

Minutes of the ORDINARY Meeting of the Council held in the Council Chambers at the Shire Administration Office – Prinsep Street Norseman on the 19<sup>th</sup> May 2015 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

The Chief Executive Officer read aloud the disclaimer that is on the front page of the agenda.

The Shire President read aloud the following Affirmation of Civic Duty and Responsibility.

I make this affirmation in good faith on behalf of Elected Members and Officers of the Shire of Dundas. We collectively declare that we will duly, faithfully, honestly, and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure the efficient, effective and orderly decision making within this forum.

**2 Declarations of Financial, Proximity and Impartiality Interests.**Financial Interests:

Nil

Proximity Interests:

Nil

Impartiality Interests:

Nil

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

|                 |                        |
|-----------------|------------------------|
| Cr J Best       | Shire President        |
| Cr ST Conklin   | Deputy Shire President |
| Cr C South      |                        |
| Cr YH Vicensoni |                        |
| Cr L Webb       |                        |

|                 |                                |
|-----------------|--------------------------------|
| Richard Brookes | Chief Executive Officer        |
| Doug Stead      | Deputy Chief Executive Officer |
| Jon Fry         | Manager Works & Services       |

**Apology**

Cr JEP Hogan

**4 Response to Previous Public Questions Taken on Notice.**

Nil

**5 Public Question Time.**

Nil

**6 Applications for Leave of Absence.**

Nil

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

7.1 Minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> April 2015 be confirmed as a true and accurate record.

**Recommendation**

**That the minutes of the Ordinary Council Meeting held on 21<sup>st</sup> April 2015 be confirmed as a true and accurate record.**

Moved Cr: YH Vicensoni  
Seconded Cr: L Webb

**Resolution**

**That the minutes of the Ordinary Council Meeting held on 21<sup>st</sup> April 2015 be confirmed as a true and accurate record.**

Carried by: Simple Majority For: 5 Against 0

**8 Petitions, Deputations or Presentations.**

Nil

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

Nil

**10 Reports of Officers.****10.1 Planning, Development, Health and Building**

Nil

**10.2 Engineering and Works**

| <b>Agenda Reference &amp; Subject</b>   |                           |
|---|---------------------------|
| <b>10.2.1 – Report by Works Manager</b> |                           |
| Location / Address                      | Shire of Dundas           |
| File Reference                          | DB.IV 4                   |
| Author                                  | Jon Fry                   |
| Date of Report                          | 15 <sup>th</sup> May 2015 |
| Disclosure of Interest                  | Nil                       |

**Summary**

For Council to note the report from the Manager of Works and Services. This report is in the papers attached.

**Background**

The Manager of Works and Services presents a summary of the current status of budget projects

**Statutory Environment**

Nil  
Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The monthly report will ensure that we are meeting the current targets as set out in our Strategic Planning modules.

Consultation

DCEO  
 Project Manager

Comment

The monthly report will ensure that Councillors are aware of maintenance and capital developments.

Voting Requirements

Simple Majority

**Officer Recommendation**

**That Council note the contents of the report by the Manager of Works and Services.**

Moved Cr: S Conklin  
 Seconded Cr: YH Vicensoni

**Resolution**

**That Council note the contents of the report by the Manager of Works and Services.**

Carried by: Simple Majority For: 5 Against 0

### **10.3 Members and Policy**

| <b>Agenda Reference &amp; Subject</b> |                           |
|---------------------------------------|---------------------------|
| <b>10.3.1 – Policy Review</b>         |                           |
| Location / Address                    | Shire of Dundas           |
| File Reference                        | CM.PO.1                   |
| Author                                | Richard Brookes - CEO     |
| Date of Report                        | 15 <sup>th</sup> May 2015 |
| Disclosure of Interest                | Nil                       |

Summary

For the Council to undertake a review of the Shire of Dundas policy manual.

Background

The policy manual was previously reviewed and adopted by the Council at its ordinary meeting held in May 2014

#### Statutory Environment

There is no statutory requirement to review the policy manual however it is considered good management practice to undertake a review every year.

#### Policy Implications

Policy Review – All policies

#### Financial Implications

Nil

#### Strategic Implications

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

#### Consultation

Deputy CEO, Manager of Works and Services & the Senior Administration Officer

#### Comment

Any new policies and amendments that have been undertaken during the previous 12 months have been included in the policy manual.

There have been no major amendments to intent of policies however there have been some minor changes in wording and set out for clarity.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the Council endorse and adopt the revised “Policy Manual” as included in the papers relating.**

Moved Cr: YH Vicensoni  
Seconded Cr: L Webb

#### Resolution

**That the Council endorse and adopt the revised “Policy Manual” as included in the papers relating.**

Carried by: Absolute Majority For: 5 Against 0

| <b>Agenda Reference &amp; Subject</b> |                           |
|---------------------------------------|---------------------------|
| <b>10.3.2 – Review of Delegations</b> |                           |
| Location / Address                    | Shire of Dundas           |
| File Reference                        | GV.AU.2                   |
| Author                                | Richard Brookes - CEO     |
| Date of Report                        | 15 <sup>th</sup> May 2015 |
| Disclosure of Interest                | Nil                       |

### Summary

For the Council to review its register of delegations.

### Background

The local government is required to review its delegations at least once every twelve months and the register of delegations was last reviewed in May 2014.

### Statutory Environment

Local Government Act 1995 s5.46

### Policy Implications

The register of delegations refers to a number of policies that the Council have adopted. The policy manual is also under review and the subject of the previous report 10.3.1

### Financial Implications

Nil

### Strategic Implications

Nil

### Consultation

Deputy CEO, Manager of Works, Project Officer & the Senior Administration Officer

### Comment

The delegations allow officers to undertake day to day operational activities in the Shire without continual referral to the Council. These delegations are often made subject to the confines of policy that give general direction in the decision making process.

It is important that the Council reviews its delegations and policy annually to ensure that officers can undertake duties in accordance with the Shires direction.

Notwithstanding that the delegations were last reviewed in May 2014, the amendment and addition of policies make it prudent to also review the delegations.

There are no major changes to policies over the past 12 months that would appear to impact on delegations.

It is advised that the members carefully check all delegations to ensure that the Council is satisfied as to the level of delegation to the CEO and officers.

### Voting Requirements

Absolute Majority

**Officer Recommendation**

**That the Council endorse and adopt the “Register of Delegations” as included in the papers relating.**

Moved Cr: L Webb  
Seconded Cr: S Conklin

**Resolution**

**That the Council endorse and adopt the “Register of Delegations” as included in the papers relating.**

Carried by: Absolute Majority For: 5 Against 0

| <b>Agenda Reference &amp; Subject</b>                    |                           |
|--|---------------------------|
| <b>10.3.3 – Voting Delegates – Local Government Week</b> |                           |
| Location / Address                                       | Shire of Dundas           |
| File Reference   | GR.LO.3                   |
| Author   | Richard Brookes           |
| Date of Report   | 12 <sup>th</sup> May 2015 |
| Disclosure of Interest                                   | Nil                       |

**Summary**

For the Council to nominate voting delegates for the WALGA 2015 Annual General Meeting

**Background**

The WALGA annual general meeting is held every year in August during local government week and each local government has the opportunity for 2 delegates to vote on WALGA resolutions

**Statutory Environment**

N/A

**Policy Implications**

N/A

**Financial Implications**

N/A

**Strategic Implications**

To enable the Shire of Dundas to be involved in the direction of WALGA.

**Consultation**

Councillors

**Comment**

Elected members and serving officers are permitted to be voting delegates. The Shire President has already indicated that she will be attending local government week. As it is normal practice for the Shire President (although not compulsory) to be a voting delegate the Council has the opportunity to nominate another voting delegate.

The CEO will not be attending Local Government week this year however the deputy Mr Doug Stead will attend

The Council may also nominate a proxy delegate.

### Voting Requirements

Simple Majority

### Officer Recommendation

**That the Shire of Dundas endorse the Shire President Jacquie Best and Cr ..... as voting delegates and the Deputy Chief Executive Officer be endorsed as a proxy for the WALGA 2015 Annual General Meeting to be held at local government week in August 2015.**

Moved Cr: C South  
Seconded Cr: S Conklin

### Resolution

**That the Shire of Dundas endorse the Shire President Jacquie Best and Cr Vicensoni as voting delegates and the Deputy Chief Executive Officer be endorsed as a proxy for the WALGA 2015 Annual General Meeting to be held at local government week in August 2015.**

Carried by: Simple Majority For: 5 Against 0

## 10.4 Administration, Finance and Community Service

| <b>Agenda Reference &amp; Subject</b>   |                               |
|---|-------------------------------|
| <b>10.4.1 – Accounts Paid (1<sup>st</sup> April 2014 to 30<sup>th</sup> April 2014)</b> |                               |
| Location / Address  | Shire of Dundas               |
| File Reference  | A/0                           |
| Author  | Senior Administration Officer |
| Date of Report  | 4 <sup>th</sup> May 2015      |
| Disclosure of Interest  | Nil                           |

### Trust Cheques

| Chq/EFT | Date       | Name              | Description  | Amount          |
|---------|------------|-------------------|--|-----------------|
| 475     | 24/04/2015 | D & R Szczecinski | REIMBURSEMENT OF MONIES DUE - NORSEMAN GOLD FEVER FESTIVAL | 27985.01        |
|         |            |                   |  | <b>27985.01</b> |

### Municipal Cheques

| Chq/EFT | Date       | Name                          | Description  | Amount    |
|---------|------------|-------------------------------|--|-----------|
| 25427   | 10/04/2015 | Norseman All Terrain Survey's | Set out information bay 11.03.2015 - 13.03.2015          | 2239.38   |
| 25428   | 10/04/2015 | Atom Supply                   | 1x shortening Grab Hook                                  | 58.23     |
| 25429   | 10/04/2015 | Balladonia Hotel Motel        | Accommodation & meals 14.03.2015 - 19.03.2015 (Bushfire) | 5883.13   |
| 25430   | 10/04/2015 | J Best                        | Claim (Council Meeting 21.03.2015)                       | 283.00    |
| 25431   | 10/04/2015 | BITUTEK PTY LTD               | Bitumen sealing works – Hyden Road                       | 129822.00 |



|       |            |   |  |          |
|-------|------------|---|--|----------|
| 25432 | 10/04/2015 | ST Conklin  | Claim (Council Meeting 21.03.2015)   | 160.00   |
| 25433 | 10/04/2015 | Commander Australia Limited                       | COMMANDER PHONE SERVICE<br>15.02.2015 - 14.03.2015   | 318.56   |
| 25434 | 10/04/2015 | C South   | Claim (Council Meeting 21.03.2015)   | 160.00   |
| 25435 | 10/04/2015 | Shire of Dundas Municipal Fund                    | Payroll deductions   | 1616.08  |
| 25436 | 10/04/2015 | Shire of Dundas Petty Cash                        | Recoup to petty cash 10.03.2015 - 09.04.2015   | 988.00   |
| 25437 | 10/04/2015 | Pacific Brands Workwear                           | Staff Uniforms (Doug Stead)  | 447.70   |
| 25438 | 10/04/2015 | Esperance Earthworks Pty Ltd                      | Various gravel pushing 09.03.2015 - 20.03.2015 (Hyden Road)  | 33445.50 |
| 25439 | 10/04/2015 | Landgate  | Mining Tenement Schedule 04.12.2015 - 15.01.2015   | 478.70   |
| 25440 | 10/04/2015 | Local Community Insurance Service                 | Public & Products Liability for Community Markets 30.03.2015 - 30.06.2016  | 728.28   |
| 25441 | 10/04/2015 | South Coast Foodservice                           | Goods for pool kiosk   | 685.72   |
| 25442 | 10/04/2015 | Telstra Corporation Limited                       | Various phone charges  | 8209.25  |
| 25443 | 10/04/2015 | Norseman Hardware                                 | Various hardware items (15.02.2015 - 13.03.2015)   | 3122.01  |
| 25444 | 10/04/2015 | Water Corporation                                 | Various Water Accounts (01.03.2015 - 30.04.2015)   | 16307.94 |
| 25445 | 10/04/2015 | LW Webb   | Claim (Council Meeting 21.03.2015)   | 1264.48  |
| 25446 | 24/04/2015 | Australia Post                                    | Postage (March 2015)   | 151.70   |
| 25447 | 24/04/2015 | Astute Promotions Pty Ltd                         | Staff uniforms   | 397.65   |
| 25448 | 24/04/2015 | Australasian Performing Right Association Limited | Licence Renewal Fees ( 01.05.2015 - 30.04.2015)  | 68.54    |
| 25449 | 24/04/2015 | AXA Australia                                     | Superannuation contributions   | 735.08   |
| 25450 | 24/04/2015 | Airport Lighting Specialists Pty Ltd              | 50x LED light bulbs, 4x blue lens  | 1210.00  |
| 25451 | 24/04/2015 | AXA Summit Superannuation                         | Superannuation contributions   | 744.20   |
| 25452 | 24/04/2015 | AXA Customer Service                              | Superannuation contributions   | 731.64   |
| 25453 | 24/04/2015 | AustralianSuper                                   | Superannuation contributions   | 2023.14  |
| 25454 | 24/04/2015 | BP Norseman                                       | Unleaded Fuel – March 2015   | 803.34   |
| 25455 | 24/04/2015 | BOC Limited                                       | Container Service Fee – March 2015   | 72.89    |
| 25456 | 24/04/2015 | Courier Australia                                 | Various freight  | 161.92   |
| 25457 | 24/04/2015 | Cuten Guneder Machinery                           | 45 loads of gravel 27.02.2015 - 28.03.2015 – Info Bay. Hire of truck 27.02.15 – 18.03.15 – Info Bay.   | 10072.50 |
| 25458 | 24/04/2015 | Child Support Agency                              | Payroll deductions   | 200.00   |
| 25459 | 24/04/2015 | Shire of Dundas Municipal Fund                    | Payroll deductions   | 191.00   |
| 25460 | 24/04/2015 | Dundas Fencing & Building Maintenance             | Unblock sewer line – Phoenix Park.<br>Inspect & repair toilet – Pensioner Unit.<br>Pump out dump point – Welcome Park.<br>Install grab rails in toilet – Welcome Park.<br>Repair air con- 13 Roberts St. Glaze window – 82 Angove St. Cut street trees near power lines. Inspect & repair leaking roof – Pensioner Unit. Various works – DCP Building. | 14531.72 |

|       |            |   |  |          |
|-------|------------|---|--|----------|
| 25461 | 24/04/2015 | Esperance Communications                                    | 1x RIOCH black toner   | 199.00   |
| 25462 | 24/04/2015 | Esperance Appliance Centre                                  | 1x Oven – 139 Roberts Street   | 698.00   |
| 25463 | 24/04/2015 | Esperance Freight Lines                                     | Various freight  | 1896.68  |
| 25464 | 24/04/2015 | Elite Gym Hire  | Hire of gym equipment  | 885.18   |
| 25465 | 24/04/2015 | Great Western Motel   | Accommodation (S Conklin 20/01/2015 & 17/02/2015)  | 220.00   |
| 25466 | 24/04/2015 | Threat Protect  | Alarm Monitoring ( 01.04.2015 - 30.04.2015)  | 148.27   |
| 25467 | 24/04/2015 | North Service Centre  | Superannuation contributions   | 791.68   |
| 25468 | 24/04/2015 | Goodchild Enterprises<br>Batteries & Battery<br>Accessories | 1x non-spillable rechargeable seal lead  | 26.40    |
| 25469 | 24/04/2015 | Horizon Power   | Street Lights ( March 2015)  | 4579.18  |
| 25470 | 24/04/2015 | P & L Hogan Transport<br>Services                           | 1x 45kg LPG cylinder supplied – 13<br>Roberts Street   | 173.00   |
| 25471 | 24/04/2015 | HostPLUS  | Superannuation contributions   | 3398.29  |
| 25472 | 24/04/2015 | IRIS Consulting Pty Ltd                                     | Records Management Training (M Guest)  | 950.00   |
| 25473 | 24/04/2015 | Jasman Enterprises  | 3x quick connect nipples   | 175.93   |
| 25474 | 24/04/2015 | KleenWest Distributors                                      | 8x 5L bottles of sparkle   | 168.61   |
| 25475 | 24/04/2015 | Landgate  | Mining Tenement Schedule M2015/3<br>(05.02.2015 - 10.03.2015)  | 288.65   |
| 25476 | 24/04/2015 | Landgate  | Caveat on Lot 16 Plan 220365 (Kybo)  | 160.00   |
| 25477 | 24/04/2015 | LED Esperance   | 200mtr twin/ earth, 100mtr twin active,<br>2x J/Box large, 5x emergency exit lights,<br>4x batten holders, 11x double batten, 2x<br>20w vandal light signage | 1820.89  |
| 25478 | 24/04/2015 | Local Government Managers<br>Australia                      | LGMA Finance Professionals Conference<br>2015 - 1562911 (R Brookes)  | 1080.00  |
| 25479 | 24/04/2015 | Star Track Credit   | Various freight  | 145.39   |
| 25480 | 24/04/2015 | Motor Trades Association of<br>Australia                    | Superannuation contributions   | 1406.13  |
| 25481 | 24/04/2015 | Norseman Today Group Inc                                    | Advertising  | 25.00    |
| 25482 | 24/04/2015 | WA Local Government Super<br>Plan                           | Superannuation contributions   | 26792.21 |
| 25483 | 24/04/2015 | Norseman News & Health                                      | Various newspapers & stationery  | 382.35   |
| 25484 | 24/04/2015 | Norseman Eyre Motel   | 1x night accommodation & meals R.<br>Waddell 30.03.2015  | 179.00   |
| 25485 | 24/04/2015 | Norseman IGA  | various goods 03.03.2015 - 25.03.2015  | 313.32   |
| 25486 | 24/04/2015 | Norseman Community<br>Resource Centre                       | \$30 phone credit - A. Shields   | 30.00    |
| 25487 | 24/04/2015 | Orica Australia Pty Limited                                 | 4x chlorine 70kg cylinder 01.03.2015 -<br>31.03.2015   | 137.76   |
| 25488 | 24/04/2015 | Oakridge Medical Pty Ltd                                    | Pre- employment medical 09.04.2015 D.<br>Graham  | 154.00   |
| 25489 | 24/04/2015 | Powerplant Motorcycles Pty<br>Ltd                           | chainsaw chains to suit & hedge cutter<br>blade  | 805.80   |
| 25490 | 24/04/2015 | Planet Pet  | 10 Large snooze bed covers, 4x med bed<br>covers   | 275.30   |
| 25491 | 24/04/2015 | PLUM  | Superannuation contributions   | 1731.33  |
| 25492 | 24/04/2015 | Railway Motel Pty LTD                                       | Accommodation & meals – Staff training   | 609.50   |

|       |            |   |   |                  |
|-------|------------|---|---|------------------|
|       |            |   | Kalgoorlie  |                  |
| 25493 | 24/04/2015 | Royal Life Saving Society WA Inc                | 10x stage I certificates, 4x stage 2 certificates, 6x junior life guard   | 39.50            |
| 25494 | 24/04/2015 | RAYCIN Superannuation Fund                      | Superannuation contributions  | 2046.13          |
| 25495 | 24/04/2015 | REST Superannuation                             | Superannuation contributions  | 1874.45          |
| 25496 | 24/04/2015 | Recruitment Super                               | Superannuation contributions  | 234.87           |
| 25497 | 24/04/2015 | Rhys Nevin                                      | Disconnect & remove gas oven & make gas line safe – 139 Roberts Street  | 638.00           |
| 25498 | 24/04/2015 | South East Petroleum                            | 14,500L Diesel  | 19648.71         |
| 25499 | 24/04/2015 | South Coast Foodservice                         | 1x ctn 27L bin bags   | 39.60            |
| 25500 | 24/04/2015 | Statewide Superannuation Trust                  | Superannuation contributions  | 3384.64          |
| 25501 | 24/04/2015 | Wilson's Diesel & Auto Repairs                  | Various vehicle repairs & services  | 7222.70          |
| 25502 | 24/04/2015 | Western Australian Local Government Association | Advertising   | 699.45           |
| 25503 | 24/04/2015 | Westscheme Pty Ltd                              | Superannuation contributions  | 617.28           |
| 25504 | 24/04/2015 | WA Tyre Recovery                                | pick up various tyres - 150x motor cycle, 176x light truck & 4x4, 86x truck, 2x passenger on rim, 3x 4x4 truck on rim | 2761.60          |
| 25505 | 30/04/2015 | Horizon Power                                   | various electricity Accounts 18.02.2015 - 13.04.2015  | 8741.40          |
| 25506 | 30/04/2015 | Telstra Corporation Limited                     | various mobile accounts 17.04.2015 - 16.05.2014   | 830.42           |
|       |            |   |   | <b>337738.88</b> |

## Municipal Account Direct EFT's

| Chq/EFT | Date       | Name                              | Description                              | Amount           |
|---------|------------|-----------------------------------|--|------------------|
|         | 01/04/2015 | JH Jarvis                         | Ceiling works completion @ 80 Prinsep St | 14507.04         |
|         | 08/04/2015 | Shire of Dundas                   | Payroll 25.03.2015 – 07.04.2015          | 47981.36         |
|         | 08/04/2015 | Leonard Wang                      | Reimburse gym membership                 | 88.50            |
|         | 08/04/2015 | Bob Waddell                       | Consulting works                         | 3225.99          |
|         | 08/04/2015 | Lester Ball                       | Payroll 25.03.2015 – 07.04.2015          | 3295.46          |
|         | 13/04/2015 | Monique Guest                     | Meal & incidental allowance              | 698.95           |
|         | 22/04/2015 | Shire of Dundas                   | Payroll 08.04.2015 – 21.04.2015          | 49234.32         |
|         | 22/04/2015 | Bob Waddell                       | Consulting works                         | 1320.00          |
|         | 22/04/2015 | Norseman Ladies Darts Association | Community Grant funding                  | 1500.00          |
|         | 22/04/2015 | Bob Waddell                       | Consulting works                         | 5016.00          |
|         | 22/04/2015 | ATO                               | BAS (March 2015)                         | 37887.00         |
|         |            |                                   |  | <b>164754.62</b> |

## Municipal Account Direct Debts

| Chq/EFT | Date       | Name           | Description                               | Amount          |
|---------|------------|----------------|---|-----------------|
|         | 01/04/2015 | ANZ Bank       | Merchant fees                             | 106.90          |
|         | 01/04/2015 | MacQuarie Bank | Gym lease equipment                       | 599.50          |
|         | 07/04/2015 | ANZ Bank       | Credit card purchases 23.02.15 – 22.03.15 | 7162.81         |
|         | 15/04/2015 | Investec       | Photocopiers lease payment (March 2015)   | 2821.97         |
|         |            |                |   | <b>10691.18</b> |

## Summary of account totals

|                                   |                     |
|-----------------------------------|---------------------|
| Trust Cheques                     | \$27,985.01         |
| Municipal Cheques                 | \$337,738.88        |
| Municipal EFT's                   | \$164,754.62        |
| Municipal Direct Debit's          | \$10,691.18         |
| <b>Grand Total for April 2015</b> | <b>\$541,169.69</b> |

Voting Requirements

Simple Majority

Officer Recommendation

**That the Shire of Dundas monthly accounts paid from 1<sup>st</sup> April 2015 to 30<sup>th</sup> April 2015 be noted.**

Moved Cr: C South

Seconded Cr: YH Vicensoni

Resolution

**That the Shire of Dundas monthly accounts paid from 1<sup>st</sup> April 2015 to 30<sup>th</sup> April 2015 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 30<sup>th</sup> April 2015.</b> |                           |
| Location / Address   | Shire of Dundas           |
| File Reference   | A/0                       |
| Author   | Deputy CEO                |
| Date of Report   | 15 <sup>th</sup> May 2015 |
| Disclosure of Interest   | Nil                       |

**Officer Recommendation**

**That the Shire of Dundas Financial Statements for the period ending 30<sup>th</sup> April 2015 be accepted.**

Moved Cr: YH Vicensoni

Seconded Cr: C South

**Resolution**

**That the Shire of Dundas Financial Statements for the period ending 30<sup>th</sup> April 2015 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 30<sup>th</sup> April 2015</b> |                           |
| Location / Address   | Shire of Dundas           |
| File Reference   | T/1/1                     |
| Author   | Deputy CEO                |
| Date of Report   | 15 <sup>th</sup> May 2015 |
| Disclosure of Interest   | Nil                       |

Norseman Community Resource Centre



Management Report  
And  
Monthly Statement of Financial Activity  
For the period ending 30<sup>th</sup> April 2015

**Officer Recommendation**

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 30<sup>th</sup> April 2015 be accepted.

Moved Cr: S Conklin  
Seconded Cr: C South

**Resolution**

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 30<sup>th</sup> April 2015 be accepted.

Carried by: Simple Majority For: 5 Against 0

| <b>Agenda Reference &amp; Subject</b>                      |                  |
|--|------------------|
| <b>10.4.4 – Differential Rate Model – 2015/2016 Budget</b> |                  |
| Location / Address   | Shire of Dundas  |
| File Reference   | RV.VA.5          |
| Author   | Doug Stead & CEO |
| Date of Report   | 13/05/2015       |
| Disclosure of Interest                                     | Nil              |

### Summary

That the Council approve the differential rate model for public advertising and subsequent inclusion in the 2015/16 budget.

### Background

Part of determining annual budgets is the setting of rates in the dollar that are then applied to the property valuations as supplied by the Valuer General. Rates in the dollar can be set in two ways.

Firstly, they can be standard, resulting in a rate levy (rate in the dollar) within the Gross Rental Valuation and the unimproved valuation categories.

Alternatively, they can be differential within each of the categories (UV & GRV), meaning different rate levies can be set for different types of property within one rate category.

The Local Government Act 1995 determines that differential rates can be set according to:-

- the purpose for which the land is zoned;
- the predominant purpose for which the land is held or used;
- whether or not the land is naked; and
- any prescribed characteristics.

Part of setting the rates in the dollar for the past 7 budgets was the decision to adjust the rate burden from the town site properties to the resources, roadhouse and pastoral sectors. The decision included the acknowledgement that the town site properties had previously carried a disproportionate share of the rate burden and hence the total rate collection from the town site properties was increased by relatively small amounts in the 2% to 3% range. It is considered that the sectors are now more equitable with rate responsibilities and increases to other sectors having been adjusted to correctly reflect this.

### Statutory Environment

Section 6.33 of the Local Government Act 1995 and associated regulations prevail in this matter. Prior to finally adopting differential rates, the proposed rates need to be advertised for three weeks seeking public comment. Following the advertised period the Council is then to consider any responses received before adopting the final rates in the dollar along with the annual budget. The Council is not compelled to adopt the differential rates advertised or compelled to factor in any comments received; only to consider the comments prior to final adoption.

Section 6.3 (3) of the Act requires that a differential rate of more than twice the lowest differential rate cannot be set without approval of the Minister (delegated to the Director General).

### Policy Implications

N/A

### Financial Implications

The setting of differential rates (or standard rates) is an integral part of setting annual budgets. Rate income represents approximately one third of the Shire of Dundas revenue. It is the only income stream over which Council has any direct control and it is imperative that for future sustainability rate income has

an inflationary offset together with a component for capital replacement and/or expansion.

#### Strategic Implications

For the Shire of Dundas to continue to meet the demands of the community and the increased responsibility to local government from the State, it is important that rates are set each year that allow for the increasing financial pressure upon the organisation.

#### Consultation

CEO, Manager of Works & Services and the Senior Administration Officer

#### Comment

There are several factors that need to be considered as part of this year's modelling:

This year, consideration has been given to the Western Australia Consumer Price Index (2.9% to March 2015).

In recent years the Council has made rating decisions that include the need to lessen the burden on the town site ratepayers and (more equitably) transfer the rate burden to the under-rated pastoral and mining sectors. It is considered that this has been achieved.

With this trend in place there will be a need to increase the rate in the dollar in order for the Shire to maintain its current expenditure levels and not "go backwards".

If the rate in the dollar determined by Council within a rating category (ie UV) has a differential of more than 2:1 then the approval of the Minister (delegated to the Director General) needs to be obtained before it can be implemented. This has been the case of recent years and if the Council continues the philosophy of restructuring the rate burden as discussed above then it will also apply this year.

Shown in papers relating are 3 rate models with varying percentage increases in rates ranging from 2.5 – 3.5% for 2015/16.

Officers have made a recommendation that results in an overall increase in rate income of approximately \$93,000.

#### Voting Requirements

Absolute Majority.

#### Officer Recommendation

**That the Council:**

- 1. Adopt rate model 2 ("3.0%") as included in the papers relating, as the differential rate model to be used for the 2015/16 budget; and**
- 2. Seek the approval of the Minister for Local Government (delegated to the Director General) for any differential rate that is outside the 2:1 ratio, as required by the Local Government Act.**

Moved Cr: L Webb  
Seconded Cr: S Conklin

#### Resolution

**That the Council:**

- 1. Adopt rate model 2 ("3.0%") as included in the papers relating, as the differential rate model to be used for the 2015/16 budget; and**
- 2. Seek the approval of the Minister for Local Government (delegated to the Director General) for any differential rate that is outside the 2:1 ratio, as required by the Local Government Act.**

Carried by: Absolute Majority For: 5 Against 0



|  |                 |
|--|-----------------|
| <b>Agenda Reference &amp; Subject</b>                            |                 |
| <b>10.4.5 – Review of Schedule of Fees and Charges 2014/2015</b> |                 |
| Location / Address   | Shire of Dundas |
| File Reference   | CM.PL.1         |
| Author   | Doug Stead      |
| Date of Report   | 13/05/2015      |
| Disclosure of Interest   | Nil             |

### Summary

For the Council to endorse the proposed changes and adopt the Schedule of Fees and Charges.

### Background

Each year the Shire reviews its Schedule of Fees and Charges in preparation for the coming financial budget.

### Statutory Environment

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

### Policy Implications

Fees and charged have been calculated in accordance with Shire policies.

### Financial Implications

Fees and charges for the provision of services need to be adopted in the Schedule of Fees and Charges in order for the Shire to enforce a fee for that service under the regulations.

### Strategic Implications

Nil

### Consultation

Executive Staff

### Comment

There are some new fees and charges added to the current schedule this year however, certain items have been increased to better reflect true costs and comply with Council policies.

The following cost increases are of interest:

- Costs of photocopying, scanning and such related matters have been increased so as to exceed the cost currently being charged by the CRC
- Costs associated with the Dog Pound have been increased above the CPI index in order to reflect the actual costs incurred by the Ranger in impounding stray dogs. This is an ongoing and time consuming problem.
- Refuse collection fees have been increased by CPI
- Advertising on the clock

The schedule of the proposed fees and charges has been included in the paper relating.

Voting Requirements

Absolute Majority

Officer Recommendation

**That the Council adopt the Schedule of Fees and Charges for 2015/16 as included in the papers relating.**

Moved Cr: S Conklin  
Seconded Cr: C South

Resolution

**That the Council adopt the Schedule of Fees and Charges for 2015/16 as included in the papers relating.**

Carried by: Absolute Majority For: 5 Against 0

| <b>Agenda Reference &amp; Subject</b>     |                           |
|---|---------------------------|
| <b>10.4.6 – Raising Debenture Finance</b> |                           |
| Location / Address                        | Shire of Dundas           |
| File Reference                            |                           |
| Author                                    | Deputy CEO                |
| Date of Report                            | 13 <sup>th</sup> May 2015 |
| Disclosure of Interest                    | Nil                       |

Summary

For the Council to consider raising a \$1 million, 10 year loan from the WA Treasury Corporation to fund the refurbishment or replacement of the “Doctor’s House” and the refurbishment of the Camel Café.

Background

The Shire is well funded with healthy reserves. An opportunity has arisen in the current financial and economic climate to lock in long term funding at a low rate of interest in order to finance the acquisition of long term assets.

Currently WATC are offering a fixed interest rate of 3.4% for a 10 year loan of \$1 million. We are currently earning 2.9% on our Reserve investments with current quotes on renewal of 2.8% for a 6-12 month investment of some \$4.8 million.

The Shire is committed to replacing or renewing the house at 13 Roberts Street as well as the purchase and refurbishment of the old Camel Café. The annual cost of servicing the loan (interest and repayments) is \$120,000 against our current interest income of \$178,000 (2013/14) with an estimated \$130,000 for 2014/15.

Statutory Environment

Section 6.20.1.(a) of the Local Government Act 1995 states that Local Government is empowered to borrow money.

Policy Implications

N/A

Financial Implications

Raising long term debt will have no material effect on our Balance Sheet nor on our ability to function as a well-structured Local Government. Future budgets will make provision for servicing the loan and will demonstrate that the Shire is following sound financial principles by using long term debt to fund long term assets, thereby preserving our current funding base.

#### Strategic Implications

Raising funding allows the Shire to service and erect long term assets, which means that the Shire is able to retain a medical presence in the town as well demonstrating to the community that Council is improving service delivery and raising the profile of the town in line with their strategic planning modules.

#### Consultation

CEO  
Shire President  
Works Manager

#### Comment

The Shire is in a unique position in being able to take advantage of low interest long term borrowings without strain on current reserves. The loan will be serviced over 10 years. The alternative would be to reduce our current reserves by \$1 million in one year.

#### Voting Requirements

Absolute Majority

#### Officer Recommendation

**That the Shire enter into a 10 year Debenture Agreement with the Western Australia Treasury Corporation for \$1 million at an indicative interest rate of 3.4%.**

Moved Cr: L Webb  
Seconded Cr: YH Vicensoni

#### Resolution

**That the Shire enter into a 10 year Debenture Agreement with the Western Australia Treasury Corporation for \$1 million at an indicative interest rate of 3.4%.**

Carried by: Absolute Majority For: 5 Against 0

| <b>Agenda Reference &amp; Subject</b>   |                           |
|---|---------------------------|
| <b>10.4.7 – Report by Youth Officer</b> |                           |
| Location / Address                      | Shire of Dundas           |
| File Reference                          | CS. SP 10                 |
| Author                                  | Youth Officer             |
| Date of Report                          | 15 <sup>th</sup> May 2015 |
| Disclosure of Interest                  | Nil                       |

#### Summary

For the Council to note the report from the Youth Office. The report is in papers attached.

Background

The Youth Officer presents her report on youth activities for the past month.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

.Nil

Consultation

DCE

Comment

Councillors will be aware of progress being made towards achieving the objectives of the Strategic plans

Voting Requirements

Simple Majority

**Officer Recommendation**

**That Council notes the report by the Youth Officer.**

Moved Cr: L Webb

Seconded Cr: YH Vicensoni

**Resolution**

**That Council notes the report by the Youth Officer.**

Carried by: Simple Majority

For: 5

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

Moved Cr: C South  
Seconded Cr: YH Vicensoni

### **Resolution**

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

Carried by: Simple Majority For: 5 Against 0

The Shire President raised the issue of tourism promotion within the Shire of Dundas and advised that the Shire should take a more active role in promoting the region and needs to participate more in this role. With the proposed employment of a Community development officer, this would be the ideal opportunity to become more involved in tourism.

The Shire grants \$60,000 per annum to the Visitor centre each year however has little say in how the Shire should be promoted and how the money is spent. The Shire has a delegate on the visitor centre committee however that person is an observer with no voting rights. With the Shire's considerable contribution to the running of the Visitor centre the Council delegate should at least have a vote in the decision making process.

Cr Best acknowledged that the visitor centre did a great job however with the increasing importance of tourism to the region the Shire of Dundas should and needs to take a more active role.

Moved Cr: S Conklin  
Seconded Cr: C South

### **Resolution**

**That the CEO write to the Norseman Visitor Centre expressing a view that due to the considerable contribution that the Shire makes to the visitor centre annually, that the Shire delegate on the committee should be formally recognised as a committee member with voting rights.**

Carried by: Simple Majority For: 5 Against 0

## **13 Next Meeting**

The next Ordinary Meeting of the Council is scheduled to be held on the 16<sup>th</sup> June 2015.

## **14 Closure of Meeting**

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6.29pm