



**Minutes of the
Ordinary Council Meeting
17th March 2020**

Minutes for the ORDINARY Meeting of the Council
held in the Council Chambers at the Shire
Administration Office – Prinsep Street Norseman on
the 17th March 2020 commencing at 6.00pm

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1 Declaration of Opening and Announcement of Visitors.

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

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

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

1.1 Attendance at meeting by Councillor AR Patupis.

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

Cr Patupis will be at Lot 15, Eleven Mile Beach Road, Esperance WA 6450.

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

Recommendation

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

Moved: Cr Wyatt

Seconded: Cr Hogan

Resolution

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

Carried by: Absolute Majority

For: 5

Against: 0

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

Financial Interests:

Nil

Proximity Interests:

Nil

Impartiality Interests:

Nil

Gifts Received by Councillors:

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

Nil

3 Record of Attendance of Councillors / Officers and Apologies.

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

4 Applications for Leave of Absence.

Nil

5 Response to Previous Public Questions Taken on Notice.

Nil

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.

- 7.1 Minutes of the Ordinary Meeting of Council held on 25th February 2020 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 25th February 2020 be confirmed as a true and accurate record.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the minutes of the Ordinary Council Meeting held on 25th February 2020 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 6 Against: 0

8 Petitions, Deputations or Presentations.

8.1 Reports of Committees

8.1.1 GVROC – Cr Bonza

- *Next Meeting held Friday 20th March 2020 will be via teleconference due to COVID-19 threat.*
- *Will report back at next Ordinary Council meeting.*

8.1.2 WALGA – Cr Bonza

- *Busy dealing with issues relating to COVID-19 situation.*
- *Deputation to Minister for Drought regarding distribution of funding now on hold.*
- *President, CEO, Manager of Community Development and Records/Admin officer attended Webinar on for update on COVID-19 situation.*

8.1.3 Woodlands Centre Construction Project – Cr Wyatt

- *Corrections to the gas and plumbing issues highlighted during inspection have been completed and final inspections of works date to be confirmed.*
- *Official opening date still to be confirmed. Working with BBRF event co-ordinators – initial dates clashed with Federal and State sitting calendars.*
- *Some office furniture has arrived.*
- *Having some issues with Telstra.*
- *Ngadju women's Water Tree Project initiated in March and is progressing.*

8.1.4 Regional Roads Group – Cr Bonza

- *Last meeting held on Friday 13th March 2020. Some technical difficulties. No minutes available as yet.*

8.1.5 Roadwise – Cr Wyatt

- *Currently reviewing meeting capabilities due to COVID-19 situation. Will report back at next Council Meeting.*

9 Announcements by Presiding Member without Discussion.

WALGA Webinar – Monday 16th March 2020

- Minister for Local Government and the Minister for Health.
- Recognise that Local Government plays an important role in identifying vulnerable and isolated people as we are closest to our communities and we must ensure an appropriate response to all of our communities.
- Minister for Health Roger Cook confirmed as of Friday there were 28 confirmed cases in WA.
- 6100 people tested and all confirmed cases have come from overseas.
- All persons coming in from overseas must self-isolate for 14 days and be tested. If positive, families must also self-isolate.
- Social distancing is key.
- External source is expected to change and the sources will start to come from our own communities.
- COVID-19 clinics established in the Metro area. Regional clinics to be set up (pop-up clinics) in local hospitals and health centres.
- Looking at re-deploying metro staff to regional clinics.
- Declared a public health emergency – able to compel people to undertake testing and certain behaviours.
- National cabinet meeting regularly – including Prime Minister, all Premiers, Chief Health Minister and other Health Officials.
- Need to maintain welfare checks on isolated, elderly and mental health patients to ensure supplies of medications and food.
- Crews on merchant ships that have been at sea more than 14 days or longer are able to land. The unwell will be assessed case-by-case.
- Limiting gatherings of more than 500.
- Practice good hygiene – washing hands with soap and water, hand sanitising, keeping social distances.
- Schools remain open – avoiding large gatherings such as assemblies and staggering break times.
- Councils with large public galleries at meetings will take measures to cap the number of people that can attend.
- Legislation being drafted to encompass quarantine requirements and allow Councillors to attend by teleconference.
- Regulations are being adjusted to allow for fast tracking of Ministerial approval for lack of quorum.
- Councils to prioritise Agendas.
- Seeking further advice regarding Electors General meetings as they are required.
- Presentations and public question times may need modifying if large numbers.
- Department of Health recruitment exercise to develop “pools” of health workers that can be deployed to regional areas.
- Some people being denied testing – no evidence of person to person transmission. Must have been in direct contact with infected person or come from overseas and unwell.
- Councils to provide ongoing information regarding size of gatherings.
- All current measures are in place to slow the spread of the disease and avoid overcrowding in hospitals.
- Regular influenza vaccines will be available on time.

- As with fire situation, one source of truth to be provided, being the Department of Health.
– WALGA website will post exact same information.
- Police are the lead emergency management agency, but the Department of Health is the hazard management agency.
- It is expected that those recovered from the virus will have some immunity against contracting it again, but can't be sure.
- It is also unknown if those with virus but not showing symptoms are contagious.
- State Government has introduced some leave entitlements for Public Servants that have no other leave available.
- Coronavirus has been declared a notifiable disease – if people with symptoms presenting to Doctors test positive, the Doctor must notify the Department of Health.
- WALGA posting direct links on their website to State Emergency Management co-ordination, taking issues back to the policy makers, looking at business continuity planning and producing templates for this. Posting current State and Federal information and putting out questionnaire to determine current stockpiles of personal protective equipment.
- Main message – situation is changing day by day, hour to hour.

10 Reports of Officers.

10.1 Planning, Development, Health and Building

Nil

10.2 Engineering and Works

Nil

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	CM.CI.2
Author	Peter Fitchat – Chief Executive Officer
Date of Report	1 st March 2020
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for the period ending 29th February 2020.

Background

The Councillors' Information Bulletin for the period ending 29th February 2020 was completed and circulated to Councillors.

Statutory Environment

Local Government Act 1995

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

Policy Implications

Council has no policies in relation to this matter

Financial Implications

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

Strategic Implications

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

Consultation

Nil

Comment

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

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

Voting Requirements

Simple Majority

Officer Recommendation

That Council receive the Councillors' Information Bulletin for the period ending 29th February 2020, as included in confidential papers relating.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That Council receive the Councillors' Information Bulletin for the period ending 29th February 2020, as included in confidential papers relating.

Carried by: Simple Majority

For: 6

Against: 0

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid 1/02/2020 – 29/02/2020	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	
Disclosure of Interest	Nil

Trust Payments

Chq/EFT	Date	Name	Description	Amount
550	13/02/2020	P & L Hogan Services	REFUND TOWN HALL DEPOSIT (FUNERAL)	300.00
551	14/02/2020	Shire of Dundas Petty Cash	GYM KEY DEPOSIT REFUND	400.00
EFT4426	13/02/2020	ELOUISE STRUDT	GYM KEY REFUND	50.00
EFT4427	13/02/2020	BEN HIGGINS	REFUND GYM KEY DEPOSIT	50.00
EFT4428	13/02/2020	REECE WILSON	REFUND GYM KEY DEPOSIT	50.00
				\$850.00

Municipal Cheques

Cheque	Date	Name	Description	Amount
26380	14/02/2020	Shire of Dundas Petty Cash	Recoup to petty cash 24.10.2019 - 31.01.2020	792.35
				\$792.35

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT4410	07/02/2020	Advertiser Print	2020 Community Calendar x1000	5385.00
EFT4411	07/02/2020	Shire of Dundas Municipal Fund	Payroll deductions	475.00
EFT4412	07/02/2020	Dundas Fencing & Building Maintenance	Pump out septic at Doctors house 18 Mildura Street (include disposal fees and DEC waste tracking)	601.15
EFT4413	07/02/2020	Elite Gym Hire	Hire of Weights 12.01.2020 - 12.02.2020 \$568.65 Hire of Treadmill and Cross Trainer (12.01.20 – 12.02.20) \$442.70	1011.35
EFT4414	07/02/2020	Threat Protect	Alarm Monitoring (Norseman Visitor Centre) 01.02.2020 - 31.03.2020	77.00
EFT4415	07/02/2020	Golden City Motors	Purchase 1x Colorado dual cab 4x4 with extras, Registration Costs and Trade in - \$33900.00 Purchase 1x 2020 Holden Trailblazer LT 4X4 (Doctor) with extras, Registration Costs and Trade in - \$30913.00	64813.00
EFT4416	07/02/2020	Golden Flame Nominees Pty Ltd	Emergency Accommodation - Lance Cribbs 04.01.20 - 07.01.20 plus meals (Dept of Communities to be invoiced)	247.00
EFT4417	07/02/2020	Navman Wireless Australia Pty Ltd	Monthly satellite service (05.01.2020 - 04.02.2020)	65.89
EFT4418	07/02/2020	Puzzle Consulting P/L	REMOTE AIRSTRIP UPGRADE PROGRAM APPLICATION 2019	1254.00
EFT4419	07/02/2020	Sigma Companies Group Pty Ltd	Purchase 12 x 25kg bags of Sodium Bi Sulphate	451.00
EFT4420	07/02/2020	South Coast Foodservice	3 cartons LIVI Jumbo Toilet rolls 3 Cartons Optimax paper Towels 2 x 5 litre bottles Cleaner Disinfectant #14	373.45

EFT4421	07/02/2020	Solutions IT (invoice S)	Purchase Meraki AC Power cord x1, Meraki Licences x3, Meraki AC Adapter x1, Meraki Router/Security Appliance x1 and Cost of Installation (see quote JC18042)	3659.30
EFT4422	07/02/2020	Wilsons Diesel & Auto Repairs	Carry out 176K service on Hino 500 plus Re gas aircon, front tyres, flat rear tyre, water pump on watering system, air leak, repair door window switches, remove and clean aircon evaporator of mud \$7962.40 Replace 8x Drive Tyres on Tip Truck DS26, Repair a/c problem, fit temporary fan switch and order part \$4499.90	12462.30
EFT4423	07/02/2020	Winc Australia Pty Ltd	Various Stationery Items - 5 x boxes A4 white copy paper, 1 x Blu Tack, 1 x 6pk sticky tape, 4 x black permanent markers, 12 x black pens, 2 x boxes staples, 2 x pencil holder, 1 x paperclip holder, 1 x stapler, 1 x pair scissors	191.40
EFT4424	07/02/2020	WESTERN RESOURCE RECOVERY (WRR) PTY LTD	Remove 131'000 litres of Liquid Waste from the Norseman Waste Facility	30710.90
EFT4425	07/02/2020	ZANTHUS ENERGY PTY LTD	Rates refund for assessment A3369 LOT EL 69-2506 NORSEMAN 6443 \$1192.03 Rates refund for assessment A4008 LOT EL 28-2588 NORSEMAN 6443 \$303.49 Rates refund for assessment A4016 LOT EL 69-3422 NORSEMAN 6443 \$56.46	1551.98
EFT4429	18/02/2020	Eucla Motor Hotel	Accommodation, meals and fuel for Steve Bowyer for 04/02/2020	374.11
EFT4430	18/02/2020	BP Norseman	Diesel and unleaded fuel sales for December 2019 plus Ice for Depot \$347.41 Catering for Council & Staff Workshop on 20 th December 2019 \$317.20	664.61
EFT4431	18/02/2020	Bonza Constructions Pty Ltd	Repair plumbing to toilet cistern at 36 Angove Street	382.80
EFT4432	18/02/2020	Bunnings Warehouse Kalgoorlie	West Coast Poly Tank 4500 litres Water Tank Wheat Colour for Waste Facility	940.50
EFT4433	18/02/2020	Laurene Bonza	Claim (Council Meeting 23.01.2020 & Workshop 09.01.2020)	472.00
EFT4434	18/02/2020	Dundas Fencing & Building Maintenance	inspect and pump out Doctors Septic Tank at 18 Mildura Street \$601.15 Pump out dump point at Welcome Park \$496.65	1097.80
EFT4435	18/02/2020	Esperance Communications	De-install UHF Radios from P294 Nissan Navara	230.00
EFT4436	18/02/2020	Elite Gym Hire	Hire of Weights 12.12.19 - 12.01.20 \$568.65 Hire of Treadmill and Cross Trainer 12.12.19 - 12.01.20 \$442.70	1011.35
EFT4437	18/02/2020	Esperance Plumbing Service	Repair sewage system at Doctors House and unblock male urinal at Administration Building	1937.50
EFT4438	18/02/2020	Department of Fire & Emergency Services	ESL (January 2020)	2832.68
EFT4439	18/02/2020	FULL MOON CAFE	Catering for 10 people for Council meeting THURSDAY 23rd January 2020	250.00
EFT4440	18/02/2020	Great Western Motel	Emergency Accommodation & Meals Dec 19-Jan 20 Bushfires Les Thompson	1983.00

EFT4441	18/02/2020	Golden City Motors	Purchase Holden Trailblazer LTZ 2019 4X4, Registration and Trade in of Prado	12000.00
EFT4442	18/02/2020	Glen Flood Group Pty Ltd T/A GFG Consulting	Project management support woodlands centre	1232.35
EFT4443	18/02/2020	Glenbarr Weed & Pest Control	Pump out clean inspect and report on septic tank condition	1612.40
EFT4444	18/02/2020	John Edward Patrick Hogan	Claim (Council Meeting 23.01.20 & 09.01.20)	312.00
EFT4445	18/02/2020	Horizon Power	Street Light Usage 01.01.2020 - 31.01.2020	4293.55
EFT4446	18/02/2020	Jason Signmakers	Supply 4 x Notice - no scavenging" signs" \$682.00 Supply 2x210mmx 70mm black on yellow \$62.70	744.70
EFT4447	18/02/2020	Star Track Credit	Freight (Microcom)	102.40
EFT4448	18/02/2020	Market Creations Pty Ltd	Brand and Style guide Refresh - Co-Branding Application \$2178.00 Credit – Word Letterhead template - \$143.00	2035.00
EFT4449	18/02/2020	Norseman Community Resource Centre	Extra Cost of the November/December Norseman Today (400x A3 D/Sided colour copies)	1680.00
EFT4450	18/02/2020	Navman Wireless Australia Pty Ltd	Monthly satellite service 05.02.2020 - 04.03.2020	65.89
EFT4451	18/02/2020	Online Business Equipment	OCE UNIVERSAL PREMIUM 100GMS 841MM X 46M	72.13
EFT4452	18/02/2020	Office National Kalgoorlie	Various stationery items - 2 x cash register rolls, desk calculator, 4 pk highlighters, 1 box each 8mm & 10mm plastic binding coils, 1 pk binding back covers, 1pk clear binding covers, 8 x sticky tape	171.72
EFT4453	18/02/2020	O'Dwyer Electrical	Install weather proof power point labour travel included, repair toilet wiring for Australian standard for Woodlands Centre, Fault find on security flood light and replace for Depot and Check earth leakage at 11 Roberts street	4792.70
EFT4454	18/02/2020	Shenton Pumps	Repairs on Dolphin Wave Cleaner - Cable repair, New drive upgrade system with new tracks, New track tensioner, New brushes, New bumper	3051.62
EFT4455	18/02/2020	Valma Joy Schultz	Claim (Council Meeting 23.01.20 & Workshop 09.01.20)	312.00
EFT4456	18/02/2020	Solutions IT (invoice S)	Agreement - Cloud Backup for February 2020	180.68
EFT4457	18/02/2020	Solutions IT (invoice A&B)	Monthly managed support for February 2020	1479.50
EFT4458	18/02/2020	Toll Transport Pty Ltd	Freight - Stewart and Heaton & Online Business	84.82
EFT4459	18/02/2020	Veronica Wyatt	Claim (Council Meeting 23.01.20 & 09.01.20)	312.00
EFT4460	18/02/2020	Wilson's Diesel & Auto Repairs	Purchase 1x tyre and 1x o'ring for DS16 Loader \$2588.80 Service to float P290 \$395.50 Repair drive shaft centre bearing on DS26 \$1252.70 Hydraulic hose repair DS16 FEL \$404.40 Tyre repair Bomag roller \$155.00 Repairs to DS25 roller, blowing smoke, check turbo system and remove intercooler pipe \$284.00 Repair hydraulic hose and supply new oil for DS16 FEL \$1217.50 Fit 4 new drive tyres to Hino 500 \$1544.80	7842.70
EFT4461	18/02/2020	Sharon Warner	Claim (Council Meeting 09.01.20 - 23.01.20)	312.00

EFT4462	18/02/2020	WEST RESOURCE VENTURES PTY LTD	Rates refund for assessment A4035, A4029, A4037, A4031, A4032, A4157, A4192, A4033 & A4034	4890.95
EFT4463	18/02/2020	Telstra Corporation Limited	Telstra charges for Co-Location, Admin and Youth 20.01.20 - 19.02.20	535.19
EFT4464	24/02/2020	Water Corporation	VARIOUS WATER ACCOUNTS (25/11/2019 - 20/01/2020)	26630.39
EFT4465	27/02/2020	Telstra Corporation Limited	Admin Landlines and Internet 05.02.20 - 04.03.20 \$435.01 Satellite Phone Usage 16.02.20 – 15.03.20 \$180.00 Mobile Phone Usage 17.02.20 – 16.03.20 \$501.93	1116.94
5652	03/02/2020	Joseph Hodges	Reimbursement of Expenses - iPhone8 for Ranger, Clothing for MSW, Respirators for Depot and Seal Covers for DS232	1436.49
5656	03/02/2020	Leigh Morgan	Reimbursement of Taxi Fares (ranger training 12-15/11/2019)	204.20
PAY	04/02/2020	Payroll	Direct Debit of Net Pays	50892.31
5658	05/02/2020	Joseph Hodges	Reimbursement of Expenses – Dust Masks and number Plate Change	86.71
5658	05/02/2020	Tracy Dixon	Reimbursement of Expenses – USB for Council Meeting	18.99
5659	07/02/2020	Joseph Hodges	Reimbursement of Expenses – Stationery (diaries) and PVC Pipe Cutters x2	299.93
5660	07/02/2020	Aruna Rodrigo	Reimbursement of Expenses – CPA Membership Renewal 01.01.20 – 31.12.20 and ACCA Membership	1207.31
5670	10/02/2020	Ali Sherifi	Meals and Incidentals fir Payroll Training (10.02.2020 – 14.02.2020)	514.00
5673	11/02/2020	Centrelink	Centrepay Fees for A629 & A698	1.98
5681	14/02/2020	Hannah Turner	Reimbursement of Expenses – Police Clearance	55.10
5682	14/02/2020	Pania Turner	Reimbursement of Expenses – Art Supplies for Woodlands art Project	126.05
5687	17/02/2020	Ngadju Native Title Aboriginal Corporation	Reimbursed Town Hall hire fees as payment was made in advance and meeting was cancelled	300.00
5688	17/02/2020	Hannah Turner	Accommodation, Meals and Incidentals for Our Gems WA SOD Tour (17-20 Feb) (\$540.00 returned via payroll deduction 03.03 – Our Gems covered accommodation)	1015.20
PAY	18/02/2020	Payroll	Direct Debit of Net Pays	53046.50
5690	24/02/2020	Pania Turner	Reimbursement of Expenses – WALGA Emergency Round Table 18-20/02/2020 (Taxi fares, incidentals and meals) plus Reimbursement for Supplies - -Ngadju Women's Water Tree Project	1220.86
5690	25/02/2020	Centrelink	Centrepay Fee – A698	0.99
				\$321'496.32

Municipal Account Direct Debts

	Date	Name	Description	Amount
5664	05/02/2020	ANZ	BPAY Transaction Fees	37.95
5654	03/02/2020	ANZ	Merchant Fees	213.87
5653	03/02/2020	Equipment Rents	Sharp Interactive Board	256.30
DD10189	06/02/2020	SuperChoice	Superannuation 22.01.2020 – 04.02.2020	12954.32
5685	14/02/2020	3E Advantage Pty Limited	CRC photocopier, Shire photocopier & Printer meter readings – January 2020	2255.28
DD10214	20/02/2020	SuperChoice	Superannuation 05.02.2020 – 18.02.2020	13785.23
				\$29'502.95

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
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5696	17/02/2020	Chief Executive Officer	ANZ Credit Card Purchases	
	18/12/2019	Woolworths Esperance	Shire PD Event - Food Shopping (no receipt supplied)	86.67
	19/12/2019	Norseman Hotel	Meals with CEO and Consultant for Staff Workshop 20.12.19	113.00
	20/12/2019	Supreme Court WA	Searches for Deceased Estates – 11 Crabbe Street	49.00
	20/12/2019	Supreme Court WA	Searches for Deceased Estates – 33 Roberts Street	49.00
	20/12/2019	eDreams Barcelona	REX Flights for Consultants (couldn't leave due to fires - shire covered flights) – Shayne Silcox 21.12.2019	418.65
	24/12/2019	Bunnings Kalgoorlie	Purchase 2x Door Seals for 82 Angove Street	13.11
	26/12/2019	Woolworths Kambalda East	Food Shopping for Fires	323.88
	30/12/2019	Caltex Norseman	Purchase water for Bushfire Fighters	65.50
	30/12/2019	BP Norseman	Emergency Accommodation 30.12.2019	135.00
	02/01/2020	Norseman IGA	Snacks for Fires	33.46
	05/01/2020	BP Norseman	Meals for Fires	30.00
	06/01/2020	BP Norseman	Meals for Fires	18.00
	06/01/2020	Shelly Beach Caravan Park Ceduna	Emergency Accommodation 06.01.2020 road closure	272.00
	07/01/2020	Hospitality Esperance	Emergency Accommodation (Aruna) 06.01.20 + Meals	204.46
	12/01/2020	Adobe	Monthly Adobe PDF Subscription	22.65
	12/01/2020	Captain Huon Esperance	Captain Huon Esperance - Emergency Accommodation 06.01.2020 road closure (Ali)	150.00
			Total Credit Card Payment for Purchases 23.12.2019 – 21.01.2020	\$1'984.38

Summary of Account Totals

Trust EFT's / Cheques	\$850.00
Municipal Cheques	\$792.35
Municipal EFT's	\$321'496.32
Municipal Direct Debit's	\$29'502.95
Municipal Credit Card's	\$1'984.38
Grand Total for February 2020	\$354'626.00

Voting Requirements

Simple Majority

Officer Recommendation**That the Shire of Dundas monthly accounts paid from 1/02/2020 to 29/02/2020 be noted.**

Moved Cr: Patupis
 Seconded Cr: Hogan

Resolution**That the Shire of Dundas monthly accounts paid from 1/02/2020 to 29/02/2020 be noted.**

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.2 – Financial Statements for the Period Ending 29th February 2020.	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Deputy CEO
Date of Report	12 th March 2020
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 29th February 2020 be accepted.

Moved Cr: Hogan
Seconded Cr: Wyatt

Resolution

That the Shire of Dundas Financial Statements for the period ending 29th February 2020 be accepted.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.3 – CRC Management Report & Financial Statements to 29th February 2020	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Deputy CEO
Date of Report	12 th March 2020
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity
For the period ending 29th February 2020**

Officer Recommendation

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 29th February 2020 be accepted.

Moved Cr: Wyatt
Seconded Cr: Hogan

Resolution

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 29th February 2020 be accepted.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.4 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer
Date of Report	12 th March 2020
Disclosure of Interest	Nil

Summary

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

Background

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

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

Comment

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

Voting Requirements

Simple Majority

Officer Recommendation

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

Moved Cr: Hogan
Seconded Cr: Wyatt

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: 6

Against: 0

Agenda Reference & Subject	
10.4.5 – Appointment of Mural Artist Woodlands Centre Project	
Location / Address	78 Prinsep Street, Norseman WA
File Reference	CP.DC.1
Author	Manager of Community Development
Date of Report	11 th March 2020
Disclosure of Interest	Nil

Summary

For Council to approve the proposal from mural artist Brenton See regard to the Woodlands Centre northern wall and Prinsep Street face upper façade.

Background

The Woodlands Centre Project is nearing full completion with furnishing of the interior and outdoor areas now to being finalised. Council has also recognised that the Woodlands Centre would be a vital drawcard attracting people to stop, stay and explore Norseman and the Shire of Dundas. Ensuring that the Woodlands Centre is a vibrant and attractive building is vital to assisting achieving the goals of Council and to enhancing the streetscape and Town Centre Precinct.

Brenton See is a Western Australian Artist renowned for his large-scale works featuring on buildings and silos. A keen photographer and birdwatcher his artwork reflects his love of Western Australia's flora and fauna, offering an excellent match for the theme of the Great Western Woodlands. He is keen to work with Ngadju Rangers to assist in identifying flora and fauna to include in the mural.

Statutory Environment

Nil

Policy Implications

As per the Purchasing Policy purchases of amounts is \$2,501-\$50,000 require two (2) written quotes specifying applicable terms and conditions, and specification of the goods and services. However due to the specialised look and creative element of the Woodlands Centre, and Council's desire to promote the Great Western Woodlands Brenton See's style and designs would suit the project's aim. Council can authorise purchasing specific to the requirement of the Woodlands Centre.

Financial Implications

The Northern wall Mural has been budgeted for in the approved Project Costs. The front facade which was considered an additional cost has been included in the quote, which comes in under budget.

Strategic Implications

Strategic Community Plan,

Theme 1: A thriving local economy and economic base.

2.1 Opportunity for Economic Diversification

A vibrant economy that includes and supports opportunities for mining industry, creative and cultural industries, tourism shopping and business.

Theme 3: Natural & Built Environment

3.4 Enhancement of natural tourist destinations

Development of the Great Western Woodlands that maintains the overall natural beauty of the area however still provides opportunities for tourism and other uses.

Consultation

Council workshop
Woodlands Centre Advisory Committee
CEO
CDM

Comment

With such a significant project and investment from Council it is important to ensure that the exterior of the Woodlands centre is a quality, visually appealing workable environment that meets the needs of the community. The mural will be another item to add to include in the Shire's tourism suite and offers not only an attractive eye-catching artwork but will educate visitors and community about the local flora and fauna. Brenton's reputation as an artist will also see people coming to view the mural. The mural will be added to the OUR GEMS WA trail promoted throughout the region and state.

The wildlife mural will also offer the perfect back drop for the Ngadju Women's Wanyarr art project.

An additional mural representing the First Nations peoples whose Country sits across the Shire is planned for the outdoor area of the Centre.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas Council appoint Brenton See to design and paint a mural as per the quote in confidential papers relating for the cost of up to \$10,670 (GST incl.). The artist will seek Councillor feedback during the development of the mural design.

Moved Cr: Wyatt
Seconded Cr: Schultz

Resolution

That the Shire of Dundas Council appoint Brenton See to design and paint a mural as per the quote in confidential papers relating for the cost of up to \$10,670 (GST incl.). The artist will seek Councillor feedback during the development of the mural design.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.6 – BRPC Augmentation for LGs - Additional Funding Opportunity	
Location / Address	Shire of Dundas
File Reference	Personal File
Author	CEO
Date of Report	12 th March 2020
Disclosure of Interest	Nil

Summary

The Shire of Dundas, Coolgardie and City of Kalgoorlie Boulder to be part of the proposed funding to Develop for a written BRM Plan, including the communication strategy. This proposed funding from State Government is approved through the Minister Fran Logan Office through DFES to Engage key stakeholders in the process and provide guidance and advice to stakeholders in development of the BRM Plan and subsequent treatment schedule, including BFAC/LEMC this position will engage all stakeholders including Ngadju Traditional owners through their organisations.

Background

Below is a draft program for discussion and approval to have this implemented through this program

Establishing a Process (Draft)

Region	# BRPC positions funded	Proposed Host LG	Year 2019/20	Year 2020/21 LGs supported	Year 2021/22 LG supported
Goldfields-Midlands	1	Dundas (2019-2021)	Dundas	Dundas Coolgardie	
		Coolgardie (example only host 2021/22)			Coolgardie Kalgoorlie

Statutory Environment

Local Government Act 1995
Bush Fire Act 1954

Policy Implications

Nil

Financial Implications

The cost for this position will be covered by DFES, the only cost to Council in support of this position will be the use of a Council House, and Office space. Estimated cost to Council will be \$2,400.00.

Strategic Implications

Theme 3 – Natural & Built Environment			
A protected and enhanced environment that is aesthetically pleasing and provides benefits for the Community for generations to come.			
Strategy 3	Goal	Measure	Priority
3.1 Management of environmental impact.	To minimise the impact of Shire activities on the environment.	That any activities undertaken by the Shire have a demonstrable minimal impact on the environment and set a benchmark for the region.	Medium
3.3 Enhanced transport access and infrastructure.	Improved infrastructure within the Shire and good transport access to and around Norseman.	Existing infrastructure that meets Community expectations and requirements. A measurable improvement in levels of infrastructure.	High
3.4 Enhancement of natural tourist destinations.	Development of the Great Western Woodlands that maintains the overall natural beauty of the area however still provides opportunities for tourism and other uses.	That the GWW is generally preserved and any development undertaken still allows residents and tourists to enjoy its natural beauty An increased level of tourism numbers visiting the GWW.	Medium/High

Consultation

Shire President
 DFES
 Shire of Dundas
 Shire of Coolgardie
 City of Kalgoorlie Boulder
 LEMC

Comment

This newly created position of the Bushfire Risk Planning Coordinator (BRPC) position will work to Submit the draft BRM Plan to Bushfire Risk Management Branch (BRMB) and Office of Bushfire Risk management (OBRM) for quality assurance and endorsement before adoption by all stakeholders. Apart from the accommodation and Office space this position will be fully funded through a Grant.

Voting Requirements

Simple Majority

Officer Recommendation

That the Councillors note this report, and

1. Support DFES in appointing a Bushfire Risk Planning Coordinator (BRPC) through a State Government Grant.
2. and place this Bushfire Risk Planning Coordinator (BRPC) in Shire accommodation and provide Office space to perform this function.
3. Allow senior management to work with the Bushfire Risk Planning Coordinator (BRPC) in creating a Bush Fire Strategy as required.

Moved Cr: Wyatt
Seconded Cr: Patupis

Resolution

That the Councillors note this report, and

1. Support DFES in appointing a Bushfire Risk Planning Coordinator (BRPC) through a State Government Grant.
2. and place this Bushfire Risk Planning Coordinator (BRPC) in Shire accommodation and provide Office space to perform this function.
3. Allow senior management to work with the Bushfire Risk Planning Coordinator (BRPC) in creating a Bush Fire Strategy as required.

Carried by: Simple Majority For: 6 Against: 0

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 items for decision.

Moved Cr: Patupis
Seconded Cr: Schultz

Resolution

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

Carried by: Simple Majority For: 6 Against: 0

Agenda Reference & Subject	
12.1 - Late item – Replacement of Case Front End Loader	
Location / Address	Shire of Dundas
File Reference	PL.AC.2
Author	Manager Works & Services
Date of Report	17 th March 2020
Disclosure of Interest	None

Summary

For Council to **consider approving additional funds for the purchase** of Front-end loader that exceeds the budget allocation as per the plant and vehicle replacement program included in the 2019/20 budget.

Background

The Council has approved the following plant and vehicle replacement programs for 2019/20.

- P288 Holden Commodore Silver Sedan (Doctor) - 2014
- P239 Mitsubishi Triton 4x2 Cab (Ranger's ute) – 2007
- P307 AWD station wagon large (CEO's) – 2016
- P294 Dual Cab 4x4 (Works) – 2015
- P254 721E Case Front End Loader (DS16) – 2010
- P268 Kubota Tractor Diesel with Canopy - 2012

P254 721E Case Front End Loader (DS16) – 2010 is to be replaced with a brand-new Front-end wheel loader.

Following the tender procedure, the Council has received tenders for the purchase of a brand-new Front-End Wheel Loader. The Tender panel has selected the offer from McIntosh & Son for supply of Case 721FXT wheel loader. The decision is based on the high quality and the popular brand of the equipment which is meant to be used by the Shire for the next 7-8 years in heavy road works. Further, McIntosh & Son is a preferred WALGA supplier and the supplier of the old current loader.

The invoice, received from McIntosh & Son and included in the papers relating, provides the details under “actual” column of the schedule 1 below about the purchase price of the new loader and the trade-in value of the old plant.

The approved amounts as per 2019/20 budget for purchase of a new loader and trade-in for the old wheel loader are also provided under “budget” column of the following schedule. All values shown below are exclusive of GST.

Schedule 1:	\$ Actual	\$ Original Budget	\$ Variance Positive	
(Adverse)				
Purchase cost of the new loader	327,930	265,000	(62,930)	
Less: Trade-in value for the old wheel loader	(75,000)	(94,000)	(19,000)	(Note 1)
Net Cost to the Shire	252,930	171,000	(81,930)	

Note 1 – Break-up details of trade-in value: In the original budget of 2019/20 under Transport, a sum of \$ 108,000 has been stated as capital income from sale of old plant items through trade-ins. The plant

items flagged for sale by trade-ins and included in this capital income of \$ 108,000 are shown in the schedule 2 below with their estimated trade-in values and actual traded-in values.

Schedule 2:			\$	\$	\$
Actual (Adverse)	Budget	Variance			Positive
P294 Dual cab 4x4 (MWS) 2015			11,893	13,000	(1,107)
P239 Mitsubishi Triton 4*2 Cab (Ranger) 2007			2,786	1,000	1,786
P268 Kubota tractor Diesel with canopy 2012 (trade-in value details not available)					
P254 721E Case Front End Loader (DS16) 2010			75,000	94,000	(19,000)
Total Trade-in value			89,679	108,000	(18,321)

Provided there is no trade-in value for P 268 Kubota tractor which has not yet been replaced, the estimated trade-in value for the old Front-End Loader is \$ 94,000, and therefore the net cost to the Shire of purchasing the Wheel loader is \$ 81,930 more than the approved budget allocation (see schedule 1).

Budgeted cost of a new front-end loader: The basis used to estimate the budget cost of the new front-end loader (\$ 265,000) and the trade-in value of the old loader (\$94,000) cannot be ascertained since these estimates and budgets were prepared by the ex-officers of the Shire.

No quotes justifying the estimated price of \$ 265,000 for a new loader could be located. Further, according to the Shire's Synergy asset register, the original purchase cost of the old Case Front-end loader (including attachments) the Shire acquired from the same supplier (McIntosh & Son) in April 2010 amounts to \$ 293,343.

Therefore, the estimated price of \$ 265,000 for a new Case front-end loader seems to be seriously understated and does not reflect realistic market conditions.

Funding: the funding for the proposed purchase is sourced from sale of the old loader by trade-in and cost recovery through charging back of usage time of the new equipment on grant-funded projects.

Funding through cost recovery is dependent on the extent to which the new front-end loader is used on grant funded project. As a guide, costs and recovery details of the old Case front-end loader, as per the Shire's Plant system in Synergy, are given in schedule 3 below.

Schedule 3:		
Financial Year	Operational and Maintenance costs	Cost recoveries
2019/20 (up to mid-Mar 20)	25,577	28,508
2018/19	38,548	37,283
2017/18	37,200	42,368
2016/17	47,571	61,110
2015/16	35,235	43,470
2014/15	35,696	37,598
2013/14	35,996	42,053
2012/13	30,873	41,333
2011/12	30,719	31,635
2010/11	27,276	41,243
2009/10 – 4 months	6,322	7,380
Total	351,013	413,981

The above operational and maintenance costs exclude depreciation. The above cost recoveries are based on hourly unit rate of \$45.00 and \$31.00 for base costs and depreciation respectively. These rates have remained same since 2010, hence largely under-stated.

The recovery rates for the new Front-end loader are reviewed upwards to earn an adequate margin to fund the future replacement.

Statutory Environment

Local Government Act 1995.

Policy Implications

T.11 Asset Management, F.3 Purchasing Policy, and F.6 Tender Evaluation Process Policy.

Financial Implications

As the excess over the budget will be funded through cost recovery, this purchase is not expected to have any effect on the Shire' equity fund.

Strategic Implications

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

Consultation

CEO and Manager Finance & Administration

Voting Requirements

Simple Majority

Officer Recommendation

That Council authorises

- 1. Acquisition of the new Case Front End Loader from McIntosh & Son that, on net basis, incurs \$81,930 more than the original budget allocation previously approved by the Council as a result of underestimation of purchase cost, and**
- 2. For new Case front end loader, review of the hourly cost recovery rates which remain understated at \$45.00 and \$31.00 for base costs and depreciation respectively for the last ten years.**
- 3. Utilisation of the trade value of each item purchased, as the item of plant being traded be used to purchase the new plant.**
- 4. Purchasing method stays the same and implement an upgraded budget value for the outright plant purchase. Allowing all plant trade values to be returned to General Revenue, net of carrying value of the asset being traded in.**

Moved Cr: Patupis
Seconded Cr: Wyatt

Resolution

That Council authorises

1. Acquisition of the new Case Front End Loader from McIntosh & Son that, on net basis, incurs \$81,930 more than the original budget allocation previously approved by the Council as a result of underestimation of purchase cost, and
2. For new Case front end loader, review of the hourly cost recovery rates which remain understated at \$45.00 and \$31.00 for base costs and depreciation respectively for the last ten years.
3. Utilisation of the trade value of each item purchased, as the item of plant being traded be used to purchase the new plant.
4. Purchasing method stays the same and implement an upgraded budget value for the outright plant purchase. Allowing all plant trade values to be returned to General Revenue, net of carrying value of the asset being traded in.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
12.2 – Late Item – 2019 Compliance Audit Return	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	Aruna Rodrigo – Manager Finance Administration
Date of Report	5 th March 2019
Disclosure of Interest	Nil

Summary

For the Council to consider the outcomes of the 2019 Compliance Audit Return as shown in the papers relating.

Background

Each year Council is required to complete an annual Compliance Audit Return (CAR) for the calendar year immediately preceding (1st January to 31st December) as published by the Department of Local Government. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

The 2019 CAR was completed in house by the Manager Finance & Administration with the assistance of the CEO through the inspection of various documents and records including: minutes, tender register, financial interest & returns register, complaints register, delegations register etc.

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in relation to compliance and with the Local Government Act 1995 and its subsidiary regulations. This year's return again places emphasis on the need to bring to the attention of Council any cases of non-compliance or where explicit full compliance was not achieved. Comments are included in the return to provide further clarification where necessary.

Statutory Environment

Section 7.13 (1) (i) of the Local Government Act and Audit Regulations 13 to 15.

In brief the process is: -

- a) a compliance audit must be carried out for the period 1 January to 31 December in each year;
- b) a compliance audit return, in a form approved by the Minister, is to be completed;
- c) the return is to be presented to the Council at a Council meeting;
- d) the return is to be adopted by the Council;
- e) the return is to be recorded in the minutes of the meeting at which it was adopted;
- f) a certified copy of the return, together with a copy of the Council minutes adopting the return and any additional information explaining or qualifying the return, is to be sent to the Director General of the Department for Local Government and Regional Development by 31 March. Note – “certified” means signed by the President and the CEO.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Chief Executive Officer

Comment

Through a total of 102 questions the 2018 CAR concentrates on the statutory obligations of the local government in the areas of:

- Commercial Enterprises by Local Governments 5
- Delegation of Power/Duty 13
- Disclosure of Interest 19
- Disposal of Property 2
- Finance 14
- Integrated Planning and Reporting 7
- Local Government Employees 5
- Official Conduct 6
- Optional Questions 4
- Tenders for providing goods and services 27

Based on the outcome of the return, the Shire of Dundas achieved 100% compliance, similar to 2019 CAR.

Voting Requirements

Absoluter majority

Officer Recommendation

That the Council approve the 2019 Compliance Audit Return as shown in the papers relating 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: Hogan
Seconded Cr: Wyatt

Resolution

That the Council approve the 2019 Compliance Audit Return as shown in the papers relating 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: 6

Against: 0

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 21st April 2020.

14 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:36pm.