



Ordinary Council Meeting

17th December 2019



Papers Relating

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10.4.4

Officers Reports



REPORT TO COUNCIL
Ordinary Council Meeting 17th December 2019

AREA: Works and Services

OFFICER: Joe Hodges

PERIOD OF REPORTING: November

Norseman Airstrip

Minor pavement issues developing, Pilots complaining about rough surface, however no formal letter of complaint received as yet.

Town Works

General maintenance around town,

Repairs to the wall at Marks Park.

Small fence at skate park installed to reduce hazard of skate boards flying onto footpath.

Town Gardens

Normal scheduled gardening ongoing. However, some gardens and plants in distress due to either being missed on the maintenance schedule, or not on a schedule.

MWS now in the process of reviewing all gardening works in Norseman and schedules.

Roads

Road upgrade to Old Eyre Hwy, repair of access road and construct new Caravan Park access road complete. Works took 4 days more than scheduled due to excessive limestone rock slowing the construction of the roads.

However, this was overcome by changing work method completely to obtain a surface suitable to apply bitumen seal. There has been substantial savings in the completing of works at Eucla.

An invoice will be created for the Eucla Motel for their 28% contribution and additional Private Works.

Hyden-Norseman Road works on the section has been placed on hold until the New Year so works around Norseman and the town Landfill can be performed.

Plant

The RFQ for the replacement of the new Road Crew loader has now closed and the evaluation of all quotes has been completed and double checked by Steve Bowyer and Peter Fitchat for compliance.

The successful company is McIntosh & Sons with the best quote, it was not the lowest quote. However, the lowest quote was from CJD Equipment for a Chinese Loader SHANDONG LINGONG from previous experience though these machines are cheap the quality is not quite up to the standard of other suppliers at this point of time.

Also, the designated quote period has closed for the replacement light vehicles and all quotes are being added to a master spreadsheet for evaluation.

The assessment for the light vehicle replacement should be completed by 16/12/2019.

Case loader has 2 burst hydraulic hoses and 2 punctured tyres while at Eucla. The current tyres on the loader are very well worn and have multiple repairs, but are quite safe to use in construction.

The fuel pump on the service truck has stopped working and will require replacement., which has now been repaired.

A grader tyre needed replacing after a severe blow out. The tyre was at its full life cycle and was about to be replaced.

Watercart hit a Kangaroo on the drive to Eucla, only minor bumper panel damage caused.
Cat 910 loader required work on engine as it was running roughly.

The bucket on the 910 k Cat loader requires some hard facing on the underneath section of the bucket due to excessive wear.

Projects officer

Veolia Waste control has been contracted to remove excess water and sewer waste from the Waste Water facility to Kalgoorlie waste facility.

Water samples have been undertaken at the Landfill to be sent off in a report to DWER to form part of the Bi-annual testing.



REPORT TO COUNCIL
Ordinary Council Meeting 17th December 2019

AREA: Community Development

OFFICER: Pania Turner

PERIOD OF REPORTING: November-December 2019

Community Event Reminder	Council Meetings Reminder
<p>Norseman Town Christmas Fayre & Carols in the Park Where: Marks Park When: Saturday 14th December Time: 3:00- 7pm Event Host: Shire of Dundas Who: All Community Refreshments: Free Community BBQ</p> <p>Australia Day Breakfast & Community Citizenship Awards Where: Marks Park When: Sunday 26th January Time: 8am-10am Event Host: Shire of Dundas Who: All Community Refreshments: Free Community BBQ Breakfast</p>	<p>Shire of Dundas Ordinary Meeting of Council Where: Council Chambers When: Tuesday 17th December Time: 6pm Event Host: Shire of Dundas Who: Council & Community Members</p>

Woodlands Centre Update

Construction Report

Interior Works:

- NBN Connection & Telstra booked for early December, with NBN identifying an obstruction that needed to be rectified before Telstra connection can be proceed.
- The office layout for Centrelink has been submitted. The Department of Human Resources complete their own works required once the Shire has taken occupation of the building. The CRC manager is liaising with the Dept to ensure minimal disruption to services.
- The flooring is almost complete with the final element, carpeting being installed the weekend of 14-15th December
- All internal painting has been completed.
- The woodlands counter being created for the reception area by the Norseman Men's Shed is still in progress, and although the goal is to have it installed before the Christmas break there have been some delays.
- NBN and Telstra were required to do some pre-works before in the existing put before technician are able install the connection. These works are now underway and should be completed by mid-December.

External Works:

- The wooden beams have now been oiled, and what a difference that makes to the look of the timber. This is also a protective feature, with the beams required to be oiled annually.
- Discussions have begun for the feature water tree at the side of the building. A call for Ngadju women to participate in the artwork on the tree.

- Watercorp have received the *Story of Water in the Woodlands* submission very well, and are looking forward to working with officers
- The Screening of Dodd House is being measured up and will be installed by the Shire.

Interagency meeting November & December

The Shire had strong representation at the newly restarted Norseman Interagency Meeting held on Wednesday 20 November at the Co-Location Emergency Services building. A second meeting was also held on the 11 December.

Main topics of discussion were;

- Structure of the committee. Does this need to be a committee? Instead use as a forum for agencies to share information
- The meeting can help agencies identify opportunities for collaboration
- Identify community priorities
- Development of a *terms of reference* for the group
- Dental services in Norseman
- Crisis support for people in need
- Public Housing
- People being relocated to Norseman without the associated support networks in place

Shire Brand & Website

After a long journey the refreshed Dundas Brand is nearly there. Works still to be finalised are around the cobranded applications for the new Woodlands Cultural, Community and Visitor Centre.

Feedback was that the outlined Dundas stood out more. There was some concern raised about the full colour of print for stationary. The Shire can be selective with the print as to where it is appropriate to use full colour back print, if at all.

The CDM attended training for the new website in December. The new website will be much more comprehensive and much more user friendly with new modules such as messaging, image gallery, real-time fire rating for both Eucla and Norseman, Shire Newsletter, dedicated Council meeting and online interactive form capacity.

Community Citizenship

Council will have the nominees come before them for the Community Awards at the December meeting of Council for official approval. We have not received any further nominations through the online process.

Seniors Christmas Dinner

Thank you to all our wonderful seniors who once again made the Seniors Christmas Dinner a highlight on the calendar. The night was opened with an energizing performance from the Norseman District High School Jump Jam Team who were so good that they had many of our seniors *liking to move it, move it!*

Although there is a significant amount of work behind the scenes to put on such an event it is always a pleasure to serve our Seniors who have contributed communities throughout their lives, we see it as our turn to give back. A huge thank you to Shire staff who do go above the call of duty to create the special evening.

Thank you to our DJ who was able to step in at the last minute, feedback has been that it was lovely to be able to sit and chat (and sing along) with the music in the background.





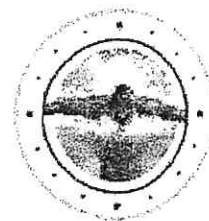
10.4.5

Kambalda Sea Eagles Swim Club



KAMBALDA AMATEUR SWIMMING CLUB

PO BOX 236
KAMBALDA WEST WA 6442
ABN: 98 035 691 856



Mr Peter Fitchat, CEO
Shire of Dundas
PO Box 163
Norseman WA 6443

Dear Mr Fitchat

Kambalda Amateur Swimming Club would like to thank the Shire of Dundas for their past support.
Our new season begins in early November 2019.

As per last season Sharon Warner will again be our coach for the Magic Turtles, bus driver, Lifeguard, technical official and club delegate for Norseman.

Due to our Kambalda West Pool being closed again until at least January 2020, our committee is again requesting your support for the use of the Norseman pool.

Pool use and/or hire of the Norseman Pool:

- Training, as per in the past for our Magic Turtles Squad, along with coach Sharon Warner 3-5 mornings a week. November – March.
- Club Time trials on a **Saturday morning**, 9.00am – 11.00am approx., Kambalda members travel to Norseman.
November 2, 2019
(more may be arranged but yet to confirm dates)
- Hire/use for the Kambalda December Long Course (LC) Qualifying Meet
Saturday 7th December 2019 8.00am Warm up/9.00am approx. finish 5.30pm
- Hire/use for our annual club Lapathon (3/4 lanes), possibly 1-hour event.
Dates and Information yet to be confirmed

Details:

TRAINING:

Sharon is an accredited coach, registered member, technical official, Pool Manager and a parent. Her squad trains regularly during the week and members attend club time trials and several other events throughout the season.

Sharon will confirm with you her training days and times.

CLUB TIME TRIALS:

Club nights are important for swimmers to gauge their improvements from training and points are gained at all time trial swims that contribute towards the end of season Trophy presentation day, rewarding swimmers for their efforts.

Our club has been approved to join Kalgoorlie Swimming Club time trial night alternate Fridays, this will for swimmers to gain official times that can be used for other Swim WA events and also a bigger competitive field of swimmers that will help to improve our swimmers.

Club days in Norseman, will be a huge benefit to our Norseman squad with not having to travel and getting more parents involved in seeing their children swim. In the past we have found our events in the

Norseman pool to be a great success. Our Kambalda swimmers enjoy going to Norseman; along with it being a great pool and venue.

This season will see the Magic Turtles travel less, less frequent use of the shire bus as last year, and we anticipate this may encourage more community children to participate in our club activities with our club hoping to utilise the Norseman Pool more.

KAMBALDA LC QUALIFYING MEET:

Held in December. This year a change to a 1 day event. The Qualifying Meet is a Swimming WA Sanctioned meet, meaning all times achieved are qualified for other Swim WA swim meets.

In the past we have had competitors attend from Kalgoorlie, Esperance and other clubs.

Approx. 70-90 swimmers plus parents and officials will be in attendance

Accommodation is being sourced by each club attending for the Saturday night stay.

Medals and Trophies are presented with the help of Sponsors at this very successful meet.

Technical courses, with 2-3 visiting Technical Officials in attendance, are available for parents to assist with the future running of our clubs.

Registered members only can participate.

LAPATHON:

A successful fundraising event that involves all members gaining sponsorship to attend.

Last season was a 1-hour event, that proved successful and we aim to host this again.

Esperance and Kalgoorlie clubs may be invited to participate.

Teams and a 'Theme' are selected, teams may choose fancy dress and a parade around the pool is held prior to the event start.

Approx 20 swimmers plus parents in attendance

Registered members only can participate.

We request some help with the following:

- Use of a couple of table/trestles
- Chairs – approx. 30 - for timekeepers, marshalling and other.
- BBQ for afterwards to have a sausage sizzle for all participants and members. (TBC)

The club will supply portable electronic timing equipment with a starter with a laptop to run these meet programs.

Should you require anything else please do not hesitate to contact me or liaise with Sharon Warner.

Participating in Norseman has huge benefits to the Norseman community in many ways and we look forward to getting to know much more about the Dundas shire and what it has to offer.

Hope you can assist with our request, I await your reply, so we may confirm our bus bookings and inform swimmers and parents of final details.

Yours sincerely

Lynda Duncan
Club President
0488 271753

18 October 2019

CEO

Shire of Dundas

12/12/2019

Dear Mr Fitchat,

I'm writing this letter in regards to the Norseman Swimming Group. In previous seasons the Shire of Dundas has been a strong supporter of this important youth activity offering:

- Free use of the pool for squad members and coaches during training sessions.
- Early & late hours' entry to the pool for morning/afternoon training sessions on the permission of the Pool Manager
- Use of the Community Bus to attend any training or swim meets in Kambalda or Kalgoorlie

The support of the Shire has enabled our small swim squad to meet the challenge of disadvantage through our remote location and has seen us grow in numbers. We continue to be a positive activity for youth in Norseman and work to encouraging community spirit and good promotion of our town.

I respectfully request the continued support of the Shire of Dundas for the 2019-2020 swim season. I have a good working relationship with the Pool Manager and have her backing if the Shire agrees. I have also ensured that the sponsorship the Shire gave me in 2016 was used for the benefit of the local community and I continue to hold current qualifications in the following, Pool Manager, Lifeguard, Swim Teacher, Sporting Schools Coach, Swim Coach Award, First Aid, Aquatic Trainer and Resuscitation Trainer.

The swim kids and I look forward to working with the Shire again. Thank you for your consideration and I look forward to hearing from you.

Sincerely



Sharon Warner

Norseman Swim Coach

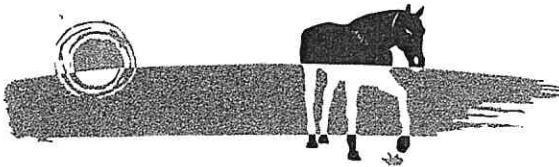
Sharon.warner@education.wa.edu.au

Ph 0417183796



10.4.6

Handover of Visitor Centre Services



Norseman Visitor Centre
Gateway to Western Australia & the Eyre Highway

PO Box 14 Norseman WA 6443
68 Robert Street, Norseman WA
Phone: (08) 9039 1071
Fax: (08) 9039 1488
Email: tourism@norseman.info
Web: www.norseman.info

ABN 20 868 468 264
Travel Agent License No. 9TA00394

31 October 2019

Chief Executive Officer
Mr Peter Fitchat
Shire of Dundas
P.O. Box 163
NORSEMAN
WA 6443

Dear Peter

Re: Visitor Centre Transition

On behalf of the Visitor Centre Management Committee I writing to you to let you know the outcome of a special general meeting held Wednesday 30 October 2019.

The Norseman Visitor Centre Inc. Management Committee agreed to a motion to formally hand over the operation of Visitor Centre services to Dundas Shire on Monday 13th January, 2020.

It is envisaged that after this date the Norseman Visitor Centre Inc. Management Committee will no longer operate the Visitor Centre from 68 Roberts St. Norseman.

A further motion was agreed that, as part of the handover on the agreed date (Mon 13th January 2020), that stock @value to be handed over free of charge to Dundas Shire.

We welcome your further discussion regarding the overall transition, future role of the Visitor Centre Management Committee and physical transfer of stock assets to the new Woodlands Centre location on Prinsep St.

Kind regards

Leanne Jamieson
Manager
Norseman Visitor Centre Inc.

Lynn Webb
President
Norseman Visitor Centre Inc.



Special General Meeting
Norseman Visitor Centre Inc.
Wed. 30 October 2109

Attendees: L Webb (Pres), S Reilly (V Pres) – via phone, K Tibbles (Treas), P Turner (Dundas Shire Comm. Manager), J Best, J Akermans, L Jamieson (VC Manager/Sec)

Apologies: J Thornton

Meeting opened: 5.40pm

Minutes of previous meeting were handed out but will be ratified at next management committee meeting.

Lynn Webb outlined

- Purpose of meeting – Discuss transition of Visitor Centre to Dundas Shire
- Service Level Agreement, not yet drafted by Shire, is dependent upon a number of issues (to be discussed).

Pania Turner

- Explained how CRC model works; Shire manage financials, taking an admin fee. CRC funds stay separate to Shire General Revenue. Council are effectively Board of Management. CRC is incorporated association.
- Shire will manage retail space, as per CEO's previous correspondence.

Discussion arose regarding the Visitor Centre stock, currently owned by Norseman Visitor Centre Inc.

- Manager pointed out that operational costs, wages, stock purchases, etc. will lessen funds to be retained by the association and managed by the committee for possible future projects, etc.
- Usual \$30K grant is expected from Shire first week in November.

Motion – Once a date is established for handover of Visitor Centre operations to Dundas Shire that stock @value to be handed over free of charge.

Proposed Jacquie Best **Seconded** Kylie Tibbles

Pania **declared an interest** and abstained from voting.

Passed/Agreed

Discussion about hand over date –

- John – lock down a date regarding handover, otherwise we are speculating
- Pania – Shire prepared to step in to VC when still in Roberts St. (Practical completion of Woodlands Centre will be 15 Nov 2019, then building inspection, fit-out in December.
- Shane – VC should set a date
- Leanne – tasks ahead and resources to complete them, e.g. accreditation, AGM, completion of financials, strongly suggest constitution review & review of objectives. Additional staff are needed for Customer service to enable Manager to complete tasks/non-contact time to do so.

Motion – Hand over date to of Visitor Services to Shire of Dundas to be Monday 13th January.

Proposed Shane Reilly **Seconded** John Akermans **Passed/Agreed**

Motion - Proposed AGM be held in December 2019 (possibly Wed 11th) – date to be confirmed

Proposed Leanne Jamieson **Seconded** Jacquie Best **Passed/Agreed**



ACTION ITEMS

- It was resolved that Visitor Centre to be staffed as required to meet operational needs over the transition period. **Resolved**
Kylie **declared an interest** as an employee and abstained from voting.
- Plan to meet fortnightly in November to discuss ongoing transition issues.
It was noted – that due to medical appointments - J Best not available last week in November and L Jamieson 25 Nov – 3 Dec inclusive.
- Manager to forecast wages and expenditure up to handover date
- Letter to CEO Shire re decisions from this meeting.

Meeting closed



Lynn Webb
President
Norseman Visitor Centre inc.