

# 19 April 2022

## Ordinary Meeting of Council

### Papers Relating

#### **ITEMS**

**Item 10.1.1 Fallen Tree on Lot 890 DP205165 - 43 Nulsen Street Norseman**

**Item 10.2.2 Council Policy EM.1 Attendance at Conferences and Events**

**Item 10.2.3 – Council Policy F2. Corporate Credit Cards and Store Cards**

**Item 10.2.4 – Attendance at the National General Assembly of the Australian Local Government Association 19-22 June 2022**

**Item 10.4.1 – Corporate & Community Services Report**

**Manager Works and Services Report**

**Tourism & Events Report**

## Item 10.1.1 Fallen Tree on Lot 890 DP205165 - 43 Nulsen Street Norseman

Papers Relating 43 Nulsen Street Fallen Tree:

**From:** Senior State Land Officer | Property and Risk Management  
**Sent:** Monday, 22 November 2021 3:05 PM  
**Subject:** RE: Fallen Tree on Lot 890 DP205165 - 43 Nulsen Street Norseman

Good afternoon Joe,

My apologies for the late reply. In response to your email below, please be advised that our department is not liable for fence repair costs as defined in the *Dividing Fences Act 1961*. If you require any additional information or would like to discuss this matter further, please do not hesitate to contact me.

Kind regards,

Senior State Land Officer | Property and Risk Management  
[www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)

**From:** Peter Fitchat <[ceo@dundas.wa.gov.au](mailto:ceo@dundas.wa.gov.au)>  
**Sent:** Saturday, 11 December 2021 9:11 AM  
**Subject:** Re: Fallen Tree on Lot 890 DP205165 - 43 Nulsen Street Norseman

Good morning,

Yes, that is the Act I am referring to can we ask them exactly what paragraph or section they referring to as I could be missing something it makes them liable or at least 50% of the cost.

In this instance the tree has been raised as a concern over the last 3 years as dangerous and at risk of falling over.

Would you be so kind to extract out of this Act exactly where it says that the State Government is not responsible for any damages when a tree from their property damaged a fence between them and their neighbours.

This would make a interesting case, as 50% of the land in our town of Norseman belongs to the State Government, with many trees putting neighbours at risk.

Interesting story for the media developing from this.

Thanks, and looking forward to the State Governments response,

Kind regards,

Peter Fitchat  
Chief Executive Officer

**From:** Senior State Land Officer | Property and Risk Management  
**Sent:** Tuesday, 21 December 2021 9:33 AM  
**To:** Peter Fitchat <[ceo@dundas.wa.gov.au](mailto:ceo@dundas.wa.gov.au)>  
**Subject:** RE: Fallen Tree on Lot 890 DP205165 - 43 Nulsen Street Norseman

Good morning Peter,

In response to your email below, please be advised that;

- Section 4 of the *Dividing Fences Act 1961* states the Crown is not bound by that legislation.
- With regard to the tree falling onto adjacent freehold land (and subsequently causing damage to a boundary fence), Section 264 of the *Land Administration Act 1997* applies. Section 264 (2)(a) states in part;

**264. Damage emanating from certain Crown land, limited liability of Crown etc. for**

(2) *Despite any other written law, the liability of the Crown in respect of damage, injury or loss suffered by a person on, or from a cause emanating from —*

(a) *an unmanaged reserve or unallocated Crown land is limited to damage, injury or loss caused by, or the cause of which is a direct consequence of, an act of the Crown or an activity undertaken by the Crown; or*

(b) *Crown land which —*

(i) *is transferred in fee simple, or an interest in which is granted, under this Act;*

*or*

(ii) *has been disposed of by Crown grant or otherwise under the repealed Act, does not include liability in respect of damage, injury or loss caused by a hazard or other factor of which warning is given in a statement contained in a memorial a memorandum of which is endorsed under section 17 on the certificate of title or certificate of Crown land title relating to that land.*

I have identified an email dated 24 September 2021 from the landowner to the Shire of Dundas regarding the tree, and subsequent to this our department was contacted on the 15 October 2021 advising that the tree had fallen. You have mentioned that this tree had been identified as a potential risk and that you had notified our department over a period of three years. In order to further investigate these claims, may I respectfully request you forward the related correspondence/emails please.

Generally, trees on Unmanaged Crown Land (UCL) identified as a potential risk and reported to our department will be investigated for actioning. With reference to my email dated of 19 October 2021, I advised that we would consider to reimburse the cost of the removal of the tree upon receipt of an Invoice. I also acknowledged that you had identified approximately a further 40 trees in the district that could be of a potential risk. Please provide us an inventory of these trees to identify their location in order to undertake a further assessment.

If any of these trees are located on UCL and are subsequently assessed as being of risk, we will consider an appropriate action plan to have the trees pruned or removed in order to avoid any future occurrences of this nature.

Please do not hesitate to contact me, happy to discuss this in more detail.

Senior State Land Officer | Property and Risk Management

## Tree

KW

Thu 4/15/2021 11:07 AM

To: Peter Fitchat

Hi Peter,

I'm concerned about a **tree** that is leaning into my fence line the **tree** is in an adjacent vacant block to the west side of my property. Would like some information from your department as to what my options are in having said **tree** removed before it causes issues for my property.

Regards **Kim Wills**

43 Nulsen Street

Sent from my iPad



## Item 10.2.2 Council Policy EM.1 Attendance at Conferences and Events

### Policy Objective

Section 5.90A of the Local Government Act 1995 requires that local governments must adopt an “Attendance at Events” policy as part of the Local Government’s Gifts Framework to ensure transparency and accountability in decision-making. Decision-making could be influenced, or perceived to be influenced in a number of ways, including through financial and personal relationships and the receipt of gifts.

### Policy Statement

This policy will:

1. Provide a framework to enable Elected Members and the CEO to attend conference, study tour, seminar or convention (Events) as representatives of Council without restricting their participation in the Council decision making process; and
2. assist to determine the nature and extent of the Shires attendance at international, national and interstate conferences, study tours, seminars or conventions.

### Policy Scope

This policy applies to Elected Members , the CEO and Senior Officers in respect of their acceptance of invitations to Events where it is offered at a discounted rate or free of charge, as part of a sponsorship agreement or paid for by the Shire of Dundas ( the Shire). The acceptance of this benefit (if not paid for by the local government) is considered a gift and is subject to the disclosure of interest provisions unless the Event is detailed or is expressly approved under this policy.

Elected Members, the CEO and Senior Officers are not required to disclose interests in relation to gifts or

Event invitations from the following entities:

- Western Australian Local Government Association (WALGA);
- Local Government Professionals Australia WA (LG Pro);
- Australian Local Government Association (ALGA);
- A department of the public service;

- A government department of another State, a Territory or the Commonwealth;
- A local government or regional local government,

however Elected Members, the CEO, and Senior Officers are obligated to disclose the receipt and acceptance of the gift or Event invitation in accordance with Section 5.87A and 5.87B.

### **Policy Implementation and Considerations**

Whether a benefit such as an invitation to an event or hospitality given to an Elected Member or the CEO is a gift for the purposes of the Act and Regulations, the key considerations are:

- who is providing the invitation to the Event (the donor);
- the cost to attend the Event, (or estimated value of the Event per invitation) and any other expenses such as travel and accommodation;
- the location of the Event in relation to the local government;
- the role of the Elected Member or CEO when attending the Event (participant, observer, presenter) and the value of their contribution. If the value of the contribution outweighs the value of the benefit it will not be a gift for the purposes of the Act and Regulations;
- the benefit of Elected Member or CEO representation at the Event;
- the number of invitations / tickets received;
- whether the Event is sponsored or paid for by the Shire.

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions (Events):

- when it is considered desirable that the Shire be represented at an international, national or interstate conference, study tour, seminar or convention, a decision of Council is required to appoint the Elected Member and staff to attend;
- alignment to the Shire's strategic objectives;
- the number of Shire representatives already approved to attend;
- following the attendance at such an Event the Elected Member shall within thirty days of their return submit a report detailing the proceedings for the Shire's information and records;
- a list of Elected Members attendance at conferences and the like is to be maintained on the Shire's records and accessible by the public;

- in considering Elected Members attendance at an Event, the Council will take into consideration previous attendance at similar events and possible benefits to the Shire for an elected member to attend the event; and
- all conference papers and/or information relating to the proceedings become the property of the Shire.

## Attendance at Events

Any Event invitation accepted by an Elected Member, the CEO, or Senior Officer without payment, where a member of the public is required to pay, unless noted in this policy, will generally be classified as a gift to which the declaration of interest provisions apply.

- a) Where attendance by an Elected Member, the CEO, or Senior Officer at an Event where a member of the public is required to pay is in the interests of the Shire (such as for their professional development or to undertake a function as an Elected Member), the Shire may pay for the cost of the Event. The declaration of interest provisions would not apply.
- b) If the Shire does not pay for the Elected Member or CEO's attendance at an Event, it would be classified as a 'gift' unless the contribution by the Elected Member, the CEO, or Senior Officer to the Event (such as by way of presenting a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Elected Member, the CEO, or Senior Officer.
- c) Acceptance of reasonable and modest hospitality by an Elected Member, the CEO, or Senior Officer at an unpaid Event run by a local community group where the Elected Member, the CEO, or Senior Officer attends the Event in their capacity as an Elected Member, the CEO, or Senior Officer would not generally be classified as a 'gift' where the contribution by the Elected Member, the CEO, or Senior Officer to the Event is reasonably considered to outweigh the value of the hospitality.
- d) Any Event that is not noted as a pre-approved Event or otherwise approved in accordance with this policy, or the Event invitation is received in a personal capacity would not be considered an approved Event.
- e) If the Event is a free Event to the public, then no action is required.
- f) If the Event is ticketed and the Elected Member, the CEO, or Senior Officer pays the full ticketed price and does not seek reimbursement, then no action is required.
- g) If the Event is ticketed and the Elected Member, the CEO, or Senior Officer pays a discounted rate or is provided with a free ticket, then the recipient must adhere to the gift and declaration of interest provisions.

## **Pre-Approved Events**

The Shire approves attendance by Elected Members, the CEO, or Senior Officer at the following Pre-Approved Events

- Advocacy lobbying or Ministerial briefings.
- Awards functions specifically related to local government.
- Shire hosted/run ceremonies and functions.
- Community cultural Events/festivals/art exhibitions.
- Events hosted by Clubs or Not for Profit Organisations within the Shire to which the Elected Member, the CEO, or Senior Officer are officially invited.
- Events run by schools and universities within the Shire.
- Free Shire Events.
- Industry and Economic briefings, specifically related to the function of government.
- Meetings of clubs or organisations.
- Major professional bodies associated with government at a local, state and federal level.
- Where Shire President, CEO ( or the CEO's delegate) representation has been formally requested.

*Policy Under Review April 2022*

## **Item 10.2.3 – Council Policy F2. Corporate Credit Cards and Store Cards**

### **Policy Objective**

To outline the requirements and conditions for the issue and use of any Shire credit cards and store Cards.

### **Policy Statement**

1. Approvals and use:



- a) Council has approved the provision of a corporate credit card for the CEO in accordance with the CEO's contract of employment. This entitles the CEO to use the corporate credit card to make purchases for reasonable expenses incurred within the approved budget adopted by Council.
- b) All other corporate credit cards shall be approved by the Chief Executive Officer based on a demonstrated need and advantage to the Shire and used strictly in accordance with procedures developed and implemented by the CEO.
- c) Corporate credit cards are not to be used for a personal purpose. This is defined as a purpose that is not directly related to performing functions for the Shire.
- d) Cardholders cannot approve expenditure incurred on their own cards. CEO shall assess, approve, or refuse to approve expenditure by Officers.
- e) All credit card transactions by the CEO must be reported to the Council at the Council's monthly meeting for review, approval or refusal.
- f) When prior arrangements can be made a Purchase Order should be used in preference to the credit card.

## 2. Register

A register shall be maintained of all credit cards issued and will be stored in the Shire's record keeping system.

## 3. Credit limit and expenditure limit for Corporate Credit Cards

Position	Credit limit	Type of the Card	Maximum limit per transaction
Chief Executive Officer (CEO)	\$ 8,000*	Credit Card	\$ 5,000
Manager of Corporate & Community Services (MCCS)	\$ 4,000*	Credit Card	\$2,000
Manager Works & Services (MWS)	\$ 4,000	Credit Card	\$ 2,000
Senior Administration Officer	\$ 1,500	Credit Card	\$1000
Tourism & Events Officer	\$1,500	Credit Card	\$1000

Note: \* Combined limit of \$ 20,000

### Credit Card/Store Card Policy Statement

The cardholders shall sign this policy statement acknowledging cardholder's responsibilities and legal obligations when using the corporate credit card/store card.

The Council shall have sole discretion in issuing a credit card card and the limitation of credit available on the card to the CEO and the credit card will only be issued with the following conditions.

- a) The CEO shall have sole discretion in issuing a credit card to other staff and the limitation of credit available on the card. Such discretion should not exceed the limits set by the Council in the issuing of a credit card to the CEO.
- b) Credit cards should only be used for purchasing goods and services on behalf of the Shire of Dundas.
- c) When prior arrangements can be made a Purchase Order should be used in preference to the credit card.
- d) Personal expenditure on a corporate credit card is prohibited.
- e) The credit card is not to be used for cash withdrawals.
- f) A transaction slip for every transaction on a credit card must be provided to the responsible officer upon returning to the office.
- g) The officer responsible for accounts shall maintain records of credit cards issued including expiry date, credit limit and details of purchases on the cards.
- h) If a credit card holder ceases employment with the Shire of Dundas for any reason the card shall be handed to the Senior Administration Officer prior to departure. The Senior Administration Officer will cancel and destroy the card and make a file note on the employees file to the effect of the action taken.
- i) If a credit card is lost or misplaced the holder must immediately notify the Senior Administration Officer.
- j) Credit cards are not to be transferred to other users.
- k) If a “reward scheme” operates in conjunction with the credit card the rewards are not to be used privately by the card holder. If reward credits do accumulate, where possible they should be used to the advantage of the Shire of Dundas.
- l) Credit card purchases are not to be transacted via facsimile, telephone or internet without the prior approval of the card holder.
- m) Credit card purchases should be supported by an authorised card payment approval form.
- n) If a credit card is used by a staff member who is not the designated holder of the card, then the use of the card needs to be authorised by the designated holder of the card signing a duly completed credit card approval form.
- o) Non-compliance with the above processes will result in the cancellation of the credit card at the discretion of the Council or the CEO as appropriate.
- p) Credit card holders are to sign an acknowledgement of the above conditions as shown below.

I acknowledge and understand that having been issued with a corporate credit card by the Shire of Dundas, in accordance with the above policy statements, that should the above conditions not be complied with then the credit card can be cancelled at any time by the Council or the CEO as appropriate.

.....  
Name of Card Holder      Signature of Card Holder      ...../...../.....  
Date

**Draft Policy Under Review**

## Item 10.2.4 – Attendance at the National General Assembly of the Australian Local Government Association 19-22 June 2022

### Provisional Program

<b>SUNDAY 19 JUNE</b>	
9.00am	Registrations Open
9.30am - 5.00pm	Regional Forum <i>(Additional registration required)</i>
5.00pm - 7.00pm	Welcome Reception & Exhibition Opening
<b>MONDAY 20 JUNE</b>	
8.00am	Registrations Open
9.00am	Opening Ceremony Welcome to Country
9.20am	ALGA President Opens the Assembly
9.30am	Prime Minister Address <i>(invited)</i>
10.00am	ALGA President's Address Cr Linda Scott, ALGA President
10.30am	<b>MORNING TEA</b>
11.00am	Keynote Address: Thinking Differently for a New Future of Local Government in Australia Alicia McKay, Strategic Leadership Expert, NZ
11.45am	Panel: What is Progress? Panelists TBC
12.30pm	<b>LUNCH</b>
1.30pm	Debate on Motions
3.30pm	<b>AFTERNOON TEA</b>
4.00pm	Keynote Address: Economic Recovery Jennifer Westacott AO, Business Council of Australia
4.30pm	Minister for Local Government Address <i>(invited)</i>
5.00pm	Closing Remarks
7.00pm - 11.00pm	Networking Dinner National Museum

<b>TUESDAY 21 JUNE</b>	
9.00am	<b>Panel: Building Stronger Communities</b> Panelists TBC
9.45am	<b>Panel: Federation Reborn</b> <b>Paul Tilley,</b> Author <b>Graham Jarvis,</b> AEC Group Additional Panelists TBC
10.45am	<b>MORNING TEA</b>
11.15am	<b>Keynote Address: Global Democracy</b> Presenter TBC
12.00pm	<b>LUNCH</b>
1.00pm	<b>Debate on Motions</b>
2.00pm	<b>Panel: Workforce Skills and Housing</b> Panelists TBC
3.00pm	<b>AFTERNOON TEA</b>
3.30pm	<b>Concurrent Sessions</b> Strategic Community Leadership with Alicia McKay Disaster Management and Recovery Climate Change Update from Department of Infrastructure, Transport, Regional Development and Communications
5.00pm	Closing Remarks
7.00pm - 11.00pm	<b>General Assembly Dinner</b> Exhibition Park in Canberra (EPIC)

## Regional Forum- Sunday 19 June

<b>WEDNESDAY 22 JUNE</b>	
9.00am	Opposition Leader Address ( <i>invited</i> )
9.30am	Keynote Address: The New Political Landscape Presenter TBC
10.00am	Keynote Address: Local Government - A Global View Jonathan Carr-West, CEO, Local Government Information Unit
10.30am	<b>MORNING TEA</b>
11.00am	Panel: Future of Local Government Mayors and Councillors TBC
12.00pm	Keynote Address Val Dempsey, 2022 Senior Australian of the Year
12.30pm	Closing Session ALGA President Closing Address
1.00pm	<b>LUNCH</b>

9.00AM	<b>Registrations Open</b>
9.30AM	<b>Welcome to Country</b>
9.40AM	<b>ALGA President Opening</b> <b>Cr Linda Scott, ALGA President</b>
9.50AM	<b>Minister for Local Government Address</b> <i>(Invited)</i>
10.15AM	<b>Facilitated Q&amp;A</b>
10.30AM	<b>Panel: Regional Tourism Post-Pandemic</b> <b>Coralie Bell, Australian Regional Tourism Association</b> <b>James Goodwin, Australian Airports Association</b> Additional Panelists TBC
<b>11.00AM</b>	<b>MORNING TEA</b>
11.30AM	<b>Keynote Address: Leadership During an Uncertain Climate</b> Presenter TBC
12.00PM	<b>Keynote Address and Panel: Regional Leadership</b> <b>Matt Linnegar, Australian Rural Leadership Foundation</b>
<b>1.00PM</b>	<b>LUNCH</b>
2.00PM	<b>Keynote Address: Increasing Our Resilience to Fires and Floods</b> <b>Adrian Turner, Minderoo Foundation</b> Fire and Flood Resilience Initiative
2.30PM	<b>Panel: Regional Housing and Population Challenges</b> <b>Liz Ritchie, Regional Australia Institute</b> <b>Professor Andrew Beer, University of South Australia</b>
<b>3.30PM</b>	<b>AFTERNOON TEA</b>
4.00PM	<b>Department of Infrastructure, Transport, Regional Development and Communications</b> Presenter TBC
4.30PM	<b>Shadow Minister for Local Government Address</b> ( <i>invited</i> )
5.00PM	<b>Closing Remarks</b>

## Item 10.4.1 – Reports of Officers

# Corporate & Community Services Report

**AREA:** Corporate and Community Services

**OFFICER:** Pania Turner

**PERIOD OF REPORTING:** 20 March 14 April 2022

<b>Community Event Reminder April</b>	
<p><b>Norseman Community Markets</b> Saturday 16 April Where: Norseman Town Centre Time: 8:30am- 12pm Who: Community Host: Shire of Dundas</p> <p><b>Digital Legacy Plan Workshops</b> When: Running Mondays &amp; Wednesdays Where: Woodlands Centre Time: 10am-12pm Who: Community What: What happens to your online accounts when you die? Planning how you would like your online accounts to be managed is just as important as taking care of your physical assets. Host: Norseman CRC</p> <p><b>ANZAC Day Dawn Service</b> Monday 25 April Where: Memorial Park Time: 5:35am Who: Community What: Dawn Service Host: Shire of Dundas Followed by Digger’s Breakfast at the Town Hall</p> <p><b>Audit Committee Meeting: TBC</b> 19 April 2022 (TBC) Where: Shire of Dundas Chambers Time: 5:30pm Who: Councillors</p> <p><b>Ordinary Meeting of Council:</b> Tuesday 19 April 2022 Where: Shire of Dundas Chambers Time: 6:00pm Who: Councillors</p>	<p><b>Horizon Power Community Session</b> When: Tuesday 3 May Where: Woodlands Centre Time: 5pm-7pm Who: Norseman residents What: Community information session for Norseman customers. Host: Horizon Power</p> <p><b>MEEDAC Job Expo</b> When: Thursday 5 May Where: Norseman Town Hall Time: 10am-1pm Who: Community &amp; Employers What: Connect with Employers Host: MEEDAC Cost \$5</p> <p><b>Department of Transport Remote Services Norseman Visit</b> When: Wednesday 11 May Where: Woodlands Centre Time: 10am-3pm Who: Community What: Assistance with all things Dept Transport Host: Dept Transport</p> <p><b>Biggest Morning Tea</b> When: Friday 20 May Where: Woodlands Centre Time: 10am-12pm Who: Community What: Raise funds for Cancer research Host: Norseman CRC Cost \$5</p>

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### COVID -19 Pandemic

Norseman is now seeing community spread, with the school and community reporting infections.

While most residents understand the requirements for isolation, there remains a degree of confusion about close contacts, reporting infection and length of isolation. This is causing concern out in the community with residents denying people they believe should be in isolation.

The Community Development Team have been working with the School and Ngadju Rangers to coordinate community information, especially for families. COVID-19 resourcing, communications and community support continues to take up a considerable amount of time.

### LEMC

The Shire of Dundas LEMC continues to meet to discuss local response actions. The School, Ngadju Rangers and the Shire have stepped into this space welfare support roles as Local Government and community groups will again be required to take on the duties of government departments in supporting vulnerable people.

### Vaccination Bus

It is pleasing to see the Roll-Up for WA team in Norseman on Monday 11 April, noting that this has occurred as a result of the Shire of Dundas questioning why the bus drove through Norseman to Esperance on its first schedule of events.

### Funding

The Shire will apply for funding of up to \$5,000 through the COVID-19 Vaccination Community Funding Program, which supports the promotion and uptake of COVID-19 vaccinations amongst communities.

Aimed at encouraging the uptake of vaccinations in communities who are disproportionately impacted by COVID-19. These groups include Aboriginal people, those living with disability, people from culturally

and linguistically diverse backgrounds, homeless and people sleeping rough, those suffering mental health problems and other vulnerable people.

Funding for various projects including local education programs, venue hire, training and transport. Funds may also be used for events that promote and aid the participation in the COVID-19 vaccination program.

#### Personal Protection Equipment

The Shire is in the process of ordering another batch of masks, RATs and hygiene wipes to protect staff, elected members and vulnerable community members.

#### Nature Playground Woodlands Centre

I am pleased to say that the Shire has been able to secure a local contractor- to complete the Nature Playground at the Woodlands Centre. A large climbing tree has been repurposed from a tree that was felled when Main Roads WA were undertaking road works. The playground will be placed on the grassed area near the Brenton See woodlands mural, and is funded by Lotterywest.

#### Hiking Grant Success

The Shire applied for a Hiking Participation Grant in February 2022. The application feedback received was that the Shire would not be successful and may like to consider alternative avenues for grant funding. So it was with surprise that the Shire received notification of our success.

The submission was to for a Norseman event of a 50km ultramarathon, 42km marathon, 21km half marathon, fun run and 50km mountain bike challenge events, to be hosted in April/May 2022, along the Dundas Coach Road Heritage Trail in Norseman, WA. Due to the delay in the funding rounds the revised dates would be October 2022.

The original request was for \$25,000 we were successful for \$10,000 with the Department feedback that the Shire start with a smaller community focus event and build from on from there.

#### Goldfields Voluntary Regional Organisation of Councils ( GVROC) Norseman Meeting

Congratulations to Elected Members for hosting a successful GVROC meeting in Norseman. Again, it was excellent to see the shire's newest facility the Woodlands Centre being used to showcase all of Dundas.

Thank you to the Events staff who did an amazing job catering for both dinner and breakfast.

#### Human Resources

Recruitment and HR requirements continue to consume a lot of time, however it is pleasing to welcome our new Information Technology Officer, Latif Samadi to the team. Latif is stepping into a newly developed role that will modernise the Shire's information management as well as allocating an officer to technology requirements.

The Shire is also pleased to be able to welcome a new Executive Assistant to the team in June. Ana Clara Viola Soares comes with a good background in research and policy. This role fills a significant gap in executive support within the Shire.

Staff performance reviews have also commenced.

### Norseman Pool & Youth Centre

The 21-22 Norseman Pool season will have its last day on 17<sup>th</sup> April. Shutdown and maintenance procedures will occur after the pool season closure.

The Shire was hoping to open the Youth Centre running school holiday activities, however given the high caseload of COVID-19 infection amongst children and youth the centre will be closed.

## Manager Works and Services Report

### REPORT TO COUNCIL

Ordinary Council Meeting Tuesday 19<sup>th</sup> April 2022

**AREA:** Works and Services

**OFFICER:** Barry Hemopo

### Town Works

- CBD has had a good clean down with the sweeper and water blaster
- Planned ongoing work to Dog Park make gravel road from South end of bitumen past dump point and to a different exit from original to take the traffic noise further away from the end house
- Washing machines and dryers are bolted into position connection of the plumbing and gas lines to start middle of next week
- Excavation at the laundry will commence early next week for the concrete pad and drains, water tanks for the grey water have arrived
- Pumping sewer water to reduce volumes in storage ponds.
- A few water main problems on the lane way behind the old Masonic Lodge building the water pipe is not buried very deep gravel needs to be brought in to build this laneway up (in progress) Water Corp have been working on the repairs to the line
- Tin dam and grey water dam behind school have all been sprayed both dams have low water levels

### Garden Crew

Garden crew have replaced all retic hoses under the footpath paving which were damaged when the new concrete paths were done at the clock roundabout, now the system is connected to the main water supply.



### **Hyden- Norseman Road**

- Ongoing road works with bitumen repairs on Lake Johnson and Mort Harslett drive in progress
- Downed trees removed from obstructing road.
- All Hyden Road toilets have had the septic tanks emptied, washed down and sprayed to control pests.

### **Plant.**

- Fuso 8-wheeler trucks have had steering linkages repaired.
- Started sending mechanical repairs to Norseman concrete (Fraser Range) as Wilsons can't do anymore work for the shire he wants to slow down.
- The Case loader will have left hand ripper lift cylinder replaced with new and old one repaired with no cost to the Shire.
- New blade side shift cylinder has been ordered for the grader
- New canvas canopy fitted to Ranger vehicle to keep dogs out of direct sunlight.
- New work basket for John Deere loader should be here this week which will allow us to safely work at heights once course is completed

### **Eucla**

At the time of reporting the Road Crew will be in Eucla conducting some overdue works, which were caused by delays in staffing and vehicle maintenance. The first trip to Eucla will see a 10 day works schedule, however the works amount will require a second trip.

### **Occupational Health and Safety**

- Chemical storage at the Depot moving forward but still a work in progress.
- Chemical storage of pool chemicals and signage at pool ongoing.
- Ongoing JHA and SWP procedures being added to our system

### **Human resources**

- Training being planned for the Rangers
- Training to be planned for Working at Heights through Esperance TAFE in May
- Training to be planned for Safety Rep and Admin assistant relating to WOHS and responsibilities through the Esperance TAFE in May
- Safety rep has been selected by the Town and Road crews

### **Building Maintenance**

- Dodd House damaged concrete on east side of building has been removed
- 13 Roberts Street internal work has begun on the kitchen and laundry should be able to move into unit in about 3 weeks.
- 11 Roberts Street has been cleaned internally

### **Cemetery**

One grave that was collapsing in has been repaired and headstone levelled back into position

# Tourism & Events Report

## REPORT TO COUNCIL

Ordinary Council Meeting Tuesday 19<sup>th</sup> April 2022

**AREA:** Tourism and Events Services

**OFFICER:** Margaret McEwan

**PERIOD OF REPORTING:** March - April

### Woodlands Centre Patronage

Six hundred fifty

patrons have been through the Woodlands Centre between 13th March and 9th April 2022 (inclusive CRC customers). With the flow of travellers picking up, it's refreshing to see so many people using our free RV park; we have received great feedback about the facilities. RV spent for March was \$3766.61.

### G2G Check-in

Woodlands Staff has received a few inquiries about the G2G QR Codes given to them at the border when entering Western Australia. The issue when trying to scan the code, travellers are unable to check-in where required, and people are being directed to go to the Norseman Police station and then to the Woodland's centre for assistance with checking in. Staff have been using the Woodlands QR code for a traveller to check in before continuing their travels.

### Events

Roll up for WA van

was in Norseman 11th April 2022 at the Woodlands centre, with travellers and locals taking the opportunity to get vaccinated. Great job, everyone! Shire of Dundas hosted this year's GVROC meeting held on 1st April 2022; the Events team had a busy day and night preparing a fantastic BBQ dinner on Thursday 31st March for all the delegates.

### UpComing Events

Community Markets 16th April

ANZAC Day 25<sup>th</sup> April