



Minutes
Ordinary Council Meeting
20th March 2018

MINUTES of the ORDINARY Meeting of Council held
in the Council Chambers at the Shire Administration
Office – Prinsep Street Norseman on the 20th March
2018 commencing at 6.00pm

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1 Declaration of Opening and Announcement of Visitors.

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

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

This Council meeting was held on the traditional lands of the Ngadju people and the Shire President acknowledged them as traditional owners and paid her 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.

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, Impartiality Interests & Gifts Received.

Financial Interests:

Nil

Proximity Interests:

Nil

Impartiality Interests:

Peter Crawford – Item 10.4.7

Gifts Received by Councillors:

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

Nil

3 Record of Attendance of Councillors / Officers and Apologies.

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr VL Wyatt	
Cr BN Bayley	
Cr SM Warner	
Doug Stead	Chief Executive Officer
Gihan Kohobange	Deputy Chief Executive Officer
Peter Crawford	Manager of Works & Services
Pania Turner	Manager of Community Development
Sonya Ellison	Senior Administration Officer

Tracy Dixon Administration Officer
Public Gallery

Lynn Webb

4 Response to Previous Public Questions Taken on Notice.

Nil

5 Public Question Time.

Lynn Webb requested to make a statement at item 8.

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 February 2018 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 20th February 2018 be confirmed as a true and accurate record.

Moved Cr: Hogan
Seconded Cr: Patupis

Resolution

The minutes of the Ordinary Council Meeting held on 20th February 2018 confirmed as a true and accurate record.

Carried by: Simple Majority For: 6 Against: 0

8 Petitions, Deputations or Presentations.

Lynn Webb – in relation to item 10.2.2, stated that as Chairperson of the Norseman Visitors Centre, I have been in discussions with local community groups in relation to the new Woodlands Centre and with combined efforts from all parties working together, the Woodlands Centre will be a positive upcoming project for the town.

Cr Patupis – on behalf of the Shire President, attended the Mayors and Presidents' Policy Forum in Perth on the 6th March 2018. On the agenda was a presentation by former Minister of the Barnett Government, Mayor Albert Jacob's transition from State to Local Government. Resonating with Cr Patupis was his thoughts that "to get things done, do it at a Local Government level". The CEO of the City of Wanneroo, Daniel Simms also spoke at the Forum about the launch, initiated in conjunction with WALGA, of the Local Government Performance Reporting Project, which aims to measure how well Local Government manages projects using Performance Indicators.

9 Announcements by Presiding Member without Discussion.

The Shire President welcomed Peter Crawford, the new Manager of Works and Services.

10 Reports of Officers.

10.1 Planning, Development, Health and Building

Agenda Reference & Subject	
10.1.1 – Management Order over Reserve 3046 (Bromus Dam)	
Location / Address	Shire of Dundas
File Reference	Reserve 3046
Author	Gihan Kohobange
Date of Report	Deputy CEO
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider taking over the Management Order currently held by the Department of Finance (Minister for Works) over Reserve 3046. (See Papers Relating).

Background

Reserve 3046 is currently under a Management Order with the Department of Finance and the Water Corporation is the responsible agency for the reserve.

Bromus Dam which was built in the 1925/26, was to supply water for the early steam trains, is situated within this reserve.

The site has a large camping area with lots of shady and sunny spots. There are picnic tables, bins and designated fire places. This area has become well-known among visitors to Norseman.

Further, this dam provides a vital source of water for emergency requirements.

Statutory Environment

Land Administration Act 1997

Policy Implications

Nil

Financial Implications

The Shire is already incurring cost to maintain recreational facilities in this site.

Strategic Implications

This area is very vital in promoting tourism as an opportunity for economic diversification.

Consultation

CEO, Department of Planning, Lands and Heritage.

Comment

The Minister for Works is looking to relinquish the Management Order over the Reserve. The Department of Planning, Lands and Heritage — Lands Division (DPLH) is asking if the Shire of Dundas would be

interested in taking the Management Order over the Reserve. The Water Corporation no longer wish to be the responsible agency for the land either.

The Shire is under no obligation to accept the Management Order.

Voting Requirements

Simple majority

Officer Recommendation

That the Council of the Shire of Dundas accept the Management Order over Reserve 3046 for the purpose of recreation and supply of water.

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas accept the Management Order over Reserve 3046 for the purpose of recreation and supply of water.

Carried by: Simple Majority

For: 6

Against: 0

10.2 Engineering and Works

Agenda Reference & Subject	
10.2.1 – Eucla Community Hall	
Location / Address	Eucla
File Reference	A2636
Author	Gihan Kohobange
Date of Report	09/03/2018
Disclosure of Interest	Nil

Summary

For Council to note the progress to date on the project of construction of a new community hall in Eucla.

Background

The previous community hall of the Eucla town site was completely destroyed by a fire on 27th February 2017.

The Shire has received \$525,000 from LGIS as an insurance claim for the destroyed building. Lotterywest has confirmed \$190,000 grant funding for the project. Total budget available for the project is \$715,000.

The Shire engaged H+H Architects to develop a concept design for the Eucla Community Hall. H+H Architects have previous experience in managing projects in Eucla and have a good understanding of the area and the community.

The Council, at the ordinary council meeting held in October 2017, approved the concept design for an estimated construction cost of \$775,625 including a 15% contingency. Without the contingency, the estimated cost is \$682,520. The concept design has been developed taking in consideration inputs received from the community through Cr Patupis.

The Council at its ordinary meeting held on the 20th February 2018 resolved the followings:

“That the Council of the Shire of Dundas:

- 1 approve the development application for the construction of a new community hall on lot 227 Yurkla Way Eucla**
- 2 endorse the plans for the Eucla Community Hall as included in the papers relating;**
- 3 prepare final plans and tender documentation for the project; and**
- 4 undertake a public tender process to construct the hall in accordance with the plans and specifications”**

Statutory Environment

Shire of Dundas Town Planning Scheme No 2.

Policy Implications

The Shire’s purchasing policy and Development on Shire of Dundas controlled land.

Financial Implications

Construction of a new community hall is included in 2017/18 budget.

Strategic Implications

Corporate Business Plan -2017 -2021, Strategy 1.2 Recreation, sport and leisure and Goal 1.2 A ***socially connected Community that is physically active.***

Consultation

H+H Architects and Manager of Projects.

Comment

The progress of the project thus far is summarised below

Key Milestone	Target Completion Date	Actual Completion Date
Concept Design to Council	17/10/2017	17/10/2017
Council approval to proceed with Concept	20/10/2017	20/10/2017
Develop Concept drawings and obtain QS estimate	17/11/2017	05/12/2017
Complete Planning Approval Package and Obtain Development Approval	31/01/2018	20/02/2018
Finalise Documentation	31/03/2018	On going
Complete Tender package	07/04/2018	
Tender Period	Closes 30/04/2018	
Contract award	11/05/2018	
Construction starts	25/05/2018	
Practical Completion	30/11/2018	

Currently, H+H Architects are working with engineering, hydraulics and electrical consultants to finalise detailed drawings and tender documents. It is expected that the tender is to occur at the end of this month.

H+H Architects have developed the concept design to ensure a minimum level of maintenance cost once the building is constructed. Since this is a replacement of a previous building of similar size, it is not expected to see an increase in maintenance cost already captured in the Shire's budget but a reduction due to a newly built building.

Virtually zero operational cost to the Shire as this building will be managed by the Eyre Highway Community Association.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas to note the progress to date on the project of construction of a new community hall in Eucla.

Moved Cr: Patupis
Seconded Cr: Bayley

Resolution

That the Council of the Shire of Dundas to note the progress to date on the project of construction of a new community hall in Eucla.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.2.2 – Woodlands Centre	
Location / Address	Norseman
File Reference	
Author	Gihan Kohobange / Pania Turner
Date of Report	12/03/2018
Disclosure of Interest	Nil

Summary

For the Council to note the progress to date on the Woodland Centre project, approve the concept design and appointment of a suitably qualified project manager.

Background

This project has been part of the Shire's forward planning for several years with the building having been purchased during 2014/15. The project will form part of the development of the "town precinct" on the Coolgardie- Esperance road entry into Norseman and will create an interest to both travellers and local community. On completion the Woodlands Centre will add to the quality of life in Norseman accommodating business opportunity, the sharing of arts, culture and heritage, as well as portraying our unique location in the Great Western Woodlands to travellers and local residents. The concept has been applauded by tourism and environmental organisations, arts and culture organisations, as well as the shire's First Nations people who will form a material part of the experience on offer.

The Council at its ordinary meeting held on the 20th June 2017 approved appointment of Cartman Designs for the preparation of concept drawings and full documentation including Architectural drawings and specifications.

Statutory Environment

Shire of Dundas Town Planning Scheme No 2.

Policy Implications

The Shire's purchasing policy and Development on Shire of Dundas controlled land.

Financial Implications

The project cost will form part of the Shire's budgets for 2017/18, 2018/19 and 2019/20.

Strategic Implications

This project will be a vital impetus towards achieving two key long-term strategies of the Shire,

- A vibrant, active and healthy socially connected Community;
- A thriving local economy and economic base.

Consultation

CEO, Cartman Designs

Comment

Design

Cartman Designs have developed a concept design based on inputs they have received from the Shire's officers and from Councillors when Cartman Designs met them on 12th September 2017.

Officers have provided inputs based on various community consultation workshops that the Shire has had with various stakeholder groups in the community.

The officers are of the opinion that the concept design given in papers relating reflects input provided and satisfactorily covers expectations of various stakeholders of this project.

Cartman Designs will develop detailed architectural and engineering drawings once the Shire has confirmed the concept design.

Project Cost

HWA & Associates have done a preliminary cost estimate of the project. Construction cost is estimated to be \$2.655 million and this does not include authority cost, professional fee, loss furniture, equipment computer services and any relocation cost. However, this estimate includes a 13% contingency provision and the preliminary cost estimate without any contingency provision is \$2.353 million.

Cartman Designs have provided the latest conceptual drawings to building contractor in Esperance who recently constructed a new residence in the town site, to obtain their feedback on the value of this project. They have indicated figures around \$1.8 million to \$2 million. Being more conservative, Cartman Designs estimate the total construction cost to be around \$2 million to \$2.4 million. Based on the available information, total cost of the project is estimated to be \$2.6535 as mentioned below.

Total Project Cost	
Cost Items	\$
Construction Cost	2,200,000.00
Other Cost	
Power Upgrade	75,000.00
Project Manager	40,000.00
Authority Cost	10,000.00
Professional Fee	200,000.00
Loss Furniture	20,000.00
Equipment	20,000.00
Computer Services	20,000.00
Relocation Cost	
CRC	25,000.00
Visitor Centre	25,000.00
	2,635,000.00

Availability of Funding

There are three funding bodies involved requiring the project to be managed in line with conditions stipulated in those funding agreements. Have summarised below grant amount confirmed by each funding agency and key funding conditions/scope involved.

Agency	Amount	Key Milestones	Conditions / Scope
Dept of Primary Industries and Regional Development (State)	\$1,599,480	14th Apr 2018 (Design completed) to 31st Jan 2020 (Completion of the Project)	<ul style="list-style-type: none"> Expanded Visitor Centre facilities Community Arts space and Gallery Commercial Kitchen Community Space (CRC) Public toilets and storage <p>Leverage funding of \$269,800 of which the Shire has already spent \$219,000 to purchase the building (Balance \$50,800).</p>
Lotterywest	\$430,000	To drawdown in full by 30 th Sep 2018	Building additions, alterations and fit-out. (Cannot be used in commercial spaces).
Dept of Infrastructure and Regional Development (Federal)	\$449,738	1st Nov 2017 to 30 th Apr 2019 (Completion of the Project)*	<ul style="list-style-type: none"> Visitor Centre Community Art space Art Gallery Commercial Kitchen Courtyard area for alfresco dining Playground** Ramp for disabled access Public amenities and cleaner's room

			Must conduct an official opening with invitees approved by Commonwealth's Minister and must erect and maintain signage.
Leverage funding (remanning)	\$50,800		Need to spend on planning and development activities of the project and on the final Audit.
Total Funding Available	2,530,018		

Note: *Milestones need to be renegotiated. / ** Have excluded from the concept design.

Based on preliminary cost estimates mentioned above, it is projected to have a funding gap of \$104,982. However, this can only be confirmed at the end of the tender phase which is expected to take place in Feb 2019, if the Council approve presented concept design.

Project Key Milestones

Key milestones agreed with the funding agencies are given in papers relating.

Operational and Maintenance Cost

Estimated recurring cost of managing the new premises is summarised below.

Estimated Recurring Cost of the Woodland Centre				
<u>Cost Item</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>Comment</u>
Employee Cost			100,000	A manager and an assistant
<u>Operational Cost</u>				
Electricity and Water	14,300			Admin building 782m ² , proposed woodland centre 471.2m ² (building only). Have assumed 65% of admin building cost
Gas	1,000			for Commercial Kitchen
Telephone, fax and internet	6,000			Based on the current cost of CRC and VC
Insurance	7,250			For total estimated replacement cost of \$ 2.5m plus content insurance of CRC & VC
		28,550		
<u>Maintenance Cost</u>				
Computer Maintenance	10,000			Would be only CRC computer system / VC stand alone PCs with internet connection
Office Maintenance (including cleaning)	25,000			Current cost of HO building. Total area of the proposed centre is 865.2 m ² , closer to the total area of the Admin building of 782m ²
Garden Maintenance	6,000			Based on town hall garden maintenance cost
		41,000		
Total operational and maintenance cost			69,550	
Total Expenditure			169,550	

These recurring cost can be managed within the operational income of CRC and Visitor Centre (VC) as explained under proposed operational model, provided there will not to be a significant funding cut in CRC operations in near future.

Capital Renewal Cost

Details are not available to perform a comprehensive analysis of future capital renewal cost of this building. Complexity around the design may indicate the capital renewal cost to be a material amount after first 5 to 10 years. The Shire incurs approximately \$25k a year to manage capital renewal requirements of the administration building which is 14 years old.

Proposed Operating Model

At the current funding levels CRC and VC are having self-supported operating models, operational income (including grant income) is sufficient to cover operational expenses of respective entity. Total transferable cost of CRC and Visitor Centre operations is approximately \$177,938 (based on 2016/17 audited financial statements) as detailed below.

Transferable cost of CRC and Visitor Centre				
Source: Audited Financial Statement as at 30th June 2017				
	<u>CRC</u>	<u>VC</u>	<u>Total</u>	
Expenditure				
Employee Cost	60,767	69,585	130,352	
Computer Maintenance	9,714	-		
Office Maintenance (including cleaning)	5,383	1,255		
Insurance	2,845	3,680		
Utility Charges	3,604	1,352		
Telephone and Fax	1,667	3,370		
Rent and Rates	14,717	-	9,656	47,586
Total Expenditure	98,696	79,241	177,938	

Proposed operating model for new centre fits adequately within the current combined operational cost of both entities ensuring financial sustainability of the new centre. However, there is a risk involved with future grant funding of CRC operations and that could make the proposed model non-viable.

Community Resource Centres across Western Australian have been informed to expect a funding reduction of approximately 40%. A recent workshop attended by the Norseman CRC Manager and the Shire's Manager for Community Development confirmed the cuts, however there are questions about the way in which these cuts will be delivered.

Suggested at the workshop was that there are approximately 40 CRCs who operate within 30mins travel of each other, this was considered to be a double up of services. Whilst there were other CRCs who serviced a large area such as the Norseman CRC. Closing CRCs in communities who had relatively easy access to a larger CRC in a regional centre would see a minimal budget impact on the remaining CRCs.

The other option was to spread the reduced budget across all existing CRCs seeing a significant drop in operating budget. This in itself would see the closure or drastically reduced services of many CRCS.

Currently the Norseman CRC operates from funding through the Department of Regional Development. The Norseman CRC is a not for profit organisation that is Shire run, meaning the CRC manager reports to Council, has performance management with the CEO, and the Shire provides governance with the payment of wages. The Norseman CRC sits in a strong position due to its remote location, the diversity of services offered and the community partnerships being developed.

With consideration to the Woodlands Community Cultural and Visitor Centre and on review of the operating costs of both the Visitor Centre and the Community Resource Centre the housing of both services which complement each other and also adhere to the purpose of the new centre offers Council a good model of self-sufficiency and sustainability.

It is important to note that Visitor Centre will still remain its own incorporated organisation being directed and managed by its elected committee.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas,

- 1. Note the progress to date on the Woodland Centre project;**
- 2. Approve the concept design given in papers relating subjective a maximum total construction cost of \$2.2 million; and**
- 3. Delegate authority to the CEO to appoint a suitably qualified project manager for the project in line with the scope of work given in papers relating.**

Moved Cr: Bayley moved to amend original motion by inserting the words "in consultation with Council" between "CEO" and "to"

Seconded Cr: Wyatt

Resolution

That the Council of the Shire of Dundas,

- 1. Note the progress to date on the Woodland Centre project;**
- 2. Approve the concept design given in papers relating subjective a maximum total construction cost of \$2.2 million; and**
- 3. Delegate authority to the CEO, in consultation with Council, to appoint a suitably qualified project manager for the project in line with the scope of work given in papers relating.**

Carried By: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.2.3 – Upgrade of Eucla Airstrip	
Location / Address	Eucla
File Reference	TT.SP.1
Author	Peter Crawford
Date of Report	13 March 2018
Disclosure of Interest	Nil

Summary

For Council to avail themselves of the latest information on the proposed upgrade of the Eucla Airstrip.

Background

Some time ago, Council requested staff to investigate the concept of upgrading the airstrip at Eucla to a more reliable and weather friendly airstrip.

Statutory Environment

Local Government Act 1995

Policy Implications

No implications to current policies.

Financial Implications

There will be Financial Implications should Council decide to go ahead with the upgrading.

Strategic Implications

The upgrading of Eucla Airstrip would provide a reliable airstrip for most of the year.

Consultation

CEO, DCEO,
Darren Wallace – Wallace Engineering
Fraser Sparks – Aerodrome Management Services
Shane Power – Main Roads WA

Comment

Some time ago, Council staff were requested to investigate the proposal to upgrade the Eucla airstrip to a more reliable standard. The current strip was subject to closures during periods of inclement weather, because due the original construction design, the runway was below the level of the surrounding land

Aerodrome Management Services (AMS) were commissioned to conduct soil tests to determine the viability of constructing an upgrade using the current in situ materials. These tests were carried out in mid January with the results indicating that the current site was conducive to an upgrade being carried out. AMS's next task was to produce a design report and cost estimate for the project. This report was forwarded to the Shire on Monday, 12 March.

The estimate of costs for the upgrade is \$2,651,690. This estimate is a design for a two coat bitumen seal runway, a standard that was not originally contemplated. AMS advised that the reason for the bitumen seal design was that the RFDS were taking possession of a Pilatus PC 24 jet aircraft in the near

future to become the main work horse. The down side to that was that though the PC24 was much quicker, it was restricted to sealed landing strips.

An unknown factor is also the availability of suitable quantities of potable water for both construction purposes and as a bitumen emulsion additive. MR WA regularly transport fresh water many kilometres to carry out their works, works designed to use the least amount of water. In an attempt to counteract the water shortage, AMS have designed a bitumen stabilised limestone base course. This design will be a huge saving in the quantities of water required as well as the availability of suitable materials.

Given in papers relating is the report and cost estimate from AMS.

While the cost of the upgrade is significant, other options may be available to Council. The reliability of an all weather runway for emergency medical evacuations remains a priority. It has been stated in the past by the RFDS that they are reluctant to utilise the on road aircraft landing areas of which there are quite a number throughout the state due to the possibility of traffic not being adequately controlled. With an on highway emergency landing area just to the west of Eucla and a Police station based in Eucla, it should allay any fears they have that the traffic could not be controlled.

The information I have gained from MR WA is that this matter is currently being discussed at DEMC Meetings between DFES, RFDS, Police and St Johns. It is expected that the matter will have some priority now that the road ambulance services have been removed from the Eyre Highway. It would be advantageous for Council that Shire management be encouraged to seek some involvement with fellow colleagues in those discussions.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas,

- 1. To note the progress to date on the upgrade of the Eucla Airstrip, and,**
- 2. Advise the CEO on the direction that Council now wishes to proceed.**

Moved Cr: Patupis
Seconded Cr: Bayley

Resolution

That the Council of the Shire of Dundas,

- 1. To note the progress to date on the upgrade of the Eucla Airstrip, and,**
- 2. Advise the CEO on the direction that Council now wishes to proceed.**

Carried by: Simple Majority

For: 6

Against: 0

10.3 Members and Policy

Agenda Reference & Subject	
10.3.1 – 2017 Compliance Audit Return	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	Senior Administration Officer
Date of Report	7 th March 2018
Disclosure of Interest	Nil

Summary

For Council to approve the 2017 Compliance Audit Return presented to the Audit Committee meeting and as shown in the papers relating.

Background

The 2017 CAR was completed in house by the Senior Administration Officer with the assistance of the Deputy CEO through the inspection of various documents and records including: minutes, tender register, financial interest & returns register, complaints register, delegations register etc.

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

The Audit Committee reviewed the CAR at the Audit Committee meeting held on 20th March 2018 and resolved to recommend the adoption of the report to the Council and that the Shire President and Chief Executive Officer be authorised to sign the CAR for submission to the Department of Local Government.

Statutory Environment

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

In brief the process is: -

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Chief Executive Officer
Deputy Chief Executive Officer

Comment

Through a total of 94 questions the 2017 CAR concentrates on the statutory obligations of the local government in the areas of:

- | | |
|---|----|
| • Commercial Enterprises by Local Governments | 5 |
| • Delegation of Power/Duty | 13 |
| • Disclosure of Interest | 16 |
| • Disposal of Property | 2 |
| • Elections | 1 |
| • Finance | 14 |
| • Integrated Planning and Reporting | 7 |
| • Local Government Employees | 5 |
| • Official Conduct | 6 |
| • Tenders for providing goods and services | 25 |

Based on the outcome of the return, the Shire of Dundas achieved 99% compliance, an improvement on the 2016 CAR with 93%.

The local government needs to establish an audit committee and appoint members by absolute majority in accordance with section 7.1A of the Act. However, the Council has carried the motion unanimously at its ordinary council meeting held on 19th December 2017 to appoint new members but was not officially recorded as being carried by an absolute majority.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council approve the 2017 Compliance Audit Return as shown in the papers relating and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

That the Council approve the 2017 Compliance Audit Return as shown in the papers relating and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

Carried by: Absolute Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.3.2 – Amendment to Purchasing Policy	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	Peter Crawford
Date of Report	8 March 2018
Disclosure of Interest	Nil

Summary

For Council to consider the adoption of an amendment to the current Purchasing Policy.

Background

The Policy Manual was reviewed and adopted at the Ordinary Meeting of Council held Tuesday, 19 December 2017. Included in that review was Policy No F3 Purchasing Policy, which outlines how purchases of goods and services are to be conducted.

Statutory Environment

Local Government Act 1995
Local Government (Functions and General) Regulations 1996

Policy Implications

Amendment to current Purchasing Policy

Financial Implications

There will be nil financial impact for the Shire in the adoption of this amendment.

Strategic Implications

The amendment will ensure that Council's compliance obligations are being met.

Consultation

CEO, DCEO

Comment

The ability for Council to outsource the delivery of goods and services is governed by the value of those items. The Local Government Act 1995 has set a threshold of \$150,000 and dictates that the supply of any goods and services above this level must be by way of public tender. The threshold can be either a single project or an accumulation of these items over a period of time.

The Shire of Dundas, by not having the expertise or assets in house, outsource the supply of some these items. These items include, but are not limited to:

- Repairs and maintenance of plant and equipment
- Plant hire
- General handyman duties

In order to comply with the Act, local governments have been permitted to operate under what is termed a Panel Tender. These tenders apply to goods and services that while small in individual costs, are ongoing expenditure by local governments and accumulate to a larger sum over time.

However, in order for a local government to call for a panel tender, there must be provision in their Purchasing Policy for such a procedure.

As the Shire of Dundas does not have any reference to Panel Tenders in their purchasing policy, it is recommended that Council adopt the attached amendment to the policy.

Voting Requirements

Simple Majority

Officer Recommendation

That Council Adopt the Amendment to Policy F3 Purchasing Policy, as detailed in the papers relating.

Moved Cr: Bayley
Seconded Cr: Warner

Resolution

That Council Adopt the Amendment to Policy F3 Purchasing Policy, as detailed in the papers relating.

Carried by: Simple Majority

For: 6

Against: 0

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid 01.02.2018 – 28.02.2018	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	09/03/2018
Disclosure of Interest	Nil

Trust Cheques

Chq/EFT	Date	Name	Description	Amount
535	09/02/2018	Shire of Dundas Petty Cash	RECOUP TO PETTY CASH	400.00
				\$400.00

Municipal Cheques

Cheque	Date	Name	Description	Amount
26297	09/02/2018	Shire of Dundas Petty Cash	Recoup to petty cash 24/11/2017 - 09/02/2018	798.85
26298	09/02/2018	Horizon Power	Street Light Usage 01/01/2018-31/01/2018	3685.07
26299	09/02/2018	Telstra Corporation Limited	Mobile phone usage 17/01/2018-16/02/2018	1033.34
26300	16/02/2018	Ozowned Supplies & Services	Carpet cleaning - 13-15 Roberts Street, 139 Roberts Street & Unit 2/100 Prinsep Street	326.70
26301	16/02/2018	Water Corporation	Various Water Accounts (28/11/2017-31/01/2018)	21505.44
				\$27,349.40

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT2323	02/02/2018	Bunzl Limited	10 Cartons of BZ140HD Bin Liners 140L	616.00
EFT2324	02/02/2018	Courier Australia	Freight (Water Lab)	12.99
EFT2325	02/02/2018	Miracle Recreation Equipment	For the Supply and installation of Playground equipment for Marks Park Norseman	67226.50
EFT2326	02/02/2018	Norseman Turf Club	Donation towards the 2018 Norseman Race Day	3500.00
EFT2327	09/02/2018	Australia Post	Postage (December 2017)	243.61
EFT2328	09/02/2018	Norseman All Terrain Survey's	Norseman Airstrip Upgrade Survey 02.01.18 - 17.01.18	3182.40
EFT2329	09/02/2018	Courier Australia	Freight (state library and Sigma chemicals)	151.39
EFT2330	09/02/2018	Shire of Dundas Municipal Fund	Payroll deductions	660.00
EFT2331	09/02/2018	Norseman Concrete	Water Tanker Hire 14, 15, 18, 19, 20, 21, 22, 26 December 2017 \$8,800. Supply 5.8m3 concrete \$2,699.40.	11499.40
EFT2332	09/02/2018	South East Petroleum	Diesel 15,900L and fuel card purchases – December 2017	22326.54
EFT2333	09/02/2018	Tri Nation Steel (WA) Pty Limited	Progress Payment Completed - Installation of roof sheeting over toddler pool	18930.40
EFT2334	16/02/2018	Australian Taxation Office	BAS (January 2018)	46249.00
EFT2335	16/02/2018	ZircoDATA Pty Ltd	Records storage of rates and minute books for December 2017	172.07
EFT2336	16/02/2018	Balladonia Hotel Motel	Accommodation and meals for 4 people – Bush Fire job #379059. Accommodation and meals for 4 people – Bush Fire job #379059.	4015.60
EFT2337	16/02/2018	Banner Excavating & Rockbreaking	Hire of D9L Dozer 01.12.17 - 29.12.17 (Hyden Norseman Road)	56777.60
EFT2338	16/02/2018	Darren Wallace	Consulting work Norseman and Eucla airstrips 14.12.2017 – 18.01.2018	11042.63
EFT2339	16/02/2018	Dunn's Cleaning Service	Exit cleaning service 01/02/2018 – 11 Roberts Street	1760.00
EFT2340	16/02/2018	Elite Gym Hire	Hire of gym equipment 12.01.18 - 12.02.18	885.18
EFT2341	16/02/2018	Landgate	SLIP Subscription	2514.00
EFT2342	16/02/2018	Norseman IGA	Various purchases - December 2017	503.72
EFT2343	16/02/2018	O'Dwyer Electrical	Repair pool switch board plus travel	1100.00
EFT2344	16/02/2018	Parkers Engineering	Hire Franna crane to travel to Norseman for toddler pool shade structure	1938.75
EFT2345	16/02/2018	South Coast Foodservice	Purchase 2x Ctn's of 120L Black Garbage Bags	50.03
EFT2346	16/02/2018	Norseman Hardware	Various hardware items (December 2017)	758.30
EFT2347	16/02/2018	Wilson's Diesel & Auto Repairs	50,000km service – DS29 \$1,503.60. Repair battery box and aircon – DS3301 \$1,217.00. 75,000km service – DS232 \$466.30.	3186.90
EFT2389	23/02/2018	Eucla Motor Hotel	Accommodation, meals and fuel 16th & 17th January 2018 for S Bowyer & P Ladewig	1256.34

EFT2390	23/02/2018	Norseman All Terrain Survey's	Norseman Airport Upgrade survey works (18, 22, 23, 25, 29, 30, 31 January 2018)	4247.10
EFT2391	23/02/2018	Austral Mercantile Collections	Rates Debt Collection	4683.60
EFT2392	23/02/2018	Askwith Safe Company	Repair locking mechanism on fireproof cabinet	110.00
EFT2393	23/02/2018	Officemax	Stationery	180.19
EFT2394	23/02/2018	Brain Ambulance	Training course - Managing Challenging Behaviour of Clients - 20/02/2018 (R Petersen & T Dixon)	230.00
EFT2395	23/02/2018	BOC Limited	Container Service Fee (29/12/2017-28/01/2018)	34.04
EFT2396	23/02/2018	Carroll & Richardson - Flagworld Pty Ltd	Norseman Town Heritage Walk Project: 10 x Town Centre Banners \$1,897.50. 8 x Flag Trax pushpull rods \$1,713.90.	3611.40
EFT2397	23/02/2018	Coyle's Mower & Chainsaw Centre	Service & repair 4 x Stihl chainsaws. Supply 8 x chains, 1 x bar & 1 x bar cover. Service & repair pole pruner, supply 2 x chains & 1 x bar	1880.20
EFT2398	23/02/2018	Cuso Flooring Pty Ltd	Supply & install indoor/outdoor carpet to gym \$3,180. Supply & install new floor coverings to Unit 3/100 Prinsep St \$1,584.	4764.00
EFT2399	23/02/2018	Shire of Dundas Municipal Fund	Payroll deductions	618.22
EFT2400	23/02/2018	Dundas Fencing & Building Maintenance	Supply & install brackets to side fence – 18 Mildura St \$838.26. Supply & install ceiling insulations batts with cherry picker – 105 Prinsep St \$2,706. Install signs to façade of Norseman Hotel with cherry picker, install baton and patio tube to signs \$728.75. Supply & install new window (vandalism) – 88-92 Prinsep St \$534.05. Repair lock (vandalism) – Public toilet admin office \$82.50.	4889.56
EFT2401	23/02/2018	Esperance Communications	Replaced faulty Satellite phone cradle and lead - DS29 \$1,794.40. Install additional antenna for TV reception – 18 Mildura St \$1,207.45. Install new cradle for tablet & transfer data – DS29 \$890.	3891.85
EFT2402	23/02/2018	Department of Fire & Emergency Services	ESL (January 2018)	2097.55
EFT2403	23/02/2018	Goldfields Voluntary Regional Organisation of Council	Attendance of 1 person at GVROC dinner (1/02/2018)	49.10
EFT2404	23/02/2018	Griffin Valuation Advisory	Professional Valuation Services plus travel and accommodation (2018 Infrastructure Assets Valuations)	6497.94
EFT2405	23/02/2018	Hampton Transport Services	Norseman Aerodrome - Push up, Stockpile and Delivery of Gravel (as per RTF 0217)	227338.31
EFT2406	23/02/2018	H+ H Architects	Architectural services - Eucla Community Hall	5156.25
EFT2407	23/02/2018	Neil Harland	Repair surface and relay pavers at Administration Office & Visitor Centre	3300.00

EFT2408	23/02/2018	Jason Signmakers	5 signs for Norseman Town Centre Heritage Project plus freight	3076.32
EFT2409	23/02/2018	Landgate	Mining Tenement schedule M2017/10 06.10.17 - 06.11.17	230.85
EFT2410	23/02/2018	Local Government Professionals Australia WA	Ignite Management Program 14-16 February 2018 (P Ladewig)	2540.00
EFT2411	23/02/2018	Star Track Credit	Freight (Jason Signmakers)	77.89
EFT2412	23/02/2018	Marketforce	Advertising - Standing Orders Local Law 2017 & Repeal Local Law 2017 The West Australian 19/01/2018 \$477.31. Advertising – Development Application 90-92 Angove Street Kalgoorlie Miner 17/01/2018 \$114.38.	591.69
EFT2413	23/02/2018	Norseman Visitor Centre	Purchase 11x 2018 Main Links	60.50
EFT2414	23/02/2018	Norseman Concrete	Airport Upgrade Water tanker Hire (2/01/2018-15/01/2018)	12210.00
EFT2415	23/02/2018	Norseman Community Resource Centre	Printing of the Norseman today Vol 35 No 1	2400.00
EFT2416	23/02/2018	Navman Wireless Australia Pty Ltd	Monthly Satellite Service 05.01.18 - 04.02.18	65.89
EFT2417	23/02/2018	Online Business Equipment	Monthly Service Agreement No17649	71.50
EFT2418	23/02/2018	O'Dwyer Electrical	Repair light fitting mounting on pole – Oval \$440. Install contactor on pole – Depot \$572. Install double power point on 3 meter pole for CCTV – Admin Office \$1,265.	2277.00
EFT2419	23/02/2018	South East Petroleum	Diesel 7000lts and fuel card purchases January 2018	11319.33
EFT2420	23/02/2018	Sigma Companies Group Pty Ltd	4 x 20L Drums of Hydrochloride Acid, 4 x 20L DG Drum Poly 1 x Pallet Skid	130.68
EFT2421	23/02/2018	Solutions IT (invoice S)	Cloud back-up agreement January 2018	180.68
EFT2422	23/02/2018	Solutions IT (invoice A&B)	Managed Support - Monthly Billing for February	1479.50
EFT2423	23/02/2018	SGS Australia	Norseman Aerodrome Testing (Compaction control – nuclear density meter method. Dry density – moisture relationship of a soil) - Plus Travel and Labour	2764.30
EFT2424	23/02/2018	Wilson's Diesel & Auto Repairs	250hr service at 1601hrs – DS3300 \$1,112. 70,000km service – DS19 \$1,257.50. Tyre repair (bush fire job 379059) – DS16 \$446. Temporary repair to air control unit – DS17 \$358.90. Tyre repair – DS25 \$221.40. Tyre repair – DS27 \$68. Service 58,249kms (bush fire job 379059) – DS29 \$2,649.40.	6113.20
EFT2425	23/02/2018	WesTrac Pty Ltd	Supply 4 x tri-flow auger bits – P324 \$370.44. Travel to repair air conditioner – P301 \$1,345.29. Supply 24 x scarifier tines – P279 \$432.70.	2148.43
EFT2426	23/02/2018	Waterman Irrigation Australia	Standpipe Remote Access and Server Access for 01.01.18 - 30.06.18	639.65
EFT2427	23/02/2018	Welltech Total Water Management	60,000L Welltech Portable Water Tower Hire (17/01/2018-30/01/2018) plus mobilisation	7590.00

EFT2428	23/02/2018	WML Consultants Pty Ltd	Claim 8 Norseman Airport Project Management	4563.63
EFT2429	26/02/2018	Hampton Transport Services	Norseman Aerodrome - Push up, Stockpile and Delivery of Gravel	306692.06
4506	01/02/2018	Kilima Pty Ltd	Rent for 81 Roberts Street – Norseman CRC (costs recovered from CRC)	1100.00
PAY	06/02/2018	Payroll	Direct Debit of Net Pays	53984.71
4512	13/02/2018	Peter Ladewig	Meals and Incidentals allowance – Ignite Management Program (14 th - 16 th February 2018)	473.25
4537	19/02/2018	Pania Turner	Meals and Incidentals allowance – Melbourne Caravan and Camping Show and CRC Workshop (19 th – 28 th February)	1174.25
PAY	20/02/2018	Payroll	Direct Debit of Net Pays	51466.21
				\$1,009,560.18

Municipal Account Direct Debts

Chq/EFT	Date	Name	Description	Amount
4504	01/02/2018	ANZ Bank	ANZ Bank Merchant Fees	133.41
4505	01/02/2018	3E Advantage	Rental Agreement – Sharp Interactive Board	256.30
4532	14/02/2018	3E Advantage	Photocopier Lease Payment for January 2018	2471.10
DD9554	14/02/2018	ClickSuper	Superannuation 24.01.2018 – 06.02.2018	14243.15
4511	02/02/2018	ANZ Bank	Debit Interest Charge for Licensing Account	0.60
				\$17,104.56

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
4533	15/02/2018	Chief Executive Officer		
	20/12/2017	Dicks Electronics	Phone Chargers	29.95
	08/01/2018	Flight Centre	Flights - Pania Turner 20 & 27 Feb 2018 Melbourne Caravan & Camping Show (to be reimbursed by Goldfields Tourism Network)	897.72
		ANZ Credit Card	Credit Card Purchases for 22/12/2017 – 21/01/2018	927.67

Summary of account totals

Trust EFT's / Cheques	\$400.00
Municipal Cheques	\$27,349.40
Municipal EFT's	\$1,009,560.18
Municipal Direct Debit's	\$17,104.56
Municipal Credit Cards	\$927.67
Grand total for February 2018	\$1,055,341.81

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 01.02.2018 to 28.02.2018 be noted.

Moved Cr: Bayley
 Seconded Cr: Patupis

Resolution

That the Shire of Dundas monthly accounts paid from 01.02.2018 to 28.02.2018 be noted.

Carried by: Simple Majority For: 6 Against: 0

Agenda Reference & Subject	
10.4.2 – Financial Statements for the Period Ending 28th February 2018	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Senior Administration Officer
Date of Report	14 March 2018
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 28th February 2018 be accepted.

Moved Cr: Bayley
 Seconded Cr: Warner

Resolution

That the Shire of Dundas Financial Statements for the period ending 28th February 2018 be accepted.

Carried by: Simple Majority For: 6 Against: 0

Agenda Reference & Subject	
10.4.3 – CRC Management Report & Financial Statements to 28th February 2018	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Senior Administration Officer
Date of Report	6 th March 2018
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity
For the period ending 28th February 2018**

Officer Recommendation

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 28th February 2018 be accepted.

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 28th February 2018 be accepted.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.4 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer
Date of Report	15 th March 2018
Disclosure of Interest	Nil

Summary

For Council to note the reports received from the Works manager, Community Development Officer and the Youth Officer as included in the papers relating.

Background

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

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Manager of Works, 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: Bayley
Seconded Cr: Warner

Resolution

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

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.5 – 2017/2018 Budget Review	
Location / Address	Shire of Dundas
File Reference	FM.AD
Author	Deputy CEO
Date of Report	07/03/2018
Disclosure of Interest	Nil

Summary

For the Council to consider and approve proposed amendments to the 2017/2018 Budget.

Background

The Council is required (by regulation 33A of the Local Government (Financial Management) Regulations 1996) to conduct at least one budget review during the period 1 January to 31 March of each financial year. The review must consider financial performance up to a period no earlier than 31 December. The adoption requires an absolute majority decision of Council and a copy of this review is to be forwarded to the Department of Local Government and Communities within 30 days.

The Department of Local Government and Communities has revised, issued Circular No. 06/2006 to provide local governments with information about the budget review process. The following paragraphs are key points from the circular:

A budget review is a detailed comparison of the year to date actual results with the adopted budget. It establishes whether a local government continues meeting its budget commitments: is in receipt of income and incurs expenditure in accordance with the adopted budget.

It is preferable for budget reviews to be conducted by senior staff. They understand the operations of a local government, the reasons for significant variances and the action required to address the problem. The results of the review and accompanying report from senior staff could be presented to the Audit Committee for consideration and advice to Council.

Regulation 33A (2) and (3) of the FM Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider a review submitted to it and determine whether or not to adopt the review, any part of the review or any recommendations made in the review.

Shire officers have reviewed the 2017/2018 budget in accordance with the provisions of the Local Government Act 1995 and have made some recommendations to ensure that a sustainable financial position is maintained. Details of the revised budget, in management format was presented at the previous Council meeting for Councillors' review.

This review is based on performance to 31 January 2018.

Statutory Environment

The Local Government Act 1995 S6.2 states that local governments are required to prepare an annual budget. The Financial Regulations (r.33A) requires that between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget.

Policy Implications

Budget commitments need to be managed in line with applicable policies and procedures.

Financial Implications

The proposed amendments will help the Shire to manage anticipated cost overrun in the airport upgrade project without having to significantly draw down money from reserve accounts. Overall, it is estimated to be a balanced revised budget (a surplus of \$2,433).

Strategic Implications

Meeting of budget commitments are paramount importance in achieving long term strategic objectives of the Shire.

Consultation

CEO, Senior Administration Officer, Manager of Works, Manager Projects and Manager Community Development.

Comment

Statement of budget review (in statutory reporting format) and other accompanying reports are given in papers relating.

Comments on those items which have a projected variance of over 10% and greater than \$5,000 have been provided below. In some instances although the variance is outside of these parameters, due to their significant, comments have been provided.

Item	Adopted Budget	Revised Budget	Variance	Comment
General Purpose Funding				
<u>Expenses</u>				
Provision for doubtful debt	75,000	100,000	25,000	Increase in outstanding rates
<u>Income</u>				
Rates Levied	2,000,000	2,065,381	65,381	Increase in rateable value
Rates Non-payment Penalty Interest	50,000	60,000	10,000	Increase in outstanding rates
Financial Assistant Grant (FAG)	534,118	494,531	-39,587	Subsequent reduction in allocated grant
Interest on Reserve Fund	125,000	140,000	15,000	Delay in spending unspent grant of airport upgrade project
Governance				
<u>Expenses</u>				
Consultants	10,000	15,000	5,000	CEO's KPI review
Office Garden Maintenance	30,000	19,000	-11,000	Expected savings

Admin Vehicles Running Costs	13,000	20,000	7,000	Increase in running costs of admin vehicles
Other Consulting Fees	10,000	55,000	45,000	Consultancy fee on infrastructure valuation. Not included in the adopted budget
Travel & Accommodation	15,000	10,000	-5,000	Expected savings
Admin Computer Upgrades	7,000	15,000	8,000	Server upgrade for Altus ready / Synergy soft
Income				
Commission	15,000	10,000	-5,000	Decrease in commission from DOT
Law, Order & Public Safety				
Expenses				
Crime Prevention - CCTV Security	22,000	32,000	10,000	Installation of additional cameras based on the feedback from the Police
Education & Welfare				
Expenses				
Youth - Building Maintenance	10,900	5,000	-5,900	Expected savings
Income				
Other Grant	5,000	0	-5,000	Reduction in kidsport grant
Housing				
Expenses				
Staff Housing Building Maintenance	33,000	18,000	-15,000	Expected savings
New doctor's House Building Maintenance	6,000	15,000	9,000	Additional work carried out at new doc's house
Community Amenities				
Expenses				
Waste Facility Maintenance Norseman	95,000	85,000	-10,000	Expected savings
Expansion Of Norseman Tip	40,000	50,000	10,000	Addition cost for the heritage survey required
Effluent Drainage Scheme	20,000	10,000	-10,000	Expected savings
Income				
Contributions	1,000	7,000	6,000	Insurance claim received via NDHS, damage to community bus
Recreation & Culture				
Expenses				
Swim Pool - Plant Maintenance	17,500	25,000	7,500	Replacement of running pump
Swimming Pool Chemicals	15,000	10,000	-5,000	Expected savings
Parks, Gardens & Reserves Mtce	300,000	282,500	-17,500	Expected savings
Marks Park Upgrade	140,000	120,500	-19,500	Project is complete, actual savings

Eucla Recreational Facilities	24,000	0	-24,000	Little usage of facilities, review in 2018/19
Community Consultation	10,000	5,000	-5,000	Expected savings
Gold Fever Festival	20,000	0	-20,000	Event is not taking place in 2017/18
Transport				
<u>Expenses</u>				
Norseman Block Maintenance	20,000	12,000	-8,000	Expected savings
Stockpiling Gravel	30,000	16,050	-13,950	Actual savings
Footpath Repairs	15,000	10,000	-5,000	Expected savings
Street Trees & Watering	30,000	35,000	5,000	Increase in watering requirements
Street Signs	30,000	22,000	-8,000	Expected savings
Footpath Construction	125,000	98,000	-27,000	Expected savings
Road Plant Purchases	241,000	213,250	27,750	Actual savings
Norseman & Eucla Airfield Maintenance	30,000	10,000	-20,000	Expected savings
Eucla Airstrip Feasibility Study	50,000	65,000	15,000	Additional cost on material testing
Norseman Airport Upgrade	2,300,000	2,725,000	425,000	Due to increase in cost associated with aggregate and crushed rock
<u>Income</u>				
FAG Grants - Roads	157,654	167,158	9,504	Subsequent increase in grant
Transfer from Unspent Grant Reserve	1,492,367	1,596,076	103,709	Remaining balance in unspent grant reserve being used for the airport project
Economic Services				
<u>Expenses</u>				
Area Promotions	15,000	7,500	-7,500	Expected savings
Website Upgrade	15,000	5,000	-10,000	Upgrade will be planned in 2018/19
Other Property & Services				
<u>Expenses</u>				
Tyres	35,000	20,000	-15,000	Expected savings
Overall				
Insurance	158,320	150,770	-7,550	Due to scheme member dividend allocation
Salaries	2,085,965	2,256,374	170,409	\$120k be recovered from DFES for working on bushfire incidents. \$50k overtime and leave payout.
Depreciation (Non cash item)	2,092,189	2,384,544	292,355	Due to increase in building valuation. No cash flow impact.

Voting Requirements

Absolute Majority

Officer Recommendation

That the Council approve the Budget Review showing a carry forward surplus (before transfers to Reserves) of \$2,433 as shown in the papers relating.

Moved Cr: Bayley
 Seconded Cr: Patupis

Resolution

That the Council approve the Budget Review showing a carry forward surplus (before transfers to Reserves) of \$2,433 as shown in the papers relating.

Carried by: Absolute Majority

For: 6

Against: 0

Agenda Reference & Subject	
10.4.6 – Health, Building & Town Planning Insurance	
Location / Address	Shire of Dundas
File Reference	PE.AR
Author	Gihan Kohobange
Date of Report	15th March 2018
Disclosure of Interest	Nil

Summary

For the Council to consider proposed changes to the arrangement for the provision of Health, Building and Town Planning Services

Background

The provision of Health, Building and Town Planning services is undertaken by Mr Richard Brookes on an as needs basis to ensure that the Shires obligations in those areas are appropriately met.

The Council of the Shire of Dundas at its ordinary council meeting held in September 2015, has approved appointment of Mr Richard Brookes as a consultant to provide health, building and town planning services to the Shire.

Discussions have been undertaken with the Shires insurers with regard to ensuring that appropriate levels of professional indemnity and public liability are adequate.

Richard Brookes has personal professional liability in place to act as a consultant on the Shires behalf.

Statutory Environment

Local Government Act 1995

Policy Implications

N/A

Financial Implications

The Shire meets the current costs of the independent insurance which is around \$950 pa

Strategic Implications

N/A

Consultation

Statewide Insurance Brokers, Local Government Insurance Scheme (LGIS)

Comment

Insurance is an area that needs to be addressed appropriately to minimise the risk to all parties. As the Shire engages the independent consultant there is a need to ensure appropriate levels of cover to protect the Shire should a claim arise.

Whilst there are no current problems or foreseen problems, the Shire needs to ensure that it has long term insurance cover to protect itself. This is not necessarily the case for short term contracts or where a consultant no longer continues to operate.

Discussions with Richard Brookes and LGIS in this regard have led to the suggestion that the Shire may well be better served if the services were undertaken by a casual employee.

There would be no substantial changes to the work undertaken nor to the costs incurred. The Shire would merely employ Richard on a casual basis to undertake the current services rendered. Hourly rate will be the same even after considering the superannuation contribution that the Shire will have to make.

The Shire would need to include him on the payroll and pay through the payroll system rather than by the current invoice system.

As with a consultant, a casual employee can be terminated at any time in accordance with the contractual arrangements. The termination issue is already addressed in the current arrangement.

On the above basis, all the Shires health, building & town planning issues would continue to be undertaken and any insurance issues would be addressed and at a reduced cost.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dundas employ Mr Richard Brookes on a casual basis to provide health, building and town planning services to the Shire.

Moved Cr: Hogan
Seconded Cr: Bayley

Resolution

That the Shire of Dundas employ Mr Richard Brookes on a casual basis to provide health, building and town planning services to the Shire.

Carried by: Simple Majority

For: 6

Against: 0

Peter Crawford declared an Impartiality Interest in item 10.4.7

Agenda Reference & Subject	
10.4.7 – Appointment of Chief Bush Fire Control Officer	
Location / Address	Shire of Dundas
File Reference	ES.SP
Author	Peter Crawford - MWS
Date of Report	16 March 2018
Disclosure of Interest	The author has an interest to the extent that he is the officer being recommended for the role

Summary

For Council to consider the appointment of the Chief Bush Fire Control Officer

Background

It has been customary in the past for Council to appoint a senior member of staff to the position of Chief Bush Fire Control Officer.

This role normally is carried out by the Manager Works and Services.

Statutory Environment

Local Government Act 1995

Bush Fires Act 1954 • Section 38 - A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Policy Implications

Council has no Policies in relation to this matter.

Financial Implications

There are no implications as a result of this recommendation.

Strategic Implications

None

Consultation

CEO, DCEO

Comment

With the departure of the previous Manager Works and Services, Mr Jon Fry, it is now incumbent on Council to consider appointing the new Manager Works and Services, Mr Peter Crawford to that role.

Voting Requirements

Simple Majority

Officer Recommendation**That Council:**

1. **Appoint the Manager Works and Services, Mr Peter Crawford to the position of Chief Bush Fire Control Officer, and,**
2. **Cancel all previous appointments to this role.**

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution**That Council:**

1. **Appoint the Manager Works and Services, Mr Peter Crawford to the position of Chief Bush Fire Control Officer, and,**
2. **Cancel all previous appointments to this role.**

Carried by: Simple Majority For: 6 Against: 0

11 Elected Members Motions of Which Previous Notice Has Been Given

Nil

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

The following item of urgent business was accepted for consideration by the President or by a majority of the members of the Council

Voting Requirement Simple Majority

Recommendation

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

Moved Cr: Patupis
Seconded Cr: Hogan

Resolution

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

Carried by: Simple Majority For: 6 Against: 0

Agenda Reference & Subject	
12.1 - Tender - Supply, Load & Transport Crushed Rock Roadbase, Sealing Aggregate & Gravel	
Location / Address	Shire of Dundas
File Reference	FM.TE
Author	Peter Crawford
Date of Report	20 th March 2018
Disclosure of Interest	Nil

Summary

To inform the Council of the Shire of Dundas of the progress of the contract to supply, load and transport crushed rock road base, sealing aggregate and gravel to Norseman aerodrome.

Background

As part of the progressing of the Norseman Aerodrome Upgrade project the Council at its ordinary meeting of 16th November 2017 resolved as follows;

That the Council of the Shire of Dundas, having considered tenders received in response to RFT 02.17 resolve,

- 1. That the tender components to push up, stockpile and deliver gravel to the construction site be awarded to Hampton Transport for the tender price of \$352,751.01 + GST;***
- 2. That the tender components to supply crushed rock base course and aggregate from Central Norseman Gold (CNG) OK mine in Norseman be awarded to Hampton Transport for the tender price of \$1,102,984.11+ GST (exclusive of mine royalty payments) subject to the condition that the source rock being proved satisfactory to meet the specified standards; and***
- 3. That the Council of the Shire of Dundas delegate to the CEO authority to award the tender component to supply crushed rock base course and aggregate from Higginsville mine for the tender price of \$1,166,924.58+ GST (exclusive of mine royalty payments) to Hampton Transport, if source rock from Central Norseman Gold (CNG) OK mine proved to be not satisfactory to meet the specified standards.***

Statutory Environment

If a local government is proposing to enter into a contract for the supply of goods or services and the value of that contract exceeds \$150,000 excluding GST, it is required to call for tenders. There is an exemption to this requirement if the goods or services are purchased using the WALGA Preferred Supplier Panel.

Policy Implications

Complies with Policy F-3 Purchasing Policy

Financial Implications

The recommendations of the report do not result in any increase above that already approved by Council when it approved points 1 and 3 in the 16th November resolution (above). With the total anticipated cost being \$1,518,774 which is less than the previously approved cost \$1,519,675.59.

It is also anticipated that the project will still be within the previously reported total project cost of \$4,443,259.

Strategic Implications

The Shire's Strategic Plans include the upgrade of the Norseman airstrip as an all-weather access airstrip to manage emergency services.

Consultation

Darren Wallace Engineering (Project manager), WML Consultants, DCEO and Works & Services Manager

Comment

The gravel component of this contract has been completed. Due to a review of the Aerodrome design by WML Consulting Engineers there has been a significant change to the volume of gravel (increase) required for the project. This additional gravel has been pushed up and delivered at the tendered rate. Resulting in a significant increase in this portion of the contract.

The review also resulted in a significant decrease in the volume of crushed rock required.

There has also been a discrepancy with the density (weight per cubic metre) of the crushed rock material. Hamptons tendered the crushed rock at a nominal density as the density of the material at the OK mine was unknown at the time. Keeping the tendered per tonne rate the same, results in a slight increase in the cartage rate per cubic metre allowing for the greater density.

While the source rock the OK mine has proved to meet the required standards, unfortunately, Hamptons have not been able to refine the crushing process to obtain a crushed rock material that meets the required specification.

Rather than delay the project and relocate the crushing equipment to Higginsville, Hamptons have proposed to produce a blended material using the crushed OK material and other crushed rock from Kambalda. This material has been tested and meets the crushed rock specification.

Alternatively, the Shire could request that Hamptons revert to the Higginsville option. It is considered that accepting blended crushed rock proposal is the best option as relocating the crushing plant to Higginsville, setting up the plant to produce a crushed rock that meets specification and getting it tested would result in a significant delay to the project.

Allowing for the actual material density the blended option is a slightly lower rate delivered to the aerodrome than the Higginsville option. And significantly lower than the only other Tender received.

Taking into consideration the reduced volume of crushed rock the increased cost of the crushed rock and the increased volume of the gravel, it is anticipated that the total cost will be 1,518,774. This is less than the originally accepted Tender price of gravel (\$352,751.01) and crushed rock from the Higginsville mine (\$1,166,924.58) of \$1,519,675.59.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas, approve the variation of Contract RFT 02.17 Supply, Load and Transport Crushed Rock Roadbase, Sealing Aggregate and Gravel by allowing the supply of a blended crushed rock at the revised rate.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

That the Council of the Shire of Dundas, approve the variation of Contract RFT 02.17 Supply, Load and Transport Crushed Rock Roadbase, Sealing Aggregate and Gravel by allowing the supply of a blended crushed rock at the revised rate.

Carried by: Simple Majority

For: 6

Against: 0

Agenda Reference and Subject	
12.2 - Application to amend previously granted Clearing Permit	
Location / Address	Shire of Dundas
File Reference	ED.IN.1
Author	Doug Stead
Date of Report	20 th May 2018
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider and approve an amendment to previously granted Clearing permit, being ML 63/77.

Background

The Department of Mines has received an application from Pioneer Resources Ltd to amend a previously granted Clearing Permit.

Statutory Environment

Environment Protection Act 1986

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

Lynn Webb

Comment

The amendment will increase the clearing by 100ha and extend the permit boundary to include ML63/77. The Department of Mines consider the Shire may have a direct interest in this application (CPS 7908/2) and have invited the Shire's comments.

Voting Requirements

Simple Majority

Officer Recommendation

That the council of the Shire of Dundas advise the Department of Mines that they have no objection to the granting of amendment CPS 7908/2.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

That the council of the Shire of Dundas advise the Department of Mines that they have no objection to the granting of amendment CPS 7908/2.

Carried by: Simple Majority For: 4 Against: 2

Cr Wyatt and Cr Warner are recorded as being against the motion

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 17th April 2018.

14 Closure of Meeting

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