

Shire of **Dundas**

Norseman Woodlands to Eucla Coast

Ordinary Council Meeting

17th November 2020



Papers Relating

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Norseman Woodlands to Eucla Coast

10.1.1

Men's Shed Lease Amendment to Sub-Lease

THE NORSEMAN MEN'S SHED ASSOCIATION INC.

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NORSEMAN 6443
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EMAIL : jaaricak@outlook.com

A.B.N. : 97 976 185 704.



DUNDAS SHIRE
PRINSEP ST.
NORSEMAN
WA. 6443.

11/11/2020

To the CEO and Councillors,

Greetings,

Recently the Norseman Men's Shed has been offered an opportunity to expand it's enterprise by sharing some of the property at 104 Prinsep St.. for a monthly rental income.

However, it comes to light that the present Lease Agreement with the Shire does not allow for this, therefor we ask the Shire to *ammend* the *Agreement* to allow the N.M.S.A.Inc to *Sub let* part of the property.

As a community organisation the proposal put to the group would sustantially enhance its financial status as well as provide an extra service to the community where the monies raised would remain in the community.

Regards
John Ackermans
Secretary – Coordinator.
N.M.S.A.Inc



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10.3.2

Policy Review - Use of Shire Vehicles

T.18 Operation of Shire Plant and Equipment

Objective

To ensure the appropriate use of Shire plant and equipment

Policy Statement

Other than the Community bus and loan vehicle, only authorised persons are permitted to operate Shire plant and equipment

The Chief Executive Officer and/or the Manager of Works and Services are the only persons permitted to grant that authorisation.

After Hours Use

Other than the Community bus and loan vehicle, the use of Shire plant and equipment is permitted as follows:

The Chief Executive Officer is authorised to permit the after hour's use of the Shires plant and equipment provided that the plant and equipment:

- is used to facilitate works for a local community organisation or sporting body;
- is operated by appropriately trained and authorised Shire employees only;
- does not leave the Shire of Dundas;
- is available at the depot and does not involve unnecessary transportation;
- is returned to the depot in time for normal Shire operations;

and costs are charged in accordance with the schedule of fees and charges;

Community Bus

Community members may use the Community bus in accordance with the Rules of Hire/Use as prescribed on the relevant Application Forms.

Community Vehicle

Community members on behalf of **APPROVED** Community groups may use the Community vehicle in accordance with the Rules of Use as prescribed on the relevant Application Forms.

Community groups may be considered eligible to use the Community vehicle subject to making an application to the Shire for approval to use the Community vehicle.

In considering the application, the Council may look at the circumstances of each group, determine their eligibility or otherwise and to include conditions on each application as determined necessary



Norseman Woodlands to Eucla Coast

10.3.3

Proposed A.15 Citizenship Policy

A15. Australian Citizenship Ceremonies Policy

Policy Objective

To provide clear guidelines for Australian Citizenship Ceremonies being held in and hosted by the Shire of Dundas, and to ensure the Ceremony is held in accordance with the Australian Citizenship Ceremonies Code.

To acknowledge the significance of the Citizenship Ceremony and to allow people to participate in a ceremony that is befitting of a new Australian citizen taking the Pledge of Commitment.

Policy Statement

The Shire of Dundas Council performs Australia Citizenship Ceremonies as required. The ceremony is performed in accordance with the Australian Government Department of Home Affairs requirements and the Australian Citizenship Ceremonies Code.

Policy Scope

This policy applies to:

- the Council of the Shire of Dundas;
- Shire Officers, and
- all people participating in an Australian Citizenship Ceremony hosted by the Shire of Dundas.

To be eligible to attend a citizenship ceremony at the Shire of Dundas, the conferee must have completed their application process with the Department of Home Affairs.

The Ceremony

Shire of Dundas Officers will ensure all Australian Citizenship Ceremony proceedings meet the requirements of the Australian Citizenship Ceremonies Code:

<https://immi.homeaffairs.gov.au/citizenship-subsite/files/australian-citizenship-ceremonies-code.pdf>

Citizenship ceremonies consist of:

- Welcome to Country
- The Minister's Message
- Guest speech (as required)
- Citizenship preamble
- Pledge of Commitment
- Presentation of citizenship certificates
- Presiding Officer's speech (as required)
- Affirmation by an Australian Citizen
- The Australian National Anthem.

A15. Australian Citizenship Ceremonies Policy

Dress Code

The Shire of Dundas encourages people participating in and attending an Australian Citizenship Ceremony to recognise the significance of the occasion and dress accordingly.

The following is considered appropriate attire:

- clean and neatly dressed
- smart casual;
- business or formal;
- uniforms, such as school; and
- traditional, national or cultural dress.

Policy to be adopted November 2020



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11.4.4

Officers Reports



Norseman Woodlands to Eucla Coast

REPORT TO COUNCIL Ordinary Council Meeting 17th of November 2020

AREA: Works and Services
PERIOD OF REPORTING: October-November

OFFICER: Joe Hodges

Sealing Works

- No new sealing projects planned.

Construction Road Crew Works

- Road crew carting gravel from Pit 2A into the depot in preparation of works on the Heritage Trail commencing.
- Backfilling around newly constructed sewer drying bed.

Gardening Crews

- Supplying coverage for landfill staff on leave.
- Other main gardener resigned and has now left the employ of the Shire.
- Placed one town crew member as the gardener.
- Casual Ranger requested more works gardening so has been allocated to the Admin Gardens.

Occupational Safety And Health

- No issues to report currently.

H.R. Items

- Outside staff commenced 9-day fortnight, first crew scheduled to be on RDO Friday the 30th Oct.
- Staff roster at the Landfill I is being worked on so as to accommodate some recycling for 2-3 days per week.
- Town Crew Team Leader submitted his resignation on the 26th October, his employment was finalised at that point.
- There is a requirement to advertise for staff for the following positions, Landfill attendant, to be done internally. Other positions are Grader operator, Team Leader, 3 gardeners and possibly 1 Town Crew operator.

Training

- All staff are completing new training 10th – 13th November 2020. Loader, Skid Steer, Construction card, Chain Saw, Quick Cut and Excavator.

Hyden Norseman Road

- All work on the road on hold. There is a large number of illegal trucking livestock operators using the road, if nothing done then Western Areas will possibly reduce the grading of the road as it is being damaged by external operators. These operators are utilising the road I have commenced contacting operators where possible to have them apply for a permit. Many will not, therefore Main Roads will be contacted to police the road. Currently an average of 30 operators using the road per day.
- Reported to Main Roads on 6th November for compliance checks.

Building Services

There are 2 projects that will cost more than the estimated budge for maintenance, below are the 2 projects.

Item 1

13 Roberts Street

After the premises at 13 Roberts Street was vacated by a former staff member it became evident that repairs were required to the premises.

Works that were required were:

1. Tree removal- due to damaging the house and plumbing.
2. Contractor repaired the roof and gutters, internal ceiling repairs, internal door repairs, fitting new locks for doors, repairs to external walls, some plumbing works.
3. Electrical works were needed to make safe all electrical switches and lighting.
4. Plumbing contractor initial investigation for blocked Septic lines.
5. Contractor located septic tanks and leach drains and cleared all septic waste and congested root growth blocking septic system.

The above works carried out
at a cost of **\$19796.96**

Current Budgeted Amount for
building maintenance is **\$3000**

Current Total Spent To-date **\$22796.96**

- Additional works are still required to the property.
- Additional works are still required to the property to make it comfortably liveable.

Additional costs to be added **\$23,500** which is made up of:

Internal Paint	\$13,000
Floor Coverings	\$ 4,000
Kitchen Refurbishment	\$ 6,500 (could be postponed until the new financial year).

This will total spend to \$46,296.96

Item 2

Men's Shed Upgrade

Current budget \$5000

Plumbing works undertaken, with a cost of **\$1818.18**

Account Enquiry - HP66 - Men in Sheds - Kitchen upgrade

Additional Costs to be added

- | | |
|-------------------|-----------|
| • Kitchen Fit-out | \$5457.50 |
| • Electrical | \$2000.00 |
| TOTAL | \$7457.50 |

Less Balance remaining **\$3181.82**

Resulting in an overspend of \$4275.68

Waiting on second quote to be submitted, to be added to December Agenda.



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REPORT TO COUNCIL
Ordinary Council Meeting 17th November 2020

AREA: Community Development
PERIOD OF REPORTING: October - November 2020

OFFICER: Pania Turner

COVID-19 Controlled Interstate Border Opening

The following information is from the WA State Government and is current at 12.11.20:
From Saturday, 14 November, WA will transition to a safe and sensible controlled border arrangement based on the latest public health advice.

Introduction of WA's new controlled interstate border arrangement is dependent on every state and territory in Australia recording a 14-day rolling average of less than 5 community cases of COVID-19 per day.

If this 14-day rolling average is met, the existing hard border arrangements and current exemption requirements for travel will be removed, allowing Australians to travel into and around WA, subject to conditions of entry.

Remote Aboriginal community restrictions within WA are still in place, as well as a modified 2 square metre rule.

The Chief Health Officer will continue to closely monitor community transmission in other states and territories and will advise the WA Government if any changes to our borders are required to keep Western Australians protected.

The latest information can be found at: <https://www.wa.gov.au/organisation/covid-19-coronavirus-controlled-interstate-border>

Shire of Dundas

The Shire has increased the cleaning regime and urges all business and residents to following the distancing and hygiene requirements as advised by the State Government.

Shire Officer continue to work with emergency services, and the Local Emergency Management Committee to monitor the pandemic impacts within the Shire.

Woodlands Centre

Outdoor area works

Mural artist-Kyle Wicker on site has completed the Ngadju mural at the Woodlands Centre. Council approved a change of design to incorporate capturing Worinburna (Lake Cowan) and Cherry Island. The story of the cultural significance of the wildlife represented and the area will be including on signage near the mural.

Fencing for the childcare centre has had- some delays with supplier, the PO has been trying hard to get a speedier response.

Nature Playground equipment ongoing.



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Internal Fit Out

We are still experiencing significant delays on some services and items, although this is frustrating, I congratulate the staff on ensuring that a continuation of services has occurred for Community Resource and Visitor Centre customers. It is excellent to see the increase of visiting service providers making use of the larger boardroom.

The Visitor Centre has re-commenced opening on Saturdays 8:30-12:30pm, effective from the 7th November. Our first Saturday saw only two customers use the Centre, it will be interesting to see the impact of the soft border opening on the numbers. Although these hours are linked to accreditation (which is not compulsory) we will be monitoring the costs and viability of weekend operations.

Signage

Officers will be reviewing Information Bay signs as they require an update regarding the Woodlands Centre. Design concepts for the Centre naming signage on the front of the building are underway. This is one of the few larger jobs remaining on the project, as well as the Woodlands interpretation features, and play area.

Dodd House

Dodd House courtyard works are underway, and we hope to be able to get our seniors back into Dodd House soon. Dodd House is long overdue for an upgrade of furniture which will be more user friendly and comfortable for the seniors.

Australia Day Community Citizenship Awards

The Shire has received two nominations at this stage, with online nominations now closed. The Shire will allow in person nominations to be received up until the 15th November which will fit within the time frame for Council to approve the awards and for the certificates to be printed by Auspire WA.

Remembrance Day Service

Thank you to all who attended the Remembrance Day Services, this ceremony along with ANZAC Day hold a special place in the Community, which is evidence by the attendance numbers. Thank you to Norseman District High School staff and students who come to pay their respects every year through presentations and laying of wreaths.

Community Wellbeing Plan Workshop 2

The fourth workshop was conducted on 11 November 2020. The workshops facilitated by the by Mental Health Commission continues to move forward on the development of the Plan, and due to participants commitment to ensure that the needs of the community are addressed a fourth workshop will be held in February 2021 to complete the Plan.

Building a Strong Vibrant Community and Local Economy

Peter Kenyon Breakfast Workshop

Describing himself as a as a social capitalist and community enthusiast Peter Kenyon is founder and Director of the Bank of I.D.E.A.S. (BOI). Established in 1989 the Bank of I.D.E.A.S. Peter's team has worked with over



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2000 communities worldwide, including Australia. With a passion to 'facilitate fresh and creative ways that stimulate community and local economic renewal'.

Moving from doing 'to' and 'for' people and starting to do things 'with' people. The Free Community/Business Breakfast workshop will ask the explore how the Shire and Community can together build a strong vibrant community and local economy.

Peter will then be available at the Woodlands Centre to speak with local business owners and community groups 9-11am.

“BUILDING A STRONG, VIBRANT COMMUNITY AND LOCAL ECONOMY”
FREE COMMUNITY BREAKFAST WORKSHOP




7.15AM - 8.30AM
WEDNESDAY 18 NOV
NORSEMAN SHIRE OFFICES
RSVP FOR CATERING - PH 9039 1205

PETER KENYON REFERS TO HIMSELF AS A COMMUNITY ENTHUSIAST. HE IS PASSIONATE ABOUT BUILDING STRONG, SUSTAINABLE AND ENTERPRISING COMMUNITIES AND LOCAL ECONOMIES.

BUSINESS IS NOT ABOUT PRODUCTS AND SERVICES, BUT ABOUT RELATIONSHIP BUILDING. PETER WILL BASE HIS SUGGESTIONS ON INSPIRING, PRACTICAL STORIES AND ACTIONS FROM A RANGE OF OUTSTANDING AND OUTRAGEOUS BUSINESSES ACROSS RURAL AND REMOTE AUSTRALIA AND NEW ZEALAND.

PRESENTED BY PETER KENYON - BANK OF I.D.E.A.S.

THIS WORKSHOP IS PROUDLY SPONSORED BY

Norseman Woodlands to Eucla Coast
 GULDFIELDS EXPERIENCE



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REPORT TO COUNCIL Ordinary Council Meeting 17th of November 2020

AREA: Visitor Services

OFFICER: Hannah Turner

PERIOD OF REPORTING: October-November

Visitor Services

A total of approximately 186 patrons have been through the Woodlands Centre between the dates of the 19th of October and the 9th of November (inclusive of CRC customers). This can be expected to increase in the upcoming weeks due to the border changing from a hard border closure to a controlled border of November 14th. This will now mean that travellers from all states (apart from Victoria and New South Wales) will not be required to isolate upon entering the state. Future increases in travel will also be attributed to the Christmas holidays and the seasonal trend of travelling down south as opposed to northern WA as is the norm during earlier parts of the year.

With the border in the midst of 'opening' the Visitor Centre has already noted an increase of travellers enquiring about the Eyre Highway, most enquiries relating to what businesses along the highway are open and available to the public.

The RV Park has returned to a 72 hour limit for fully self-contained vehicles and as of the 8th of November has recorded a \$114.50 spend for the month of November. This, in a small way, evidences the impact the restrictions have had on the local tourism spend in Norseman with prior to COVID-19 and Bushfires would range from approximately \$5000-\$8000 per month.

Woodlands Centre

The Woodlands Centre has commenced Saturday openings during the times of 8:30am-12:30pm, this will run in line with Kids Club which is hosted by the CRC every second Saturday. Limited CRC services will be available on Saturday's.

There will now no longer be a lunch time closure at the Woodlands Centre.

We have started an Instagram account for the Woodlands Centre (username @norsemanwoodlandscentre) which will post both Visitor Centre and CRC content.

The Visitor Centre had all flags arrive which now sit at both entrances when open. Brochure holders/stands have also arrived and have been set up.

Upcoming Anniversary

December 9th will mark 30 years since the opening of the heritage trail. The original opening attracted a large group of people according to its article in the December 1990 issue of the Norseman Today (known as the Norseman Pioneer during this time) including Hon Julian Grill, MLA Member for Eyre.



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10.4.5

Appointment of Moore Australia as Accountants

Provision of Accounting Support Services
2020/21 Financial Year

Shire of Dundas

November 2020



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BACKGROUND

Thank you for the opportunity to provide the Shire of Dundas with a proposal for accounting services for the 2020/21 and 2021/22 financial years.

With an ever-increasing level of compliance and scrutiny applied to local governments, our service provides a reliable, independent and scalable accounting and governance service to free up your existing resources to take on other challenges.

We are extremely experienced at servicing rural and remote local governments and partner with our clients to help them manage the risks of fluctuations in staff productivity, experience and continuity. Our clients appreciate the flexibility and scalability of our service offering and consider us an extension of their onsite team. We aim to assist, support, advise and mentor your staff members.

Our proposal contains a fee estimate for some of the standard services we provide our clients. However, it is not the limit of our service capability. We have also included a list of other services we have provided to our clients. Your accounting requirements are individual to your Shire and although we offer an idea of the accounting services we can provide, we are flexible and experienced enough to customise our services to your needs. We would be pleased to discuss options and services with you and to provide an amended proposal on request. Please contact us to discuss how we can assist you.

The key points relating to our proposal are set out below:

Familiarity

We have a proven capacity to work with the Shire of Dundas to achieve outcomes and meet deadlines.

Professional and experienced team

Our people have an in-depth understanding of the Local Government Industry. We can guide the Shire through all the relevant requirements and provide advice on other potential industry related issues.

Relevant experience

We have provided similar services to other local governments of a similar size. Our staff includes an ex Local Government Deputy CEO and ex rates officer who are experienced at providing rates advice and dealing with rating queries.

We regularly receive and respond to requests for assistance on a daily basis and pride ourselves on our customer service and timeliness.

Continuity of service

We provide an extensive range of on-going support services including training and the City/Town/Shire of Somewhere models resulting in our team always being up to date with the latest requirements.

SCOPE AND DELIVERABLES

The following sets out the proposed services we will provide as part of the standard scope. We would be pleased to provide an alternate scope of services should your requirements vary from those set out below.

MONTHLY ACCOUNTING SERVICE

Timely preparation of Statutory Monthly Financial Reports for the nine months in the 2020/21 financial year. The Monthly Financial Reports are compliant with relevant legislation and produced in the industry standard City/Town/Shire of Somewhere format with the aim of providing appropriate financial information to elected members.

Our fee is based on the Shire staff collecting and collating and entering information and accounting transactions into your accounting system. We provide technical accounting support for accounting staff through this process and will review key balances and their supporting reconciliations at month end as well as review transactions where requested. To support this process, Shire staff will complete and upload the online task checklist using our digital client portal. The checklist provides a valuable record for management and finance staff of month end procedures undertaken, as well as reconciliations and tasks completed. The checklists permit us to analyse the information supplied against the accounting records and compile the monthly financial report in accordance with the FM Regulations and prepare our month end reports to the CEO setting out our findings and observations.

As matters are identified we will raise these with staff and support staff to rectify the entries prior to compilation of the statements if time permits, or alternatively make changes on the face of the statements. Where changes are required on the face of the statements we will forward a detailed list of changes we have made and seek to rectify these items in conjunction with staff before the next monthly statements are prepared.

ONE-OFF ANNUAL SETUP COSTS

To commence the monthly accounting service, we are required to undertake setup tasks and input of comparative information (for example budgets) into the statements. This is a one-off fee to recognise the additional time required to undertake this task.

MONTHLY STATEMENT OF FINANCIAL ACTIVITY – DRAFT AGENDA ITEM & REPORT PREPARATION

To comply with legislation, our staff will assist with the completion of the material variances note within the monthly statement of financial activity as well as a draft agenda item for management review and presentation at each ordinary meeting of Council.

LIST OF ACCOUNTS PAID BY DELEGATED AUTHORITY – DRAFT AGENDA ITEM & REPORT PREPARATION

To comply with legislation and ensure Council are informed of all payments made by delegated authority, our staff will produce the list of accounts paid by delegated authority as well as a draft agenda item for management review and presentation at each ordinary meeting of Council.

ANNUAL FINANCIAL STATEMENTS 2019/20

To review and amend annual financial statements 2019/20 to reflect any changes required by the auditors and new legislation if applicable.

SCOPE AND DELIVERABLES (CONTINUED)

ANNUAL FINANCIAL STATEMENTS 2020/21

We will prepare the Annual Financial Statements for the Shire of Dundas for the 2020/21 financial year. The statements will be prepared using our model local government financial statements amended and modified as required to enable the Shire of Dundas to meet its annual financial reporting requirements in preparation for audit. Moore Australia is the supplier of the City/Town/Shire of Somewhere model for the preparation of the Annual Financial Statements. This well-known model is considered the industry standard.

Along with preparation of the statements themselves we will collate and review the supporting records supplied to us in preparation for audit. As part of the collation of this information we will provide a detailed online list of other information necessary to be disclosed in the annual financial report, to assist staff to source the information required. We coordinate with Shire staff to access the information as set out in our comprehensive online checklist and provide template documents for completion where required to assist in the compilation of this information. Our staff will provide guidance as requested to guide the compilation of this supporting information.

To enable the expedient completion of the statements we would appreciate access to your accounting system in order to extract information. We will not process any financial entries and the Shire of Dundas maintains responsibility for the entry, accuracy and control of all financial records and entries. Should journals be required we will forward a request to the relevant officer to initiate the journal in accordance with your standard journal procedures.

DETAILED ANNUAL BUDGET

Preparation of the detailed annual budget is a very important element of local government finance and we are able to assist with the compilation of required budget information from various officers and balancing of the detailed budget.

We provide a standard spreadsheet to collate information which allows for modifications to the budget at a detailed job or account level and enables us to undertake the required budgeted cost re-allocations as a final step in the development of the budget.

We are flexible with the level of our involvement in the development of the detailed budget and as such cannot provide a fixed cost estimate for this work.

ANNUAL BUDGET

We understand the importance of the production of the Annual Statutory Budget within relatively short timelines. Working with the relevant officers we will prepare the Annual Statutory Budget for the 2021/22 financial year from the detailed budget information provided to us in accordance with an agreed timeframe.

The tasks and source of information for preparation of the Annual Budget are set out in our comprehensive online checklist of information requirements we will supply prior to the commencement of the budget process.

We provide a standard spreadsheet to collect information which can be uploaded to your corporate system. Alternatively, we can upload this information from your own detailed budget if the Shire wishes to undertake its budget using its own process.

BUDGET REVIEW

Legislation requires a budget review to be undertaken between 1 January and 31 March for presentation to Council. We will prepare the budget review based on amendments to the budget provided to us.

SCOPE AND DELIVERABLES (CONTINUED)

ADDITIONAL ASSISTANCE

Staffing resources and competing priorities may present unexpected challenges in Shire staff meeting deadlines to prepare Statutory Monthly Financial Reports. Should the Shire of Dundas take up the quoted monthly accounting service and associated one-off annual setup service, our team will be available to provide additional ad hoc assistance with preparation of the Statement of Financial Activity during the 2020/21 period as required.

ON SITE VISITS

Experience has shown the large benefit of our staff spending time on site to work alongside and assist Shire staff with daily processing tasks and undertake training on specific areas of finance operations. Senior staff will attend on site to undertake this role at least twice per year at a time which is mutually convenient. As the length of our time on site is difficult to determine, we will fee for time on site at a discounted daily fee with no charge for travel time.

TIMING

We are flexible on the timing of the commencement of the service and we hope you choose from the outlined services those which suit your immediate needs. We are open to discussion about the resources you need and can adjust any service to suit your circumstances.

OTHER SERVICES AVAILABLE ON REQUEST

- Process Revaluation of Assets
- Fringe Benefit Tax Return
- Cost Re-allocation Reviews
- PAYG summaries – reconciliation and lodgment
- Tax lodgments
- Integrated Planning and Reporting
- Compliance and Governance Services
- Fuel Tax Credit Preparation and Reviews

INDICATIVE FEE ESTIMATE

Our fee estimate is set out below for Accounting Services:

Service Components – Accounting Services	Indicative Fee (Ex GST)
Monthly Statement of Financial Activity Compilation of the Statement of Financial Activity (October 2020 to June 2021), end of month independent review service and report to the CEO. (\$2,200 per month x 9)	\$19,800
Council Reports Council Reports for Monthly Statement of Financial Activity (October to 2020 to June 2021) for each Ordinary Meeting of Council: <ul style="list-style-type: none"> • Assistance with completion of material variances note of the Monthly Statement of Financial Activity • Preparation of draft agenda item for the Monthly Statement of Financial Activity • Preparation of supplementary reports to accompany the Monthly Statement of Financial Activity (\$150 per month x 9).	\$1,350
One-off Setup Fee (Monthly Statements Only) Yearly setup and input of graphical comparatives, budgets and checklists for the new financial year.	\$2,500
Annual Financial Statements 2019/20 Review and adjustments as required after audit undertaking and new legislation	Hourly Rate
Detailed Annual Budget Development of detailed 2021/22 Budget Estimates.	Hourly Rate
Annual Budget Compilation of 2021/22 Budget Estimates to Statutory Format	\$10,000
Annual Budget Review Undertake 2021 Budget Review	\$1,000
Annual Financial Statements Compilation of 2020/21 Annual Financial Statements	\$11,000-\$15,000
Total Indicative Annual Fee (ex GST)	\$49,650
Additional on-demand accounting support Advice and assistance with processing, reconciliations and support not included above	Daily rate per person onsite
<ul style="list-style-type: none"> • Accountant \$210/hr • Senior Accountant \$240/hr • Supervisor \$270/hr • Manager \$300/hr • Director \$500/hr 	N/A N/A \$1,900 \$2,000 \$2,750

Our fee estimate is valid for 60 days from the date of our proposal. We would propose to bill monthly for our services in accordance with our normal business terms and conditions.

INDICATIVE FEE ESTIMATE (CONTINUED)

Fee assumptions – Accounting Services

In the preparation of our fee estimate, we have made the following assumptions:

- Our fees have been calculated based on the Shire of Dundas taking up all service offerings, applying our standard templates and formats for reports;
- Our services will be conducted from the offices of Moore Australia (WA) Pty Ltd, Exchange Tower, Perth WA, unless otherwise set out in this proposal;
- Our fees will be increase in line with the Consumer Price Index for each of the future years applicable to service period. The increase will be communicated to the Shire prior to application and will be set by reference to the wage price Index (ABS code 6345.0 seasonally adjusted) for private sector employees;
- Our fee includes access to the latest Moore Australia Somewhere models; and
- The Shire of Dundas will provide (or provide access to) all relevant information and records to permit us to undertake the engagement.

Fee exclusions

Our fee estimate excludes:

- Goods and Services Tax;
- Travel expenses and travel allowances in accordance with our staff travel policy.





ENGAGEMENT TEAM

A highly professional and experienced team

When engaging Moore Australia (WA) you can be assured the key personnel working on your project are very experienced in Local Government. You can also be certain we will continue to service the Industry and keep our knowledge current with the latest requirements.

Key personnel

The following key people will be the key contacts in relation to our services. This team will work closely on the engagement to ensure that our services are conducted as smoothly as possible in accordance with the service timeline

Personnel	Role	Qualifications	Experience
 Russell Barnes Director	Engagement Management and Review	CAANZ Affiliate member Bachelor of Commerce Graduate Diploma in Computer Studies Member of LG Professionals WA	Wide ranging local government experience built on a significant number of years as a consultant.
 Tanya Browning Manager	Service Support	Graduate Certificate Public Sector Management Graduate Certificate Infrastructure Asset Management Diploma of Project Management Fellow of LG Professionals WA Governance Institute of Australia (Associate Member)	17 years of practical local government experience including finance, governance and statutory compliance
 Samantha Bresciani Supervisor	Service Manager	Chartered Accountant Bachelor of Accounting Science Member of LG Professionals WA	More than 8 years accounting experience in local government industry
 Sonya Ellison Accountant	Accountant	All Synergyssoft modules	16 years' experience working in remote WA local government. 8 years' experience as a rates officer.

RELEVANT EXPERIENCE

Local government	Services
Shire of Derby-West Kimberley	Monthly Financial Statements
	Annual Financial Statements
	Statutory budget
	Asset processing
Shire of Halls Creek	Monthly Financial Statements
	Annual Financial Statements
	Statutory budget
	Asset processing
Shire of Koorda	Monthly Financial Statements
	Annual Financial Statements
	Rates support
	Training – Accounting Software
Shire of Leonora	Ongoing accounting support and training
	Annual Financial Statements
	Rates support
	Monthly Financial Statements
	Reporting and tax
Shire of Menzies	Monthly Financial Statements
	Annual Financial Statements
Shire of Sandstone	Monthly Financial Statements
	Annual Financial Statements
	Detailed budget
	Statutory budget
Shire of West Arthur	Ongoing accounting and software support and training
	Rates support
Shire of Williams	Ongoing accounting and software support and training
	Rates support
Tamala Park Regional Council	Monthly Financial Statements
	Annual Financial Statements
	Statutory budget

QUALITY

Quality is threaded into the fabric of Moore Australia

Moore Australia (WA) recognises engagement quality is fundamental to the ongoing strength of our brand, and success of our business. This is front of mind in our communications, engagement work, deliverables, embedded in our training materials, documented in policies and procedures and permeates the entire network. The commitment to quality culture is driven by Directors and that is how we are successful in threading quality as a fabric through the firm.

Moore Australia (WA) agrees to maintain for the term of the engagement a professional accounting practice and act in a reasonable and professional manner consistent with the standards of professional conduct as set out by the major accounting bodies and in line with the scope of works detailed within the engagement agreement.

The Directors and senior staff have had extensive experience in Local Government and provision of advisory services. Partners and staff attend ongoing in-house staff training, national and international conferences and commercially run seminars. We undertake training of our staff and use internal and quality and credible external training providers to assist, where required. Performance of professional staff is regularly evaluated, with the aim of identifying how our office and the Moore Australia (WA) network can assist them to reach their career goals and their full potential.

Moore Australia (WA) agrees to maintain an adequate level of quality control systems within the accounting practice to ensure, to the best of the Moore Australia (WA)'s ability, that all professional standards and legislative requirements are met in all the services provided to the Shire. Engagement work is reviewed on a timely basis to ensure a quality, efficient and effective engagement is performed, within time and budget.

Moore Australia (WA) WA is subject to peer reviews by Moore Global and Moore Australia (WA) Australia. Our Moore Global peer review is currently in progress. Our Moore Australia (WA) Australia review was completed in 2019 and minor recommendations were provided and were implemented on a timely basis.

OTHER MATTERS

Disclaimer

Liability limited by a scheme approved under Professional Standards Legislation.

The services provided in terms of this engagement comprise an advisory engagement, which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance either expressed or implied.

Moore Australia (WA), a Perth based partnership of trusts ("the firm"), carries on business separately and independently from other Moore Australia member firms around Australia and Moore Global firms worldwide.

Services provided under this engagement are provided by the Firm and not by any other independent Moore Global member firm. No other independent Moore Australia or Moore Global member has any liability for services provided by other members.

Throughout this document, a reference to Moore Australia refers to Moore Australia (WA) Pty Ltd trading as agent ABN 99 433 544 961, an independent member of Moore Global Network Limited – member in principal cities throughout the world. Moore Australia (WA) is not a partner or agent of any other Moore Australia or Moore Global member firm.

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Any report prepared will be prepared solely for the purpose set out in this proposal and is not to be used for any other purpose or distributed to any other party without Moore Australia (WA) prior consent. Any reliance placed by a third party on the report is that party's responsibility.

Conflicts of interest

The firm currently provides extensive audit and advisory services to local government however, we do not believe the provision of Integrated Planning and Reporting Services would compromise our objectivity in the delivery of these services.

Should the possibility of a perceived or actual conflict arise, the matter would be raised with the CEO immediately and activities suspended until the issue is resolved to the satisfaction of the CEO.

Proposal Date

22 November 2020

Proposal Approval

Russell Barnes, Director

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