



**Minutes
Ordinary Council Meeting
15th May 2018**

UNCONFIRMED

MINUTES of the ORDINARY Meeting of Council held
in the Council Chambers at the Shire Administration
Office – Prinsep Street Norseman on the 15th May
2018 commencing at 6.00pm

Table of Contents

1	Declaration of Opening and Announcement of Visitors.	3
1.1	Attendance at meeting by Councillor AR Patupis.	3
2	Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.....	3
3	Record of Attendance of Councillors / Officers and Apologies.	4
4	Response to Previous Public Questions Taken on Notice.	4
5	Public Question Time.	4
6	Applications for Leave of Absence.	4
7	Confirmation of Minutes of Previous Meeting.	4
8	Petitions, Deputations or Presentations.	6
9	Announcements by Presiding Member without Discussion.	6
10	Reports of Officers.....	6
10.1	Planning, Development, Health and Building	6
10.1.1	– Gift of Land to Shire	6
10.1.2	– Application for Mining Lease 63/0668.....	7
10.2	Engineering and Works	8
10.2.1	– Awarding of Tender – Build Community Hall in Eucla (RFT 04/18).....	8
10.2.2	– Norseman Aerodrome Upgrade Project Update	11
10.4	Administration, Finance and Community Service	14
10.4.1	– Accounts Paid (1 st April 2018 to 30 th April 2018).....	14
10.4.2	– Financial Statements for the Period Ending 30 th April 2018.....	19
10.4.3	– CRC Management Report & Financial Statements to 30 th April 2018.....	20
10.4.4	– Officers Reports	21
10.4.5	– Capital Works 2018/2019 Draft Budget	22
11	Elected Members Motions of Which Previous Notice Has Been Given	25
12	New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting... ..	25
13	Next Meeting	27
14	Closure of Meeting	27

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 Deputy 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.

1.1 Attendance at meeting by Councillor AR Patupis.

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

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

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

Recommendation

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

Moved Cr Hogan
Seconded Cr Bayley

Resolution

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

Carried by: Absolute Majority For: 4 Against: 0

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

Financial Interests:

Cr Patupis - Item 10.2.1 Awarding of Tender – Build Community Hall in Eucla (RFT 04/18)
Indirect - Cr Patupis's mother is the owner of the Eucla Motel and may gain businesses (supply of power, fuel, accommodation and food sales) from the project.

Proximity Interests:

Cr Patupis - Item 10.2.1 Awarding of Tender – Build Community Hall in Eucla (RFT 04/18)

Impartiality Interests:

Nil

Gifts Received by Councillors:

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

Nil

3 Record of Attendance of Councillors / Officers and Apologies.

Cr LG Bonza	Shire President
Cr AR Patupis	Deputy Shire President
Cr JEP Hogan	
Cr BN Bayley	
Cr SM Warner	

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

Apologies

Cr VL Wyatt	
Doug Stead	Chief Executive Officer

Public Gallery

Amanda Ellison, Lynn Webb

4 Response to Previous Public Questions Taken on Notice.

Nil

5 Public Question Time.

Nil

6 Applications for Leave of Absence.

Nil

7 Confirmation of Minutes of Previous Meeting.

7.1 Amendment to Voting Requirement of Ordinary Council Meeting minutes item 10.1.1 Repeal Local Law 2018 – Adoption

Recommendation

As per Local Government Act 1995 section 5.25 (1) (e) and Local Government (Administration) Regulations 1996 section 10 (2) (a), that the Voting Requirement be amended to Absolute Majority.

Moved Cr: Hogan
Seconded Cr: Bayley

Resolution

As per Local Government Act 1995 section 5.25 (1) (e) and Local Government (Administration) Regulations 1996 section 10 (2) (a), that the Voting Requirement be amended to Absolute Majority.

Carried by: Absolute Majority For: 5 Against: 0

7.2 Amendment to Voting Requirement of Ordinary Council Meeting minutes item 10.1.2 Standing Orders Local Law 2018 – Adoption

Recommendation

As per Local Government Act 1995 section 5.25 (1) (e) and Local Government (Administration) Regulations 1996 section 10 (2) (a), that the Voting Requirement be amended to Absolute Majority.

Moved Cr: Bayley
Seconded Cr: Hogan

Resolution

As per Local Government Act 1995 section 5.25 (1) (e) and Local Government (Administration) Regulations 1996 section 10 (2) (a), that the Voting Requirement be amended to Absolute Majority.

Carried by: Absolute Majority For: 5 Against: 0

7.3 Minutes of the Ordinary Meeting of Council held on 17th April 2018 be confirmed as a true and accurate record.

Recommendation

That the minutes of the Ordinary Council Meeting held on 17th April 2018 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 17th April 2018 be confirmed as a true and accurate record.

Carried by: Simple Majority For: 5 Against: 0

8 Petitions, Deputations or Presentations.

Nil

9 Announcements by Presiding Member without Discussion.

Nil

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

Agenda Reference & Subject	
10.1.1 – Gift of Land to Shire	
Location / Address	Lot 944, 42 Mines Road Norseman
File Reference	A738
Author	Chief Executive Officer
Date of Report	7 th May 2018
Disclosure of Interest	Nil

Summary

Correspondence has been received from the owner of Lot 944, 42 Mines Road Norseman requesting the Shire take back the now vacant lot.

Background

The residential property was unfortunately destroyed by arson in March 2017 and then afterwards the remains were demolished and the land tidied up in May 2017.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Although the owners would like to gift the land to the Shire, there would be financial implications in relation to transfer of land costs and settlement fees.

Accepting the gift of land would decrease rateable income to the Shire.

Strategic Implications

Nil

Consultation

Senior Administration Officer

Comment

The Shire owns 10 vacant residential lots of land and is currently not in a position to accept another. It would be more advantageous for the current owners to advertise the land for sale which could promote future growth and sustainability. Maintaining the existing population with new residents could provide more opportunities for the Community.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council does not accept the gift of land being Lot 944, 42 Mines Road Norseman.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That the Council does not accept the gift of land being Lot 944, 42 Mines Road Norseman.

Carried by: Simple Majority For: 5 Against: 0

Agenda Reference & Subject	
10.1.2 – Application for Mining Lease 63/0668	
Location / Address	Norseman
File Reference	RV.VA.2
Author	Doug Stead
Date of Report	9 th May 2018
Disclosure of Interest	Nil

Summary

For the council of the Shire of Dundas to approve the granting of ML 63/0668

Background

The Shire of Dundas has received an application on behalf of Consolidated Norseman Gold for mining lease 63/0668. Prior to this application being granted the Shire has an opportunity to comment on any affect that this mining lease may have on Shire land.

Statutory Environment

Mining Act 1978, Application for Mining Tenement.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Damage to shire internal infrastructure

Consultation

Shire President

Comment

The area in question is the old "Red White and Blue" mine and the approval of the Lease application is likely to lead to more of the ongoing damage to the Shire's internal natural infrastructure. It is unlikely that the current owners will mine the area in the short term, however it will take another natural asset out of circulation.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas do not support the application for the approval of ML 63/0668.

Moved Cr: Hogan
Seconded Cr: Warner

Resolution

That the Council of the Shire of Dundas do not support the application for the approval of ML 63/0668.

Carried by: Simple Majority For: 5 Against: 0

10.2 Engineering and Works

The President advised at the beginning of the meeting that Cr Patupis had verbally disclosed a Financial and Proximity Interest in the following Agenda Item 10.2.1 Awarding of Tender – Build Community Hall in Eucla (RFT 04/18)

Cr Patupis was not disconnected and remained present during the Agenda Item, but did not participate in any debate or discussion and did not vote on any recommendation.

Agenda Reference & Subject	
10.2.1 – Awarding of Tender – Build Community Hall in Eucla (RFT 04/18)	
Location / Address	Shire of Dundas
File Reference	FM.TE
Author	Gihan Kohobange
Date of Report	9 th May 2018
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider the awarding of a contract to build a 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 form 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

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 cost of this project will be included in 2018/19 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

H+H Architects were appointed to manage this tender on behalf of the Shire. The Tender was advertised in the West Australian newspaper on 16th April 2018 and the tender period closed at 2pm on 07th May 2018. Tenders were received electronically by H+H Architects via its secure online tender box e-mail facility.

Three tender submissions were received in total from KBuilt Constructions, Pindan Construction and Macfield Group. The tender opening was conducted at 519 Hannes Street, Kalgoorlie and was attended by two representatives from the Shire of Dundas. Copies of tender submissions are given in papers relating.

The tender assessment process for each submitted tender was conducted by H+H Architects checking against the various compliance criteria mentioned in the RFT 04/18.

As per the tender assessment report given in papers relating, respective tenders have been ranked as below, against price and compliance criteria.

Price

Tenderer	Tendered Price (\$) Total Excl. GST
KBuilt Construction	818,806
Pindan Constructions Pty Ltd	965,551
Macfield Construction	1,195,513

Compliance criteria

Tenderer	Total Weighted Score
KBuilt Construction	88%
Pindan Constructions Pty Ltd	85%
Macfield Construction	78%

The recommendation in the tender assessment report is to award the contract to KBuilt Construction at their total tendered price of \$818,806 + GST as the successful tenderer based on their submission being the most advantageous to the Shire.

The above recommended tender price will generate a cost overrun of approximately \$150,000 which need to be funded through the reserve funds of the Shire.

However, there may be opportunities for cost savings, the Shire is having involved in earthwork and other preliminary works. These discussions can only be initiated once the tender is awarded but prior to finalising the contract.

These prices include the cost of six units of split air-conditioning systems and a renewable energy system. Approximately \$30,000 could be saved if these items are removed from the tender. However, that could adversely impact the longevity and energy efficiency of the building.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas, having considered tenders received in response to RFT 04/18 resolve,

1. That the tender be awarded to KBuilt Construction for a maximum tender price of \$818,806 + GST; and
2. That the Council of the Shire of Dundas delegate to the CEO authority to negotiate with KBuilt Construction for potential cost savings.

Moved Cr:
 Seconded Cr:

Cr Bayley moved to amend the original motion by inserting the words "in consultation with" between "authority" and "to"

Council Recommendation

That the Council of the Shire of Dundas, having considered tenders received in response to RFT 04/18 resolve,

1. That the tender be awarded to KBuilt Construction for a maximum tender price of \$818,806 + GST; and
2. That the Council of the Shire of Dundas delegate to the CEO authority, in consultation with Council, to negotiate with KBuilt Construction for potential cost savings.

Moved Cr: Bayley
 Seconded Cr: Warner

Resolution

That the Council of the Shire of Dundas, having considered tenders received in response to RFT 04/18 resolve,

1. That the tender be awarded to KBuilt Construction for a maximum tender price of \$818,806 + GST; and
2. That the Council of the Shire of Dundas delegate to the CEO authority, in consultation with Council, to negotiate with KBuilt Construction for potential cost savings.

Carried by: Simple Majority For: 4 Against: 0

Agenda Reference & Subject	
10.2.2 – Norseman Aerodrome Upgrade Project Update	
Location / Address	Shire of Dundas
File Reference	FM.TE
Author	Gihan Kohobange
Date of Report	15 th May 2018
Disclosure of Interest	Nil

Summary

To inform the Council of the Shire of Dundas of the progress of the Norseman aerodrome upgrade project.

Background

Council have approved the commencement of phase 2 of the Airstrip Upgrade project. WML Consultants, the current engineering consultants of the project has completed the project design including alignment, material specification and seal design.

Council accepted a tender for the supply and delivery of pavement materials at its ordinary meeting of 16th November 2017. This was further amended at the Councils ordinary meeting of 20th March 2018. Works restarted in late December 2017 with the delivery of gravel for the subbase by Hamptons Transport and the spreading of the gravel by Shire staff.

The scope of the project increased when WML discovered an error in their design which required that 2 60m safety zones needed to be built at either end of the landing strip.

The lighting design was revamped and an alternative, low installation and operating cost, option was deemed suitable to the Aerodromes needs.

Hamptons Transport had issues with the production of the crushed rock for the pavement base course. This was solved and an amended product and rate was agreed to by Council at its ordinary meeting of 20th March 2018.

Quotations for the final trim grader work, the sealing, the lighting and the linemarking have all be sought and accepted.

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 is expected to exceed \$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 result in an initial project saving of approximately \$130,000 by not doing the 5mm and 10 mm bitumen seals and instead doing a cracker dust seal. There is substantial saving in bitumen spraying time and aggregate costs.

These will be offset in the future when the second cost seal is finally undertaken.

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, CEO and Works & Services Manager

Comment

Since restarting in December 2017, the project has had a number of delays the most significant being the delay in supply of the crushed rock. There were initial delays in getting a suitable material from the preferred rock and follow-up delays due to the hardness of the rock slowing the crushing process.

These issues have been overcome and the delivery of the crushed rock should be completed the week starting Monday 7th May 2018.

However this has taken the project beyond the optimum sealing period and any sealing works now should take into consideration the colder weather being experienced.

To this end WML Consulting Engineers were requested to undertake alternative seal designs.

The attached report by Wallace Engineering summarises the options and recommends that a hot cutback bitumen cracker dust seal be undertaken in early June. With a second coat seal at some stage (2 to 5 years) in the future depending on how the cracker dust seal performs. This is considered the most likely option to provide a good seal at this time of year and represents the best value for money in the long term.

This is a variation to the funding agreement with the Department for Infrastructure and Regional Development and will need their approval. Their approval will also be needed for a number of other minor variations that resulted from the pavement redesign undertaken by WML.

The recommended option allows the Aerodrome to be reopened in late June 2018. It also represents an initial project saving of approximately \$230,000. These funds will be needed for the future second coat seal.

To enable the seal to progress a new quotation will be required for the sealing. It is anticipated that the sealing works including the supply of bitumen will be in the vicinity of \$150,000. Normally a formal contract and Tendering procedure would be required. However from previous experience Bitutek provide the best value for money in this region and as a WALGA preferred supplier they can be engaged without a formal Tender process. It is anticipated that this will result in a significant saving on the previously accepted quotation. A separate Tender/Quotation for the future 7mm bitumen seal will be required at some time in the future.

An amendment to the Hamptons Transport Contract will also be required with the supply and delivery of the 5mm and 10mm aggregate removed and supply and delivery of the cracker dust included. It is anticipated that this will result in a significant saving. Hamptons have indicated that they have no issue with the supply and delivery of the 5mm and 10 mm aggregate being removed from the contract. They had intended to source the aggregate from a third party supplier and not crush it from the OK mine rock. The 7mm aggregate for the future seal could either be sourced directly for a supplier or included in a future Tender/Quotation for the sealing.

After the sealing is complete the linemarking and installation of the lighting is still to be complete.

The lights have been ordered and will be installed by Shire employees. A contractor has been engaged to undertake the linemarking.

Another issue that has arisen is the hire of the water truck for the project. Due to the scope of the project being increased with the extra gravel safety areas and just the nature of the works, the water truck has been required for a significantly longer time than anticipated. Quotations for the hire of the water cart and operator were obtained at the commencement of the project. The works were awarded to Norseman Concrete being the lowest price and most flexible with down time etc. However it now appears that the total cost of the works may possibly be over the \$150,000 tender threshold limit.

The Local Government (Functions and General) Regulations state;

“Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.”

As it was initially expected that the hire of the water truck would not be more than \$150,000 (and may still not be) and the initial process was in compliance with the Shires Purchasing Policy for a purchase the process complies with the Regulation.

Voting Requirements

Simple Majority

Officer Recommendation

That the Council of the Shire of Dundas;

1. approve the variation to the Norseman Aerodrome Upgrade project in undertaking a cracker dust seal in June and following up with a 7mm aggregate seal at a later date yet to be determined.
2. authorise the CEO to seek an amendment to the funding agreement with the Department of Infrastructure and Regional Development for the change to the seal and other minor changes including the changes to the pavement composition.
3. approve the variation of Contract RFT 02.17 Supply, Load and Transport Crushed Rock Roadbase, Sealing Aggregate and Gravel by including the supply and delivery of a cracker dust for sealing and the removal of the supply and delivery of the 5mm and 10mm aggregate.
4. authorise the CEO to obtain and accept a new quotation, under the WALGA preferred supplier program, for the cracker dust bitumen seal as per WML's design.
5. Note the possibility that the Hire of the water truck will exceed the \$150,000 Tender threshold.

Moved Cr: Bayley
 Seconded Cr: Patupis

Carried by: Simple Majority For: 5 Against: 0

10.4 Administration, Finance and Community Service

Agenda Reference & Subject	
10.4.1 – Accounts Paid (1st April 2018 to 30th April 2018)	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Accounts Payable Officer
Date of Report	7 th May 2018
Disclosure of Interest	Nil

Trust Cheques

Chq/EFT	Date	Name	Description	Amount
EFT2565	13/04/2018	Rhys Nevin	Refund Community Bus Deposit	300.00
536	17/04/2018	Shire of Dundas Petty Cash	Recoup to Petty Cash	300.00
				\$600.00

Municipal Cheques

Cheque	Date	Name	Description	Amount
26309	13/04/2018	Horizon Power	Street Lights (1/03/2018 - 31/03/2018)	3685.07
26310	13/04/2018	Telstra Corporation Limited	124 Prinsep Street (26/02/2018 – 25/03/2018) Youth Centre (20/03/2018 – 19/04/2018)	159.35
26311	13/04/2018	Water Corporation	Various Water Accounts (29/01/2018 – 30/03/2018)	17407.99
26312	17/04/2018	Shire of Dundas Petty Cash	Recoup to petty cash 12/02/2018 - 16/04/2018	689.05
26313	27/04/2018	Telstra Corporation Limited	Various Phone & Internet Usage 5/04/2018 - 4/05/2018	1169.48
				\$23,110.94

Municipal Account EFT's

EFT	Date	Name	Description	Amount
EFT2532	06/04/2018	Eucla Motor Hotel	Diesel Fuel – DS29. Accommodation, meal and diesel fuel – J Fry 07/01/2018	388.55
EFT2533	06/04/2018	Bennett's Batteries Bennett Lubricants	2 x 20L two-stroke oil. 2 x 20L truck wash. 2 x 20L chainbar oil.	638.00
EFT2534	06/04/2018	Courier Australia	Freight (State Library)	63.77
EFT2535	06/04/2018	Coyles Mower & Chainsaw Centre	2 x 2.7 nylon cutter cord and 4 x zama prima bulbs	205.20
EFT2536	06/04/2018	Shire of Dundas Municipal Fund	Payroll deductions	560.00
EFT2537	06/04/2018	Dundas Fencing & Building Maintenance	Supply and replace air-con unit in server room	786.50
EFT2538	06/04/2018	Elite Gym Hire	Hire of gym equipment (12.03.18 - 12.04.18)	1011.35
EFT2539	06/04/2018	FULL MOON CAFE	Catering for Goldfields Tourism Network Meeting 7th March 2018	60.00
EFT2540	06/04/2018	Norseman Eyre Motel	Accommodation for M Guest 12/03/2018	135.00
EFT2541	06/04/2018	Online Business eSystems	Monthly service agreement	71.50
EFT2542	06/04/2018	RENEE PETERSEN	Rates refund for assessment A754 36 Cornell Street Norseman	500.00
EFT2543	06/04/2018	WA Tyre Recovery	Collection of 490 Tyres	2987.40
EFT2544	06/04/2018	WML Consultants Pty Ltd	Claim 9 - Norseman Airport Project Management to 23 Feb 2018	5912.50
EFT2545	13/04/2018	Australasian Performing Right Association Limited	Licence Renewal Fees (01/04/2018 - 30/06/2018)	198.36
EFT2546	13/04/2018	Norseman All Terrain Survey's	Norseman Airport Upgrade Survey Works (20/03/2018 - 3/04/2018) 49.5hrs	6949.80
EFT2547	13/04/2018	Austral Mercantile Collections	Rates Debt Collection	2904.60
EFT2548	13/04/2018	ZircoDATA Pty Ltd	Records storage of rates and minutes books (January 2018)	122.09
EFT2549	13/04/2018	BP Norseman	Catering - 13th & 14th March 2018 DFES Ngadju training	369.00
EFT2550	13/04/2018	Bunnings Warehouse Kalgoorlie	Various reticulation fittings	458.43
EFT2551	13/04/2018	Laurene Bonza	Claim (President Allowance January – March, Workshop 19/03/2018, Ordinary Meeting 20/03/2018, Audit Committee Meeting 20/03/2018, Special Meeting 27/03/2018)	3726.00
EFT2552	13/04/2018	Barry Bayley	Claim (Workshop 19/03/2018, Ordinary Meeting 20/03/2018, Audit Committee Meeting 20/03/2018, Special Meeting 27/03/2018)	480.00
EFT2553	13/04/2018	Commander Australia Limited	Service & Equipment - Quarterly system maintenance 9/04/2018 - 8/07/2018	284.16
EFT2554	13/04/2018	Dundas Fencing & Building Maintenance	Repairs to leach drain (incl mini excavator) – \$852.50 Pensioner Units. Tree lopping (incl machinery hire) \$1,163.25	2015.75
EFT2555	13/04/2018	Goldfields Tourism Network Assoc Inc	Destination WA 1 hr Goldfields Special Area Promotion	2200.00
EFT2556	13/04/2018	JEP Hogan	Claim (Workshop 19/03/2018, Ordinary Meeting 20/03/2018, Audit	480.00

			Committee Meeting 20/03/2018, Special Meeting 27/03/2018)	
EFT2557	13/04/2018	Irrigation Australia Ltd	Registration fee - Basics of Wiring & Electrical Troubleshooting - P Ladewig & S Borsi	990.00
EFT2558	13/04/2018	Norseman Concrete	Water tanker hire (Full days 1, 2, 6 & 7 March 2018. Half days 8, 12 & 14 March 2018) \$8,030.00 Water tanker hire (Full days 1, 6, 8, 12, 14 & 15 March 2018. 3.5 hours 2 March 2018) \$9,119.00	17149.00
EFT2559	13/04/2018	Rasa Patupis	Claim (Deputy President Allowance January – March, Workshop 19/03/2018, Ordinary Meeting 20/03/2018, Audit Committee Meeting 20/03/2018 + Travel, Special Meeting 27/03/2018)	1542.00
EFT2560	13/04/2018	Solutions IT (invoice S)	Agreement - Cloud Backup (March 2018)	180.68
EFT2561	13/04/2018	Solutions IT (invoice A&B)	Managed Support - Monthly Billing for April 2018	1479.50
EFT2562	13/04/2018	IT Vision	Altus software enablement	1100.00
EFT2563	13/04/2018	Veronica Wyatt	Claim (Workshop 19/03/2018, Ordinary Meeting 20/03/2018, Audit Committee Meeting 20/03/2018, Special Meeting 27/03/2018)	480.00
EFT2564	13/04/2018	Sharon Warner	Claim (Workshop 19/03/2018, Ordinary Meeting 20/03/2018, Audit Committee Meeting 20/03/2018, Special Meeting 27/03/2018)	480.00
EFT2566	23/04/2018	Australian Taxation Office	BAS (March 2018)	17854.00
EFT2567	23/04/2018	Australasian Performing Right Association Limited	Licence Renewal Fees (01/05/2018 - 30/04/2018)	71.73
EFT2568	23/04/2018	ZircoDATA Pty Ltd	Records storage of rates and minutes books (March 2018)	160.24
EFT2569	23/04/2018	A & M Medical Services Pty Ltd	Annual Service Medical Oxygen Equipment	224.51
EFT2570	23/04/2018	Officemax	Stationery	86.56
EFT2571	23/04/2018	Coates Hire Operations Pty Ltd	Hire of pump submersible, generator & hose (25/02/2018 - 25/03/2018)	3412.02
EFT2572	23/04/2018	Shire of Dundas Municipal Fund	Payroll deductions	560.00
EFT2573	23/04/2018	Darren Wallace	Consultancy Services Norseman Airstrip 19/03/2018 - 29/03/2018 plus travel & mileage	4611.42
EFT2574	23/04/2018	Department of Fire & Emergency Services	ESL (March 2018)	1077.05
EFT2575	23/04/2018	H+ H Architects	Architectural Services - Eucla Community Hall & tender advertising	5007.56
EFT2576	23/04/2018	Jason Signmakers	11 x Heritage town project artwork	3920.57
EFT2577	23/04/2018	Landgate	Mining Tenement schedule M2018/3. GRV schedule G2018/1. Certificate of Title search – Eucla Airstrip	569.14
EFT2578	23/04/2018	Star Track Credit	Freight (Safety Barriers WA Pty Ltd)	1872.14
EFT2579	23/04/2018	Norseman General Practice	Pre-employment medical - E Risk 21/03/2018	132.00
EFT2580	23/04/2018	The Railway Motel	Accommodation & meal for Cr B Bayley 15/11/2017	199.00
EFT2581	23/04/2018	South East Petroleum	7000L bulk Diesel. Fuel card purchases – March 2018	10443.63

EFT2582	23/04/2018	WML Consultants Pty Ltd	Claim 10 - Norseman Airport Project Management to 23rd March 2018	1533.13
EFT2583	27/04/2018	Australia Post	Postage (March 2018)	160.71
EFT2584	27/04/2018	BP Norseman	Diesel & Unleaded Fuel March 2018	1360.91
EFT2585	27/04/2018	BOC Limited	Container service fee 26/02/2018 – 28/03/2018. Supply 1 x Oxygen industrial E2 05/03/2018	90.34
EFT2586	27/04/2018	Coates Hire Operations Pty Ltd	Hire of pump submersible generator & hose (25/03/2018 - 3/04/2018)	974.86
EFT2587	27/04/2018	Dundas Fencing & Building Maintenance	Pick up & install artwork, return remainder to Office \$330.00 Clear blockage male toilet – Phoenix Park. Clear blockage male urinal – Admin public toilet \$297.00 Glaze 3 windows – Bowling Club \$433.62	1060.62
EFT2588	27/04/2018	Star Track Credit	Freight (Safety Barriers WA Pty Ltd)	938.98
EFT2589	27/04/2018	MARRAK GROUP SAFETY SUPPLIES AND APPAREL	Staff uniforms – P Turner & E Risk	605.20
EFT2590	27/04/2018	Norseman Concrete	Water Tanker Hire (Full days 16, 19, 20, 21, 22, 23, 26, 29 March 2018)	11440.00
EFT2591	27/04/2018	Norseman IGA	Various Goods (March 2018)	279.53
EFT2592	27/04/2018	Norseman Community Resource Centre	Printing of Norseman Today paper Vol 35 No 3, 400 x copies	1483.99
EFT2593	27/04/2018	RJ Brookes	01/02/2018 to 31/03/2018 3.5 x Environmental Health Issues 5 x Building Permits 4.25 x Town Planning advice 2 x Local Laws advice Professional Indemnity Insurance 2018/19	2342.25
EFT2594	27/04/2018	Western Australian Local Government Association	Councillor Training Understanding Financial Reports & Budgets 05/04/2018 – Cr Bayley, Cr Wyatt & Cr Warner Effective Community Leadership 06/04/2018 – Cr Bayley, Cr Wyatt & Cr Warner	300.00
EFT2595	27/04/2018	Welltech Total Water Management	Portable Water Tower Hire 28/02/2018 - 3/04/2018	8525.00
4589	03/04/2018	Kilima Pty Ltd	Rent – 81 Roberts Street April 2018	1100.00
4594	04/04/2018	Margaret McEwan	Meals & Incidentals allowance - 4 & 5 April 2018 Kalgoorlie	196.50
4585	04/04/2018	Shire of Dundas	Payroll 21/03/2018 – 03/04/2018	52987.17
4595	05/04/2018	Cr Sharon Warner	Meals allowance - 5 & 6 April 2018 Kalgoorlie	105.95
4595	05/04/2018	Cr Veronica Wyatt	Meals allowance - 5 & 6 April 2018 Kalgoorlie	105.95
4595	05/04/2018	Cr Barry Bayley	Meals allowance - 5 & 6 April 2018 Kalgoorlie	78.90
4597	06/04/2018	Angela Hogan	Reimbursement of Norseman CRC Easter Bunny costume	159.90
4597	06/04/2018	Gihan Kohobange	Professional Development allowance	420.00
4607	10/04/2018	Peter Ladewig	Meals & incidentals allowance - 10-12 April 2018 Perth	344.55
4607	10/04/2018	Steven Borsi	Meals & incidentals allowance - 10-12 April 2018 Perth	344.55

4612	13/04/2018	Assured Learning Australia Pty Ltd	Registration fee - Recover refrigerant while decommissioning stationary and automotive refrigeration and air conditioning equipment (P Ladewig & S Borsi)	880.00
4614	16/04/2018	Pumps Australia Pty Ltd	Parts for spray wand pressure cleaner	200.20
4618	18/04/2018	Shire of Dundas	Payroll 04/04/2018 – 17/04/2018	51296.97
4623	23/04/2018	Smart Group Enterprises	CRC – Brown kraft paper	232.76
				\$246,659.63

Municipal Account Direct Debts

Chq/EFT	Date	Name	Description	Amount
4590	03/04/2018	ANZ	Merchant fees	107.10
4591	03/04/2018	Equipment Rents	Sharp Interactive Board	256.30
DD9591	12/04/2018	Click Super	Superannuation 21/03/2018 – 3/04/2018	14430.46
4617	16/04/2018	3E Advantage Pty Limited	CRC photocopier & Shire photocopier & Printer meter readings - March 2018	3759.47
DD9605	27/04/2018	Click Super	Superannuation 4/04/2018 – 17/04/2018	12782.81
				\$31,336.14

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
		Chief Executive Officer		
	05/03/2018	Puma Guildford	Diesel Fuel – 1DS	122.58
	18/03/2018	Puma Guildford	Diesel Fuel – 1DS	106.38
	18/03/2018	Fairfax Subscriptions	Subscription	59.54
4615	16/04/2018			288.50
		Deputy Chief Executive Officer		
	27/02/2018	Merredin Motel	Accommodation – A Hogan 26 & 27 February 2018	270.00
	12/03/2018	Comodo SSL Store	SSL Certificate for 2 years – Altus Server	218.39
4615	16/04/2018			488.39

Summary of account totals

Trust EFT's / Cheques	\$600.00
Municipal Cheques	\$23,110.94
Municipal EFT's	\$246,659.63
Municipal Direct Debit's	\$31,336.14
Municipal Credit Cards	\$776.89
Grand Total for April 2018	\$302,483.60

Voting Requirements

Simple Majority

Officer RecommendationThat the Shire of Dundas monthly accounts paid from 1st April 2018 to 30th April 2018 be noted.

Moved Cr: Bayley
 Seconded Cr: Hogan

Resolution

That the Shire of Dundas monthly accounts paid from 1st April 2018 to 30th April 2018 be noted.

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.2 – Financial Statements for the Period Ending 30th April 2018.	
Location / Address	Shire of Dundas
File Reference	FM.FI
Author	Deputy CEO
Date of Report	10 th May 2018
Disclosure of Interest	Nil

Officer Recommendation

That the Shire of Dundas Financial Statements for the periods ending 30th April 2018 be accepted.

Moved Cr: Hogan

Seconded Cr: Patupis

Resolution

That the Shire of Dundas Financial Statements for the periods ending 30th April 2018 be accepted

Carried by: Simple Majority

For: 5

Against: 0

Agenda Reference & Subject	
10.4.3 – CRC Management Report & Financial Statements to 30th April 2018	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Deputy CEO
Date of Report	4 th May 2018
Disclosure of Interest	Nil



**Management Report & Monthly Statement of Financial Activity
For the period ending 30th April 2018**

Officer Recommendation

That the Norseman Community Resource Centre Management Report and Financial Statements for the period ending 30th April 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 30th April 2018 be accepted.

Carried by: Simple Majority For: 5 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	11 th May 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: Patupis
Seconded Cr: Hogan

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

Agenda Reference & Subject	
10.4.5 – Capital Works 2018/2019 Draft Budget	
Location / Address	Shire of Dundas
File Reference	FM.BU
Author	Gihan Kohobange
Date of Report	8th May 2018
Disclosure of Interest	Nil

Summary

To provide Council with an overview of the proposed capital works for the 2018/2019 draft budget.

Background

Throughout the year, senior staff have sought comment and direction from the Council with regard to capital projects that could be included in future works programs. Comments were also received during the year from the Community on their needs/expectations of future capital projects.

Grant opportunities have also been examined throughout the year, and where practical, submissions have been forwarded for these projects. The outcome of these applications may not be known until closer to the date that the budget is adopted, but the projects have been included in this report for information.

When developing works programs, reference is also made to the Shire's Integrated Planning documents which include the Strategic Community plan, Corporate Business plan and the Asset Management plan. These plans contain information on plant replacement, building maintenance, road construction, road resealing, footpath replacement works and any applicable resolutions of Council throughout the year.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

The budget will formulate the income and expenditure program for the Shire of Dundas for the next twelve months.

Strategic Implications

The budget that will be presented is consistent with the integrated Planning documents in that there will be a commitment to maintain Reserve Funds so as to meet the future demands upon the organisation for capital and infrastructure replacement.

Reference to the Integrated Planning documents also encourages better long term financial planning, rather than a focus on an annual budget where only short term goals are considered.

Consultation

Chief Executive Officer, Works Manager, Projects Manager, Community Development Manager, Senior Administration Officer

Comment

In view of estimated operating revenue (rates, fees, charges and operating grants) and operating expenses, it is expected that the Shire will only be able to spend approximately \$450,000 of operating revenue on capital projects in 2018/19, including the cost of the Shire's road crew and internal plant usage. In arriving at these estimates, the Shire has made the following assumptions:

- Rates revenue to be increased by 2%
- Approximately \$100k savings in staff expenses not replacing vacant positions
- No additional borrowings
- Other operational expenses to be increased only by 2%
- 95% of the rate revenue to be collected

As per the details that are given in papers relating, the Shire will have to draw out approximately \$176,550 to fund vehicle and footpath replacement projects due to the insufficient amount of operating surplus to fund these projects. In addition to this amount, there would be another withdrawal, closer to \$500,000 from the Transport Reserve to manage cost overrun of the airport project. This is not a healthy situation to be in. The continuation of this trend could wipe out the limited amount of reserves available in no time. A summary of the reserve movements in recent years is given below.

	30/06/2019 estimated	30/06/2018 estimated	30/06/2017	30/06/2016
Plant Reserve	711,821	775,364	758,133	738,162
Aerodrome Reserve	144,743	142,184	139,024	135,362
IT Reserve	94,989	93,309	91,236	88,833
Transport Reserve	1,165,420	1,644,813	1,704,082	1,659,193
Land Development Reserve *	1,097,100	1,175,098	1,147,639	1,319,681
	3,214,073	3,830,769	3,840,114	3,941,231
Change	(616,696)	(9,345)	(101,117)	(82,525)

The projects that the Shire has undertaken and committed in the recent past is posing a considerable stress on the financial resources of the Shire. The Shire is having the lowest rate base in the region and there is a significant dependency (closer to 45%) on one mining company in earning rates income. A summary of the key projects undertaken/committed in the recent past and a comparison of rate revenue against the same of neighbouring but comparable shires are given below.

Recent and Current Projects	Year	Actual / Estimated Cost	Grant Finding	Borrowings	Shire's Contribution
New doctor's house	2016/17	840,480	-	500,000	340,480
Norseman airstrip upgrade project	2016/17 - 2017/18	4,436,401	3,629,012	-	807,389
Eucla community hall	2018/19	898,900	732,000	-	166,900
Woodland centre	2018/19 - 2019/20	2,530,018	2,479,218	-	50,800
Eucla airstrip	2018/19 - 2019/20	3,000,000	3,000,000	-	-
		11,705,799	9,840,230	500,000	1,365,569

Rates Income 2016/17			
Shire		Rates Income in \$	Population
Dundas		1,907,636	770
Menzies		2,863,670	519
Leonora		5,319,875	1,497
Laverton		3,697,579	1,237
Coolgardie		6,191,388	3,663

The Shire needs to be extremely cautious with new projects. There is no any room in the Shire's budget to accommodate the ongoing cost of new projects even if they are funded in full. For such projects to be financially viable those need to be fully funded and self-supported.

Since the Shire has involved/committed for a couple of significant projects in recent years this may be the right time for the Shire to consolidate only on current and committed projects.

Details of the capital projects proposed for 2018/19 are included in the papers relating. The list is not exhaustive and is designed only to provide Councillors with an overview of major projects that will be submitted for consideration. It will also provide an opportunity to discuss the projects and to raise any questions that Councillors may have. Further, the officers would appreciate Councillors feedback about the following projects though those will not be included in 2018/19 budget.

Norseman Memorial Park Rotunda

The Shire has engaged Duncan Jack, consultant engineer to perform a visual inspection of the Rotunda which is more than 100 years old, to ensure its structural integrity. As per the visual structural report given in papers relating, he has recommended further inspections and reconstruction of some of the sections of the existing structure to make it safe.

Further, the Main Roads WA is planning on constructing a roundabout at the intersection of Prinsep Street and Talbot Street. There is a possibility that MRWA requesting the Shire to remove the structure from the current location as it is situated with the road reserve. The relocating of the structure inside the museum premises may be an option to preserve the current structure without having to incur a significant cost to make it safe as a gazebo.

Property at 13 Robert Street

Currently, the Shire is managing six residential properties of those five have been given on rent to staff members. One property is being used from time to time to accommodate contractors and consultants who visit the Shire for various projects. The Shire spends approximately \$50,000 each year in maintaining these properties.

The property at 13 Robert Street was previously used by Dr Graham Rowlands and now it is being rented out to Works Supervisor of the Shire. The Shire needs to incur an estimated amount of \$88,000 to carry out some urgent repair works that have been long overdue. However, capitalising such an amount on a property which is having a lesser market value is not a financially viable option. Details of a market appraisal conducted by the Esperance Real Estate on this property is given in papers relating. Selling this property in open market is a good strategy to prevent the Shire having incurred further cost on this property.

Expansion of Norseman Cemetery

Very limited number of vacant slots available in Norseman cemetery. The Shire has already taken relevant approvals to clear an additional area to expand the cemetery. However, Aboriginal heritage survey is required to be undertaken prior to the commencement of any work as there is a listed Aboriginal heritage site in this area. The cost of expansion work is estimated to be \$112,000 excluding the cost of a heritage survey.

Voting Requirements

Simple Majority

Officer Recommendation

That Council note the Capital Work Projects proposed for 2018/19 and endorse that the projects be included for consideration in the 2018/2019 draft budget.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That Council note the Capital Work Projects proposed for 2018/19 and endorse that the projects be included for consideration in the 2018/2019 draft budget.

Carried by: Simple Majority For: 5 Against: 0

11 Elected Members Motions of Which Previous Notice Has Been Given

Nil

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

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

Voting Requirement Simple Majority

Recommendation

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

Moved Cr: Hogan
Seconded Cr: Bayley

Resolution

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

Carried by: Simple Majority For: 5 Against: 0

Agenda Reference & Subject	
12.1 Late Item - Eucla Airstrip – Proposal for Funding Consultant	
Location / Address	Eucla
File Reference	TT.SP.1
Author	Peter Crawford, Manager Works and Services
Date of Report	15 May 2018
Disclosure of Interest	Nil

Summary

For Council to consider a proposal to engage a consultant to secure funding for the 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.

Following additional information over a period of time, Council, at the Special Meeting on Tuesday, 27 March 2018 passed the following Resolution:

That Council:

- 1. Notes the progress to date on the upgrade of the Eucla Airstrip,**
- 2. Promotes the upgrade of the Eucla Airstrip project as a high priority of Council, and,**
- 3. Directs the CEO to continue to actively seek funding sources/options to support the upgrade of the Eucla 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,
Kate Mills – Puzzle Consulting

Comment

Following discussions with the CEO, the author contacted Ms Kate Mills, the Director of Puzzle Consulting and arranged a meeting to discuss the possibility of Puzzle Consulting acting on behalf of the Shire of Dundas to attempt to secure funding for the Eucla Airstrip upgrade.

Puzzle Consulting are a Kalgoorlie based business and have acted on the Shire's behalf previously in securing substantial amounts of funding for both the Norseman Airstrip upgrade and funding for the Great Western Woodlands Centre.

Attached in the papers relating is a proposal from Puzzle Consulting to begin the program. The quote of \$12,250 plus GST is quite reasonable when one considers that the fees charged to secure funding for other projects were:

- Norseman Airstrip upgrade \$12,520
- Great Western Woodlands Centre \$27,880

Also in those papers are relevant documents that are required by the funding bodies to demonstrate that the project is both warranted and beneficial to the public at large.

Correspondence from the Senior State Land Officer at the Department of Planning, Lands and Heritage on 27 March indicated that the hold up to the granting of a Management Order over the land on which the Eucla Airstrip is located lies with the Goldfields Land and Sea Council. There has been no response to date from the GLSC on the NOITT.

Voting Requirements

Simple Majority

Officer Recommendation

That Council appoints Puzzle Consulting for a fee of \$12,250 plus GST to act on behalf of the Shire of Dundas in securing adequate funding for the purpose of upgrading the Eucla Airstrip to an all weather standard.

Moved Cr: Bayley
Seconded Cr: Patupis

Resolution

That Council appoints Puzzle Consulting for a fee of \$12,250 plus GST to act on behalf of the Shire of Dundas in securing adequate funding for the purpose of upgrading the Eucla Airstrip to an all weather standard.

Carried by: Simple Majority For: 5 Against: 0

13 Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on the 19th June 2018.

14 Closure of Meeting

There being no further business the Shire President thanked all those in attendance and declared the meeting closed at 6:27pm