



Norseman Woodlands to Eucla Coast

Minutes Certification

I certify that the Minutes of the 20th October 2020 Ordinary Council Meeting were presented to the Council and confirmed at the 17th November 2020 Ordinary Council Meeting

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

Cr L Bonza
President

17.11.2020

Date



Norseman Woodlands to Eucla Coast

**Confirmed Minutes of
Ordinary Council Meeting
20th October 2020**

CONFIRMED MINUTES of the ORDINARY Meeting of
the Council held in the Council Chambers at the Shire
Administration Office – Prinsep Street Norseman on
the 20th October 2020 commencing at 6.00pm

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1 Declaration of Opening and Announcement of Visitors.

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

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

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.

1.1 Attendance at meeting by Councillor AR Patupis.

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

Cr Patupis will be at 58 Dempster Road, Esperance WA 6450.

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

Recommendation

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

Moved Cr: Hogan

Seconded Cr: Wyatt

Resolution

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

Carried by: Absolute Majority For: 4 Against: 0

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

Financial Interests:

- Peter Fitchat, CEO: Items:
 - 11.4.1 – Accounts Paid 1/09/2020 to 30/09/2020, Indirect Financial as his wife, as the owner of Stitch and Gift, received payment for goods supplied to the Shire.
 - 11.4.6 – Confidential Item - CEO Contract Renewal, as the item deals with his contract of employment.
- Panja Turner, Manager of Community Development: Item 11.4.5 – Review of the Register of Delegations, due to her employment position.

Proximity Interests:

Nil

Impartiality Interests:

- Aruna Rodrigo, Manager Finance and Administration: Late Items:
 - 13.2 - Register of Delegations F01 Payments from Trust and Municipal Funds,
 - 13.3 - Amendment to Policy F.10 Accounting and
 - 13.4 - Signatories on Accounts – Shire of Dundas,
 due to his employment position.

- Joe Hodges, Manager Works and Services: Late Items:
 - 13.2 - Register of Delegations F01 Payments from Trust and Municipal Funds,
 - 13.3 - Amendment to Policy F.10 Accounting and
 - 13.4 - Signatories on Accounts – Shire of Dundas,
 due to his employment position.

- Pania Turner, Manager Community Development: Late Items:
 - 13.2 - Register of Delegations F01 Payments from Trust and Municipal Funds,
 - 13.3 - Amendment to Policy F.10 Accounting and
 - 13.4 - Signatories on Accounts – Shire of Dundas,
 due to her employment position.

Gifts Received by Councillors:

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

Nil

3 Record of Attendance of Councillors / Officers and Apologies.

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr SM Warner	
Cr VL Wyatt	
Peter Fitchat	Chief Executive Officer
Aruna Rodrigo	Manager of Finance and Administration
Pania Turner	Manager of Community Development
Joe Hodges	Manager of Works and Services
Tracy Dixon	Records/Administration Officer

Cr VJ Schultz Apology

Public Gallery

Richard Brookes
Lynn Webb
Pricilla Fleming
Judith Fleming
Paul Androvic

4 Applications for Leave of Absence.

Nil

5 Response to Previous Public Questions Taken on Notice.

CEO through the Chair:

Update on question from Michelle Hindmarsh at September Ordinary meeting regarding driveway access to property in Mildura street:

- Completed site visit on Tuesday 13th October.
- No houses on Mildura street have front access due to drain.
- If access crossover is built for one property, one will need to be built for all properties.
- Is now a future budget item.
- Will start investigating options and calculating costs associated and meet for further discussions on possibility of proceeding further.

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.

Judy Fleming (as committee member of the Norseman Historical Museum):

Is there a reply to the letter sent to the CEO regarding lighting for the yards outside the museum building?

CEO through the Chair:

- Shire submitted grant funding application to Horizon Power.
- Application was successful for \$5000.
- Will look at how best to use funds, hoping to have solar power with motion sensors and a permanent battery system for undercover areas.
- Cr Hogan and Cr Warner have also pledged an amount from the Elected Members Community Projects fund for BBQ upgrades.
- Formal reply was likely an oversight due to CEO leave.
- Museum will be consulted before any works begin.

Judy Fleming, 21 Roberts street:

Sent letter to Shire regarding state of footpaths on Western side of Prinsep street and also the lack of streetlights on that side. What is the situation and what can we do to have this fixed?

CEO through the Chair:

- Limited Budget this year.
- Have completed footpaths on Roberts street.
- Will do safety inspection on that location and remove any immediate risk.
- Footpaths are due for replacement and a detailed plan will be submitted to Council for approval in next Budget.
- As far as streetlights, an application for funding was submitted to Horizon Power and Shire managed to secure \$5000. The actual application was for in excess of \$200,000 to install solar powered bollards, however, was unsuccessful.
- There are a number of areas around town that have issues, Council is aware of it.

- Continuing to look for funding opportunities to get lighting on both sides of the street.
- Council is still in deficit, but once we are through that, projects such as this will become easier to recommend to Elected Members.

7 Suspension of Standing Orders.

The President announced that Item 7 – Suspension of Standing Orders, was not required for the purpose of this meeting and was therefore not voted on.

8 Confirmation of Minutes of Previous Meeting.

- 8.1 Minutes of the Ordinary Meeting of Council held on 15th September 2020 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 15th September 2020 be confirmed as a true and accurate record.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the minutes of the Ordinary Council Meeting held on 15th September 2020 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 5 Against: 0

9 Petitions, Deputations or Presentations.

9.1 Reports of Committees

9.1.1 GVROC – Cr Bonza/Cr Warner

- The next meeting will be an in-person meeting on Friday 13th November, to be hosted by Shire of Coolgardie and held in Kambalda.
- The GVROC will also hold a workshop prior to the meeting to discuss the MOU between the group and future needs/direction and general effectiveness of the group. Council will have a discussion around that at our next workshop.

9.1.2 WALGA – Cr Bonza/Cr Patupis

- The WALGA AGM was held on 25th September at Crown Perth.
- Out of 138 Local Govts in WA the Shire of Dundas was the only Council to have items accepted to the agenda, and we had two!
- Our first item was in relation to lobbying both State and Federal Govts for grant funding to assist struggling Pastoralists. The motion was carried with a minor adjustment and a clarification, 165 for and 4 against.
- Our second motion was a request for a review into State Govt not paying rates on UCL (Unallocated Crown Land). That motion also passed with a vote of 155 for and 12 against.

9.1.3 Regional Roads Group – Cr Bonza/Cr Wyatt

- A Technical Group meeting was held last Friday in Kalgoorlie.
- The next RRG meeting is to be held in November.

Manager of Works and Services:

- The group held a discussion in regard to preservation compared to improvement of roads.
- Preservation was \$5.9 million in total; improvements was just over \$2 million.
- Councils submitted too many applications, so they had to cut them back.
- Chair requested that they cut back the improvements instead of the preservation.
- Several Councils, including Esperance, Kalgoorlie, Menzies and Wiluna dropped projects.
- Still a shortfall of approximately \$600,000.
- Mention of dropping possible 6% off every project that every Council had in preservation.
- If this is the case, we will lose about \$28,000 off our Regional Road Group funding.

CEO:

- Group has moved an overspend and will take an item to State Government to ask that they be allowed as a group, have the \$600,000.
- This will go through GVROC first and proceed from there.
- GVROC President Mal Cullen was there and suggested that GVROC support the motion to go for an overspend, rather than cutting projects.
- A draft document will go to the next Council workshop regarding Roads of Regional Significance and the criteria for this.
- Shire has managed to add 3 roads to the list and are therefore eligible for funding:
 - Hyden-Norseman Road
 - Cocklebiddy Road and
 - Old Coach Road (Heritage Trail).

9.1.4 Roadwise – Cr Wyatt/Cr Warner

- At last Roadwise meeting, questions were raised regarding a statement made at the start of the year, announcing that the whole length of the Coolgardie-Esperance Highway would meet National standards, and this would be complete by the end of 2021.
- Little work has been done besides the addition of the overtaking lane North of Norseman.
- Waiting to hear back from Carol-Anne Bradley (WALGA).

CEO through the Chair:

- State Budget has been announced and there are a couple of projects earmarked. There are no major projects, will just be a slow continuation of things like widening, re-sealing and shoulder repairs.
- Do not expect that Highway be complete by 2021 through State Government.

10 Announcements by Presiding Member without Discussion.

- I'd like to advise everyone that within the Department of Health there are things called District Health Advisory Councils or DHACs. The DHACs are made up of hospital clinical and clerical staff and also includes community members to feedback to WA Country Health (in our case), comments and suggestions for improvements to services currently available. Norseman has been without a representative on this council for some years. Myself and Jacquie Best have recently been appointed to the Goldfields-Esperance DHAC so, if anyone has any concerns or suggestions, feel free to contact us.
- The DHAC met in Norseman last Thursday, to conduct a desktop exercise to test the COVID plan that is in place for Norseman, which just happens to follow on nicely from a question from the Public Gallery regarding a plan in the event of a COVID outbreak in Norseman, asked at our last meeting.

- The exercise involved several different people from WACHs, Dept of Communities representative, nursing and clerical staff from Esperance, Norseman and Kalgoorlie.
- We were presented with a scenario which evolved as we went along, and at each stage questions asked as to how the situation would be managed.
- I'm pleased to tell you that at each stage, by referring to the plan, we were able to answer any questions the facilitator could come up with. As much as is possible with such things, we appear to have thought of a course of action.
- I'm also happy to tell you that only a few minor adjustments were required to cover off on a few technicalities, and that whilst the Norseman plan is currently undergoing a revision to keep up with the everchanging face of COVID, our plan has been used as an example for other sites.
- Whilst in Perth for the WALGA AGM we also organised a couple of other meetings to discuss things relevant to our Shire.
- On Thursday we met at Parliament House with our local Member, Kyran O'Donnell and Libby Mettam, who holds the Shadow Transport portfolio, in relation to obtaining funding for an all-weather upgrade for our airstrip at Eucla. Whilst there were no 'bricks and mortar' out of the talks at this stage, the discussion was positive and will more than likely become part of the policy platform going into the State election.
- Just prior to the AGM, I had an opportunity to talk with Premier McGowan in relation to the porous nature of the hard border and some of the difficulties surrounding that arrangement and the concerns of our community. I have been liaising with a member of his staff and trying to make alternative arrangements for COVID testing of truck drivers, rather than them having to unhitch trailers and head up to the Hospital. I will speak with him again tomorrow morning for an update.
- We also met with Federal Senator, Dean Smith, who is happy to take up the cause for our Eucla airstrip and the drought assistance we have been asking for from both State and Federal Govts. He has also indicated he is more than happy to visit the area and see first-hand the situation in our area.
- President and Acting CEO, Pania Turner, attended the Tourism Roundtable with Minister Papalia in Kalgoorlie. We raised the issue of our forgotten businesses along the Eyre Hwy with the COVID border closure. Subsequent to that meeting, the State did announce some tourism assistance funding and at least two businesses along the Eyre Hwy received some money. No further relief in sight at this stage.
- President and Acting CEO also attended the Budget briefing breakfast in Kalgoorlie with Minister Peter Tinley. I also raised our concerns over the porous nature of the hard border with him and he assured me he would deliver the message to Minister Cook.
- As far as the budget was concerned, nothing in it for the Shire of Dundas and very little for the Goldfields area as a whole.

11 Reports of Officers.

11.1 Planning, Development, Health and Building

Agenda Reference & Subject	
11.1.1 – Shire Reserves & Leases	
Location / Address	Shire of Dundas
File Reference	LEASES
Author	Development Services Officer – Richard Brookes
Date of Report	14 th September 2020
Disclosure of Interest	Nil

Summary

For the Council to consider the implementation of leases over reserves that are vested in the Shire or where the Shire have a management order over the land.

Background

There are a number of State reserves within the Shire which have been vested in the Shire or the Shire are responsible for the land under a management order.

These reserves are "given" to the Shire for specific purposes and the Shire is responsible for their management.

Some of these management orders include a provision to allow the Council to lease the land. (WPL with power to lease)

There are a number of organisations that the State has "vested" or granted a management order over reserves directly to those organisations for specific purposes. eg Norseman Golf Club & WA Rifle Association. These organisations are directly responsible to the State with regard to the management of their reserves.

A list of Shire reserves with a management or vesting order is included in the papers relating.

Statutory Environment

Land Administration Act 1997

Land Administration Regulations 1998

Land Administration (Land Management) Regulations 1998

Local Government Act 1995

Policy Implications

There are no Council policies that relate to a matter of this nature

Financial Implications

There are no specific financial implications that relate to a matter of this nature however the use of "Shire" land/reserves by persons, clubs or organisations needs to be administered in some way.

The maintenance of Shire assets, public liability and general insurance is a significant cost to the Shire and needs to be considered in relation to the use of these facilities.

Strategic Implications

There are no themes within the Community strategic plan that deals with a matter of this nature.

Consultation

Executive Management Group

Comment

A number of reserves that the Shire of Dundas has the management order over are occupied without a lease or are nearing the end of the lease eg.

- Eucla Golf Course & Rifle Club ?
- Eucla Community Hall ?
- Norseman Turf Club ?
- Norseman Historical Museum ?
- Norseman Medical Centre MOU agreement WACHS
- Norseman Child Care ?
- Norseman Old Tourist Bureau ?

- Norseman FRS Track and Clubroom No current club

In order to ensure that the Shires and its assets are adequately protected, and relevant insurance issues are addressed, it is recommended that the Shire undertake a review of all occupied Shire reserves to ensure that appropriate leasing arrangements are in place.

A review of the State register of reserves revealed that reserves R22252 Historical Museum and R36398 Tourist Rest Area do not include a provision to lease. This would preclude the Shire from entering into a valid lease to occupy the buildings or sites.

This anomaly can be addressed by requesting the appropriate minister to amend the vesting or management order to include the power to lease.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas:

1. instruct the CEO to review and negotiate terms and conditions with occupiers of the Shire's managed reserves and prepare lease agreements for Council consideration.
2. request the Minister of Planning Lands and Heritage to amend the management order for reserves R22252 & R36398 to include the provision for the power to lease.

Moved Cr: Wyatt
Seconded Cr: Patupis

Resolution

That the Council of the Shire of Dundas:

1. instruct the CEO to review and negotiate terms and conditions with occupiers of the Shire's managed reserves and prepare lease agreements for Council consideration.
2. request the Minister of Planning Lands and Heritage to amend the management order for reserves R22252 & R36398 to include the provision for the power to lease.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
11.1.2 – Application Oversize Shed – 45 Angove Street	
Location / Address	Lot 598 (45) Angove Street Norseman
File Reference	DB.BD & A487
Author	Development Services Officer - Richard Brookes
Date of Report	30 th September 2020
Disclosure of Interest	Nil

Summary

For the Council to consider a development application by Mark Howard to construct an oversize shed at 45 Angove Street Norseman

Background

The Shire has received an application from Mark Howard to construct a 75m² shed with a 2.7m wall height at lot 598 (45) Angove Street Norseman to be used for a workshop and storage. (A copy is included in the papers relating).

The subject lot is 1012m² in area and zoned residential R10 pursuant to the Shire of Dundas Local Planning Scheme No 2

The Residential Design Codes allow a size for outbuildings of 10% of lot area or 60m² whichever is the lesser, and a maximum wall height of 2.4m and 4.2m ridge height.

The Council has the discretion to modify development standards.

Statutory Environment

Shire of Dundas Local Planning Scheme No 2

State Planning Policy 7.3 Residential Design Codes (R Codes)

Policy Implications

There are no Council policies that apply in relation to the proposed development.

Financial Implications

There are no financial implications for the Shire in relation to the proposed development.

Strategic Implications

There are no related strategies in the Community Strategic Plan.

Consultation

The applicant has supplied letters of non-objection for the oversize shed from his adjoining neighbours.

Comment

In this case the requested shed is about 15m² larger than the R Codes stipulate as a maximum.

The proposed shed wall height is 2.7m which has generally been approved by the Council however higher than the 2.4m wall height stipulated in the R Codes.

The Shire have in the past approved some larger sheds in the residential area, however those variations in size have generally been advertised for comment.

Notwithstanding the previous approvals, the Council needs to consider the application in light of the current local planning scheme and its references to the Residential Planning Codes

In considering the application for an oversize building, the Council may refuse the application if it considers that the building by its design, construction or materials detract from the streetscape or the visual amenity of residents or neighbouring properties.

The applicant advises in his application that the shed is to be used for the storage of personal belongings and to be used as a workshop to undertake hobbies.

In this case the proposed outbuilding is only 15m² larger than the prescribed maximum and the applicant has supplied letters of non-objection from his neighbours. The proposed shed is smaller than some residential shed previously approved by the Council.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of Shire of Dundas:

1. approve the application to construct a shed of 75m² on L598 (45) Angove Street Norseman subject to the issue of a building permit;
2. advise the applicant that the shed is not to be used for commercial purposes.

Council Motion

That the council of the Shire of Dundas

1. Advertise the application pursuant to S.64 of the deemed provisions of the regulations, and
2. Return the application to the next ordinary meeting of the council for consideration of any comments that may be received.

Moved Cr: Patupis

Seconded Cr: Hogan

Cr Patupis spoke to the motion.

Cr Bonza spoke for the motion.

The reason for change is to ensure fairness and transparency for all applications of this nature and allow community comments to be considered when making a decision.

Resolution

That the council of the Shire of Dundas

1. Advertise the application pursuant to S.64 of the deemed provisions of the regulations, and
2. Return the application to the next ordinary meeting of the council for consideration of any comments that may be received.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
11.1.3 – Purchase of Land - Air Services Australia - Beacon Hill	
Location / Address	Lot 196 Beacon Hill Norseman
File Reference	CP.AD
Author	Chief Executive Officer - Peter Fitchat
Date of Report	7 th October 2020
Disclosure of Interest	Nil

Summary

For the Council to consider the purchase of a portion of Beacon Hill from Air Services Australia

Background

The Shire of Dundas has been offered the opportunity to acquire a portion of Beacon Hill from Air Services Australia

Lot 196 is 6502m² in area and zoned rural pursuant to the Local Planning Scheme No 2

Statutory Environment

Local Government Act 1995

Policy Implications

There are no Council policies that relate to a matter of this nature

Financial Implications

Air Services Australia have indicated that the freehold land is available for sale to the Shire of Dundas at a minimal purchase price of \$6,000 plus GST. Additional costs may be incurred to satisfy the conditions of sale including the requirement to remove the antennas

Strategic Implications

There are no specific themes within the Community Strategic Plan that deal with a matter of this nature however the acquisition of a portion of freehold land in an existing tourist and strategic location may be beneficial for the Shire

Consultation

Executive Management Group
Council Workshop

Comment

One of the conditions of sale of the land is that the towers must be removed within 12 months of settlement.

A report on the premises was undertaken by Air Services Australia which identified a number of hazards on the site.

There are 2 antenna towers and associated guy wires as well as cyclone fencing around a small steel shed.

The DSO has inspected the site and buildings and it is understood that all the hazards identified in the report are of a low risk nature and minimal cost would be incurred to mitigate those hazards.

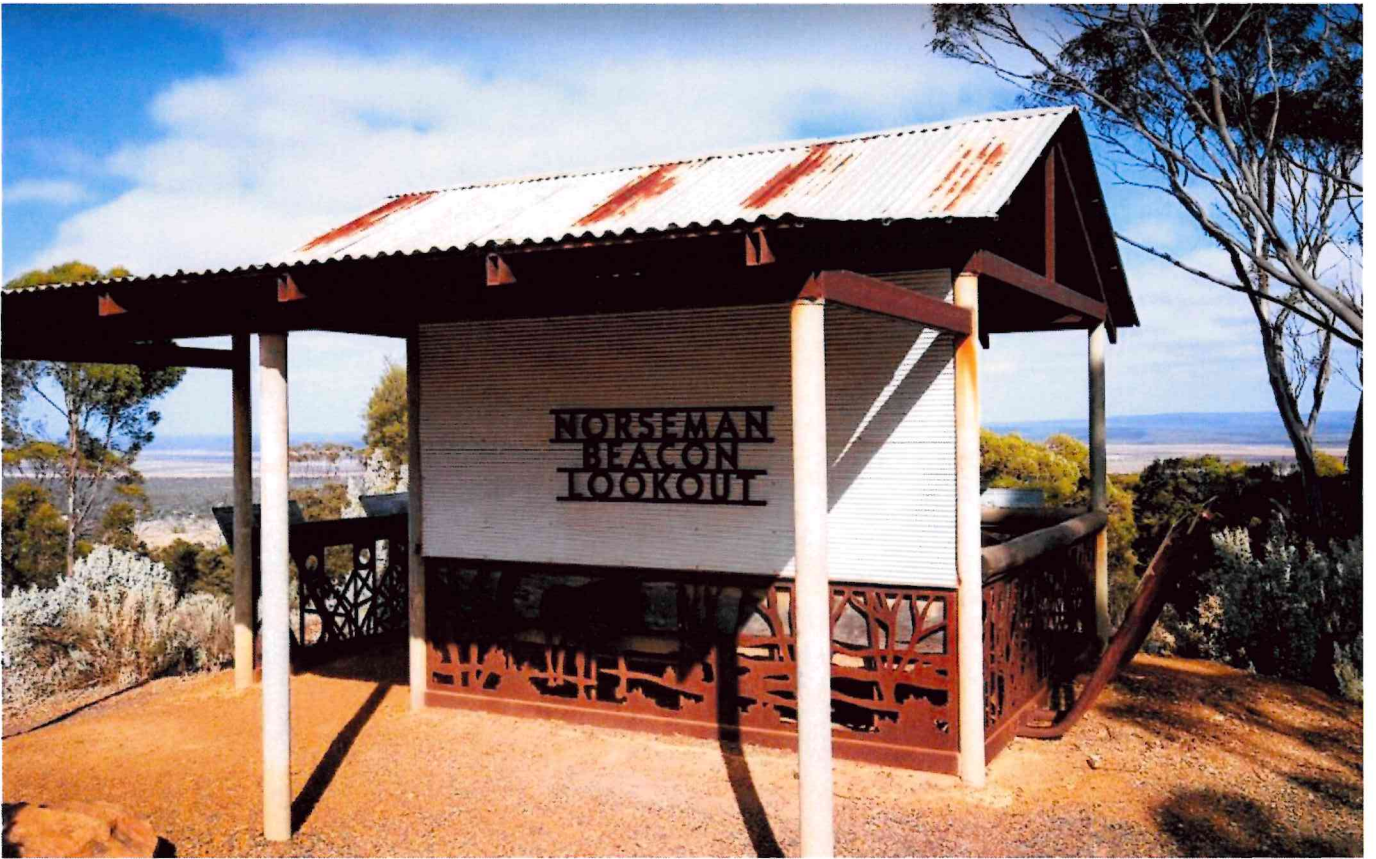
The overall cost of acquisition of the land would include:

- The initial purchase price: \$6,000 + GST
- Removal of towers and unwanted infrastructure including some minor asbestos contamination: \$10,000 (estimated)

The lot is located on Beacon Hill with no designated street frontage. The existing road infrastructure to the lot is through Reserve R8322 (common reserve with the responsible agency DPL&H). The land is included within a mining lease to Norseman Gold and their JV partner Pantoro Ltd. The distance from the end of the Mines Road Reserve to the boundary of lot 196 is approximately 1200m.

There is a need to upgrade the access road to the lookout, by sealing the gravel section, provide barrier protection on the steep sections and new signage. Possible costs are estimated to be between \$80,000-\$100,000. Notwithstanding the ownership of the lookout land, these costs will need to be incurred if the Shire is to maintain access to the lookout.

From a strategic perspective, owning a freehold lot which includes tourist infrastructure on top of beacon hill appears to be an excellent opportunity for the Shire.







Officer Recommendation

That the Council of the Shire of Dundas advise Air Services Australia that the Shire is interested in acquiring Lot 196 Beacon Hill for the purchase price of \$6,000 + GST and associated transfer cost and delegate the CEO to seek clarification on the conditions of sale including the removal of infrastructure before finalising the purchase.

Moved Cr: Wyatt
Seconded Cr: Hogan

Cr Wyatt spoke for the motion.

Resolution

That the Council of the Shire of Dundas advise Air Services Australia that the Shire is interested in acquiring Lot 196 Beacon Hill for the purchase price of \$6,000 + GST and associated transfer cost and delegate the CEO to seek clarification on the conditions of sale including the removal of infrastructure before finalising the purchase.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
11.1.4 – Minute of Consent on Objections - Tiger Tasman Minerals PTY LTD E63/2054 & E63/2055	
Location / Address	Shire of Dundas
File Reference	RV.VA.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	14 th October 2020
Disclosure of Interest	Nil

Summary

Tiger Tasman Minerals PTY LTD is asking for a Minute of Consent to work through our imposed Objections on Exploration Licence E63/2054 & E63/2055.

Background

In regard to the Application for Exploration Licence E63/2054 & E63/2055 by Tiger Tasman Minerals PTY LTD discussed at the Council Workshop Meeting on the 4th August 2020.
As approved by Resolution on the 17th August 2020 at our Ordinary Meeting.

Officer Recommendation

That the Council of the Shire of Dundas delegate the CEO to Object to Tiger Tasman Minerals PTY LTD Exploration Licence E63/2054 & E63/2055.

1. This is a tourist area actively visited by locals and travellers, so the objection to obtain an explanation on the potential impact on this area by their proposed drilling or exploration activities as it is not detailed in their application.
and
2. The first 3km of road can be impacted and the Shire of Dundas needs a road maintenance agreement to be in place before commencing with their Exploration Activities, as we have two other known users of this road.

Tiger Tasman Minerals has replied and has given the indication that they will work with Council to address these concerns highlighted in Councils Objections.

Statutory Environment

Mining Act 1978

Mining Regulations 1981

Policy Implications

Council has no Policies in relation to this matter.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2012-22 Strategy Theme 2 (A Thriving Community Local Economy and Economic Base) items 2-2.1, 2.2, 2.3, 2.4 Theme 3 (Natural & Built Environment) items 3.1, 3.2, 3.3, 3.4, 3.5.

Consultation

Councillors

Senior Staff

Tiger Tasman Minerals PTY LTD.

Comment

Since the lodgement of the Objections, Tiger Tasman Minerals has been communicating with Council and has offer to work towards addressing our concerns raised regarding this application that was submitted by Tiger Tasman Minerals PTY LTD Exploration Licence E63/2054 & E63/2055.

The objection to be considered in the meeting was in relation to the following matters concerning the application informing them that this is a tourist area and actively promoted by our Visitor Centre and that there is the first 3km of road that could be impacted and needs a road maintenance agreement before proceeding, and we have received an email that indicates a willingness to work with Council to resolve these issues.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas delegate the CEO to work with Tiger Tasman Minerals PTY LTD regarding Exploration Licence E63/2054 & E63/2055.

- 1. To work on solutions on suitable access tracks and lay down areas away from known Tourist locations.**
- 2. Signing appropriate road access agreements with the shire for our general exploration activities.**
- 3. Committing to advice the Shire prior to any planned activities for comment from Council.**

Moved Cr: Patupis

Seconded Cr: Wyatt

Cr Patupis spoke for the motion.

Resolution

That the Council of the Shire of Dundas delegate the CEO to work with Tiger Tasman Minerals PTY LTD regarding Exploration Licence E63/2054 & E63/2055.

- 1. To work on solutions on suitable access tracks and lay down areas away from known Tourist locations.**
- 2. Signing appropriate road access agreements with the shire for our general exploration activities.**
- 3. Committing to advise the Shire prior to any planned activities for comment from Council.**

Carried by: Simple Majority

For: 5

Against: 0

11.2 Engineering and Works

Agenda Reference & Subject	
11.2.1 – Modifications to Skid Steer	
Location / Address	Norseman
File Reference	PL.AC.2
Author	Manager Works & Services - Joe Hodges
Date of Report	10 th October 2020
Disclosure of Interest	Nil

Summary

Shire to purchase out front slasher and convert skid steer with puncture proof tyres or tracks.

Background

Shire has no slasher capabilities to clear verges overgrown blocks for private works on UCL land. With not being able to utilise the Golf Clubs Tractor the Shire has no ability to slash any vegetation.

Statutory Environment

Bushfire Act

Policy Implications

Plant purchasing/replacement

Financial Implications

Slasher \$7500

Puncture proof rubber tracks or tyres \$6600

Strategic Implications

Ability for Town area to be vegetation free prior to fire season.

Consultation

Projects Officer
CEO

Comment

Currently the Shire only has the 2 small Kubota mid mount mowers for mowing. They are poorly suited for verges and cannot mow on the UCL blocks for fire mitigation. Additionally, as the shire can no longer use the ex-Shire new Holland Tractor the shire now needs to revamp the mowing area. The quickest and cheapest start is by utilising the current skid steer, giving more adaptability around the area.

Voting Requirements

Simple Majority

Officer Recommendation

Authorise the CEO to proceed with the purchase of a new 5'-6' out front slashing deck and to purchase either solid rubber tyres or rubber tracks to be fitted to the skid steer.

Moved Cr: Wyatt
Seconded Cr: Warner

Cr Wyatt spoke for the motion.

Resolution

Authorise the CEO to proceed with the purchase of a new 5'-6' out front slashing deck and to purchase either solid rubber tyres or rubber tracks to be fitted to the skid steer.

Carried by: Simple Majority For: 5 Against: 0

Agenda Reference & Subject	
11.2.2 – 9-Day Working Roster	
Location / Address	Works Depot - Outside Staff
File Reference	PE.EC
Author	Manager Works & Services - Joe Hodges
Date of Report	10 th October 2020
Disclosure of Interest	Nil

Summary

Outside staff currently work a 19-day fortnight. On the Rostered Day Off someone is always requested to work on their RDO causing issues. The issues are attending the Airstrip and the Commercial Waste collection run

Background

Staff work part RDO all arrangements are Goodwill.

The system would require staff to work an additional 30 minutes each day to cover the extra RDO. Staff would work 8.5 hours per day during the fortnight and on one day to only work for 8 hours.

Statutory Environment

Local Government Award 2010

Policy Implications

Change of policy for RDO for outside staff.

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Outside Staff
Projects Officer
CEO

Comment

Have all outside staff on a 9-day rotating roster, with half the workforce at work and the remainder off on each day. The Rubbish collection and the Airstrip can be completed without creating overtime or additional Time in Lieu off.

The staff would be split into 2 rosters "A CREW" and "B CREW"

Voting Requirements

Simple Majority

Officer Recommendation

Council to make note of the change from a 19-day month roster to a 9-day fortnight roster.

Moved Cr: Wyatt
Seconded Cr: Warner

Cr Wyatt spoke to the motion.

Resolution

Council to make note of the change from a 19-day month roster to a 9-day fortnight roster.

Carried by: Simple Majority

For: 5

Against: 0

11.3 Members and Policy

Agenda Reference & Subject	
11.3.1 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	14 th October 2020
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for the period ending 30th September 2020.

Background

The Councillors' Information Bulletin for the period ending 30th September 2020 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 monthly Councillors' Information Bulletin for the period ending 30th September 2020, as included in confidential papers relating.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That Council receive the monthly Councillors' Information Bulletin for the period ending 30th September 2020, as included in confidential papers relating.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
11.3.2 – Proposed New Policies and Policy Updates	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Manager of Community Development – Pania Turner
Date of Report	14 th October 2020
Disclosure of Interest	Nil

Summary

For the Shire of Dundas Council to review the Draft Shire of Dundas Policy Manual and consider the adoption of the additional policies and policy updates contained within.

Background

As part of the annual Policy Review and the Audit report, Shire senior officers and the auditor recommend that the Shire of Dundas adopt a number of policies relating to administrative and financial issues.

Statutory Environment

Local Government (Miscellaneous Provisions) Act 1960
 Local Government Act 1995
 Local Government (Administration) Regulation 1996
 Local Government (Financial Management) Regulation 1996
 Local Government (Audit) Regulations 1996
 Local Government Legislation Amendment Act 2019
 Local Government Grants Act 1978
 Local Government Regulations

Policy Implications

Changes to existing policies and introduction of new policies.

Financial Implications

There are no financial implications in relation to the review of the policies, however there are a number of policies that relate to financial issues.

Strategic Implications

The policies have been assessed in relation to their implications to the Strategic Community Plan and there do not appear to be any inconsistencies or conflicts.

Consultation

Executive Management Team
 Auditors

Comment

The following policies are new to the policy manual in 2020 or have undergone significant changes. Some of the listed policies already having been adopted in 2020.

- 1. Policies and Procedures—Development, Enforcement and Administration**
Objective: To enable the documentation and maintenance of a record of policies adopted by Council and outline processes to be followed for their drafting and implementation
- 2. Internal Audit and Risk Management Policy**
Update to improve the framework that supports the Shire in identifying, applying and monitoring compliance requirements across its activities and services
- 3. Cash Management and Handling Policy**
Objective: To establish a framework and processes for cash handling and cash security.
- 4. Memorials and Plaques in Public Places;**
Objective: To provide guidelines for the erection of private memorials of any such structure natural or built that may be used as a memorial site.
- 5. Funeral and Burial Policy;**
Objective: To outline the Council's commitments for the management and administration of Council owned cemeteries.
- 6. Community Consultation and Engagement Policy;**
Objective: To provide opportunity for the Community and stakeholders to offer input into issues that impact on the Community and ensure that the Community engagement and consultation is genuine, valued, accessible, inclusive and timely.
- 7. Elected Members Community Projects Allocation;**
Objective: To provide Elected Members with a flexible and transparent framework to support community projects, initiatives and activities as per the Elected Members Community Projects annual budget allocation.
- 8. Replacement of Bins – Residential and Commercial;**
Objective: To provide a guide for the replacement of damaged/missing bins and requisition of additional bins.
- 9. Operation of Shire Plant.**
Objective: To ensure the appropriate use of Shire plant and equipment
The proposed policy relating to the operation of Shire plant replaces and combines policy:
T6 Shire plant and equipment - after hours use; and
T7 Operation of Shire plant; and includes provision for the use of the Shire' community bus and loan vehicle.
- 10. Crossovers**
Objective To provide a consistent approach to assess requests for the construction of crossovers within the Shire of Dundas.
- 11. Drug and Alcohol-Free Environment**
Update to ensure best practice on providing employees, elected members, volunteers, contractors and visitors with a safe and healthy working environment by ensuring a drug and alcohol-free workplace.

Details of the proposed changes were presented for Councillors' feedback at the Policy Workshop held in October 2020. Required amendments have been made based on the feedback received.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council of the Shire of Dundas:

1. review the Shire of Dundas Policy Manual presented in the papers relating, and
2. approve and adopt the proposed amendments and new policies in the Shire of Dundas Policy Manual.

Moved Cr: Wyatt
Seconded Cr: Warner

Resolution

That the Council of the Shire of Dundas:

1. review the Shire of Dundas Policy Manual presented in the papers relating, and
2. approve and adopt the proposed amendments and new policies in the Shire of Dundas Policy Manual.

Carried by: Absolute Majority

For: 5

Against: 0

11.4 Administration, Finance and Community Service

The CEO, Peter Fitchat declared an Indirect Financial Interest in the following item 11.4.1 – Accounts Paid 1/09/2020 to 30/09/2020 as his wife is the owner of Stitch and Gift.

Agenda Reference & Subject	
11.4.1 – Accounts Paid 1/09/2020 to 30/09/2020	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Acting Senior Finance & Administration Officer – Ciara Stewart
Date of Report	15 th October 2020
Disclosure of Interest	Nil

Trust Payments

Chq/EFT	Date	Name	Description	Amount
EFT4941	10/09/2020	DONA BRYDON	REFUND COMPLEX DEPOSIT	300.00
				0.00

Municipal Cheques

Cheque	Date	Name	Description	Amount
				0.00

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT4929	04/09/2020	Bonza Constructions Pty Ltd	Install new front door, flywire security door, replace rear doorstep & refix door closer, repair concertina door mountings and rehang at Age Care Units.	286.00
EFT4930	04/09/2020	Shire of Dundas Municipal Fund	Payroll deductions	710.00
EFT4931	04/09/2020	John Phillips Consulting	Professional Services - CEO Review & Contract Renewal 2020	2200.00
EFT4932	04/09/2020	Star Track Credit	Freight (Tradelink)	72.46
EFT4933	04/09/2020	Norseman Concrete	Loader & Truck hire at Pit 2A & 3A (22.07.2020 - 31.08.2020)	12531.75
EFT4934	04/09/2020	Norseman IGA	Various IGA Purchases for June 2020	751.51
EFT4935	04/09/2020	WESFARMERS INDUSTRIAL AND SAFETY	Assorted Uniforms for Outside Crew	116.95
EFT4936	04/09/2020	RGSMW PTY LTD T/AS PACK & SEND EAST PERTH	Freight (Coastline Mowers)	73.55
EFT4937	04/09/2020	South East Petroleum	Diesel 7500 litres \$8325.08	9814.93

			BP Card Purchases July 2020 \$885.61 BP Card Purchases August 2020 \$604.24	
EFT4938	04/09/2020	South Coast Foodservice	7 x Citrus Disinfectant 5L	117.81
EFT4939	04/09/2020	Tradelink	1 x PUMP SUBMERSIBLE DRAINAGE 240V GRUNDFOS S/S - AT PHOENIX PARK	1485.56
EFT4940	04/09/2020	Telstra Corporation Limited	Landline phones and Internet usages (05.08.2020 - 04.09.2020) \$734.95 Satellite Phone Usage 16.08.20 - 15.09.20 \$180.00 Mobile Phone Usage 17.08.20 - 16.09.20 \$647.71 Home bundles for MFA & MWS 26.07.20 - 25.08.20 \$198.00 Phone Usage for Co-Location, Admin & Youth 20.08.20 - 19.09.20 \$481.03	2241.69
EFT4942	11/09/2020	Australian Taxation Office	BAS (AUGUST 2020)	17683.00
EFT4943	11/09/2020	BP Norseman	Diesel & Unleaded Charges for August 2020	531.19
EFT4944	11/09/2020	Bunnings Warehouse Kalgoorlie	Silicon roof & gutter prefix	68.28
EFT4945	11/09/2020	Elite Gym Hire	Hire of weights (12.08.2020 - 12.09.2020) \$568.65 Hire of Treadmill, Bike, Rower & Cross Training 12.08.2020 - 12.09.2020 \$442.70	1011.35
EFT4946	11/09/2020	Esperance IT Services	Supply TP-Link TD-W9970	88.00
EFT4947	11/09/2020	Stitch and Gift	12 Sample Shirts with Dundas Shire logo.	390.00
EFT4948	11/09/2020	Horizon Power	Streetlights 01.08.2020 - 31.08.2020	4852.50
EFT4949	11/09/2020	INFORMATION ENTERPRISES AUSTRALIA PTY LTD ATF INFORMATION ENTERPRISES TRUST	Online webinar training course retention and disposal of business records 1st and 2nd September for Tracy Dixon	242.00
EFT4950	11/09/2020	J + M Asphalt Pty Ltd	Asphalt repairs to Hyden/Norseman Road \$52109.42 Asphalt to Ramsay and Roberts \$47389.45 Asphalt to Welcome Park & Disabled Access \$20610.59 Asphalt to new footpath Roberts Street \$49500.00 Asphalt to footpath Roberts street \$47169.10	216778.56
EFT4951	11/09/2020	Moore Australia (WA) Pty Ltd	EOY rates reporting, reconciliations and roll over. Annual rates modelling and compliance check, rates processing and assistance for July 2020 \$7755.00 Rates processing assistance for August 2020 \$1870.00	9625.00
EFT4952	11/09/2020	Norseman IGA	Various IGA Purchases for July 2020	1026.24
EFT4953	11/09/2020	Norseman Community Resource Centre	Printing of the Norseman Today Vol38 No6 x 300 Copies \$1620.00 Credit for May Norseman today invoice \$-1320.00	1866.20

			Printing of the Norseman Today June 2020 \$600.00 Purchase of Various Goods (Stones, Peals, flowers) \$207.25 Purchase 4G USB & Wi-Fi and SD Card \$79.95 1x Samsung A31 Mobile Phone (CEO) \$499.00 Printing of the Norseman Today August 2020 (300 copies) \$900.00 Printing of the Norseman Today July 2020 (300 copies) \$900.00 Credit for July Norseman today invoice \$-1620.00	
EFT4954	11/09/2020	Online Business Equipment	Monthly Service Agreement No 17649	71.50
EFT4955	11/09/2020	Office National Kalgoorlie	Various office equipment and stationery	184.42
EFT4956	11/09/2020	O'Dwyer Electrical	Install power points, Travel 4 hours (Tradesman & Apprentice)	2002.00
EFT4957	11/09/2020	RGSMW PTY LTD T/AS PACK & SEND EAST PERTH	Freight Coastline Mowers	116.93
EFT4958	11/09/2020	IT Vision	On-demand Recording Annual Subscription \$1650.00 2019/20 Payroll Reconciliation Assistance \$825.00	2475.00
EFT4959	11/09/2020	Wilson's Diesel & Auto Repairs	Service & safety inspection @ 1250 HR, remove window washer nozzle and clear out lines, replace blown fuses for Bomag Multi tyred Roller \$1034.80 Replace alternator and belt, adjust tension, check neutral safety switch for Kubota tractor \$481.60	1516.40
EFT4960	11/09/2020	Western Australian Local Government Association	Introduction to Local Government WALGA Course for Pania Turner, Miriama Pula, Hannah Turner and Ali Sherifi.	860.00
EFT4961	18/09/2020	Laurene Bonza	Claim (Council Meeting 15.09.2020), IB Session - 01.09.2020, CEO Appraisal- 27.08.2020, GVROC - 11.09.2020	680.00
EFT4962	18/09/2020	John Edward Patrick Hogan	Claim (Council Meeting 15.09.2020), IB Session - 01.09.2020, CEO Appraisal - 27.08.2020.	416.00
EFT4963	18/09/2020	Valma Joy Schultz	Claim (Council Meeting 15.09.2020), IB Session - 01.09.2020, CEO Appraisal - 27.08.2020.	416.00
EFT4964	18/09/2020	Veronica Wyatt	Claim (Council Meeting 15.09.2020), IB Session - 01.09.2020, CEO Appraisal- 27.08.2020, Road Wise - 14.09.2020	520.00
EFT4965	18/09/2020	Sharon Warner	Claim (Council Meeting 15.09.2020), IB Session - 01.09.2020, CEO Appraisal - 27.08.2020, GVROC - 11.09.2020	520.00
EFT4966	21/09/2020	DAVID BROCK	2nd Prize Winner 2020/2021(Early Payment Rates Incentive)	500.00

EFT4967	21/09/2020	JOSEPHINE JOY STARCEVICH	3rd Prize Winner 2020/2021(Early Payment Rates Incentive)	250.00
EFT4968	25/09/2020	Telstra Corporation Limited	Landlines and Internet Usage 05.09.2020 - 04.10.2020 (pool, VC, youth, depot, admin) \$719.95 Satellite Phone Usage 16.09.2020 – 15.10.2020 \$182.40 Mobile Phone Usage 17.09.2020 – 16.10.2020 \$648.21	1550.56
EFT4969	25/09/2020	Bonza Constructions Pty Ltd	Remove tree & roots, backfill holes left from tree removal, apply weathertext to external wall, replumb PVC drains, re-do lattice around works area.	3553.00
EFT4970	25/09/2020	Laurene Bonza	President Allowance (1st July - 30th September 2020)	3900.00
EFT4971	25/09/2020	Shire of Dundas Municipal Fund	Payroll deductions	745.00
EFT4972	25/09/2020	Department of Fire & Emergency Services	ESL (AUGUST 2020)	17471.41
EFT4973	25/09/2020	Landgate	Mining Tenements Chargeable, Schedule NO. M2020/8, Dated 17.07.2020 - 11.08.2020	40.60
EFT4974	25/09/2020	Marketforce	Advertising - Land for Sale Lot 287, Prinsep Street (West Australian 15.08.2020) \$395.71 Advertising - Land for Sale Lot 287, Prinsep Street (Kal Miner 15.08.2020) \$261.14	656.85
EFT4975	25/09/2020	NATIONAL PEN	200 x Stylus Plunger black INK, handling charge and shipping fee	255.04
EFT4976	25/09/2020	Rasa Patupis	Deputy President Allowance (1st July - 30th September 2020) \$975.00 Claim (Council Meeting 15.09.2020), IB Session - 01.09.2020, CEO Appraisal - 27.08.2020) and Travel 400km \$728.00	1703.00
EFT4977	25/09/2020	Winc Australia Pty Ltd	Fellows 225i Cross-cut Shredder	2169.72
PAY	01/09/2020	Payroll	Direct Debit of Net Pays	60003.95
6102	02/09/2020	Joseph Hodges	Reimbursement 2 x vacuums for Admin + Woodlands Centre	2038.00
6037	08/09/2020	Centrepay	Centrepay Fees for A629 & A698	1.98
PAY	15/09/2020	Payroll	Direct Debit of Net Pays	58842.20
PAY	15/09/2020	Payroll	Direct Debit of Net Pays – One off Pay	634.18
6119	16/09/2020	Margaret McEwan	Meals and Incidentals – LEMC Meeting 17.09.2020	207.70
6119	16/09/2020	Miriama Pula	Meals and Incidentals – LEMC Meeting 17.09.2020	207.70
6126	21/09/2020	Ali Sherifi	Meals and Incidentals – Department of Transport Training (21.09.2020 – 25.09.2020)	668.75
6128	22/09/2020	Centrepay	Centrepay Fees for A629 & A698	1.98
PAY	29/09/2020	Payroll	Direct Debit of Net Pays	58174.43
6134	30/09/2020	Joseph Hodges	Reimbursement of expenses (Harvey Norman and Bunnings)	1050.78
				508,969.61

Municipal Account Direct Debts

	Date	Name	Description	Amount
6095	01/09/2020	ANZ	Merchant Fees	682.83
6096	01/09/2020	Equipment Rents	Sharp Interactive Board	256.30
DD10442	03/09/2020	SuperChoice	Superannuation 19.08.2020 – 01.09.2020	14584.85
6104	03/09/2020	ANZ	BPAY Transaction Fee	128.70
6114	14/09/2020	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – August 2020	2698.84
DD10464	23/09/2020	SuperChoice	Superannuation 02.09.2020 – 15.09.2020	14684.94
				\$33,036.46

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
6121	17/09/2020	Chief Executive Officer	ANZ Credit Card Purchases 22.07.2020 – 23.08.2020	2755.97
	22/07/2020	DWER – Perth	Waste Facility Licence	1827.00
	24/07/2020	Laverton Supplies	GVROC – Meals for CEO, President & Cr. Warner	29.50
	27/07/2020	Doodly.com	Monthly Subscription	99.94
	30/07/2020	Bunnings Kalgoorlie	Key Cuts for Woodlands Centre	74.40
	30/07/2020	Harvey Norman Kalgoorlie	MS Surface Pen for President	139.95
	05/08/2020	Office National Kalgoorlie	Stationery Supplies for Woodlands Centre	334.49
	12/08/2020	Adobe	PDF Subscription	25.74
	17/08/2020	Regional Development Australia	Tickets for Influence and Impact Workshop Esperance 24 th August 2020	90.00
	19/08/2020	Officeworks	Portable Carry Safe (Banking Purposes)	134.95
			Total Credit Card Payment for Purchases 22.07.2020 – 23.08.2020	

Summary of Account Totals

Trust EFT's / Cheques	\$300.00
Municipal Cheques	\$0.00
Municipal EFT's	\$508,969.61
Municipal Direct Debit's	\$33,036.46
Municipal Credit Card's	\$2,755.97
Grand Total for September 2020	\$545,062.04

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 1/09/2020 to 30/09/2020 be noted.

Moved Cr: Hogan
 Seconded Cr: Wyatt

Resolution

That the Shire of Dundas monthly accounts paid from 1/09/2020 to 30/09/2020 be noted.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
11.4.2 – Financial Statements for the Period Ending 30th September 2020	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Manager of Finance and Administration – Aruna Rodrigo
Date of Report	14 th October 2020
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 30th September 2020 be accepted.

Moved Cr: Wyatt
 Seconded Cr: Hogan

Resolution

That the Shire of Dundas Financial Statements for the period ending 30th September 2020 be accepted.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
11.4.4 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	15 th October 2020
Disclosure of Interest	Nil

Summary

For Council to note the reports received from the Manager of Works and Services, Manager of Community Development, Youth and Events Officer and Visitors and Administration Services 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
 Youth and Events Officer
 Visitors Centre

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, the Youth and Events Officer and the Visitors and Administration Services Officer.

Moved Cr: Wyatt

Seconded Cr: Hogan

Resolution

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

Carried by: Simple Majority

For: 5

Against: 0

The Manager of Community Development, Pania Turner, declared a Financial Interest in the following item 11.4.5 – Review of the Register of Delegations, due to her employment position, and exited the Council Chambers at 6:32pm.

Agenda Reference & Subject	
11.4.5 – Review of the Register of Delegations	
Location / Address	Shire of Dundas
File Reference	GV.AU.2
Author	Manager of Community Development – Pania Turner
Date of Report	15 th October 2020
Disclosure of Interest	Financial

Summary

For the Council of the Shire of Dundas to review and approve the updates to the Register of Delegations.

Background

The Register of Delegations of Authority informs the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the Local Government Act 1995 (the Act).

The Act requires the Chief Executive Officer of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.

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

Statutory Environment

Local Governments Act 1995 S5.42 and S5.44

Policy Implications

Policies are updated in line with the current delegations

Financial Implications

Some delegations involve financial implications

Strategic Implications

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

Consultation

Chief Executive Officer
Senior Officers
Shire of Dundas Elected Members

Comment

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

Due to staff changes and Policy updates there are quite a few amendments being brought before Council for approval. These amendments are summarised below, and the draft Register of Delegation is included in papers relating.

AREA	CHANGE	REASON
FINANCE F01: Payments from trust and Municipal Funds	Removal of Shire President as a Delegated Authority	
FINANCE F01 Payments from Trust and Municipal Funds F02 Investments F12 Trust Fund F13 Loan Raising and Borrowing on Credit F15 Recovery of Debts F16 Land Valuations	Change of delegation from the Deputy CEO, to the Manager Finance and Administration.	Staff changes
ADMINISTRATION A05 Liquor – Sale & Consumption at Council Facilities	Update of titles from Liquor-Sale & Consumption at Recreation Centre, to Liquor – Sale & Consumption at Council Facilities	The change suits the delegation body of text that refers to all Council's facilities, not just the Recreation Centre.
ADMINISTRATION A01 Use of Shire Vehicle A10 Native Title A11 Telephones – Employees Private Use & Shire Business A19 Copies of Information	Change of delegation from the Deputy CEO, to the Manager Finance and Administration	Staff changes

ADMINISTRATION A13 Delegation of Power	Change of delegation from the Deputy CEO, to " <i>the delegated senior officer</i> ".	Policy change
ADMINISTRATION A14 Executive Functions A18 Power of Entry	Change of delegation from the Manager of Works, to the Manager of Works and Services.	Staff changes
ADMINISTRATION A14 Executive Functions A18 Power of Entry	Change of delegation from the Manager of Project to Projects Officer.	Correction of staff titles
ENGINEERING E01 Temporary Rural Road closures E02 Powers of Entry onto Land E03 Road Trains and Extra Mass Permits E07 Use of Contractors E10 Street Tree removal	Change of delegation from the Manager of Works, to the Manager of Works and Services.	Staff changes
ENGINEERING E01, E02, E07, E10 Street Tree removal	Change of delegation from the Manager of Project to Projects Officer.	Correction of staff titles
Signed Delegations	Update of date for current CEO start date.	
Signed Delegations	Update Deputy Chief Executive Officer to Manager Finance and Administration.	
Signed Delegations	Update Manager Works and Engineering to Manager of Works and Services and add A13 -Delegation of Power to list.	
Signed Delegations	Update Manager of Projects to Project Office.	
Signed Delegations	Manager Community Development add A13 Delegation of Power to list.	

Voting Requirements

Absolute majority

Officer Recommendation

The Council of the Shire of Dundas approve the Register of Delegations as included in Papers Relating.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

The Council of the Shire of Dundas approve the Register of Delegations as included in Papers Relating.

Carried by: Absolute majority For: 5 Against: 0

The CEO, Peter Fitchat declared a Financial Interest in item 11.4.6 – Confidential Item – CEO Contract Renewal as it deals with his contract of employment.

Recommendation

That the meeting proceeds behind closed doors to address Agenda Item 11.4.6 due to the item referring to staff matters.

Moved Cr: Wyatt
Seconded Cr: Hogan

Council Resolution

That the meeting proceeds behind closed doors to address Agenda Item 11.4.6 due to the item referring to staff matters.

Carried by: Simple Majority For: 5 Against: 0

Peter Fitchat, Aruna Rodrigo, Joe Hodges, Tracy Dixon, Richard Brookes, Lynn Webb, Judy Fleming, Pricilla Fleming and Paul Androvic exited the Council Chambers at 6:33pm.

Agenda Reference and Subject	
11.4.6 - Confidential Item- CEO Contract Renewal	
Location / Address	Shire of Dundas
File Reference	221
Author	Community Development Manager - Pania Turner
Date of Report	15 th October 2020
Disclosure of Interest	Nil

Recommendation

That the Council come from behind closed doors.

Moved Cr: Wyatt
Seconded Cr: Hogan

Council Resolution

That the Council come from behind closed doors.

Carried by: Simple Majority For: 5 Against: 0

Peter Fitchat, Aruna Rodrigo, Joe Hodges, Tracy Dixon, Pania Turner, Richard Brookes, Lynn Webb, Judy Fleming, Pricilla Fleming and Paul Androvic entered the Council Chambers at 6:37pm.

Committee Recommendation

That the Council of the Shire of Dundas

- 1. Endorses a further contract of employment with Peter Fitchat for the position of Chief Executive Officer with the Shire of Dundas for a period of five (5) years, commencing on the 21st September 2020 and concluding on the 20th September 2025,**
- 2. Is of the belief that Peter Fitchat is suitably qualified for the position of Chief Executive Officer,**
- 3. Is satisfied with the provisions of the proposed employment contract to be entered into with Peter Fitchat, with a total reward package of \$192,422 per annum, and**
- 4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Dundas.**

Moved Cr: Patupis
Seconded Cr: Wyatt

Council Resolution

That the Council of the Shire of Dundas

- 1. Endorses a further contract of employment with Peter Fitchat for the position of Chief Executive Officer with the Shire of Dundas for a period of five (5) years, commencing on the 21st September 2020 and concluding on the 20th September 2025,**
- 2. Is of the belief that Peter Fitchat is suitably qualified for the position of Chief Executive Officer,**
- 3. Is satisfied with the provisions of the proposed employment contract to be entered into with Peter Fitchat, with a total reward package of \$192,422 per annum, and**
- 4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Dundas.**

Carried by: Simple Majority For: 5 Against: 0

12 Elected Members Motions of Which Previous Notice Has Been Given

Nil

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

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

Voting Requirement

Simple Majority

Recommendation

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

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

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

Carried by: Simple Majority For: 5 Against: 0

Agenda Reference & Subject	
13.1 - Late Item - Sale of Land - Scout Hall	
Location / Address	Lot 287 (105) Prinsep Street
File Reference	CP.AD & A247
Author	Chief Executive Officer - Peter Fitchat
Date of Report	14 th September 2020
Disclosure of Interest	Nil

Summary

For the Council to consider the sale of the old scout hall located at lot 287 (105) Prinsep Street Norseman

Background

The Council at its ordinary meeting held in July 2020 resolved:

That the Council of the Shire of Dundas:

- 1. accept the offer included in the expression of interest by Resource Accommodation Management on the behalf of Tulla Group for the purchase of lots 297, 298, 299, 300, 301 Angove Street and Lot 289 and 290 Prinsep Street Norseman for the sum of \$52,500 +GST; and**
- 2. accept the offer included in the expression of interest by Resource Accommodation Management on the behalf of Tulla Group for the purchase of Lot 288 for the sum of \$7,500 +GST when the issue of the caveat on the title has been resolved; and**
- 3. advise Resource Accommodation Management that the sale of the lots does not constitute support for, development consent or approval of any proposed development as outlined in the expression of interest.**
- 4. offer for sale by expression of interest Lot 287 Prinsep Street Norseman.**

The sale by expression of interest of lot 287 was advertised and closed at 4pm on the 14th September 2020.

Statutory Environment

Local Government Act 1995
& associated regulations

Policy Implications

There are no Council policies that deal with a matter of this nature

Financial Implications

The sale of Shire property to private landowners will give the Shire a once off lump sum as well as additional rates income. The sale would also release the Shire from costs associated with ongoing operating and maintenance costs.

Strategic Implications

There are no themes in the Community Strategic Plan that deal with a matter of this nature.

Consultation

The sale of Shire property was advertised in the local newspaper, the Shire website and on various social media sites.

Comment

At the completion of the advertising period 2 expressions of interest were received.

- One submission was received from RAM for the outright purchase at \$10,000.
- One submission was received from Alys McDonough for the outright purchase at \$20,000.

Both of these submissions are considered substantially less than that considered appropriate for the value of the property.

The Council is aware that RAM are in the process of putting forward a proposal to develop lots 297, 298, 299, 300, 301 Angove Street and lots 288, 289 and 290 Prinsep Street, however the type and nature of the proposed development is unknown.

Notwithstanding the recent purchase of the lots, Resource Accommodation Management were advised that the sale of the lots does not constitute support for, development consent or approval of any proposed development as outlined in the expression of interest.

The scout hall on lot 287 is adjacent to the lots in question and it also raises the issue of compatibility of uses.

There are a number of options available for the Council.

1. Sell the property to Alys McDonough for \$20,000, the highest offer; and then subsequently withdraw her offer to purchase on the 19th October 2020.
2. Sell the property to RAM for \$10,000 on the basis that the sale would ultimately be more beneficial for the community;
3. Retain the scout hall and utilise for community purposes;
4. Retain the scout hall and offer for lease; or
5. Readvertise the property for sale in the expectation of receiving a better offer.

There are a number of benefits(a) /detriments(b) for each option

1. (a) The Shire would benefit from \$20,000 cash income and a new ratepayer
(b) The proposed use may be incompatible with a future use of the adjoining lots
2. (a) The Shire would benefit from \$10,000 cash income, a new ratepayer and the existing development (scout hall) may form part of a larger scale development on the adjoining lots.
(b) The Shire may not be getting best value for the scout hall
3. (a) The Shire would retain ownership of the scout hall to be used for community purposes in the long term.
(b) The Shire will receive no cash benefit and will continue to incur the operating and maintenance costs
4. (a) The Shire would retain ownership of the scout hall and have possible long-term income from a tenant

- (b) The Shire may not attract a long-term lessee
5. (a) The Shire may benefit from a higher sale price.
(b) The Shire may not receive a better offer.

It may be appropriate for the Shire to negotiate with the interested parties to come to an arrangement that brings the most benefit to the Community, namely a financial benefit, a new ratepayer and the most long-term benefit for the Community.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas authorise the CEO to negotiate with RAM that submitted an expression of interest for the purchase of Lot 287 (105) Prinsep St with the objective of getting a better outcome for the Community and finalise the sale with the purchaser paying all associated cost with the Transfer of Titles.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas authorise the CEO to negotiate with RAM that submitted an expression of interest for the purchase of Lot 287 (105) Prinsep St with the objective of getting a better outcome for the Community and finalise the sale with the purchaser paying all associated cost with the Transfer of Titles.

Carried by: Simple Majority For: 5 Against: 0

The following Officers declared an Impartial Interest in the following Item 13.2 - Register of Delegations Additional Delegation to F01: Payments from Trust and Municipal Funds:

- Manager of Community Development – Pania Turner
 - Manager of Works and Services – Joe Hodges
 - Manager Finance and Administration – Aruna Rodrigo
- due to their employment positions.

Agenda Reference & Subject	
13.2 – Late Item - Register of Delegations Additional Delegation to F01: Payments from Trust and Municipal Funds	
Location / Address	Shire of Dundas
File Reference	GV.AU.2
Author	Manager of Community Development
Date of Report	20 October 2020
Disclosure of Interest	Impartial

Summary

For the Council of the Shire of Dundas to review and approve the additional of the Manager of Community Development and the Manager of Works and Services to the delegation F01: Payments from Trust and Municipal Funds.

Background

The Register of Delegations of Authority informs the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the Local Government Act 1995 (the Act).

The Act requires the Chief Executive Officer of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.

The Act requires local governments to keep a register of its delegations and review it once every financial year. The recent F.10 Accounting policy change to signatories requires the Register to be updated.

Statutory Environment

Local Governments Act 1995 S5.42 and S5.44

Policy Implications

F10. Accounting

Financial Implications

Nil

Strategic Implications

Corporate Business Plan, and Business Continuity planning

Consultation

Chief Executive Officer
Senior Officers
WALGA

Comment

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

The Policy update has required the amendment to occur.

Voting Requirements

Absolute majority

Officer Recommendation

The Council of the Shire of Dundas approve the following updates to the Register of Delegations, that:

- 1. the Manager of Works and Services and the Manager of Community Development be added to the list of delegated authority at item F01: Payments from Trust and Municipal Funds, and**

2. the Signed Delegations for the Manager of Works and Services and the Manager of Community Development be updated accordingly.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

The Council of the Shire of Dundas approve the following updates to the Register of Delegations, that:

1. the Manager of Works and Services and the Manager of Community Development be added to the list of delegated authority at item F01: Payments from Trust and Municipal Funds, and
2. the Signed Delegations for the Manager of Works and Services and the Manager of Community Development be updated accordingly.

Carried by: Absolute majority For: 5 Against: 0

The following Officers declared an Impartial Interest in the following Item 13.3 – Policy Updates - F10 Accounting:

- Manager of Community Development – Pania Turner
 - Manager of Works and Services – Joe Hodges
 - Manager Finance and Administration – Aruna Rodrigo
- due to their employment positions.

Agenda Reference & Subject	
13.3 – Late Item - Policy Updates - F10 Accounting	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Manager of Community Development – Pania Turner
Date of Report	20 October 2020
Disclosure of Interest	Impartial

Summary

For the Shire of Dundas Council to review and approve the addition of the Manager of Works and Services and the Manager of Community Development to the list of authorised staff in F10: 1.9 Signatories to Accounts and remove the Shire President from the list.

Background

As part of the annual Policy Review and the Audit report, Shire senior officers and the auditor recommend that the Shire of Dundas adopt a number of policies relating to administrative and financial issues.

Statutory Environment

Local Government (Administration) Regulation 1996
Local Government (Financial Management) Regulation 1996

Policy Implications

Changes to existing policies and introduction of new policies.

Financial Implications

There are no financial implications in relation to the review of the policies, however there are a number of policies that relate to financial issues.

Strategic Implications

Business continuity planning

Consultation

CEO
MFA
WALGA

Comment

The recent change to the Register of Delegations, requires this policy update.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council of the Shire of Dundas approve the addition of the Manager of Works and Services and the Manager of Community Development to the list of authorised staff in F10: 1.9 Signatories to Accounts and remove the Shire President from the list.

Moved Cr: Patupis
Seconded Cr: Wyatt

Resolution

That the Council of the Shire of Dundas approve the addition of the Manager of Works and Services and the Manager of Community Development to the list of authorised staff in F10: 1.9 Signatories to Accounts and remove the Shire President from the list.

Carried by: Absolute Majority For: 5 Against: 0

The following Officers declared an Impartial Interest in the following Item 13.4 - Late Item Signatories on Accounts – Shire of Dundas:

- Manager of Community Development – Pania Turner
 - Manager of Works and Services – Joe Hodges
 - Manager Finance and Administration – Aruna Rodrigo
- due to their employment positions.

Agenda Reference & Subject	
13.4 - Late Item - Signatories on Accounts – Shire of Dundas	
Location / Address	Shire of Dundas
File Reference	FM.AT
Author	Peter Fitchat – Chief Executive Officer
Date of Report	20 October 2019
Disclosure of Interest	Nil

Summary

For the Shire of Dundas Council to review the signatories on the Shire of Dundas bank accounts, and:

1. remove the Shire President as a signatory,
2. add the following designated senior employees the Manager Community Development, Pania Turner and the Manager Works and Services Joe Hodges as signatories to the Shire of Dundas ANZ bank accounts.

Background

The Shire of Dundas Council has at some point added the Shire President as a signatory to the Shire of Dundas Bank Accounts. This is not common or recommended practice. The Shire President has never used her power to sign any payments on behalf of the Shire of Dundas.

The Manager of Finance and Administration is a bank signatory to the Shire of Dundas accounts, recent events have highlighted that when the CEO is on leave it was required that the CEO still needed to approve payments.

The Shire of Dundas requires the Manager of Community Development and the Manager of Works, who are able to act in the role of CEO as per the Policy, be authorised to be signatories on the Shire of Dundas bank accounts.

Authorisation to sign will be approved in writing as part of the senior employee being formally appointed to the acting position of CEO, or where the CEO has given approval in writing to account for a Manager on leave.

This measure will assist our organisation to fulfill payment and banking requirements.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Finance Policies

H.R. 19 Senior Employees

HR.5 Acting Chief Executive Officer/Acting in "Senior" Positions

Register of Delegations

Financial Implications

Nil

Strategic Implications

Business Continuity Planning.

Consultation

WALGA

Comment

The CEO has a duty to ensure the proper authorisation for the incurring of liabilities and the making of payments as well as reviewing the appropriateness and effectiveness of the Shire's financial management systems. The adding of the two signatories allows for business continuity in the case of Leave or Absence of the CEO and or Manager of Administration and Finance.

The Manager and Finance Administration Arambawattage Aruna Susantha Rodrigo is a signatory; to ensure the ability to make meet the Shire's payment obligations the Shire of Dundas requires the Manager of Community Development Pania Louise Turner and the Manager of Works and Services Joseph Albert Hodges, who are able to act in the role of CEO as per the Policy, be authorised to be signatories on the Shire of Dundas bank accounts.

ANZ procedures require minutes from the Council Meeting to add and remove signatories in regards the Shire's bank accounts.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council approve that:

- 1. The Laurene Gai Bonza be removed as a signatory from the following Shire of Dundas accounts:**

- (1) 016628 434102952**
- (2) 016628 434102995**
- (3) 016628 209479331**
- (4) 016628 197898781**
- (5) 016628 268623153**
- (6) 016628 456498388**
- (7) 016628 911165842**
- (8) 016628 911166423**
- (9) 016628 911166618**

- 2. The Manager of Community Development Pania Louise Turner and Manager of Works and Services Joseph Albert Hodges be added as a signatory to the following Shire of Dundas accounts:**

- (1) 016628 434102952**
- (2) 016628 434102995**
- (3) 016628 209479331**
- (4) 016628 197898781**
- (5) 016628 268623153**
- (6) 016628 456498388**
- (7) 016628 911165842**
- (8) 016628 911166423**

(9) 016628 911166618

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the Shire of Dundas Council approve that:

- 1. The Laurene Gai Bonza be removed as a signatory from the following Shire of Dundas accounts:**

(1) 016628 434102952
(2) 016628 434102995
(3) 016628 209479331
(4) 016628 197898781
(5) 016628 268623153
(6) 016628 456498388
(7) 016628 911165842
(8) 016628 911166423
(9) 016628 911166618

- 2. The Manager of Community Development Pania Louise Turner and Manager of Works and Services Joseph Albert Hodges be added as a signatory to the following Shire of Dundas accounts:**

(1) 016628 434102952
(2) 016628 434102995
(3) 016628 209479331
(4) 016628 197898781
(5) 016628 268623153
(6) 016628 456498388
(7) 016628 911165842
(8) 016628 911166423
(9) 016628 911166618

Carried by: Simple Majority

For: 5

Against: 0

14 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on 17th November 2020.

15 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:44pm.