ORDINARY COUNCIL MEETING
19 MARCH 2024
PAPERS RELATING

Contents

ITEM 7.1 UNCONFIRMED MEETING MINUTES

Appendix 1: UNCONFIRMED MINUTES ORDINARY COUNCIL MEETING 15 FEBRUARY 2024

WEB LINK : https://www.dundas.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting/165/documents/15-feb-2024_-ocm-_-unconfirmed-minutes.pdf

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ITEM 10.2.1 COMPLIANCE AUDIT RETURN 2023

Appendix 2: COMPLIANCE AUDIT RETURN 2023

WEB LINK: https://www.dundas.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting/166/documents/compliance-audit-return-2023-(002).pdf

Appendix 3: EXTRACT OF UNCONFIRMED MINUTES

WEB LINK: https://www.dundas.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting/166/documents/extract-unconfirmed-minutes_audit-committee-meeting-1-february-2024.pdf

ITEM 10.2.2 2023/24 BUDGET REVIEW

Appendix 5: 2023/24 BUDGET REVIEW

WEB LINK: https://www.dundas.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting/166/documents/2023-24-budget-review-dundas-and-compilation.pdf

ITEM 10.2.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2024

Appendix 4: MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2024

WEB LINK: https://www.dundas.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting/166/documents/2024-01-dundas-monthly-financial-report-combined.pdf

ITEM 10.2.5 2023/24 SHIRE OF DUNDAS RECORD KEEPING PROCEDURES

Shire of Dundas

Record

Keeping Procedures

Revised	July 2016

The Record Keeping Procedures Manual has been developed especially for administration staff to help them understand their roles and responsibilities for the making and keeping of proper and adequate government records, and to define the principles that underpin the Shire's Record Keeping functions. It establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

This Procedures Manual applies to all government records created or received by Shire of Dundas employees, Councillors, or an organisation performing outsourced services on behalf of the Shire of Dundas, regardless of their physical format, storage location or date of creation.

CERTIFICATION

This Record Keeping Procedures Manual was presented to Council on

_____

Peter Fitchat
Chief Executive
Officer

Date

Contents

Disposal - refers to the removal of records from the organisation once they have reached the inactive phase, and their subsequent destruction, or permanent retention as State archives.

Disposal Authority - the document authorizing the disposal of records. This may take the form of a Retention and Disposal Authority or Schedule, an Ad Hoc Disposal Authority or a Disposal List, which has been approved. The State Records Commission is the authorizing.

Elected Members -The members of the elected Councils of Local Government.

Ephemeral Records - are records which have no continuing value to the organisation and generally are only needed for a few hours or a few days. They may not need to be placed within the official record-keeping system.

File Titling System - is a listing or an outline of file titles in the use in the organisation, regardless of format.

General Disposal Authority - a document designed to provide consistency throughout the government organisations in disposal activities and decisions. It covers records common to all State organisations such as Human Resource Management and Financial and Accounting. The General Disposal Authority for Local Government covers records common to Local Governments and may eliminate the necessity for each to prepare its own Schedule.

Government organisation - is an organisation listed in Schedule 1 or Schedule 3 of the State Records Act 2000.

Government organisation employee - means

  a} A person, who whether or not an employee, alone or with other governs, controls or manages a government organisation;
  b} A person who, under the *Public Sector Management Act 1994,* is a public service officer of a government organisation; or
  c) A person who is engaged by a government organisation, whether under a contract for services or otherwise.

Government Record - is a record created or received by a government organisation or a government employee or contractor in the course of the work for the organisation.

List of authorised headings -A list of authorized headings, sometimes known as a list of index able headings or a thesaurus, is a simple alphabetical listing of terms derived, initially, from terms in the classification scheme. The meaning of the term must be prescribed, and relationships between terms shown. It must allow control of the terminology used to name records, by establishing the terms acceptable to and use in the natural language of the organisation.

Local Government - means a Local Government, including a regional Local Government, established under the Local Government Act 1995.

Office Integration - SynergySoft function that allows documents created or received in Outlook, Excel or Word to be saved directly into the Records module.

Record - means any record of information however recorded and includes:
   a) Anything on which there is writing or Braille;
   b) A map, plan, diagram or graph;
   c) A drawing, pictorial or graphic work, or photograph;
   d) Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
   e) Anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
   f) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically

State archive- is a State record that is to be retained permanently.

State record- is a parliamentary record or government record.

INCOMING CORRESPONDENCE

Oversight of incoming mail is the responsibility of the Senior Administration Officer (SAO), who works with the Shire's Reception and Administration Officers, and Executive Assistant to ensure correct processes. In the absence of the Records Officer, the responsibility will be delegated an Administration Officer.

All mail is to be date stamped, scanned and registered within SynergySoft Records Module. Details of registration should include:

- Originator (senders name)
- Originating organisation
- Client reference
- Topic/subject of the item
- To whom the item is passed to for action
- A file code
- A Record number
- Date of document

Once an item has been recorded the mail is to be stamped with Records Management stamp and file code, or a file and a record number produced by SynergySoft to be recorded on top of the page. The correspondence is then filed in a corresponding file every day. Actioning officers will receive correspondence via their "My Outstanding Records" within SynergySoft.

Correspondence marked private, confidential, himself/herself etc., will be given to marked recipient to open. If an item is required to be registered, the item is to be taken to the Records Officer or Administration Officer for registration. Private correspondence will not be recorded within the Shire office. NOTE: Private mail will be handled discretely but as a general rule it should NOT be sent to or addressed to the Shire of Dundas business address.

COURIER ANO HAND DELIVERED MAIL

Courier and hand delivered mail needs to be recorded in SynergySoft Records Module, like any other correspondence. If there is a consignment note attached, a receiver's copy must be kept and given to the Accounts department but does need to be registered, Mail received by hand, over the counter or via a courier should be passed directly to the Records Officer or Administration Officer without delay. It is preferred that this mail be handed over unopened unless dealt with directly with a customer/client.

INVOICES AND BANK STATEMENTS

All invoices and bank statements are stamped with the date and payment authorisation and forwarded to the Accounts officer for processing.

EMAILS

Emails that are received by staff members which are deemed a record to the Shire of Dundas will be registered in SynergySoft Records Module. Once correspondence has been completed the email will be registered, via office integration by the actioning officer.

FACSIMILES

Facsimiles received/sent to/ from the Shire of Dundas that are of continuing value to the Shire (i.e., considered Local Government records) are registered in SynergySoft Records Module. The person sending the fax will be responsible for the registering of all outgoing faxes while the Records Officer will be responsible for recording incoming faxes.

ELECTED MEMBERS CORRESPONDENCE

Correspondence received for Elected Members by the Shire of Dundas will be treated the same as any other item of mail. If any Elected Member receives mail directly, it must be submitted to the Shire of Dundas for recording.

EXTERNAL SHIRE SERVICES AND SITES

Correspondence addressed to sites external from the Administration Office such as Youth Centre, Works Depot, Visitor Centre, and other Shire business should first come through the Shire of Dundas's Administration Office, where the correspondence will be treated the same as all other incoming mail.

MAIL ITEMS NOT REGISTRED

Correspondence items that have no continuing value to the Shire of Dundas, e.g. junk mail, personal mail, will be passed onto relevant staff members but not registered. Should a staff member think any email, or message is a scam then they must contact Solutions IT at: support@solutionsit.com.au for further instruction.

OUTGOING MAIL

All outgoing correspondence, excluding cash receipts, must be registered in SynergySoft Records Module via Office Integration. Registration of this mail is the responsibility of person who is sending it.

Registration should include the following information: -

- Date sent.
- Name of Sender
- Name of Recipient
- Topic/subject of the item
- A Record number.
- File reference of item

Once the correspondence has been registered it should be printed, signed, and the officer again goes to the same record on Synergy and attaches the signed copy then places it in the outgoing mail tray unenveloped. The Administration Officer will check items that are registered before posting.

The Shire of Dundas receives inquiries, feedback, complaints, and information through the Shire's website. All significant responses that may impact upon community or Council will be registered via Office Integration on Synergy. The Senior Administration Officer and Reception will be responsible for registering any significant responses from the website, but it will be the actioning officer's responsibility to register any response. Snapshots of the website will be taken annually, as well as significant changes that occur, this will be the responsibility of the Website Manager.

The Shire of Dundas uses Facebook to advise community members of happenings within the Shire. All Facebook posts, including comments, that have significant value or impact on the community or Council must be screenshot and registered in SynergySoft Records Module. The person responsible for the post is responsible for registering the post.

IDENTIFYING AND HANDLING SUSPICIOUS MAIL ITEMS

All chemicals and other dangerous materials received by the Shire of Dundas are received at the Shire Depot and are accompanied by the relevant Material Safety Data Sheets (MSDS). Depot staff are trained in safe receipt and handling of these materials.

Although highly unlikely, the possibility of the Shire of Dundas receiving a potentially dangerous unmarked item in the mail is a reality, if staff members have any reason to be concerned about a package or item, they should immediately notify the CEO or DCEO.

The Shire of Dundas owns and runs the Norseman LPO. Shire staff are follow Australia Post procedures when handling suspicious mail items through the Norseman LPO.

Document Management

ATTACHING DOCUMENTS/FOLIOS TO FILES

When attaching documents/folios to files, all documents should be secure and clearly labeled with a file reference/number. Staples should be avoided as they can damage documents and cause a lot of wear and tear on documents that may need to be archived at a later date. Plastic paper clips should be used where possible or document wallets for large folios. There should be no 'post its' or other adhesive notes attached to the documents. Documents/folios that are stored in document wallets should be neatly arranged and secure, with no pages caught against others causing them to fold over, or pages sticking out of the document holder.

Documents and files should be filed in ascending chronological order i.e. most recent documents at the front of the file. Care should be taken when filing that documents are neatly inserted into files and paper clips holding groups of documents together are not dislodged due to rough handling. Documents that are being incorporated into the Shire of Dundas Record Keeping System should be the original copy.

FILE NOTES

All employees of the Shire of Dundas are encouraged to use file notes when necessary to ensure the accuracy of the corporate memory of the Shire of Dundas. They help to ensure that effective accountable practices are maintained within the Shire and ensure the completeness of public records.

File notes can be used to record information such as telephone conversations, personal observations or to keep a record of an informal meeting that may have taken place.

File notes should include a file reference and be registered into SynergySoft Records Module.

TRANSFERRING DOCUMENTS/FOLIOS BETWEEN FILES

Individual items are not to be removed from files. Some instances may occur, however, where a particular item will need to be included in more than one file. The original documents/folio should remain in the original file. Copies can be taken and should be clearly marked as such. It is also useful to attach a file note to the copied documents that clearly indicates where the original document is located (i.e. provides a file reference for the original documents and the relevant attachments).

File Management

CLOSING FILES

Files cannot be closed by anyone except the authorised Officer. The closure of a file must be recorded in SynergySoft Records Module, along with any other relevant details relating to the closure of the file.

Additional files are to be created when an existing file becomes too large {approx. 200 folios). The new file is to have reference to the preceding file and the word *Volume* added to the file reference. Once a volume has been closed it will be removed from the primary file area and stored in the archive room. The new location of volume will be noted within SynergySoft Records Module.

CREATING NEW FILES

The Senior Administration Officer will oversee the creation of new files. Staff members should not create their own files the Shire's system, instead staff should seek advice from the Senior Administration Officer as to the correct folder/location within the system.

FILE MAINTENANCE

Filing is to be carried out daily to keep the Record Keeping System in efficient order. This also helps to prevent a buildup of filing that makes the task harder and more time consuming. File maintenance should be incorporated into the Administration routine, and carried out with care, to ensure the right items are going into the right file.

Items are to be filed in ascending chronological order i.e. most recent documents at the front of the file. All documents are to be securely attached (staples should be avoided) and clearly marked with a file reference.

The Senior Administration Officer will monitor the condition of the recordkeeping

system and report any concerns to the Deputy Chief Executive Officer on a as needs basis. Any concerns of staff regarding the condition of the files should be directed to the Senior Administration Officer.

Staff members who sign a file out in SynergySoft Records Module are responsible for that file until it is signed back in. Staff who have a file from the Shire's Record Keeping System are to ensure that it is kept in excellent condition, that the documents are kept in proper order and neatly secured in the file. Any concerns they may have been to be directed to the Senior Administration Officer.

FILE MOVEMENT MONITORING

Files are not to leave the Administration building. Files should not be lent to other agencies. SynergySoft Records Module is in place to keep a record of all file movement.

RECORDS INDEXING

All correspondence, incoming and outgoing, should be indexed with a file number. All other documents/records such as reports, minutes etc. are to be allocated a file reference that is to be sourced from SynergySoft Records Module. If a staff member is unsure of how to allocate a file reference to particular document, they should approach the Administration Officers.

Information Access

CONSULTANTS ACCESS TO INFORMATION

Consultants' access to information is restricted to their area of expertise, and access should be with the guidance of a Shire of Dundas staff member.

Files should also be signed in and out of SynergySoft Records Module.

ELECTED MEMBERS ACCESS TO INFORMATION

The Shire will ensure records will be created properly and adequately to record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to the council to be registered as part of council's correspondence registration process into the current registration system.

FREEDOM OF INFORMATION APPLICATION PROCESSING

The Freedom of Information Act 1992 provides the right to apply for documents held

by the Shire of Dundas and to enable the public to ensure that personal information in documents is accurate, complete, and up to date and not misleading.

Requests for other information not included above will be considered in accordance with the Freedom of Information Act 1992.

Access applications must:

- Be in writing.
- Give enough information so that the documents requested can be identified;
- Give an Australian address or email address to which notices can be sent; and
- Be lodged at the Shire of Dundas with any application fee payable.

Applications and enquiries should be addressed to the Shire of Dundas and will be the responsibility of the Administration Officer.

Applications will be acknowledged in writing and applicants will be notified of the decision within 45 days.

STAFF ACCESS TO CONFIDENTIAL INFORMATION

Staff may need access to information in order to carry out their day to day duties. Staff have access to information contained within SynergySoft Records Module that is relevant to the tasks they are carrying out at the time. If staff require access to confidential information, e.g. personnel files, they will need to notify the Deputy Chief Executive Officer.

Personnel files are located in the locked filing system in the Senior Admininstration Officer's office. These files contain all information relating to employee and include:

- Job application
- Letter of offer/appointment and conditions of employment
- Letter of acceptance
- Letters of commendation/reprimand
- Training/courses attended.
- Copies of training course certificate
- Any Council decision relating to the individual staff member.
- Performance Appraisal documentation

- Letter of resignation
- Pre-employment medical
- Superannuation details
- Applications for leave

Access to personnel files is restricted to the following:
- Chief Executive Officer
- Deputy Chief Executive Officer
- Senior Administration Officer
- Payroll Officer

Subject matter in personnel files is confidential.

Staff access to other confidential information is limited to the Chief Executive Officer and Deputy Chief Executive Officer. Any other access is dependent on the type of information involved, and the Chief Executive Officer must approve access to that information.

Monitoring

RECORD KEEPING AUDITS

The Shire of Dundas will perform Record Keeping Audits on a regular basis. The Records Manager will be running weekly audits on staff to ensure records are dealt with correctly and in a timely manner.

Every twelve months an internal record keeping audit of Shire of Dundas Records will be conducted by the D CEO, Senior Administration Officer. The audits will examine the functionality of the record keeping procedures and utilisation of SynergySoft Records Module.

Retention and Disposal

The Shire of Dundas will be working in a hybrid system incorporating, electronic information and hard copy information in one file. All hard copies will be put into the designated files within our compactus.

RECORD DISPOSAL - ELECTRONIC FILES/NON PAPER FILES

An Electronic Management Solution is currently in development which will allow for electronic documents to be destroyed once retention has been met.

RECORD DISPOSAL- PAPER FILES

Once paper records have reached their inactive phase, they will be either destroyed or retained as permanent archives. This is to be determined by following the General Disposal Authority for Local Government Records.

Records created before 1920 are not to be disposed of by the Shire of Dundas and must be referred to the State Records Office for further appraisal.

Once a file is closed or volume is full the following procedure Is to be followed

- *Close file or volume within SynergySoft Records Module*
- *Take the file from the cabinet.*
- *Assess file according to GOA guidelines.*
- *Apply appropriate disposal action (writing in pencil on file, disposal authority number and period required for holding before either archiving or destroying)*

If the file is for destruction, complete form.

- *Filling in file number, file title, date range, box number, destruction period, GOA Reference*
- *Sign off as recommending officer*
- *Update file or volume number within SynergySoft records Module the new location for file.*
- *Place file/volume in appropriate box*
- *Store box until destruction date*
- *Check all records contained within volume are still approved for destruction(ie updates to GOA)*
- *List to be signed off by CEO and DCEO*
- *Destroy by SRO recommended as quoted in Local Government General Disposal. Currently use Goldfields Record Storage in Kalgoorlie*
- *Place copy of destruction approval sheets on a created file for permanent retention as per SRO requirements*
-

If file is for archiving, complete form;

- *Filling in file number, file title, date range, box number, Archive period, GOA Reference. Items to store until transported to SRO approved facility.*
- *Place copy of Archive list on a created file for future retention*

RECORD DISPOSAL AUTHORISATION

This is the document authorizing the disposal of records. It is in the form of a General

Disposal Authority for Local Government Records from 2010

RECORDS DESTRUCTION

When public records are rescheduled for destruction, it must be done completely so that no information is retrievable. Pulping or shredding are acceptable methods of destruction. Burning or burying public records are not acceptable methods of destruction. Records that are to be destroyed are to be sent to Goldfields Records Storage in Kalgoorlie.

Reformatting or degaussing the hard drive is the only way to properly destroy electronic records. The delete button itself will not properly destroy electronic records. All old laptops, computers devices must be sent to FAJ IT Services in Esperance for cleaning before sold or destroyed.

ARCHIVING RECORDS

Appraisal is the process of determining which records are to be retained as archives and which will be destroyed. Archival records are records deemed to have permanent value to the Shire of Dundas and the State. The administration value, legal value, financial value and historical value of records will all be taken into account into the appraisal process.

Some examples of records that should be considered for permanent retention as archives include:

- Records documenting the establishment of an agency
- Agendas, minutes and reports of the Shire of Dundas
- Committee agenda, minutes and reports
- Files relating to internal policy
- Reports on other major projects
- Reports on projects of importance to the community
- Records documenting Shire input into the drafting of legislation
- Legal opinions which set precedents for Shire policy
- Selected personal files
- Major organisation and function charts
- Financial records up to the early part of the twentieth century, which show how money was obtained, allotted, controlled and spent.

ACCESS TO ARCHIVES

Access to the archival records is restricted to the Records Officer and Chief Executive Officer. Any access to the archival records stored onsite needs to be recorded in SynergySoft Records Module.

HANDLING ARCHIVES

The utmost care should be taken when handling archival records.

Items that require frequent reproduction should have a separate copy kept specifically for producing copies. Photographs should have an access copy (photographic print, negative or photocopy) from which additional copies can be created. This ensures that no item is damaged due to cumulative exposure to heat and light from frequent copying. Copies for reproduction should be clearly marked as such.

Food and drink are not to be consumed in archival storage areas. Hands should be clean and free of foodstuffs, hand creams etc. If the weather is particularly hot and skin is prone to perspiration, clean white cotton gloves should be used to handle documents.

Pages should be turned carefully, using whole hand or both hands if necessary. Aids that can damage or deteriorate the documents, such as wet or licked fingers and rubber stalls must NOT be used when handling archives.

ENVIRONMENTAL CONTROL

Storage areas for archival records should be clean, dry and located away from environmental risk areas such as flood plains and industrial risk areas such as fuel depots.

Storage areas will be regularly assessed to check for signs of mould, insects or pollutants. Records should be stored away from direct sunlight and ultraviolet light sources.

The Senior Administration Offcier will regularly monitor and assess the storage area, taking all these factors and any others that may arise during the course of the inspections and report any findings to the Chief Executive Officer.

SECURITY AND DISASTER MEASURES

Archives such as Minute books and Rates books have been sent to ZircoDATA in Perth. IT Vision control the backups for SynergySoft Records Module.

Disaster Recovery Plans will be in place as per the Record Keeping Plan.

VITAL RECORDS

All Vital Documents are to be kept in a locked secure place either in fireproof safe 1 or 2, and they are to be kept secured at all times as well a copy preferably electronic should be made of each document. These records include:

- ■ Leases from and to Council
- ■ Licenses held by Council
- ■ Agreements (Contracts)

- • Guarantees/Warranties

- ■ Planning Agreements (Town Planning Scheme)

- • Occupation Agreements

- • Vesting orders

- ■ Council Minutes

- • Cemetery Records

- • Payroll Records

- ■ General Ledgers

- • Rates Books

- ■ Deeds / Titles

A number is to be allocated to each Vital Document and a register of the numbered documents is to be maintained by the Records Manager. This register is to be updated regularly. A record of borrowings of Vital documents is to be maintained by the Administration Officer and Records Manager and this record shall contain such information as date and time document was removed and replaced, purpose for removal and shall provide for the borrower's signature.

TRAINING

RECORD KEEPING AWARENESS RAISING

The Shire of Dundas recognizes all employees are obliged to comply with record keeping procedures as outlined in this procedure manual and also in the Shire's Record Keeping Plan in accordance with the State Records Act 2000.

Record Keeping Training will be provided for all staff to ensure they are aware of their record keeping roles and responsibilities. Induction sessions will be conducted for all staff who use, create or collect records during their employment at the Shire of Dundas.

RECORDS STAFF INDUCTION

Staff will be provided with basic record keeping information which will include the following:-

- Why do we need to keep records
- Record keeping policy intent and objectives
- Staff record keeping responsibilities
- How to create full and accurate records; and
- How to use the Record Keeping System (including hands on training)

Staff will also be provided with a copy of the Shire of Dundas Record Keeping Procedures.

At the conclusion of each induction session the participants are required to indicate on the induction check-list that they have been provided with the information.

To Remain on File

This file has been closed on: _ _ _ _ _

Correspondence

from / to: _____   _   _____

(date of last correspondence)

Next Volume

Shire of Dundas

CLOSED FILE

(No later dated documentation is to be attached to this file)

FILE NUMBER: _____

DATE: _____

FURTHER FILE: _____

(All later documentation is to be attached to further file)

AUTHORISED BY: ……………………….. **(Senior Administration Officer)** _____

COMMENT: _____

_____

_____

_____

ITEM 10.3.1 OFFICERS'REPORTS

WOODLANDS CULTURAL, COMMUNITY & VISITOR CENTRE REPORT

Woodlands Cultural, Community & Visitor Centre Report

Reporting Officer: Emelia Brydon Community Resource and Visitors Centre Services Officer
Reporting Period: February 15 - March 13

Norseman Community Resource Course
Room Hire - 4
Digital Assistance - 13
TransWA Bookings - 9
Photocopying - 21
Printing - 29
Scanning/Email – 7

Services Australia	Service Provider Visits
45 customers accessed Services Australia 40 self service 2 needed assistances with their claim 17 needed to be referred to a Services Australia Centre 2 Assisting with faxing 17 Identity conformation	Centrecare, Kalgoorlie – Financial Counselling. Services Australia Youth Justice Financial services Australia Centre Care Mental Health

Upcoming Events
Kids Club, Saturday 16th March,10:00am–12:00pm, Woodlands Centre
Community Markets 16th March, 8:00am – 12:00pm, Town Centre
Tiny Tots, Wednesday 20th March, 10:00-11:30am, Woodlands Centre
Be Connected Protect yourself against scams, Thursday 21st March , 12:00pm-1:00pm, Woodlands Centre
Easter egg hunt, Saturday 23rd March, 10:30am-12:00pm, Marks Park.
Be Connected iPhone Basics 27th March, 12:00pm-1:00pm, Woodlands Centre

Norseman Visitor Centre
From 15th February to the 13th March 2024, a total of eight hundred and forty-five (845) patrons have been through the Woodlands Centre (excluding CRC customers).

Public Toilets in Norseman
The Shire has been required to close 24hour access to the Welcome Park, Phoenix Park and Norseman Town Toilets due to an increase in petty vandalism causing damage. Public toilets are open 8am - 4pm. Council will review the opening hours as it works to address the vandalism with community stakeholders.

Easter Holiday Opening Hours Woodlands Centre
Friday 29th March (Good Friday) CLOSED
Saturday 30th March OPEN 8:30am-12:30pm
Sunday 31st March CLOSED
Monday 1st April OPEN 8:30am-12:30pm

Easter Holiday Opening Hours Centrelink
CLOSED Friday 29th March – Monday 1st April Inclusive

YOUTH & RECREATION SERVICES

Youth & Recreation Officer: Brad Turner

Period of reporting: 16 December 23 -10 February 24

 Norseman Youth Centre Attendance and Activities

The Youth Centre has had 760 visits during the reporting period.

The Youth Centre has had a steady number of people coming and going over the summer break.

We have been participating in a variety of activities to keep ourselves occupied and busy. We have been painting Australian birds and flowers using paints and a variety of brushes. It is great to see the creativity coming out with youth enjoying painting and canvas work.

As we finally see the weather start to cool we will be venturing down to the oval for some kite making. The kids are getting along with each other and the atmosphere in the Youth Centre has been positive and inclusive. We have been at the Pool on a regular basis as a group. Our swim for fruit programme runs each Friday afternoon between four and five o clock. The kids start of with some games swim some laps and get to eat some healthy fruit. Its good for a healthy mind and body.

The start of school term means that the youth centre computers will also be used for homework, and youth can ask for assistance with projects.

With the recommencement of school the Youth Centre will be looking for opportunities to assist in supporting Norseman youth to make good choices about school attendance and education engagement.