



Norseman Woodlands to Eucla Coast

**18th October 2022
Ordinary Council Meeting**

Papers Relating

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7.1 That the minutes of the Ordinary Meeting of Council held on 24th September 2022 be confirmed as a true and accurate record.

Appendix 1: Unconfirmed Minutes Ordinary Council Meeting 24th Septmeber 2022

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10.1 Planning, Development, Health and Building

10.1.1 Delegation to Represent Shire of Dundas on the COASTAL MANAGEMENT PLAN ASSISTANCE PROGRAM Steering Committee

Appendix 2: CMPAP Grant Agreement

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Attachment 1: CMPAP Preliminary Project Milestones

COASTAL MANAGEMENT PLAN ASSISTANCE PROGRAM Preliminary Project Milestones					
Applicant	Shire of Dundas				
Project Title	Dundas Coastal Management Plan				
No.	Milestone	Activities / Deliverables	Start Date	Projected Date for Completion	CMPAP Payment schedule
1	CMPAP PAYMENT 1 Funding Agreement signed by applicant and WAPC	<ul style="list-style-type: none"> Return signed Funding Agreement to DPLH 	03-Oct-22	03-Oct-24	50%
2	Preliminary Project Milestones	<ul style="list-style-type: none"> Complete preliminary project milestones with draft start dates and projected completion dates Review and approval by DPLH 		03-Oct-22	
3	Confirm Steering Committee membership	<ul style="list-style-type: none"> Return completed template to DPLH 	03-Oct-22	18-Oct-22[^]	
4	First Steering Committee meeting	<ul style="list-style-type: none"> Agree on Terms of Reference Discuss preliminary draft Scope of Works 	25-Oct-22	25-Oct-22	
5	Scope of Works (NB: Must be submitted within 60 days of signing the Funding Agreement) Advertise request for tender	<ul style="list-style-type: none"> Prepare draft Scope of Works Review and approval by DPLH Advertise request for tender (recommend minimum 4 weeks) 	26-Oct-22 05-Dec-22 ⁺	18-Nov-22[^] 23-Dec-2023	
6	Appoint consultant (NB: Consultant must be appointed within 2 months of the Scope of Works being approved)	<ul style="list-style-type: none"> Tender submissions assessed by Steering Committee Prepare and sign contract agreement 	09-Jan-22	03-Feb-23	
7	Inception meeting with consultant (2 nd Steering Committee meeting)	<ul style="list-style-type: none"> 2nd Steering Committee meeting (with Consultant) Site visit 	14-Feb-23	14-Feb-23	

[^] Includes endorsement by Dundas Shire Council at its scheduled monthly Ordinary Council Meeting (OCM)

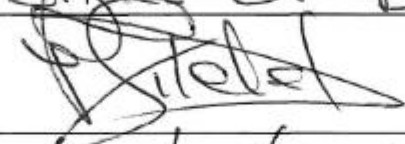
⁺ Assumes DPLH approval of scope of works by 2 December 2022

Attachment 1: CMPAP Preliminary Project Milestones

8	Review and finalise Project Milestones	▪ Review and finalise project milestone start dates and projected completion dates	06-Feb-23	24-Mar-23^	
9	Community Engagement Strategy (NB: Must be completed within 2 months of consultant being appointed)	▪ Review by Steering Committee	14-Feb-23	24-Mar-23^	
10	CMPAP PAYMENT 2 First CMPAP Progress Report	(use template provided by DPLH)	27-Mar-23	31-Mar-23	20%
11	<i>Add in other milestones e.g. Project stages</i> <i>Add/remove lines as necessary</i>				
14	CMPAP PAYMENT 3 Draft Plan/Strategy/Report (NB: Must be completed within 12 months of consultant being appointed)	▪ Draft Plan/Strategy/Report ▪ Review by Steering Committee ▪ Draft Plan/Strategy/Report approved by Council for public advertising	03-Apr-23	20-Feb-24^	20%
15	Second CMPAP Progress Report	(use Progress Report template provided by DPLH)	26-Feb-24	01-Mar-24	
16	Draft Plan/Strategy/Report advertised for public comment	(recommend minimum 4 weeks)	08-Mar-24	08-Apr-24	
17	Final Plan/Strategy/Report	▪ Review of public submissions and update Draft Plan/Strategy/Report ▪ Review by and accepted by Steering Committee	09-Apr-24	13-Aug-24	
18	Council endorsement of Final Plan/Strategy/Report		20-Aug-24	20 Aug-24	
19	Publication of Final Plan/Strategy/Report on applicant's website		21-Aug-24	06-Sep-24	
20	CMPAP PAYMENT 4 ▪ CMPAP Completion Report ▪ Financial statement	(use templates provided by DPLH)	09-Sep-24	13-Sep-24	10%

^ Includes endorsement by Dundas Shire Council at its scheduled monthly Ordinary Council Meeting (OCM)

Attachment 1: CMPAP Preliminary Project Milestones

Declaration (by Grantee)	
Name:	PETER FIEHAT
Position:	CEO
Name of organisation:	SHIRE OF DUNDAS
Signature:	
Date:	29/09/2022
Sign off by DPLH's Representative	
Name:	
Comments:	
Signature:	
Date:	

Attachment 2: CMPAP Steering Committee

COASTAL MANAGEMENT PLAN ASSISTANCE PROGRAM Project Steering Committee	
Applicant	Shire of Dundas
Project Title	Dundas Coastal Management Plan
Name	Agency
Laurene Bonza	Shire of Dundas President 88-92 Prinsep Street, Norseman / PO Box 163, Norseman WA 6443 (08) 9039 1205 / Mobile: 0429 207 177 president@dundas.wa.gov.au
Rasa Patupis	Deputy Shire of Dundas President 88-92 Prinsep Street, Norseman / PO Box 163, Norseman WA 6443 (08) 9039 1205 / Mobile: 0408393427 deputy.president@dundas.wa.gov.au
Peter Fitchat	Chief Executive Officer – Shire of Dundas 88-92 Prinsep Street, Norseman / PO Box 163, Norseman WA 6443 (08) 9039 1205 / Mobile: 0429 391 291 ceo@dundas.wa.gov.au
Nick Boegl	Department of Planning, Lands and Heritage Nick.boegl@dplh.wa.gov.au 6551 9346

Attachment 3: CMPAP Notification Letter



Our ref: PLH2021P0759
Enquiries: Sam Bishopp (6551 9182)

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

Dear Peter

COASTAL MANAGEMENT PLAN ASSISTANCE PROGRAM 2022/23

I am pleased to inform you that the Shire of Dundas has been successful in its application for funding from the Western Australian Planning Commission's Coastal Management Plan Assistance Program 2022/23, for the preparation of the *Shire of Dundas South Coast Planning Strategy*.

A grant of \$70,000 (exclusive of GST) from the Coastal Management Plan Assistance Program has been approved. Funding is offered subject to terms and conditions outlined in the attached Funding Agreement. The project must be completed within two years.

Payments will be staged and provided upon the completion of project milestones and objectives, as outlined in the Funding Agreement.

Please provide the following within four weeks of receiving this letter:

1. Funding Agreement signed by the Chief Executive Officer;
2. Preliminary Project Milestones detailing a list of measurable and achievable milestones; and
3. Steering Committee membership.

If you have any queries regarding your project and its funding, please contact Sam Bishopp on 6551 9182 or sam.bishopp@dph.wa.gov.au.

Yours sincerely

David Caddy
Chairman
Western Australian Planning Commission

Date: As postmark

10.4 Officers Reports**10.4.2 Corporate and Community Services****AREA: Corporate and Community Services****OFFICER: Pania Turner****PERIOD OF REPORTING:** 19 September – 12 October 2022**Shire of Dundas Register of Delegations & Polices**

During the month of October and November the senior officers are conducting a full review of the Register of Delegations. This process is done annually as required by the Local Government Act 1995 to ensure the correct delegations are in place. The act of formal delegations entrusts specific types of decisions to the CEO, employees or committees which allows Local Government to provide more efficient service delivery to the community. Delegated authority allows Council to concentrate on policy development, representation, strategic planning and community leadership.

During October and November senior officers are also conducting a review of the Shire's policies which are scheduled for review. Reviewing policy regularly and thoroughly ensure the Shire's policies are current, and meet the needs and expectations of a modern local government , and the community it serves.

Norseman Visitor Centre

The Norseman Visitor Centre continues to enjoy increased visitation. With numbers to the Centre for September sitting just under 2000.

It is great to see the Woodlands Centre becoming a regular stopping point for the coaches.

Staff have made a concerted effort to increase stock levels and are currently trialing new suppliers. Locally made, regional and WA brands are always very popular with visitors and move very quickly off the shelf.

Norseman's Woodland Honey is also proving to be a best seller with locals and tourists.

The Woodlands Centre is also a becoming popular location for events and meetings with the combination of the CRC meeting facilities and the interpretive features and building making it an interesting and accessible location.

Marks Park Temporary Closure

Norseman's popular Marks Park remains closed due to tree removal and pruning. Unfortunately, the tree loppers experienced a mechanical failure with equipment and they were required to re-schedule mid job to next week. It is hoped that the park will re-opening by the end of October.

Shire of Dundas Community& Local Business Calendar

The Shire of Dundas Community Calendar will take on a new look in the hope to attract greater engagement with local business advertising.

Council will rebranding the community calendar to the Community & Local Business Calendar. With the calendar's main goal is to promote the Shire of Dundas, and promote local business and community groups. These groups will now be able to place one free advertisement in the

calendar. The calendar is distributed for free to Shire of Dundas residents , local businesses and tourists visiting the area.

The Day in the Park – Mental Health Week

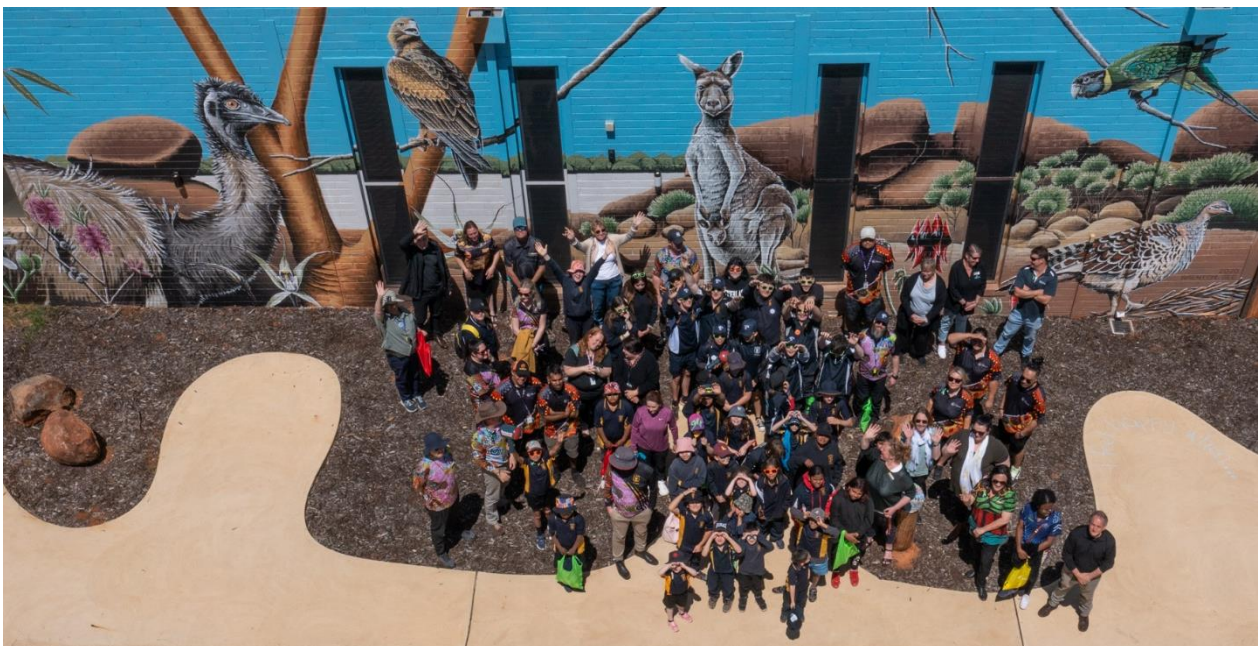
The Day in the Park – Mental Health Week, was held at the Woodlands Cultural, Community and Visitors Centre on Friday 14th October.

The event was facilitated by Norseman District High School supported by the Shire of Dundas, the CRC and the Norseman Interagency Network promoted the importance of everyone playing a role in supporting good mental health.

The market style set up of information stalls and community groups, as well as the families activities created a welcoming environment which the school students in particular took full advantage of, participating in a number of activities.

A critical factor in supporting positive mental health and wellbeing outcomes in communities is ensuring that people have positive connections to the towns in which they live and work.

Activities included arts and crafts, sports, men's mental health truck, the Norseman CRC's positive talk chalk walk, and a community BBQ.



10.4.3 Works and Services**Manager of Works and Services: Barry Hemopo****Period of reporting:** 19 September – 12 October 2022**TOWN WORKS**

- Austin and Prinsep Street walk bridge completed
- Dog Park roadworks completed
- Front concrete ramps to pensioner units completed
- Sprayed asphalt and dog park with weed killer
- Planes in Monday, Tuesday and Friday
- Verge slashing east and West side of Norseman
- Concrete footings put in place for big tree at Woodlands
- Laundry being picked up from camp and delivered back to camp
- Trees being inspected and marked for tree lopper to trim
- Depot ongoing yard tidy up
- Storm drains cleaning continuing around community
- Tree removal on Fuller Street due to white ant damage
- Welcome Park septic tanks pumped out
- Installation of boot cleaners at admin, Woodlands, and depot
- Sports Oval grounds have been aerated and fertilised
- Linseed oiled wood at Woodlands and front verandah
- Measure up grandstand seating for sports complex
- Installation of Metrocount units at the North end of Roberts Street, Mort Harslett Drive, Hyden, and Victoria Rock
- Dug out power pole for Horizon Power
- Culvert concrete installation outside Ngadju Ranger premises across drain way completed

GARDEN CREW

- RV Park mowed
- Garden works ongoing
- Gardens to be put in at Dog Park near entrance and dump point
- Repairs to retic in garden beds and roundabouts

ROAD CREW

- Graded tip, golf course road, Mort Harslett Drive
- Pick up truck and trailer load of logs from Scotia mine and deliver to depot

RANGERS

- The Shire has received reports of dog baiting, which has been reported to the Police. This has also appeared on social media.
- The new dog net has arrived.
- No additional details have been received regarding the break in to the pound.

HYDEN-NORSEMAN ROAD

- Guideposts replacement and drainage works to Mort Harslett and highway entrance
- Drainage and bringing gravel back from the shoulders to road
- Toilets on Hyden Road cleaned, and bins emptied

EUCLA

- Planning in progress to source more gravel for the roads in Eucla, tip area to be fenced to the boundary pegs
- Street drainage to be evaluated and repaired so water will run away from the road
- Install new big screen smart television for meetings at Eucla hall
- Set up new table tennis table at Eucla Hall
- New grey water pump ordered and installed for the Eucla Community Hall kitchen

PLANT

- Primed and painted ranger trailer, new lights, wheel bearings and tyres
- P266 Water cart (old) water pump u/s new pump replacement ready for fire season
- P338 Safety Recall repair carried out in Esperance; rear tail shaft replaced
- P323 Repair transmission fault
- P339 Service carried out
- P334 Service carried out
- P329 Service carried out
- P327 New catalytic convertor fitted to exhaust system

NORSEMAN LANDFILL

- Ongoing fabrication of infrastructure for the Sewerage farm, materials still arriving.
- Fabrication of handrails in place
- Pump out tanks at sewer farm

OCCUPATIONAL SAFETY AND HEALTH

- Training Matrix being set up in our system for all our employees
- Ongoing JHA and SWP procedures being added to our system
- New inspection sheets for airstrip are being used

HUMAN RESOURCES

- Training is booked Oct 31st – Nov 4th for Safety Rep and Admin assistant relating to WOHS which is being carried at TAFE in Esperance
- New Depot supervisor Steven Borsi started.
- Bush fire training to be carried out by several of the staff volunteers
- Rangers participated in their final exams

BUILDING MAINTENANCE

- 82 Angove Street will need sewerage lines replaced to PVC
- New light pole reinstated at pensioner units LED
- Install kick panel to bathroom cupboard at 124 Prinsep Street
- Administration sliding doors drive mechanisms will need rebuilding
- New white board fitted next to kitchen at sports complex
- Motion sensor light fitted to car port at pensioner units for added safety
- New guttering on sports complex Eastern side
- Review of fire alarms in Shire residential houses.
- New hot water system installed at doctor's house
- Gym floor has had new rubber matting fitted.
- All Shire buildings have been treated by the Pest Control agent

PLANT REPLACEMENT

- New ride on mower purchased for depot
- Old Colorado tradie ute traded for new Nissan ute to be used by the ARO officers
- Truck replacement tender closed and will come before Council at this meeting.

CEMETERY

- Cemetery slashed and weeded
- 2 x grave sites at the Norseman Cemetery prepared.

MWS WORKING ITEMS

- MEEDAC have been using the Depot for training on Heavy Equipment and chainsaws
- Repairs needed for retaining walls at admin offices at the rose gardens
- Stake oval for aeration and sand
- Verge slashing to be continued
- Set up pool for opening 1 November
- Installation of signage at Dog Park for information and traffic management
- Street clean main street
- Upgrade recommendations to the Norseman Swimming Pool and Marks Park will form part of the recreation report currently being developed. Both facilities are popular with residents and tourists and are important community assets.
- 124 Prinsep Street has cracking on the inside walls and repairs needed on the ceiling
- Austin and Prinsep Street concrete walk bridge in completed, waiting on material for handrails on one side

SWIMMING POOL

- Safron handrails installed at both pools
- New pump and filter system being sourced just for the toddler's pool to help improve our back flushing rates for this pool
- Concrete entrance to the swimming pool being ground down and sealed to remove trip hazards and steel protruding through.

PRIVATE WORKS

- Nil private works

10.4.4 Youth & Recreation Services

Youth & Recreation Officer: Brad Turner

Period of reporting: 19 September – 12 October 2022

Norseman Youth Centre Attendance and Activities

19 September – 12 October 2022

810 youth drop-ins.

Drop-ins are calculated on individual visits and contact to the youth centre and youth centre activities.

Norseman children and young people have been busy participating in a number of school holiday events this month including a movie day in Esperance and learning circus skills in Kalgoorlie.

Keeping busy and engaged during school holidays helps the youth focus on positive activities. When there are behaviour issues in the Youth Centre it is important that the youth have opportunity to reflect on the behaviours that prevent them from participating well with others; and that they understand the rules and if not followed the consequences of different behaviours. The Youth Centre is always about learning from mistakes and then moving forward.

Youth Activities:

Movie Day Esperance - DC League of Super Pets

ZAP Circus Kalgoorlie – circus skills workshop

Sports afternoon x 2 at the town oval.

Youth Centre Craft

Scooters at the Skate Park- to encouraging movement, considered risk taking, sharing, responsibility, safety equipment.

School holidays activities

During the first week of the school holidays youth attended the DC League of Super Pets movie in Esperance, followed by lunch and then a trip to the foreshore.

The second week we were off to Kalgoorlie for a circus skills workshop where youth learned to juggle, balance and hula-hooping. It was great to do something different for our excursion, and we will be keeping an eye out for future activities at the Goldfields Arts Centre. At the conclusion of the circus skills lunch was at Hungry Jacks and then we spent some time at Hammonds Park, to burn off some energy before jumping back on the bus and home to Norseman.

It was great to see a good turnout for the two holiday excursion activities provided by the Shire. The youth are learning the behaviour requirements to attend our activities which ensures a more enjoyable time for everyone. Thank you to A.Pula and M. Morgan for assisting with the excursions.

Eucla with sporting equipment for the community.

It was great to attend the Eucla meeting with Council during September, the visit enable me to me with some of the children who live in Eucla and restock some sporting equipment 2for the Eucla Community Hall, including a table tennis, new tennis net, rackets and balls, darts board and balls pack.

Flower and Garden Show

Congratulations to the Norseman gardening Group on their fantastic delivery of the Norseman Flower and Garden Show held 23rd , 24th , and 25th September. It was tough work being one of the judges for the youth awards, and the overall prize. The amount of creativity in town is very impressive. The show was also honoured to have surprise visit from the Hon Dr Tony Buti MLA, Minister for Finance; Aboriginal Affairs; Racing and Gaming; Citizenship and Multicultural Interests who was very impressed with the plants, creations and scones!

Well done to all the children and youth who participated.