



Norseman Woodlands to Eucla Coast

**Minutes of Meeting  
Ordinary Council Meeting  
30<sup>th</sup> March 2021**

UNCONFIRMED

MINUTES of the ORDINARY Meeting of the Council  
held in the Council Chambers at the Shire Administration Office –  
Prinsep Street Norseman on the 30<sup>th</sup> March 2021 commencing at 6.00pm

### Table of Contents

1.	Declaration of Opening and Announcement of Visitors.....	3
2.	Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.....	3
3.	Record of Attendance of Councillors / Officers and Apologies.....	3
4.	Applications for Leave of Absence.....	4
5.	Response to Previous Public Questions Taken on Notice.....	4
6.	Public Question Time.....	4
7.	Confirmation of Minutes of Previous Meeting.....	4
8.	Petitions, Deputations or Presentations.....	5
8.1	Reports of Committees.....	5
8.1.1.	GVROC - Cr Bonza/Cr Warner.....	5
8.1.2.	WALGA – Cr Bonza/Cr Patupis.....	6
8.1.3.	Regional Roads Group – Cr Bonza/Cr Wyatt.....	6
8.1.4.	Roadwise – Cr Wyatt/Cr Warner.....	6
9.	Announcements by Presiding Member without Discussion.....	6
10.	Reports of Officers.....	7
10.1	Planning, Development, Health and Building.....	7
10.1.1	– Conversion of Leasehold to Freehold.....	7
10.1.2	- Request for Comment - Reserve 8322 proposed Lease K401497 – Case 2003117.....	8
10.2	Engineering and Works.....	9
10.2.1	– New Watercart Prime Mover.....	9
10.2.2	– New Water Cart trailer.....	11
10.2.3	– Plant Replacement Light Vehicles.....	12
10.2.4	– Retain existing Hino Watercart.....	13
10.3	Members and Policy.....	15
10.3.1	– Receive the Information Bulletin.....	15
10.3.2	- Proposed New Policy – Financial Hardship Policy.....	16
10.4	Administration, Finance and Community Development.....	18
10.4.1	– Accounts Paid 01/02/2021 to 28/02/2021.....	18
10.4.2	– Financial Statements for the Period Ending 28 <sup>th</sup> February 2021.....	24
10.4.3	– CRC Management Report & Financial Statements to 28 <sup>th</sup> February 2021.....	25
10.4.4	– Officers Reports.....	26
10.4.5	- Extension of Contracts RFT 03-18 and RFT 01-18.....	27
10.4.6	– Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre.....	30
10.4.7	- Formation of the Dundas Cemetery & Memorials Advisory Group.....	32
11.	Elected Members Motions of Which Previous Notice Has Been Given.....	32
12.	New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting.....	32
12.1	- Late Item – Compliance Audit Return 2020.....	33
12.2	– Late Item - Goldfields Record Storage Facility Ownership.....	35
13.	Next Meeting.....	38
14.	Closure of Meeting.....	38

## 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.

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

### Financial Interests:

Cr. Laurene Bonza: Item 10.4.5 - Extension of Contracts RFT 03 -18 and RFT 01-18 as her husband is the principal and owner of Bonza Constructions Pty Ltd.

Indirect - CEO Peter Fitchat: Item 10.4.1 – Accounts Paid 1/02/2021 to 28/02/2021 as his partner is the owner of the Stitch and Gift shop.

### Proximity Interests:

Nil

### Impartiality Interests:

Cr Laurene Bonza: Item 10.4.6 – Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre, as she is a committee member of the Norseman Visitor’s Centre.

Cr. Patrick Hogan: Item 10.4.6 – Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre, as he is the Secretary of the Norseman Turf Club Inc.

Cr. Sharon Warner: Item 10.4.6 – Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre, as she is a member of the Norseman Turf Club and President of the P&C Committee.

Cr. Veronica Wyatt: Item 10.4.6 – Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre, as she is a member of the Norseman Turf Club.

### 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 JEP Hogan

Cr SM Warner  
Cr VL Wyatt  
Cr VJ Schultz

Peter Fitchat                      Chief Executive Officer  
Pania Turner                      Manager of Community Development  
Joe Hodges                        Manager of Works and Services  
Tracy Dixon                        Records Officer

#### **Apologies**

Cr AR Patupis                      Deputy Shire President

#### **Public Gallery**

Lynn Webb

#### **4. Applications for Leave of Absence.**

Nil

#### **5. Response to Previous Public Questions Taken on Notice.**

Nil

The CEO through the Chair, provided an update on mosquito management:

- Working towards a plan, a team meeting was held to discuss.
- Chemicals further investigated – effects to wildlife and vulnerable people means this method is not able to be used, as none have been certified as 100% environmentally friendly.
- At present, the only viable option is to continue to empty water containers and keep yards tidy.
- Without major consultation and a budget item to do things like move vulnerable people out of town and protect bees, fish etc during spraying it is too difficult.

On behalf of the Turf Club, Pat Hogan thanked everyone that participated in getting the Norseman Cup day together, particularly the Shire of Dundas, without whom, the day would not have happened and it is greatly appreciated.

#### **6. Public Question Time.**

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

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

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

Nil

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

Minutes of the Ordinary Meeting of Council held on 23<sup>rd</sup> February 2021 be confirmed as a true and accurate record.

### Recommendation

**That the minutes of the Ordinary Council Meeting held on 23<sup>rd</sup> February 2021 be confirmed as a true and accurate record.**

Moved: Cr. Hogan

Seconded: Cr. Wyatt

### Resolution

**That the minutes of the Ordinary Council Meeting held on 23<sup>rd</sup> February 2021 be confirmed as a true and accurate record.**

*The President noted that a correction to a typographical error in the unconfirmed Minutes was required. Regarding Item 10.3.3 - Ordinary Council Meetings – March and April 2021 - the time recorded for the April 2021 meeting should read 9:00am ACWST not 9:00am WST.*

Carried by: Simple Majority

For: 5

Against: 0

## **8. Petitions, Deputations or Presentations.**

### **8.1 Reports of Committees**

#### **8.1.1. GVROC - Cr Bonza/Cr Warner**

GVROC meeting 26/03/21 hosted by the Shire of Dundas.

Presentations:

- **NBN** – have a new Regional Development & Engagement unit
  - Have initiated project STAND (Strengthening Telecommunications Against Natural Disasters) with \$8.7 million grant funding from Federal Govt.
  - WA has been allocated 370 sites for fixed satellite services to be installed at evacuation centres. The Shire has made a submission to DFES to be one of those sites.
- **Business Foundations** – held a workshop in Norseman on Thursday 25<sup>th</sup>. I believe there were 9 participants and the report from Phil Kemp and Susan O'Byrne who ran the session was very positive, with a number of good ideas coming out of it.
- **WA Country Health Service** – An update about the Covid 19 pandemic and how WACHS Goldfields is dealing with issues. A Covid vaccination clinic was held for eligible people on Friday 26<sup>th</sup> at the hospital.
- **Shire of Dundas** – we also gave a presentation on what's happening in our Shire.
- Royal Commission into Child Sexual Abuse - Local Government Child Safety Officers: As previously reported, Recommendation 6.12 of the Royal Commission was that, with support from Commonwealth and State Governments, Local Governments should designate child safety officers from existing staff profiles to develop child safe messages in Local Government facilities, assist local institutions to access online child safe resources, provide child safe information and support to local institutions as needed, and to support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Action: GVROC has provided a combined regional response in relation to this recommendation and this response was endorsed by member Councils at the GVROC meeting on Friday.

- Proposed review of the Road Asset Preservation Model – Options Paper - Again, as previously reported.  
Action: GVROC has compiled a combined regional response as to the preferred option. Note that changing from accepted formulas may disadvantage smaller LGs. GVROC has provided in principle support for the response, as a whole.
- GVROC – Law & Order – a delegation has been nominated to discuss and provide some ideas for solutions around issues of anti-social behaviour and law and order in the Goldfields. The delegation is tasked with reporting back on progress and organising a visit to State Parliament to meet with key Ministers/staff to lobby for assistance.
- District Emergency Management Committee (DEMC) – New delegates appointed from the GVROC – Cr Tracey Rathbone, Shire of Coolgardie is the delegate and Cr Bonza, Shire of Dundas, the proxy.
- Guest Speakers  
Ali Kent, Member (elect) for Kalgoorlie - would like a prioritised list from LGs on issues she can assist with.  
Hon Kyle McGinn, member for Mining & Pastoral – spoke about progress to date on the establishment of a Banned Drinkers Register  
Rick Wilson, Federal Member for O'Connor – the O'Connor electorate has been expanded. Mr Wilson would like to get a letter of support from GVROC to have Wiluna included in the O'Connor electorate to align with Wiluna's recent move from the Mid-West to our RDA and GEDC regions.
- A motion was raised and carried, for the GVROC to write to the Federal Minister for Local Govt to continue infrastructure funding past the initial Covid response.

#### 8.1.2. WALGA – Cr Bonza/Cr Patupis

President has been in contact with the WALGA President, Mayor Tracey Roberts, to get some support for lobbying the State Govt to reinstate our Magistrates Court services and our Mines Dept. A letter is currently being drafted to the Attorney General in the first instance and will be followed with correspondence to the Mines Minister. A face to face visit will be arranged as soon as practicable.

#### 8.1.3. Regional Roads Group – Cr Bonza/Cr Wyatt

Main Roads are holding a Black Spot Presentation and reviewing the new Crash Map via a Skype meeting on Tuesday 27<sup>th</sup> April, which we have registered for.

#### 8.1.4. Roadwise – Cr Wyatt/Cr Warner

No recent meeting.

Normally, at this time of the year is the Blessing of the Roads, however being busy with things like the Woodlands Centre official opening, it will not be happening this year.

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

Thanked staff for Friday's successful official opening of the Woodlands Cultural Community and Visitor's Centre.

## 10. Reports of Officers.

### 10.1 Planning, Development, Health and Building

Agenda Reference & Subject	
<b>10.1.1 – Conversion of Leasehold to Freehold</b>	
Location / Address	Lease N105471 over Lot 963 on Deposited Plan 205165
File Reference	A1018
Author	Chief Executive Officer - Peter Fitchat
Date of Report	15 <sup>th</sup> March 2021
Disclosure of Interest	Nil

#### Summary

For the Council to respond to an application to convert an existing leasehold to freehold land.

#### Background

The Shire has received advice from the Department of Lands that the lessor of Lease N105471 over Lot 963 on Deposited Plan 205165 wishes to convert the leasehold to freehold and seeks the Council's comments in relation to the proposal.

A copy of the maps is included in the papers relating.

#### Statutory Environment

Department of Lands, Shire of Dundas Town Planning Scheme No 2  
Land Administration Act 1997

#### Policy Implications

Nil

#### Financial Implications

There are nil costs to the Shire in relation to freeholding land. However freehold may be more advantageous in rating issues as the Shire has more avenues available in relation to the recovery of outstanding rates.

#### Strategic Implications

Nil

#### Consultation

Chief Executive Officer  
Department of Planning Lands and Heritage

#### Comment

There are no practical implications to the Shire in relation to whether land is freehold or there are leasing arrangements with the Department of Lands. Both are subject to the provisions of the town planning scheme and other legislative requirements, but the outcome for the lessor and the Shire would be more beneficial in retaining people in our community.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council advise the Department of Planning, Lands and Heritage that the Shire of Dundas has no objection to Lot 963 on Deposited Plan 205165 Cornell Street, Norseman being converted from leasehold to freehold subject to the applicant being advised that any future development of the land must be in accordance with the provisions of the Shire of Dundas Town Planning Scheme.

Moved: Cr. Hogan  
Seconded: Cr. Warner

Resolution

That the Council advise the Department of Planning, Lands and Heritage that the Shire of Dundas has no objection to Lot 963 on Deposited Plan 205165 Cornell Street, Norseman being converted from leasehold to freehold subject to the applicant being advised that any future development of the land must be in accordance with the provisions of the Shire of Dundas Town Planning Scheme.

Carried by: Simple Majority For: 5 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.1.2 - Request for Comment - Reserve 8322 proposed Lease K401497 – Case 2003117</b>	
Location / Address	Shire of Dundas
File Reference	LP.PL.1
Author	Chief Executive Officer - Peter Fitchat
Date of Report	22 <sup>nd</sup> March 2021
Disclosure of Interest	Nil

Summary

For the Council to consider the request for comment for Reserve 8322 proposed Lease K401497 – Case 2003117.

Background

The Department of Planning, Land and Heritage has asked for comment on the Proposed Reserve Lease renewal (as per papers relating).

Statutory Environment

Planning and Development Act 2005  
Shire of Dundas Local Planning Scheme No 2

State Planning Policy 3.1 – Residential Design Codes, as published by the Western Australian Planning Commission applies to the proposed development.

Policy Implications

There are no policy implications resulting from the recommendation of this report.



Financial Implications

There are no financial implications resulting from the recommendation of this report.

Strategic Implications

Strategic Community Plan,  
2.1 Opportunity for Economic Diversification 2021 SHIRE OF DUNDAS Page 26-  
A vibrant economy that includes and supports opportunities for mining industry, creative and cultural industries, tourism shopping and business.

## Theme

3: Natural & Built Environment.

Consultation

Executive Management Team  
Department of Planning, Lands and Heritage

Comment

This opportunity can provide someone with common land close to town, and the opportunity to increase diversity in our community.

Voting Requirements

Simple Majority

Officer Recommendation

**That the Council of the Shire of Dundas support the Lease renewal for Reserve 8322 proposed Lease K401497 – Case 2003117.**

Moved: Cr. Wyatt  
Seconded: Cr. Hogan

Resolution

**That the Council of the Shire of Dundas support the Lease renewal for Reserve 8322 proposed Lease K401497 – Case 2003117.**

Carried by: Simple Majority For: 5 Against: 0

**10.2 Engineering and Works**

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.1 – New Watercart Prime Mover</b>	
Location / Address	Shire of Dundas
File Reference	PL.AC.2
Author	Manager Works & Services – Joe Hodges
Date of Report	26 <sup>th</sup> February 2021
Disclosure of Interest	Nil

### Summary

Councils existing water cart is beyond its due date and required trading.

### Background

The Shire water cart is a small 6x4, 13,000 litre water cart that was carried over several years and now requires replacement. Additionally, the vehicle type is increased to a semi-trailer type size vehicle to increase the water delivery capacity, as approved by Council on 23<sup>rd</sup> June 2020.

### Statutory Environment

Local Government Act 1995

### Policy Implications

As per plant Replacement policy.

### Financial Implications

As per budget costings.

### Strategic Implications

Efficient plant replacement program is paramount in achieving strategic objectives of the Shire.

### Consultation

Chief Executive Officer  
Manager of Works and Services

### Comment

There are 3 submissions that come under the tendered budget value, HINO, FUSO and UD. After deliberating on each of these trucks it comes down between the HINO and UD with quality. The UD tips others with operator working area, engine, suspension and driveline. Other companies to provide quotes was the dealer for Volvo and Mack, with one for Freightliner being received after the closing date.

### Voting Requirements

Simple Majority

### Officer Recommendation

**It is recommended that the Shire of Dundas purchase the UD, GW 460 is the preferred truck for the replacement Water Cart, at an excluding gst price of \$205,697.**

Moved: Cr. Wyatt  
Seconded: Cr. Hogan

### Resolution

**It is recommended that the Shire of Dundas purchase the UD, GW 460 is the preferred truck for the replacement Water Cart, at an excluding gst price of \$205,697.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.2 – New Water Cart trailer</b>	
Location / Address	Shire of Dundas
File Reference	PL.AC.2
Author	Manager Works & Services – Joe Hodges
Date of Report	2 <sup>nd</sup> March 2021
Disclosure of Interest	Nil

### Summary

Two quality quotes were received with a \$28,000 difference in price.

### Background

The Shire water cart is a small 6x4, 13,000 litre water cart that was carried over several years and now requires replacement. Additionally, the vehicle type is increased to a semi-trailer type size vehicle to increase the water delivery capacity, as approved by Council on 23<sup>rd</sup> June 2020.

### Statutory Environment

Local Government Act 1995

### Policy Implications

As per Plant Replacement policy

### Financial Implications

As per Budget

### Strategic Implications

Efficient plant replacement program is paramount in achieving strategic objectives of the Shire.

### Consultation

Chief Executive Officer  
Manager of Works and Services

### Comment

The two quotes were received one from Howard Porter and another from Western Truck sales. The Howard Porter quote is for a trailer with Stainless Steel tube and Western Truck sales is for a mild steel tube.

### Voting Requirements

Simple Majority

### Officer Recommendation

**The Shire of Dundas purchase from Howard Porter a Tri-Axle Stainless Steel Tube Water Cart Trailer of a value of \$113,390 excluding GST but including registration.**

Moved: Cr. Wyatt  
Seconded: Cr. Hogan

**Resolution**

**The Shire of Dundas purchase from Howard Porter a Tri-Axle Stainless Steel Tube Water Cart Trailer of a value of \$113,390 excluding GST but including registration.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.3 – Plant Replacement Light Vehicles</b>	
Location / Address	Shire of Dundas
File Reference	PL.AC.2
Author	Manager Work & Services – Joe Hodges
Date of Report	26 <sup>th</sup> February 2021
Disclosure of Interest	Nil

**Summary**

Quotes received from 2 suppliers Avon Isuzu and Goldfield Motors, providing quotes on Isuzu and Mitsubishi vehicles.

**Background**

Replacement of light vehicles for the Community Development Officer, The Projects Officer, and the Works Tradie ute.

**Statutory Environment**

Plant replacement policy

**Policy Implications**

As per Plant replacement policy

**Financial Implications**

Budgeted items

**Strategic Implications**

Nil

**Consultation**

Manager of Community Development  
Projects Officer  
Chief Executive Officer

**Comment**

The overall pricing for the 3 new vehicles from each of the suppliers Avon Isuzu supplied a trade price for the PO vehicle but not the CDO vehicle. Therefore, Avon Isuzu total quoted value for all 3 cars is \$119,320.

Golden City Motors quoted on all vehicles with a total quoted value for all 3 cars is \$97,404.30.

Trade-in Toyota Hilux \$27,782.50 inc gst and Subaru Forrester \$17,981.00 is included in the outright purchase of 2 of the vehicles. With an outright purchase for the Tradie ute, with the old Tradie ute retained by the Shire for Community use.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Shire of Dundas purchase from Golden City Motors the supply of 3 new vehicles to the Shire for the Community Development Officer, the Projects Officer, and the replacement Works Tradie Ute.**

Moved: Cr. Wyatt  
Seconded: Cr. Hogan

#### Resolution

**That the Shire of Dundas purchase from Golden City Motors the supply of 3 new vehicles to the Shire for the Community Development Officer, the Projects Officer, and the replacement Works Tradie Ute.**

Carried by: Simple Majority For: 5 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.2.4 – Retain existing Hino Watercart</b>	
Location / Address	Shire of Dundas
File Reference	PL.AC.2
Author	Manager Works & Services- Joe Hodges
Date of Report	9 <sup>th</sup> March 2021
Disclosure of Interest	Nil

#### Summary

For the Council to consider the retaining the existing water cart.

#### Background

The Shire water cart is a small 6x4, 13,000 litre water cart that was carried over several years and due for replacement. However due to current condition most truck dealers did not take up option to offer a trade, however one dealer offered \$15,000 for the water cart. The truck is in reasonable condition that with minor repairs and a limited workload could continue to serve the Shire for a number of years to come.

#### Statutory Environment

Local Government Act 1995 & associated regulations.

#### Policy Implications

##### T.5 – Plant Replacement Program

Plant is to be sold, replaced, or changed over when:

- An optimum return is possible.
- The cost of maintenance, repairs and parts are considered excessive.

- The plant has reached the end of its useful life.
- It no longer meets the operational requirements of the Shire.

#### T.6 – Shire Plant and Equipment – After Hours Use

The Chief Executive Officer is authorised to permit the after-hours use of the Shires plant and equipment at no cost 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.

#### T.7.- Operation of Shire Plant

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and/or Manager of Works are the only persons permitted to provide that authorisation.

#### Financial Implications

There are a number of financial implications to consider in relation to the cost of providing the Community Loan Vehicle namely:

- Licencing/ registration.
- Insurance – comprehensive & 3<sup>rd</sup> party; a \$1500 excess applies to Shire vehicles.
- Servicing, repairs and maintenance.
- Garaging/ storage; and
- Fuel

Some of these costs are difficult to quantify as the individual cost of vehicles are not itemised and some are included in “fleet” costs i.e., insurance.

#### Strategic Implications

Efficient plant replacement program is paramount in achieving strategic objectives of the Shire.

#### Consultation

Chief Executive Officer  
Manager of Works and Services

#### Comment

The current water cart has been used extensively around the Norseman townsite, washing down the streets of dirt, dust and any foreign matter to clean the town.

The new water cart being a larger sized water cart can be used for this use but not fully suited for the role. The current water cart also is utilised as a water storage fill point during the high fire season.

In this role the water cart only sits at a location close to the fire supplying water to fire fighters, the larger watercart is not suited for this role though could still be utilised but not as efficiently as the small water cart.

With some minor modifications the small water cart can be retro fitted for tree watering. And can also be used as a back-up water cart to the larger watercart.

#### Voting Requirements

Simple Majority

**Officer Recommendation**

**That the Shire of Dundas retain the current Hino Watercart P266 for ongoing use by Shire staff.**

Moved: Cr. Wyatt  
 Seconded: Cr. Hogan

**Resolution**

**That the Shire of Dundas retain the current Hino Watercart P266 for ongoing use by Shire staff.**

Carried by: Simple Majority For: 5 Against: 0

**10.3 Members and Policy**

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.1 – Receive the Information Bulletin</b>	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer - Peter Fitchat
Date of Report	23 <sup>rd</sup> March 2021
Disclosure of Interest	Nil

**Summary**

For Council to consider receiving the Information Bulletin for the period ending 28<sup>th</sup> February 2021.

**Background**

The Councillors' Information Bulletin for the period ending 28<sup>th</sup> February 2021 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 28<sup>th</sup> February 2021, 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 28<sup>th</sup> February 2021, as included in confidential papers relating.**

Carried by: Simple Majority For: 5 Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.3.2 - Proposed New Policy – Financial Hardship Policy</b>	
Location / Address	88-92 Prinsep Street
File Reference	CM.PO.1
Author	Manager of Community Development – Pania Turner
Date of Report	23 <sup>rd</sup> March 2021
Disclosure of Interest	Nil

Summary

For the Council to consider and, if thought appropriate to adopt a new policy relating to financial hardship.

Background

On 8 May 2020, the Minister for Local Government made the Local Government (COVID-19 Response) Order 2020.

That Order provided for the adoption by local governments of Financial Hardship policies. The Order also provided for limits on the interest that may be imposed by local governments that do not adopt Financial Hardship policies.

Statutory Environment

The Local Government (COVID-19 Response) Order 2020 modifies the operation of certain sections of the Local Government Act 1995 and (where applicable) the corresponding regulations.



Most relevantly to this report, it changes the interest rates that may be applied under the Act and the Local Government (Financial Management) Regulations 1996 so that the maximum interest rates that can be charged are as follows:

	<b>s6.13</b> <b>Interest on money owing</b>	<b>s6.45</b> <b>Interest on Instalments</b>	<b>s6.51</b> <b>Interest on overdue rates</b>
"Excluded persons" under hardship policy	0%	0%	0%
Other debtors	8%	3%	8%

The Order also provides that the instalment administration charge cannot be imposed on "excluded persons".

**Excluded person** means a person who –

- (a) as a residential ratepayer or small-business ratepayer of a local government; and
- (b) is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic.

#### Policy Implications

This report recommends the adoption of a new policy.

#### Financial Implications

It is difficult to assess the financial implications in advance of seeing how many Financial Hardship Applications are received and how many are assessed as complying with the policy.

#### Strategic Implications

There are no strategic implications resulting from the recommendation of this report.

#### Consultation

Chief Executive Officer

#### Comment

The proposed new Policy is provided to Council in the papers relating.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Financial Hardship Policy as presented in the papers relating be adopted.**

Moved: Cr. Warner  
Seconded: Cr. Hogan

**Resolution**

**That the Financial Hardship Policy as presented in the papers relating be adopted.**

Carried by: Simple Majority

For: 5

Against: 0

**10.4 Administration, Finance and Community Development**

CEO Peter Fitchat declared an indirect financial interest in the following item: 10.4.1 – Accounts Paid 1/02/2021 to 28/02/2021 as his partner is the owner of the Stitch and Gift shop.

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.1 – Accounts Paid 01/02/2021 to 28/02/2021</b>	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts and Payroll Officer – Ali Sherifi
Date of Report	17 <sup>th</sup> March 2021
Disclosure of Interest	Nil

**Trust Payments**

Chq/EFT	Date	Name	Description	Amount
				\$0.00

**Municipal Cheques**

Cheque	Date	Name	Description	Amount
				\$0.00

**Municipal Account EFT's**

EFT	Date	Name	Description	Amount
EFT5299	02/02/2021	Arts and Culture Goldfields Association Inc. (Art Gold)	Our Gems - Peter Kenyon workshop 18th November 2020	\$3500.00
EFT5300	02/02/2021	Kulbardi Hill Consulting	First progress payment for implementation of interpretation strategy for the Woodlands Centre.	\$46843.50
EFT5282	05/02/2021	Valma Joy Schultz	Claim (Council meeting - 21.01.2021), Workshop -15.12.2020 & 12.01.2021, Woodlands Workshop - 05.01.2021	\$624.00
EFT301	09/02/2021	Telstra Corporation Limited	Phone Usage - (Admin, Co-location & Woodlands Centre) - 20.01.2021 - 19.02.2021 - \$698.87 Landline & internet Usage for (Admin, Youth, Visitor Centre, Depot & Pool) – 05.12.2020 – 04.01.2021 – \$637.81 Mobile Phone Usage + Tablets – 17.12.2020 – 16.01.2021 – \$646.96 Landlines and Internet Usage for (Admin, Visitor Centre, Youth, Pool and Doctor – 05.01.2021 – 04.02.2021 – \$286.45 Satellite Charges – 16.01.2021 – 15.02.2021 - \$195 Mobile Phone + Tablet Usage - \$650.80 Home Bundles for MOW & EA – 26.12.2020 – 25.01.2021 – \$223	\$2704.78

			Telstra 4GXWifi Plus for Peter Fitchat – 04.02.2021 – 03.03.2021 Credit made for old Visitor Centre – 06.03.2020 – 24.09.2020 = -\$663.11	
EFT5302	09/02/2021	Bunnings Group Limited	2 x Shovel adjustable, 1 x adjustable Wrench, 1 x spray paint, 1x lubricant smart straw, 1 x fuel Can BMW 5L	\$254.52
EFT5303	09/02/2021	Laurene Bonza	Claim (Council Meeting - 21.01.2021), IB Session - 12.01.2021, GVROC - 27.11.20	\$680.00
EFT5304	09/02/2021	Dundas Fencing & Building Maintenance	Repair damaged sewer line to ladies toilet at museum + materials	\$196.74
EFT5305	09/02/2021	FULL MOON CAFE	Catering food for Council Meeting - 21.01.2021 - \$350 Catering for the Workshop - \$280	\$630.00
EFT5306	09/02/2021	Dowling Giudici and Associates	Balance payment for professional services as per DG+A Service proposal for development + reporting on proposed workforce & accommodation in Norseman - 30.11.2020	\$467.50
EFT5307	09/02/2021	John Edward Patrick Hogan	Claim (Council Meeting - 21.01.2021), IB Session - 12.01.2021 - \$312 Special Meeting – \$104	\$416.00
EFT5308	09/02/2021	Norseman Historical Museum Association	Norseman Main link Advert 2021	\$185.00
EFT5309	09/02/2021	Navman Wireless Australia Pty Ltd	Monthly Satellite Service – (05.10.2020 – 04.11.2020)	\$65.89
EFT5310	09/02/2021	South East Petroleum	DIESEL 8000 litres - \$9373.76 Diesel and Unleaded fuel purchases – January 2021 (Bp Card) – \$243.22	\$9616.98
EFT5311	09/02/2021	Solutions IT	Managed support - Monthly Billing for January 2021 – \$1479.50 Office365 Licenses - Monthly Billing for January 2021 – \$723.88 Offsite Backup – Cloud back up - Monthly Billing for January 2021 - \$180.68	\$2384.06
EFT5312	09/02/2021	Aflex Technology (NZ) Ltd	1 x H-Zilerator, 1 x Rocker, 1 x High Pressure Blower for Town Activity Programs	\$3137.20
EFT5313	09/02/2021	Veronica Wyatt	Claim (Council Meeting - 21.01.2021), IB Session - 12.01.2021 - \$312 Claim (Special Meeting) - \$104	\$416.00
EFT5314	09/02/2021	Sharon Warner	Claim (Council Meeting - 21.01.2021), IB Session - 12.01.2021, Woodlands Workshop - \$416 Claim (Special Meeting) - \$104	\$520.00
EFT5315	10/02/2021	Kulbardi Hill Consulting	Preparation of interpretation strategy for the Woodlands Centre, including field work, preparation cost estimates and report writing.	\$14168.00
EFT5316	10/02/2021	Katherine Hays	Graphic Design - 14 Page Prospectus, digital file supplied and approved, overall document layout, design & compilation, tables, financials, graphs & charts.	\$400.40
EFT5317	12/02/2021	Calypso Creative	Renew Domain Jungkajungka.com Renewal every 2 years	\$44.00
EFT5318	12/02/2021	Seek Limited	Advertising - Road Construction Team Leader/Grader operator – \$324.50	\$638.00

			Advertising – Bush fire Risk – 313.50	
EFT5319	16/02/2021	Horizon Power	Power charges for 105 Prinsen street – 16.12.2021 – 01.02.2021 - \$88.55 Streetlights - 01.01.2021 - 31.01.2021 - \$4845.65	\$4934.20
EFT5320	16/02/2021	Jump 4 Us	Hire of Pirate Ship + supervision (3x hrs and travel) for Australia Day 2021	\$1020.00
EFT321	16/02/2021	Kilima (WA) Pty Ltd	Rent for the month February 2021 - 81 Roberts Street	\$220.00
EFT322	16/02/2021	Norseman Community Resources Centre	Printing of the Norseman Today Vol39 No1 (300 Copies)	\$900.00
EFT323	16/02/2021	O'Dwyer Electrical	Replace and install two new Token Machines for lighting, install new security light to pool area and install double 15-amp power point to Depot	\$2566.30
EFT324	16/02/2021	Outdoor Cameras Australia	48 AA Fujitsu Rechargeable NiMH batteries for trail camera on the Norseman Hyden Road + Freight	\$249.20
EFT5325	16/02/2021	Water Corporation	Various Water Accounts (23.11.2020 - 25.01.2021)	\$33824.63
EFT5326	16/02/2021	Wilson's Diesel & Auto Repairs	4 new drive tyres for Isuzu Tip Truck DS10 P285	\$1825.20
EFT5327	24/02/2021	Australian Taxation Office	BAS (JANUARY 2021)	\$20052.00
EFT5328	24/02/2021	Eucla Motor Hotel	Accommodation for Steve Bowyer & Bonza Constructions including meals & 90.31 litres of Fuel - 9th February 2021	\$537.50
EFT5329	24/02/2021	Advertiser Print	2021 Community Calendar x 750	\$4806.00
EFT5330	24/02/2021	ZircoDATA Pty Ltd	Storage of Registers (26.12.2020 - 25.01.2021)	\$160.24
EFT5331	24/02/2021	Abberfield Technology Pty Ltd	2 x Coin timer - Microprocessor AI Token 240 Volts AC, 200 Tokens - Abberfield Industries	\$1530.00
EFT5332	24/02/2021	BP Norseman	Diesel & Unleaded Charges for January 2021	\$510.76
EFT5333	24/02/2021	Bonza Constructions Pty Ltd	Showerhead at 36 Angove St	\$146.30
EFT5334	24/02/2021	Bunnings Warehouse Kalgoorlie	Pallet sand, Cement & Timber for Norseman Hyden Road	\$2421.80
EFT5335	24/02/2021	Laurene Bonza	Claim (Council Meeting - 23.2.2021), Audit - 23.02.2021, IB Session 02.02.2021, Budget meeting - 16.02.202, GVROC - 05.02.2021 & 19.02.2021	\$888.00
EFT5336	24/02/2021	BOC Limited	Container Service Fee (29.12.2020 - 28.01.2021)	\$40.51
EFT5337	24/02/2021	Shire of Dundas Municipal Fund	Payroll deductions	\$820.00
EFT5338	24/02/2021	Down to Earth Training	Basic worksite traffic management & traffic control refresher training - 1-day course, communicate in the workplace / work safely & follow WHS procedures - Participants: Outside Crew, accommodation & meals, and travel costs.	\$6090.25
EFT5339	24/02/2021	Department of Fire & Emergency Services	ESL (JANUARY 2021)	\$960.71
EFT5340	24/02/2021	FULL MOON CAFE	Catering for Council Workshop for 12 People - 02.02.2021	\$200.00

EFT5341	24/02/2021	Glen Flood Group Pty Ltd T/A GFG Consulting	Attend site for a 12-month defects liability period inspection, monthly disbursements charge (2.5%) + Labour and travel charge	\$2762.38
EFT5342	24/02/2021	John Edward Patrick Hogan	Claim (Council Meeting - 23.2.2021), Audit - 23.02.2021, Workshop - 02.02.2021, Budget meeting - 16.02.202	\$520.00
EFT5343	24/02/2021	Horizon Power	Various Power Charges - 15.12.2020 - 12.02.2021	\$12564.11
EFT5344	24/02/2021	JR & A Hersey Pty Ltd	5 x Bisley L/S Shirt Midnight 2XL with Shire logo for Steve Bowyer.	\$175.00
EFT5345	24/02/2021	Landgate	Mining Tenements Chargeable – Schedule no. M2021/1 – Date 16.12.2020 – 15.01.2021 – \$73.80 Gross Rental Valuation Chargeable. Schedule no. G 2021/1 - Dated 28.11.2020 to 08.01.2021 – \$410.31	\$484.11
EFT5346	24/02/2021	Star Track Credit	Freight - (JR A & Hersey Pty Ltd)	\$59.83
EFT5347	24/02/2021	Raymond Marcon	Work on logs at Welcome Park completed & organised by Raymond Marcon for Joe to take to Depot	\$1042.95
EFT5348	24/02/2021	Moore Australia (WA) Pty Ltd	Compilation of MFS Dec 2020 & rates processing and management assistance Dec 2020	\$4290.00
EFT5349	24/02/2021	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Various PPE Equipment	\$4302.23
EFT5350	24/02/2021	Norseman Concrete	Screening Pit 2A - Loader Hire 81 hrs, Screening 34 hrs, Service 5hrs - 11.01.2021 - 15.01.2021 - \$23732.50 Credit - Screening Pit 2A – Labour hire overcharged -\$715 Cart Gravel – Hire single tipper 43 hours on 07.01.2021 to 13.01.2021 – \$6858.50 Labour hire 66 hours – 07.01.2021 \$4719 Cart Gravel – Single Tipper hire 19 hours from 18.01.2021 – 19.01.2021 – \$3030.50 Labour hire 19 hours – 18.01.2021 – 19.01.2021 - \$1358.50 Screening Pit 2A – Loader hire 30hrs, service truck 3 hours – 18.01.2021 – 27.01.2021 - \$6435	\$45419.00
EFT5351	24/02/2021	Norseman IGA	Various IGA Purchases - 01.01.2021 - 31.01.2021	\$2344.94
EFT5352	24/02/2021	Office National Kalgoorlie	2 x parchment card A4 Natural pack 50, 2 x Office Chair, 1 x Collins 2021 Diary, 1 x Keyboard Gel wrist rest, 1 x foldback clip – \$1176.20 1 x Mouse pad wrist rest, 2 x office chair, 1 x mouse pad with touch wrist rest. \$1077.95.	\$2254.15
EFT5353	24/02/2021	Pet Tags Australia	20x Yellow Dog Tags (EXP 2021) + Postage	\$66.95
EFT5354	24/02/2021	Rasa Patupis	Claim (Council Meeting - 15.12.2020, 21.01.2021, 23.02.2021), Workshop - 01.12.2020, 12.01.2021, Budget meeting - 16.02.202, Special meeting - 28.01.2021 plus travel	\$1352.00

EFT5355	24/02/2021	PUZZLE CONSULTING PTY LTD	Consulting service for tender process and implementation - 2 days preparation, 1.5 on site, travel and follow up.	\$3903.08
EFT5356	24/02/2021	Valma Joy Schultz	Claim (Council Meeting - 23.2.2021), Audit - 23.02.2021, IB Session - 02.02.2021, Budget meeting - 16.02.2021	\$520.00
EFT5357	24/02/2021	South Coast Foodservice	8 CTN Toilet Hand towels	\$475.38
EFT5358	24/02/2021	Solutions IT (invoice S + B)	Pre-Paid Support Hours - 20 Hours - \$2178 Managed support (Maintain monthly billing for February 2021) - \$1479.50 Office365 Licenses - Exchange plan 1 (Monthly billing for February 2021) Offsite backup - Cloud back up (Monthly billing for February 2021) - \$180.68	\$4562.06
EFT5359	24/02/2021	Toll Transport Pty Ltd	Freight - (State Library, Advertiser Print)	\$67.83
EFT5360	24/02/2021	Veronica Wyatt	Claim (Council Meeting - 23.2.2021), Audit - 23.02.2021, IB Session - 02.02.2021, Budget meeting - 16.02.2021	\$520.00
EFT5361	24/02/2021	Venus Corporation Pty Ltd	Permanent placement fee for leading hand/grader operator - Joanne Bennett.	\$8030.00
EFT5362	24/02/2021	Western Australian Local Government Association	Laurene Bonza Registration - Transport and Roads Forum 11/02/21 - \$70 Peter Fitchat Registration - Transport and Roads Forum 11/02/21 - \$70	\$140.00
EFT5363	24/02/2021	Sharon Warner	Claim (Council Meeting - 23.2.2021), Audit - 23.02.2021, Workshop - 02.02.2021, Budget meeting - 16.02.2021, GVROC - 05.02.2021 + Travel	\$936.00
EFT5364	26/02/2021	Stitch and Gift	Face Masks x200 - Reusable with Filters	\$800.00
6389	01/02/2021	Centrepay fees	Fees for Pensioner Rent	\$0.99
PAY	02/02/2021	Payroll	Direct Debit of Net Pays	\$55100.77
6380	08/02/2021	Centrepay fees	Fees for Pensioner Rent	\$0.99
6381	09/02/2021	Centrepay fees	Fees for Pensioner Rent	\$0.99
6408	15/02/2021	Centrepay fees	Fees for (Helen Moir Rent, A525)	\$1.98
PAY	15/02/2021	Payroll	Direct Debit of Net Pays	\$55072.12
6411	17/02/2021	Wilson's Diesel	Refund for fire infringement notices	\$250.00
6412	17/02/2021	Brad Woollett	Refund for fire infringement notices	\$500.00
6413	17/02/2021	Van Houg Nguyen	Refund for fire infringement notices	\$500.00
6415	22/02/2021	Centrepay Fees	Fees for (A771)	\$0.99
6416	22/02/2021	Jason Ellison	Refund for fire infringement notices	\$250.00
6417	22/02/2021	Woodlands Centre	Woodlands Centre set up	\$10000.00
6420	23/02/2021	Centrepay Fees	Fees for (A629, A698)	\$1.98
6426	24/02/2021	Margaret McEwan	Meals and incidentals for Youth Training	\$321.40
6430	26/02/2021	Joanne Bennett	Reimbursement of Pre-Employment medical cost and travel	\$160.00
				<b>\$392,350.38</b>

## Municipal Account Direct Debts

	Date	Name	Description	Amount
6387	01/02/2021	ANZ	Merchant Fees	\$221.34
6391	03/02/2021	ANZ	BPAY Transaction Fee	\$24.75
6407	15/02/2021	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings - December 2020	\$2453.92
DD10588	22/02/2021	SuperChoice	Superannuation - 24.12.2020 - 05.01.2021	\$ 11257.51
DD10616	22/02/2021	SuperChoice	Superannuation - 06.01.2021 - 19.01.2021	\$11690.80
				<b>\$25,648.32</b>

## Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
6401	15/02/2021	Chief Executive Officer	ANZ Credit Card Purchases 22.12/2020 – 21/01/2021	\$1,177.36
	27/12/2020	Doodly	Monthly Subscription	\$93.99
	29/12/2020	Office National Kalgoorlie	Stationary	\$68.04
	04/01/2021	Collins Debden Pty Ltd	Work diary Re-fill + Portfolio	\$94.65
	06/01/2021	Nespresso Australia	Coffee Capsules or Admin	\$95.40
	12/01/2021	Adobe	Monthly PDF Subscription	\$25.74
	13/01/2021	Full Moon Café	Toasted Sandwiches for Budget Meeting	\$19.50
	25/12/2020	LinkedIn	Monthly Subscription	\$336.41
	06/01/2021	SQ DFX Design	Eagle design Collection	\$129.23
	05/01/2021	MYOB	MYOB Subscription for Woodlands Centre	\$54.50
	22.12.2020	Eucla Motor Hotel	Awaiting Receipt	\$18.00
	22/12/2020	Eucla Motor Hotel	Awaiting Receipt	\$160.00
	29/12/2020	Bunnings Kalgoorlie	Awaiting Receipt	\$41.91
	01/01/2021	LinkedIn	Monthly Subscription	\$39.99
			<b>Total Credit Card Payment for Purchases</b>	<b>\$1,177.36</b>

## Summary of Account Totals

Trust EFT's / Cheques	\$0.00
Municipal Cheques	\$0.00
Municipal EFT's	\$392,350.38
Municipal Direct Debit's	\$25,648.32
Municipal Credit Card's	\$1,177.36
<b>Grand Total for January 2021</b>	<b>\$419,176.06</b>

Voting Requirements

Simple Majority

Officer Recommendation

**That the Shire of Dundas monthly accounts paid from 01/02/2021 to 28/02/2021 be noted.**

Moved: Cr. Hogan

Seconded: Cr. Wyatt

Resolution

**That the Shire of Dundas monthly accounts paid from 01/02/2021 to 28/02/2021 be noted.**

Carried by: Simple Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.2 – Financial Statements for the Period Ending 28<sup>th</sup> February 2021</b>	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Moore Australia
Date of Report	17 <sup>th</sup> March 2021
Disclosure of Interest	Nil

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Shire of Dundas Financial Statements for the period ending 28<sup>th</sup> February 2021 be accepted.**

Moved: Cr. Hogan  
Seconded: Cr. Wyatt

#### Resolution

**That the Shire of Dundas Financial Statements for the period ending 28<sup>th</sup> February 2021 be accepted.**

Carried by: Simple Majority For: 5 Against: 0



<b>Agenda Reference &amp; Subject</b>	
<b>10.4.3 – CRC Management Report &amp; Financial Statements to 28<sup>th</sup> February 2021</b>	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	CRC Manager & Accounts Payable Officer
Date of Report	17 <sup>th</sup> March 2021
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity  
For the period ending 28<sup>th</sup> February 2021**

**Officer Recommendation**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 28<sup>th</sup> February 2021 be accepted.**

Moved: Cr. Wyatt  
Seconded: Cr. Warner

**Resolution**

**That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 28<sup>th</sup> February 2021 be accepted.**

Carried by: Simple Majority      For: 5      Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.4 – Officers Reports</b>	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	23 <sup>rd</sup> March 2021
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 the 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, and the Visitors  
 Administration Services Officer

### Comment

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

### Voting Requirements

Simple Majority

### Officer Recommendation

**That Council note the reports of the Manager of Works and Services, Manager of Community Development, 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

Cr. Laurene Bonza declared a financial interest in the following item: 10.4.5 - Extension of Contracts RFT 03 -18 and RFT 01-18 as her husband is the principal and owner of Bonza Constructions Pty Ltd.

Cr. Bonza exited the Council Chambers at 6:23pm.

Cr. Warner assumed the Chair.

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.5 - Extension of Contracts RFT 03-18 and RFT 01-18</b>	
Location / Address	88-92 Prinsep Street, Norseman
File Reference	FM.TE.3
Author	Chief Executive Officer – Peter Fitchat
Date of Report	22 <sup>nd</sup> March 2021
Disclosure of Interest	Nil

### **Summary**

For the Council to consider and, if thought appropriate, extend the term of Contracts RFT03-18 and RFT01-18.

### **Background**

The following tenders were publicly invited in 2018:

- RFT 01/18 Panel Tender for Plant Hire
- RFT 03/18 Provision of Handyman Services

And after the tender selection process was finalised, resulted in the following resolutions:

Ordinary Council Meeting – 22<sup>nd</sup> November 2018

#### **RFT 01/18 Panel Tender of Plant Hire**

Moved Cr Wyatt  
Seconded Cr Bayley

**That Council:**

1. Award RFT 01/18 Preferred Supplier Panel – Plant Hire to Norseman Concrete for a period of two years from 1 December 2018 to 1 December 2020, in accordance with the tendered documents and pricing included in confidential schedules; and
2. Direct the Chief Executive Officer to sign a Formal Instrument of Agreement (as contained in the papers relating) with the General Manager of Norseman Concrete.

Ordinary Council Meeting – 22<sup>nd</sup> November 2018

#### **RFT 03/18 Provision of Handyman Services**

Moved Cr Wyatt

Seconded Cr Bayley

**That Council:**

1. Award RFT 03/18 Provision of Handyman Services to Bonza Constructions for a period of two years from 1 December 2018 to 1 December 2020, in accordance with the tendered documents and pricing included in confidential schedules and
2. Direct the Chief Executive Officer to sign a Formal Instrument of Agreement (as contained in the Papers Relating) with Bonza Constructions.

Statutory Environment

Section 3.57 of the *Local Government Act 1995* states that:

Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Regulation 11 of the *Local Government (Functions and General) Regulations 1996* provides that

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the contract is a renewal or extension of the term of a contract (the original contract) where —
    - (i) the original contract is to expire within 3 months; and
    - (ii) the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and
    - (iii) the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the local government.

Policy Implications

There are no policy implications resulting from the recommendation of this report.

Financial Implications

There are no financial implications resulting from the recommendation of this report.

Strategic Implications

There are no strategic implications resulting from the recommendation of this report.

Consultation

Chief Executive Officer  
Manager of Works and Services

Comment

The tenders for “Plant Hire” and “Provision of Handyman Services” were due to be publicly invited early 2021 as the term for the current awarded suppliers has concluded.

Due to the time constraints and capacity of the current staff, these tenders have not yet been advertised and with the current upcoming and ongoing workload, this is not likely to happen soon.

An example of the current projects and tasks that our staff are currently working towards is:

- The Community Strategic Plan
- The Road Strategy
- The 10 Year Long Term Financial Plan
- The 10 Year Asset Management Plan – including the works to condition assess all the Council assets
- The Woodlands Cultural and Visitor Centre Stage 1 finalisation and then the Grand Opening
- Preparation of the 2021/2022 Budget to have ready for adoption in July 2021

We must be vigilant during any tender process. Dedicated time and effort will be required from staff to ensure the process is done in accordance with Council Policy and its governed legislation. As is shown in this report, staff currently have a high capacity of work which would not allow dedicated time at this stage to complete the tender process.

I would like the Council to consider granting an extension of the current term of the contracts for a period of 12 months; this would amend the current period granted to 1 December 2018 to 1 December 2021.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That Council:**

1. **Extend the current period of Contract RFT03/18 for a further 12 months, concluding on the 1 December 2021, and**
2. **Authorise the CEO to write to Bonza Constructions to advise of the extension and to sign the letter should they agree to the extension, and**
3. **Extend the current period of Contract RFT01/18 for a further 12 months, concluding on the 1 December 2021; and**
4. **Authorise the CEO to write to Norseman Concrete to advise of the extension and to sign the letter should they agree to the extension.**

Moved: Cr. Hogan

Seconded: Cr. Wyatt

#### Resolution

**That Council:**

1. **Extend the current period of Contract RFT03/18 for a further 12 months, concluding on the 1 December 2021, and**
2. **Authorise the CEO to write to Bonza Constructions to advise of the extension and to sign the letter should they agree to the extension, and**
3. **Extend the current period of Contract RFT01/18 for a further 12 months, concluding on the 1 December 2021; and**
4. **Authorise the CEO to write to Norseman Concrete to advise of the extension and to sign the letter should they agree to the extension.**

*The CEO spoke to the report.*

Carried by: Simple Majority

For: 4

Against: 0

Cr. Bonza entered the Council Chambers at 6:26pm and resumed the Chair.

The following declarations of interest in the following item: were made: 10.4.6 – Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre:

Cr Laurene Bonza as she is a committee member of the Norseman Visitor’s Centre.

Cr. Patrick Hogan, as he is the Secretary of the Norseman Turf Club Inc.

Cr. Sharon Warner, as she is a member of the Norseman Turf Club and President of the P&C Committee.

Cr. Veronica Wyatt, as she is the Secretary of the Norseman Turf Club Inc.

<b>Agenda Reference &amp; Subject</b>	
<b>10.4.6 – Budget Amendment from “Norseman Races” to “Woodlands Cultural and Visitor Centre” and Emergency Purchase of a Roof Walkway at the Woodlands Cultural and Visitor Centre</b>	
Location / Address	88-92 Prinsep Street
File Reference	FM.BU.20/21
Author	Chief Executive Officer – Peter Fitchat
Date of Report	21 <sup>st</sup> March 2021
Disclosure of Interest	Nil

### Summary

1. To report to Council the authorisation granted from the Shire President to transfer surplus funds from the Norseman Races Budget to the Woodlands Cultural and Visitor Centre Capital Budget to allow for the expenditure of the essential emergency works item “roof walkway”.
2. And for the Council to be informed of the emergency purchase of the construction and installation of the “roof walkway” at the Woodlands Cultural and Visitor Centre in accordance with the Council’s Purchasing Policy – Emergency Purchases.

### Background

1. Due to regrettable circumstances, the Norseman Cup was not held at the full capacity this financial year which would have seen horse racing and evening events. This has resulted in funds being made available within the Shire Norseman Cup Events Budget which was to be utilised for prize money and other authorised contributions from the Shire.
2. It was also recently identified during the final completion of construction of the Woodlands Cultural and Visitor Centre that a roof walkway is required for safety reasons. These safety reasons being the ability to safely install signage and to maintain the lighting in the long term. The signage is to be installed before the official opening on the 26<sup>th</sup> of March 2021, and to ensure this is done safely, a roof walkway would need to be installed as soon as possible to prevent injury or death.

The surplus funds from the Norseman Cup Events Budget would assist to fund this safety requirement.

### Statutory Environment

*Local Government Act 1995* – Division 2 – Annual Budget provides that:

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- or

- (b) is authorised in advance by resolution\*; or  
 (c) is authorised in advance by the mayor or president in an emergency.

#### Policy Implications

There are no policy implications resulting from the recommendation of this report.

#### Financial Implications

There are no financial implications resulting from the recommendation of this report. The balanced budget will not change consequently as surplus funds are being transferred from one budget to another.

#### Strategic Implications

There are no strategic implications resulting from the recommendation of this report.

#### Consultation

Shire President  
 Chief Executive Officer  
 Temp Executive Assistant

#### Comment

As per *Section 6.8 of the Local Government Act 1995*, authorisation was given in advance by the Shire President in the form of a signed letter to transfer the surplus funds of \$18,000 from the Norseman Cup Events Budget to the Woodlands Cultural and Visitor Centre Capital Budget. This letter is available in the papers relating.

The reason for this amendment is to assist in funding the emergency purchase of a roof walkway at the Woodlands Cultural and Visitor Centre. Once authorisation was given in advance by the Shire President, a purchase order was issued to Safemaster Safety Products Pty Ltd for \$46,508 (including GST) to carry out the fabrication and installation works of the roof walkway. This supplier has shown work integrity and the ability to supply in short time constraints as they have previously been a sub-contractor of the original construction works of the Woodlands Cultural and Visitor Centre. An attempt to source other quotes via phone was done, however the timeframe to supply and being that there was no knowledge of the building from other suppliers meant the works could not be done by them in the timeframe required.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

**That Council accept the amendment to the following 2020/2021 budget items:-**

Current Budget		Amend Budget to:	
Budget Item	Amount	Budget Item	Amount
OC40 – Norseman Races	\$23,000	OC40 – Norseman Races	\$5,000
HP63 – Woodlands Cultural and Visitor Centre	\$521,003	HP63 – Woodlands Cultural and Visitor Centre	\$539,003

Moved: Cr. Hogan  
 Seconded: Cr. Wyatt

**Resolution**

That Council accept the amendment to the following 2020/2021 budget items:-

Current Budget		Amend Budget to:	
Budget Item	Amount	Budget Item	Amount
OC40 – Norseman Races	\$23,000	OC40 – Norseman Races	\$5,000
HP63 – Woodlands Cultural and Visitor Centre	\$521,003	HP63 – Woodlands Cultural and Visitor Centre	\$539,003

The CEO spoke to the report.

Carried by: Absolute Majority

For: 5

Against: 0

Agenda Reference & Subject	
<b>10.4.7 - Formation of the Dundas Cemetery &amp; Memorials Advisory Group</b>	
Location / Address	88-92 Prinsep Street, Norseman
File Reference	CS.SP.20
Author	Manager of Community Development – Pania Turner
Date of Report	23 <sup>rd</sup> March 2021
Disclosure of Interest	Nil

The President announced that Item 10.4.7 - Formation of the Dundas Cemetery & Memorials Advisory Group will be withdrawn from the Agenda as it has been realised that further information is required.

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

Nil

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

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 agree to the introduction of the following late item for decision.

Moved: Cr. Hogan

Seconded: Cr. Wyatt

**Resolution**

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

Carried by: Simple Majority

For: 4

Against: 0



<b>Agenda Reference &amp; Subject</b>	
<b>12.1 - Late Item – Compliance Audit Return 2020</b>	
Location / Address	88-92 Prinsep Street, Norseman
File Reference	LS.CM
Author	Chief Executive Officer – Peter Fitchat
Date of Report	30 <sup>th</sup> March 2021
Disclosure of Interest	Nil

### Background

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (1<sup>st</sup> January to 31<sup>st</sup> December) as published by the Department for Local Government and Communities. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

This year, the CAR was reviewed and completed by Moore Australia. Tanya Browning, Manager Local Government Advisory, from Moore Australia attended the Shire offices on 22 February 2021, during which time the CAR was completed through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register
- Council's Website

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regard to compliance with the Local Government Act 1995 and provides the Audit and Risk Committee the opportunity to report to Council any cases of non-compliance or where full compliance was not achieved.

This process also provides opportunity for the Audit and Risk Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

The Audit & Risk Committee reviewed the CAR at its meeting held 30<sup>th</sup> March 2021 and resolved to recommend the adoption of the report to the Council and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government. Minutes of that meeting are attached to this report as well as the 2020 CAR.

Through the completion of the 2020 CAR, there were instances of non-compliance noted, particularly relating to matters which relate to recent changes to legislation, and to procurement under \$250,000 where insufficient evidence was available to support compliance with Council's purchasing policy. It was noted with management it is very difficult to declare during the review period the appropriate number of quotations had been obtained for every purchase (particularly low value purchases) in accordance with the purchasing policy.

A summary of matters noted during the completion of the 2020 CAR is attached for information. The attached summary also notes general improvement opportunities to systems and processes which were identified through the completion of the CAR. These improvements may assist the Shire in its risk management activities and endeavours towards continual improvement of administrative and compliance functions.

### Statutory Environment

Regulation 14 of the *Local Government (Audit) Regulations 1996* provides that:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —

- (a) presented to the council at a meeting of the council; and
- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 14 of the *Local Government (Audit) Regulations 1996* details the requirements regarding certifying the CAR and issuing to the Departmental CEO

Section 7.13(1)(i) of the *Local Government Act 1995* refers to the provisions within regulations regarding audits.

#### Policy Implications

There are no policy implications resulting from the recommendation of this report.

#### Financial Implications

There are no financial implications resulting from the recommendation of this report.

#### Strategic Implications

There are no strategic implications resulting from the recommendation of this report.

#### Risk Management

This item has been evaluated against the Shire's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is medium prior to treatment.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

**That the Council adopt the Compliance Audit Return for 2020 as shown in the papers following this report, and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.**

Moved: Cr. Warner  
Seconded: Cr. Hogan

#### Resolution

**That the Council adopt the Compliance Audit Return for 2020 as shown in the papers following this report, and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.**

Carried by: Absolute Majority

For: 5

Against: 0

<b>Agenda Reference &amp; Subject</b>	
<b>12.2 – Late Item - Goldfields Record Storage Facility Ownership</b>	
Location / Address	City of Kalgoorlie Boulder
File Reference	IM.RM.1
Author	Chief Executive Officer Peter Fitchat & Records Officer Tracy Dixon
Date of Report	30/03/2021
Disclosure of Interest	Nil

### Summary

For the Council to consider changes to our agreement and ownership in the GVROC managed Goldfields Records Storage Facility.

### Background

Goldfields Voluntary Regional Organisations of Councils (GVROC) applied for and received around \$1M in funding from Royalties for Regions regional allocation of the Country Local Government Fund (CLGF) to construct a regional archive facility.

The facility was proposed to be utilised by local governments in the GVROC area to store archived records and excess capacity was to be offered to businesses in the region.

At the Ordinary Council Meeting held on 15<sup>th</sup> May 2012 Council resolved:

### Resolution

**That the Shire of Dundas supports the establishment of the Regional Archive Facility by the GVROC and will allocate \$18,500 in the 2012/13 budget as the Shires contribution to the first-year operating costs.**

Moved: Cr. ST Conklin  
 Seconded: Cr. YH Vicensoni

Carried by: Simple Majority For: 5 Against: 0

In May 2019 after some Councils indicated their intention to retire from the arrangement, GVROC resolved:

**RESOLUTION:** Moved: Cr Tracey Rathbone – Shire Coolgardie  
 Seconded: Mr Jim Epis – Shire of Leonora

*That the GVROC Council*

1. *Agree to sell the Goldfields Records Storage Facility*
2. *Agree to wind up the Goldfields Record Storage Facility as a records management facility*
3. *Request the Chair of GVROC CEO Group prepare a report on legalities of (1) and (2) above and present to GVROC CEO Group Meeting on Friday 24<sup>th</sup> May*
4. *Request the GVROC CEO Group discuss at the meeting on 24<sup>th</sup> May how to legally proceed with this resolution*
5. *Request at the GVROC CEO Group Meeting on the 24<sup>th</sup> May 2019 each CEO provide intention of whether or not they wish to remain as a collective to utilise the facility as a Record and Archive Facility*
6. *Advise the Shire's of Wiluna and Ngaanyatjarraku that they have foregone their rights of the share of assets in the Joint Venture*

Following, at the Shire of Dundas Ordinary Council Meeting on 21<sup>st</sup> May 2019 Council resolved:

### Resolution

**That the Council of Shire of Dundas agree to continue with the current arrangement in relation to the GVROC Regional Archive Facility subject to,**

1. No additional capital contribution is required towards the facility, and
2. Annual operating cost to be within the current level for a similar number of storage boxes.

Moved: Cr. Wyatt  
Seconded: Cr. Hogan

Carried by: Simple Majority For: 5 Against: 0

The future of the Records Facility has been an ongoing issue since, until the February GVROC meeting in which it was decided that the City of Kalgoorlie-Boulder would acquire the building for \$450k. With agent fees and settlement this should nett somewhere around \$430 - \$435k.

Following this, an email, included in Papers Relating, was sent by John Walker (CEO of CKB) to the remaining CEO's, offering options in terms of investing in, and future use of, the facility following the change of ownership.

### Statutory Environment

State Records Act 2000

### Policy Implications

A.5 – Record Keeping and Management Policy

### Financial Implications

In 2018/19, the Shire of Dundas paid a \$17,600 membership contribution to Goldfields Record Storage and receives free storage for the first 100 boxes (currently there is approximately 85 – 90 stored). We have not been invoiced and no amount paid in 2019/20 or 2020/21, other than the member contribution to GVROC of \$11,000.

The Shire currently stores Minutes and Rate book archives with a Perth based storage facility, ZircoData, at a cost of \$1922.88 per year and has the option of relocating records from GRS to this facility. A tentative quote received in June 2020 for transport and storage for relocating records from GRS to ZircoData are included in Papers Relating. Please note, this does not include cost of properly preparing boxes for transport by either Shire officers or contractor.

A consultant is currently being utilised to assist with records management at a cost of \$88.00 per hour. It is anticipated that this, or something similar, will continue into the new year. Taking into consideration the possible shift to a new electronic Information Management system in the next financial year, the Records Officer has estimated consultancy fees to be approximately \$25,000 for 2021/22.

### Strategic Implications

The Regional Archive Facility was the first project identified by the GVROC as being of regional significance and this may be an opportunity to be further involved in its development and operations.

### Consultation

GVROC partners  
Elected Members  
Senior Staff  
Records Officer  
Records Consultant

Comment

Ten shareholders in GRS means each has a 10% stake and will receive around \$43k for their share, should they sell. The CKB will acquire each share that is withdrawn unless other Shires wish to increase their investment.

Council must decide if it wishes to sell our interest or retain our 10% ownership in the building and continue to use Goldfields Records Storage with the option to increase our 10% holding to a higher amount (all Shares to be in 10% increments).

As per Mr Walker's email, CKB has indicated that only those Shires with a financial interest in the ownership will be able to access the facility after the change of ownership. It is unclear at this stage if this means the Shire will not have the option to use the facility as a commercial business would if we were to withdraw.

No indication has been given as to whether the GRS will continue to be manned and/or how archives will be accessed and retrieved, or how disposal will be managed.

Council should take into consideration the location of its archives and ease of access. Transport to and from GRS is relatively inexpensive due to Shire officers being able to achieve this when travelling to Kalgoorlie for other Shire business. Records stored at ZircoData can be easily accessed via scanning of documents, but there would obviously be a cost for transport.

Correctly preparing boxes to relocate to ZircoData, as per their specifications, is likely to be an arduous task, that may require engaging a contractor.

Regardless of the outcome of the records storage facility, the Shire has its own obligation to maintain a level of record storage to comply with the State Records Act 2000.

Voting Requirements

Simple Majority

Officer Recommendation

**That the Shire of Dundas sell its share in the Goldfields Records Facility for \$43,000 and make alternative arrangements to meet our Records Storage requirements.**

Council Recommendation

**That the Shire of Dundas**

- 1. agree to the sale of the Goldfields Records Storage Facility for a 10% Share of the proceeds of the sale less costs of sale and transfer and,**
- 2. make alternative arrangements to meet our records storage requirements.**

Moved: Cr. Bonza

Seconded: Cr. Hogan

Resolution

**That the Shire of Dundas**

- 1. agree to the sale of the Goldfields Records Storage Facility for a 10% Share of the proceeds of the sale less costs of sale and transfer and,**
- 2. make alternative arrangements to meet our records storage requirements.**

Carried by: Simple Majority

For: 5

Against: 0

The reason for the change was to clarify that the amount stated in the Officer's Recommendation was an estimate only and to further clarify that any proceeds of the sale will be subject to costs associated."

### **13. Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held in Eucla on the 17<sup>th</sup> April 2021.

### **14. Closure of Meeting**

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:33pm.

UNCONFIRMED