



Ordinary Council Meeting

21st August 2018



Papers Relating

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10.1.1

Application for Mining Lease 28/395

Great Southern Nickel Pty Ltd

ABN. 51 135 382 142

Our Ref: M28/395
Registered Post: 945787981015

31th July 2018

Office of Dundas Shire
PO Box 163
Norseman WA 6443

COPY

7/8/18

Dear Sir,

RE: Mining Lease notification

Attached for your information is a copy of the application for Mining Lease 28/395 by Great Southern Nickel Pty Ltd.

The lease has been applied for under the system of "Hectares" (see copy of Form 21). I have attached a Tengraph plan showing the boundaries of the area applied for, as required by the Mining Act 1978 (as amended) which falls under the boundaries of Shire of Dundas.

Should you have any questions concerning the application, please do not hesitate to contact me at the office address given below.

Yours faithfully


Jyotsna Chhabra
(For and on behalf of Great Southern Nickel Pty Ltd)

Email: jyotsna@mcreasy.com.au

Encl.

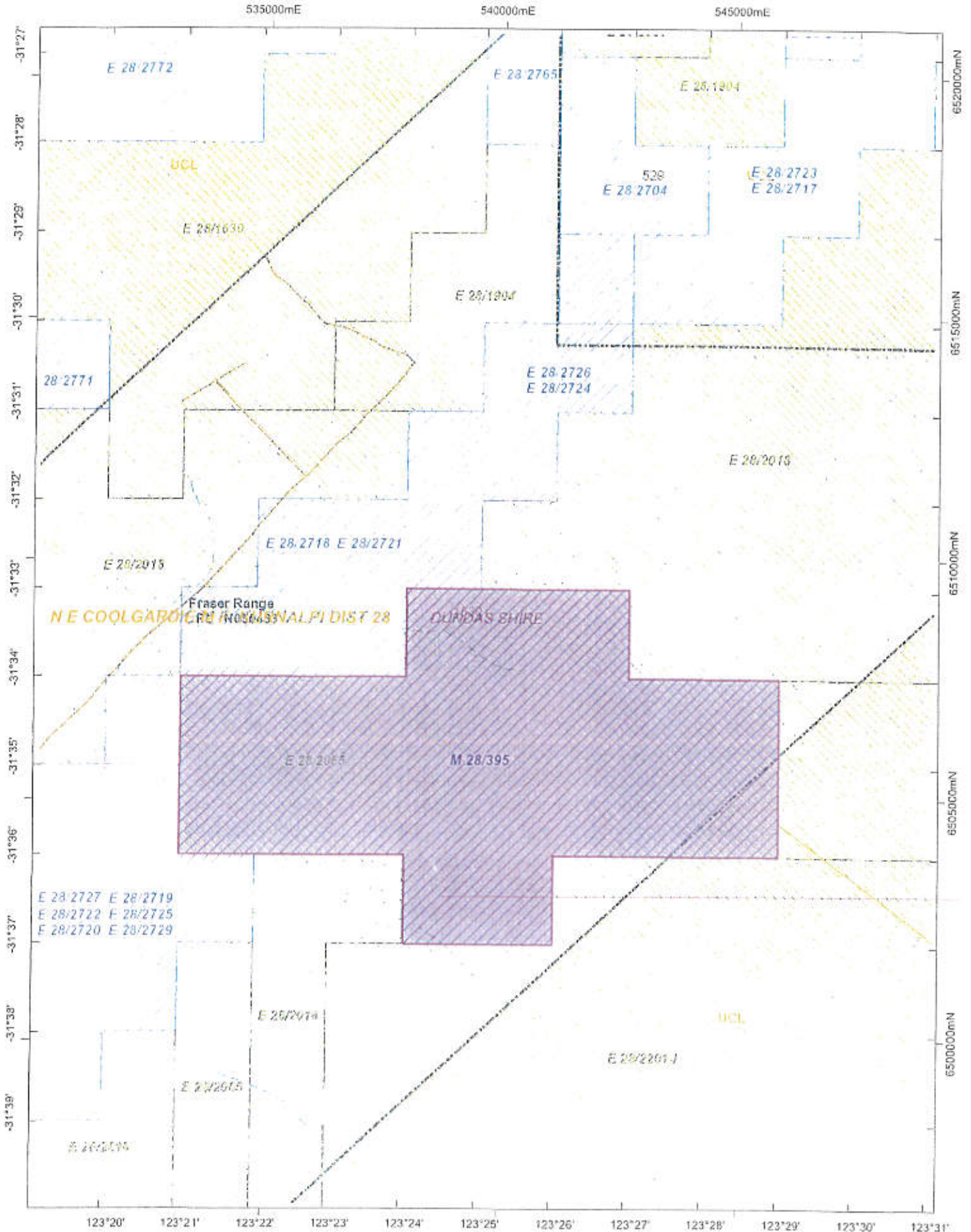
Attachment 1 – Form 21 item (j) Boundaries:

	Easting (m)	Northing (m)
Datum	545851mE	6503799mN
Thence	541107mE	6503818mN
Thence	541100mE	6501971mN
Thence	537939mE	6501983mN
Thence	537945mE	6503830mN
Thence	533202mE	6503847mN
Thence	533214mE	6507541mN
Thence	537959mE	6507525mN
Thence	537966mE	6509372mN
Thence	542712mE	6509354mN
Thence	542704mE	6507507mN
Thence	545867mE	6507493mN
Thence Back to Datum	545851mE	6503799mN



- Pending Application
- Live Tenement
- Application over Live Tenement

MINTSOX
(Tenement Status)



N E COOLGARDIE REGIONAL DISTRICT 28

DUNDAS SHIRE

This plan is for information only. It is not intended to be used as a basis for any legal or administrative action. The Department of Mines, Industry Regulation and Safety does not warrant the accuracy of the information provided. The Department of Mines, Industry Regulation and Safety is not responsible for any loss or damage arising from the use of this information. The Department of Mines, Industry Regulation and Safety is not responsible for any loss or damage arising from the use of this information. The Department of Mines, Industry Regulation and Safety is not responsible for any loss or damage arising from the use of this information.

Scale: 1:100,000





10.1.2

Application for Exploration Licence 63/1910



10.1.2

Application for Exploration Licence 63/1910



MKII CONSULTING PTY LTD
MINING TENEMENT MANAGEMENT

Our ref: INR/E63/1910-2018/08-H



By Registered Post: 945957530012

08 August 2018

The Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443

Dear Sir/Madam,

RE: APPLICATION FOR EXPLORATION LICENCE 63/1910 BY INTERNATIONAL RESOURCE SERVICES PTY LTD

This Company acts as tenement advisors to International Resource Services Pty Ltd ("*International Resource*").

We wish to advise that International Resource has made application for the abovementioned exploration licence which affects certain private land holdings in the area.

For your information and records, and in accordance with *Section 33(1a) of the Mining Act 1978 (State of Western Australia) and Regulation 7 of the Mining Regulations 1981* a copy of the Form 21 application together with a Tengraph map showing the boundaries of the ground applied for are enclosed.

Should you have any questions in relation to this application, please don't hesitate to contact this office.

Yours sincerely
MKII CONSULTING PTY LTD

Helen Symes – Tenement Consultant

Email: helen@mk2consulting.com.au

Encl: *Form 21, Maps*

Form 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Exploration Licence		No. E 63/1910
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) DUNDAS	
(c) Mineral Field			
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	INTERNATIONAL RESOURCE SERVICES PTY LTD (ACN: 050 495 755) C/- MKII CONSULTING PTY LTD, PO BOX 753, WEMBLEY, WA, 6913		100
(e) Address			
(f) No. of shares			
(g) Total No. of shares			(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR:	(h) Eyre Highway Norseman		
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(i) This application affects Private Property. Details of Private Property Affected: In respect of any private land affected sub-surface right only are sought in accordance with Section 33(1a) of the Mining Act 1978 (as amended).		
(h) Locality			
(i) Datum Peg			
(j) Boundaries			
(k) Area (ha or km ²)	(k) 30 BL.		
(l) Signature of applicant or agent (if agent state full name and address)	(l) <i>Martin Wiedemann</i> C/- MKII CONSULTING PTY LTD, PO BOX 753, WEMBLEY, WA, 6913		Date: 07/08/2018

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 11th day of September 2018 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	12:51:42	on	7 August	2018	with fees of
Application	\$1,430.00				
Rent	\$4,080.00				
TOTAL	\$5,510.00				
Receipt No:	85891468868				

Mining Registrar

NOTES

Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
 - (a) public plan search; (b) register search; (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



Mining Act 1978

FORM 21 - MAP ATTACHMENT

Time Officially Received: 07/16/2018 17:51:47
User ID: ex25371

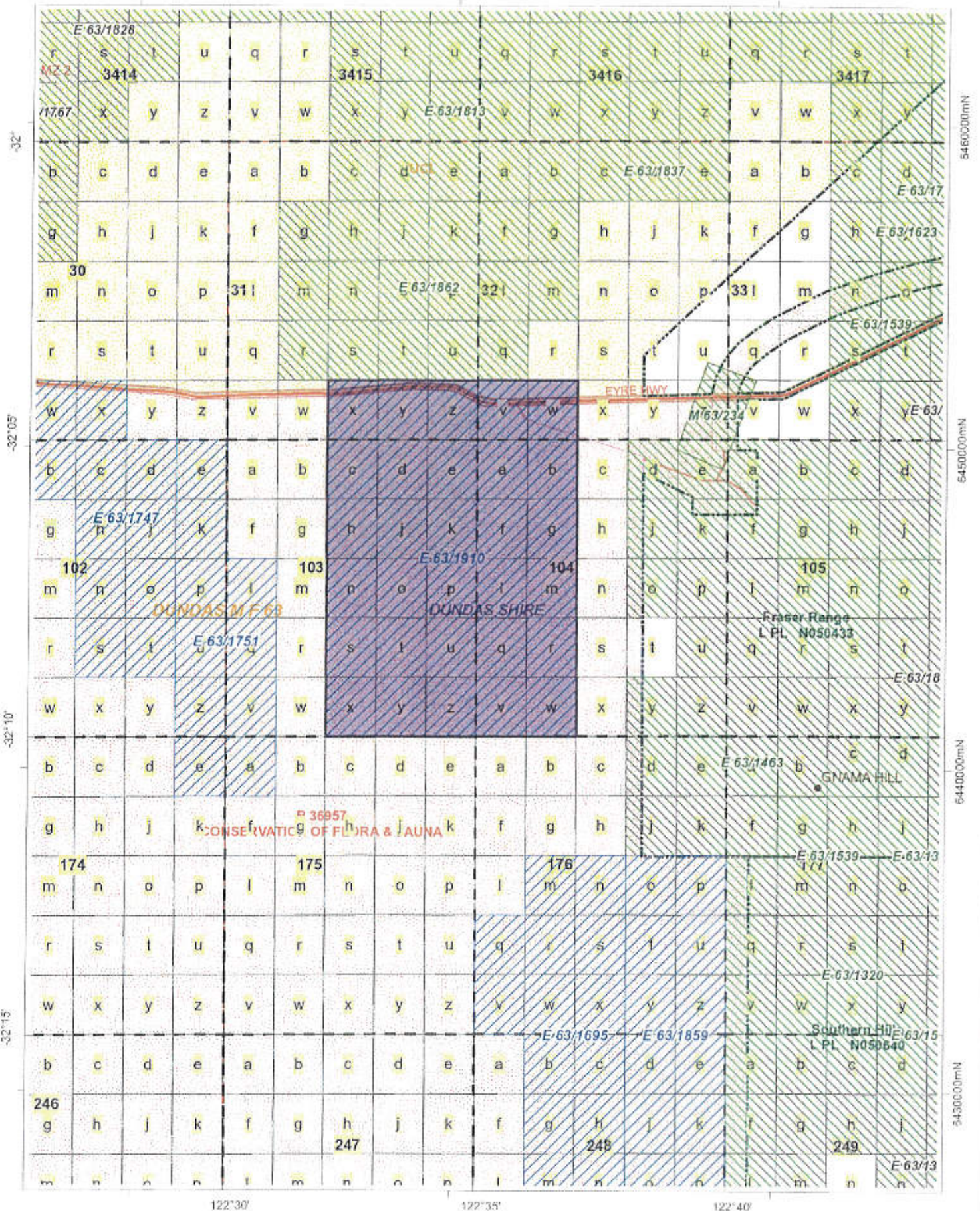
l	m	n	o	p	l	m	n	o
		<i>E 63/1862</i>						
q	r	s	t	u	32 q	r	s	t
		31						
v	w	x	y	z	v	w	x	y
a	b	c	d	e	a	b	c	d
f	g	h	j	k	f	g	h	j
		ESPERANCE					<i>E 63/1463</i>	
l	m	n	o	p	104 l	m	n	o
		103						
q	r	s	t	u	q	r	s	t
<i>E 63/1751</i>								
v	w	x	y	z	v	w	x	y
a	b	c	d	e	a	b	c	d
		175				176		<i>E 63/1463</i>
f	g	h	j	k	f	g	h	j



450000mE

460000mE

470000mE



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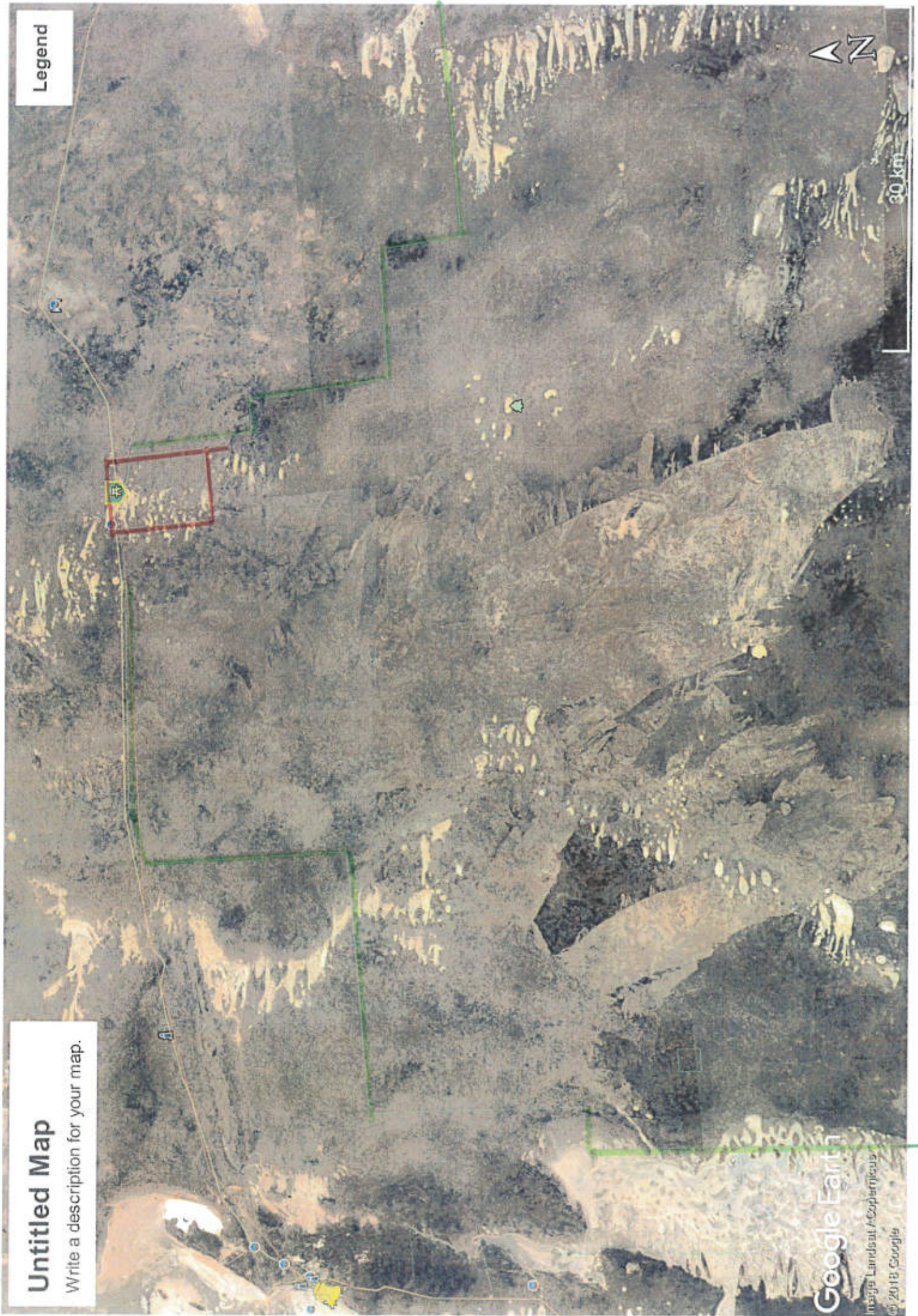
Scale: 1:150,000



Untitled Map

Write a description for your map.

Legend



30 km

Untitled Map

Write a description for your map.

Legend

Google Earth

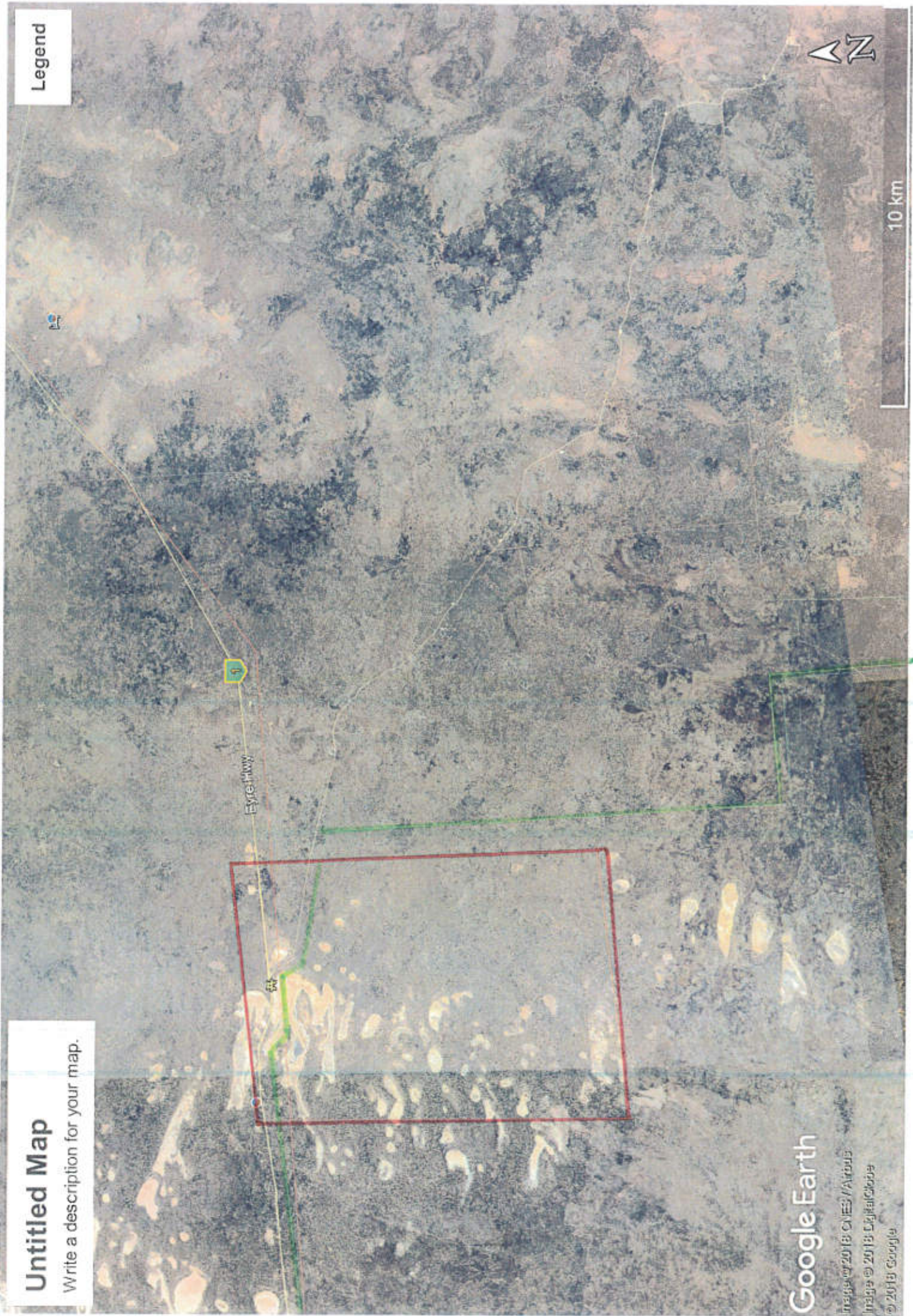
Image © 2018 CNES / Airbus
Image © 2018 DigitalGlobe
© 2018 Google

10 km



Eyre Hwy

64





10.1.3

Application for General Purpose Lease 63/9



 P: +61 8 9325 7111
F: +61 8 9325 7311
 PO Box 3285
East Perth WA 6892
 www.wts.net.au
admin@wts.net.au
77 Bennett Street
East Perth WA 6004



26 July 2018

REGISTERED MAIL
945802933012

Chief Executive Officer
Dundas Shire
PO Box 163
NORSEMAN WA 6443

COPY

Dear Sir/Madam,

**RE: APPLICATION FOR GENERAL PURPOSE LEASE 63/9
METEORE METALS PTY LTD & BARRA RESOURCES LIMITED**

Please find enclosed herewith a copy of the Form 21 & Plan which was recently lodged at the Department of Mines, Industry Regulation & Safety.

This notice is provided pursuant to Regulation 64A of the Mining Regulations 1981.

The area of the application falls within the Dundas shire boundary.

If you have any further queries in regards to this matter, please don't hesitate to contact the undersigned at this office.

Kind Regards

Michael Behrendt
Mining Title Consultant
WESTERN TENEMENT SERVICES

Encl.

sure

2

FORM 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement
(b) Time & Date marked out (where applicable)
(c) Mineral Field

(a) General Purpose Lease		No. /
(b) 14.42PM	02/07/2018	(c) Dundas

APPLICANT:
For each applicant:
(d) Full name and ACN/ABN No.
(e) Address
(f) No. of shares
(g) Total No. of shares

(d) & (a)	(f) shares
Barra Resources Limited (.ACN 093 396 859)	50
Meteore Metals Pty Ltd (.ACN 097 759 325)	50
C/- Western Tenement Services	
PO Box 3285	
East Perth WA 6892	
	(g) total 100

DESCRIPTION OF GROUND APPLIED FOR:
(For Exploration Licences see Note 1.
For other Licences see Note 2.
For all Licences see Note 3.)
(h) Locality
(i) Datum Peg
(j) Boundaries

(h) Mount Thirsty
(i) See Attachment 1
(j) See Attachment 1
Purposes - See Attachment 1

(Section 67 Full Conversion of E63/1790)
(Section 49 Full Conversion of P63/2045)

(k) Area (ha or km²)
(k) 596.43 Ha

(l) Signature of applicant or agent (if agent, state full name and address)

M. Behrendt
Date 09/07/2018
Michael Behrendt, 77 Bennett Street, East Perth WA 6892

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 16th day of August 20 18. (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

G 63/9
Lodge Office: PERTH
Lodge Date: 12/07/2018 15:40:00
Fees: \$500.00(A) \$9,850.50(R)
PN: 8605 7173 08
em-t-G 6300008



#06-166479
Department of Mines Industry Regulation and Safety
12 JUL 2018
3:40 PM
MINERAL TITLES

NOTES

- Note 1: EXPLORATION LICENCE
(i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
(j) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).
- Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE
(i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.
- Note 3: GROUND AVAILABILITY
(i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
(ii) The following action should be taken to ascertain ground availability:
(a) public plan search; (b) register search; (c) ground inspection.
- Note 4: ALL APPLICATIONS COVER PRIVATE LAND
The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

ATTACHMENT 1

GENERAL PURPOSE LEASE DATUM AND BOUNDARY DESCRIPTION

Datum Peg Datum situated @ Zone 51, GDA 94 coordinates 6451358mN and 370999mE, thence

Boundaries 6447805mN and 371044mE, thence
6447790mN and 369844mE, thence
6447355mN and 369867mE, thence
6447338mN and 369615mE, thence
6445939mN and 369633mE, thence
6445938mN and 369495mE, thence
6447521mN and 369475mE, thence
6448105mN and 369423mE, thence
6448107mN and 369467mE, thence
6451338mN and 369426mE, thence
Back to Datum

(Section 67 Full Conversion of E63/1790)
(Section 49 Full Conversion of P63/2045)

Area = 596.43 Ha

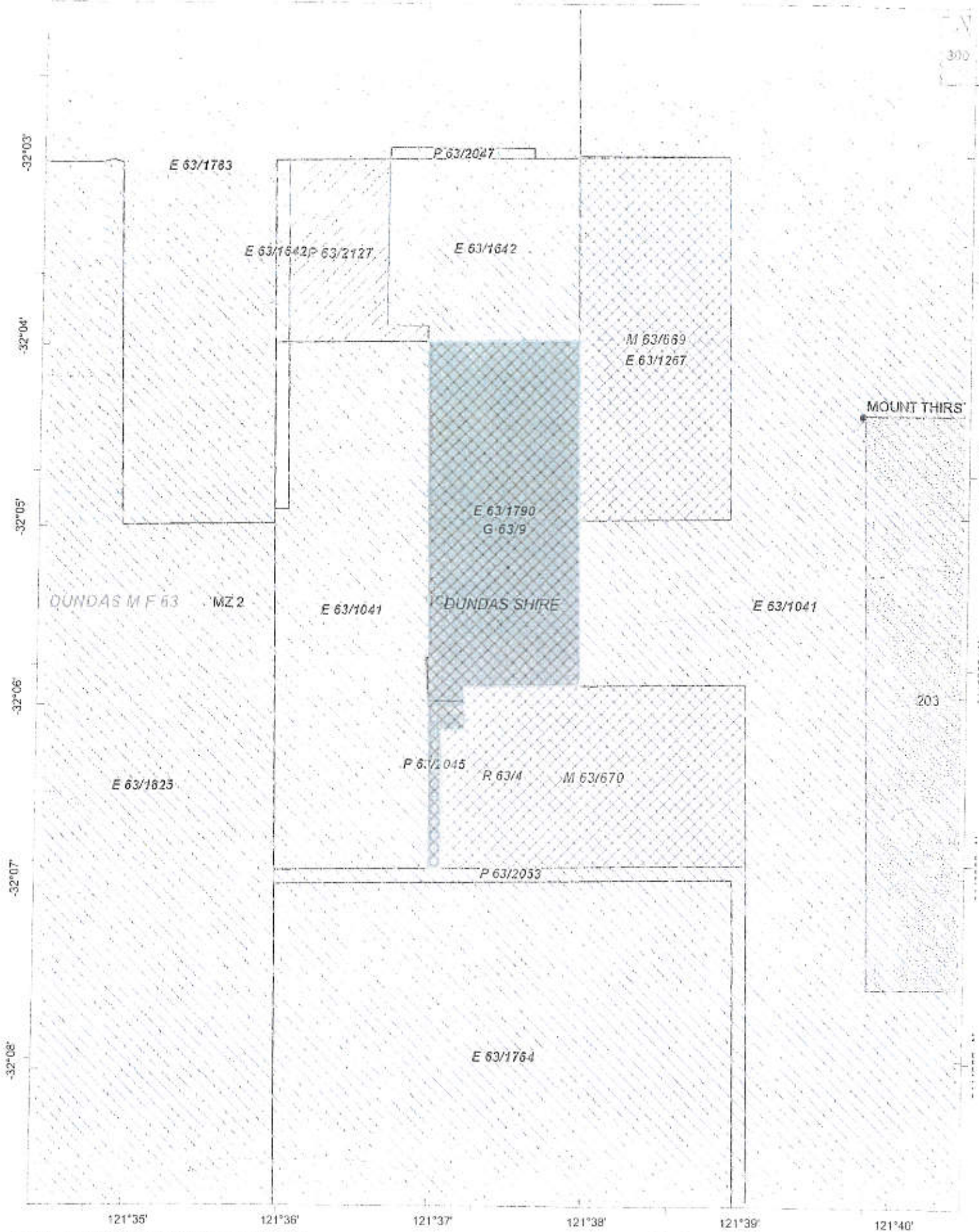
PURPOSES

1. For erecting, placing and operating machinery thereon in connection with the mining operations carried on by the lessee;
2. For depositing or treating thereon minerals or tailings obtained from any land in accordance with Mining Act 1978 and Mining Regulations 1981;
3. roads; ✓
4. pipelines; ✓
5. power lines; ✓
6. An aerodrome; ✓
7. Meteorological station; ✓
8. A communications facility; ✓
9. A minesite accommodation and administration facility; ✓
10. Water management facility; ✓
11. Power generation and transmission facility; ✓
12. A storage or transport facility for minerals or mineral concentrate; ✓
13. A workshop and storage facility; ✓
14. A rom pad;
15. A waste dump;
16. Tailings Dam;
17. Treatment Plant.



-  Pending Application
-  Live Tenement
-  Application over Live Tenement

366000mE 368000mE 370000mE 372000mE 374000mE



This map has been compiled from a data base derived from a number of separate sources and is intended to provide a general overview of the tenement areas. It is not intended to be used for legal purposes. The Department of Mines, Industry Regulation and Safety is not responsible for any errors or omissions. The Department of Mines, Industry Regulation and Safety is not responsible for any errors or omissions. The Department of Mines, Industry Regulation and Safety is not responsible for any errors or omissions.

Scale: 1:50,000

0 1 2 3 4 5k

Untitled Map

Write a description for your map.

Legend

Untitled Placemark

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14.5Km

34

Eye Hwys

Google Earth

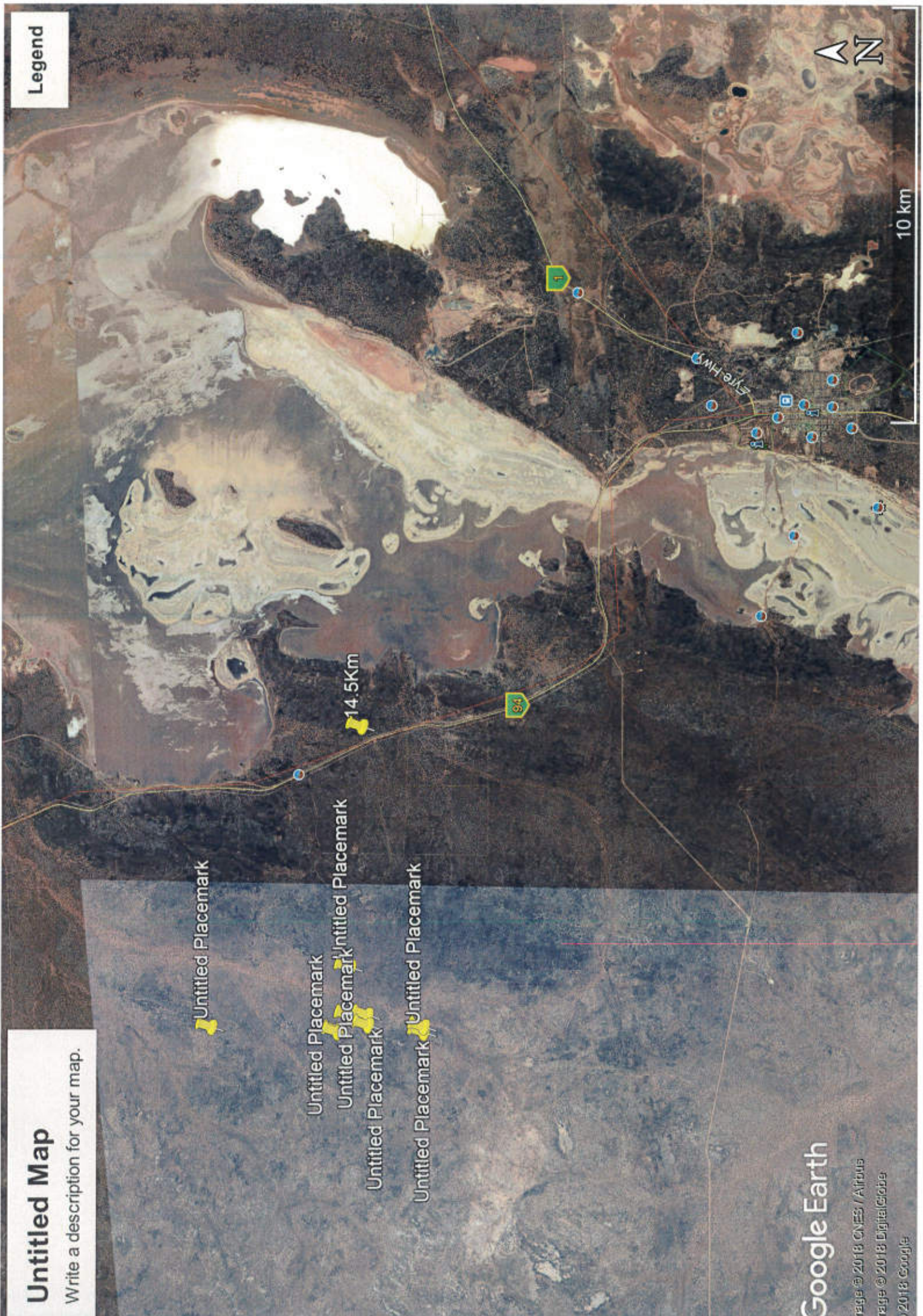
Image © 2018 CNES / Airbus

Image © 2018 DigitalGlobe

© 2018 Google



10 km





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 www.wts.net.au
admin@wts.net.au
 77 Bennett Street
East Perth WA 6004

26 July 2018



REGISTERED MAIL
945802879013

Chief Executive Officer
Dundas Shire
PO Box 163
NORSEMAN WA 6443

COPY

Dear Sir/Madam,

RE: APPLICATION FOR MINING LEASE 63/669
METEORE METALS PTY LTD & BARRA RESOURCES LIMITED

Please find enclosed herewith a copy of the Form 21 & Plan which was recently lodged at the Department of Mines, Industry Regulation & Safety.

This notice is provided pursuant to Regulation 64A of the Mining Regulations 1981.

The area of the application falls within the Dundas shire boundary.

If you have any further queries in regards to this matter, please don't hesitate to contact the undersigned at this office.

Kind Regards

Michael Behrendt
Mining Title Consultant
WESTERN TENEMENT SERVICES

Encl.

1

FORM 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 84)

APPLICATION FOR MINING TENEMENT

(a) Mining Lease	No...../.....	
(b) 14.28PM	02/07/2018	(c) Dundas
(d) & (e)		(f) shares
Barra Resources Limited (.ACN 093 398 859)		50
Meteore Metals Pty Ltd (.ACN 097 759 325)		50
C/- Western Tenement Services		
PO Box 3285		
East Perth WA 6892		
		(g) total 100
(h) Mount Thirsty		
(i) Datum situated @ Zone 51, GDA 94 coordinates 6449510mN and 371023mE, thence		
(j)		
6453205mN and 370976mE, thence		
6453225mN and 372549mE, thence		
6449530mN and 372596mE, thence		
Back to Datum		
(Section 67 Full Conversion of E63/1267)		
(k) Area (ha or km ²)	(k) 581.47 Ha	
(l) Signature of applicant or agent (to sign) (to name and address)	(l) <i>M. Behrendt</i> Michael Behrendt, 77 Bennett Street, East Perth WA 6892	
	Date 09/07/2018	

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the ...16... day of August... 2018. (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Ri M 63/669
Lodge Office: PERTH
Lodge Date: 12/07/2018 15:40:00
A| Fees: \$600.00(A) \$10,883.40(R)
Ri PN: 8605 7173 08
T| em-t-M 6300669



Department of Mines Industry
Regulation and Safety
12 JUL 2018
3:40PM
MINERAL TITLES

#06-166479

NOTES

Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

(i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

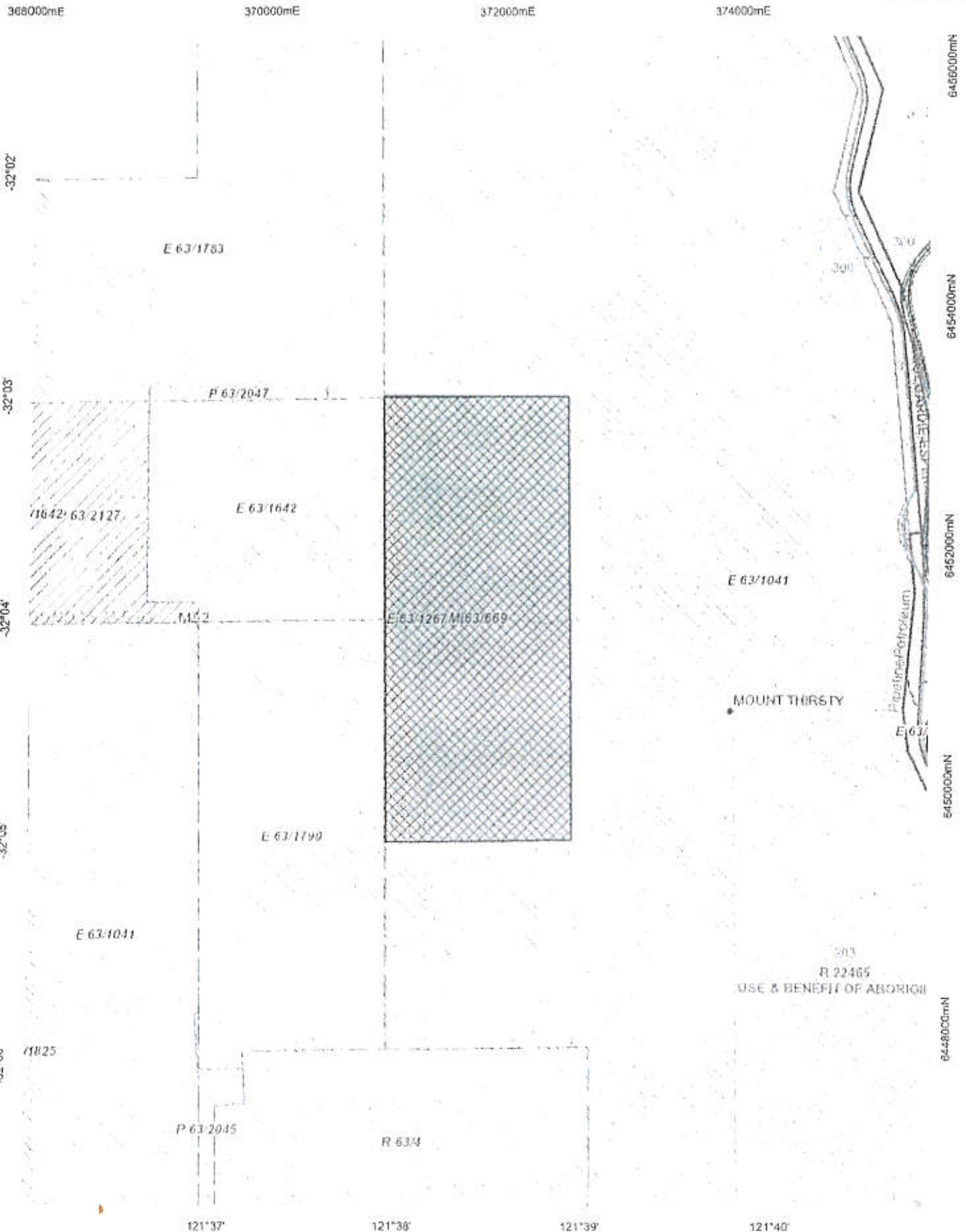
- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
(a) public plan search; (b) register search; (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



-  Pending Application
-  Live Tenement
-  Application over Live Tenement



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Scale: 1:40,000

0 08 16 24 32 40m



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77 Bennett Street
East Perth WA 6004

26 July 2018



REGISTERED MAIL
945802935016

Chief Executive Officer
Dundas Shire
PO Box 163
NORSEMAN WA 6443

COPY

Dear Sir/Madam,

RE: APPLICATION FOR MINING LEASE 63/670
METEORE METALS PTY LTD

Please find enclosed herewith a copy of the Form 21 & Plan which was recently lodged at the Department of Mines, Industry Regulation & Safety.

This notice is provided pursuant to Regulation 64A of the Mining Regulations 1981.

The area of the application falls within the Dundas shire boundary.

If you have any further queries in regards to this matter, please don't hesitate to contact the undersigned at this office.

Kind Regards

Michael Behrendt
Mining Title Consultant
WESTERN TENEMENT SERVICES

Encl.

3

FORM 21 WESTERN AUSTRALIA Mining Act 1978 (Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of Tenement	(a) Mining Lease	No. /
(b) Time & Date marked out (where applicable)	(b) 13.35PM 02/07/2018	(c) Dundas
(c) Mineral Field		
APPLICANT:	(d) & (e)	
For each applicant:		
(d) Full name and ACN/ABN No.	Meteore Metals Pty Ltd (.ACN 097 759 325)	
(e) Address	C/- Western Tenement Services	
(f) No. of shares	100	
(g) Total No. of shares		
	(g) total 100	
DESCRIPTION OF GROUND APPLIED FOR:	(h) Mount Thirsty	
(For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(i) Datum situated @ Zone 51, GDA 94 coordinates 6447790mN and 369844mE, thence	
(j) Locality	6447827mN and 372755mE, thence	
(k) Datum Peg	6445979mN and 372778mE, thence	
(l) Boundaries	6445939mN and 369633mE, thence	
	6447338mN and 369615mE, thence	
	6447355mN and 369867mE, thence	
	Back to Datum	
	(Section 70L full conversion of R63/4)	
(m) Area (ha or m ²)	(k) 570.43 Ha	

(i) Signature of applicant or agent (full name and address)

(i) M. Behrendt Date 09/07/2018 Michael Behrendt, 77 Bennett Street, East Perth WA 6892

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 16th day of August 2018... (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Re: M 63/670 Lodge Office: PERTH Lodge Date: 12/07/2018 15:40:00 Fees: \$500.00(A) \$10,677.70(R) PN: 8505 7173 08 em-1-M 6300670



Department of Mines Industry Regulation and Safety 12 JUL 2018 3:40 PM MINERAL TITLES

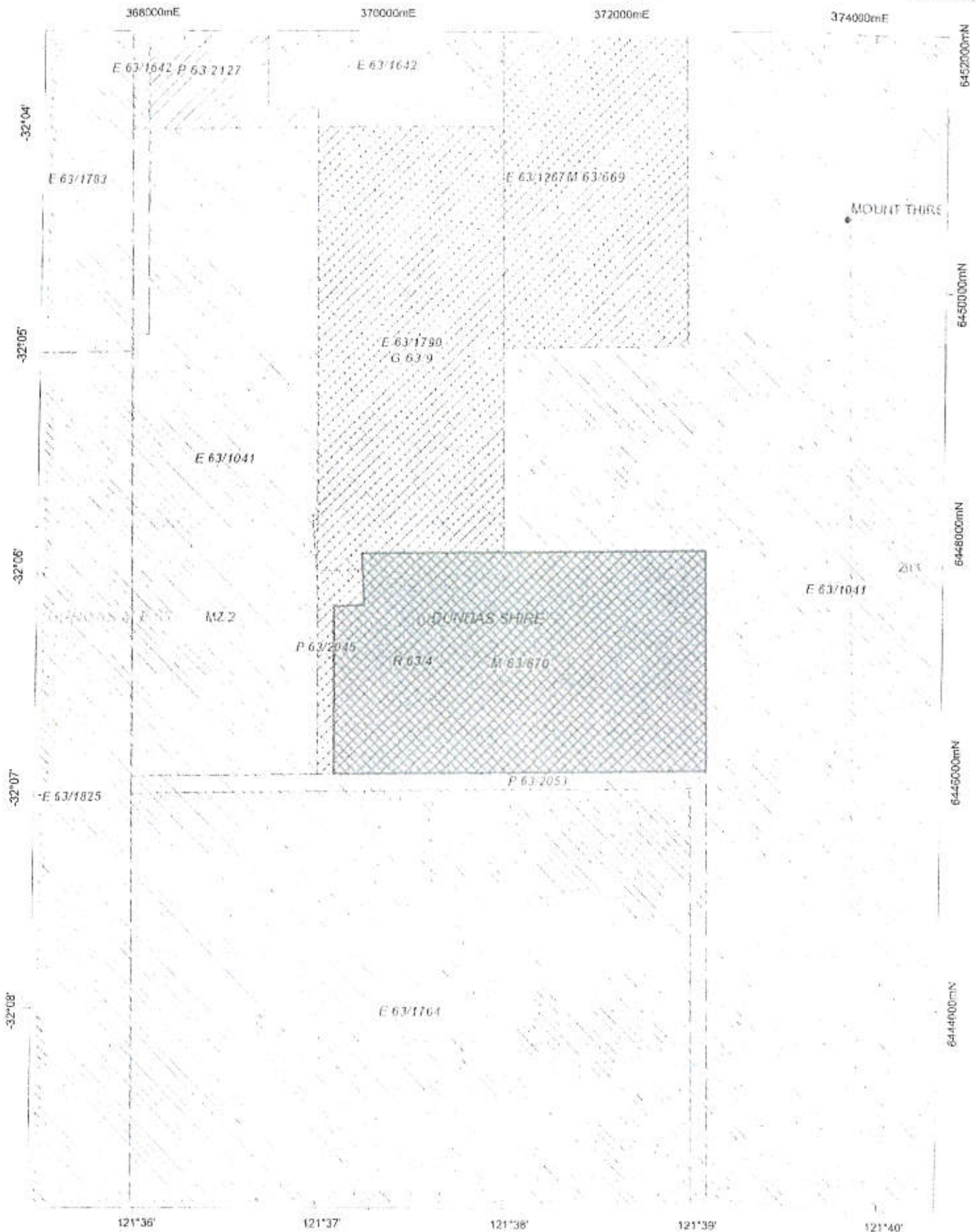
#06-166479

NOTES

- Note 1: EXPLORATION LICENCE
 - (b) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
 - (k) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).
 - Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE
 - (c) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.
 - Note 3: GROUND AVAILABILITY
 - (e) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
 - (f) The following actions should be taken to ascertain ground availability:
 - (a) public plan search;
 - (b) registrar search;
 - (c) ground inspection;
 - Note 4: ALL APPLICATIONS OVER PRIVATE LAND
- The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.



-  Pending Application
-  Live Tenement
-  Application over Live Tenement



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Scale: 1:40,000





10.2.1

Norseman Aerodrome Emergency Plan

**Extract from Local Emergency Management Committee meeting held
Wednesday 15th August 2018**

6. Agenda Items

6.1 Norseman Aerodrome Emergency Management Plan 2018

Summary

Upgrades to the Norseman Aerodrome are now completed, seeing the aerodrome developed into an all-weather aerodrome. This upgrade has been long awaited by the Shire of Dundas community and the emergency services that will be able to use this essential and what could be lifesaving infrastructure.

As part of the process the Norseman Aerodrome Emergency Management Plan must be reviewed and endorsed by the Shire's Local Emergency Management Committee. Following that, the Plan is submitted to the Shire of Dundas Council for adoption and then submitted to CASA.

Recommendation:

1. That the Shire of Dundas Local Emergency Management Committee review and endorse the Norseman Aerodrome Emergency Management Plan 2018.
2. That the Shire of Dundas Local Emergency Management Committee submit the plan to the Shire of Dundas Council for adoption at the August Ordinary Meeting of Council.

Moved: Ian Connell

Seconded: Nicole Evans

For: 12

Against: 0

Carried



SHIRE OF DUNDAS

Norseman Aerodrome Emergency Management Plan 2018



Adopted by Council August 2018

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1 Norseman Aerodrome Emergency Management Plan

1.1 Title

The plan shall be titled "The Norseman Aerodrome Emergency Management Plan."

1.2 Purpose

The Norseman Emergency Management Plan 2018 has been prepared the Local Emergency Management Committee to provide a timely and coordinated response for rescue and recovery from an emergency on the aerodrome. The primary purpose of this section is to document the responsibilities and background information in relation to the plan.

1.3 Responsibilities

The responsibility of preparing an Aerodrome Emergency Management Plan lies with the Shire of Dundas. The Aerodrome Manager will prepare an AEP in consultation with the Local Emergency Management Committee (LEMC).

1.4 Scope

1.4.1 This plan details the arrangements for control and co-ordination of response to an initial recovery from an emergency on the Norseman Aerodrome involving aircraft and or aircraft facilities.

1.4.2 The plan is based on the assumption that each agency with a statutory role has in place appropriate supporting Standard Operating Procedures which deal with that agency's response in accordance with this plan.

1.5 Legislation

The legislative basis for the preparations of the Plan is provided by the State Emergency Management Advisory Committee (SEMAC) and Policy Statement Number 7.

2 Emergency Management Planning

2.1 Local Emergency Management Committee (LEMC)

The LEMC which is chaired by the CEO of the Shire of Dundas is responsible for developing the Norseman Aerodrome Emergency Management Plan.

The Aerodrome Manager fulfils the position of executive officer for the Aerodrome Emergency Planning Committee.

2.2 Membership

The Local Emergency Management Committee and is made up of representatives of the major response agencies involved in a response to an emergency in the Shire of Norseman.

The agencies represented are:

- W.A Police Service
- Shire of Dundas
- Norseman Volunteer Fire and Rescue Service
- Norseman District Hospital
- St John Ambulance
- Department of Community Child Protection and Family Services

2.3 Responsibilities

The LEMC is the main forum to develop, distribute, amend and review the Aerodrome Emergency Plan for the Norseman aerodrome.

The Committee meets as often as is necessary to carry out its functions and will be comprised of a group of core members from;

- Shire of Dundas;
- Norseman Hospital;
- Norseman Volunteer Fire and Rescue Service; +
- St John Ambulance Service;
- DFES; and
- Norseman Police

The LEMC may form sub committees to deal with the details of planning for welfare, media, general aviation, training, special projects and exercise planning

2.4 Plan Review

A review of the Plan is to be conducted:

- following activation of the plan;
- following an exercise to test all or part of the plan;
- following a change in the role and responsibility of any participating agency; and
- as often as deemed necessary by the LEMC provided a review is conducted at least each 12 months.

2.5 Exercises

2.5.1 Aerodrome Emergency Exercises

To ensure that the plan is functional and that all agencies are familiar with their roles and responsibilities, an exercise program will be developed by the LEMC. The committee will determine the frequency and type of exercises to be held.

2.5.2 Aerodrome Emergency Plan Review

After a major activation of the plan or following an exercise, the LEMC will meet to identify areas where the plan may be improved.

2.6 Amendments

Amendments to the plan will be issued by the Chairperson on behalf of the Committee. Proposals for an amendment or addition to the contents of the plan may be forwarded in writing to:

- The Chairperson;
- Local Emergency Management Committee; or
- OIC Norseman Police Station.

3 Emergency Response Facilities

3.1 Emergency Co-ordination Centre

The Emergency Co-ordination Centre (ECC) refers to the location where the Emergency Co-ordinator is situated and from which co-ordination of all support

to the Forward Controller is managed. The EEC is located at the Norseman Police Station or other location as determined by the OIC Norseman Police Station.

Liaison Officers from Support Agencies may be requested to report to the EEC during an emergency.

3.2 Forward Control Centre

The Forward Control Centre (FCC) refers to the location of the Police Forward Controller and Liaison Officers of responding agencies. The FCC is the Police vehicle with rotating lights, located near the scene. Initially, the FCC may be a Shire vehicle displaying a rotating amber light.

4 Responsibilities

Each responding agency is responsible for developing its own procedures for implementing its part of the AEP.

4.1 Police Service

The Western Australian Police Service is the Lead Hazard Management Agency responsible for providing overall control and co-ordination of all agencies involved in a response to an aircraft accident.

4.2 Volunteer Fire & Rescue Service

The Norseman Volunteer Fire and Rescue Service is responsible for providing fire fighting response.

4.3 Hospital

The Norseman District Hospital is responsible for providing triage and medical treatment of the injured.

4.4 Ambulance Service

The Norseman St John Ambulance is to provide first aid, care and evacuation of the injured.

4.5 Royal Flying Doctor Service

The Royal Flying Doctor Service is to provide assistance in the evacuation of the injured.

4.6 Aircraft Operator

The Airline Company/ Aircraft Operator is responsible for providing the Police controller with a passenger and cargo manifest and technical assistance.

4.7 Shire of Dundas

The Aerodrome Manager will assist the Police controller and emergency services by providing access to aerodrome facilities and equipment.

4.8 Department of Community Child Protection and Family Support

The Department of Community Child Protection and Family Support is responsible for providing welfare services to survivors.

4.9 Department of Parks & Wildlife

The Department of Parks & Wildlife will assist as requested where a crash occurs in Department of Parks & Wildlife managed areas.

4.10 Department of Fire & Emergency Services

The DFES is responsible for ensuring adequate fire fighting and rescue equipment is available and the appropriate level of protection is available.

5 Glossary

Glossary and abbreviations associated with aircraft emergencies as follows:

AA – Airservices Australia.

Accident – An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked, in which:

- A person is fatally or seriously injured as a result of being in or upon the aircraft or by direct contact with the aircraft or anything attached thereto, except when the injuries are from natural causes, are self-inflicted or inflicted by other persons, or when injuries are to stowaways hiding outside the areas normally available to the passengers and crew, or
- The aircraft damage or structural failure which adversely affects the structure strength, performance or flight characteristics of the aircraft and which would normally require major repair or replacement of the affected component.

AEP - Aerodrome Emergency Plan. A plan developed to co-ordinate all agencies and their individual Airport Emergency Procedures, State or Supporting Plans for resolving an airport emergency.

Aerodrome Emergency Procedures (Standard Operating Procedures) - individual agency procedures for meeting the Aerodrome Emergency Plan.

Aerodrome / Airport – A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure or surface movement of aircraft.

Aerodrome General Manager – The person appointed by the Shire of Dundas to oversee the overall operations of the Norseman aerodrome. Usually the Chief Executive Officer

Aerodrome Manager – The person appointed by the Shire of Dundas to oversee the general operations of the Norseman aerodrome. Usually the Manager of Works and Services

Aircraft Operator – A person, organization or enterprise engaged in or offering to engage in aircraft operation.

Air Traffic Control – A generic term meaning, variously, air traffic advisory service, area control service, approach control service or aerodrome control service.

Aerodrome Reporting Officer / Safety Officer – an appointment within the aerodrome to ensure general compliance with the Civil Aviation Regulations, that movement areas and associated Obstacles Limitation Surfaces are safe for aircraft operations.

Airservices Australia – Federal Government agency providing air traffic services and aviation Search and Rescue.

Airside – The movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled.

Aprons - That part of an airport to be used for:

- loading of cargo onto, or unloading cargo from an aircraft;
- refuelling, parking or carrying out maintenance on an aircraft.
- the purpose of enabling passengers to board or disembark from an aircraft.

ASRA – Aviation Security Response Arrangements.

ASRG – Aviation Security Response Group.

Assembly Area – a pre-arranged, strategically placed area on or off the airport, where general staff and their vehicles can be assembled in order to be escorted to the aerodrome in an emergency.

ATS – Air Traffic Services (Air Traffic Controllers provided by Airservices Australia.)

BASI –Bureau of Air Safety Investigation – a division of the federal Department of Transport.

Casualty Clearing Area – the area where medical staff assemble to provide triage treatment and arrange transportation to hospital for those persons injured in the emergency.

Combat Area - means the area declared by the senior officer of the attending fire agency as the combat area and includes the area involved in the actual fire and the area where fire fighters, appliances and equipment are located. The area may extend to adjoining areas threatened by fire and is controlled by the fire agency.

Hazard Management Agency - that organization which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring radioactive materials, etc. An emergency operation may involve a number of Hazard Management Agencies.

Co-ordination – the bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisational, human and equipment) in accordance with the requirements imposed the threat or impact of an emergency / disaster. Co-ordination relates primarily to resources and operates vertically, within an organization as a function of the authority to command; and horizontally, across organizations, as a function of authority to control.

Command – the direction of members and resources of an organization in the performance of the organization's role and tasks. Authority to command is established in legislation or by agreement within an organization. Command relates to organizations and operates vertically, within an organization.

Control – the overall direction of emergency management activities in a designated emergency. Authority for control is established legislation or in an emergency management plan and carries with it the responsibility of tasking and co-ordinating other organizations in accordance with the needs of the situation. Control relates to situations and operates horizontally, across organisations.

Control Area – means the total area within the outer perimeter, and includes the combat area, all aircraft wreckage and triage area.

Control Centre / Post – the point where co-operating agency heads assemble to receive and disseminate information and make operational decisions on the immediate rescue operation.

Controller – the person designated by the Lead Hazard Management Agency to be the controller for a particular emergency.

DVI – Disaster victim identification.

Disaster – See emergency.

Emergency Exercise – assembling and utilisation of all the resources that would be available and used in a real emergency, to test the emergency procedures.

Emergency – an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization or which requires the co-ordination of a number of significant emergency management activities.

ESCP – Emergency services checkpoint. The point where responding agencies are briefed on the situation as they arrive to report and assume control of the individual aspects of the operation.

ETA – Estimated time of arrival.

Emergency Co-ordinator – the senior police officer responsible for the police sub-district.

Full Emergency – a condition declared when it is known that an aircraft approaching the airport is, or is suspected to be, in trouble and that there is danger of an accident requiring the response from off airport agencies.

Forward (Field) Control Centre – a facility, where the controller is located, at or near the scene of an emergency. It is also the location where agency commanders assemble to receive and disseminate information and make operational decisions on the immediate rescue operation.

Forward Command Post – the facility, usually a vehicle, from which the heads of the responding agencies command their members in the performance of the agencies roles and tasks.

Hazardous Materials / Dangerous Goods – articles or substances which are capable of posing significant risk to health, safety or property.

Incident – an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of that operation.

Inner Perimeter – that area which is secured to allow effective command communications and control by the Hazard Management Agency.

Landside – those parts of an aerodrome not considered airside, that is, areas normally accessible to the general public.

Lead Hazard Management Agency – that organization which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.

Licensed Aerodrome (Airport) – an airport owned by a person or organization licensed by the Civil Aviation Safety Authority (CASA) and operated according to an approved Airport Manual.

Local Standby – a condition declared when an aircraft approaching the aerodrome is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing and thus NOT requiring a response by off airport agencies.

Manoeuvring Area – those parts of an aerodrome used for take-off, landing and taxiing of aircraft, excluding aprons.

Outer Perimeter – that area outside the inner perimeter which is secured for immediate support operational requirements, free from unauthorised or uncontrolled interference.

Passenger Reception Centre – that area located on the aerodrome for those passengers not taken to hospital, where registration is commenced prior to any welfare or reuniting with waiting family/friends.

POB – Persons On Board.

POCC – Police Operations Centre Co-ordinator.

Registered Aircraft – aircraft on the register of the Civil Aviation Safety Authority (CASA) will display a 5 letter registration commencing with the letters VH-.

Response – the process of combating an emergency and of providing relief for persons affected by the emergency.

SARMC - the Search and Rescue Mission Controller.

Staging Area – a prearranged, strategically placed area, where support personal, general staff, vehicles and other equipment can be assembled in order to be escorted to the incident site during the emergency.

Support Agencies – those agencies where further resources may be accessed.

Supporting Plan – a plan complete in itself, for the emergency management of a special or high risk hazard or event.

Survivor Registration – function of the Western Australia Police Service which compiles a register of survivors.

Triage Area – location where triage operations are carried out.

Triage – sorting and classification of casualties to determine the order of priority for treatment and transportation.

Warning Agency – the agency that has the initial information on an emergency or potential emergency and responsibility to advise other agencies.

6 Distribution List

Position	Organisation
Chairperson	LEMC.
Manager of Works	Shire of Dundas
Aerodrome Manager	Shire of Dundas
Administrator	Norseman District Hospital
Officer in Charge	Norseman Police Station
Officer in Charge	Norseman Volunteer Fire Brigade
Manager	Dept. Community Child Protection & Family Services
Chief Pilot	R.F.D.S.
Station Officer	Norseman St. John Ambulance

7 Contact Details

Service	Number	E-Mail
Air Services Australia	1800 815 257	
Bureau of Air Safety Investigation	1800 011 034	
Norseman Police	9039 1000	
W.A. Police (COMCO)	9222 1111	
Norseman Fire Brigade	0432 825 154	Veronica Wyatt (Captain)
Norseman St John Ambulance	9039 1046	Officer on Duty
Shire of Dundas CEO	9039 1205	ceo@dundas.wa.gov.au
Aerodrome Manager	9039 1205	works@dundas.wa.gov.au
R.F.D.S.	1800 625 800	
Dept. Community Child Protec Family Services	1800 032 965	Emergency Service Unit
W.A. Police (Air Support)	0407 724 416	Officer in Charge
W.A. Police (Media)	9222 1011	

8 Authority

The Norseman Aerodrome Emergency Management Plan has been prepared by the Shire of Dundas in consultation with and endorsement by the Local Emergency Management Committee.

Endorsed: _____
Chairperson
Local Emergency Management Committee



10.3.1

Property Local Law 2018

LOCAL GOVERNMENT ACT 1995

Shire of Dundas

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2018

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dundas resolved on to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law is cited as the *Shire of Dundas Local Government Property Local Law 2018*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Definitions

In this local law unless the context otherwise requires—

Act means the Local Government Act 1995;

applicant means a person who applies for a permit under clause 3.2;

authorised person means a person authorised by the local government under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

building means any building which is local government property and includes a—

(a) hall or room;

(b) corridor, stairway or annexe of any hall or room.

Code means the Code of Practice for the Design, Operation, Management and Maintenance of Aquatic Facilities as published by the Executive Director, Public Health, pursuant to the provisions of section 344A (2) of the *Health Act 1911*;

CEO means the chief executive officer or an acting chief executive officer of the local government;

commencement day means the day on which this local law comes into operation;

Council means the council of the local government;

date of publication means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

determination means a determination made under clause 2.1;

district means the district of the local government;

function means an event or activity characterised by all or any of the following—

(a) formal organisation and preparation;

(b) its occurrence is generally advertised or notified in writing to particular persons;

(c) organisation by or on behalf of a club;

(d) payment of a fee to attend it; and

(e) systematic recurrence in relation to the day, time and place;

Health Act means the Health Act 1911;

liquor has the same meaning as is given to it in section 3 of the Liquor Control Act 1988;

local government means the Shire of Dundas;

local government property means anything except a thoroughfare —

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

local public notice has the same meaning as in section 1.7 of the Act;

Manager means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person's assistant or deputy;

nuisance means—

(a) any thing, condition, circumstance or state of affairs which is injurious or dangerous to the health of a reasonable person, or which has a disturbing effect on the state of reasonable physical, mental or social well-being of a person;

(b) any thing a person does or permits or cause to be done which interferes with or is likely to interfere with the enjoyment or safe use by another person of any public place; and

(c) any thing a person does on public or private land which detracts from or interferes with the enjoyment or value of lands owned by another person;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

person does not include the local government;

pool area means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

trading means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of—

(a) offering them for sale or hire;

(b) inviting offers for their sale or hire;

(c) soliciting orders for them; or

(d) carrying out any other transaction in relation to them;

vehicle includes—

(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

(b) an animal being ridden or driven.

waste includes matter—

(a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment; or

(b) prescribed by regulations under the *Waste Avoidance and Resource Recovery Act 2007* to be waste.

1.4 Interpretation

In this local law, a reference to local government property includes a reference to any part of that local government property.

1.5 Application

This local law applies throughout the district.

1.6 Overriding power to hire or agree

Despite anything to the contrary in this local law, the local government may—

(a) hire local government property to any person; or

(b) enter into an agreement with any person regarding the use of any local government property.

1.7 Repeal

The *Shire of Dundas Local Government Property Local Law* as published in the *Government Gazette* on the 19th May 2000 is repealed.

PART 2—DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1—Determinations

2.1 Determinations as to use of local government property

- (1) The local government may make a determination in accordance with clause 2.2—
 - (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
 - (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
 - (c) as to the matters in clauses 2.7(2) and 2.8(2); and
 - (d) as to any matter ancillary or necessary to give effect to a determination.
- (2) The determinations in Schedule 2—
 - (a) are to be taken to have been made in accordance with clause 2.2;
 - (b) may be amended or revoked in accordance with clause 2.6; and
 - (c) have effect on the commencement day.

2.2 Procedure for making a determination

- (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that—
 - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to—
 - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to—
 - (a) consider those submissions; and
 - (b) decide—
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice—
 - (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person shall comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The Council may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2—Activities which may be pursued or prohibited under a determination

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may—
 - (a) bring, ride or drive an animal;
 - (b) take, ride or drive a vehicle, or a particular class of vehicle;
 - (c) fly or use a motorised model aeroplane;
 - (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
 - (e) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
 - (f) play or practice—
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;and
 - (g) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular—
 - (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

- (1) In this clause—

premises means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.
- (2) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property—
 - (a) smoking on premises;

- (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
 - (c) taking, riding or driving a vehicle on the property or a particular class of vehicle;
 - (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
 - (e) the playing or practice of—
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (f) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
 - (g) bring, ride or drive an animal.
- (3) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (2) and, in particular—
- (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.

Division 3—Transitional

2.9 Signs taken to be determinations

- (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3—PERMITS

Division 1—Preliminary

3.1 Application of Part

This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

Division 2—Applying for a Permit

3.2 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall—
- (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

3.3 Decision on application for permit

- (1) The local government may—
 - (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) The local government may, at any time, amend a condition of approval and the amended condition takes effect when written notice of it is given to the permit holder.

Division 3—Conditions

3.4 Conditions which may be imposed on a permit

- (1) Without limiting the generality of clause 3.3(1)(a), local government may approve an application for a permit subject to conditions relating to—
 - (a) the payment of a fee;
 - (b) compliance with a standard or a policy of the local government adopted by the local government;
 - (c) the duration and commencement of the permit;
 - (d) the commencement of the permit being contingent on the happening of an event;
 - (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (f) the approval of another application for a permit which may be required by the local government under any written law;
 - (g) the area of the district to which the permit applies;
 - (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
 - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.
- (2) Without limiting the generality of clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued—
 - (a) when fees and charges are to be paid;
 - (b) payment of a bond against possible damage or cleaning expenses or both;
 - (c) restrictions on the erection of material or external decorations;
 - (d) rules about the use of furniture, plant and effects;
 - (e) limitations on the number of persons who may attend any function in or on local government property;
 - (f) the duration of the hire;
 - (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
 - (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;
 - (i) whether or not the hire is for the exclusive use of the local government property;
 - (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
 - (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

3.5 Imposing conditions under a policy

(1) In this clause—

policy means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).

(2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government must give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).

(4) An application for a permit shall not be taken to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

3.6 Compliance with conditions

Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

Division 4—General

3.7 Agreement for building

Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

3.8 Duration of permit

A permit is valid for one year from the date on which it is issued, unless –

- (a) it is otherwise stated in this local law or in the permit; or
- (b) it is cancelled under clause 3.12.

3.9 Renewal of permit

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part apply to an application for the renewal of a permit as though it were an application for a permit.

3.10 Transfer of permit

(1) An application for the transfer of a valid permit is to —

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the Chief Executive Officer.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

3.11 Production of permit

A permit holder is to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person.

3.12 Cancellation of permit

- (1) Subject to clause 7.1, a permit may be cancelled by the local government if the permit holder has not complied with a —
- (a) condition of the permit; or
 - (b) determination or a provision of any written law which may relate to the activity regulated by the permit.
- (2) On the cancellation of a permit the permit holder—
- (a) shall return the permit as soon as practicable to the CEO; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

Division 5—When a permit is required

3.13 Activities needing a permit

- (1) A person shall not without a permit—
- (a) subject to subclause (3), hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
 - (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted—
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose—
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
 - (h) conduct a function on local government property ;
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (j) light a fire on local government property except in a facility provided for that purpose;
 - (k) parachute, hang glide, abseil or base jump from or on to local government property;
 - (l) erect a building or a refuelling site on local government property;
 - (m) make any excavation on or erect or remove any fence on local government property;
 - (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
 - (o) de-pasture any horse, sheep, cattle, goat, camel, ass or mule on local government property;
 - (p) deposit or store any thing on local government property;
 - (q) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly; or
 - (r) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.14 Permit required to camp outside a facility

- (1) In this clause—

facility has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

- (2) This clause does not apply to a facility operated by the local government.
- (3) Except in accordance with a determination or a permit, a person must not—
- (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or
 - (b) erect any tent, camp, hut or similar structure on local government property.
- (4) The maximum period for which the local government may approve an application for a permit in respect to paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

3.15 Permit required for possession and consumption of liquor

- (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless—
- (a) that is permitted under the *Liquor Control Act 1988*; and
 - (b) a permit has been obtained for that purpose.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

3.16 Responsibilities of permit holder

- A holder of a permit shall in respect of local government property to which the permit relates—
- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
 - (b) leave the local government property in a clean and tidy condition after its use;
 - (c) report any damage or defacement of the local government property to the local government; and
 - (d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

PART 4—BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1—Behaviour on and interference with local government property

4.1 Behaviour which interferes with others

- A person shall not in or on any local government property behave in a manner which—
- (a) is likely to interfere with the enjoyment of a person who might use the property;
 - (b) interferes with the enjoyment of a person using the property; or
 - (c) creates a nuisance.

4.2 Behaviour detrimental to property

- (1) In this clause—
- detrimental to the property** includes—
- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
 - (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.
- (2) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

4.3 Taking or injuring any fauna

- (1) In this clause—
- animal** means any living thing that is not a human being or plant; and
- fauna** means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes, in relation to any such animal—
- (a) any class of animal or individual member;
 - (b) the eggs or larvae; or

(c) the carcass, skin, plumage or fur.

(2) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised under a written law to do so.

4.4 Intoxicated persons not to enter local government property

A person must not enter or remain on local government property while under the influence of liquor or a prohibited drug.

4.5 No prohibited drugs

A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

4.6 Animals

(1) A person must not—

(a) tether any animal to a tree, shrub, tree guard, wall or fence; or

(b) permit any animal to enter upon or into any local government property, unless authorised by a permit.

(2) The CEO or an authorised person may, by the placement of an approved sign, prohibit dogs from being in a children's playground or in the vicinity of a children's playground.

(3) This clause does not apply to a guide dog used for the assistance of visually impaired persons and is subject to the provisions of section 8 of the *Dog Act 1976* and section 66J of the *Equal Opportunity Act 1984*.

4.7 Waste

A person must not deposit or discard waste on local government property except—

(a) in a place or receptacle set aside by the CEO or an authorised person for that purpose and subject to any conditions that may be specified on the receptacle or a sign, such as a condition in relation to the type of waste that may be deposited; or

(b) at the Norseman Refuse Site, and subject to directions issued from time to time by the CEO or an authorised person for the orderly and proper use of that waste facility in relation to hours of business, separation of waste into designated receptacles, prohibition of the deposit of certain types of refuse or waste, and conduct of persons or persons in charge of vehicles while on the site.

4.8 Refusal of entry to local government property

(1) An authorised person may refuse to allow entry, or suspend admission, to any local government property by any person who he or she believes has behaved or is likely to behave in a manner contrary to the provisions of this Part.

(2) This refusal or suspension can be for any period of up to 12 months as decided by that authorised person.

(3) A decision made under this clause is a decision to which clause (8) applies.

Division 2—Signs

4.9 Signs

(1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is—

(a) not to be inconsistent with any provision of this local law or any determination; and

(b) to be for the purpose of giving notice of the effect of a provision of this local law.

PART 5—MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

Division 1—Swimming pool areas

5.1 When entry must be refused

- (1) A Manager or an authorised person shall refuse admission to a pool area any person who
- (a) in her or his opinion is—
 - (i) under the minimum age of that specified in the Code and who is unaccompanied by a responsible person over the age of that specified in the Code;
 - (ii) under the minimum age that specified in the Code and who is accompanied by a responsible person over the age of that specified in the Code where the responsible person is incapable of, or not providing, adequate supervision of, or care, for that person;
 - (iii) suffering from any contagious, infectious or cutaneous disease or complaint, or is in an unclean condition; or
 - (iv) under the influence of liquor or a prohibited drug; or
 - (b) is to be refused admission under and in accordance with a decision of the local government for breaching a clause of this local law.
- (2) If a person referred to in paragraph (a) or (b) of subclause (1) is in a pool area, a Manager of an authorised person must—
- (a) direct the person to leave; and
 - (b) if the person refuses or fails to leave, remove the person or arrange for the person to be removed, from the pool area.

5.2 Consumption of food or drink may be prohibited

A person must not consume any food or drink in an area where consumption is prohibited by a sign.

Division 2—Fenced or closed property

5.3 No entry to fenced or closed local government property

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by the local government.

Division 3—Toilet blocks and change rooms

5.4 Only specified gender to use entry of toilet block or change room

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by—
- (a) females — then a person of the male gender must not use that entry of the toilet block or change room;
 - (b) males — then a person of the female gender must not use that entry of the toilet block or change room;
 - (c) families — then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.
- (2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or care giver, where the child is—
- (a) under the age of 7 years; or
 - (b) otherwise permitted by an authorised person to use the relevant entry.

5.5 Use of shower facilities

A person may use a shower facility in change rooms only on condition that—

- (a) the facilities must be used by the person only for the purposes of cleansing and washing themselves;
- (b) use of the facilities must be restricted to a maximum period of 15 minutes, or such lesser time as required by an attendant; or

(c) the facilities must not be used for the purposes of laundering or washing any clothing or other articles.

PART 6—FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY

6.1 No unauthorised entry to function

(1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorised, except —

- (a) through the proper entrance for that purpose; and
- (b) on payment of the fee chargeable for admission at the time.

(2) The local government may exempt a person from compliance with subclause (1)(b).

PART 7—OBJECTIONS AND REVIEW

7.1 Application of Division 1, Part 9 of the Act

When the local government makes a decision as to whether it will —

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law.

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 8—MISCELLANEOUS

8.1 Authorised person to be obeyed

A person on local government property shall obey any lawful direction of an authorised person and shall not in any way obstruct or hinder an authorised person in the execution of her or his duties.

8.2 Persons may be directed to leave local government property

An authorised person may direct a person to leave, or temporarily suspend a person from, local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

8.3 Disposal of lost property

An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

8.4 Liability for damage to local government property

(1) In this clause —

costs of the local government includes its administrative costs.

(2) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of —

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
- (b) replacing that property.

(3) On a failure to comply with a notice issued under subclause (2), the local government may recover the costs referred to in the notice as a debt due to it.

PART 9—ENFORCEMENT

Division 1—Notices given under this local law

9.1 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

9.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 11.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

Division 2—Offences and penalties

Subdivision 1—General

9.3 Offences and general penalty

(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2—Infringement notices and modified penalties

9.4 Prescribed offences

(1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that—

(a) commission of the prescribed offence is a relatively minor matter; and

(b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

9.5 Form of notices

(1) For the purposes of this local law—

(a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;

(b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and

(c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

(2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

Division 3—Evidence in legal proceedings

9.6 Evidence of a determination

(1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.

(2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.

(3) Subclause (2) does not make valid a determination that has not been properly made.

Schedule 1
PRESCRIBED OFFENCES

[cl. 9.4]

Clauses	Description	Modified Penalty \$
2.4	Failure to comply with determination	100
3.6	Failure to comply with conditions of permit	100
3.13(1)	Failure to obtain a permit	100
3.14(3)	Failure to obtain a permit to camp outside a facility	100
3.15(1)	Failure to obtain permit for liquor	100
3.16	Failure of permit holder to comply with responsibilities	100
4.2(1)	Behaviour detrimental to property	100
4.5	Under influence of liquor or prohibited drug	100
4.6	Tethering animal to tree, etcetera, or permitting animal to enter local government property	100
4.7	Depositing or discarding waste on local government property	100
4.9(2)	Failure to comply with sign on local government property	100
5.6	Unauthorised entry to fenced or closed local government property	100
5.7	Gender not specified using entry of toilet block or change room	100
6.1(1)	Unauthorised entry to function on local government property	100
9.1	Failure to comply with notice	200
	All other offences not specified	100

Schedule 2
DETERMINATIONS

The following determinations are to be taken to have been made by the local government under clause 2.1.

PART 1—PRELIMINARY

1.1 Definitions

In these determinations unless the context otherwise requires—

“**local law**” means the *Local Government Property Local Law* made by the local government;

1.2 Interpretation

Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

PART 2—APPLICATION

Dated:

The Common Seal of the Shire of Dundas was affixed by authority of a resolution of the Council in the presence of—

....., Shire President

....., Chief Executive Officer



10.3.2

Draft Policy – RV Parking Area Policy

T.18 Designated RV Parking Area for Self-Contained Vehicles and Caravans

Objective.

This policy is to outline the Shires responsibility and the conditions of use of the designated RV parking area by members of the public who are travelling in appropriate self-contained vehicles or caravans.

Interpretation

Self-Contained Vehicle – the vehicle must have installed and/or carry the necessary fit for purpose specifically manufactured equipment to be considered as self-contained.

Policy Statement

The Shire will permit bona fide travellers who are travelling in a self-contained vehicle or caravan to park for a maximum of 3 nights at the designated RV parking area.

The Shire considers a self-contained recreational vehicle as a vehicle specifically built for the purpose that along with a built in sink, on-board cooking and sleeping facilities, carries a supply of fresh water and can retain all grey and black waste water.

The self-contained vehicle or caravan is to have the following features:

- **Water Supply** - The vehicle shall have a fresh water tank or bladder specifically manufactured for the storage of potable water. This tank may be on-board (fitted) or external (non-fitted).
- **Sink/shower** - The vehicle shall be fitted with an installed and plumbed sink. Every sink, hand basin or shower fitted shall be supplied with water from the fresh water tank, and shall be drained to a grey water tank. External showers that are used for ablutionary purposes and in so doing create grey water do not comply.
- **Grey Water** - No grey water is to be discharged from the self-contained vehicle. Sinks, and where fitted hand basins and showers, shall be drained to an on-board (fitted) grey water tank or an external. Grey water drained into an external bucket or container (non-fitted) does not comply
- **Toilet** - The vehicle shall be equipped with a toilet, installed in accordance with the manufacturer's instructions. All black water is to be contained in holding tanks or cassettes, to be disposed of in a dump point.
- **Rubbish** - A sealable refuse container to hold rubbish for disposal, be it of a permanent or disposable type in authorized disposal receptacles.
- **Capacities** - While individual usage and discharge varies, it is advised that a vehicle should have capacities to retain all waste for a minimum of three days (72hours)

Inspections: Inspections of the RV parking area are to be undertaken on a daily basis in the evening by the Shire ranger or other authorised person to ensure only appropriate self-contained vehicles are located on site.

Where an inappropriate vehicle is located in the RV parking area the Shire ranger or other authorised person is to issue a "Move on Notice".

Penalties: Where an inappropriate vehicle does not “move on” following the directions of the Shire ranger or other authorised person, the person in charge of the vehicle is to be issued with a modified penalty in accordance with the Shire of Dundas local government property local law.

Facilities: The only facilities that are to be provided at the RV parking area are rubbish bins that will be emptied on a twice weekly basis on normal collection days.

The Shire will when finances allow, endeavour to install a footpath from the RV parking area to link in with the existing footpath network into the main shopping area.

Maintenance: The Shire will undertake to:

- water the trees;
- water and mow the lawn; and
- general rubbish pickup

at the RV parking area as and when required in order to maintain the area in a neat and tidy condition.

Advertising: The Shire will install and maintain:

- street and direction signs around the approaches to town to direct travellers to the RV parking area.
- signs at the information bay to direct travellers to the RV parking area.
- a large sign at the entrance to the RV parking area to list:
 1. the terms and conditions of use;
 2. self-contained vehicle requirements; and
 3. local attractions.
- details on the Shire and other appropriate websites relating to the use of the RV parking area.

Camping Fees: The fees for camping at the RV parking area are to be set by the Council and are included in the schedule of fees and charges

Policy Adopted 21st August 2018
Policy Amended



10.3.3

Draft Policy – Working with Children Policy

HR.20 Working With Children

Objective

To provide appropriate guidelines to ensure that the Shire of Dundas meets its obligations under the *Working with Children (Criminal Record Checking) Act 2004* for staff, contractors and volunteers who work in child-related work.

Policy Statement

1. Responsibilities

The Shire of Dundas has four key areas where child-related work occurs and where staff are required to hold current WWC Cards.

- Community Development
- Youth Services
- Swimming Pool Manager
- Better Beginning Library Program (Story-time)
- Norseman Community Resource Centre

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia for people who engage in certain child-related work under the *Working with Children (Criminal Record Checking) Act 2004*. It is one of the measures used by employers and organisations to minimise risk to children through the services and work they provide. The Shire of Dundas must make every endeavour to meet its Working with Children obligations.

2. Authorised Person

The Authorised Person who represents the Shire of Dundas will be the Chief Executive Officer or a senior officer delegated by the Chief Executive Officer to act on their behalf. Delegation should occur in writing and be signed by the CEO and the senior officer accepting the duties.

Duties of the Authorised Person are to:

- Sign WWC Check Application forms and sign and confirm online renewal forms on the behalf of the Shire of Dundas.
- Ensure that workers who withdraw their WWC Check application or cancel their WWC Card do not engage in child-related work.
- Receive a copy of an applicant's WWC Card, Interim Negative Notice or Negative Notice and any related correspondence.
- Remove a person issued with an Interim Negative Notice or Negative Notice from their child-related work.
- Ensure records are kept to demonstrate compliance with the Act and any governance decisions made regarding WWC Checks.
- Notify the WWC Screening Unit of offences that make it inappropriate for a worker to continue in child-related work.

3. Recruitment

Advertising positions for child-related work will include clear statements about the Shire of Dundas' commitment to safe guarding children through rigorous reference checking including a WWC Check and National Police Certificate where required.

Staff who are to commence child-related work as an employee of the Shire of Dundas must hold a current Working with Children Check Card before they begin the child-related work or have applied providing written confirmation such as receipts of their WWC application being submitted. Records to be sighted by the Authorised Person and filed in staff personnel file.

4. Current Staff

- Staff working in child-related work must hold current WWC Card.
- A WWC Card expires every three years unless the WWC Screening Unit or the card holder cancels the WWC Card earlier. Managers are responsible for ensuring that staff working in child-related work hold current WWC Cards. Status and expiry dates of WWC Cards should be noted during the yearly staff review.
- Staff members are responsible for renewing their WWC Card **before** they expire.

5. Fees

Application and Renewal Fees for WWC Cards will be paid by the employee and reimbursed via EFT or Petty Cash where the receipt is produced.

6. Contractors

Contractors engaged by the Shire of Dundas to perform child-related work must hold a current WWC Card unless they meet an Exemption Category as listed on the Department of Communities Child-Related-Work and Exemptions.

7. Parent Volunteers

Parent and Community Volunteers play an important part of community events and programs their service and dedication is valued and appreciated. However volunteers must meet the requirements of the *Working with Children (Criminal Record Checking) Act 2004*.

Volunteers, parent or community, assisting in an overnight camp where children are the primary clients are required to hold a current WWC Card. The volunteer's WWC Card must be sighted and recorded.

Volunteer Exemptions

The following exemptions apply for parent volunteers as stated through the Department Communities Working with Children.

- A parent who carries out work on a voluntary basis where their child is being provided the service in connection with the activity in which the child is participating, or ordinarily participates does not require a WWC Card, unless it is an overnight camp.
- When the coaching or private tuition service is also carried out in connection with a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children (category 12), and the work is carried out on a voluntary basis by a parent of a child who is involved, or is ordinarily involved in some, or all, of the activities of the club, association or movement.
- A coaching or private tuition service provided to a class of two or more persons that is not provided primarily for children.
- Work carried out on a voluntary basis by a parent of a child who is a passenger on the transport service, or is ordinarily a passenger on the transport service.



10.4.4

Officers Reports

REPORT TO COUNCIL

ORDINARY MEETING TUESDAY 21st AUGUST 2018

AREA: Projects Officer / Acting Manager of Works and Services

OFFICER: Steve Bowyer

Period of Reporting: July/August 2018

Eucla Community Hall

Construction of the Community Hall commenced 30th July in Albany and is expected to be completed October 22nd. After completion it will then be transported to Eucla for placement then fitout commences.

Norseman Aerodrome

We are still waiting to get the frequency allocated to enable the runway lighting to be activated by incoming aircraft and the final report and request to CASA will be submitted.

Airport Reporting Officers course completed 27th July in Norseman. This was a nationally accredited course and has satisfied CASA that the aerodrome is being maintained by authorised persons. Just some follow up forms to be completed and forwarded to CASA.

Eucla Airstrip

No further action on this matter to date, Dept. of Lands has is in the final process of granting a Management Order over the Reserve and vesting it to the Shire of Dundas

Town Works

Town works are continuing with several of the town crew and gardeners being extremely busy with the mulching of gardens in preparation for the Gold Fever Festival. Town crew will also be preparing and installing road closure signage over the Gold Fever Festival weekend as well as providing a rubbish service on the Sunday after the event.

Town Gardens

Vegetation has been cleared from the roundabouts to improve safety factors in motorist's line of sight.

Roads

The road crew is currently on the Hyden Norseman Road, resheeting various sections between Slk145 to 180. At the completion of this work, they will move onto the Mort Harslett Road to carry out some water binding and sealing works. When this sealing has been completed, a trip to Eucla is scheduled to carry out some basic maintenance to the town streets, roads, airstrip and refuse site.

Ranger.

Ellana completed the first part of her training and is able to now proceed on her own. Looking into courses in November in relation to prosecution.

REPORT TO COUNCIL

SHIRE OF DUNDAS ORDINARY MEETING OF COUNCIL Tuesday 21st August 2018

AREA: Community Development

OFFICER: Pania Turner

Reporting Period: July-August

NAIDOC The Shire supported a range NAIDOC activities working with Norseman DHS, Ngadju Rangers and Ngadju Community artists. Run during the week starting the 23rd July the events saw the coming together of community young and old in the sharing of Nagdju culture and celebrating the 2018 NAIDOC theme of Because of Her We Can.

A variety of events were held including an arts & cultural installation of *Ngartu Poles* in the Phyllis Wicker Memorial Garden or Ngadju Welcome Garden at the school. Ngartu has the meaning of wellness or being well in Ngadju. It has been proposed by Nagdju artist Valma Schultz that groups of 3 Ngartu Poles can be placed in different locations around Norseman where community gather to become well or feel connected to feel wellness. Locations suggested were Norseman Hospital, Men's Shed, Scout Hall were the Craft ladies meet etc. This is only in the very early stages of discussion yet with much detail to be addressed before it comes before Council for consideration.



Dundas Images Photographic Competition

Councillors are invited to the opening night of the photographic competition on Friday 31st August 6pm.

There is still time for entries to be submitted with the cut-off date on Monday 27th August 4pm.

Norseman Gold Fever Festival

Norseman Gold Fever Festival is just around the corner this iconic event is popular with local residents and with visitors alike. A tremendous amount of volunteer work sits behind such events and there is no doubt the weekend of all things Rock Drill and Gold Fever is a positive for the local community.

The shire will be supporting the committee with assistance with set up and pack up. The shire is also providing the crowd fencing and delivery and drop off of extra toilets and the compressor for the rock drill. Community Development and Youth will be assisting with the community markets.

Goldfields Tourism Network Association

Councillors may have noted headlines during July in the Kalgoorlie Miner regarding GTNA and the City of Kalgoorlie Boulders CEO's proposal for the city to go it alone and depart from partnership with Tourism WA, Australia's Golden Outback and Goldfields Tourism Network Association. The CEO also gave an overview of his presentation at a strategic planning meeting of GTNA and at a recent meeting of GVROC. If correct Kalgoorlie's withdrawal of membership from GTNA will have significant impact on the network, this sits alongside Wiluna's confirmed withdrawal from the network also. Remaining members of GTNA have signalled their intent and commitment to remodel the organisation to more suit the needs of a modern day tourism industry and the requirements of its existing member Shires.

It will be the decision of Council to see out the three year MOU (ending in 30th June 2019) with GTNA or not. Whichever decision Council chooses to make, continued investment in tourism/ visitor experience as an economic driver for the Shire remains essential to ensure the Shire of Dundas promotes its diverse and interesting area as a place to visit and explore.

Meeting with Ngadju Native Title Aboriginal Corporation

Community Development, Norseman Police and Norseman District High School met with the Russell Graham, CEO Paul Stenson and Business and Relationship Manager Jodie Stuart from Ngadju Native Title Aboriginal Corporation (NNTAC) to discuss areas where NNTAC could support or contribute to community, youth and seniors.

NNTAC is the registered native title body which holds and manages native title rights on behalf of Ngadju. The native title rights of the Ngadju People include:

- The right to access Ngadju country;
- The right to engage in ritual and ceremony;
- A right to camp and build shelters;
- A right to fish (excluding commercial fishing);
- A right to collect bush medicine;
- A right to hunt and take flora and fauna;
- A right to take ochre;
- A right to take water;
- A right to cook on the land;

A right to care for and protect sites of significance in Ngadju Country; including the right to impart traditional knowledge concerning the area. *(Information sourced from: <https://www.nntac.org.au/what-we-do>)*

Areas discussed were education, youth activities, and opportunity for training certificate qualifications, employment and traineeship opportunities. NNTAC are keen to support programs which support Ngadju and the community they live in.

Council will soon see a new bus in town. A wheelchair accessible, 22 seater Mitsubishi bus has been purchased by NNTAC to be housed in Norseman. The new bus will open up opportunity for the elderly and Ngadju to travel safely to Esperance, Kambalda, Coolgardie or Kalgoorlie. A Ngadju bus driver will also be employed by NNTAC to oversee the bus and weekly travel timetable.

Disability Access and Inclusion Reporting

Each year the Minister for Disability Services tables a report in parliament highlighting the importance of Disability Access and Inclusion Plans, reviewing the work being done by public authorities across Western Australia in the addressing access and inclusion. Local governments submit an annual survey that accounts

for their progress in implementing their own DAIP and it is this information that informs the Minister's report.

The Shire of Dundas has reported to the following seven outcomes of the Shire's DAIP:

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority'.

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

The survey also asks local government about challenges faced in the implementation and delivery of strategies that address the seven outcomes. Budget constraints and staff resources have been identified as challenges for implementing some strategies.

Local Emergency Management Committee

The Shire of Dundas LEMC met on 15th August key actions coming out of the meeting were:

- The adoption of the Norseman Aerodrome Emergency Management Plan
- Training exercise to be held in Kalgoorlie: Emergency Evacuation Centres
- The allocation of AEDs in Norseman we are waiting on confirmation of the exact location of a couple of the AEDs and have encouraged the businesses in town to be consulted regarding the placement of the device in the town centre. There will be a launch once the devices are installed.
- Discussions around mental health support for first responders, both emergency services and members of the public.

AUSPIRE- Australia Day Citizen of the Year Awards

Nominations for the Community Citizen of the Year Awards are now open online. Each year these awards are presented by local government across Australia to recognise the citizens and organisations making notable contributions in their communities.

Due to the prestige of such awards Council should be aware of the high criteria

In choosing the recipients of the Australia Day Council WA Community Citizen of the Year Awards, consideration is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

The number of nominations received per nominee should bear no weight when Council considers the appropriateness of awarding. Council should judge the nominee on:

- Significant contribution to the local community.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

Eligibility Criteria

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible

RV Friendly Parking Community Consultation Report

Background

During the May Councillor’s Workshop, Council had discussions regarding the suitability and implications of the then current RV Parking located on the corner of Ramsay and Mildura Streets. Council requested more information and in June resolved to seek advice from the Minister of Lands for a change in use to the reserve 3326 to include recreation. Looking to ensure that local residents were given an opportunity to share their views of RV Parking in Norseman and to be informed of the interim measures being taken the CEO released a community survey.

Distribution

Residential Mail Out
 Social Media Shire of Dundas FB Page
 Shire of Dundas Website
 Norseman Today Newspaper

<u>Survey Quick Stats</u>	
Opened: 19/ 07/2018	Closed: 10/08/2018
Total Responses: 82	
Questions: 5	Pages: 1

Survey Content

The survey informed participants of the situation regarding the current site and the actions being taken by Council to address the issues. Participants were asked:

- their residential status (online only, however residents also put their name on the written surveys)
- whether they thought RVs contributed to the local economy
- whether they wanted a free RV parking site
- given four locations of an interim RV Parking spots or the option not to have one in Norseman, and
- offered the option to give further comment.

Results

Question 1: I am:	RESPONSES	
A resident of Norseman	85.14%	63
A resident of the Shire of Dundas	0.00%	0
A tourist	5.41%	4
Other Visitor (business travel, FIFO, visiting family or friends, etc)	9.46%	7
TOTAL		74

Question 2: Do you want the Shire of Dundas to continue to provide an RV Friendly Park in Norseman? RESPONSES

No	16.05%	13
Yes, with guidelines such as time limits and checking of vehicles to meet criteria	80.25%	65
I do not care either way	3.70%	3
TOTAL		81

Question 3: Do you believe that RV Park patrons contribute to Norseman's economy? RESPONSES

Yes	76.83%	63
No	23.17	19
TOTAL		82

Question 3: Where do you think the interim self-contained RV park should be situated?

Norseman Gold Club	10.53%	8
Norseman Rugby Oval	36.84%	28
Norseman Sports Oval	31.58%	24
Norseman Motocross Track	5.26%	4
Not in Norseman	15.79%	12
TOTAL		76

REPORT TO COUNCIL

COUNCIL ORDINARY MEETING TUESDAY 21st August 2018

AREA: Youth

OFFICER: Margaret McEwan

Period of Reporting: August 2018

Attendance on average per week: 60

Youth

The youth Centre has been busy with kids aged 6 – 16years coming in, with a variety of activities like reading, drawing, painting, board games, cards, computer time and Wii sports the youth centre has been loud! But full of laughs and active kids. We had over 107 contacts in 1 week and that's not being school holidays. The youth centre Scooters are a big hit with all the kids, they love using them and do very well sharing with other kids, there are rules when using the scooters to insure all the kids are safe when out on the Skate Park. Helmet and enclosed shoes must be worn when riding the youth scooters, if they are seen without a helmet the scooter is to be returned to me and they will not be allowed to ride, same goes for not wearing appropriate shoes. Use of the scooters also depends on the child's behaviour when out on the Skate Park, in the park and in the youth centre.

The Youth Centre has 5x helmets that are available for everyone to use, just ask me 😊

Collaboration with the school to organise a day trip for those students whom didn't go to Canberra.

Looking at going to Kalgoorlie for the day checking out the skate park maybe the museum, Macca's for lunch then heading home to be back before school ends.

School holiday camp

For the September holidays we are looking into doing a youth camp for ages 11-16. Looking into going to Bickley outdoor recreation camp for a week. Bickley is located on Hardinge Road, Orange Grove east of Tonkin Highway in the South East metropolitan Region of Perth. Looking into applying for funding for camp.

Events

Letters for Expressions of interest to advertise in the 2019 Community Calendar have gone out to all local businesses including the Eyre Highway. The cost to advertise in the Community Calendar has not changed from last year.

1x Advertising space \$63.50 (gst inc)

2x Advertising space \$109.70 (gst inc)

3x Advertising space \$150.15 (gst inc)

A reminder email was sent out to businesses letting them know the cut-off date to have adverts and forms to me by the 3rd September 2018. This is so we can have the calendar by November well in time for Christmas and the New Year. Images from the Dundas photographic competition Open night 31st August will be used in the 2019 calendar.

Suicide prevention conference is being held in Cannonvale Queensland this year from 15th – 18th October 2018. Once again funding has been secured for attendance and as mental health issues become more prevalent in Youth and our communities I am looking forward to building our support networks and discussing what works in their community for suicide prevention. Training addressed this year include Dealing With Disasters, Building Confidence in Community, Learning from Lived Experiences, Building a Suicide Support Network, Strengths in Communities, and a host of local experiences that regional communities deal with.



10.4.7

Community Grant Application – Norseman Dance
Group

Jammie-Lee Bennett
73 Roberts St
Norseman W.A 6443

Dear Whom, it may concern

RE: Norseman Dance Group

As you have noticed that Norseman Dance season started 3 months ago and the invoices have already started to come in, this is my fault and I apologise.

I had spoken to the community development officer in 2017 and thought we had come to an understanding regarding payment for the dance in future years, I how ever did not follow up and confirm this agreement.

As apart of the grant application to The Shire of Dundas council, the figure I have added includes back paying Sarah Moore.

Sincerely

Jammie-Lee Bennett



COMMUNITY GRANTS PROGRAM

**Minor Projects /
Events
Application**

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

Completed proposals should be forwarded to:

Electronic copies: shire@dundas.wa.gov.au

Paper copies:

The Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

PART A - Legal Authorisation

I. Jammie-Lee Bennett <full name of proponent>

as Co-ordinator <position/title >

of Norseman Dance group
Norseman Community Town Hall
Norseman W.A 6443 <organisation & full address>

Confirm that:

- o I am a person authorised to make this declaration on behalf of my organisation and all relevant persons have made a full disclosure of information.
- o The information provided in this form and all attached documents is complete and correct. I understand that giving false or misleading information is a serious offence.
- o The Shire of Dundas is authorised to undertake the necessary steps to assess the proposal from my organisation by checking the information provided in this proposal, or by obtaining additional information from:
 - The Shire's databases and records, including information related to my organisation's application for funding;
 - State or Territory agencies;
 - Law enforcement agencies;
 - Credit reference agencies;
 - Any other appropriate organisation or person as reasonably required as part of these checks.
- o I agree that the Shire may arrange for an independent viability assessment (IVA) of my project including by an external adviser or consultant to the Shire.
- o To the best of my knowledge, I have disclosed, at Part B 'Declaration of Conflict of Interest' of the proposal form all actual, apparent or potential conflicts of interest that would prevent my organisation from proceeding with the project or any funding agreement my organisation or I may enter into with the Shire of Dundas.

Signed:

J Bennett

Date:

15.8.18

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

PART B - Declaration of Conflict of Interest

Please complete either Item 1 or Item 2 of the Declaration.

Item 1. No Known Conflict

I confirm that at the time of signing, to the best of my knowledge I am unaware of any conflict of interest that would prevent my organisation from proceeding with the project or any funding agreement my organisation or I may enter into with the Shire of Dundas.

I undertake that if at any time I have an actual, apparent or potential conflict of interest, then I will:

- (a) disclose that interest promptly to the Shire of Dundas; and
- (b) take action necessary to avoid the conflict as directed by Shire of Dundas.

.....
(signature)

.....
(printed name)

.....
(date)

.....
(signature of witness)

.....
(printed name of witness)

.....
(date)

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

Item 2. Disclosure of Interest

I disclose the following interest:

my daughter participates in dance

.....
.....
.....

I undertake that if, at any time, I have an actual, apparent or potential conflict of interest, then I will:

- (a) disclose that interest promptly to the Shire of Dundas; and
- (b) take action necessary to avoid the conflict as directed by the Shire of Dundas.

Bennett
(signature)

Jammie-Lee Bennett
(printed name)

25/7/18
(date)

Jane Warner
(signature of witness)

Jake Warner
(printed name of witness)

25.7.18
(date)

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

Part 1 – Applicant Details	
1. Legal name of proposing organisation or individual If member of a consortium, indicate name of member organisation.	
Norseman Dance Group	
2. Registered business or trading name if other than your legal name	
3. Registered business address details Business address or Company's registered business address (not PO Box)	
Street Address	73 Roberts street
Suburb/Town/City	NORSEMAN
State	WESTERN AUSTRALIA
Postcode	6443
4. Postal address - Only if different from registered business address	
Street Address	73 Roberts street
Suburb/Town/City	Norseman tw
State	W.A
Postcode	6443
5. Organisation contact numbers	
Telephone Number	
Fax Number	
Mobile	042828724
Email	Jammie-lee@live.com.au
6. Is your organisation registered with an Australian Company Number (ACN), an Australian Business Number (ABN), Australian Registered Business Number (ARBN), <small>Note: if your organisation does not have an ABN, you will need to complete and provide a Statement by Supplier (copies obtainable from the ATO website at www.ato.gov.au) with this application.</small>	
Yes <input type="checkbox"/> please provide details below: No <input checked="" type="checkbox"/>	
CAN _____ ABN _____ ARBN _____	
7. Organisation's GST registration	
Yes <input type="checkbox"/> Please enter total amount (\$) requested excluding GST where relevant. No <input checked="" type="checkbox"/> There will be no GST amount added to your total amount requested.	
8. Organisation's Incorporation	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

9. Contact details for this proposal - Please provide a contact person who is available and has the authority to answer any queries that the Shire of Dundas may have about this proposal. Any correspondence will be sent to the contact listed here.

Title	ms
First Name	Jammie-Lee
Surname	Bennett
Position	Co-ordinator
Telephone Number	0412828724
Mobile	
Fax Number	08-9039-1576
Email	Jammie-lee@live.com.au

10. Primary purpose/objectives of your organisation (can be attached if relevant)

To teach students An original dance choreographed by themselves and a dance teacher to preform on stage infront of an audience.

11. Bank Account Details – for direct deposit of successful grant*

Account Name	
BSB Number	
Account Number	
Bank Name	
Bank Branch	

*Notes:

If this facility is unavailable please tick the box to receive a cheque.

invoices to be paid directly to Sarah Moore of Moore Moves dance Company. Bank details on invoices.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

12. Insurance details –

As a recipient of project funds your organisation must maintain: Public Liability insurance for not less than \$10 million; Workers' Compensation insurance for the amount required by the relevant State or Territory legislation; Motor Vehicle insurance; Personal Accident insurance; Professional Indemnity insurance (where relevant) for not less than \$2 million. Provide all relevant information relating to these headings in the table below. If insurance is required specifically for a Jobs Fund project, this should be included in the budget costs (leave policy number blank if not obtained to date).

Type Of Cover	Amount	Policy Number	Company	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
BUSINESS PLANNING	10,000,000	710A9539 71BPK	MOORE MOVES DANCE COMPANY	31.7.18	31.7.19

Notes:

1. All CGP funding is inclusive of Council fees/charges. Once funded the organising group of an event or project cannot apply for a Sundry Donation for waiver of Council fees for the same event or project.
2. GST Status must be noted on the application form in order to evaluate GST relevance
3. If you are registered for GST please enter amounts (\$) excluding GST where relevant.
4. All CGP funding is dependent on event/project being implemented.
5. Committee can fund subject to special conditions.
6. All CGP funding requires Council acknowledgement including logo placement on flyers, advertising, media articles, openings/launches and use of Council banners where appropriate.
7. All successful applicants are required to provide an Acquittal on the CGP Acquittal form within 30 days of the completion of the funded event or project.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

Part 2 – Grant Request / Type of grant

Note: a separate application is required for more than one grant request
(please tick relevant box below)

Minor Community Grant (up to \$10,000)

- Minor community grants are available through four designated rounds per financial year.

Categories (*more than one box can be ticked if relevant*):

- Community Economic Development Initiative
- Community Capacity Building Initiative
- Environmental Initiative
- Emergency Service Initiative
- Community Heritage and/or Conservation Initiative
- Civic Recognition and Support

Notes:

1. Applicants are encouraged to contact a member of the Shire of Dundas Community Capacity Building team prior to submitting an application for guidance and support if required.
2. Do not complete PART 4 if you have completed this section.

Community Event Grant (up to \$10,000)

Category of Event:

- Community Event: an event of local or regional significance that stimulates participation.
- Iconic Event: an event of state or regional significance that generates tourist activity.
- Sporting Event: a sporting event that attracts wider community.

If you are unsure of the events stated above please refer to the Shire of Dundas, Community Financial Assistance Scheme overview.

Date of event _____ / _____ / _____

Amount requested: \$ _____

Total project/event cost: \$ _____

Notes:

1. Do not complete PART 3 if you have completed this section.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

Part 3 – Proposed Project Details	
1. Title of Project	NORSEMAN DANCE GROUP
2. Project Description	To have Sarah Moore, from Moore moves dance Company in Kalgoorlie travel to Norseman every second Sunday to teach and work with students to choreograph and learn a new dance to preform their end peice at the Goldfields Art Centre in an end of year concert. Students will also preform their dance for the Seniors at their Christmas dinner
3. Aims or objectives of the Project	Objectives of this project is to have students learn new dancing skills, and then put them into practice/ show their new skills at a concert at the -end of the year
4. Location of the Facility, Project or Initiative when Finalised	Dance practice will take place at the Norseman Town hall, with the end preformace in Kalgoorlie (students find their own way to Kalgoorlie for this)
5. Describe how the grant will benefit your organisation and/or the community/target group.	The grant of benefits benefits the organisation by helping keep initial costs per family down and gives students another choite of sporting

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

6. Amount of people that will benefit from the project as a whole (if different)
Whole Community,
7. Describe how the project or facility will be managed for a sustainable future
Students are requested to pay a \$5.00 fee per student each lesson to also go towards costs of costumes, we also have donations tins and some fundraising
8. Describe how the project supports at least one of the five criteria outlined on Page 12
Personal development and well being. Community participation Place activation: by bring the community together for positive activities.
9. Describe those contributing to the delivery of the project (Include staff, volunteers, partner organisations, etc.)
Sarah Moore - dance instructor, Parents with lessons, opening and closing
10. Describe how the project will be affected if the Council contribution does not meet the requested amount
The project might come to an end.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

CRITERIA FOR DEVELOPMENT OF THE SHIRE OF DUNDAS

1. **Personal Development & Wellbeing:** To connect people to services, facilities and experiences that enhances their physical, social and overall health.
2. **Infrastructure Development:** To plan, develop and manage community facilities that meet the social, recreation, education, housing and transport needs of the community.
3. **Community Participation:** To encourage and facilitate community involvement through consultation, improved access and recognition of achievements.
4. **Place Activation:** To create vibrant and meaningful community hubs as places of social interaction, creativity and economic vitality.
5. **Relationship Building & Connections:** To build self-reliant community organisations and develop mutually beneficial partnerships between government, business and residents.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

Part 4 – Proposed Event Details
1. Name of the event
2. Date/s and timing of the event
3. Location of the event
4. Overview of the event and relevant component/s
5. How the local and wider community is involved in the event
6. How the event will be promoted and publicised
7. Describe the future plans for sustainability and funding of the event(unless a one-off)

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
Minor / Events Application Package (\$1,001 - \$10,000)

8. Describe how this event will contribute to economic development and local tourism within the Shire of Dundas (e.g. bring visitors to Norseman or Eucla, promote local business, employ local people)
9. Describe the effect on the event if the Council contribution does not meet the requested amount
10. Describe how you intend to recognise the Shire of Dundas

Access and Inclusion
Depending on what the grant will be used for you will need to ensure that you are aware of the Shire's Disability Access and Inclusion Plan. A copy can be downloaded from the Shire's website or by calling 9039 1205.
In regards to your project and/or event, will people with disabilities be able to gain access and/or be involved?
<input checked="" type="radio"/> Yes / No - Describe <i>There is disable access at the town hall</i>
If you are providing information, will it be available in formats suitable for people with disabilities?
Yes / No - Describe
If your project includes community consultation, will people with disabilities be able to participate?
<input checked="" type="radio"/> Yes / No - Describe <i>Theres disable access at the town</i>

hall.

SHIRE OF DUNDAS – COMMUNITY GRANTS PROGRAM
 Minor / Events Application Package (\$1,001 - \$10,000)

Part 5 - Finance and Project Budget

1. Describe any attempts to secure funding through other sources
 2. (eg: Lotterywest, Department of Sport & Recreation, Healthways, the private sector, etc.)

will be seeking local support from local businesses for help with costumes.

3. If yes, provide a list in the table below

Funding Agency	Amount	Approved (circle)		
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending
		Yes	No	Pending

4. Describe any funding received from ~~received~~ the Shire of Dundas in the past five years

Year	Purpose	Amount
2014	dance classes	3280.00
2015	Dance Classes	3740.00
2016	dance classes	3300.00
2017	Dance Classes.	2100.00

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5. Provide a detailed budget breakdown for the project

Where appropriate, indicate which items will be funded by the Shire of Dundas. If you are registered for GST please enter figures excluding GST. Include all income and expenditure, including details of volunteer hours.

Budget Item	Actual Cost (\$ GST (exc))	Budget Item	Actual Cost (\$ GST (exc))
EXPENDITURE		INCOME	
Professional Fees, inc. staff (specify)		Cash	
SARAH MOORE	\$6000.00	Organisation's contribution	\$6000 \$6000
		Donations	TBC
Marketing & Promotion (specify)		Other grants	
		Sponsorship	
		In Kind	
Administration Costs (Please specify)		TOWN HALL HIRE	
volunteer 30hrs	\$750.00	Volunteer Hour Value	\$750.00
Material and Equipment (specify)		Other	
Costumes	\$1,120.00	Shire of Dundas Grant	\$6,000.00
		(specify how grant is to be used, eg advertising etc)	
Venue Hire	IN KIND	DANCE INSTRUCTOR FEES	
Travel, transport, vehicle costs			
Insurance			
Catering			
Other (please specify)			
Total Expenditure	\$7800.00	Total Income	\$7350.00

Notes:

1. At least one written quotation is required for all items to be purchased greater than \$500 in value.
2. Please calculate the value of volunteer hours at \$25/hour/volunteer.
3. You can attach a different format for the budget from the above if more practical.
4. If you are registered for GST please enter all (\$) amounts excluding GST.

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Part 6 - Declaration by Applicant

I, the undersigned, certify that I have authority on behalf of the organisation, group or club to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.

Name: Jammie-lee Bennett
Organisation: Worseman Dance Group
Position: Co-ordinator
Signature: Bennett
Date: 15.8.18

Additional Information

The following information is to be submitted if available.

If you are unable to submit this information please supply a written reason for this inability to submit.

- Copy of insurance certificates
- Copy of Constitution
- Copy of Incorporation Certificate
- Most recent Profit & Loss Statement and Balance Sheet
- Supporting documentation (minutes) to confirm committee agreement of project/event

Additional information that may be beneficial:

- Written confirmation of other funding sources
- Letters of Support from relevant agencies

Notes:

1. Keep a copy of this application and all associated documentation for your records.

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Part 7 - Checklist

- | | |
|--|--------------------------|
| Completed Part A – Legal Authorisation | <input type="checkbox"/> |
| Completed Part B – Declaration of Conflict of Interest | <input type="checkbox"/> |
| Completed Part 1 – Applicant Details | <input type="checkbox"/> |
| Part 1, Q7 – Completed and attached a Statement by Supplier – if not registered for an ABN | <input type="checkbox"/> |
| Part 1, Q8 – Completed and attached a Statement by Supplier – if not GST registered | <input type="checkbox"/> |
| Completed Part 2 – Grant Request | <input type="checkbox"/> |
| Completed Part 3 – Proposed Project Details | <input type="checkbox"/> |
| Completed Part 4 – Proposed Event Details | <input type="checkbox"/> |
| Completed Part 5 – Access & Inclusion | <input type="checkbox"/> |
| Completed Part 6 – Finance and Project Budget | <input type="checkbox"/> |
| Completed Part 7 – Declaration by Applicant | <input type="checkbox"/> |
| Attachments (See Page 16) | <input type="checkbox"/> |

Further Information

For further information or advice please contact the Shire of Dundas on 9039 1205 or e-mail shire@dundas.wa.gov.au

Completed hard copies of the application can be sent to:-

Chief Executive Officer
Shire of Dundas
PO Box 163
NORSEMAN WA 6443

**COVER SUMMARY**

CLIENT	PLACEMENT WITH/BY	28.06.18
S Moore Moore Moves Dance Company 80 George Street KALGOORLIE WA 6430	QBE Insurance (Australia) Ltd PO Box T1750 PERTH WA 6845	
Your account is managed by: Tom McKittrick tom@cbm.com.au Natalie Wasium nataliew@cbm.com.au		

CLASS OF RISK	PERIOD OF INSURANCE
Business Plan Policy No : 170A953971BPK	From: 31st July 2018 To : 31st July 2019 at 4.00pm Local Time Our Ref : EBM KAL M3294 0938795/005

COVER SUMMARY

This summary is not a policy document and is only an outline of the cover. The terms conditions and limitations of the Insurer's policy shall prevail at all times.

INSURED : SARAH MOORE TRADING AS
MOORE MOVES DANCE COMPANY

BUSINESS DESCRIPTION : Dance Hall or Studio Operation
including property owners and/or occupiers and all associated and/or related activities

FLOOD : Not Insured

LOCATION : 222 BOULDER ROAD KALGOORLIE WA 6430

BROADFORM LIABILITY SECTION	LIMIT OF LIABILITY
Public & Products Liability	\$ 10,000,000
Property Owners Only?	No
Goods in Physical Control	\$100,000
Annual Turnover	\$ 40,000
Property Damage Excess	\$ 1,000

The rating of this section is based on your business turnover being \$40000. If there is any change to this, you must notify the broker or the company.

XSI LIABILITY \$1,000 EXCESS
AMENDED EXCESS Notwithstanding the Excess amount stated in the Policy

Schedule, We shall not be liable for the first \$1,000 of each and every claim under the Broadform liability section.

B52 TOTAL MOLESTATION EXCLUSION

MOLESTATION EXCLUSION The Broadform Liability section of the Policy does not cover liability in respect of Personal Injury arising directly or indirectly out of or caused by or in connection with the molestation of or interference with any person by:

- (a) you or any person comprising you
- (b) any of your employees, or
- (c) any person performing any voluntary work or service for you or on your behalf. Further, We shall not have any duty to defend any action, suit or proceedings brought against You (or any other person or body corporate who might otherwise but for the provisions of this clause be entitled to indemnity under this Policy) which either directly or vicariously seeks compensation in respect of such molestation or interference as above or any Personal Injury resultant therefrom.

EBP EBM BUSINESS PACK WORDING

EBM Commercial/Retail/Industrial Policy wording QM3275 applies.

GENERAL PROPERTY SECTION

Tools, Equipment & Stock of Every Description
(Unspecified limit any one item \$ 1,000)

Total Sum Insured	\$	1,000
Excess	\$	250

Schedule of Items:

Item	Serial	Sum Insured
STEREO	TBA	\$ 1,000

EBP EBM BUSINESS PACK WORDING

EBM Commercial/Retail/Industrial Policy wording QM3275 applies.

PROPERTY SECTION - Fire and other insured events	Not Insured
BUSINESS INTERRUPTION SECTION	Not Insured
THEFT SECTION	Not Insured
MONEY SECTION	Not Insured
GLASS SECTION	Not Insured
MACHINERY BREAKDOWN SECTION	Not Insured
ELECTRONIC EQUIPMENT BREAKDOWN SECTION	Not Insured
EMPLOYMENT PRACTICES SECTION	Not Insured
STATUTORY LIABILITY SECTION	Not Insured
EMPLOYEE DISHONESTY SECTION	Not Insured
TAX AUDIT SECTION	Not Insured
TRANSIT SECTION	Not Insured

Additional Endorsements attaching to the policy:

Terrorism Exclusion
Asbestos Exclusion

POLICY EXCLUSIONS : As per policy wording and any applicable clauses,

endorsements or memoranda to the policy.

POLICY WORDING : QBE Commercial/Retail/Industrial - QM3275-0113

POLICY TERMS : This insurance is subject to the terms, conditions and limitations of the Insurer's Policy Wording (reference above), schedule and endorsements.

If you do not have a copy of the above policy wording, please ask us for a copy.

TERRORISM INSURANCE ACT 2003 - APPLICATION TO THIS POLICY

The Insurers of this policy have determined that this policy (or part of it) is a policy to which the Terrorism Insurance Act 2003 applies.

INSURER	POLICY NUMBER	PROPORTION
QBE Insurance (Australia) Ltd PERTH WA 6845	170A953971BPK	100.0000%



10.4.8

Cartman Designs – Revised Proposal for Woodlands
Cultural Community and Visitors Centre

Our Reference: Shire of Dundas. 080318
Date: 16th March 2018

Gihan Kohobange, Deputy CEO
Shire of Dundas
PO Box 163,
Norseman WA 6442

Attention: Gihan Kohabange

Dear Gihan,

Project – Visitor and Community Precinct. – Coolgardie Esperance Hwy.

1. Revised Fee Proposal for drawings and full documentations.

As discussed in our phone conversation 7th March 2018 we provide our revised fee proposal based on current conceptual drawings submitted to the Shire of Dundas dated, 15th February 2018. The original fee proposal was based on concept drawings provide by the Shire of Dundas, the current concept has been substantially altered along with the addition of another 68 square metres of floor area.

This submission outlines our revised fee for your consideration.

Yours sincerely,

Tim Cartledge
Managing Director
On Behalf of Cartman WA P/L

FEE PROPOSAL.

The services to be designed and documented or supply only by Cartman Designs include:-

Phase 1 – Conceptual Drawings.

COMPLETED

Phase 2 – Tender Documents.

- Architectural drawings and specifications
- Electrical certified engineered documents and specifications
- Mechanical certified engineered documents
- Hydraulic certified engineered documents
- Structural certified engineered documents
- Fire consultant certified engineered documents
- Section J Report
- Indicative Cost Estimate licenced quantity surveyors

Phase 3 – Contract Documents.

- Issued for construction drawings (all disciplines)
- Full specifications (all disciplines)
- Tender advertising
- Tender assessment for recommendation to Council
- Certificate of Design Compliance
- AS 2124 or AS 4000 building contract
- Certificate of construction compliance

Phase 4 – Project Administration. (priced separate if required)

Exclusions

We have excluded the following:

- Payment of fees relating to building, services or authority approvals
- Payment of design fees for all engineering consultants
- Payment of Section J Report
- Payment Indicative Cost Estimate by licenced quantity surveyors
- Payment of Certificate of Design Compliance
- Payment of Certificate of Construction Completion
- Project administration

Deliverables

Deliverables to be provided by Cartman Designs include: -

- 2 copies of drawings including scope of works and specifications
- 1 Pre-Tender Cost Estimation (Quantity Surveyors)
- 1 copy pdf of working drawings - via email
- DWG architectural drawings file – via email

Program

The program for this project is subject to Council adoption at the March round of meetings and is based on this assumption: -

Completion of working drawings	7 th September 2018
Cost estimate	14 th September 2018
Tender assessment	19 th October 2018
Contract Administration (if required)	

Terms of Engagement

Our proposed terms of engagement are outlined in AS4122-2010, General Conditions for the appointment of Consultants. Unless stated otherwise. Should you require Cartman Designs to be commissioned under any other agreement, please forward your preferred conditions for our review and acceptance.

Cartman Designs may claim progressive payment throughout the project, typically at the end of each phase or part thereof at the end of each month. In the event invoice claims exceed the stated payment terms (21 days unless otherwise agreed) Cartman Designs reserve the right to charge interest equal to 1% of the outstanding amount, per each 14 day period, plus an administration fee of \$20 per month or part thereof. Should more than two invoice claims extend beyond 60 days without payment, Cartman Designs reserves the right to cease work on the project until full payment has been received.

It is understood that our client for this commission is the Shire of Dundas WA, to whom all fee claims will be submitted.

FEE Shire of Dundas

The proposed fee is as follows:-

Conceptual Drawings		\$ 36,812.88
Tender Documents		\$ 70,794.00
Contract Documents		\$ 33,981.12
	sub total	\$ 141,588.00
	gst	\$ 14,158.80
	total	\$ 155,746.80
Rate per additional Site Visit (including time and km's)	each	\$ 1,000.00
Rate for travel (further than 20kms for townsite)	per/km	\$ -

Goods and Services Tax (GST) shall be invoiced at the rate documented by the Australian Taxation Office, presently 10%.

The following rates are applicable until 30th June 2018

Directors

\$150.00 + GST

This fee proposal is valid for a period of 60 days from the date of submission, after which time, we reserve the right to review the submitted fee.

End of Proposal

ACCEPTANCE FORM

Please complete and return the following proposal acceptance form.

To	Cartman Designs
Email	admin@cartman.net.au
Fax	08 9071 6255
Post	PO Box 1898, Esperance WA 6450
Attention	Tim Cartledge
Project	Shire of Dundas
Cartman Designs Reference	SoD 080318
Fee Offer	\$155,746.80 (gst inc)

With reference to the above project and proposal number; the scope, exclusions and terms as described with

Cartman Designs proposals, dated/..... 2018 are acceptable and Cartman Designs are authorised to proceed.

Name: _____

Company name
(to whom invoices
are to be addressed) _____

Postal Address

Signature: _____

Date: _____

Purchase Order
(if applicable) _____

In accordance with Quality Assurance system, written acceptance of this proposal is required confirming fee and conditions of contract, with any modifications mutually agreed. We are unable to proceed with work on the project prior to receipt of a written acceptance.

