



Minutes
Ordinary Council Meeting
18th July 2017

MINUTES of the ORDINARY Meeting of the Council
held in the Council Chambers at the Shire
Administration Office – Prinsep Street Norseman on
the 18th July 2017 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 Council meeting is being held on the traditional lands of the Ngadju people and I wish to acknowledge them as traditional owners and pay my respects to their elders, past and present.

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

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

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 J Best	Shire President
Cr LW Webb	Deputy Shire President
Cr JEP Hogan	
Cr AR Patupis	
Cr LG Bonza	

Doug Stead	Chief Executive Officer
Gihan Kohobange	Deputy Chief Executive Officer
Jon Fry	Manager of Works & Services
Pania Turner	Manager of Community Development
Sonya Ellison	Senior Administration Officer

Public Gallery

Tracy Dixon, Bonnie Vicensoni, Michael Ramsay and Yvonne Ramsay

4 Response to Previous Public Questions Taken on Notice.

Nil

5 Public Question Time.

Michael Ramsay: How much was the budget for the Doctors house?

The Shire President directed the Deputy CEO to respond.
The Deputy CEO responded that the budget is \$750,000.

Michael Ramsay: At the tribunal you stated that you had a petition that people wanted the interpretive centre, could you produce that certificate of people signing for the petition?

Shire President: That has nothing to do with this Council Meeting. Can you please rephrase the question?

Michael Ramsay: I would like to see the petition that you told the tribunal that you had that the people of the town want the interpretive centre when I came across one that stating that they do not want the interpretive centre which I sent to the tribunal which the tribunal said that they sent back to you?

Shire President: Eight years ago we were invited by the Goldfields Esperance Development Commission (GEDC) to go to Esperance along with our GVROC group, they invited all the Shires in the group (9 of them), to come together to develop a plan for businesses and tourism in their Shires. We spent 2 days doing workshops and out of that came our airport, our new precinct centre and some discussion about the elderly. Over that period of time we also had community consultation. *The Shire President produced a series of documents in relation to the woodlands cultural and visitor centre. We had a business case done that went to GEDC about the woodlands centre and that was a huge document, it is here if you would like to read it. It also went to the Minister of that time. It also went through to cabinet. Then it also went through into parliament and that was when it was approved. During that time we have had many visitors here. We have had politicians, groups from the GEDC and many more. DPAW have also agreed it is an excellent opportunity. We had several community consultations. The Shire President produced the Strategic Community Plan.*

Michael Ramsay: Have you got a statement from the people saying they want it because I've got a letter from the business people in the main street saying they don't want it?

Shire President: You did not receive my reply then.

Michael Ramsay: No I did not receive your reply.

Shire President: Here are documents Woodlands Culture and Community Visitor Centre and Shire of Dundas Visitor Centre Development Plan. All based on our community development and our community consultation which we have to do as part of the local government act. We have to do it. We have to be compliant and we have done everything possible.

Michael Ramsay: The people have to agree to it.

Shire President: They have agreed to it in principle.

Cr Webb requested a point of order from the Shire President.

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 20th June 2017 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 20th June 2017 be confirmed as a true and accurate record.

Moved Cr Hogan
Seconded Cr Patupis

Resolution

That the minutes of the Ordinary Council Meeting held on 20th June 2017 be confirmed as a true and accurate record.

Carried by: Simple Majority

For: 5

Against: 0

8 Petitions, Deputations or Presentations.

Nil

Michael Ramsay interrupted the Council meeting to ask a question.
The Shire President advised Mr Ramsay that public question time had passed.

Cr Webb requested a point of order from the Shire President.

Yvonne Ramsay and Michael Ramsay left the Council Chambers at 6:06pm.

9 Announcements by Presiding Member without Discussion.

The Shire President and the CEO attended the Goldfields Voluntary Regional Organisation of Councils (GVROC) Council Meeting on the 30th June 2017. The Shire President read aloud the resolution of agenda items: 10.6 Implementation of the GVROC Strategic Plan, 11.3 Review of WALGA State Council Agenda – Matters for Decision and including section 5.3 Single Use Plastic Bag Ban.

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

Agenda Reference & Subject	
10.1.1 – Proposed Purchase of Lot 146 on DP 222909, Norseman Shire of Dundas	
Location / Address	Shire of Dundas
File Reference	GR.SL.39
Author	Chief Executive Officer
Date of Report	10 th July 2017
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and approve the disposal of Lot 146.

Background

The Department of Lands has received a proposal from Mr Robert Miller regarding the potential purchase of Lot 146 on DP 2229029.

Mr Miller has proposed to purchase Unallocated Crown Land Lot 146 to amalgamate to his adjoining freehold Lot 147 on DP 222909.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

SAO, WM

Comment

Mr Miller wishes to amalgamate his existing Lot 147 (zoned as “Residential”) with Lot 146 (also zoned as “Residential”) currently Unallocated Crown land. The Shire has no objection to this transaction.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas approve the disposal of Lot 146 on DP 222909, Norseman to Mr Robert Miller.

Moved Cr Patupis
Seconded Cr Webb

Resolution

That the Council of the Shire of Dundas approve the disposal of Lot 146 on DP 222909, Norseman to Mr Robert Miller.

Carried by: Simple Majority For: 5 Against 0

Agenda Reference & Subject	
10.1.2 – Application for Miscellaneous Licence L 63/75	
Location / Address	Shire of Dundas
File Reference	RV.VA.2
Author	Chief Executive Officer
Date of Report	10 th July 2017
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and approve (or not approve) the granting of ML 63/75.

Background

Audalia Resources Limited are developing their Medcalf Vanadium – Titanium project and the current application is for a haul/access road.

Audalia is an ASX-listed company, and is the owner of the Medcalf vanadium/ Titanium Project located in the Lake Johnston nickel-production region of WA.

The proposed haulage road will have its entry and exit points south of Norseman in the Shire of Esperance.

Statutory Environment

Mining Act 1978 Sec 41, 58, 70C, 74 etc.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

WM, PM

Comment

Audalia have made presentations to the Shire in past years indicating that their plans included a processing plant south of Norseman.

Their 2016 Annual Financial report has no mention of their Environment Plans going forward.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas approve the application for a Miscellaneous Licence L63/75.

Moved Cr Hogan
Seconded Cr Patupis

Resolution

That the Council of the Shire of Dundas approve the application for a Miscellaneous Licence L63/75.

Carried by: Simple Majority

For: 5

Against 0

10.2 Engineering and Works

Agenda Reference & Subject	
10.2.1 – Museum Project	
Location / Address	Norseman
File Reference	
Author	Chief Executive Officer
Date of Report	12 th July 2017
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and approve the engineers report and proposals for completion of the museum project.

Background

During 2015/16 Council approved the construction of a “gazebo” in the grounds of the Norseman Museum complex.

The original design proved to be inadequate for the size of the material utilised and presented certain safety issues which required re-working by a Consulting Engineer. This has now been completed and the revised drawings are attached together with the engineers report.

As part of this process certain suggestions and amendments were proposed by independent observers, including our Consulting Engineers that by using the size of the structure the gazebo could be enhanced to accommodate additional attractions to the complex. The drawings for these additions are included with the report.

Statutory Environment

Australian Building Standards

Policy Implications

Shire of Dundas Purchasing policy

Financial Implications

The additional amount to complete this project is included in the 2017/18 Budget.

Strategic Implications

To provide a safe and secure venue for the Norseman community.

Consultation

Duncan Jack (Consulting Engineer), David Pope, Richard Brookes, Project Manager

Comment

The revised scope of the project allows for additional seating and dedicated display areas, making the structure ideally suited for larger tour groups, outdoor catering and entertainment as well as specialised or themed outdoor exhibits.

At the request of Council the difficulties experienced with this project were fully investigated by our independent external auditors who were satisfied that no impropriety took place. Our Purchasing Policies have been strengthened as have our Internal Controls.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas approve the Engineers Report and proposal to complete the project.

Moved Cr Webb
Seconded Cr Bonza

Resolution

That the Council of the Shire of Dundas approve the Engineers Report and proposal to complete the project.

Carried by: Simple Majority For: 1 Against 4

Councillors Patupis, Bonza, Hogan and Best are recorded as being Against the recommendation.

Cr Bonza moved an amendment to the recommendation:

Council Amended Recommendation

That the Council of the Shire of Dundas note the Engineer's report and approve the proposal to complete the project, subject to:

- 1) Receiving satisfactory, independent certification and;
- 2) The issuing of a building permit.

Moved Cr Bonza
Seconded Cr Patupis

Resolution

That the Council of the Shire of Dundas note the Engineer's report and approve the proposal to complete the project, subject to:

- 1) Receiving satisfactory, independent certification and;
- 2) The issuing of a building permit.

Carried by: Simple Majority For: 5 Against 0

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – Council Meeting Dates 2017-18	
Location / Address	Shire of Dundas
File Reference	CM.CO
Author	Chief Executive Officer
Date of Report	26 th June 2017
Disclosure of Interest	Nil

Summary

That Council review the meeting schedule for the 2017 / 2018 year.

Background

Council reviewed the meeting schedule in May 2016 and the resolution from that meeting was:

That the Council adopt the following meeting schedule for the next twelve months:

- 1. Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held on a Saturday following the third Tuesday;*
- 2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exemption that the March meeting will be held in the Community Hall in Eucla;*
- 3. Council meetings held in Norseman will commence at 6.00pm and the Eucla meeting will commence at 4.00pm Eucla time; and*
- 4. Audit Committee meetings will be called as required.*

Statutory Environment

A Local Government is required at least once a year to give notice of the dates, times and locations of Ordinary meetings of the Council and Committee meetings that are open to the public that will be held within the following year.

Policy Implications

Nil

Financial Implications

No increase has been proposed for meeting fees for 2017/18.

Strategic Implications

N/A

Consultation

Councillors

Comment

The items that need to be considered are:

1. Frequency
2. Day of the week and week in the month
3. Location
4. Starting time

Voting Requirements

Simple Majority

Officer Recommendation

That the Council adopt the following meeting schedule for the next twelve months:

1. Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held on a Saturday following the third Tuesday;
2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exemption that the March meeting will be held in an appropriate place in Eucla (to be decided at a later date);
3. Council meetings held in Norseman will commence at 6.00pm and the Eucla meeting will commence at 4.00pm Eucla time; and
4. Audit Committee meetings will be called as required.

Moved Cr Patupis
Seconded Cr Webb

Resolution

That the Council adopt the following meeting schedule for the next twelve months:

1. Council meetings are to be held on the third Tuesday of each month with the exception of the March meeting being held on a Saturday following the third Tuesday;
2. Council meetings will be held in the Council Chamber, Prinsep Street, Norseman with the exemption that the March meeting will be held in an appropriate place in Eucla (to be decided at a later date);
3. Council meetings held in Norseman will commence at 6.00pm and the Eucla meeting will commence at 4.00pm Eucla time; and
4. Audit Committee meetings will be called as required.

Carried by: Simple Majority For: 5 Against 0

Agenda Reference & Subject	
10.3.2 – Disaster Management Plan – Record Management	
Location / Address	Shire of Dundas
File Reference	IM.RM
Author	Chief Executive Officer
Date of Report	13 th July 2017
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and note the updated Disaster Management Plan (Records Management)

Background

The Disaster Management Plan (Records Management) forms part of the Record Keeping Plan which is a requirement of the State Records Commission and as such is required to be reviewed every two years.

Statutory Environment

State Records Act 2000 S19

Agenda Reference & Subject	
10.3.4 – Corporate Business Plan 2017-2021	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Gihan Kohobange
Date of Report	13 th July 2017
Disclosure of Interest	Nil

Summary

For the Council to consider and adopt of the Shire of Dundas Corporate Business Plan 2017-2021.

Background

The Department of Local Government requires all local authorities to prepare a corporate business plan to show how the local government will meet the objectives of the Strategic Community Plan. The Corporate Business Plan is an internal business planning tool that translates the Councils priorities into operations within the resources that are available to the Shire. The plan details the services, operations and projects a local government will deliver within a defined period (namely 4 years). It also includes the processes for delivering these objectives, the associated costs and time frames.

Statutory Environment

Local governments are required to prepare a 'Plan for the Future' (S5.56 Local Government Act 1995), which encompasses the Strategic Community Plan.

Regulation 19DA of the Local Government (Administration) Regulations 1996 sets out requirements for Corporate Business Plan, including that a Council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether or not to adopt the plan or the modifications.

Policy Implications

Council Policies need to reflect the objectives of the Corporate Business Plan.

Financial Implications

The Corporate Business Plan has been developed with the Long Term Financial Plan, Workforce Plan and the Assets Management Plan.

Strategic Implications

The Corporate Business Plan is the document that shows how the Shire will meet the objectives of the Strategic Community Plan.

Consultation

Council, CEO, Executive Staff

Community consultation process as part of the development of the Strategic Community Plan

Comment

The Corporate Business Plan 2017-2021 is a four year document that will be used by the Shire in ensuring that the objectives of the Strategic Community Plan are met. The plan is to be used in the preparation of the Shires budget and lists priority capital projects to be undertaken within the resources that are available.

The Strategic Community Plan of the Shire also has been reviewed and updated along with the long term financial plan to ensure that the Shire operates efficiently, delivers services and capital projects that the Community has identified.

The plan is to be reviewed every year and a major review is to be undertaken every 4 years to ensure that it is still relevant and continues to meet the objectives of the Strategic Community Plan.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council of the Shire of Dundas endorse and adopt the Corporate Business Plan 2017-2021 as included in the papers relating.

Moved Cr Webb
Seconded Cr Bonza

Resolution

That the Council of the Shire of Dundas endorse and adopt the Corporate Business Plan 2017-2021 as included in the papers relating.

Carried by: Absolute Majority For: 5 Against 0

Agenda Reference & Subject	
10.3.5 – Workforce Plan 2017-2021	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Gihan Kohobange
Date of Report	13 th July 2017
Disclosure of Interest	Nil

Summary

For the Council to consider the adoption of the Shire of Dundas Workforce Plan 2017-2021

Background

The Department of Local Government requires all local authorities to prepare a Workforce Plan to support the corporate business plan. The plan will show how the local government will meet the objectives of the Strategic Community Plan in terms of its workforce requirements.

The Workforce Plan is an internal planning tool that enables the Shire to determine the workforce requirements in relation to its operational priorities.

The plan details the workforce requirements to support the services, operations and projects the local government will deliver within the next 4 years.

Statutory Environment

Local Government Act 1995

Policy Implications

The Council's policies need to support the objectives of the Workforce Plan in particular with regard to issues such as staff training and retention.

Financial Implications

The workforce plan is used in the preparation of the budget in relation to staffing requirements to meet service delivery and project objectives

Strategic Implications

The workforce plan supports the Corporate Business plan to ensure that the objectives of the Strategic Community Plan are met.

Consultation

Executive staff

Comment

The workforce plan has been developed to support the corporate business plan and outlines the Shire's requirements for staffing levels over the next four years.

With a declining population and stagnated rates base, it is anticipated that there will be no requirement nor capacity to increase staffing levels.

There is an opportunity to further increase the service standards with the current staff levels fulfilling identified technical and managerial training needs.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas endorse and adopt the Workforce Plan 2017-2021 as included in the papers relating.

Moved Cr Patupis
Seconded Cr Webb

Resolution

That the Council of the Shire of Dundas endorse and adopt the Workforce Plan 2017-2021 as included in the papers relating.

Carried by: Simple Majority

For: 5

Against 0

Agenda Reference & Subject	
10.3.6 – Related Party Transactions and Disclosures Policy	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Gihan Kohobange
Date of Report	13 th July 2017
Disclosure of Interest	Nil

Summary

For the Council to consider and adopt of the Related Party Transactions and Disclosures Policy.

Background

In accordance with AASB 124 *Related Party Disclosures*, local governments must disclose in the annual financial statements related party relationships, transactions and outstanding balances (including commitments) from 1st July 2016.

Related parties include Key Management Personnel (KMP), which in the Shire of Dundas' case will include all elected members, CEO, Deputy CEO, their close family members and any entities that they control or jointly control.

Statutory Environment

Accounting Standard AASB 124 Related Party Disclosures was extended in July 2015 to include application by not for profit entities, including local governments. Disclosures are required 1st July 2016, with the first disclosures to be made in the financial statements for the year ended 30th June 2017.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Moore Stephens WA
CEO
Council briefing session held on 12th July 2017

Comment

In order to meet the requirements, it is recommended that Council adopt a policy outlining procedures for the identification and recording of related party relationships and transactions. This information will be audited as part of Council's annual external audit.

Voting Requirements

Simple Majority

Officer Recommendation

That Council adopt the new policy Related Party Transactions and Disclosures as included in the papers relating.

Moved Cr Hogan
Seconded Cr Patupis

Resolution

That Council adopt the new policy Related Party Transactions and Disclosures as included in the papers relating.

Carried by: Simple Majority For: 5 Against 0

Agenda Reference & Subject	
10.3.7 – Members Meeting Fees and Allowances for 2017-2018	
Location / Address	Shire of Dundas
File Reference	GV.CO
Author	Chief Executive Officer
Date of Report	14 th June 2017
Disclosure of Interest	Nil

Summary

For the Council to consider the elected members meeting fees and allowances payable in 2017/18.

Background

The Council at its ordinary meeting held on the 21st July 2015 considered the meeting fees and allowances to be included in the 2015/16 budget. The Council resolved the following:

That the Shire of Dundas elected member's fees and allowances for 2015/16 be set as follows:

- **President's allowance** \$12,000 pa
- **Deputy President's allowance** \$3,000 pa
- **President's meeting fees** \$283 per meeting
- **Councillors meeting fees** \$160 per meeting
- **Councillors committee & prescribed meeting fee** \$80 per meeting

Travel allowance – reimbursement of members travel costs to be at the rates applicable under the Local Government Industry Award 2010.

Statutory Environment

Salaries and Allowances Act 1975 – Determination of the salaries and allowances tribunal – Local Government Elected Council Members.

Normal reimbursement of actual expenses incurred by Councillors in carrying out their functions or representing Council at a conference will be reimbursed in line with Council Policy.

Policy Implications

Policy Manual items M1 and H2

Financial Implications

The meeting fees and allowances for the last financial year (2016/17) was \$28,150 and any increase would need to be incorporated into the 2017/18 budget.

Strategic Implications

Nil

Consultation

Councillors

Comment

No increase has been proposed for the 2017-2018 budget.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Shire of Dundas elected member's fees and allowances for 2017/18 be set as follows:

- **President's allowance** \$12,000 pa
- **Deputy President's allowance** \$3,000 pa
- **President's meeting fees** \$283 per meeting
- **Councillors meeting fees** \$160 per meeting
- **Councillors committee & prescribed meeting fee** \$80 per meeting

Travel allowance – reimbursement of members travel costs to be at the rates applicable under the Local Government Industry Award 2010.

Moved Cr Patupis
Seconded Cr Bonza

Resolution

That the Shire of Dundas elected member's fees and allowances for 2017/18 be set as follows:

- **President's allowance** \$12,000 pa
- **Deputy President's allowance** \$3,000 pa
- **President's meeting fees** \$283 per meeting
- **Councillors meeting fees** \$160 per meeting
- **Councillors committee & prescribed meeting fee** \$80 per meeting

Travel allowance – reimbursement of members travel costs to be at the rates applicable under the Local Government Industry Award 2010.

Carried by: Absolute Majority For: 4 Against 1

Cr Webb is recorded as being Against the resolution.

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid 01.06.2017 – 30.06.2017	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	11/07/2017
Disclosure of Interest	Nil

Trust Cheques

Chq/EFT	Date	Name	Description	Amount
528	13/06/2017	Shire of Dundas Petty Cash	Recoup to petty cash	350.00
529	21/06/2017	Building Commission	Recoup building application	1440.02
530	21/06/2017	Shire of Dundas	Commissions - BRB levy	35.00
				\$1825.02

Municipal Cheques

Cheque	Date	Name	Description	Amount
26248	02/06/2017	Horizon Power	Electricity Usage + Establishment Fee at Unit3/100 Prinsep Street	51.50
26249	13/06/2017	Shire of Dundas Petty Cash	Recoup to petty cash 21.04.17 - 12.06.17	428.00
26250	16/06/2017	Horizon Power	Street Light Usage for May 2017	3583.81
26251	16/06/2017	Telstra Corporation Limited	Youth ADSL 20.05.17 - 19.06.17	59.95
26252	16/06/2017	Water Corporation	Various Water Accounts (01.05.2017 - 30.06.2017)	10754.03
26253	23/06/2017	Shire of Dundas	Vehicle Registration - 1EZE705, 1EPF699 & MH76590	1309.20
				\$16'186.49

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT1668	02/06/2017	Australia Post	Postage (April 2017)	198.12
EFT1669	02/06/2017	Officemax	Various stationery items	55.11
EFT1670	02/06/2017	J Best	Claim (Council Meeting 16.05.2017)	283.00
EFT1671	02/06/2017	Bay of Isles Furniture	Supply 1 x Jet 3 seater Black	659.00
EFT1672	02/06/2017	Laurene Bonza	Claim (Council Meeting 16.05.17)	160.00
EFT1673	02/06/2017	Shire of Dundas Municipal Fund	Payroll deductions	450.00
EFT1674	02/06/2017	The Workwear Group	Staff Uniforms (T.Dixon)	161.70
EFT1675	02/06/2017	Elite Gym Hire	Hire of Weights & Treadmill 12.05.17 - 12.06.17	885.18
EFT1676	02/06/2017	Department of Fire & Emergency Services	ESL (May 2017)	856.71
EFT1677	02/06/2017	JEP Hogan	Claim (Council Meeting 16.05.2017)	160.00
EFT1678	02/06/2017	G2IT	Monthly Service Agreement	2743.72

EFT1679	02/06/2017	Landgate	Copy of Mortgage, Transfer & Lease Crown Land Document A776 \$74.55 Copy of Lease & Crown Land Document A1016 \$49.70	124.25
EFT1680	02/06/2017	Marrak Group Safety Supplies and Apparel	Uniforms for Outside Staff	4084.95
EFT1681	02/06/2017	Navman Wireless Australia Pty Ltd	Monthly Satellite Service 05.05.17 - 04.06.17	65.89
EFT1682	02/06/2017	Rasa Patupis	Claim (Travel & Council Meeting 16.05.2017)	472.00
EFT1683	02/06/2017	Allwest Plant Hire Australia Pty	Dry hire of Cat D6T Dozer plus mobilisation	9900.00
EFT1684	02/06/2017	E & MJ Rosher	Supply Blades & Top Link for Mower	376.75
EFT1685	02/06/2017	Orrcon Steel	2x Sheets of Walk bridge steel (Phoenix park)	950.14
EFT1686	02/06/2017	Slater-Gartrell Sports	Basketballs, Netball Rings & Footballs	746.90
EFT1687	02/06/2017	Wilson's Diesel & Auto Repairs	Supply and Fit new windscreen to DCEO Car \$705.80 Service Doctors Car \$439.30 2x 12 Volt 2000Amp Pump Pack \$893.40 1x 12 Volt 4000Amp Pump Pack \$668.70 24v Globe for Tip Truck \$106.70 Check tailgate on Tip Truck \$286.40 Reassemble and set height on Tractor \$110.00	3210.30
EFT1688	02/06/2017	LW Webb	Claim (Council Meeting 16.05.2017)	160.00
EFT1690	16/06/2017	Airport Lighting Specialists Pty Ltd	2x Runway Lights for Eucla Airstrip	269.50
EFT1691	16/06/2017	Arts and Culture Goldfields Association Inc. (Art Gold)	Sound engineering, equipment hire and travel for Woodland Festival	2585.00
EFT1692	16/06/2017	Officemax	Supply of Binding Covers x3 Packs	78.16
EFT1693	16/06/2017	Butler Settineri (Audit) Pty Ltd	Interim Fee to the Audit of the Shire of Dundas - year ending 30.06.2017 + Disbursements	8839.72
EFT1694	16/06/2017	BOC Limited	Container Service Fee (28.04.17 - 28.05.17)	34.04
EFT1695	16/06/2017	Cuten Guneder Machinery	Hire of Tandem Truck 199.5 hrs @ \$85.00	16957.50
EFT1696	16/06/2017	C South	Southern Hills Road Maintenance Contribution Claim - 3 Days Maintenance Grading	5500.00
EFT1697	16/06/2017	Child Support	Payroll deductions	131.64
EFT1698	16/06/2017	Shire of Dundas Municipal Fund	Payroll deductions	450.00
EFT1699	16/06/2017	Dundas Fencing & Building Maintenance	For repairs to Bible Study Hall \$3052.50	3388.00

			Supply & Install Fence Sheeting at New Doctors Residence \$335.50	
EFT1700	16/06/2017	Esperance Rural Supplies	Fertiliser - 2 x Pardnar, 2 x 20 litres of Roundup & 1x Tordon \$1113.99 1x Bag of 50 Wool Bale Bags \$646.25	1760.24
EFT1701	16/06/2017	Full Moon Cafe	Catering for Council Meeting (16th May 2017) for 10ppl	250.00
EFT1702	16/06/2017	G2IT	Trend Micro - Worry Free Renewal (Renewal for 3 years)	1434.94
EFT1703	16/06/2017	Online Business Equipment	Monthly Service Agreement 17649	71.50
EFT1704	16/06/2017	Psychologic Cognitive Therapy Services Pty Ltd	Patient Consults between November 2016-April 2017 (244 Consults)	3000.00
EFT1705	16/06/2017	South Coast Foodservice	Supply Toilet Paper, Paper Towel, Disinfectant & Bin Bags	363.98
EFT1707	16/06/2017	Trophy Kings	Amendment to Cr Vicensoni name plate (2006 - 2017) plus postage	29.60
EFT1708	16/06/2017	Wilson's Diesel & Auto Repairs	Various Repairs to D6T Dozer (Hire Plant) \$1188.40 Carry out patch repair to Tip Truck and replace globe \$299.50 Supply and fit new tyre to Tip Truck \$496.80	1984.70
EFT1709	16/06/2017	Western Australian Local Government Association	Short Course Booking for R.Petersen, T.Dixon & C.Stewart - Introduction to Local Government	643.50
EFT1710	19/06/2017	MLG Oz Pty Ltd	Airport upgrade - Haulage of Rock for March, April & May 2017	163468.68
EFT1711	20/06/2017	Australian Taxation Office	BAS (May 2017)	33194.00
EFT1712	20/06/2017	Vermeij Building Company	Refund of Demolition Deposit Paid	500.00
EFT1713	23/06/2017	Eucla Motor Hotel	Meals and Diesel Fuel	760.18
EFT1714	23/06/2017	Austral Mercantile Collections	Rates Debt Collection	718.95
EFT1715	23/06/2017	Officemax	Supply Paper & Laminating Pouches	132.44
EFT1716	23/06/2017	J Best	President Allowance (April - June)	3000.00
EFT1717	23/06/2017	BP Norseman	Fuel Sales for May 2017	1322.28
EFT1718	23/06/2017	Conplant Pty Ltd	Hire of 20 tonne smooth drum roller for May 2017	8756.00
EFT1719	23/06/2017	Duncan J Jack	Inspection of structure at Norseman Museum, Record and report findings	825.00
EFT1720	23/06/2017	Dixon Construction	50% Claim for Retention - New Doctors Residence	16579.54
EFT1721	23/06/2017	Esperance Freight Lines	Freight (NPE x2)	783.16
EFT1722	23/06/2017	Jason Signmakers	Various Signs for Waste Disposal x9	1382.48

EFT1723	23/06/2017	Landgate	Rural UV General Revaluation 2016/2017 \$770.70 GRV Chargeable 25.03.17 – 05.05.17 \$128.01 Mining Tenement Schedule 10.03.17 – 04.05.17 \$53.20	951.91
EFT1724	23/06/2017	Local Community Insurance Service	Certificate of Insurance - Public & Products Liability for Norseman Community Markets	612.15
EFT1725	23/06/2017	Marketforce	Advertising - Differential Rates 2017-18 (Kalgoorlie Miner 18/05/2017)	322.98
EFT1726	23/06/2017	National Pump and Energy Ltd	Sewerage pond - Supply 10x Polypipe and 16x Plasson Joiner \$4613.84 Supply of 3x Cam locks \$271.04	4884.88
EFT1727	23/06/2017	Allwest Plant Hire Australia Pty	Dry Hire of Cat D6T Dozer for Airstrip 01.05.17 - 31.05.17	10725.00
EFT1728	23/06/2017	Railway Motel Pty LTD	Accommodation for Renee Petersen on 29 May 2017	159.00
EFT1729	23/06/2017	Signet Pty Ltd	Airport upgrade - Purchase 72 Cans of White Line Marking Paint	521.73
EFT1730	23/06/2017	Swan Genealogy	Library - Australia's Last Convicts plus 1x Poster	61.60
EFT1731	23/06/2017	IT Vision	Synergy system - Update Shire of Dundas Play Account	375.00
EFT1732	23/06/2017	Norseman Hardware	Various hardware items (May 2017)	589.89
EFT1733	23/06/2017	Wilson's Diesel & Auto Repairs	Replace overheating clutch, replace two front tyres, complete wheel alignment & replace missing bolt from battery tie down bracket on Ranger Ute	802.20
EFT1734	23/06/2017	LW Webb	Deputy President Allowance (April - June)	750.00
EFT1735	23/06/2017	WML Consultants Pty Ltd	Norseman Airport Project Management - Engineering Consultancy Fee	7195.64
EFT1736	30/06/2017	Norseman All Terrain Survey's	Airport upgrade - Survey level of first lift (rock base) total 8.5 hours	1117.80
EFT1737	30/06/2017	Courier Australia	Freight (Online B/E & State Library)	89.52
EFT1738	30/06/2017	Child Support	Payroll deductions	96.36
EFT1739	30/06/2017	Shire of Dundas Municipal Fund	Payroll deductions	400.00
EFT1740	30/06/2017	Dundas Fencing & Building Maintenance	Supply & Install new hasp to roller shutter at Pool Managers Office	94.49
EFT1741	30/06/2017	The Workwear Group	Payroll deductions for C.Stewart & D. Stead	756.40
EFT1742	30/06/2017	Sonya Ellison	Utilities Allowance as per employment letter 26.09.2013	1000.00
EFT1743	30/06/2017	Star Track Credit	Freight (Blackwoods)	182.55
EFT1744	30/06/2017	South East Petroleum	Diesel 7900lts \$9466.02, Diesel 6900lts \$8238.95, Diesel 7000lts \$8509.27, Diesel & Unleaded	28259.91

			Fuel Sales for May 2017 \$2045.67	
EFT1745	30/06/2017	William Schocker	Rates refund for assessment A739 40 MINES ROAD NORSEMAN 6443	102.64
EFT1746	30/06/2017	Wilsons Diesel & Auto Repairs	Supply and fit two new batteries to Hino 500 \$779.20 Remove Jammed rocks for Service truck tyres \$60.00 Replace RH front outer window on roller \$767.30, Carry out service on Tractor \$193.60	1800.10
EFT1747	30/06/2017	WML Consultants Pty Ltd	Norseman Airport Project Management - Professional Fee x3 Employees	10114.50
4104	01/06/2017	Kilima Pty Ltd	Rent for 81 Roberts Street – Norseman CRC (June 2017) – recouped from CRC	1100.00
PAY	13/06/2017	Payroll	Payroll Direct Debit of Net Pays	59691.71
PAY	27/06/2017	Payroll	Payroll Direct Debit of Net Pays	58581.42
				\$497'237.83

Municipal Account Direct Debts

Chq/EFT	Date	Name	Description	Amount
4105	01/06/2017	ANZ Bank	ANZ Bank Merchant Fees	108.85
4106	01/06/2017	3E Advantage	Rental Agreement – Sharp Interactive Board	256.30
4107	01/06/2017	WA Treasury Corp	NEW Doctors Residence - Loan Repayment + Interest	28708.29
4108	02/06/2017	ANZ Bank	Debit Interest Charge (DOT 1978- 98781)	0.77
4129	16/06/2017	ANZ Bank	Overdrawn Fee (DOT 1978-98781)	37.70
4132	19/06/2017	3E Advantage	Photocopier Lease Payment (May 2017)	4008.78
DD9323	02/06/2017	ClickSuper	Superannuation 17.05.2017 – 30.05.2017	14185.99
DD9339	16/06/2017	ClickSuper	Superannuation 31.05.2017 – 13.06.2017	14528.53
DD9362	30/06/2017	ClickSuper	Superannuation 14.06.2017 – 27.06.2017	14629.22
				\$76'464.43

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
4151	15/06/2017	Chief Executive Officer		
	26/04/2017	Travel Reservation	Error Charged to Card (refunded 26.06.2017)	279.36
	26/04/2017	Dome Esperance	Woodland centre design briefing with architectures - Meals	29.80
				\$309.16
4151	15/06/2017	Deputy Chief Executive Officer		
	27/04/2017	Travel Reservation	LG Week - Accommodation for D Stead, J Best & L Bonza	2193.75

				\$2193.75
4151	15/06/2017	ANZ Credit Card	Purchases for 24/04/2017 – 21/05/2017	2502.91

Summary of account totals

Trust Cheques	\$1'825.02
Municipal Cheques	\$16'186.49
Municipal EFT's	\$497'237.83
Municipal Direct Debit's	\$76'464.43
Municipal Credit Cards	\$2'502.91
Grand total for June 2017	\$594'216.68

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 01.06.2017 to 30.06.2017 be noted.

Moved Cr Patupis
Seconded Cr Hogan

Resolution

That the Shire of Dundas monthly accounts paid from 01.06.2017 to 30.06.2017 be noted.

Carried by: Simple Majority For: 5 Against 0

Sonya Ellison left the Council Chambers at 6:26pm and returned at 6:28pm.

Agenda Reference & Subject	
10.4.2 – Financial Statements for the Periods Ending 30th June 2017	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Deputy CEO
Date of Report	13 July 2017
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the periods ending 30th June 2017 be accepted.

Moved Cr Patupis
Seconded Cr Hogan

Resolution

That the Shire of Dundas Financial Statements for the periods ending 30th June 2017 be accepted.

Carried by: Simple Majority For: 5 Against 0

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Manager of Works, Community Development Officer and Youth 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 Works Manager, Community Development Officer and the Youth Officer.

Moved Cr Bonza
Seconded Cr Patupis

Resolution

That Council note the reports of the Works Manager, Community Development Officer and the Youth Officer.

Carried by: Simple Majority For: 5 Against 0

Barry Bailey entered the Council Chambers at 6:37pm.

Agenda Reference & Subject	
10.4.5 – Norseman Community Resource Centre Fees and Charges 2017-18	
Location / Address	Norseman Community Resource Centre
File Reference	CS.SP.8
Author	Senior Administration Officer
Date of Report	26 th June 2017
Disclosure of Interest	Nil

Summary

For the Council to endorse the proposed changes and adopt the Schedule of Fees and Charges for the Norseman Community Resource Centre.

Background

Each year the Community Resource Centre reviews the Schedule of Fees and Charges in preparation for the coming financial budget. The proposed 2017 / 2018 schedule is included in papers relating.

Statutory Environment

N/A

Policy Implications

N/A

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 CRC to enforce a fee for that services provided.

Strategic Implications

Nil

Consultation

Norseman CRC
DCEO

Comment

There are some new fees and charges added to the current schedule this year. Certain items have been increased to better reflect the true cost of providing the service. The key changes are summarised below;

WiFi Access

If customers supply their own laptop or smart device, they will receive a \$1 discount on internet fees. Supplying your own device will free up the CRC's own computers for other customers.

Telephone access to contact emergency services

This is a new free service.

Printing of the Norseman Today newspaper

The current fee for printing the paper has been in place since 2012. This service is provided at the cost and no mark-up has been factored in to the proposed fee. Cost of an A4 colour page will be increased by 5 cents and that of BW page by 1 cent.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas adopt the Norseman Community Resource Centre Schedule of Fees and Charges for 2017 / 2018 as included in the papers relating.

Moved Cr Webb
Seconded Cr Bonza

Resolution

That the Council of the Shire of Dundas adopt the Norseman Community Resource Centre Schedule of Fees and Charges for 2017 / 2018 as included in the papers relating.

Carried by: Simple Majority

For: 5

Against 0

Agenda Reference & Subject	
10.4.6 – Draft Management Budget 2017 - 2018	
Location / Address	Shire of Dundas
File Reference	FM.BU.17.18
Author	Gihan Kohobange
Date of Report	14 th July 2017
Disclosure of Interest	Nil

Summary

2017/18 draft Budget as shown in the papers relating for consideration and recommendation for subsequent adoption.

Background

The Minister for Local Government has approved the Shire's application to impose differential general rates for UV Mining Leases / Exploration Leases / Prospecting Leases categories, which are more than twice the lowest rate in the UV category (see approval letter in papers relating).

A review of fees and charges was carried out and the changes proposed have been approved in June 2017 council meeting.

2017/18 draft budget has been prepared to reflect priorities identified in the Corporate Business Plan and its associated strategic plans. Council's resolutions and discussions over the past 12 months also have been considered in finalising the draft budget.

Statutory Environment

Section 6.2 of the Local Government Act 1995 requires that a local government is to adopt a budget by the 31st August unless extended by the Minister.

Policy Implications

Council policies have been considered whilst formulating the 2017 / 2018 draft document.

Financial Implications

The draft proposes a balanced budget with no borrowings, and will form the basis of income and expenditure for the next twelve months.

Strategic Implications

The council's Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan have been considered in formulating the 2017/18 draft budget to ensure that strategic directions are being reflected.

Consultation

Councillors, CEO, Manager of Works, Project Manager, Senior Admin Officer and the Community Development Manager.

Comment

Expenditure levels have been set at expected costs, however income levels have been set conservatively.

OVERALL

There is a moderate growth of 3% in operating revenue excluding the impact of the receiving of part of 2017/18 Financial Assistant Grants (FAG) in 2016/17 and other one-off contributions received in 2016/17. In essence, this increase could be attributed to growth in rates revenue as a result of increase in rate in the dollar values.

Including depreciation expected growth in the operating expenditure is around 1% including the impact of proposed 1% increase in staff expenses. This is in line with CPI as at March 2017 (CPI Perth 1%, CPI National 2.1%).

Some comment in relation to each schedule is set out below for Council information:

General Purpose Funding

It is expected to collect in total \$ 2 million as rates revenue in 2017/18. However, there is a significant dependency one mining company which contributes for more than 40% of the total rates revenue.

The Shire has experienced a significant increase in outstanding rates due to dwindling population coupled with the economic downturn. Many vacant lands and rundown properties can be seen throughout the Norseman town site. Further, given the volatility of the mining sectors, it is difficult to predict the amount of the rates that will not be settled.

Further, the Shire has experienced a significant reduction in property valuations over the preceding years. The final amount raised from the rates may vary as a result of changes in valuations over the period.

A growth in FAG has not been deliberated in the draft budget. However, there is a possibility of receiving a moderate growth during the year.

Governance

No increase has been proposed for elected members' fees. During the year the Shire is planning to partner with RSPCA to promote animal care and protection services. Infrastructure assets need to be revalued in 2017/18 and provision is included in the draft budget to facilitate this.

Law, Order and Public Safety

The Shire has secured funding from DFES to build a strategic fire break to south of the town site. A sum of \$ 22,000 has been allocated to enhance the CCTV surveillance under crime prevention strategies. Further, a provision is included in the draft budget to facilitate a review of local laws.

Health

There are no significant projects planned for 2017/18.

Education and Welfare

There are no significant projects planned for 2017/18.

Housing

A capital expenditure provision of \$73,000 is included to upgrade aged care accommodation units.

Community Amenities

An amount of \$75,000 has been set aside for the expansion of the Norseman Tip. A provision is included in the draft budget for a review of the drainage system in the town site.

Recreation and Culture

A new community hall will be constructed in Eucla in place of the hall destroyed by the fire. This will be funded through the insurance claim and potential grant from Lotterywest. Further, a sum of \$ 24,000 has been allocated to upgrade recreational facilities in Eucla.

The Marks Park will be upgraded at a cost of \$ 140,000. Lotterywest has confirmed a grant of \$ 98,000 for this project. In addition, funds have been set aside to upgrade aquatic centre and Old Scout Hall building.

Provision of \$ 70,000 is included in the budget under Community Development for various initiatives to develop the town centre as a vibrant and welcoming community, business and visitor hub.

Transport

Upgrade of Norseman aerodrome as an all-weather airstrip will be completed during the year. Total estimated cost of this project is \$ 3,400,000 which is fully funded by the state and federal agencies. A sum of \$ 50,000 has been allocated to develop business case and to secure grant for the upgrade of Eucla airstrip.

During the year, the Shire will spend approximately \$ 1 million to upgrade the road network supported by the Road to Recovery (R2R) and Regional Road Group (RRG) funding programmes.

A 10 year footpath upgrade programme will commence during the year drawing funds from the transport reserve.

It has been budgeted to replace plant and machinery amounting to \$ 241,000 in line with the plant replacement program of the Shire.

Economic Services

Development of the Woodlands Cultural, Community and Visitor Centre to attract tourists and to promote natural, built and cultural heritage of the Shire of Dundas will commence during the year. Total cost of this project is \$ 2,400,000 which will be funded via Royalties for Regions and Lotterywest grant.

Other Property and Services

There are no significant projects planned for 2017/18.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council approve by an absolute majority the adoption of:

- 1. The 2017/18 draft management budget as shown in the papers relating;**
- 2. The approved differential rates in the dollar and minimum rate for all categories as shown in the papers relating;**
- 3. The total valuations as supplied by the Valuer General being GRV \$4,891,023 and UV of \$8,306,086;**
- 4. The early rates payment incentive scheme be offered consisting of three cash payments to the value of \$750, \$500 and \$250 for the first, second and third respectively, with prizes to be allocated by a draw to be held one week after the closing date that rates are due. To be eligible the ratepayer must make payment within 14 days from the date of issue of the 2017/18 rate notice;**

5. The due dates for payment of rates to be set at 35 days from date of issue, also with the option of payment by the four equal instalments in accordance with the Local Government Act 1995;
6. The due dates for equal instalments be the 28th August 2017, 3rd November 2017, 19th January 2018 and the 6th April 2018;
7. The interest charges on overdue rates and other monies be charged at 7.5% pa;
8. The charge to apply for rate instalment plans be set at \$10.00 for each of the final three instalments with the interest rate set at 5.5% for each of the final three instalments;
9. That the variance used in the Statement of Financial Activity in accordance with Financial regulation 34 (5) be set at 10% or \$5,000.

Moved Cr Webb
Seconded Cr Patupis

Resolution

That the Council approve by an absolute majority the adoption of:

1. The 2017/18 draft management budget as shown in the papers relating;
2. The approved differential rates in the dollar and minimum rate for all categories as shown in the papers relating;
3. The total valuations as supplied by the Valuer General being GRV \$4,891,023 and UV of \$8,306,086;
4. The early rates payment incentive scheme be offered consisting of three cash payments to the value of \$750, \$500 and \$250 for the first, second and third respectively, with prizes to be allocated by a draw to be held one week after the closing date that rates are due. To be eligible the ratepayer must make payment within 14 days from the date of issue of the 2017/18 rate notice;
5. The due dates for payment of rates to be set at 35 days from date of issue, also with the option of payment by the four equal instalments in accordance with the Local Government Act 1995;
6. The due dates for equal instalments be the 28th August 2017, 3rd November 2017, 19th January 2018 and the 6th April 2018;
7. The interest charges on overdue rates and other monies be charged at 7.5% pa;
8. The charge to apply for rate instalment plans be set at \$10.00 for each of the final three instalments with the interest rate set at 5.5% for each of the final three instalments;
9. That the variance used in the Statement of Financial Activity in accordance with Financial regulation 34 (5) be set at 10% or \$5,000.

Carried by: Absolute 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

Nil

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 15th August 2017.

14 Closure of Meeting

The Community Development Manager gave an update about the Community Health Nurse. Population Health are currently in recruitment processes.

The Shire President spoke about the upcoming 'Norseman Week' activities for the local youth.

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:47pm.