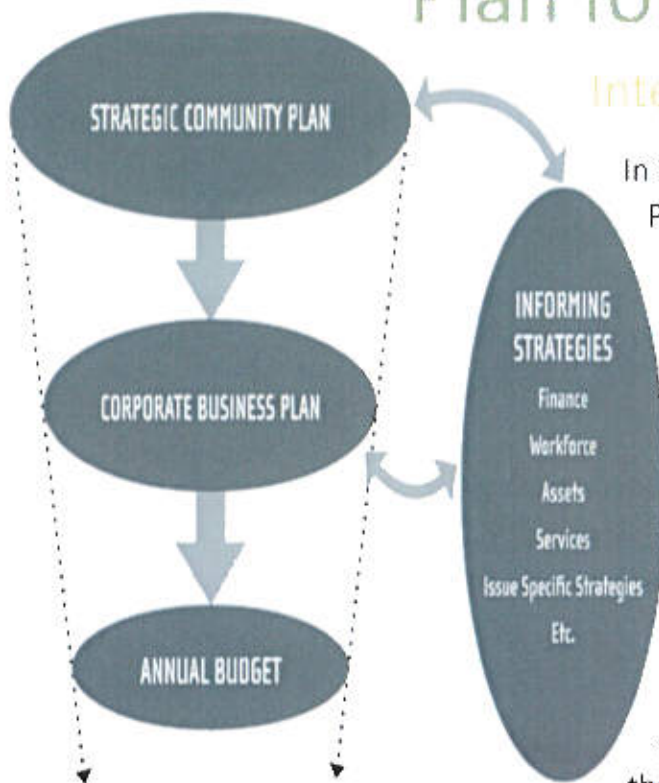
Governance  
&



Compliance

# Plan for the Future

## Integrated Planning



Outputs: Plan Monitoring and Annual Reporting

MEASUREMENT AND REPORTING

In 2017, the Shire updated the Community Strategic Plan in line with the Integrated Strategic Planning Framework with significant Community input.

Following on from the Strategic Community Plan the Corporate Business Plan has been updated as well as a Workforce Plan, Long Term Financial Plan and Asset Management Plan.

All these plans have been updated as part of the integrated planning framework to meet the aspirations and needs identified by the Community. These aspirations have been grouped into three key themes, each with supporting goals and measures of success. The three themes are:



### *A thriving local economy and economic base.*

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

### *Natural and built environment.*

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



## Code of Conduct

### Councillors, Committee and Working Group Members and Employees

Councillors, Committee and Working Group Members and Employees Section 5.103 of the Local Government Act 1995 requires every Local Government to prepare and adopt a Code of Conduct (the Code) to be observed by all Council members, committee members and employees.

The Code provides Council Members, Committee and Working Group Members and Employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

## Record Keeping Plan

The State Records Act requires that a government organisation include in its annual report comment on the following:

1. Whether the efficiency and effectiveness of the organisations record keeping systems has been evaluated or alternatively when such an evaluation is proposed;
2. The nature and extent of record keeping training program conducted;
3. Whether the efficiency and effectiveness of the record keeping training program has been reviewed or alternatively how this is planned to be done; and
4. Assurance that the organisations induction program addresses employee roles and responsibilities in regard to their compliance with the organisations record keeping plan.

The following comments are made in relation to the above.

- Office integration system in Synergy Central Record System has been using to make the record registering process more user-friendly, effective and efficient.
- All staff have been advising about the need for a competent record keeping system.
- Ongoing training have been providing to appropriate staff who manage the records keeping system.

## FOI – Information Statement

Part 5 of the *Freedom of Information Act 1992* requires each agency to prepare and publish an information statement within 12 months after the commencement of the Act, and to update the statement at intervals of not more than 12 months (ss.96 and 97 of the FOI Act).

The FOI Information Statement is available at the Shire Office located at 88-92 Prinsep Street Norseman WA 6443 and on the Shire's official website. For 2017/18 reporting year, zero FOI applications were received by the Shire.

## National Competition Policy

In relation to the Clause 7 statement in the application of the above to Local Government, all governments have been divided into Category 1 or Category 2 Councils.

The Shire of Dundas is Category 2 and thus is not required to report in detail on competitive neutrality or structural reform of public monopolies (principles CN10 and SR4 in Clause 7). However a report is required for legislation review under the principle LR8.

## Competition Neutrality

The objective of competitive neutrality is the elimination of resource allocation distortions arising out of Local Government ownership of significant business activities. The Shire of Dundas has assessed its operations and considers that it does not have a business activity that would be classed as significant under the current guidelines. Also the Shire of Dundas does not operate a business enterprise that has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or Public Financial Enterprise.



Image: Lynn Webb, John at work in Norseman Men's Shed



## Equal Opportunity

The Shire of Dundas is an Equal Employment Opportunity employer and enjoys a good working relationship with all staff and employees. The Shire has adopted an Equal Employment Opportunity policy to ensure that it meets the legislative requirements.

## Disability Access and Inclusion Plan

The Disability Services Act 1993 requires all local government agencies to develop a Disability Access and Inclusion Plan (DAIP). It is reported that the Shire of Dundas Disability Access and Inclusion Plan 2018-2022 has been reviewed by Council and submitted to the Department.

In the development of the new DAIP community consultation was essential to ensure people living and working in the Shire of Dundas had opportunity to give feedback on the full range of services the Council provides to the community.

The Shire reviews its processes and facilities to improve access for people with disability as part of an ongoing works and community development programme.

Disability access upgrades to Marks Park were completed. Ramp access was also installed at the old Norseman Scout Hall to accommodate the Senior Ladies Craft Group. Larger projects such as the new Woodlands Cultural, Community and Visitor Centre and the new Eucla Community Hall will meet mandated access requirements and enhance the capacity for people with varying ability requirements to utilize the spaces.



## Employees

### Payment to Employees

In accordance with Local Government (Administration) Regulation 1996 19B, set out in bands of \$10,000 is the number of employees of the Shire entitled to an annual salary of \$ 100,000 or more.

Salary Band	2017/18	2016/17	2015/16	2014/15	2013/14
\$100,000 to \$110,00	1	1	1		
\$110,000 to \$120,00	1	1	1	1	1
\$140,000 to \$150,00			1		
\$150,000 to \$160,00					
\$160,000 to \$170,00	1	1			1
\$170,000 to \$180,00				1	

### Number of Employees

	2017/18	2016/17	2015/16	2014/15	2013/14
No. of full-time equivalent employees as at end of year	26	27	27	27	26



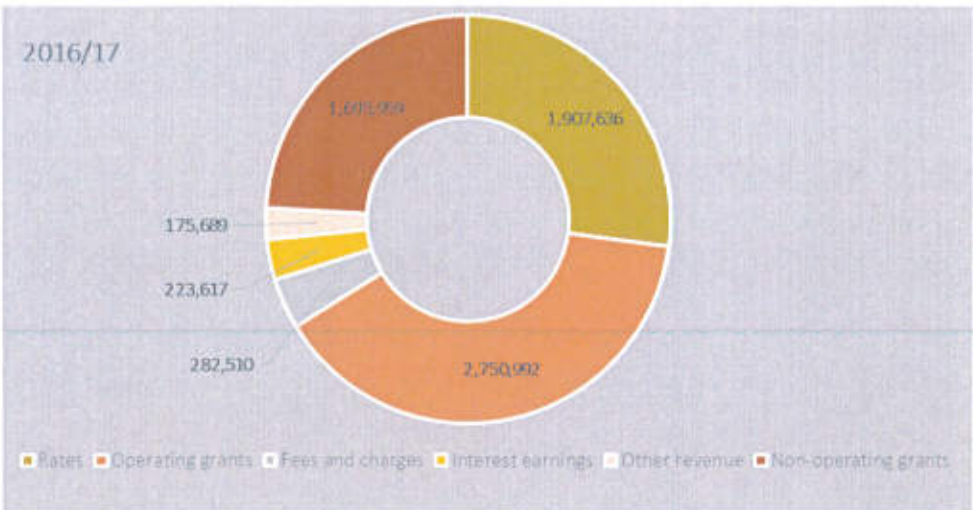
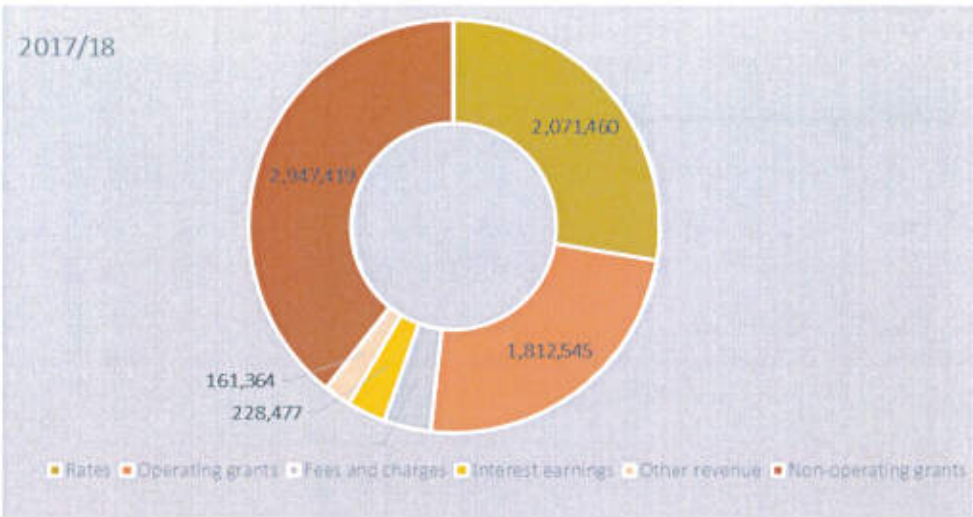
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# Financial Review 2017-2018

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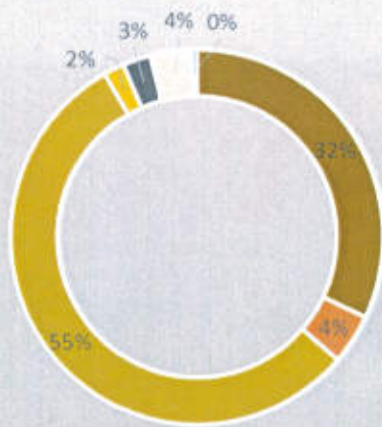
The Shire has generated a surplus of \$1,229,109 for the year ended 30 June 2018. The surplus for the year is overstated by the receipt of a part of the allocation of the 2018-19 financial assistance grant amounting to \$767,839 in advance. If recognised in the year to which the allocation related, the surplus for the year would have been \$461,270.

The revenue of the council is derived from rates, fees and charges and grants. Council received operating and capital grants of \$4,759,964 (2016/17, \$4,446,951) during the year to support service provisions and various projects. Revenue from the rates for the year was \$2,071,460 which is a 9% increase over the previous year.





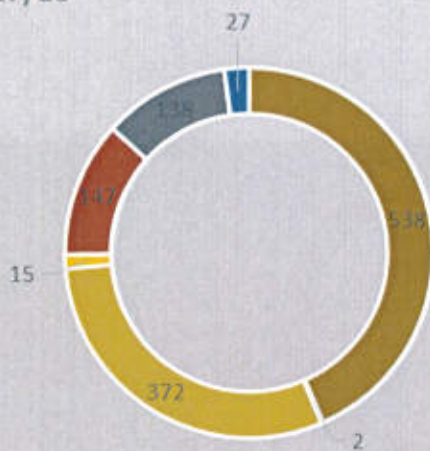
2017/18



- GRV - Townsites / Roadhouses
- GRV - Mining
- UV - Mining
- UV - Pastoral
- Minimum - Townsites / Roadhouses
- Minimum - Mining
- Minimum - Pastoral

## NUMBER OF PROPERTY TYPE

2017/18



- GRV - Townsites / Roadhouses
- GRV - Mining
- UV - Mining
- UV - Pastoral
- Minimum - Townsites / Roadhouses
- Minimum - Mining
- Minimum - Pastoral

## RATES REVENUE

The purpose of the levying of rates is to meet Shires budget requirements in each financial year in order to deliver services and community infrastructure. Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Section 6.33 of the Local Government Act 1995 provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Dundas.

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

Approximately 40% of the total rates revenue of the Shire is levied on one mining company.

## Operating Expenditure

During the year, Shire has incurred operating expenditure of \$3,332,692 excluding depreciation and finance cost to provide various services to the community. Operating expenditure has reported a decrease of 9% compared to the previous year mainly because of the decrease in staff, material and supplies cost.

Depreciation expenses for the year have increased to \$2,338,578 from \$2,059,206 mainly due to additional depreciation on revalued land and building assets.

In 2017/18, the Shire spent \$421,973 to acquire and upgrade property, plant and equipment and \$3,808,099 to construct, upgrade and renew infrastructure assets. A bulk of infrastructure cost can be attributed to the Norseman airport upgrade project.

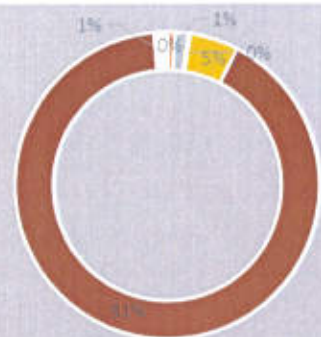
2017/18



General Purpose Funding Governance Law, Order, Public Safety  
Health Education & Welfare Housing  
Community Amenities Recreation & Culture Transport  
Economic Services

## CAPITAL EXPENDITURE BY PROGRAM

2017/18



Governance Law, Order, Public Safety Housing Transport Economic Services



## OUTSTANDING RATES AND CHARGES

Outstanding rates as at 30<sup>th</sup> June 2018 is \$837,432 which indicates a zero growth over last financial year.

A provision for doubtful debt of \$398,000 has been allowed, an increase of \$25,344 as at the end of the last financial year. This provision is for the possible future write-off of rates outstanding where property owners cannot be traced.

## FINANCIAL RATIOS

Financial ratios play an important part in providing a snapshot view of the Shire's financial performance. However, it should be noted that the ratios are calculated as at the last day of the financial year and may not reflect the situation that prevailed throughout the financial year. Some of the ratios may have also been distorted due to one-off / specific transactions which took place during that financial year.

Ratio	Standard	2017/18	2016/17	2015/16
Current Ratio	≥ 1.00	3.16	4.15	2.41
Asset Consumption Ratio	≥ 0.50	0.73	0.80	0.81
Own Source Revenue Coverage Ratio	≥ 0.40	0.49	0.52	0.51
Operating Surplus Ratio	≥ 0.01	(0.40)	0.01	(0.60)
Debt Service Cover Ratio	≥ 2.00	21.71	72.96	N/A
Asset Sustainability Ratio	≥ 0.90	0.35	0.65	1.72
Asset Renewal Ratio	≥ 0.75	0.64	0.78	0.96

Ratios disclosed above have been distorted by the early receipt of Financial Assistance Grant. If recognised in the year to which the allocation related, the ratios would have been as follows.

Ratio	Standard	2017/18	2016/17	2015/16
Current ratio	≥ 1.00	3.18	2.39	4.60
Operating surplus ratio	≥ 0.01	(0.40)	(0.25)	(0.32)
Debt service cover ratio	≥ 2.00	21.88	45.85	N/A

Achieved  
Not Achieved



#### Current Ratio

A measure of the ability of a local government to meet its short-term financial obligations with funds it can access quickly (also known as 'liquidity').

The Shire has reported a healthy current ratio for 2017/18.

#### Asset Consumption Ratio

A measure of the condition of a local government's physical assets, by comparing their age with their replacement cost. The ratio highlights the aged condition of a local government's stock of physical assets.

This ratio is moderately distorted as a result of increase in depreciation expenses due to revaluation of infrastructure assets.

#### Own Source Revenue Coverage Ratio

A measure of a local government's ability to cover its operating costs through revenue it generates itself.

#### Operating Surplus Ratio

A measure of a local government's ability to cover its operational costs and have money left for capital projects and other purposes. This is measured as:

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

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

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

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

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

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



#### Debt Service Ratio

A measure of a local government's ability to repay its debt based on how much cash it can access compared to the total of its debt obligations.

#### Asset Sustainability Ratio

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

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

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

The downward trend in the ratio amidst significant new capital projects raises the level of uncertainty about the Shire's ability to meet capital renewal requirements in medium to long term. However, average asset sustainability ratio for the last three years is 0.91.

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

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

#### Asset Renewal Ratio

A measure of a local government's ability to fund asset renewal and replacements in the future. The Shire review its assets renewal requirements every year and prioritise the renewal spending based on the availability of resources.

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SHIRE OF DUNDAS  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

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**COMMUNITY VISION**

"We envision sustainability. We strive to be financially, socially and environmentally sustainable".

Principal place of business:  
Shire of Dundas  
88-92 Prinsep Street  
Norseman WA 6443

SHIRE OF DUNDAS  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire being the annual financial report and supporting notes and other information for the financial year ended 30th June 2018 are in my opinion properly drawn up to present fairly the financial position of the Shire at 30th June 2018 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the *Local Government Act 1995* and the regulations under that Act.

Signed as authorisation of issue on the

15

day of October 2018

  
Peter Fitchat  
Chief Executive Officer



**STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>Revenue</b>				
Rates	23(a)	2,071,460	2,000,000	1,907,636
Operating grants, subsidies and contributions	2(a)	1,812,545	1,029,776	2,750,992
Fees and charges	2(a)	279,641	232,540	282,510
Interest earnings	2(a)	228,477	182,000	223,617
Other revenue	2(a)	161,364	153,985	175,689
		<u>4,553,486</u>	<u>3,598,301</u>	<u>5,340,444</u>
<b>Expenses</b>				
Employee costs		(1,878,026)	(1,887,106)	(1,926,986)
Materials and contracts		(908,142)	(1,082,159)	(975,349)
Utility charges		(217,855)	(203,382)	(186,161)
Depreciation on non-current assets	8(b)	(2,338,578)	(2,092,190)	(2,059,206)
Interest expenses	2(b)	(12,654)	(17,300)	(6,775)
Insurance expenses		(148,505)	(158,321)	(158,897)
Other expenditure		(180,164)	(274,898)	(397,391)
		<u>(5,683,925)</u>	<u>(5,715,356)</u>	<u>(5,710,765)</u>
		<u>(1,130,439)</u>	<u>(2,117,055)</u>	<u>(370,321)</u>
Non-operating grants, subsidies and contributions	2(a)	2,947,419	2,933,983	1,695,959
Profit on asset disposals	8(a)	25,762	25,063	398,756
(Loss) on asset disposals	8(a)	(347)	(932)	0
<b>Net result</b>		<u><b>1,842,395</b></u>	<u><b>841,059</b></u>	<u><b>1,724,394</b></u>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	9	(13,988,910)	0	(741,603)
<b>Total other comprehensive income</b>		<u><b>(13,988,910)</b></u>	<u><b>0</b></u>	<u><b>(741,603)</b></u>
<b>Total comprehensive income</b>		<u><b>(12,146,515)</b></u>	<u><b>841,059</b></u>	<u><b>982,791</b></u>

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

**STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>Revenue</b>	2(a)			
Governance		64,088	41,500	57,101
General purpose funding		3,390,814	2,754,118	3,853,440
Law, order, public safety		109,044	19,500	96,727
Health		3,765	4,500	4,709
Education and welfare		82,160	85,000	86,212
Housing		18,603	17,740	19,983
Community amenities		173,890	159,000	193,494
Recreation and culture		42,409	120,150	116,448
Transport		428,576	214,933	667,468
Economic services		178,259	150,985	157,408
Other property and services		61,880	30,875	87,454
		<u>4,553,486</u>	<u>3,598,301</u>	<u>5,340,444</u>
<b>Expenses</b>	2(b)			
Governance		(624,078)	(647,223)	(679,806)
General purpose funding		(315,506)	(374,556)	(554,771)
Law, order, public safety		(234,351)	(138,292)	(180,734)
Health		(164,693)	(148,585)	(137,237)
Education and welfare		(218,659)	(233,470)	(207,141)
Housing		(86,296)	(85,419)	(75,846)
Community amenities		(486,005)	(588,170)	(495,916)
Recreation and culture		(1,178,447)	(1,193,101)	(1,039,841)
Transport		(1,822,656)	(1,903,615)	(1,831,650)
Economic services		(374,052)	(380,218)	(336,786)
Other property and services		(166,531)	(5,408)	(164,262)
		<u>(5,671,271)</u>	<u>(5,698,057)</u>	<u>(5,703,990)</u>
<b>Finance Costs</b>	2(b)			
Health		(12,654)	(17,300)	(6,775)
		<u>(12,654)</u>	<u>(17,300)</u>	<u>(6,775)</u>
		<u>(1,130,439)</u>	<u>(2,117,056)</u>	<u>(370,321)</u>
Non-operating grants, subsidies and contributions	2(a)	2,947,419	2,933,983	1,695,959
Profit on disposal of assets	8(a)	25,762	25,063	398,756
(Loss) on disposal of assets	8(a)	(347)	(932)	0
		<u>2,972,834</u>	<u>2,958,114</u>	<u>2,094,715</u>
<b>Net result</b>		<u>1,842,395</u>	<u>841,059</u>	<u>1,724,394</u>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	9	(13,988,910)	0	(741,603)
<b>Total other comprehensive income</b>		<u>(13,988,910)</u>	<u>0</u>	<u>(741,603)</u>
<b>Total comprehensive income</b>		<u>(12,146,515)</u>	<u>841,059</u>	<u>982,791</u>

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



**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2018**

	NOTE	2018 \$	2017 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	7,659,412	7,574,962
Trade and other receivables	5	617,812	548,828
<b>TOTAL CURRENT ASSETS</b>		<b>8,277,224</b>	<b>8,123,790</b>
<b>NON-CURRENT ASSETS</b>			
Other receivables	5	47,861	34,127
Property, plant and equipment	6	12,641,445	13,085,608
Infrastructure	7	53,258,963	64,925,886
<b>TOTAL NON-CURRENT ASSETS</b>		<b>65,948,269</b>	<b>78,045,621</b>
<b>TOTAL ASSETS</b>		<b>74,225,493</b>	<b>86,169,411</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	653,855	377,378
Current portion of long term borrowings	12(a)	45,983	44,762
Provisions	13	365,782	368,152
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,065,620</b>	<b>790,292</b>
<b>NON-CURRENT LIABILITIES</b>			
Long term borrowings	12(a)	387,321	433,305
Provisions	13	18,849	45,596
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>406,170</b>	<b>478,901</b>
<b>TOTAL LIABILITIES</b>		<b>1,471,790</b>	<b>1,269,193</b>
<b>NET ASSETS</b>		<b>72,753,703</b>	<b>84,900,218</b>
<b>EQUITY</b>			
Retained surplus		31,068,378	28,970,867
Reserves - cash backed	4	6,028,479	6,283,595
Revaluation surplus	9	35,656,846	49,645,756
<b>TOTAL EQUITY</b>		<b>72,753,703</b>	<b>84,900,218</b>

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

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
<b>Balance as at 1 July 2016</b>		27,424,798	6,105,270	50,387,359	83,917,427
Comprehensive income					
Net result		1,724,394	0	0	1,724,394
Changes on revaluation of assets	9	0	0	(741,603)	(741,603)
Total comprehensive income		1,724,394	0	(741,603)	982,791
Transfers from/(to) reserves		(178,325)	178,325	0	0
<b>Balance as at 30 June 2017</b>		28,970,867	6,283,595	49,645,756	84,900,218
Comprehensive income					
Net result		1,842,395	0	0	1,842,395
Changes on revaluation of assets	9	0	0	(13,988,910)	(13,988,910)
Total comprehensive income		1,842,395	0	(13,988,910)	(12,146,515)
Transfers from/(to) reserves		255,116	(255,116)	0	0
<b>Balance as at 30 June 2018</b>		31,068,378	6,028,479	35,656,846	72,753,703

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



**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		2,054,218	2,325,000	1,571,649
Operating grants, subsidies and contributions		1,761,612	1,029,776	2,987,456
Fees and charges		293,203	232,540	310,760
Interest earnings		228,477	182,000	223,617
Goods and services tax		475,754	0	327,189
Other revenue		177,500	153,985	193,258
		<u>4,990,764</u>	<u>3,923,301</u>	<u>5,613,928</u>
<b>Payments</b>				
Employee costs		(1,896,854)	(1,887,106)	(1,956,008)
Materials and contracts		(734,053)	(1,221,985)	(896,861)
Utility charges		(239,642)	(203,382)	(204,777)
Interest expenses		(12,654)	(17,300)	(6,775)
Insurance expenses		(163,356)	(158,321)	(174,787)
Goods and services tax		(254,337)	0	(85,789)
Other expenditure		(198,180)	(274,898)	(437,130)
		<u>(3,499,075)</u>	<u>(3,762,992)</u>	<u>(3,762,126)</u>
<b>Net cash provided by (used in) operating activities</b>	14	<u>1,491,689</u>	<u>160,309</u>	<u>1,851,802</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment		(464,170)	(1,931,000)	(1,351,407)
Payments for construction of infrastructure		(4,097,582)	(3,838,673)	(2,249,865)
Non-operating grants, subsidies and contributions		3,156,281	2,933,983	1,718,159
Proceeds from sale of fixed assets		42,995	40,000	609,027
<b>Net cash provided by (used in) investment activities</b>		<u>(1,362,476)</u>	<u>(2,795,690)</u>	<u>(1,274,086)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of long term borrowings		(44,763)	(44,762)	(21,933)
Proceeds from new long term borrowings		0	0	500,000
<b>Net cash provided by (used in) financing activities</b>		<u>(44,763)</u>	<u>(44,762)</u>	<u>478,067</u>
<b>Net increase (decrease) in cash held</b>		<u>84,450</u>	<u>(2,680,143)</u>	<u>1,055,783</u>
Cash at beginning of year		7,574,962	7,574,961	6,519,179
<b>Cash and cash equivalents at the end of the year</b>	14	<u><u>7,659,412</u></u>	<u><u>4,894,818</u></u>	<u><u>7,574,962</u></u>

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

**RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>OPERATING ACTIVITIES</b>				
Net current assets at start of financial year - surplus/(deficit)		1,094,663	1,094,665	227,925
		1,094,663	1,094,665	227,925
<b>Revenue from operating activities (excluding rates)</b>				
Governance		64,088	41,500	445,371
General purpose funding		1,320,273	754,118	1,957,343
Law, order, public safety		109,044	19,500	96,727
Health		3,765	4,500	4,709
Education and welfare		82,160	85,000	86,212
Housing		18,603	17,740	19,983
Community amenities		173,890	159,000	193,494
Recreation and culture		42,409	120,150	116,448
Transport		454,322	239,996	677,954
Economic services		178,259	150,985	157,408
Other property and services		61,880	30,875	87,454
		2,508,693	1,623,364	3,843,103
<b>Expenditure from operating activities</b>				
Governance		(624,078)	(647,223)	(679,806)
General purpose funding		(315,506)	(374,556)	(554,770)
Law, order, public safety		(234,351)	(138,292)	(180,734)
Health		(177,347)	(165,885)	(144,012)
Education and welfare		(218,659)	(233,470)	(207,141)
Housing		(86,296)	(85,419)	(75,846)
Community amenities		(486,005)	(588,170)	(495,916)
Recreation and culture		(1,178,447)	(1,193,101)	(1,039,841)
Transport		(1,822,987)	(1,904,547)	(1,831,650)
Economic services		(374,052)	(380,218)	(336,786)
Other property and services		(166,531)	(5,408)	(164,262)
		(5,684,259)	(5,716,289)	(5,710,764)
<b>Operating activities excluded</b>				
(Profit) on disposal of assets	8(a)	(25,762)	(25,063)	(398,756)
Loss on disposal of assets	8(a)	347	932	0
Loss on revaluation of fixed assets	7(b)	0	0	0
(Reversal) of prior year loss on revaluation of fixed assets		0	0	0
Movement in deferred pensioner rates (non-current)		(13,734)	0	0
Movement in employee benefit provisions (non-current)		(26,747)	0	9,268
Depreciation and amortisation on assets	8(b)	2,338,578	2,092,190	2,059,206
<b>Amount attributable to operating activities</b>		191,780	(930,201)	29,982
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions		2,947,419	2,933,983	1,695,959
Proceeds from disposal of assets	8(a)	39,086	40,000	601,709
Purchase of property, plant and equipment	6(b)	(421,973)	(1,930,964)	(1,231,469)
Purchase and construction of infrastructure	7(b)	(3,808,099)	(3,838,707)	(2,197,357)
<b>Amount attributable to investing activities</b>		(1,243,567)	(2,795,688)	(1,131,158)
<b>FINANCING ACTIVITIES</b>				
Repayment of long term borrowings	12(a)	(44,763)	(44,762)	(21,933)
Proceeds from new long term borrowings	12(b)	0	0	500,000
Transfers to reserves (restricted assets)	4	(1,345,937)	(371,716)	(691,308)
Transfers from reserves (restricted assets)	4	1,601,053	2,142,367	512,983
<b>Amount attributable to financing activities</b>		210,353	1,725,889	299,742
<b>Surplus(deficiency) before general rates</b>		(841,434)	(2,000,000)	(801,434)
<b>Total amount raised from general rates</b>	23	2,070,541	2,000,000	1,896,097
<b>Net current assets at June 30 c/fwd - surplus/(deficit)</b>	24	1,229,108	(0)	1,094,663

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

## 1. BASIS OF PREPARATION

The financial report complies generally with the financial reporting standards which have been prescribed in accordance with Australian Accounting Standards (as they apply to local governments and not for profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and other legislative and regulatory Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

### CRITICAL ACCOUNTING ESTIMATES (Continued)

The estimates and assumptions are primarily based on historical experience and various other factors that are believed to be reasonable in view of the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 26 to these financial statements.



## 2. REVENUE AND EXPENSES

### (a) Revenue

#### Other revenue

Reimbursements and recoveries  
Other

2018 Actual	2017 Actual
\$	\$
161,364	172,593
0	3,096
161,364	175,689

#### Fees and Charges

Governance  
General purpose funding  
Law, order, public safety  
Health  
Housing  
Community amenities  
Recreation and culture  
Transport  
Economic services  
Other property and services

13,781	16,041
4,323	4,018
3,329	3,887
3,765	4,709
18,603	19,983
169,395	191,215
6,320	10,408
0	237
50,385	24,418
9,739	7,594
279,641	282,510

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

#### Grant Revenue

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

#### Operating grants, subsidies and contributions

Governance  
General purpose funding  
Law, order, public safety  
Health  
Education and welfare  
Community amenities  
Recreation and culture  
Transport  
Economic services  
Other property and services

2018	2017
\$	\$
15,362	330
1,086,553	1,715,473
105,715	92,440
0	86,212
82,160	
4,495	2,280
36,088	106,040
428,576	666,903
1,455	1,455
52,140	79,860
1,812,545	2,750,992

#### Non-operating grants, subsidies and contributions

Law, order, public safety  
Recreation and culture  
Transport  
Economic services

0	92,000
98,000	130,000
1,649,419	1,473,959
1,200,000	0
2,947,419	1,695,959

Total grants, subsidies and contributions

4,759,964	4,446,951
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## 2. REVENUE AND EXPENSES (Continued)

### (a) Revenue (Continued)

#### SIGNIFICANT ACCOUNTING POLICIES

##### Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 22.

##### Grants, Donations and Other Contributions (Continued)

This note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations.

#### Interest earnings

- Loans receivable - clubs/institutions
- Reserve funds
- Other funds
- Other interest revenue (refer note 23(e))

2018 Actual	2018 Budget	2017 Actual
\$	\$	\$
145,938	125,000	162,782
3,965	4,000	3,521
78,574	53,000	57,314
228,477	182,000	223,617

### (b) Expenses

#### Auditors remuneration

- Audit of the Annual Financial Report
- Other Services

2018	2017
\$	\$
21,200	16,768
0	10,774
21,200	27,542

#### Interest expenses (finance costs)

Long term borrowings (refer Note 12(a) )

2018	2017
\$	\$
12,654	6,775
12,654	6,775

#### Rental charges

- Operating leases

2018	2017
\$	\$
28,238	22,294
28,238	22,294

### 3. CASH AND CASH EQUIVALENTS

	NOTE	2018 \$	2017 \$
Unrestricted		1,630,933	1,291,367
Restricted		6,028,479	6,283,595
		<u>7,659,412</u>	<u>7,574,962</u>

The following restrictions have been imposed by regulations or other externally imposed requirements:

Leave reserve	4	354,693	346,656
Plant reserve	4	775,710	758,133
Aerodrome reserve	4	142,247	139,024
IT reserve	4	93,351	91,236
Unspent grant reserve	22 / 4	1,200,166	1,568,297
Transport reserve	4	1,743,591	1,704,083
Land development reserve	4	1,718,721	1,676,166
		<u>6,028,479</u>	<u>6,283,595</u>

#### SIGNIFICANT ACCOUNTING POLICIES

##### Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk

##### Cash and cash equivalents (Continued)

of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

4. RESERVES - CASH BACKED

	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual	2018 Budget Opening Balance	2018 Budget Transfer to	2018 Budget Transfer (from)	2018 Budget Closing Balance	2017 Actual Opening Balance	2017 Actual Transfer to	2017 Actual Transfer (from)	2017 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave reserve	346,656	8,037	0	354,693	346,656	6,911	0	353,567	337,524	9,132	0	346,656
Plant reserve	758,133	17,577	0	775,710	758,133	15,113	0	773,246	738,162	-9,971	0	758,133
Aerodrome reserve	139,024	3,223	0	142,247	139,024	2,771	0	141,795	135,362	3,562	0	139,024
IT reserve	91,236	2,115	0	93,351	91,236	1,819	0	93,054	98,833	2,403	0	91,236
Unspent grant reserve	1,568,297	1,232,922	(1,601,053)	1,200,166	1,568,297	37,396	(1,492,367)	113,326	1,826,514	49,416	(307,633)	1,568,297
Transport reserve	1,704,083	39,508	0	1,743,591	1,704,082	33,971	(125,000)	1,613,053	1,659,194	44,889	0	1,704,083
Land development reserve	1,676,166	42,555	0	1,718,721	1,676,166	273,735	(525,000)	1,424,901	1,319,681	561,835	(205,350)	1,676,166
	6,283,595	1,345,937	(1,601,053)	6,028,479	6,283,594	371,716	(2,142,367)	4,512,943	6,105,270	691,308	(512,983)	6,283,595

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Leave reserve	Not planned	- to be used to fund annual and long service leave requirements.
Plant reserve	Not planned	- to be used for the purchase of major plant.
Aerodrome reserve	Not planned	- to be used for the maintenance of the airstrip at Norseman.
IT reserve	Not planned	- to be used to purchase and replace computer equipment.
Unspent grant reserve	End of 2019/20	- to be used for completion of projects.
Transport reserve	Not planned	- to be used for the construction, maintenance and renewal of the Shire's transport network.
Land development reserve	\$ 542k: end of 2018/19	- to be used for the building, construction and maintenance of the Shire's land and buildings.

## 5. TRADE AND OTHER RECEIVABLES

### Current

Rates outstanding  
Sundry debtors  
GST receivable  
Less: provision for doubtful debts

2018	2017
\$	\$
837,432	833,924
174,666	86,521
3,714	1,039
(398,000)	(372,656)
617,812	548,828

### Non-current

Rates outstanding - pensioners

47,861	34,127
47,861	34,127

Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

### Rates outstanding

Includes:

Past due and not impaired  
Impaired

439,432	461,268
398,000	372,656

### Sundry debtors

Includes:

Not past due and not impaired  
Past due and not impaired

174,016	85,471
650	1,050

## SIGNIFICANT ACCOUNTING POLICIES

### Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

### Classification and subsequent measurement

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

## 6 (a). PROPERTY, PLANT AND EQUIPMENT

Land and buildings	2018 \$	2017 \$
Land - freehold land at:		
- Independent valuation 2017 - level 2	512,000	512,000
	<u>512,000</u>	<u>512,000</u>
Land - vested in and under the control of Council at:		
- Independent valuation 2017 - level 3	35,000	35,000
	<u>35,000</u>	<u>35,000</u>
Total land	<u>547,000</u>	<u>547,000</u>
Buildings - non-specialised at:		
- Independent valuation 2017 - level 2	1,335,000	1,335,000
- Addition after valuation - cost	63,029	0
Less: accumulated depreciation	(57,049)	0
	<u>1,340,980</u>	<u>1,335,000</u>
Buildings - specialised at:		
- Independent valuation 2017 - level 3	8,845,780	8,845,780
- Addition after valuation - cost	122,299	0
Less: accumulated depreciation	(374,997)	0
	<u>8,593,082</u>	<u>8,845,780</u>
Total buildings	<u>9,934,062</u>	<u>10,180,780</u>
Total land and buildings	<u>10,481,062</u>	<u>10,727,780</u>
Furniture and equipment at:		
- Management valuation 2016 - level 3	170,089	170,089
- Addition after valuation - cost	25,578	21,958
Less: accumulated depreciation	(84,362)	(39,646)
	<u>111,305</u>	<u>152,401</u>
Plant and equipment at:		
- Management valuation 2016 - level 3	2,346,064	2,346,064
- Addition after valuation - cost	343,256	127,069
Less: accumulated depreciation	(716,292)	(347,981)
	<u>1,973,028</u>	<u>2,125,152</u>
Property, plant and equipment - GVROC joint venture at:		
- Management valuation 2016 - level 3	84,500	84,500
Less: accumulated depreciation	(8,450)	(4,225)
	<u>76,050</u>	<u>80,275</u>
<b>Total property, plant and equipment</b>	<u>12,641,445</u>	<u>13,085,608</u>



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - non- specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Property, plant and equipment - GVROC joint venture	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2016</b>	453,000	450,000	903,000	1,315,000	8,608,047	9,923,047	10,826,047	170,099	2,246,064	84,500	13,426,700
Additions	0	0	0	796,191	232,707	1,028,897	1,028,897	21,953	180,614	0	1,231,469
Disposals	0	0	0	0	(150,976)	(150,976)	(150,976)	0	(51,977)	0	(202,952)
Revaluation increments / (decrements) transferred to revaluation surplus	59,000	(415,000)	(356,000)	(749,670)	364,067	(385,603)	(741,603)	0	0	0	(741,603)
Depreciation expense	0	0	0	(26,520)	(208,065)	(234,585)	(234,585)	(39,646)	(349,550)	(4,225)	(628,936)
<b>Carrying amount at 30 June 2017</b>	512,000	35,000	547,000	1,335,000	8,845,780	10,180,780	10,727,780	152,401	2,125,152	80,275	13,065,608
Additions	0	0	0	63,029	122,299	185,328	185,328	3,620	233,026	0	421,973
Disposals	0	0	0	0	0	0	0	0	(13,672)	0	(13,672)
Depreciation expense	0	0	0	(57,049)	(374,997)	(432,046)	(432,046)	(44,716)	(371,478)	(4,225)	(852,465)
<b>Carrying amount at 30 June 2018</b>	512,000	35,000	547,000	1,340,980	8,593,082	9,934,062	10,481,062	111,305	1,973,028	76,050	12,641,445

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

**6. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(c) Fair Value Measurements**

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>Land and buildings</b>					
Land - freehold land	Level 2	Market approach - Independent valuation	Sales comparison	June 2017	Market value of similar properties
Land - vested in and under the control of Council	Level 3	Cost approach - Independent valuation	Replacement cost	June 2017	Income Capitalisation Approach
Buildings - non-specialised	Level 2	Market approach - Independent valuation	Sales comparison	June 2017	Market value of similar properties
Buildings - specialised	Level 3	Cost approach - Independent valuation	Replacement cost	June 2017	Gross current replacement cost (GCRC), estimated economic working life (EEWL), estimated remaining life years (ERLY)
<b>Furniture and equipment</b>	Level 3	Cost approach - Management valuation	Replacement cost	July 2016	Current replacement cost, estimated economic working life, estimated remaining life years
<b>Plant and equipment</b>	Level 3	Cost approach - Management valuation	Replacement cost	July 2016	Current replacement cost, estimated economic working life, estimated remaining life years
<b>Property, plant and equipment - GVROC joint venture</b>	Level 3	Cost approach - Management valuation	Replacement cost	July 2016	Current replacement cost, estimated economic working life, estimated remaining life years

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

**7 (a). INFRASTRUCTURE**

	2018	2017
	\$	\$
Infrastructure - roads		
- Independent valuation 2018 - level 3	40,758,280	68,343,261
- Additions after valuation - cost	0	2,532,695
Less: accumulated depreciation	0	(12,836,637)
	40,758,280	58,039,319
Infrastructure - footpaths		
- Independent valuation 2018 - level 3	1,966,567	3,349,225
- Additions after valuation - cost	0	143,840
Less: accumulated depreciation	0	(1,396,638)
	1,966,567	2,096,427
Infrastructure - drainage		
- Independent valuation 2018 - level 3	654,701	3,158,544
Less: accumulated depreciation	0	(1,598,986)
	654,701	1,559,558
Infrastructure - parks and ovals		
- Independent valuation 2018 - level 3	1,245,535	2,021,000
- Additions after valuation - cost	0	82,548
Less: accumulated depreciation	0	(1,097,162)
	1,245,535	1,006,386
Infrastructure - airport		
- Independent valuation 2018 - level 3	4,943,200	1,349,000
- Additions after valuation - cost	0	1,153,447
Less: accumulated depreciation	0	(1,096,259)
	4,943,200	1,406,188
Infrastructure - other		
- Independent valuation 2018 - level 3	3,690,680	1,433,000
- Additions after valuation - cost	0	288,306
Less: accumulated depreciation	0	(903,298)
	3,690,680	818,008
<b>Total infrastructure</b>	<b>53,258,963</b>	<b>64,925,886</b>



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

7. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads \$	Infrastructure - footpaths \$	Infrastructure - drainage \$	Infrastructure - parks and ovals \$	Infrastructure - airport \$	Infrastructure - other \$	Total Infrastructure \$
Balance at 1 July 2016	57,970,703	2,183,753	1,796,354	996,869	391,084	820,969	64,159,732
Additions	985,471	0	0	82,548	1,071,348	57,988	2,197,355
Depreciation Expense	(916,855)	(87,326)	(236,796)	(73,031)	(56,244)	(60,949)	(1,431,201)
Carrying amount at 30 June 2017	58,039,319	2,096,427	1,559,558	1,006,386	1,406,188	818,008	64,925,886
Additions	329,682	98,071	0	119,716	3,161,122	99,507	3,808,099
Revaluation increments / (decrements) transferred to revaluation surplus	(16,647,523)	(140,604)	(668,061)	197,432	433,819	2,836,027	(13,988,910)
Depreciation Expense	(963,197)	(87,328)	(236,796)	(78,000)	(57,930)	(62,863)	(1,486,112)
Carrying amount at 30 June 2018	40,758,280	1,966,567	654,701	1,245,535	4,943,200	3,690,680	53,258,963

## 7. INFRASTRUCTURE (Continued)

### (c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last	Inputs Used
Infrastructure - roads	Level 3	Cost approach	Depreciated replacement cost	June 2018	Standard replacement cost (SRC), total useful lives (TUL), residual value (RV), remaining useful lives (RUL), expected condition and Actual condition
Infrastructure - footpaths	Level 3	Cost approach	Depreciated replacement cost	June 2018	Standard replacement cost (SRC), total useful lives (TUL), residual value (RV), remaining useful lives (RUL), expected condition and Actual condition
Infrastructure - drainage	Level 3	Cost approach	Depreciated replacement cost	June 2018	Gross current replacement cost (GCRC), estimated economic working life (EEWL), estimated remaining life years (ERLY), residual value (RV)
Infrastructure - parks and ovals	Level 3	Cost approach	Depreciated replacement cost	June 2018	Gross current replacement cost (GCRC), estimated economic working life (EEWL), estimated remaining life years (ERLY), residual value (RV)
Infrastructure - airport	Level 3	Cost approach	Depreciated replacement cost	June 2018	Gross current replacement cost (GCRC), estimated economic working life (EEWL), estimated remaining life years (ERLY), residual value (RV)
Infrastructure - other	Level 3	Cost approach	Depreciated replacement cost	June 2018	Gross current replacement cost (GCRC), estimated economic working life (EEWL), estimated remaining life years (ERLY), residual value (RV)

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

## 8. FIXED ASSETS

### SIGNIFICANT ACCOUNTING POLICIES

#### Fixed assets

Each class of fixed assets (other than property, plant and equipment or infrastructure) is carried at cost or fair value as appropriate, where applicable, any accumulated depreciation and impairment losses.

#### Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to the initial measurement, cost is determined as the fair value of the assets given in consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets owned by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

#### Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

#### Land under control

In accordance with Local Government (Financial Management) Regulation 16(a)(i), the Shire was required to provide as an asset (by 30 June 2015) Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

#### Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

8. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Profit	Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and Equipment</b>								
<b>Transport</b>								
Amman Multi Tyred Roller	4,751	28,000	23,249	0	4,937	30,000	25,063	0
Kubota Excavator	0	0	0	0	10,932	10,000	(932)	0
Mitsubishi Rubbish Truck	0	455	455	0	0	0	0	0
Kubota Trailer	0	205	205	0	0	0	0	0
600l Slip On Fire Unit & Trailer	730	745	16	0	0	0	0	0
Hunter 650cc Dune Buggy (Black) and Custom Trailer	2,440	4,272	1,832	0	0	0	0	0
Hunter 650cc Dune Buggy (Orange) and Custom Trailer	4,267	4,273	6	0	0	0	0	0
Kubota Mower Unleaded with Grass Catcher	1,483	1,136	0	(347)	0	0	0	0
	13,671	39,086	25,762	(347)	15,869	40,000	25,063	(932)

(b) Depreciation

	2018	2017
	\$	\$
Buildings - non-specialised	57,048	26,520
Buildings - specialised	374,997	208,065
Furniture and equipment	44,716	39,646
Plant and equipment	371,478	349,550
Property, plant and equipment - GVRCC joint venture	4,225	4,225
Infrastructure - roads	963,197	916,855
Infrastructure - footpaths	87,328	87,326
Infrastructure - drainage	236,796	236,796
Infrastructure - parks and ovals	78,000	73,031
Infrastructure - airport	57,930	56,244
Infrastructure - other	62,863	60,949
	2,338,578	2,059,206

## 8. FIXED ASSETS (Continued)

### (b) Depreciation (Continued)

#### SIGNIFICANT ACCOUNTING POLICIES

##### Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

##### Depreciation rates

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	4 to 15 years
Sealed roads and streets	not depreciated
formation	60 to 80 years
pavement	15 to 20 years
seal	20 years
- bituminous seals	
- asphalt surfaces	

##### Depreciation (Continued)

Gravel roads:	not depreciated
formation	60 to 80 years
pavement	5 - 15 years
gravel sheet	
Formed roads:	not depreciated
formation	50 to 80 years
pavement	80 years
Footpaths - slab	12 to 15 years
Sewerage piping	10 to 80 years
Airport infrastructure	60 to 80 years
Water supply piping &	
drainage systems	10 - 50 years
Other infrastructure	

The assets residual values and useful lives are reviewed and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

9. REVALUATION SURPLUS

	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	2018 Total Movement on Revaluation	2018 Closing Balance	2017 Opening Balance	2017 Revaluation Increment	2017 Revaluation (Decrement)	2017 Total Movement on Revaluation	2017 Closing Balance
Revaluation surplus - Land - freehold land	4,343,767	0	0	0	4,343,767	5,285,370	0	(741,603)	(741,603)	4,343,767
Revaluation surplus - Furniture and equipment	41,774	0	0	0	41,774	41,774	0	0	0	41,774
Revaluation surplus - Plant and equipment	81,645	0	0	0	81,645	81,645	0	0	0	81,645
Revaluation surplus - Property, plant and equipment - GVR	16,575	0	0	0	16,575	16,575	0	0	0	16,575
Revaluation surplus - Infrastructure - roads	41,151,755	0	(16,647,524)	(16,647,524)	24,504,231	41,151,755	0	0	0	41,151,755
Revaluation surplus - Infrastructure - footpaths	2,123,643	0	(99,033)	(99,033)	2,024,609	2,123,643	0	0	0	2,123,643
Revaluation surplus - Infrastructure - drainage	1,380,390	0	(668,062)	(668,062)	712,328	1,380,390	0	0	0	1,380,390
Revaluation surplus - Infrastructure - parks and ovals	103,683	197,433	0	197,433	301,116	103,683	0	0	0	103,683
Revaluation surplus - Infrastructure - airport	141,733	433,820	0	433,820	575,553	141,733	0	0	0	141,733
Revaluation surplus - Infrastructure - other	260,793	2,794,456	0	2,794,456	3,055,249	260,793	0	0	0	260,793
	49,645,756	3,425,709	(17,414,619)	(13,988,913)	35,656,847	50,387,353	0	(741,603)	(741,603)	49,645,756

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.



## 10. TRADE AND OTHER PAYABLES

### Current

Sundry creditors  
Accrued salaries and wages  
Other payables  
Accrued expenses

2018	2017
\$	\$
642,141	237,552
10,290	0
1,424	0
0	139,826
653,855	377,378

### SIGNIFICANT ACCOUNTING POLICIES

#### Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

#### Trade and other payables (Continued)

of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

## 11. SHORT-TERM BORROWINGS

The following restrictions have been imposed by regulations or other externally imposed requirements:

Unspent Grants

2018	2017
\$	\$
1,200,166	1,568,297
1,200,166	1,568,297

## 12. INFORMATION ON BORROWINGS

### (a) Repayments - Borrowings

#### Health - Doctor's House Loan

Principal - 1 July 2017  
Add : new loans  
Less: principal repayments  
Principal - 30 June 2018 2017

2018 Actual	2018 Budget
\$	\$
478,067	478,067
0	0
(44,763)	(44,763)
433,304	433,304

Interest repayment

12,654 17,300

All loan repayments were financed by general purpose revenue.

### Borrowings

Current  
Non-current

2018	2017
\$	\$
45,983	44,762
387,321	433,305
433,304	478,067

### Credit Standby Arrangements

Credit card limit  
Less: credit card balance as at 30th June  
Total amount of credit unused

2018	2017
\$	\$
10,000	10,000
(6,616)	(476)
3,384	9,524

### (b) New Borrowings - 2017/18

The Shire has not obtained new borrowings during 2017/18 financial year.

### (c) Unspent Borrowings

The Shire did not have any unspent debentures as at 30 June 2018.

### (d) Undrawn Borrowing Facilities / Credit Standby Arrangements

The Shire does not have an overdraft facility in place.

## 12. INFORMATION ON BORROWINGS (Continued)

### SIGNIFICANT ACCOUNTING POLICIES

#### Financial liabilities

Financial liabilities are recognised at the year end date when the Shire becomes a party to the contract and the Shire is obliged to pay.

Financial liabilities are recognised as liabilities when the Shire is obliged to pay (guaranteed) and subsequent to the recognition of an interest cost. Financial assets are recognised and measured at cost.

Financial liabilities are recognised when the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the

#### Financial liabilities (Continued)

face amount of the liability concerned, and also the difference between the carrying amount of the liability and the carrying amount of the liability, is recognised in profit or loss.

#### Borrowing costs

Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

## 13. PROVISIONS

### Opening balance at 1 July 2017

Current provisions

Non-current provisions

Additional provision

Amounts used

Balance at 30 June 2018

### Comprises

Current

Non-current

Provision for Annual Leave	Provision for Long Service Leave	Total
\$	\$	\$
226,824	141,328	368,152
0	45,596	45,596
226,824	186,924	413,748
(22,724)	(29,267)	(51,991)
0	22,874	22,874
204,100	180,531	384,631
204,100	161,682	365,782
	18,849	18,849
204,100	180,531	384,631

### SIGNIFICANT ACCOUNTING POLICIES

#### Employee benefits

##### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long-service leave entitlements are recognised as provisions in the statement of financial position.

##### Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate

#### Other long-term employee benefits (Continued)

anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## 14. NOTES TO THE STATEMENT OF CASH FLOWS

### Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Cash and cash equivalents	7,659,412	4,894,818	7,574,962

### Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net result	1,842,395	841,059	1,724,394
Non-cash flows in Net result:			
Depreciation	2,338,578	2,092,190	2,059,206
(Profit) / loss on sale of asset	(25,414)	(24,131)	(398,756)
Changes in assets and liabilities:			
(Increase) / decrease in receivables	(82,718)	325,000	(111,013)
Increase / (decrease) in payables	395,385	(139,826)	166,212
Increase / (decrease) in provisions	(29,117)	0	107,718
Grants contributions for the development of assets	(2,947,419)	(2,933,983)	(1,695,959)
Net cash from operating activities	1,491,690	160,309	1,851,802

## 15. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2018	2017
	\$	\$
Unallocated	74,225,493	86,169,411
	74,225,493	86,169,411

## 16. CONTINGENT LIABILITIES

There were no contingent liabilities against the Shire as at 30th June 2018.



## 17. CAPITAL AND LEASING COMMITMENTS

	2018	2017
	\$	\$
<b>(a) Capital Expenditure Commitments</b>		
Contracted for:		
- capital expenditure projects	0	2,300,000
Payable:		
- not later than one year	0	2,300,000

Tender for the construction of the Woodlands Cultural, Visitor and Community Precinct may finalise in March / April 2019.

### (b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:		
- not later than one year	34,200	34,200
- later than one year but not later than five years	31,450	65,650
- later than five years	0	0
	<u>65,650</u>	<u>99,850</u>

## SIGNIFICANT ACCOUNTING POLICIES

### Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

### Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

## 18. JOINT VENTURE ARRANGEMENTS

The Shire together with the Shire's of Esperance, Coolgardie, Laverton, Leonora, Menzies, Ngaanyatjaraku, Ravensthorpe, Wiluna and the City of Kalgoorlie have a joint venture arrangement with regard to the provision of a regional record service. The assets included in the joint venture recorded at councils one-tenth share are as follows:

	2018	2017
	\$	\$
<b>Non-current assets</b>		
Land and buildings	69,416	69,416
Less: accumulated depreciation	(5,776)	(2,305)
	<u>63,640</u>	<u>67,111</u>
Plant and equipment	7,940	7,940
Less: accumulated depreciation	(1,321)	(924)
	<u>6,619</u>	<u>7,016</u>
Furniture and equipment	4,047	4,047
Less: accumulated depreciation	(715)	(513)
	<u>3,332</u>	<u>3,534</u>
Light vehicles	3,097	3,097
Less: accumulated depreciation	(638)	(483)
	<u>2,459</u>	<u>2,614</u>

### SIGNIFICANT ACCOUNTING POLICIES

#### Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

#### Interests in joint arrangements (Continued)

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

## 19. RELATED PARTY TRANSACTIONS

### Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the Mayor/President:

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Meeting fees	21,199	15,000	13,150
Mayor / President's allowance	12,000	12,000	12,000
Deputy Mayor / President's allowance	3,000	3,000	3,000
Travelling expenses	6,610	10,000	4,170
	42,809	40,000	32,320

### Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2018 \$	2017 \$
Short-term employee benefits	311,014	288,641
Post-employment benefits	48,441	45,824
Other long-term benefits	5,911	8,419
	365,366	342,884

#### Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

#### Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

#### Other long-term benefits

These amounts represent long service benefits accruing during the year.

### Transactions with related parties

Transactions between related parties, and the Shire are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	2018 \$	2017 \$
Sale of goods and services	2,727	6,545
Purchase of goods and services	5,481	41,884

### Amounts payable to related parties:

Trade and other payables	160	1,540
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### Related Parties

The Shire's main related parties are as follows:

#### i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

#### iii. Joint venture entities accounted for under the proportionate consolidation method

The Shire has a one-tenth interest in a joint venture arrangement with regard to the provision of a regional record service. The interest in the joint venture entity is accounted for in these financial statements using the proportionate consolidation method of accounting. For details of interests held in joint venture entities, refer to Note 18.



## 20. MAJOR LAND TRANSACTIONS

The Shire did not participate in any major land transactions during the 2017/2018 financial year.

## 21. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire did not participate in any trading undertakings or major trading undertakings during the 2017/2018 financial year.

## 22. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance <sup>(1)</sup> 1/07/16	Received (2) 2016/17	Expended (3) 2016/17	Closing Balance <sup>(1)</sup> 30/06/17	Received (2) 2017/18	Expended (3) 2017/18	Closing Balance 30/06/18
	\$	\$	\$	\$	\$	\$	\$
<b>General purpose funding</b>							
CLGF (12/13) - Various	26,514	0	0	26,514	0	(26,348)	166
<b>Transport</b>							
Department of Infrastructure and Regional Development – RAAP	450,000	650,000	(700,584)	399,416	530,000	(929,416)	0
Department of Primary Industries and Regional Development – Royalties for Region	1,450,000	0	(307,633)	1,142,367	0	(1,142,367)	0
Department of Transport – RADS	0	0	0	0	496,512	(496,512)	0
<b>Economic services</b>							
Department of Primary Industries and Regional Development – Royalties for Region	0	0	0	0	1,200,000	0	1,200,000
<b>Total</b>	<b>1,926,514</b>	<b>650,000</b>	<b>(1,008,217)</b>	<b>1,568,297</b>	<b>2,226,512</b>	<b>(2,594,643)</b>	<b>1,200,166</b>

### Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

## 23. RATING INFORMATION

### (a) Rates

#### RATE TYPE

##### Differential general rate / general rate

	Rate in \$	Number of Properties	Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Budget Rate Revenue	Budget Interim Rate	Budget Back Rate	Budget Total Revenue
			\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental valuations</b>											
GRV Townsite / Roadhouses	0.1586	538	4,183,452	663,596	(41)	(124)	663,431	663,140	0	0	663,140
GRV - Mining	0.2350	2	383,000	89,992	0	0	89,992	89,992	0	0	89,992
<b>Unimproved valuations</b>											
UV - Mining	0.1496	372	7,664,729	1,146,567	0	0	1,146,567	1,105,456	0	0	1,105,456
UV - Pastoral	0.0500	15	708,393	35,420	0	0	35,420	35,420	0	0	35,420
<b>Sub-Total</b>		927	12,939,574	1,935,575	(41)	(124)	1,935,410	1,894,008	0	0	1,894,008

**Minimum payment**  
Minimum \$

<b>Gross rental valuations</b>											
GRV Townsite / Roadhouses	349	147	65,709	51,303	0	0	51,303	50,605	0	0	50,605
GRV - Mining	349	0	0	0	0	0	0	0	0	0	0
<b>Unimproved valuations</b>											
UV - Mining	349	84	96,445	29,316	29,123	262	58,701	37,692	0	0	37,692
UV - Pastoral	349	27	27,843	9,423	0	0	9,423	1,745	0	0	1,745
UV - Mining - Prospecting	290	54	58,217	15,660	1,257	(1,212)	15,704	15,950	0	0	15,950
<b>Sub-Total</b>		312	248,214	105,702	30,380	(950)	135,131	105,992	0	0	105,992

#### Total amount raised from general rate

Movement in Excess Rates

Totals

	1,239	13,187,788	2,041,277	30,339	(1,074)		2,070,541	2,000,000	0	0	2,000,000
							2,070,541				2,000,000
							919				
							2,071,460				2,000,000

#### SIGNIFICANT ACCOUNTING POLICIES

##### Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates

## 23. RATING INFORMATION (Continued)

### (b) Specified Area Rate

No specified area rates were imposed by the Shire during the year 2017/2018.

### (c) Service Charges

No service charges were imposed by the Shire during the year 2017/2018.

### (d) Discounts, Incentives, Concessions, & Write-offs

The Shire has not granted any discount, incentive or concession on rates during the year 2017/2018.

### (e) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
<b>Option One</b>				
Single full payment	28-Aug-17	0	0.0%	7.5%
<b>Option Two</b>				
First instalment	28-Aug-17	0	0.0%	7.5%
Second instalment	3-Nov-17	10	5.5%	7.5%
<b>Option Three</b>				
First instalment	28-Aug-17	0	0.0%	7.5%
Second instalment	3-Nov-17	10	5.5%	7.5%
Third instalment	19-Jan-18	10	5.5%	7.5%
Fourth instalment	6-Apr-18	10	5.5%	7.5%

	2018	2018 Budget
	\$	\$
Interest on unpaid rates	74,994	50,000
Interest on instalment plan	3,580	3,000
Charges on instalment plan	3,090	2,000
	<u>81,664</u>	<u>55,000</u>



## 24. NET CURRENT ASSETS

Composition of net current assets

	2018 (30 June 2018 Carried Forward) \$	2018 (1 July 2017 Brought Forward) \$	2017 (30 June 2017 Carried Forward) \$
<b>Surplus/(Deficit) 1 July 17 brought forward</b>	1,229,108	1,094,663	1,094,663
<b>CURRENT ASSETS</b>			
Cash and cash equivalents			
Unrestricted	1,630,933	1,291,367	1,291,367
Restricted	6,028,479	6,283,595	6,283,595
Receivables			
Rates outstanding	837,432	833,924	833,924
Sundry debtors	174,666	86,521	86,521
GST receivable	3,714	1,039	1,039
Less: provision for doubtful debts	(398,000)	(372,656)	(372,656)
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables			
Sundry creditors	(642,141)	(237,552)	(237,552)
Accrued salaries and wages	(10,290)	0	0
Other payables	(1,424)	0	0
Accrued expenses	0	(139,826)	(139,826)
Current portion of long term borrowings	(45,983)	(44,762)	(44,762)
Provisions			
Provision for annual leave	(204,100)	(226,824)	(226,824)
Provision for long service leave	(161,682)	(141,328)	(141,328)
<b>Unadjusted net current assets</b>	<b>7,211,604</b>	<b>7,333,496</b>	<b>7,333,496</b>
<b>Adjustments</b>			
Less: Reserves - restricted cash	(6,028,479)	(6,283,595)	(6,283,595)
Add: Current portion of long term borrowings	45,983	44,762	44,762
<b>Adjusted net current assets - surplus/(deficit)</b>	<b>1,229,108</b>	<b>1,094,663</b>	<b>1,094,663</b>

### Difference

There was no difference between the surplus/(deficit) 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2017 audited financial report.

## 25. FINANCIAL RISK MANAGEMENT

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
<b>Financial assets</b>				
Cash and cash equivalents	7,659,412	7,574,962	7,659,412	7,574,962
Receivables	661,959	581,916	661,959	581,916
	<u>8,321,371</u>	<u>8,156,878</u>	<u>8,321,371</u>	<u>8,156,878</u>
<b>Financial liabilities</b>				
Payables	653,855	377,378	653,855	377,378
Borrowings	433,304	478,067	431,492	473,707
	<u>1,087,159</u>	<u>855,445</u>	<u>1,085,347</u>	<u>851,085</u>

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings, held to maturity investments; estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

## 25. FINANCIAL RISK MANAGEMENT (Continued)

### (a) Cash and Cash Equivalents

The Shire's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio. Council has an Investment Policy and the Policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

	2018	2017
	\$	\$
Impact of a 1% <sup>(1)</sup> movement in interest rates on cash		
- Equity	76,594	75,750
- Statement of Comprehensive Income	76,594	75,750

**Notes:**

<sup>(1)</sup> Sensitivity percentages based on management's expectation of future possible interest rate movements.



## 25. FINANCIAL RISK MANAGEMENT (Continued)

### (b) Receivables

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	2018	2017
	%	%
Percentage of rates and annual charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of other receivables		
- Current	99.5%	99.0%
- Overdue	0.5%	1.0%

## 25. FINANCIAL RISK MANAGEMENT (Continued)

### (c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<b>2018</b>					
Payables	653,855	0	0	653,855	653,855
Borrowings	45,983	196,826	190,494	433,304	433,304
	699,838	196,826	190,494	1,087,159	1,087,159
<b>2017</b>					
Payables	377,378			377,378	377,378
Borrowings	44,762	191,599	241,706	478,067	478,067
	422,140	191,599	241,706	855,445	855,445

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by repayment period, of the financial instruments exposed to interest rate risk:

Year ended 30 June 2018	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
<b>Borrowings</b>								
<b>Fixed rate</b>								
Long term borrowings	45,983	47,238	48,527	49,851	51,211	190,493	433,304	2.73%
Weighted average Effective interest rate	2.71%	2.71%	2.71%	2.71%	2.71%	2.71%		
<b>Year ended 30 June 2017</b>								
<b>Borrowings</b>								
<b>Fixed rate</b>								
Long term borrowings	44,762	45,983	47,238	48,527	49,851	241,705	478,067	2.73%
Weighted average Effective interest rate	2.71%	2.71%	2.71%	2.71%	2.71%	2.71%		

## 26. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

Trust Types	1 July 2017	Amounts Received	Amounts Paid	30 June 2018
	\$	\$	\$	\$
Community Resource Centre	121,719	172,731	(200,773)	93,677
Builders Registration	(62)	582	(572)	(52)
Chamber of Commerce	2,650	0	(2,650)	0
Demolition Deposits	1,000	0	(500)	500
Excess (Overpaid) Rates	2,893	720	(1,681)	1,932
Gym Key Deposits	3,600	2,600	(2,000)	4,200
Tennis Key Deposit	600	300	(300)	600
Building Construction Industry				
Training Fund (BCITF)	3,010	533	(2,994)	549
Library	483	0	0	483
Community Garden	2,539	0	0	2,539
Ngadju Womens Caring				
Programme	0	25,000	(1,384)	23,616
Licensing (Transport)	40,037	11,303	0	51,340
Nomination Deposits	0	560	(560)	0
Bank Interest	283	10	0	293
	<u>178,752</u>			<u>179,677</u>



## 27. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	Title	Issued / Compiled	Applicable (1)	Impact
(i)	AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2018	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.  The effect of this Standard will depend on the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii)	AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted.  Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.
(iv)	AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are: - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services.  Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

### Adoption of New and Revised Accounting Standards

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became, and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i)	AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities	1 January 2017
(ii)	AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities	1 January 2017

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

### 28. SIGNIFICANT ACCOUNTING POLICIES

#### a) Assets and liabilities (AASB 13)

The Shire's measurement of fair value is based on the fair value of the asset or liability, measured at the reporting date, in the hands of a market participant who holds the asset or liability in the ordinary course of business.

When a measurement of fair value is required, the Shire uses the best available information to determine the fair value of the asset or liability. The Shire's measurement of fair value is based on the fair value of the asset or liability, measured at the reporting date, in the hands of a market participant who holds the asset or liability in the ordinary course of business.

Assets and liabilities are presented at a gross basis. The GST component of assets and liabilities is included in the measurement of the asset or liability. Assets and liabilities are presented at a gross basis.

#### b) Current and non-current classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Liabilities held for funding are classified as current even if not expected to be realised in the next 12 months, except for land held for sale where it is held as non-current based on the Shire's intention to repossess for sale.

#### c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

#### d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

#### e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

#### f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

#### g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

#### h) Fair value hierarchy

The Shire's fair value hierarchy is based on the following levels of inputs, with the most reliable inputs being those that are most observable and the least reliable inputs being those that are least observable.

##### Level 1

Financial assets and liabilities that are traded in an active market. No observable inputs are used to determine the fair value of the asset or liability.

##### Level 2

Assets and liabilities that are not traded in an active market but are included in Level 1 that are observable for the asset or liability, either directly or indirectly.

##### Level 3

Assets and liabilities that are not traded in an active market but are included in Level 2 that are not observable for the asset or liability, either directly or indirectly.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

#### Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches.

##### Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

##### Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

##### Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable. Whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

#### i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash-generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash-generating specialised assets such as roads, drains, public buildings and the like, no annual assessment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.



## 29. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs:

PROGRAM NAME	OBJECTIVE	ACTIVITIES
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose funding and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
<b>HOUSING</b>	To provide and maintain elderly resident housing.	Provision and maintenance of elderly residents housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centre, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
<b>ECONOMIC SERVICES</b>	To help promote the shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control council's overheads operating accounts.	Private work, private works operation, plant repairs and operation costs and engineering operating costs.



NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

### 30. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	3.16	4.15	2.41
Asset sustainability ratio	0.35	0.74	1.72
Debt service cover ratio	21.70	72.96	N/A
Operating surplus ratio	(0.40)	0.01	(0.60)
Own source revenue coverage ratio	0.49	0.52	0.51

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

#### Notes:

Information relating to the asset consumption ratio and the asset renewal funding ratio can be found at Supplementary Ratio Information on Page 45 of this document.

Three of the ratios disclosed above were distorted by the early receipt of Financial Assistance Grants.

	2017/18	2016/17	2015/16
	\$	\$	\$
Amount of Financial Assistance Grant received during the year relating to the subsequent year.	767,839	778,075	0
Amount of Financial Assistance Grant received in prior year relating to current year.	778,075	0	778,392

If the events detailed above did not occur, the impacted ratios in the 2018, 2017 and 2016 columns above would be as follows:

	2018	2017	2016
Current ratio	3.18	2.39	4.60
Debt service cover ratio	21.88	45.85	N/A
Operating surplus ratio	(0.40)	(0.25)	(0.32)
Own source revenue coverage ratio	0.49	0.52	0.51

### 31. SUPPLEMENTARY RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report.

	2018	2017	2016
Asset consumption ratio	0.73	0.80	0.81
Asset renewal funding ratio	0.64	0.78	0.96

The above ratios are calculated as follows:

Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

## INDEPENDENT AUDIT REPORT



### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE SHIRE OF DUNDAS

#### Report on the Financial Report

##### Opinion

We have audited the financial report of the Shire of Dundas, which comprises the statement of financial position as at 30 June 2018, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by the Chief Executive Officer.

In our opinion, the financial report of the Shire of Dundas is in accordance with the underlying records of the Shire, including:

- a) giving a true and fair view of the Shire's financial position as at 30 June 2018 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australia Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

##### Basis for Opinion

We have conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report.

We are independent of the Shire in accordance with the auditor Independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical requirements in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### Other Information

Management is responsible for the other information. The other information comprises the information in the Shire's annual report for the year ended 30 June 2018 but does not include the financial report and the auditor's report thereon.

Unit 1B, First Floor  
Spectrum Offices  
100 Ralston Road  
(Off Hay Street)  
Dundas WA 6003

Tel : (08) 6299 6222  
Fax : (08) 6299 5255  
info@butler-settineri.com.au  
www.butler-settineri.com.au

Locked Bag 18  
Dundas WA 6003  
Australia

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PCANZ (00100) AENR 112/10-171  
which is not a public interest entity (PSE) under the Corporations Act 2001

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INDEPENDENT AUDIT REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

INDEPENDENT AUDIT REPORT (Continued)

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Council's Responsibility for the Financial Report**

Council is responsible for the preparation of the financial report which gives a true and fair view in accordance with Australian Accounting Standards (including Australia Accounting Interpretations), the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and for such internal control as the Shire determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

**Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australia Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.

## INDEPENDENT AUDIT REPORT (Continued)

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councilors.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Shire to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide Council with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

### Emphasis of Matter

Without modifying our opinion, we draw attention to page 44 of the financial report "Supplementary Ratio Information", which describes certain ratio information relating to the financial report. Management's calculation of these ratios includes assumptions about future capital expenditure and hence falls outside our audit scope. We do not therefore express an opinion on these ratios.

However, we have reviewed the calculations as presented and in our opinion these are based on verifiable information and appear reasonable.

### Reporting on Other Legal and Regulatory Requirements

We did not, during the course of our audit, become aware of any instances where the Shire did not comply with the statutory requirements of the Local Government Act (1995) (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

In accordance with the Local Government (audit) Regulations 1996, we also report that:

INDEPENDENT AUDIT REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

INDEPENDENT AUDIT REPORT (Continued)

- 3) Apart from the operating surplus ratio and asset sustainability ratio that do not meet the minimum benchmark, there are no material matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- 3) The Shire substantially complied with Part 6 of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1995 (as amended).
- c) All information and explanations required were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.

BUTLER SETTINERII (AUDIT) PTY LTD



MARIUS VAN DER MERWE  
Director

Perth  
Date: 15 October 2018





12.5

Late Item

Community Grant Application Norseman Men's  
Shed



# **COMMUNITY GRANTS PROGRAM**

## **Minor Projects / Events Application**

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM  
Minor / Events Application Package (\$1,001 - \$10,000)

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**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**Before you begin.**

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

The funding applications are presented in line with relevant funding deadlines to the Community Grant Program Committee for Council consideration.

The Community Grant Program Committee operate within the guidelines of the Community Grant Program Policy. It is **strongly recommended** that all applicants read this policy to determine their eligibility before submitting their application.

Groups that are ineligible for funding include local, state and federal government departments, private companies, individuals and private and public schools including employees of these bodies acting on behalf of their employer (excluding relevant community purpose representative bodies such as P&C's and P&F's).

Items that are not eligible for funding include: Bonds and employee salaries.

Please note all grant payments will not be awarded retrospectively unless exceptional circumstances are noted.

Groups intending to apply for multiple events funding across a financial year are encouraged to consolidate all events into 1 application.

The policy can be found on the Shire of Dundas website [www.dundas.wa.gov.au](http://www.dundas.wa.gov.au)

Canvassing of Councillors of the Shire of Dundas regarding a grant application may make the application ineligible.

Please note that, in considering your proposal for funding, the information detailed in this proposal may be shared with relevant Commonwealth, State and/or Local Government agencies, organisations and individuals, including those you identify in the proposal, to substantiate any claims or statements that you make, to verify the capacity of the proponent organisation to manage the Shire of Dundas funds and for general comment on the viability of your proposal.

If you consider that certain information in the proposal should be treated as confidential, you must clearly indicate that information and provide reasons for the request. The Shire of Dundas reserves the right to accept or refuse a request to treat information as confidential.

Information relating to individuals will be protected under the *Privacy Act 1988*. Requests for access to such information will be dealt with under the provisions of the *Freedom of Information Act 1982*.

The Shire of Dundas will inform and publish the names of successful proponents and relevant information about their projects.

Please fill out this form as fully as possible. The information requested here is necessary and will provide vital insights to enable assessment of your proposal. Missing or unclear information may make you ineligible for funding or delay the assessment of your proposal while we seek clarification.

Proposals not submitted in this format may not be considered. Proposals not consistent with the guidelines may be rejected.

Electronic copies are preferred, accompanied by one complete hard copy with a signed Legal Authorisation.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM  
Minor / Events Application Package (\$1,001 - \$10,000)

Completed proposals should be forwarded to:

**Electronic copies:** [shire@dundas.wa.gov.au](mailto:shire@dundas.wa.gov.au)

**Paper copies:**

The Chief Executive Officer  
Shire of Dundas  
PO Box 163  
NORSEMAN WA 6443

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM  
Minor / Events Application Package (\$1,001 - \$10,000)

**PART A - Legal Authorisation**

I, JOHANNES ACKERMAN'S <full name of proponent>

as SECRETARY - TREASURER <position/title>

of THE NORSEMAN MEN'S SHED ASSOCIATION INC.

<organisation & full address>

Confirm that:

- I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- The information provided in this form and all attached documents is complete and correct. I understand that giving false or misleading information is a serious offence.
- The Shire of Dundas is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
  - The Shire's databases and records, including information related to my organisation's application for funding;
  - State or Territory agencies;
  - Law enforcement agencies;
  - Credit reference agencies;
  - Any other appropriate organisation or person as reasonably required as part of these checks.
- I agree that the Shire may arrange for an independent viability assessment (IVA) of my project including by an external adviser or consultant to the Shire.
- To the best of my knowledge, I have disclosed, at Part B 'Declaration of Conflict of Interest' of the proposal form all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the project or any funding agreement my organisation or I may enter into with the Shire of Dundas.

Signed: 

Date: 04-11-2018



SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM  
Minor / Events Application Package (\$1,001 - \$10,000)

**PART B - Declaration of Conflict of Interest**

Please complete either Item 1 or Item 2 of the Declaration.

**Item 1. No Known Conflict**

I confirm that at the time of signing, to the best of my knowledge I am unaware of any conflict of interest that would prevent my organisation from proceeding with the project or any funding agreement my organisation or I may enter into with the Shire of Dundas.

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- (a) disclose that interest promptly to the Shire of Dundas; and
- (b) take action necessary to avoid the conflict as directed by Shire of Dundas.

.....  
(signature)

.....  
(printed name)

.....  
(date)

.....  
(signature of witness)

.....  
(printed name of witness)

.....  
(date)

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**Item 2. Disclosure of Interest**

I disclose the following interest:

.....

.....

.....

.....

.....

I undertake that if, at any time, I have an actual, apparent or potential conflict of interest, then I will:

- (a) disclose that interest promptly to the Shire of Dundas; and
- (b) take action necessary to avoid the conflict as directed by the Shire of Dundas.

.....  
(signature)

.....  
(printed name)

.....  
(date)

.....  
(signature of witness)

.....  
(printed name of witness)

.....  
(date)

Any information disclosed in this form will only be used by the Shire of Dundas for the purposes of assessing funding proposals under the Community Grant Program and will be maintained in accordance with the *Privacy Act 1988*.

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

<b>Part 1 – Applicant Details</b>	
<b>1. Legal name of proposing organisation or individual</b> If member of a consortium, indicate name of member organisation.	
THE NORSEMAN MEN'S SHED ASSOCIATION INC	
<b>2. Registered business or trading name if other than your legal name</b>	
<b>3. Registered business address details</b> Business address or Company's registered business address (not PO Box)	
Street Address	104 PRINSEP ST.
Suburb/Town/City	NORSEMAN.
State	W.A.
Postcode	6443.
<b>4. Postal address - Only if different from registered business address</b>	
Street Address	P.O. Box 4.
Suburb/Town/City	NORSEMAN.
State	W.A.
Postcode	6443.
<b>5. Organisation contact numbers</b>	
Telephone Number	
Fax Number	
Mobile	0811 370 562.
Email	NORSHED@OUTLOOK.COM
<b>6. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN),</b> Note: if your organisation does not have an ABN, you will need to complete and provide a Statement by Supplier (copies obtainable from the ATO website at <a href="http://www.ato.gov.au">www.ato.gov.au</a> ) with this application.	
Yes <input checked="" type="checkbox"/> please provide details below: No <input type="checkbox"/>	
CAN _____ ABN <u>97-926-185-704</u> ARBN _____	
<b>7. Organisation's GST registration</b>	
Yes <input type="checkbox"/> Please enter total amount (\$) requested excluding GST where relevant. No <input checked="" type="checkbox"/> There will be no GST amount added to your total amount requested.	
<b>8. Organisation's Incorporation</b>	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**9. Contact details for this proposal** - Please provide a contact person who is available and has the authority to answer any queries that the Shire of Dundas may have about this proposal. Any correspondence will be sent to the contact listed here.

Title	MR.
First Name	JONATHAN (JOHN) AOKERMAN
Surname	AOKERMAN
Position	SECRETARY - TREASURER.
Telephone Number	
Mobile	0411 370 562.
Fax Number	
Email	<del>JOHN.AOKERMAN@DUKES.COM</del>

**10. Primary purpose/objectives of your organisation** (can be attached if relevant)

PROVIDING RESOURCES TO THE MEN OF  
 NORSEMAN TO GAIN NEW SKILLS. AND  
 PROMOTE BETTER HEALTH THROUGH. CONNECTED  
 SOCIAL INTERACTION.

**11. Bank Account Details – for direct deposit of successful grant\***

Account Name	THE NORSEMAN MEN'S SHED ASSOCIATION INC.
BSB Number	016-268.
Account Number	3162 74537.
Bank Name	ANZ.
Bank Branch	ESPERANCE.

**\*Notes:**

☐ If this facility is unavailable please tick the box to receive a cheque.

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**12. Insurance details –**

As a recipient of project funds your organisation must maintain: Public Liability insurance for not less than \$10 million; Workers' Compensation insurance for the amount required by the relevant State or Territory legislation; Motor Vehicle Insurance; Personal Accident insurance; Professional Indemnity insurance (where relevant) for not less than \$2 million. Provide all relevant information relating to these headings in the table below. If insurance is required specifically for a Jobs Fund project, this should be included in the budget costs (leave policy number blank if not obtained to date).

Type Of Cover	Amount	Policy Number	Company	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
PUBLIC LIABILITY	\$10,000,000	NOR003	ANSUAR	8/03/2018	26/02/2019
PRODUCTS LIABILITY	\$10,000,000	NOR003	ANSUAR	08/03/2018	26/02/2019

**Notes:**

1. All CGP funding is inclusive of Council fees/charges. Once funded the organising group of an event or project cannot apply for a Sundry Donation for waiver of Council fees for the same event or project.
2. GST Status must be noted on the application form in order to evaluate GST relevance
3. If you are registered for GST please enter amounts (\$) excluding GST where relevant.
4. All CGP funding is dependent on event/project being implemented.
5. Committee can fund subject to special conditions.
6. All CGP funding requires Council acknowledgement including logo placement on flyers, advertising, media articles, openings/launches and use of Council banners where appropriate.
7. All successful applicants are required to provide an Acquittal on the CGP Acquittal form within 30 days of the completion of the funded event or project.

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**Part 2 – Grant Request / Type of grant**

Note: a separate application is required for more than one grant request  
(please tick relevant box below)

☐ **Minor Community Grant (up to \$10,000)**

- Minor community grants are available through four designated rounds per financial year.

Categories (more than one box can be ticked if relevant):

- ☒ Community Economic Development Initiative
- ☐ Community Capacity Building Initiative
- ☐ Environmental Initiative
- ☐ Emergency Service Initiative
- ☐ Community Heritage and/or Conservation Initiative
- ☐ Civic Recognition and Support

**Notes:**

1. Applicants are encouraged to contact a member of the Shire of Dundas Community Capacity Building team prior to submitting an application for guidance and support if required.
2. Do not complete PART 4 if you have completed this section.

☐ **Community Event Grant (up to \$10,000)**

Category of Event:

- ☐ Community Event: an event of local or regional significance that stimulates participation.
- ☐ Iconic Event: an event of state or regional significance that generates tourist activity.
- ☐ Sporting Event: a sporting event that attracts wider community.

If you are unsure of the events stated above please refer to the Shire of Dundas, Community Financial Assistance Scheme overview.

Date of event                      \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount requested:              \$ \_\_\_\_\_

Total project/event cost:      \$ \_\_\_\_\_

**Notes:**

1. Do not complete PART 3 if you have completed this section.



SHIRE OF DUNDAS -- COMMUNITY GRANTS PROGRAM  
Minor / Events Application Package (\$1,001 - \$10,000)

Part 3 -- Proposed Project Details

1. Title of Project

MOBILE SAW MILLING PROJECT.

2. Project Description

THE NORBIE MEN'S SHED HAS MADE APPLICATION FOR, GEDC, REP. GRANT, TO THE AMOUNT OF \$33,993.00 FOR THE PURCHASE ~~AND~~ OF MACHINERY AND MATERIALS TO SET UP MOBILE WOOD MILLING PROJECT. THE AMOUNT REQUESTED FROM DUNDAS SHIRE (3000.00) WOULD BE USED FOR AUXILIARY EQUIPMENT AND ~~FREIGHT COSTS~~ AND SIGNAGE.

\* IF THE REP. GRANT APPLICATION IS UNSUCCESSFUL THE N.M.S.A. REQUEST TO DUNDAS WILL BE WITHDRAWN.

3. Aims or objectives of the Project

THE AIM OF THE PROJECT IS TO ESTABLISH AN WOOD CRAFT INDUSTRY IN THE LOCAL AREA UTILISING THE UNIQUE TIMBERS OF THE GREAT WESTERN WOODLANDS, ENHANCING OUR TOURISM POTENTIAL AS WELL AS A COMMERCIAL MARKET IN SPECIALIST TIMBER PRODUCTS.

4. Location of the Facility, Project or Initiative when Finalised

NORSEMAN

5. Describe how the grant will benefit your organisation and/or the community/target group.

AS A NOT FOR PROFIT, ALL INCOME DERIVED FROM THE PROJECT WOULD BE DIRECTED BACK INTO ESTABLISHING AN INFRASTRUCTURE THAT WOULD ULTIMATELY BECOME A COMMUNITY BASED INDUSTRY.

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

<b>6. Amount of people that will benefit from the project as a whole (if different)</b>
POTENTIAL TO BENEFIT ENTIRE COMMUNITY.
<b>7. Describe how the project or facility will be managed for a sustainable future</b>
THE PROJECT WOULD BE CONTROLLED UNDER THE HORSEMAN MEN'S SHED UMBRELLA, AND WORKING WITH OTHER GROUPS. MAY PRESENT A FUTURE COMMUNITY BASED INDUSTRY.
<b>8. Describe how the project supports at least one of the five criteria outlined on Page 12</b>
BOTH 1 AND 5 ARE SUPPORTED. 1. FOLLOWS THE PRINCIPLES OF THE MEN'S SHEDS, ORGANISATION IN GENERAL. <del>PROVIDING</del> , AND 5. PROVIDING FOR A NEW INDUSTRY POTENTIAL, BY PRESENTING PRACTICAL INITIATIVES.
<b>9. Describe those contributing to the delivery of the project</b> (Include staff, volunteers, partner organisations, etc.)
MEN'S SHED. VOLUNTEERS, AND INTERESTED COMMUNITY GROUPS, <del>OVER</del> AND MEMBERS.
<b>10. Describe how the project will be affected if the Council contribution does not meet the requested amount</b>
IT WILL IMPACT OUR OTHER FUNDING CONTRIBUTIONS.

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**CRITERIA FOR DEVELOPMENT OF THE SHIRE OF DUNDAS**

1. **Personal Development & Wellbeing:** To connect people to services, facilities and experiences that enhances their physical, social and overall health.
2. **Infrastructure Development:** To plan, develop and manage community facilities that meet the social, recreation, education, housing and transport needs of the community.
3. **Community Participation:** To encourage and facilitate community involvement through consultation, improved access and recognition of achievements.
4. **Place Activation:** To create vibrant and meaningful community hubs as places of social interaction, creativity and economic vitality.
5. **Relationship Building & Connections:** To build self-reliant community organisations and develop mutually beneficial partnerships between government, business and residents.



**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**5. Provide a detailed budget breakdown for the project**

Where appropriate, indicate which items will be funded by the Shire of Dundas. If you are registered for GST please enter figures excluding GST. Include all income and expenditure, including details of volunteer hours.

Budget Item	Actual Cost (\$ GST (exc)	Budget Item	Actual Cost (\$ GST (exc)
<b>EXPENDITURE</b>		<b>INCOME</b>	
Professional Fees, inc. staff (specify)		Cash	
<i>IN KIND</i>	<i>1,400.00</i>	Organisation's contribution	
		Donations	
Marketing & Promotion (specify)		Other grants	<i>33,993.00</i>
		Sponsorship	
Administration Costs (Please specify)		<i>In Kind</i>	<i>1,400.00</i>
		<i>Volunteer Hour Value</i>	<i>35/H.</i>
			<i>PER U.</i>
Material and Equipment (specify)	<i>33,993.00</i>	<b>Other</b>	
<i>ASPECT OF TOTAL</i>	<i>3000.00</i>	Shire of Dundas Grant	<i>3000</i>
<i>DISTRIBUTION OVER TOTAL</i>		(specify how grant is to be used, eg advertising etc)	
<i>MATERIAL + EQUIP. (SHIRE)</i>			
Venue Hire			
Travel, transport, vehicle costs			
Insurance			
Catering			
Other (please specify)			
<b>Total Expenditure</b>	<i><del>35,993.00</del></i>	<b>Total Income</b>	<i>41,393.00</i>

*41,393*

**Notes:**

- At least one written quotation is required for all items to be purchased greater than \$500 in value.
- Please calculate the value of volunteer hours at \$25/hour/volunteer.
- You can attach a different format for the budget from the above if more practical.
- If you are registered for GST please enter all (\$) amounts excluding GST.

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**Part 5 - Finance and Project Budget**

1. Describe any attempts to secure funding through other sources
2. (eg: Lotterywest, Department of Sport & Recreation, Healthways, the private sector, etc.)

1. APPLICATION -

2. GEDC.

3. If yes, provide a list in the table below

Funding Agency	Amount	Approved (circle)		
		Yes	No	Pending
REGIONAL ECONOMIC DEV	\$ 33,993	Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending

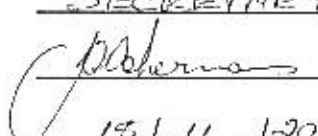
4. Describe any funding received from received the Shire of Dundas in the past five years

Year	Purpose	Amount

**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**Part 6 - Declaration by Applicant**

I, the undersigned, certify that I have authority on behalf of the organisation, group or club to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.

Name: JOHN. A. ACKERMANS.  
Organisation: PORSSEMAN MENS. SHED ASSOCIATION INC.  
Position: SECRETARY - TREASURER / COORDINATOR.  
Signature:   
Date: 15/11/2018

**Additional Information**

The following information is to be submitted if available.

If you are unable to submit this information please supply a written reason for this inability to submit.

- Copy of insurance certificates
- Copy of Constitution
- Copy of Incorporation Certificate
- Most recent Profit & Loss Statement and Balance Sheet
- Supporting documentation (minutes) to confirm committee agreement of project/event

**Additional information that may be beneficial:**

- Written confirmation of other funding sources
- Letters of Support from relevant agencies

**Notes:**

1. Keep a copy of this application and all associated documentation for your records.



**SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM**  
**Minor / Events Application Package (\$1,001 - \$10,000)**

**Part 7 - Checklist**

Completed Part A – Legal Authorisation	<input checked="" type="checkbox"/>
Completed Part B – Declaration of Conflict of Interest	<input checked="" type="checkbox"/>
Completed Part 1 – Applicant Details	<input type="checkbox"/>
Part 1, Q7 – Completed and attached a Statement by Supplier – if not registered for an ABN	<input type="checkbox"/>
Part 1, Q8 – Completed and attached a Statement by Supplier – if not GST registered	<input type="checkbox"/>
Completed Part 2 – Grant Request	<input checked="" type="checkbox"/>
Completed Part 3 – Proposed Project Details	<input checked="" type="checkbox"/>
Completed Part 4 – Proposed Event Details <i>N/A.</i>	<input checked="" type="checkbox"/>
Completed Part 5 – Access & Inclusion	<input checked="" type="checkbox"/>
Completed Part 6 – Finance and Project Budget	<input checked="" type="checkbox"/>
Completed Part 7 – Declaration by Applicant	<input checked="" type="checkbox"/>
Attachments (See Page 16)	<input type="checkbox"/>

**Further Information**

For further information or advice please contact the Shire of Dundas on 9039 1205 or e-mail [shire@dundas.wa.gov.au](mailto:shire@dundas.wa.gov.au)

**Completed hard copies of the application can be sent to:-**

Chief Executive Officer  
Shire of Dundas  
PO Box 163  
NORSEMAN WA 6443

## Proposed Saw milling Project

### OBJECTIVES.

Back in August of 2017 the Men's Shed had the privilege of hosting the Goldfields Specialty Timber Industry Group or GSTIG, based from Kalgoorlie, displaying the very diverse and beautiful timbers of the entire Goldfields region, as well as profiling the milling process and the potential of harvesting the unique timbers of our region.

As a result of this, some discussion amongst our members ensued, with the idea of either building or purchasing a mobile sawmill for the purpose of supplying our own timber and possibly developing a unique new industry in our local area in lieu of the down turn of the mining industry.

The objective would be to harvest goldfields timber, dry or cure the product, supply to niche hardwood markets, as well as offering the potential for a local wood working group or industry to process the timbers into exotic furniture and artisan products thus enhancing the tourism prospects of our region and as a spin off, local employment.

The fact that the timbers of this region are, to all intents, of world class stature in as far as hardwoods go, sought after by wood enthusiasts, collectors and crafts people from everywhere, it is felt that it would be in our interests to harvest this potential by and for our own community and region.

Quite obviously the emphasis would be on sustainability and the relevant Government Departments have guide lines in place to see that there is no room for reckless vandalism of the Woodlands to occur. Also it should be noted that this particular industry does *not* require wholesale indiscriminate tonnage to be taken. For *this* industry to be successful, it must carefully choose timber for its natural integrity and range quite far to obtain the variety that is demanded for a selectively small offering.

It should also be borne in mind that the mining companies in their pursuit of *product* in this area, must also knock down *some* old and new growth timbers which, through liaison, could also sustain an aspect of this proposal.

One other aspect of milling is the “no waste” and extra benefit of, off selling the *byproduct* in the form of fire wood and garden compost.

The prospect of this proposal is quite exciting in that, our community has a *potential* to shake off the disappointment of the mining industry down turn and embrace a new industry along with and including, tourism, that is sustainable and in the longer term profitable.

Government of Western Australia  
Department of Commerce

## WESTERN AUSTRALIA

*Associations Incorporation Act 1987*  
(Section 9(1))

Registered No: A1017813P

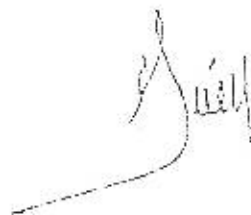
### Certificate of Incorporation

This is to certify that

**THE NORSEMAN MEN'S SHED ASSOCIATION INC.**

has this day been incorporated  
under the *Associations Incorporation Act 1987*

Dated this eleventh day of June 2014



Commissioner for Consumer Protection



## Certificate of Currency

This is to certify that this Ansvr Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

<b>Policy Number:</b>	NORS003
<b>Name of Insured:</b>	The Norseman Men's Shed Association Inc
<b>Type of Policy:</b>	Arthur J Gallagher Mens Shed Insurance Policy
<b>Description of Covers:</b>	Public Liability: \$40,000,000 Products Liability: \$40,000,000
<b>Business Description:</b>	Principal activities include, manual workshop activities, project work such as metal work, woodworking and other associated work for the shed and local communities. BBQ's and putting up a static signs to direct traffic and not physically redirecting the traffic whilst on the road.
<b>Situation of Risk:</b>	Anywhere in Australia
<b>Period of Insurance:</b>	From 4.00pm 08/03/2018 to 4.00pm 23/02/2019

Signed for and on behalf of Ansvr Insurance Limited  
Date: 9 April 2018

1300 850 540  
177-947-1007/101

4/10/2018  
177-947-1007/101

1300 850 540  
177-947-1007/1007/101

Jake Cedillo

BUSINESS DEVELOPMENT UNDERWRITER

**THE NORSEMAN MEN'S SHED Inc.**

**COMMITTEE MEETING  
MINUTES.**

**DATE: 16/11/2018.**  
**TIME: 02.00 pm.**  
**VENUE: The Gallery.**  
**CHAIR: GREG SANDS.**

APOLOGIES; Nil.

ATTENDEE'S;

<b>Greg Sands</b>	_____	<b>President – Chair.</b>
<b>John Ackermans</b>	_____	<b>Secretary – Treasurer</b>
<b>Graeme Pearce</b>	_____	<b>Vice - President</b>
<b>Lynn Webb</b>	_____	<b>Committee Member</b>

**MINUTES OF LAST MEETING :**

Minutes of last meeting were read and accepted.  
 Moved ; Lynn Webb  
 Seconded; Graeme Pearce

## TREASURERS REPORT:

Summary of Accounts as of 16/11/2018.

•	Cheque Account	_____	\$ 446.30.
•	Cash Book	_____	\$ 566.40.
•	Retail Book	_____	\$ 494.40.
•	Petty Cash Book	_____	\$ 5.92.
•	<b>TOTAL :</b>		<b>\$1513.02.</b>

OUTSTANDING ACCOUNTS:	Nsm II/Ware	<u>128,14</u>
	BOC Gases	21.14

Summary Accepted; Moved; John Ackermans  
Seconded; Lynn Webb.

## AGENDA:

1. It was tabled by the secretary that the changes to the constitution had been initiated as per Associations deadline at a cost of \$39.00.
2. That a Grant Application had been put to the Goldfields Esperance Development Commission through the Regional Economic Development Initiative for the sum of \$33,993.00 as was discussed at previous meetings.
3. An Application was also made to the Shire of Dundas for a Sum of \$3000.00 to supplement the previous grant.
4. Treasurer noted an expected influx of funds from the Shire for completion of trailer project, of \$ 2000.00.

Secretary Moved that the 4 items of Agenda be accepted.

Moved ; J.Ackermans.

Seconded ; G. Pearce.

## GENERAL BUSINESS.

The Secretary suggested a General Meeting be called for early January 2019 to highlight recent developments with the Shed as well as a mid – term financial report.

Moved: J. Ackermans

Seconded: G. Pearce.

Motion Passed; Unanimous.

MEETING CLOSED: 2.20 pm.

*Signed President;*  
*Secretary;*

The block contains two handwritten signatures. The top signature is a stylized, cursive signature, likely of the President. The bottom signature is a more legible cursive signature, likely of the Secretary, J. Ackermans.



## NORSEMAN MEN'S SHED /

## FINANCIAL SUMMARY FROM - 01/1

	CHEQUE ACCOUNT \$	CASH ACCOUNT \$
<u>INCOME</u>		
<u>C/FWD</u>	<u>1215.79</u>	<u>36.87</u>
Grants		
Commissions		
Donations		
Sales	360.00	450.00
Subscriptions		175.00
Trf from cheque acc.		
Trf from cash acc.		
Trf from retail acc.	450.00	80.00
Trf from petty cash		
Sundry		
<u>TOTAL INCOME</u>	<u>2025.79</u>	<u>741.87</u>
<u>EXPENDITURE</u>		
Trf to cash acc.		
Trf to cheque acc.		
Trf to petty cash		21.87
Trf to retail acc.		
Fuel		
Admin	120.40	
Equipment		23.65
Hardware	592.60	89.95
Iga		
Bank fees	40.00	
Horizon power	289.86	
BOC limited	287.01	
New machinery		
Aust. Post		
Kitchen		
Stationary		
Internet		60.00
<u>TOTAL EXPENSES</u>	<u>1329.87</u>	<u>195.17</u>
<u>SURPLUS</u>	<u>695.92</u>	<u>546.70</u>
<u>TOTAL FINANCIAL HOLDINGS IN CREDIT</u>	<u>1743.14</u>	

## ASSOCIATION INC.

07/2018 TO 30/10/2018

RETAIL ACCOUNT  
\$PETTY  
\$278.5015.75

1030.00

21.87

1308.5037.6280.00  
450.00

31.70

283.90

813.9031.70494.605.92

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# THE NORSEMAN MEN'S SHED ASSOCIATION INC.

## RULES OF ASSOCIATION

**Guidance Note – Information provided to the Commissioner under section 29(5)** – This information is part of the rules of your association and must be attached to the copy of the rules provided to members.

The information provided to the Commissioner should be inserted here:

- A. The name of the Association is: **THE NORSEMAN MEN'S SHED ASSOCIATION INC.**  
.....
- B. The objects of the Association are: PROVIDING RESOURCES TO THE MEN OF NORSEMAN TO GAIN  
NEW SKILLS AND PROMOTE BETTER HEALTH THOUGH CONCERTED SOCIAL  
INTERACTION.....  
.....  
.....
- C. Any...**FIVE**..... members personally present (being members entitled to vote under  
these rules at a general meeting) will constitute a quorum for the conduct of business at a general  
meeting.
- D. Any .....**THREE**.....committee members constitute a quorum for the conduct of the  
business of a committee meeting.
- E. The association's financial year will be the period of 12 months commencing on .....and  
ending on..... of each year.

## PART 1 — PRELIMINARY

### 1. Terms used

In these rules, unless the contrary intention appears —

**Act** means the *Associations Incorporation Act 2015*;

**associate member** means a member with the rights referred to in rule 8(6);

**Association** means the incorporated association to which these rules apply;

**books**, of the Association, includes the following —

- (a) a register;
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- (c) a document;
- (d) any other record of information;

**by laws** means by-laws made by the Association under rule 64;

**chairperson** means the Committee member holding office as the chairperson of the Association;

**Commissioner** means the person for the time being designated as the Commissioner under section 153 of the Act;

**committee** means the management committee of the Association;

**committee meeting** means a meeting of the committee;

**committee member** means a member of the committee;

**financial records** includes —

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
  - (i) the methods by which financial statements are prepared; and
  - (ii) adjustments to be made in preparing financial statements;

**financial statements** means the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

**financial year**, of the Association, has the meaning given in rule 2;

**general meeting**, of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend;

**member** means a person who is an ordinary member or an associate member of the Association;

**ordinary committee member** means a committee member who is not an office holder of the Association under rule 27(3);

**ordinary member** means a member with the rights referred to in rule 8(5);

**register of members** means the register of members referred to in section 53 of the Act;

**rules** means these rules of the Association, as in force for the time being;

**secretary** means the committee member holding office as the secretary of the Association;

**special general meeting** means a general meeting of the Association other than the annual general meeting;

**special resolution** means a resolution passed by the members at a general meeting in accordance with section 51 of the Act;

**subcommittee** means a subcommittee appointed by the committee under rule 48(1)(a);

**tier 1 association** means an incorporated association to which section 64(1) of the Act applies;

**treasurer** means the committee member holding office as the treasurer of the Association.

## 2. Financial year

- (1) The first financial year of the Association is to be the period notified to the Commissioner under section 7(4)(e) or, if relevant, section 29(5)(e) of the Act.
- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.



## PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

### 3. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
  - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.



## PART 3 — MEMBERS


### Division 1 — Membership

#### 4. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers full voting rights.

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#### 5. Applying for membership

- (1) A person who wants to become a member must apply in writing to the Association.
- (2) The application must be signed by the applicant

#### 6. Dealing with membership applications

- (1) The committee must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The committee must not accept an application unless the applicant —
  - (a) is eligible under rule 4; and
  - (b) has applied under rule 5.
- (5) The committee may reject an application even if the applicant —
  - (a) is eligible under rule 4; and
  - (b) has applied under rule 5.
- (6) The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

## 7. Becoming a member

An applicant for membership of the Association becomes a member when —

- (a) the committee accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 12.

## 8. Classes of membership

- (1) The Association consists of ordinary members and any associate members provided for under subrule (2).
- (2) The Association may have any class of associate membership approved by resolution at a general meeting, including junior membership, senior membership, honorary membership and life membership.
- (3) An individual who has not reached the age of 15 years is only eligible to be an associate member.
- (4) A person can only be an ordinary member or belong to one class of associate membership.
- (5) An ordinary member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the committee.
- (6) An associate member has the rights referred to in subrule (5) other than full voting rights.
- (7) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

## 9. When membership ceases

- (1) A person ceases to be a member when any of the following takes place —
  - (a) for a member who is an individual, the individual dies;
  - (b) for a member who is a body corporate, the body corporate is wound up;
  - (c) the person resigns from the Association under rule 10;
  - (d) the person is expelled from the Association under rule 15;
  - (e) the person ceases to be a member under rule 12(4).
- (2) The secretary must keep a record, for at least one year after a person ceases to be a member, of —
  - (a) the date on which the person ceased to be a member; and
  - (b) the reason why the person ceased to be a member.

## 10. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect —



- (a) when the secretary receives the notice; or
- (b) if a later time is stated in the notice, at that later time.

(3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.

(4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

#### 11. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

### Division 2 — Membership fees

#### 12. Membership fees

- (1) The committee must determine the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person who has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
  - (a) the committee may, at its discretion, accept that payment; and
  - (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

### Division 3 — Register of members

#### 13. Register of members

--

- (1) The secretary, or another person authorised by the committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.

(5) If —

- (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
- (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,

the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

## PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

### Division 1 — Term used

#### 14. Term used: member

In this Part —

**member**, in relation to a member who is expelled from the Association, includes former member.

### Division 2 — Disciplinary action

#### 15. Suspension or expulsion

- (1) The committee may decide to suspend a member's membership or to expel a member from the Association if —
  - (a) the member contravenes any of these rules; or
  - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- (3) The notice given to the member must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) the grounds on which the proposed suspension or expulsion is based; and
  - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion;
- (4) At the committee meeting, the committee must —
  - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
  - (b) give due consideration to any submissions so made; and
  - (c) decide —
    - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    - (ii) whether or not to expel the member from the Association.
- (5) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- (7) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- (8) If notice is given under subrule (7), the member who gives the notice and the committee are the parties to the mediation.



**Guidance Note – Suspension or expulsion of a Member** - Once the committee has decided to suspend or expel a member under rule 15(5) the member is immediately suspended or expelled.

#### 16. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
  - (a) loses any rights (including voting rights) arising as a result of membership; and
  - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.
- (2) When a member's membership is suspended, the secretary must record in the register of members —
  - (a) that the member's membership is suspended; and
  - (b) the date on which the suspension takes effect; and
  - (c) the period of the suspension.
- (3) When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

### Division 3 --- Resolving disputes

#### 17. Terms used

In this Division —

***grievance procedure*** means the procedures set out in this Division;

***party to a dispute*** includes a person —

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

#### 18. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes —

- (a) between members; or
- (b) between one or more members and the Association.

#### 19. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

#### 20. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 19, any party to the dispute may start the grievance procedure by giving written notice to the secretary of —
  - (a) the parties to the dispute; and
  - (b) the matters that are the subject of the dispute.
- (2) Within 28 days after the secretary is given the notice, a committee meeting must be convened to consider and determine the dispute.
- (3) The secretary must give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state —
  - (a) when and where the committee meeting is to be held; and
  - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.
- (5) If —
  - (a) the dispute is between one or more members and the Association; and
  - (b) any party to the dispute gives written notice to the secretary stating that the party —
    - (i) does not agree to the dispute being determined by the committee; and
    - (ii) requests the appointment of a mediator under rule 23,

the committee must not determine the dispute.

#### 21. Determination of dispute by committee

- (1) At the committee meeting at which a dispute is to be considered and determined, the committee must —
  - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and
  - (b) give due consideration to any submissions so made; and
  - (c) determine the dispute.
- (2) The committee must give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 23.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

## Division 4 — Mediation

### 22. Application of Division

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator —
  - (a) by a member under rule 15(7); or
  - (b) by a party to a dispute under rule 20(5)(b)(ii) or 21(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 23.

### 23. Appointment of mediator

- (1) The mediator must be a person chosen —
  - (a) if the appointment of a mediator was requested by a member under rule 15(7) — by agreement between the Member and the committee; or
  - (b) if the appointment of a mediator was requested by a party to a dispute under rule 20(5)(b)(ii) or 21(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the committee must appoint the mediator.
- (3) The person appointed as mediator by the committee must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
  - (a) a member under rule 15(7); or
  - (b) a party to a dispute under rule 20(5)(b)(ii); or
  - (c) a party to a dispute under rule 21(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the committee may be a member or former member of the Association but must not —
  - (a) have a personal interest in the matter that is the subject of the mediation; or
  - (b) be biased in favour of or against any party to the mediation.

### 24. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must —
  - (a) give each party to the mediation every opportunity to be heard; and
  - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
  - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.



- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

Note for this rule:

Section 182(1) of the Act provides that an application may be made to the State Administrative Tribunal to have a dispute determined if the dispute has not been resolved under the procedure provided for in the incorporated association's rules.

#### 25. If mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 15(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a committee meeting or general meeting during the period of suspension or expulsion.

## PART 5 — COMMITTEE

### Division 1 — Powers of Committee

#### 26. Committee

- (1) The committee members are the persons who, as the management committee of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The committee must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

### Division 2 — Composition of Committee and duties of members

#### 27. Committee members

- (1) The committee members consist of —
  - (a) the office holders of the Association; and
  - (b) at least one ordinary committee member.
- (2) The committee must determine the maximum number of members who may be ordinary committee members.
- (3) The following are the office holders of the Association —
  - (a) the chairperson;
  - (b) the deputy chairperson;
  - (c) the secretary;
  - (d) the treasurer.
- (4) A person may be a committee member if the person is —
  - (a) an individual who has reached 18 years of age; and
  - (b) an ordinary member.
- (5) A person may hold two of the offices mentioned in subrule (3) except Chairperson and Deputy Chairperson

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## 28. Chairperson

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules.

## 29. Secretary

The Secretary has the following duties —

- (a) dealing with the Association's correspondence;
- (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
- (c) preparing the notices required for meetings and for the business to be conducted at meetings;
- (d) unless another member is authorised by the committee to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
- (f) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- (g) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- (h) maintaining full and accurate minutes of committee meetings and general meetings;
- (i) carrying out any other duty given to the secretary under these rules or by the committee.



## 30. Treasurer

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;



- (i) carrying out any other duty given to the treasurer under these rules or by the committee.

## Division 3 — Election of committee members and tenure of office

### 31. How members become Committee members

A member becomes a committee member if the member —

- (a) is elected to the committee at a general meeting; or
- (b) is appointed to the committee by the committee to fill a casual vacancy under rule 38.

### 32. Nomination of committee members

- (1) At least 42 days before an annual general meeting, the secretary must send written notice to all the members —
  - (a) calling for nominations for election to the committee; and
  - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 28 days before the annual general meeting.
- (3) The written notice must include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary committee member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the committee unless the member is nominated under rule 33(2) or 34(2)(b).

### 33. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Association.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

### 34. Election of ordinary committee members

- (1) At the annual general meeting, the Association must decide by resolution the number of ordinary committee members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary committee member is not greater than the number to be elected, the chairperson of the meeting —
  - (a) must declare each of those members to be elected to the position; and
  - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
  - (a) the number of members nominating for the position of ordinary committee member is greater than the number to be elected; or
  - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide the members who are to be elected to the position of ordinary committee member.

- (4) A member who has nominated for the position of ordinary committee member may vote in accordance with that nomination.

### 35. Term of office

- (1) The term of office of a committee member begins when the member —
  - (a) is elected at an annual general meeting or under subrule 36(3)(b); or
  - (b) is appointed to fill a casual vacancy under rule 38.
- (2) Subject to rule 37, a committee member holds office until the positions on the committee are declared vacant at the next annual general meeting.
- (3) A committee member may be re-elected.

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### 36. Resignation and removal from office

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect —
  - (a) when the notice is received by the secretary or chairperson; or
  - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution —
  - (a) remove a committee member from office; and
  - (b) elect a member who is eligible under rule 27(4) to fill the vacant position.
- (4) A committee member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.



- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

### 37. When membership of committee ceases

A person ceases to be a committee member if the person —

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the committee or is removed from office under rule 36; or
- (c) becomes ineligible to accept an appointment or act as a committee member under section 39 of the Act;
- (d) becomes permanently unable to act as a committee member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

Note for this rule:

Section 41 of the Act imposes requirements, arising when a person ceases to be a member of the management committee of an incorporated association, that relate to returning documents and records.

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### 38. Filling casual vacancies

- (1) The committee may appoint a member who is eligible under rule 27(4) to fill a position on the committee that —
  - (a) has become vacant under rule 37; or
  - (b) was not filled by election at the most recent annual general meeting or under rule 36(3)(b).
- (2) If the position of secretary becomes vacant, the committee must appoint a member who is eligible under rule 27(4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 45, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer committee members than required for a quorum under rule 45, the committee may act only for the purpose of —
  - (a) appointing committee members under this rule; or
  - (b) convening a general meeting.

### 39. Validity of acts

The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a committee member or member of a subcommittee.

#### 40. Payments to committee members

(1) In this rule —

**committee member** includes a member of a subcommittee;  
**committee meeting** includes a meeting of a subcommittee.

- (2) A committee member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred —
- (a) in attending a committee meeting or
  - (b) in attending a general meeting; or
  - (c) otherwise in connection with the Association's business.

### Division 4 — Committee meetings

#### 41. Committee meetings

- (1) The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- (2) The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- (3) Special committee meetings may be convened by the chairperson or any 2 committee members.

#### 42. Notice of committee meetings

- (1) Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

#### 43. Procedure and order of business

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each committee meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a committee meeting must be determined from time to time by the committee.

- (4) The order of business at a committee meeting may be determined by the committee members at the meeting.
- (5) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- (6) A person invited under subrule (5) to attend a committee meeting —
  - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
  - (b) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
  - (c) cannot vote on any matter that is to be decided at the meeting.

#### 44. Use of technology to be present at committee meetings

- (1) The presence of a committee member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a committee meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### 45. Quorum for committee meetings

- (1) Subject to rule 38(4), no business is to be conducted at a committee meeting unless a quorum is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting —
  - (a) in the case of a special meeting — the meeting lapses; or
  - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of a committee meeting held under subrule (2)(b); and
  - (b) at least 2 committee members are present at the meeting,

those members present are taken to constitute a quorum.

Note for this rule:

If these model rules are adopted, the quorum for a committee meeting is as notified to the Commissioner under section 7(4)(d) or 29(5)(d) of the Act.

#### 46. Voting at committee meetings

- (1) Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.



- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

#### 47. Minutes of committee meetings

- (1) The committee must ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes must record the following —
  - (a) the names of the committee members present at the meeting;
  - (b) the name of any person attending the meeting under rule 43(5);
  - (c) the business considered at the meeting;
  - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a committee meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
  - (a) the chairperson of the meeting; or
  - (b) the chairperson of the next committee meeting.
- (5) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any appointment purportedly made at the meeting was validly made.

Note for this rule:

Section 42(6) of the Act requires details relating to the disclosure of a committee member's material personal interest in a matter being considered at a committee meeting to be recorded in the minutes of the meeting.

### Division 5 — Subcommittees and subsidiary offices

#### 48. Subcommittees and subsidiary offices

- (1) To help the committee in the conduct of the Association's business, the committee may, in writing, do either or both of the following —
  - (a) appoint one or more subcommittees;
  - (b) create one or more subsidiary offices and appoint people to those offices.
- (2) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the committee —

- (a) a subcommittee may meet and conduct business as it considers appropriate; and
- (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

#### 49. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

**non-delegable duty** means a duty imposed on the committee by the Act or another written law.

- (2) The committee may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the committee other than —
  - (a) the power to delegate; and
  - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the committee.
- (7) The committee may, in writing, amend or revoke the delegation.

### PART 6 — GENERAL MEETINGS OF ASSOCIATION

#### 50. Annual general meeting

- (1) The committee must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows —
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
  - (b) to receive and consider —
    - (i) the committee's annual report on the Association's activities during the preceding financial year; and
    - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
    - (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;

- (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
  - (c) to elect the office holders of the Association and other committee members;
  - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
  - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

Note for this rule:

Unless the Commissioner allows otherwise, under section 50(3) of the Act the annual general meeting must be held within 6 months after the end of the Association's financial year. If it is the first annual general meeting, section 50(2) of the Act provides that it may be held at any time within 18 months after incorporation.

## 51. Special general meetings

- (1) The committee may convene a special general meeting.
- (2) The committee must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must —
  - (a) make the requirement by written notice given to the secretary; and
  - (b) state in the notice the business to be considered at the meeting; and
  - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the committee does not convene a special general meeting within that 28 day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
  - (a) must be held within 3 months after the date the original requirement was made; and
  - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

## 52. Notice of general meetings

- (1) The secretary or, in the case of a special general meeting convened under rule 51(5), the members convening the meeting, must give to each member —
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice must —
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and



- (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the committee under rule 32(2); and
- (d) if a special resolution is proposed —
  - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and
  - (ii) state that the resolution is intended to be proposed as a special resolution; and
  - (iii) comply with rule 53(7).

Note for this paragraph:

Section 51(1) of the Act states that a resolution is a special resolution if it is passed —

- (a) at a general meeting of an incorporated association; and
- (b) by the votes of not less than three-fourths of the members of the association who cast a vote at the meeting.

### 53. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the committee has approved a form for the appointment of a proxy, the member may use that form or any other form —
  - (a) that clearly identifies the person appointed as the member's proxy; and
  - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 52 must —
  - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
  - (b) include a copy of any form that the committee has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

### 54. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

#### 55. Presiding member and quorum for general meetings

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
  - (a) in the case of a special general meeting — the meeting lapses; or
  - (b) in the case of the annual general meeting — the meeting is adjourned to —
    - (i) the same time and day in the following week; and
    - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —
  - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
  - (b) at least 2 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

Note for this rule:

If these model rules are adopted, the quorum for a general meeting is as notified to the Commissioner under section 7(4)(c) or 29(5)(c) of the Act.

#### 56. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 52.

## 57. Voting at general meeting

- (1) On any question arising at a general meeting —
  - (a) subject to subrule (6), each ordinary member has one vote and
  - (b) ordinary members may vote personally or by proxy.
- (2) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (3) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (5) For a person to be eligible to vote at a general meeting as an ordinary member, the ordinary member —
  - (a) must have been an ordinary member at the time notice of the meeting was given under rule 52; and
  - (b) must have paid any fee or other money payable to the Association by the member.

## 58. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting —
  - (a) to affiliate the Association with another body; or
  - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

Note for this rule:

Under the Act, a special resolution is required if an incorporated association proposes to do any of the following—

- (a) to adopt these model rules (section 29(1));
- (b) to alter its rules, including changing the name of the association (section 30(1));
- (c) to decide to apply for registration or incorporation as a prescribed body corporate (section 93(1));
- (d) to approve the terms of an amalgamation with one or more other incorporated associations (section 102(4));
- (e) to be wound up voluntarily (section 121(2)) or by the Supreme Court (section 124(a) and Schedule 4 item 9);
- (f) to cancel its incorporation (section 129).

## 59. Determining whether resolution carried

- (1) In this rule —

***poll*** means the process of voting in relation to a matter that is conducted in writing.

- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been —
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or



- (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy —
  - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
  - (b) the chairperson must declare the determination of the resolution on the basis of the poll.
- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

#### 60. Minutes of general meeting

- (1) The secretary, or a person authorised by the committee from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record —
  - (a) the names of the ordinary members attending the meeting; and
  - (b) any proxy forms given to the chairperson of the meeting under rule 53(8); and
  - (c) the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(ii) or (iii); and
  - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 50(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by —
  - (a) the chairperson of the meeting; or
  - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that —
  - (a) the meeting to which the minutes relate was duly convened and held; and
  - (b) the matters recorded as having taken place at the meeting took place as recorded; and
  - (c) any election or appointment purportedly made at the meeting was validly made.

## PART 7 — FINANCIAL MATTERS

### 61. Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the committee.

### 62. Control of funds

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association.
- (3) The committee may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee.
- (5) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

### 63. Financial statements and financial reports

- (1) For each financial year, the committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
  - (a) if the Association is a tier 1 association, the preparation of the financial statements; and
  - (b) if the Association is a tier 2 association or tier 3 association, the preparation of the financial report; and
  - (c) if required, the review or auditing of the financial statements or financial report, as applicable; and
  - (d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
  - (e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

#### Notes for this rule:

1. Under section 66 of the Act, an incorporated association must keep financial records that: -
  - (a) correctly record and explain its transactions and financial position and performance; and
  - (b) enable true and fair financial statements to be prepared in accordance with Part 5 Division 3 of the Act.
2. Under section 67 of the Act, an incorporated association must retain its financial records for at least 7 years after the transactions covered by the records are completed.

## PART 8 — GENERAL MATTERS

### 64. By-laws

- 
- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
  - (2) By-laws may —
    - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 8(2); and
    - (b) impose restrictions on the committee's powers, including the power to dispose of the association's assets; and
    - (c) impose requirements relating to the financial reporting and financial accountability of the association and the auditing of the association's accounts; and
    - (d) provide for any other matter the association considers necessary or convenient to be dealt with in the by-laws.
  - (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
  - (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
  - (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

### 65. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by —
  - (a) 2 committee members; or
  - (b) one committee member and a person authorised by the committee.
- (2) If the Association has a common seal —
  - (a) the name of the Association must appear in legible characters on the common seal; and
  - (b) a document may only be sealed with the common seal by the authority of the committee and in the presence of —
    - (i) 2 committee members; or
    - (ii) one committee member and a person authorised by the committee,and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another committee member authorised by the committee.

### 66. Giving notices to members

- (1) In this rule —



**recorded** means recorded in the register of members.

- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and —
- (a) delivered by hand to the recorded address of the member; or
  - (b) sent by prepaid post to the recorded postal address of the member; or
  - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

#### 67. Custody of books and securities

- (1) Subject to subrule (2), the books and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the committee.
- (4) The books of the Association must be retained for at least 7 years.

#### 68. Record of office holders

The record of committee members and other persons authorised to act on behalf of the Association that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

Note for this rule

Section 58 of the Act —

- (a) sets out the details of the record that an incorporated association must maintain of the committee members and certain others; and
- (b) provides for members to inspect, make a copy of or take an extract from the record; and
- (c) prohibits a person from disclosing information in the record except for authorised purposes.

## 69. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect —
  - (a) the register of members under section 54(1) of the Act; or
  - (b) the record of the names and addresses of committee members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
  - (c) any other record or document of the association.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.

- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a committee meeting, the right to inspect that document is subject to any decision the committee has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of or take an extract from a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose.

Note for this subrule:

Sections 54(2) and 58(4) of the Act provide for the making of copies of, or the taking of extracts from, the register referred to in subrule (1)(a) and the record referred to in subrule (1)(b).

- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose —
  - (a) that is directly connected with the affairs of the Association; or
  - (b) that is related to complying with a requirement of the Act.

Note for this subrule:

Sections 57(1) and 58(5) of the Act impose restrictions on the use or disclosure of information in the register referred to in subrule (1)(a) and the record referred to in subrule (1)(b).

#### 70. Publication by committee members of statements about Association business prohibited

A committee member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or committee meeting unless —

- (a) the committee member has been authorised to do so at a committee meeting; and
- (b) the authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.

#### 71. Distribution of surplus property on cancellation of incorporation or winding up

(1) In this rule —

**surplus property**, in relation to the Association, means property remaining after satisfaction of —

- (a) the debts and liabilities of the Association; and



(b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association,

- (2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

Note for this rule:

Section 24(1) of the Act sets out a provision that is implied in these rules describing the entities to which the surplus property of an incorporated association may be distributed on the cancellation of the incorporation or the winding up of the association. Part 9 of the Act deals with the winding up of incorporated associations, and Part 10 of the Act deals with the cancellation of the incorporation of incorporated associations.

## 72. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.

Note for this rule:

Section 31 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to change the name of the association.

Section 33 of the Act requires an incorporated association to obtain the Commissioner's approval if the alteration of its rules has effect to alter the objects or purposes of the association or the manner in which surplus property of the association must be distributed or dealt with if the association is wound up or its incorporation is cancelled.

--



Norseman  
SEEK KNOWLEDGE

PO Box 141, Goodlife Street,  
Norseman, WA 6443  
Ph: (08) 9039 9100  
Fax: (08) 9039 1131  
Email: [norseman.dhs@det.wa.edu.au](mailto:norseman.dhs@det.wa.edu.au)  
Web: [www.norsemandhs.wa.edu.au](http://www.norsemandhs.wa.edu.au)  
ABN: 21 978 482 749

To Whom It May Concern

Re: Norseman Men's Shed Association's application for funding of a mobile saw mill.

Norseman in the past has relied upon its goldmining industry to supply jobs and business opportunities to the town. In the past ten years this gold mining has declined to the point where there are few people in the town employed by this industry. The population has decreased and this has affected not only the business and employment in the town but also the enrolments in the school, the diversity of education programmes offered and job opportunities after schooling. This effects the mental health of the town including greater stress levels and less hope and optimism expressed by people. In turn, due to less numbers there are decreased services for the town. Goldmining in the town is unlikely to regenerate the town as the way mining operates has changed.


The saw mill will provide the Men's Shed with the opportunity to build a business based on using quality hardwoods sourced from land cleared by mining. The business model includes not only selling this unique wood highly sought of around the world, but also using it to make quality products using high skill levels here in Norseman.

The Norseman Men's Shed this year provided an opportunity to our High School students to experience their passion for woodworking and also learn new skills that are not provided at the school. The new opportunities that will arise from a saw mill in Norseman will be:

- Opportunities for students to learn how skills are developed for building a business and it's their people in the town doing it.
- Involvement in learning about all the species of wood that grow around Norseman.
- Learning the wood business and an insight to wood one step at a time and building skills that may be used either for a job in the future or a pleasurable pastime.
- Providing inspiration, hope and a sense of 'can do if you put your mind to it' to our teenagers.
- The link between the Men's Shed's project and the new Woodlands Centre gives a fine example to not only our students but also the town on how to grow business, jobs and optimism through endeavour - just invaluable to the mental health of the population.

The school very much supports the venture of a saw mill sought by the Men's Shed. For a small investment it will provide one more wheel in the cog to bring opportunity, hope and optimism to a town that really needs it. For the school it will provide one more area of diversity for its programme to students who are interested. As the Men's shed has shown it is willing and engaged with the school, we can also expose our primary school students to the significance of our woodland and an opportunity to learn about it in depth.

Yours Sincerely

  
Helen Smart  
Principal



Geoffs Tools Pty Ltd  
6 Dignity Crescent  
West Gosford  
NSW 2250  
Australia.  
Ph 1300 406 984  
norwoodaustralia@norwoodsawmills.com  
ABN 88114061013

**Quote** Invoice No.: 00000521

**Commercial Invoice Australian Dollars**

**Bill To:**

Norseman Mens Shed  
Norseman WA 6443

**Ship To:**

Norseman Mens Shed  
Coastal Midwest Transport  
66 Great Eastern Hwy West Kalgoorlie

Sales Person	Your No.	Ship Via	COD	Prepaid	Ship Date	Terms	Date
Kerry		big post Business de		X		Prepaid	30/10/2018

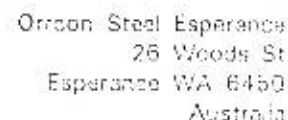
QTY	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED	CODE
1	HD36-Pro23G	HD 36	\$12,497.00			\$12,497.00	GST
1	LM34-411 50	HD36 trailer package registerable	\$3,100.00			\$3,100.00	GST
1	LM34-411 30	4 foot bed extension	\$667.00			\$667.00	GST
1	LM34-SJ2	Support Jack x2 (hd36)	\$387.00			\$387.00	GST
1	LM34-414 00	Log Loading/Rolling Ramp	\$1,297.00			\$1,297.00	GST
1	LM34-412 85	Toe Boards-HD 36 (MANUAL)	\$1,097.00			\$1,097.00	GST
1	41295	rapid-dogging& rolling( set 2)	\$829.00			\$829.00	GST
1	LM34-DRRCRKI T	Log Dog/Rest Receiver Kit	\$75.00			\$75.00	GST
5	GT36L	167" blades	\$150.00			\$750.00	GST
1	GT28	Blade Sharpener	\$550.00			\$550.00	GST

Bank Details- BSB 082309 A/C-584273140 National Australia Bank Geoff's Tools P/L	Code	Rate	GST	Sale Amount	Sale Amount:	\$21,249.00
	GST	10%	\$2,122.90	\$21,229.10	Freight:	\$2,103.00 GST
					GST:	\$2,122.90
					Total:	\$23,352.00
					Paid Today:	\$0.00
					<b>Balance Due:</b>	<b>\$23,352.00</b>

Seller/Dealer pre-delivery certification: As the distributor of Norwood sawmills the (1) Owner has been referred to the conditions of the Norwood warranty (2) The correct operating and safety procedures as outlined in the operator's manual supplied with this product have been fully explained to the purchaser.

Purchaser Declaration: I acknowledge that I have inspected and accept my new Norwood Sawmill as delivered to me and that in order to retain the warranty I will abide by (1) the Norwood Sawmill limited warranty (2) My owner's responsibilities in respect to the correct service procedures and maintenance as contained in the operators manual (3) The correct operating and safety procedures and acknowledge as outlined in the operator's manual supplied with this product. I understand and accept these conditions.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_



Attention:

Document Date 31.10.2018

Item No.	Description	Quantity	Weight (Kg)	Unit Price	Net Value
100	RHS-75-75-3-C350-PTD-8000 (100968) RECTANGULAR HOLLOW SECTION GRADE C350LO AS1163 PAINTED	39.0 EA	2,006	14.96 M	4,547.84
200	RHS-75-50-3-C350-PTD-8000 (100931) RECTANGULAR HOLLOW SECTION AS1163 GRADE C350 PAINTED	1.0 EA	43	12.63 M	101.04
300	RHS-75-25-2.5-C350-PTD-8000 (100479) RECTANGULAR HOLLOW SECTION AS1163 GRADE C350 PAINTED	2.0 EA	58	8.29 M	132.64
400	RHS-125-75-3-C350-PTD-8000 (101167) RECTANGULAR HOLLOW SECTION GRADE C350LO AS1163 PAINTED	1.0 EA	72	21.26 M	170.08
500	FL-75-6-L300-6000 (100849) FLAT BAR AS/NZS3679.1 GRADE 300	1.0 EA	22	6.51 M	39.06
600	AN-125-75-6-L300-12000 (100366) ANGLE AS/NZS3679.1 GRADE 300	8 M	73	20.43 M	163.44
	Delivery and Freight				40.00
Total Weight (kg)		2,274	Net Value	5,194.10	
			GST	519.41	
			Total Value(AUD)	5,713.51	





## 2440 x 1220 x 12mm AA Grade Mixed Hardwood Marine Plywood

SKU: 0320024

**\$103** x 10 = **\$1030** INC.

Price per 10 sheets (11.21 for 2440 x 1220 x 12mm)

2440 x 1220 x 12mm AA Grade Mixed Hardwood Marine Plywood

Not all products available in all stores.

Contact your nearest store for product information.



**Hire Shop**

Hire the tools you need to DIY.

### Product Description

Hardwood Plywood with "AA" grade face and back and marine grade bond. Excellent veneer quality makes this product ideal for staining and painting. Marine bond will not deteriorate due to moisture exposure. Excellent strength and stiffness.

- "AA" grade face and back
- Marine strength bond
- Full hardwood construction
- Excellent strength and stiffness

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is an online DIY community supported by Bunnings. Get inspired at [workshop.bunnings.com.au](#)



**Quote No: Q-29991**

TO: John Ackermans  
ATTN:  
Date: 23/10/2018  
From: Wendy Craig

DESCRIPTION	COMMENT	QTY	UNIT PRICE	GST	AMOUNT AUD
20'GPCW	20' (8'6 high) GP Container. Wind Tight, Water Tight, Vermin Proof and Structurally Sound Used Shipping Container. This unit will have surface rust and dents present. 20' Cargo Worthy Container price to be confirmed closer to date required as is subject to change	1	\$2,575.00	\$257.50	\$2,575.00
Freight-TTd2c	Container Delivery - Tilt Tray doors to Cabin Delivery to Norseman WA Via Tilt Tray Truck Approx Cost to be confirmed closer to required time as could change	1	\$650.00	\$65.00	\$650.00
SUB TOTAL					\$3,225.00
GST					\$322.50
					\$3,547.50

*Considered Value Adding ?*

## ABC CONTAINERS

From: Sales  
Sent: Monday, 22 October 2018 3:15 PM  
To: John Ackermans  
Subject: RE: [Website Feedback] General Quote

Hi John

Thanks for your enquiry.  
Below are our current prices for both 20ft & 40ft containers with sample photos attached of grades.

Current price for a 20'GP (2.6m high) container is -:

- NEW Build \$3,700.00 + GST – green
- Premium \$2,850.00 + GST (excellent condition, refurbished - painted inside & out)
- B Grade (repainted) \$2,550.00 + GST (good condition, wind & water tight, repainted inside & out)
- B Grade \$2,350.00 + GST (good condition, wind & water tight)
- Cargo Worthy \$2,100.00 + GST (wind & water tight)

Current price for a 20'HC (2.9m high) container is -:

- NEW Build \$4,150.00 + GST

Current price for a 40'GP (2.6m high) container is -:

- Premium \$3,875.00 + GST (excellent condition, refurbished - painted inside & out)
- B Grade \$3,200.00 + GST (good condition, wind & water tight)
- Cargo Worthy \$2,900.00 + GST (wind & water tight)

Current price for a 40'HC (2.9m high) container is -:

- NEW Build \$6,675.00 + GST
- Near NEW \$6,100.00 + GST (12 months old – grey)
- Premium \$4,100.00 + GST (excellent condition, refurbished - painted inside & out)
- A Grade \$3,675.00 + GST (excellent condition, wind & water tight)
- B Grade \$3,375.00 + GST (good condition, wind & water tight)
- Cargo Worthy \$3,175.00 + GST (wind & water tight)

Anything further please let us know.

Regards

MICHELLE GOSATTI

08 231 7001  
08 231 7015

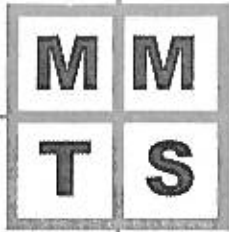


12.7

Late Item

Application for Exploration Licence E63/1924 by  
Topete Pty Ltd

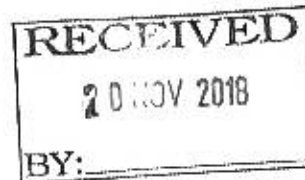




**McMAHON  
MINING  
TITLE  
SERVICES  
PTY LTD**

Ph: (08) 6467 7997  
Fax: (08) 9272 6939  
Email: [mmts@mmts.net.au](mailto:mmts@mmts.net.au)  
Unit 28/168 Guildford Road  
Maylands WA 6051

PO Box 592  
Maylands WA 6931  
ABN 70 104 341 817



14 November 2018

The Shire Clerk  
Shire of Dundas  
PO box 163  
NORSEMAN WA 6443

Attention: Chief Executive Officer

*Registered Post: 945964701016*

Dear Sir/Madam,

**RE: APPLICATION FOR EXPLORATION LICENCE 63/1924**

On behalf of our client, Topete Pty Ltd, an application has been made for the above mentioned Exploration Licence 63/1924.

In accordance to requirements set out in the West Australian Mining Act, notification must be forwarded to the appropriate local government authority affected by the application.

As the land affected lies within your shire, please find attached a copy of the application and a plan showing the area of the application.

Should you have any queries, please do not hesitate to contact our office.

Yours faithfully,

Lisa Cullen  
MMTS

Form 21

WESTERN AUSTRALIA

Mining Act 1978

(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

**APPLICATION FOR MINING TENEMENT**

(a) Type of tenement	(a) Exploration Licence		No. E 63/1924
(b) Time & Date marked out (where applicable)			
(c) Mineral Field	(b) a.m./p.m. / /	(c) DUNDAS	
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	TOPETE PTY LTD (ACN: 000 868 459)		100
(e) Address	CI- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX 592, MAYLANDS, WA, 6931		
(f) No. of shares			(g) Total 100
(g) Total No. of shares			
DESCRIPTION OF GROUND APPLIED FOR:	(h) DUNDAS		
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(i) Details of Private Property Affected: "In respect to any private land to which section 29(2) of the Mining Act 1978 applies, the tenement applicant is only seeking for the mining tenement to be granted in respect of that part of that private land which is not less than 30m below the lowest part of the natural surface of that private land. Therefore section 33(1a) of the Mining Act 1978 applies to private land notices."		
(h) Locality			
(i) Datum Peg			
(j) Boundaries			
(k) Area (ha or km <sup>2</sup> )	(k) 160 BL		
(l) Signature of applicant or agent (if agent state full name and address)	(l) Celeste Patricio UNIT 28/168 GUILDFORD ROAD, MAYLANDS, WA, 6051		Date: 07/11/2018

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 12th day of December 2018 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	13:24:21	on	7 November	2018	with fees of
Application	\$1,430.00				
Rent	\$21,760.00				
TOTAL	\$23,190.00				
Receipt No:	88376085426				

*Mining Registrar***NOTES****Note 1: EXPLORATION LICENCE**

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

**Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE**

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

**Note 3: GROUND AVAILABILITY**

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**Note 4: ALL APPLICATIONS OVER PRIVATE LAND**

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

WESTERN AUSTRALIA Mining Act 1978 Sec. 58; Reg. 64			<b>FORM 21 - ATTACHMENT 1</b>		
EXPLORATION LICENCE NO. 63/1924					
THIS SECTION MUST BE COMPLETED IN FULL FOR ALL EXPLORATION LICENCE APPLICATIONS					
LOCALITY: DUNDAS					
BLOCK IDENTIFIER (All three sections must be completed)					
1:1,000,000 PLAN NAME	PRIMARY NUMBER	GRATICULAR SECTION			
ESPERANCE	453	mnop			
ESPERANCE	454	dehijklmnoprstuvwxyz			
ESPERANCE	455	abcdefghijklmnoqrstuvwxyz			
ESPERANCE	456	qv			
ESPERANCE	526	bcdeghijklmnoprstuvwxyz			
ESPERANCE	527	abcdefghijklmnopqrstuvwxyz			
ESPERANCE	528	aflq			
ESPERANCE	598	abcdefghijklnopstu			
ESPERANCE	599	abcdefghijklmnopqrstuvwxyz			
ESPERANCE	600	qv			
ESPERANCE	670	kpu			
ESPERANCE	671	bcdeghijklmnopqr			
ESPERANCE	672	afl			
<b>TOTAL BLOCKS:</b>		<b>160</b>			



FORM 21 - MAP ATTACHMENT

Linux Id : mg2015013

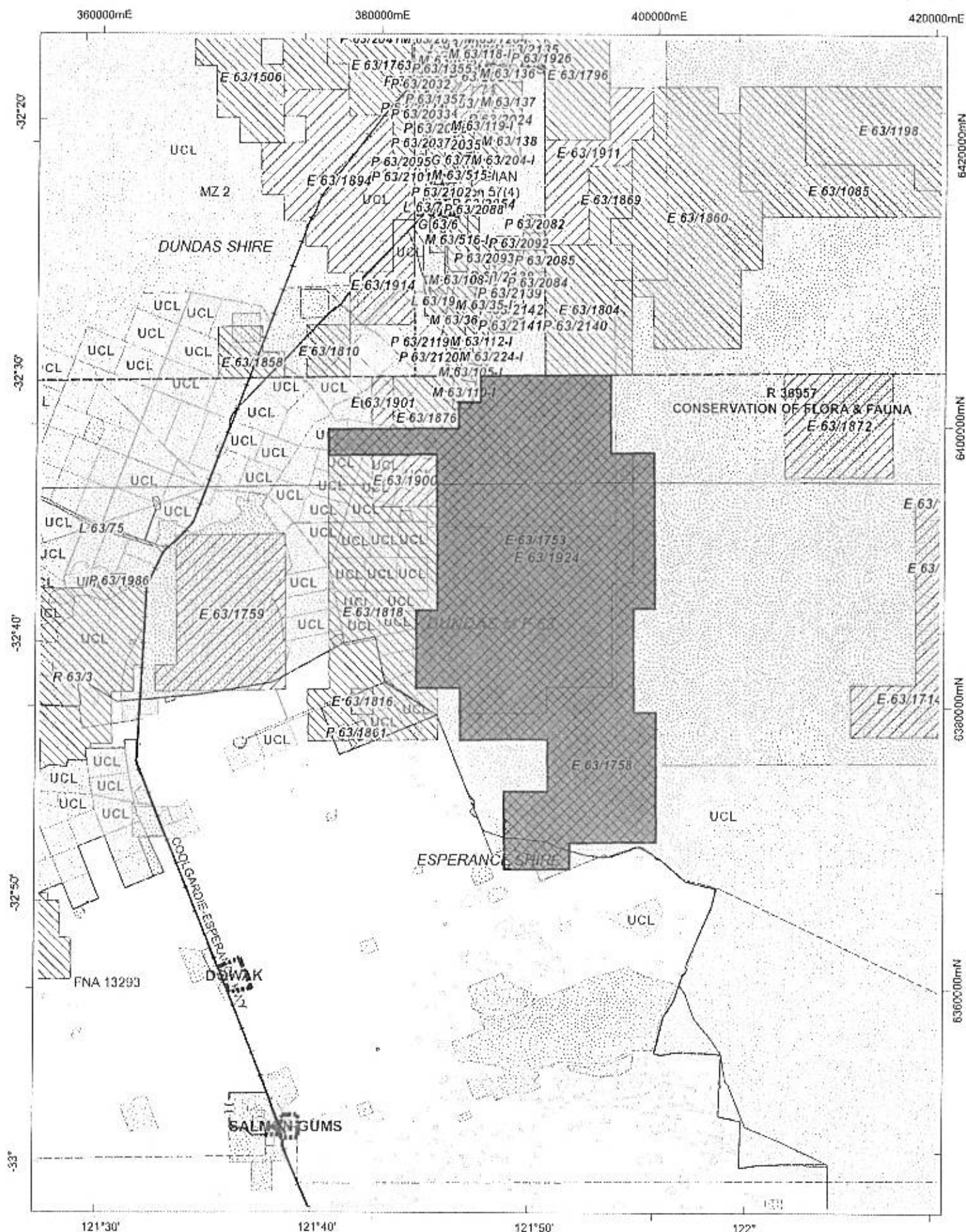
The image shows a 26x26 grid of letters, with rows and columns labeled a-z. The grid is filled with a repeating pattern of letters. Various annotations are present, including numbers (381, 452, 527, 597), codes (E 63/1894, M 63/516, P 63/2085, etc.), and shaded regions. A large 'X' is drawn across the grid.





-  Pending Application
-  Live Tenement
-  Application over Live Tenement

01:42 PM, 07/11/2018

NICADD  
[Parameter: Status]

The data files have been deposited with a central data access network from a number of agencies and with reference to be applied by applicants for mining tenements. The opportunity is extended for any other use or research. The Commonwealth of Australia (© 2007), through Geoscience Australia and the Department of Conservation, maintains copyright and these data of the geospatial data is not provided for use in TERNIGUNA. Users wishing to use the data in the environment must contact Geoscience Australia at [ga@ga.gov.au](mailto:ga@ga.gov.au). Confirmation of the extent and availability of the data is available from the Geoscience Australia website at <http://www.ga.gov.au>. The data is provided for use in the TERNIGUNA. Users wishing to use the data in the environment must contact Geoscience Australia at [ga@ga.gov.au](mailto:ga@ga.gov.au). Confirmation of the extent and availability of the data is available from the Geoscience Australia website at <http://www.ga.gov.au>. The data is provided for use in the TERNIGUNA. Users wishing to use the data in the environment must contact Geoscience Australia at [ga@ga.gov.au](mailto:ga@ga.gov.au). Confirmation of the extent and availability of the data is available from the Geoscience Australia website at <http://www.ga.gov.au>.

Scale: 1:341,184





