



## Notice of Meeting and Agenda Ordinary Council Meeting 15<sup>th</sup> October 2019

### NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 15<sup>th</sup> October 2019 in the Council Chambers at Prinsep Street Norseman, commencing at 6:00pm to consider and resolve on the matters set out in the attached agenda.

All meetings are open to the public, except for matters raised by Council under "Confidential Items".

Members of the public may ask a question at an Ordinary Council meeting under "Public Question Time".

A handwritten signature in black ink, appearing to read "Peter Fitchat", is written over a horizontal line.

Peter Fitchat  
Chief Executive Officer  
10<sup>th</sup> October 2019

## Notes to Agenda

### **PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:**

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Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shires decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as representation by the Shire should be sought in writing and should make clear the purpose of the request.

AGENDA for the ORDINARY Meeting of the Council to  
be held in the Council Chambers at the Shire  
Administration Office – Prinsep Street Norseman on  
the 15<sup>th</sup> October 2019 commencing at 6.00pm

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**1 Declaration of Opening and Announcement of Visitors.**

The Shire President welcomed all in attendance and declared the meeting open at

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

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

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

Financial Interests:

Proximity Interests:

Impartiality Interests:

Gifts Received by Councillors:

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

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

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

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

**4 Applications for Leave of Absence.****5 Response to Previous Public Questions Taken on Notice.**

**6 Public Question Time.**

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

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

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

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

7.1 Minutes of the Ordinary Meeting of Council held on 17<sup>th</sup> September 2019 be confirmed as a true and accurate record.

**Recommendation**

**That the minutes of the Ordinary Council Meeting held on 17<sup>th</sup> September 2019 be confirmed as a true and accurate record**

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority For: Against

**8 Petitions, Deputations or Presentations.****8.1 Reports of Committees**

8.1.1 GVROC – Cr Bonza

8.1.2 WALGA – Cr Bonza/Cr Patupis

8.1.3 Woodlands Centre Construction Project – Cr Wyatt/Cr Warner

8.1.4 Regional Roads Group – Cr Bonza/Cr Wyatt

8.1.5 Roadwise – Cr Wyatt/Cr Warner

**9 Announcements by Presiding Member without Discussion.**

## 10 Reports of Officers.

### 10.1 Planning, Development, Health and Building

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.1 – Development Application – Shade House and Dome Shelter</b>	
Location / Address	Lot 58 (75) Roberts Street Norseman
File Reference	A44
Author	Richard Brookes
Date of Report	7 <sup>th</sup> October 2019
Disclosure of Interest	Nil

#### Summary

For the Council to consider a development application for the construction of a Shade House and Dome Shelter to be used for gardening and storage on Lot 58 (75) Roberts Street Norseman.

#### Background

The Council has received a development application from Mr John Brady, the owner of the property, to erect a 91m<sup>2</sup> shade house at the rear of the property and erect a 72m<sup>2</sup> dome shelter to the front of the lot. A copy of the site plan is included in the papers relating.

The shade-house come green-house will be covered with a translucent plastic with the sides being cream coloured shade cloth. The maximum height will be 3.0m

The shade-house come green-house will be for the growing of fruit and vegetables

The dome shelter is covered by white nylon rip-stock similar to the tarps used on trucks. The applicant proposes to cover the sides and front of the dome shelter in colorbond of a cream colour. The peak height of the dome will be approximately 4.2m with a wall height of 2.4m max.

The dome shelter will be used to keep under cover survey plant and vehicles such as 6wd Polaris, 6wd Argo amphibious and Hovercraft and for the storage of tools as well as private workshop for the applicant

The applicant also intends to construct an 1800 colorbond fence along the front boundary.

The subject lot is 1012m<sup>2</sup> in area and zoned Town Centre pursuant to the Shire of Dundas Town Planning Scheme No 2 (TPS).

The town planning scheme has a number of policies and development standards in relation to development within the town centre zone.

#### Norseman Townsite:

To encourage a high standard of development of commercial facilities in the commercial zone to service the requirements of the town, the rural hinterland and the travelling public;

#### Additional Town Centre Zone Policies

To provide for the development of residential premises incidental to the commercial use

To encourage the development of commercial facilities associated with the tourist industry; and

To encourage a better standard of building development.

#### Statutory Environment

Shire of Dundas Town Planning Scheme No 2.

Policy Implications

Town Planning Policies within the Town Centre zone.

Financial Implications

There are no financial implications for the Shire.

Strategic Implications

The following theme from the Community Strategic Plan may apply:

<b>Theme 3 – Natural &amp; Built Environment</b>			
A protected and enhanced environment that is aesthetically pleasing and provides benefits for the Community for generations to come.			
<b>Strategy 3</b>	<b>Goal</b>	<b>Measure</b>	<b>Priority</b>
<b>3.5 Improved streetscape.</b>	To improve the streetscape for the town sites of Norseman and Eucla	That the town sites in the Shire are attractive, well presented and encourage people to work, live and visit the Shire.	Medium

Consultation

Shire of Dundas Building Surveyor

Comment

The construction of a dwelling in the town centre zone is not necessarily permitted however is considered a discretionary use as determined by the Council, however the existing residential building is an existing use of the land.

The addition of buildings ancillary to the residential use would normally be permitted in a residential zone (within the requirements of the R-Codes) however as the application relates to the town centre zone, the Council would need to give consider the application under discretion.

The maximum size of outbuildings for a residential lot under the R-Codes is 50m<sup>2</sup> or 10% of the lot area. On this lot, the maximum area of the outbuildings pursuant to the R-Codes would be 100m<sup>2</sup>  
The application requests approval for outbuildings of 163m<sup>2</sup>

This is a difficult application to assess as the lot is zoned town centre, however the existing use is residential. The proposal relates to outbuildings associated with a residential use, however they do not meet the standards (size) associated with the R-Codes (residential design codes).

The Council has approved outbuildings exceeding 100m<sup>2</sup> in the past and have restricted heights to a 3m wall height. However, these outbuildings have generally been associated with the residential zone.

The proposed 1800 mm height of the colorbond front fence will significantly reduce any visual impact of the development on the lot.

Discretion to Modify Development Standards

If a development other than a residential development the subject of an application for planning consent, does not comply with a standard or requirement prescribed by the scheme with respect to the development the Council may, notwithstanding that non-compliance approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:

- a) Approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenity of the locality
- b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality; and
- c) The spirit and purpose of the requirement or standard will not be unreasonably departed from thereby.

In addition to the above, the existing shell service station on the adjoining lot (77-79 Roberts St) encroaches onto the residential lot which is the subject of this application. The applicant has sited the proposed dome shelter sufficiently away from the encroaching building.

Notwithstanding the above, the issue of encroachment will need to be dealt with at some point.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Council of the Shire of Dundas approve the development application by Mr John Brady to erect a 91m<sup>2</sup> shade house and a 72m<sup>2</sup> dome shelter on Lot 48 (75) Roberts Street Norseman subject to the issue of a building permit.**

Moved Cr:

Seconded Cr:

#### Resolution

Carried by: Simple Majority

For:

Against

### 10.2 Engineering and Works

Nil

### 10.3 Members and Policy

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.1 – Receive the Information Bulletin</b>	
Location / Address	Shire of Dundas
File Reference	CM.CI.2
Author	Peter Fitchat – Chief Executive Officer
Date of Report	26 <sup>th</sup> September 2019
Disclosure of Interest	Nil

#### Summary

For Council to consider receiving the Information Bulletin for the period ending 26<sup>th</sup> October 2019.

#### Background

The Councillors' Information Bulletin for the period ending 26<sup>th</sup> October 2019 was completed and circulated to Councillors.

Statutory Environment*Local Government Act 1995*

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

Policy Implications

Council has no policies in relation to this matter

Financial Implications

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

Strategic Implications

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

Consultation

Nil.

Comment

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

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

Voting Requirements

Simple Majority

**Officer Recommendation**

**That Council receive the November Councillors' Information Bulletin for the period ending 26<sup>th</sup> October 2019, as included in confidential papers relating.**

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority

For:

Against

## 10.4 Administration, Finance and Community Service

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.1 – Accounts Paid 1/09/2019 – 30/09/2019</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	9 <sup>th</sup> October 2019
Disclosure of Interest	Nil

**Trust Payments**

Chq/EFT	Date	Name	Description	Amount
548	17/09/2019	Department of Transport	APPLICATION FOR PLATES 48DS	200.00
EFT4079	11/09/2019	Shire of Dundas	RATES PAYMENT TO A6	320.00
				<b>\$520.00</b>

**Municipal Cheques**

Cheque	Date	Name	Description	Amount
26376	12/09/2019	Sharon Warner	2D Mixed Media Winner	410.00
				<b>\$410.00</b>

**Municipal Account EFT's**

EFT	Date	Name	Description	Amount
EFT4051	06/09/2019	Australia Post	Postage (July 2019)	753.97
EFT4052	06/09/2019	Australian Communications & Media Authority	LICENSE RENEWAL FOR EUCLA AIRSTRIP (renewed to 02.09.2020)	210.00
EFT4053	06/09/2019	Bonza Constructions Pty Ltd	Trim doors and repair locks at 139 Roberts Street	726.00
EFT4054	06/09/2019	Chadson Engineering Pty Ltd	Service 2x Pool test 9 s/n 091113F0-98cf (pool equipment)	639.10
EFT4055	06/09/2019	Central Regional TAFE	Course fees for Leigh Morgan (municipal LAW Enforcement A)	329.20
EFT4056	06/09/2019	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT4057	06/09/2019	DEVLYN Australia Pty Ltd	Construction of the Woodlands Cultural Centre - Claim 3 (July 2019)	252182.70
EFT4058	06/09/2019	GOLDFIELDS ENGRAVING SPECIALISTS	Trophies and Medals for Rockdrill 2019	1355.55
EFT4059	06/09/2019	Elite Gym Hire	Hire of Weights 12.08.2019 - 12.09.2019 \$568.65 Hire of Treadmill and Cross Trainer 12.08.2019 – 12.09.2019 \$442.70	1011.35
EFT4060	06/09/2019	Fairies and Other Mischief	Family Entertainment for Gold Fever Festival	1468.20
EFT4061	06/09/2019	FULL MOON CAFE	DCEO farewell morning tea (15.08.2019)	110.00
EFT4062	06/09/2019	Great Western Motel	Accommodation for John Phillips 19/08/19 & 20/08/19 \$240.00 Accommodation for CR Patupis \$120.00	360.00
EFT4063	06/09/2019	Goldfields Records Storage	User charges for July 2019	101.20
EFT4064	06/09/2019	Horizon Power	Various Power Usage 15.06.19 - 20.08.19	15034.95
EFT4065	06/09/2019	John Phillips Consulting	CEO Annual Performance Appraisal Review	2750.00

EFT4066	06/09/2019	Kalgoorlie Refrigeration and Airconditioning	Repair A/C in Council Chambers at Admin Office	209.00
EFT4067	06/09/2019	Kulbardi Hill Consulting	Second progress payment for style guide" for Woodlands Centre"	5280.00
EFT4068	06/09/2019	Moore Stephens (WA) Pty Ltd	Rates processing and management assistance for July 2019	1870.00
EFT4069	06/09/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Hi Vis Reversible Vest for P Turner	88.19
EFT4070	06/09/2019	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.08.2019 - 04.09.2019)	65.89
EFT4071	06/09/2019	PAULAS VINYL CUTTING	50x Horizon power singlets (gold fever fun run)	1000.00
EFT4072	06/09/2019	REPTILE HAVEN	Family Entertainment Gold Fever Festival 2019	4015.00
EFT4073	06/09/2019	South Coast Foodservice	Purchase 5x ctns of toilet paper and hand soap x12	337.68
EFT4074	06/09/2019	Solutions IT (invoice A&B)	FortiGate renewal - Youth centre	473.00
EFT4075	06/09/2019	VISSIGN AUSTRALIA PTY LTD	Supply Aluminium Sign for 125-year Celebration Norseman	902.00
EFT4076	06/09/2019	Wilsons Diesel & Auto Repairs	Carry out repairs to DS16 - Damages occurred during February bushfire \$8073.00 Make up new hydraulic hose and install on DS16 FEL \$1161.50	9234.50
EFT4077	06/09/2019	Winc Australia Pty Ltd	Supply of 25x reams of paper \$129.36 Supply various items of stationery \$21.25	150.61
EFT4078	06/09/2019	Telstra Corporation Limited	Satellite phone usage 16.08.2019 - 15.09.2019 \$203.72 Landlines and internet 05.08.19 - 04.09.19 \$256.75 Mobile phone usage 17.08.19 - 16.09.19 \$297.96	758.43
EFT4080	12/09/2019	J Best	Shire of Dundas Award of Excellence Acquisition, Sculpture Award 1st & 2nd and mixed media runner up	1725.00
EFT4081	12/09/2019	MARY FRASER	Craft Award 2nd Place	125.00
EFT4082	12/09/2019	GABY FRAUKE	Craft Awards 1st & 3rd Place	250.00
EFT4083	12/09/2019	Leanne Jamieson	Painting Award 1st & 2nd Place	550.00
EFT4084	12/09/2019	CARLA KING	Youth Awards Junior 1st Place	75.00
EFT4085	12/09/2019	CHRISTINA KING	Youth Awards Middle 1st Place	120.00
EFT4086	12/09/2019	RENEE PETERSEN	Shire of Dundas - Commendation Award (Tinya Petersen)	600.00
EFT4087	12/09/2019	RAHAMA BI	Youth Awards Senior 2nd Place	150.00
EFT4088	12/09/2019	DEBBIE RALPH	Ceramics 1st & 2nd Place	325.00
EFT4089	12/09/2019	Valma Schultz	Aboriginal Artist 1st Place and 2 <sup>nd</sup> Place	750.00
EFT4090	12/09/2019	Angela Smart	Scrapbooking and Card work 1st & 2nd Place	190.00
EFT4091	12/09/2019	SAVANNAH ELIZA YOUNG	Youth Award Senior 1st Place	225.00
EFT4092	16/09/2019	Eucla Motor Hotel	MEALS FOR EUCLA HALL OPENING X50 AND MEALS FOR LEMC LUNCH AND HIGH TEA X23 \$3081.00 Accommodation, meals and fuel for staff and councillors for LEMC, Council and Hall Opening (22.08.19 - 24.08.19) \$2477.77	5558.77

EFT4093	16/09/2019	Bunnings Warehouse Kalgoorlie	Purchase workshop tools (spanners, sockets & screwdrivers) \$535.78 Purchase 40x 20kg Asphalt packs \$468.38	1004.16
EFT4094	16/09/2019	Laurene Bonza	Claim (Council Meeting 24.08.19, CEO appraisal 20.08.19, audit 02.08.19 and workshop 02.08.19)	523.00
EFT4095	16/09/2019	Dundas Fencing & Building Maintenance	Inspect and repair blocked sewage drain Administration building \$938.85 Pump biomass septic system at Doctors House plus disposal fees \$451.55	1390.40
EFT4096	16/09/2019	Glen Flood Group Pty Ltd T/A GFG Consulting	Project management support for the development of the Woodlands Centre (August 2019)	6718.29
EFT4097	16/09/2019	Horizon Power	Street Light Usage 01.08.2019 - 31.08.2019	670.84
EFT4098	16/09/2019	Highway Tilt Towing	Pick up Nissan Navara from Depot and Take to Sheldon Paint and Panel Esperance	980.00
EFT4099	16/09/2019	Kulbardi Hill Consulting	Final progress payment - Interior style guide for Woodlands Centre	4224.00
EFT4100	16/09/2019	State Library of Western Australia	Annual Fee for Lost & Damaged Public Library Materials 2019/20	220.00
EFT4101	16/09/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Uniforms for Matthew Kay	326.45
EFT4102	16/09/2019	Online Business Equipment	Monthly Service Agreement No17649	71.50
EFT4103	16/09/2019	Rasa Patupis	Claim (Council Meeting 24.08.19, CEO appraisal 20.08.19, audit 02.08.2019 and workshop 02.08.19)	712.00
EFT4104	16/09/2019	Solutions IT (invoice S)	Agreement - Cloud Backup (September 2019)	180.68
EFT4105	16/09/2019	Solutions IT (invoice A&B)	Monthly managed support for September 2019	1479.50
EFT4106	16/09/2019	Town Planning Innovations Pty Ltd	General Planning Services	742.50
EFT4107	16/09/2019	Wilsons Diesel & Auto Repairs	Install new battery and clean up terminals on Holden commodore (911DS)	248.40
EFT4108	16/09/2019	WA Tyre Recovery	Collection of 297x tyres	2538.45
EFT4109	16/09/2019	Sharon Warner	Claim (Council Meeting 24.08.19, woodlands 30.07.19, audit 02.08.19, CEO appraisal 20.08.19, workshop 02.08.19 and Development branding 14.08.19)	560.00
EFT4110	16/09/2019	Department of Sport and Recreation	Kidsport - unspent grant money	1428.90
EFT4111	16/09/2019	Telstra Corporation Limited	Telstra usage for Co-Location, Youth and Admin 20.08.2019 - 19.09.2019 \$553.40 Home bundles for MFA and MOW 26.07.19 – 25.08.19 \$198.00	751.40
EFT4112	20/09/2019	Australian Taxation Office	BAS (August 2019)	27355.00
EFT4113	20/09/2019	ZircoDATA Pty Ltd	Storage of Registers 26.07.2019 - 25.08.2019 and purchase barcodes and freight charge	195.33
EFT4114	20/09/2019	Laurene Bonza	Claim (Council Meeting 17.09.19 and Workshop 03.09.19)	363.00

EFT4115	20/09/2019	BOC Limited	Container Service Fee (29.07.2019 - 28.08.2019)	45.98
EFT4116	20/09/2019	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT4117	20/09/2019	DEVLYN Australia Pty Ltd	Construction of the Woodlands Cultural Centre - Claim 4	323333.16
EFT4118	20/09/2019	JEP Hogan	Claim (Council Meeting 17.09.19, Audit 02.08.19, CEO Appraisal 20.08.19, Workshop 02.08.2019 & 03.09.19)	480.00
EFT4119	20/09/2019	Norseman Concrete	Truck and Loader hire - Cart Gravel for the Norseman-Hyden Road (26.08.19 - 30.08.19) \$23936.00 Truck and Loader hire cart gravel Hyden Norseman Road \$22533.50 Truck and Loader hire cart gravel Hyden Norseman Road \$20861.50 Truck and Loader hire cart gravel Hyden Norseman Road 19.08.19 – 22.08.19 \$19717.50 Truck and Loader hire cart gravel Hyden Norseman Road 02.09.19 – 05.09.19 \$19043.75	106092.25
EFT4120	20/09/2019	Toll Transport Pty Ltd	Freight - State Library \$215.40 Freight – Online Business \$25.03 Freight – Online Business \$25.03	265.46
EFT4121	20/09/2019	Veronica Wyatt	Claim (Council Meeting 17.09.19, Audit 02.08.19, CEO Appraisal 20.08.19, Workshop 03.09.19 & 02.08.19)	480.00
EFT4122	20/09/2019	Sharon Warner	Claim (Council Meeting 17.09.19 and Workshop 03.09.19)	240.00
EFT4123	27/09/2019	Australia Post	Postage (August 2019)	287.29
EFT4124	27/09/2019	BP Norseman	Diesel and Unleaded fuel purchases for August 2019	526.36
EFT4125	27/09/2019	Laurene Bonza	President Allowance (July - September 2019)	3900.00
EFT4126	27/09/2019	Department of Fire & Emergency Services	ESL (August 2019)	27736.78
EFT4127	27/09/2019	Landgate	Mining Tenement Schedule M2019/8 12.07.2019 - 08.08.2019	280.00
EFT4128	27/09/2019	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Safety Ear Muffs x2	52.50
EFT4129	27/09/2019	Rasa Patupis	Deputy President Allowance (July - September 2019) \$975.00 Claim – Council Meeting 17.09.2019 \$208.00	1183.00
EFT4130	27/09/2019	South East Petroleum	Diesel 7000lts \$9840.60 Diesel and Unleaded fuel purchases for August 2019 \$1318.25	11158.85
EFT4131	27/09/2019	Soil water Group	NLWF Biannual WW & GW Sampling and Reporting for 2019-20	9069.50
EFT4132	27/09/2019	Wilson's Diesel & Auto Repairs	Make up four new retainers for brackets, weld to frame and make up strap to hold tank in place on DS17 Hino 500 \$557.30 Puncture repair P294 \$40.00	597.30
EFT4133	27/09/2019	Western Australian Local Government Association	2019 WA Local Government Convention - CR Patupis, CR Warner, CR Bonza and CEO Fitchat	5862.04
EFT4134	27/09/2019	Winc Australia Pty Ltd	Various Stationery Items	308.93

EFT4135	27/09/2019	Telstra Corporation Limited	Landlines and Internet Usage 05.09.2019 - 04.10.2019	479.74
PAY	03/09/2019	Payroll	Direct Debit of Net Pays	66955.71
5423	10/09/2019	Centrepay	Centrepay Fees for A629 & A698	1.98
PAY	17/09/2019	Payroll	Direct Debit of Net Pays	50866.77
5438	24/09/2019	Centrepay	Centrepay Fees for A629 & A698	1.98
				\$975899.70

**Municipal Account Direct Debts**

	Date	Name	Description	Amount
5408	02/09/2019	ANZ	BPAY Transaction Fees	117.61
5408	02/09/2019	ANZ	Merchant Fees	419.43
5409	02/09/2019	Equipment Rents	Sharp Interactive Board	256.30
DD10067	05/09/2019	SuperChoice	Superannuation 21.08.2019 – 03.09.2019	12430.72
5429	16/09/2019	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – August 2019	2800.02
DD10086	19/09/2019	SuperChoice	Superannuation 04.09.2019 – 17.09.2019	12115.22
				<b>\$28'139.30</b>

**Municipal Account Credit Cards**

Chq/EFT	Date	Name	Description	Amount
<b>5195</b>	<b>16/09/2019</b>	<b>Deputy Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	<b>\$3882.94</b>
	18/07/2019	Place Theatre Boulder	Roller-skating Kalgoorlie	50.00
	02/08/2018	Virgin Australia	Flights for L Morgan (Ranger Training 05.08 - 10.08)	351.47
	02/08/2019	Bunnings Esperance	Naidoc Week Supplies Purchased	879.88
	05/08/2019	Motel Midland	Accommodation for L Morgan (Ranger Training 05.08 - 09.08)	550.00
	10/08/2019	Digital River Sydney	AVAST Subscription	79.99
	12/08/2019	ADOBE	Subscription CDO PC	22.65
	15/08/2019	Officeworks	Round Trestle Tables and Trolley	1948.95
<b>5195</b>	<b>16/09/2019</b>	<b>Chief Executive Officer</b>	<b>ANZ Credit Card Purchases</b>	<b>\$2638.78</b>
	19/07/2019	Retravisation	3x 2200W Panel Heater for Visitor Centre	594.00
	22/07/2019	Mantra on Murray	Accommodation for Cr Bonza – LG Week	543.71
	22/07/2019	Mantra on Murray	Accommodation for CR Warner – LG Week	342.23
	22/07/2019	Mantra on Murray	Accommodation for CEO Fitchat – LG Week	712.80
	31/07/2019	Full Moon Café Norseman	CEO Appraisal - Lunch with John Phillips	37.80
	05/08/2019	City of Kalgoorlie-Boulder	Vehicle Parking at Airport for 5 Days	40.00
	05/08/2019	GM Cabs Mascot	Taxi Fare – LG Week	42.53
	05/08/2019	Angies Bar and Kiosk	Conference Lunch for Cr. Bonza	12.00
	09/08/2019	Ingogo LTD Burswood	Taxi Fare – LG Week	8.56
	09/08/2019	GM Cabs Mascot	Taxi Fare – LG Week	46.46
	09/08/2019	SFS PCEC Perth	Meals for CEO – LG Week	19.00

	09/08/2019	Delaware Redcliffe	Meals for CEO – LG Week	21.50
	09/08/2019	Mantra on Murray	Meals for CEO Fitchat – LG Week	92.64
	09/08/2019	Mantra on Murray	Meals for Cr Warner – LG Week	12.15
	09/08/2019	Mantra on Murray	Meals for Cr Bonza – LG Week	113.40
5195	16/09/2019		<b>Total Credit Card Purchases for 22/07/2019 – 21/08/2019</b>	<b>\$6521.72</b>

#### Summary of Account Totals

Trust EFT's / Cheques	\$200.00
Municipal Cheques	\$410.00
Municipal EFT's	\$975'899.67
Municipal Direct Debit's	\$28'139.30
Municipal Credit Cards	\$6'521.72
<b>Grand Total for September 2019</b>	<b>\$1'011'170.69</b>

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Shire of Dundas monthly accounts paid from 1/09/2019 to 30/09/2019 be noted.**

Moved Cr:  
Seconded Cr:

#### Resolution

Carried by: Simple Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.2 – Financial Statements for the Period Ending 30<sup>th</sup> September 2019</b>	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Manager Finance and Administration
Date of Report	9 <sup>th</sup> October 2019
Disclosure of Interest	Nil

**Officer Recommendation**

**That the Shire of Dundas Financial Statements for the period ending 30<sup>th</sup> September 2019 be accepted.**

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.3 – CRC Management Report &amp; Financial Statements to 30<sup>th</sup> September 2019</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Manager Finance and Administration
Date of Report	9 <sup>th</sup> October 2019
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity  
For the period ending 30<sup>th</sup> September 2019**

**Officer Recommendation**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 30<sup>th</sup> September 2019 be accepted.**

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.4 – Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer
Date of Report	10 <sup>th</sup> October 2019
Disclosure of Interest	Nil

**Summary**

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

**Background**

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

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Consultation**

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

Comment

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

Voting Requirements

Simple Majority

Officer Recommendation

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

Moved Cr:

Seconded Cr:

Resolution

Carried by: Simple Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.5 - Review of Delegation to Audit Committee</b>	
Location / Address	Shire of Dundas
File Reference	FM.AT.1 and GV.AU.1
Author	Aruna Rodrigo – Manager Finance & Administration
Date of Report	15 <sup>th</sup> October 2015
Disclosure of Interest	Nil

Summary

For the Council to consider review of the functions of and the delegations to the audit committee.

Background

Following the enforcement of Local Government Amendment (Auditing) ACT 2017, the Office of Auditor General (OAG) has been appointed as the Auditor of local government organisations in WA.

The OAG has authority to appoint an audit firm to conduct audit of local government on their behalf.

The audit fee is determined by the OAG and payable by local government organisation.

The following duties and responsibilities have been delegated to the Audit Committee by the Council at the Ordinary Meeting of the Council held on the 21<sup>st</sup> October 2014:-

1. Provide guidance and assistance to the Council in carrying out the functions of the Shire in relation to audits which includes risk management, internal controls and legislative compliance.
2. Develop and recommend to the Council an appropriate process for the selection and appointment of a person as the Shires auditor.
3. Develop and recommend to the Council a written format for the proposal to tender for the Shires audit. The proposal is to include –
  - the objectives of the audit;
  - the scope of the audit;

- a plan of the audit;
  - details of the remuneration and expenses to be paid; and
  - the method of communication to be used between the auditor and the Shire.
- 4 Recommend to the Council the person or persons to be appointed as auditor.
- 5 Liaise with the CEO to ensure that the Shire does everything in its power to:
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- 6 Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the Shire; and
  - ensure that appropriate action is taken in respect of those matters.
- 7 Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- 8 Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shires “Internal Audit and Risk Management Policy”.
- 9 Oversee the Shires Risk Management Plan and
- support the implementation of the risk management and culture development program throughout the Shire;
  - make recommendation of the risk tolerance level for the Council to consider and adopt as appropriate;
  - bring to the attention of the Council the high to extreme identified risks and their recommended treatment;
  - establish the risk management plan which is aligned with the strategic planning process; and
  - actively promote risk management throughout the Shire.
- 10 To meet with the auditor at least once in every year in accordance with Section 7.12A(2) of the Local Government Act 1995.

Following, the aforesaid amendment, item # 3 and 4 (highlighted in yellow) in the above delegation list are no longer applicable and must be omitted from the duties and responsibilities of the Audit Committee.

### Statutory Environment

Local Government Amendment (Auditing) ACT 2017

### Policy Implications

The change in the role of the Audit committee as depicted in the above – Policy A. 9: Internal Audit & Risk Management Policy.

### Financial Implications

The Audit fee is now negotiated and determined by the OAG as indicative fee to which the Shire is committed.

### Strategic Implications

Nil

### Consultation

Butler and Settineri, and the CEO.

Comment

The “Revised Delegated Duties and Responsibilities” as described below are presented to the Shire’s audit committee for adoption at the next Audit Committee meeting.

Revised Delegated Duties and Responsibilities of the Audit Committee: -

1. Provide guidance and assistance to the Council in carrying out the functions of the Shire in relation to audits which includes risk management, internal controls and legislative compliance.
2. Develop and recommend to the Council an appropriate process for the selection and appointment of a person as the Shires auditor.
3. Liaise with the CEO to ensure that the Shire does everything in its power to:
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
4. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
  - determine if any matters raised require action to be taken by the Shire; and
  - ensure that appropriate action is taken in respect of those matters.
5. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
6. Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shires “Internal Audit and Risk Management Policy”.
7. Oversee the Shires Risk Management Plan and
  - support the implementation of the risk management and culture development program throughout the Shire;
  - make recommendation of the risk tolerance level for the Council to consider and adopt as appropriate;
  - bring to the attention of the Council the high to extreme identified risks and their recommended treatment;
  - establish the risk management plan which is aligned with the strategic planning process; and
  - actively promote risk management throughout the Shire.
8. To meet with the auditor at least once in every year in accordance with Section 7.12A(2) of the Local Government Act 1995.

Voting Requirements

Absolute Majority

Officer Recommendation

**That the Council of the Shire of Dundas adopt the amended “delegated duties and responsibilities” of the Audit Committee as captioned in the above.**

Moved Cr:  
Seconded Cr:

Resolution

Carried by: Absolute Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.6 – Change in Accounting Policy – Trust Funds</b>	
Location / Address	Shire of Dundas
File Reference	FM.BA.19/20
Author	Aruna Rodrigo - Manager Finance and Administration
Date of Report	10 <sup>th</sup> October 2019
Disclosure of Interest	Nil

### Summary

The following deposits and fund balances were excluded from the Shire's general ledger and accounted for as if they were trust funds. They were only shown in a note to the financial statements and did not appear elsewhere on the Shire's Statement of Comprehensive Income, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement.

<b>Name of the deposit/bond/account</b>	<b>Balance held as at 2019.06.30 - \$</b>
Community Resource Centre	100,439
Builders Registration	2,633
Excess (Overpaid) Rates	1,889
Gym Key Deposits	3,250
Tennis Key Deposit	300
Building Construction Industry Training Fund (BCITF)	3,845
Library	0
Community Garden	2,539
Ngadju Womens Caring Programme	957
Licensing (Transport)	1,817
Bank Interest	309
<b>Total</b>	<b>117,978</b>

### Background

During the conduct 2018/19 audit, the office of Auditor General (OAG) has concluded that all these deposits and bonds (except for Community Resource Centre which is regarded as a separate entity the Shire has been appointed to manage for a fee) are a part of the Shire's operations and must therefore be held in the Municipal Fund and reported on the Shire's Balance Sheet.

The OAG has issued a position paper – Accounting for work bonds, building bonds and hire bonds that is presented to the Council in the papers relating.

### Statutory Environment

Local Government Act 1995 - Sec. 6.9 (1) and 6.9(3)(a)  
Local Government Amendment (Auditing) ACT 2017

### Policy Implications

Direct change in the Shire's policy on accounting for deposits and bonds.

### Financial Implications

Whilst the change does not have an impact on the Shire's financial results, the total assets and liabilities would increase by the sum of the deposits. As these deposits enter the Shire's Balance Sheet as restricted assets and restricted liabilities, Balance Sheet ratios (specifically, current ratio) are not affected.

Accordingly, as at 30.06.2019, the increase in current assets and current liabilities amount to \$ 17,539. (i.e. \$ 117,978 - \$ 100,439).

#### Strategic Implications

Nil

#### Consultation

Butler & Settinerly (External Auditor) and the CEO

#### Comment

The Shire adopt the change in policy on accounting for trust funds. Consequently, these deposits are no longer reported as funds held in trust on the Shire's annual financial reports.

However, to fulfil administrative and financial obligations attached to them, all these deposits including CRC operations are still managed, maintained and reported on separately.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the change in policy on accounting for trust funds initiated by the OAG be adopted and noted.**

Moved Cr:  
Seconded Cr:

#### Resolution

Carried by: Simple Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.7 – Acceptance of Audit Report and Annual Financial Report 2018/19</b>	
Location / Address	Shire of Dundas
File Reference	FM.AD.15.16
Author	Aruna Rodrigo – Manager Finance & Administration
Date of Report	15 <sup>th</sup> October 2018
Disclosure of Interest	Nil

#### Summary

For the Council to consider and approve the Audit Report and the Annual Financial Report for the financial year ended 30<sup>th</sup> June 2019 as included in the papers relating.

#### Background

The Annual Financial Report for the year ended 30<sup>th</sup> June 2019 has been audited. The Annual Financial Report and Auditors Report are included in the papers relating.

### Statutory Environment

The Local Government Act requires that the local government accept the Annual Report by the 31<sup>st</sup> December following the year subject to the audit report being available. If the audit report is not available to allow the local government to accept it by that date, then the annual report needs to be received within two months of the audit report being received. The Act also requires that a General Electors Meeting be held within 56 days of the local government accepting the annual report of the previous financial year.

### Policy Implications

Nil

### Financial Implications

The cost of undertaking the audit was included in the 2018/19 and 2019/20 budgets.

### Strategic Implications

Regularly review of strategic plans in line with the actual performance will indicate the progress that the Shire has made in achieving its strategic objectives. The Audited Annual Financial statements provide externally verified financial information to ascertain this progress.

### Consultation

CEO and Butler Settineri (Audit) Pty Ltd

### Comment

#### **Audit Report**

The Independent Audit Report identifies that the Shire of Dundas has completed the 2018/19 financial year in accordance with the appropriate legislation and regulations, and the Annual Report

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Notwithstanding the unqualified audit opinion, the OAG has identified in the Audit Report under "Report on Other Legal and Regulatory Requirements" the following material matter.

"The Shire's Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the past two years. The financial ratios are reported in Note 32 of the financial report".

#### **Annual Financial Report**

##### **1. Operating results:**

For 2018/19, total operating revenue amounts to \$ 4.99 million compared to budgeted amount of \$ 3.76 million. The increase of \$ 1.23 million over the budgeted is mainly due to advanced receipt of FAG for 2019/20 in June 2019, (Total FAG increased from \$ 671k budgeted to \$ 1.52 million actual) and increase in investment revenue (Term deposits) from \$ 90k budgeted to \$208k actual.

For 2018/19, total operating expenditure amounts to \$ 6.29 million compared to budgeted amount of \$ 6.26 million. The marginal increase is a combination of both adverse and favourable variances in

individual expenditure categories. Among them is the increase in depreciation by \$ 0.50 million to \$ 2.811 million due to upward asset revaluation and new capital expenditure. This increase has been offset by savings of \$ 329k in materials and contract costs which is \$ 939 k actual compared to \$ 1.27 million budgeted. Other savings have also been achieved in other expenditure which is \$ 150 k actual compared to \$ 277k budgeted.

Consequently, the favourable movement in total revenue as briefed in the above has reduced the anticipated (budgeted) deficit from \$ 2.49 million to \$ 1.297 million for 2018/19. Further, this favourable revenue increase (FAG and investment income) has helped maintain operating surplus ratio at (0.43) which is much comparable to (0.40) in 2017/18.

The net operating surplus for 2018/19 before depreciation amounts to \$ 1,520,179 compared to the anticipated (budgeted) deficit of \$ 112,648 for 2018/19. As stated before, this turnaround is attributable to increase in revenue, savings in Materials and contracts, and other expenditure.

## 2. Capital revenue:

Non-operating grants received amount to \$ 775k compared to \$ 4.94 million budgeted. The adverse variance results from Woodland Centre capital grant (\$ 58k actual compared to \$ 1.3 million budgeted) and Airport Upgrade grant (\$ 3 million not applied for).

However, with the asset revaluation surplus of \$ 348 k (not budgeted), the overall result has been \$ 196k deficit compared to \$ 2.44 million surplus (which include the above noted non-operating grants that were not received) for 2018/19.

## 3. Capital Expenditure:

	2018/19		2017/18	
	Actual (\$ 000's)	Budgeted (\$ 000's)	Actual (\$ 000's)	Budgeted (\$ 000's)
Total Capital Expenditure	2,778	7,679	4,230	5,770
Consist of				
Renewal/Replacement	2,328		850	
Upgrade/New	450		3,380	

The enormous increase in capital renewal expenditure from 2017/18 to 2018/19 has had a favourable effect on asset related ratios, namely

- Asset sustainability ratio (increased to 0.820 in 2018/19 from 0.347 in 2017/18)
- Asset consumption ratio (increased to 0.959 in 2018/19 from 0.729 in 2017/18)
- Asset renewal funding ratio (increased to 0.677 in 2018/19 from 0.638 in 2017/18)

## 4. Financial Ratios in comparison over the last 3 years:

Ratio	Standard	2018/19	2017/18	2016/17	2015/16
Operating surplus ratio	≥ 0.01	(0.43)	(0.40)	0.01	(0.60)
Asset Sustainability Ratio	≥ 0.90	0.82	0.35	0.74	1.72
Asset Consumption Ratio	≥ 0.50	0.96	0.73	0.80	0.81

Asset Renewal Funding Ratio	≥ 0.75	0.68	0.64	0.78	0.96
Debt Service Cover Ratio	≥ 2.00	26.29	21.7	72.96	N/A
Own Source Revenue Coverage Ratio	≥ 0.40	0.49	0.49	0.52	0.51
Current Ratio	>1.10	4.17	3.16	4.15	2.41

In addition to the aforesaid comments on operating surplus ratio and asset related ratios, all the other ratios namely Debt service cover, Own source revenue and Current ratios have reported well above benchmarks.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

**That the Council of the Shire of Dundas**

- 1. Consider the recommendation of the Audit Committee that the Audit Report for 2018/19 as included in the papers relating be accepted;**
- 2. Accept the Annual Financial Report for the financial year ended 30<sup>th</sup> June 2019 as included in the papers relating.**

Moved Cr:

Seconded Cr:

#### Resolution

Carried by: Absolute Majority

For:

Against

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.8 – Signatories on Accounts – Shire of Dundas</b>	
Location / Address	Shire of Dundas
File Reference	FM.AT
Author	Peter Fitchat – Chief Executive Officer
Date of Report	10 <sup>th</sup> October 2019
Disclosure of Interest	Nil

#### Summary

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

#### Background

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

Statutory Environment

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

Policy Implications

Shire of Dundas Policy Manual - Finance

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Nil

Comment

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

Voting Requirements

Simple Majority

**Officer Recommendation**

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

- a) ANZ 911165842
- b) ANZ 911166423
- c) ANZ 911166618

Moved Cr:  
Seconded Cr:

**Resolution**

Carried by: Simple Majority For: Against

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

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

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

Voting Requirements

Simple Majority

Recommendation

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

Moved Cr:

Seconded Cr:

Resolution

Carried by: Simple Majority

For:

Against

**13 Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held on the 19<sup>th</sup> November 2019.

**14 Closure of Meeting**

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