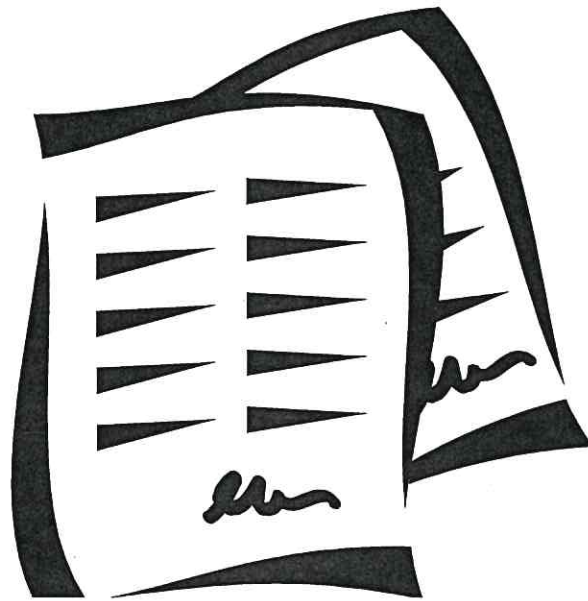




# Ordinary Council Meeting

18<sup>th</sup> April 2017



## Papers Relating

# CONTENTS

<u>Item Number</u>	<u>Report</u>
10.1.1	Application for Mining Tenement Exploration Licence 63/1849
10.2.1	Awarding of Haulage Contract – Norseman Airstrip
10.3.1	New Policy – Staff Recruitment & Selection
10.3.2	Voting Delegates – Local Government Week
10.4.4	Officers Reports
12.1	Late Item – Building Application - Shed



## 10.1.1

Application for Mining Tenement  
Exploration Licence No. 63/1849



# ALT RESOURCES

EXPLORING FOR BASE AND PRECIOUS METALS IN NSW

FILE NUMBER

RV.VA.2

RECORD NUMBER

ILM 201732370

ALT Resources Ltd  
ACN 168 928 416

4 Gippsland St Jindabyne NSW 2627 Australia | PO Box 787 Jindabyne NSW 2627 Australia  
t 1300 660 001 m 0406 069243 f 02 6451 4611 e info@altresources.com.au  
www.altresources.com.au

21st March 2017

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



COPY

To whom it may concern,

Re: Application for Mining Tenement Exploration Licence No 63/1849

Enclosed please find Form 21 – Application for Mining Tenement which is located within the boundaries of your property. Also enclosed it enclosed is Form 21 Attachment 2 which defines the exploration licence area for which approval has been requested.

It is a requirement of the Western Australian Mining Act 1978 to notify you of this application.

Please feel free to contact this office if you have any questions.

Yours sincerely

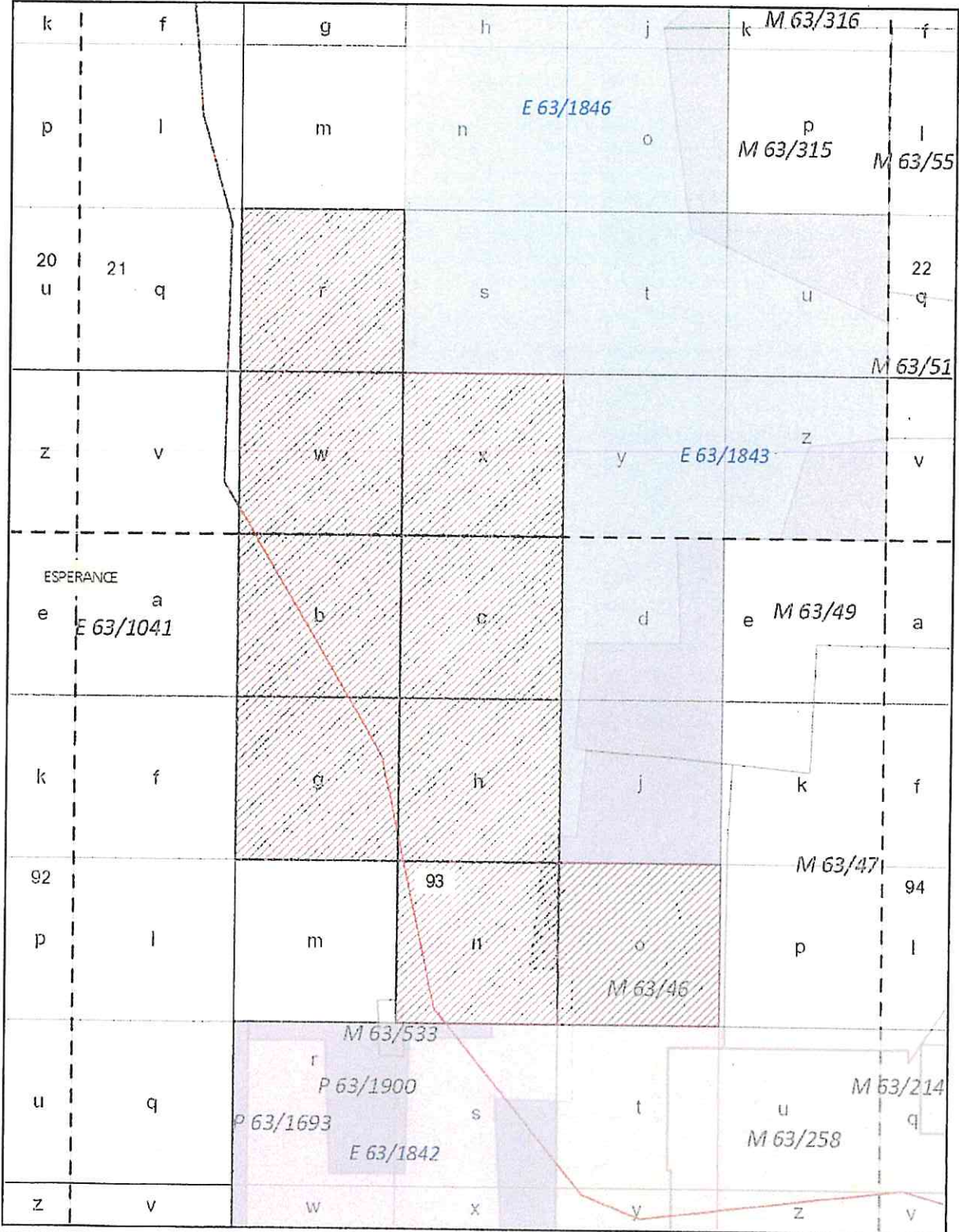
**Suzanne Gabriele**  
Alt Resources Limited




Mining Act 1978  
Sec. 58; Reg. 64

**FORM 21 - ATTACHMENT 2**  
Plan Name(s) - ESPERANCE

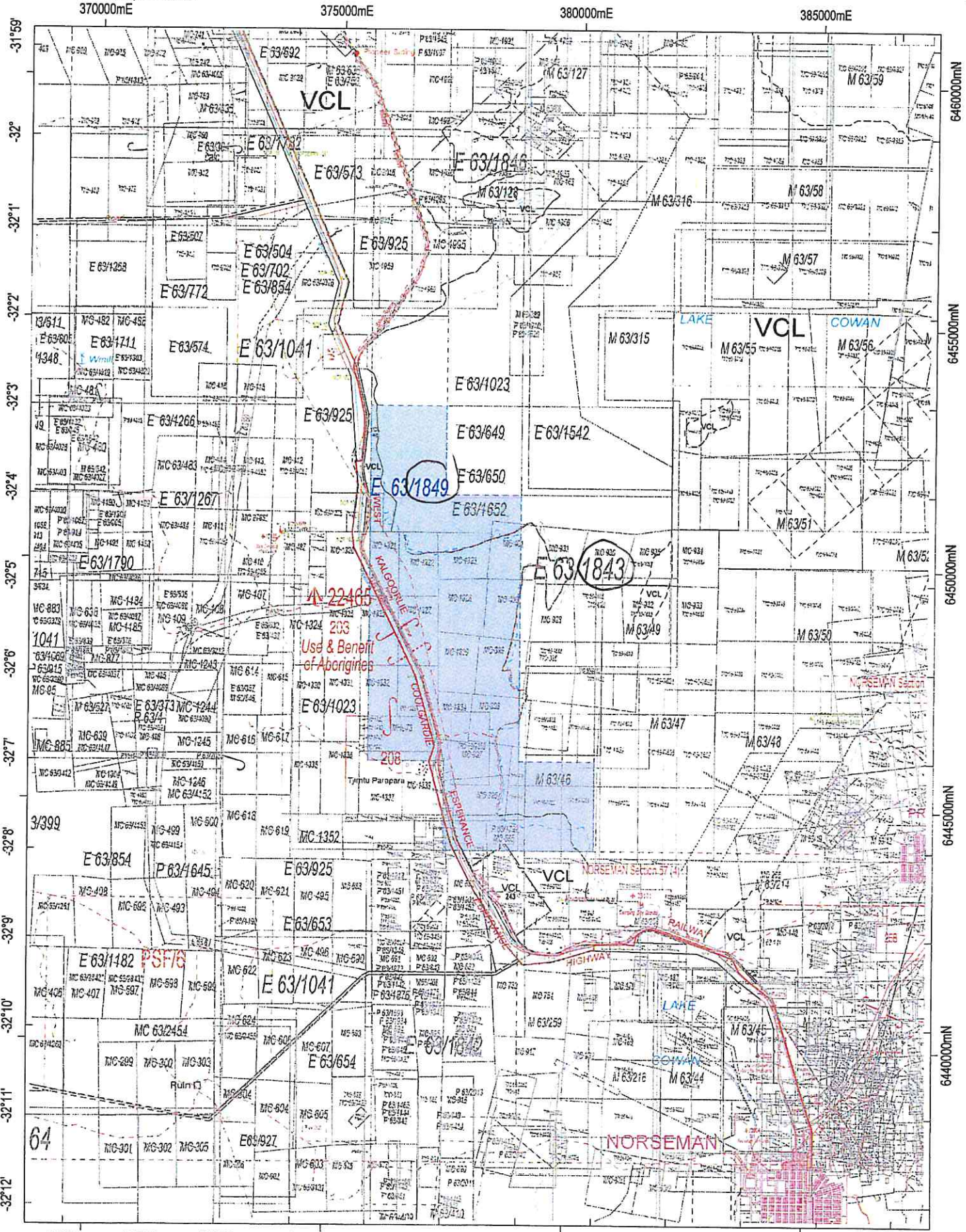
Time Officially Received : 20/03/2017 08:40:18  
User Id : ex79191



MAP SHOWING BLOCKS APPLIED FOR IN  
EXPLORATION LICENCE NO. 63/1849

 Graticular Section Applied For





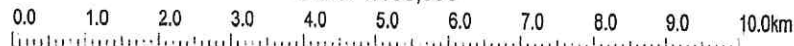
**A 22465**  
**203**  
**Use & Benefit of Aborigines**

**208**

**E 63/1843**

This plan has been compiled from the best available information...  
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The Crown Land Information System (CLIS) is a registered trademark of the Department of Mines and Petroleum.  
The Department of Mines and Petroleum is not responsible for any errors or omissions in this plan.

Scale: 1:100,000



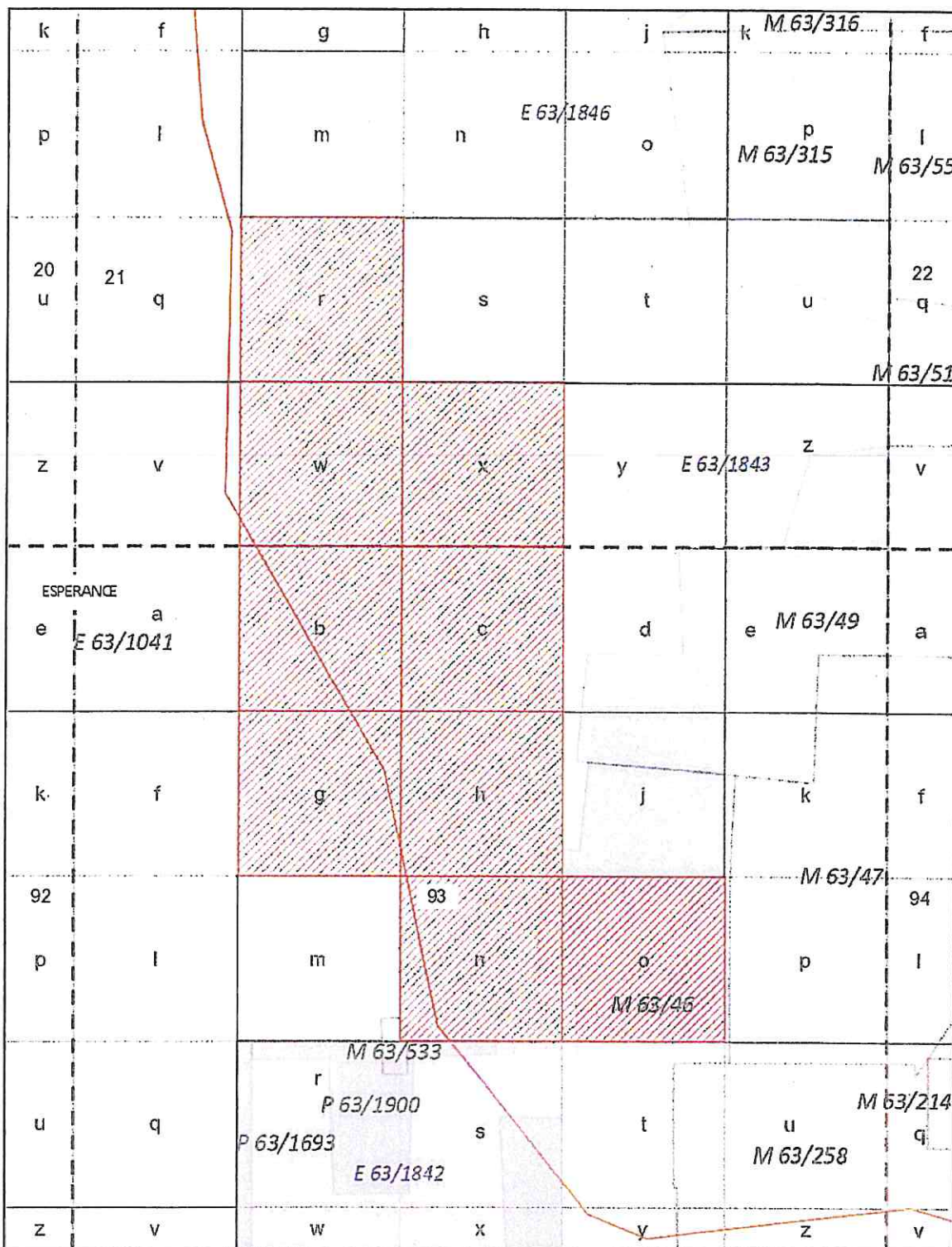




Mining Act 1978  
Sec. 58; Reg. 64

**FORM 21 - ATTACHMENT 2**  
Plan Name(s) - ESPERANCE

Time Officially Received : 20/03/2017 08:40:18  
User Id : ex79191



MAP SHOWING BLOCKS APPLIED FOR IN  
EXPLORATION LICENCE NO. 63/1849

 Graticular Section Applied For

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 63/1849
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) DUNDAS
(c) Mineral Field		
For each applicant:		
(d) Full Name and ACN/ABN	(d) and (e) ALT RESOURCES LIMITED (ACN: 168 928 416) 4 GIPPSLAND ST, JINDABYNE, NSW, 2627	(f) Shares 100
(e) Address		
(f) No. of shares		
(g) Total No. of shares	(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) Lake Cowan West (i) (j)	
(h) Locality		
(i) Datum Peg		
(j) Boundaries		
(k) Area (ha or km <sup>2</sup> )	(k) 9 BL	

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

(l) Helen Degeling

Date: 20/03/2017

**OFFICIAL USE**

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 24th day of April 2017 (See Note 4).

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

Received at	08:40:16	on	20 March	2017	with fees of
Application	\$1,338.35				
Rent	\$1,165.50				
TOTAL	\$2,503.85				
Receipt No:	72106755630				

*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**

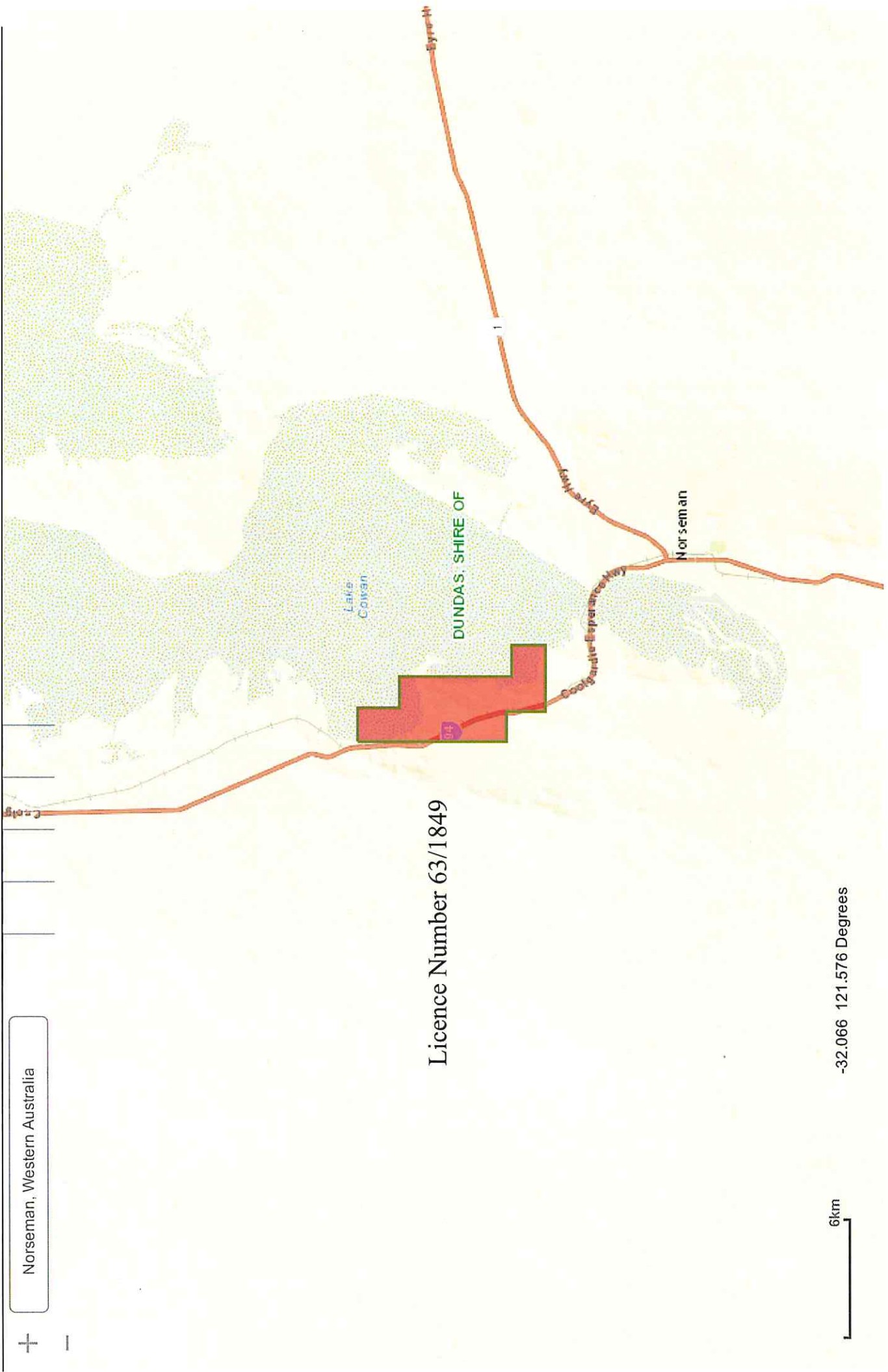
- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
  - (a) public plan search; (b) register search; (c) ground inspection.

**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.



WESTERN AUSTRALIA Mining Act 1978 Sec. 58; Reg. 64			<b>FORM 21 - ATTACHMENT 1</b>
EXPLORATION LICENCE NO. 63/1849			
THIS SECTION MUST BE COMPLETED IN FULL FOR ALL EXPLORATION LICENCE APPLICATIONS			
LOCALITY: Lake Cowan West			
BLOCK IDENTIFIER (All three sections must be completed)			
<b>1:1,000,000 PLAN NAME</b>	<b>PRIMARY NUMBER</b>	<b>GRATICULAR SECTION</b>	
ESPERANCE	21	rwx	
ESPERANCE	93	bcghno	
<b>TOTAL BLOCKS:</b>		<b>9</b>	



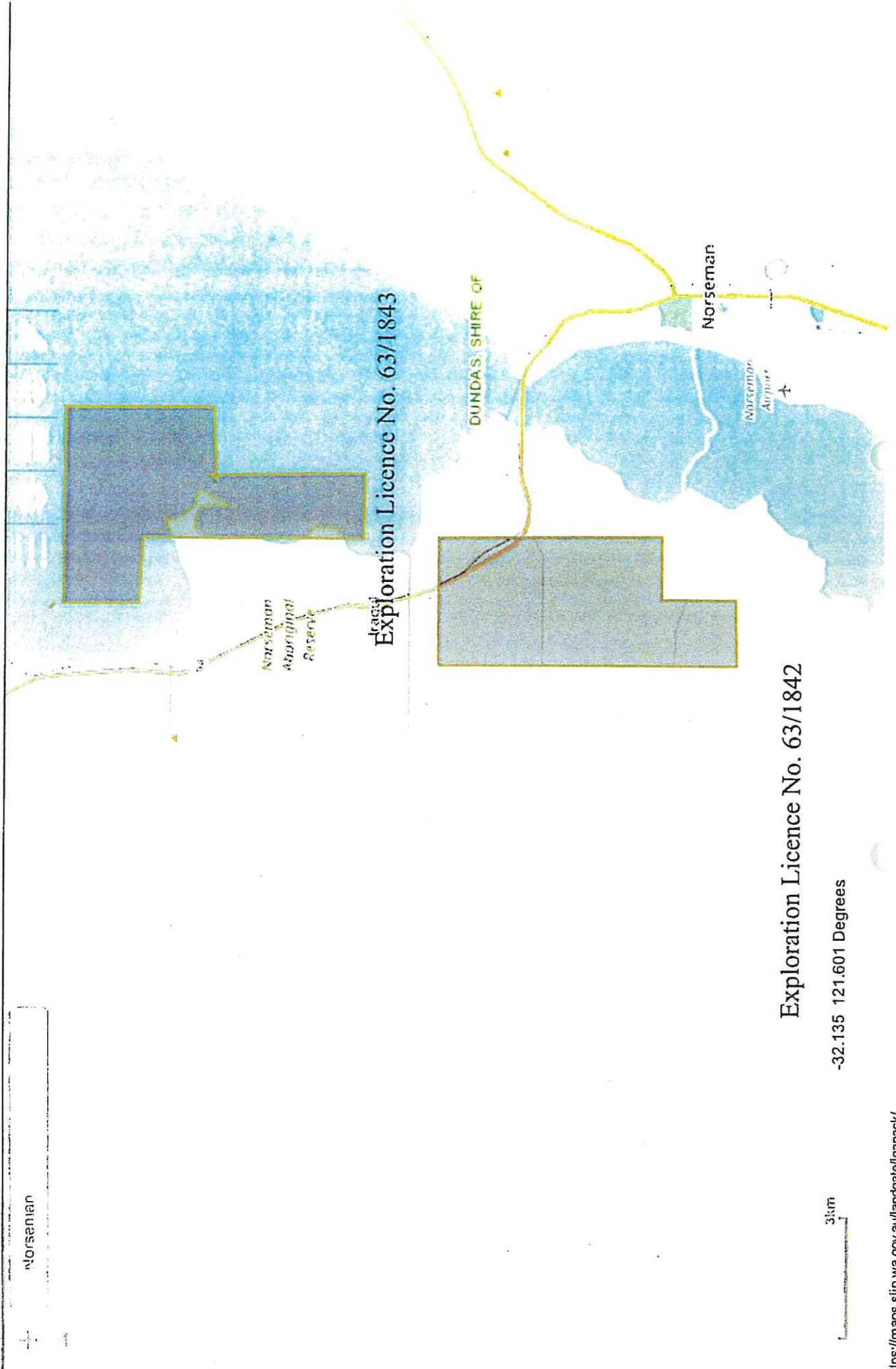
Norseman, Western Australia



Licence Number 63/1849

6km

-32.066 121.576 Degrees



Exploration Licence No. 63/1842

3km

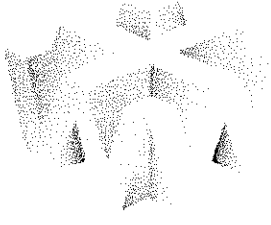
-32.135 121.601 Degrees





## 10.2.1

Awarding of Haulage Contract – Norseman Airstrip



Avoca Mining Pty Ltd ABN 36 108 547 217

Level 3, 18-32 Parliament Place

T: +61 8 9462 3400

F: +61 8 9462 3499

West Perth WA 6005

E: [perth.reception@westgold.com.au](mailto:perth.reception@westgold.com.au)

PO Box 1959

W: [www.westgold.com.au](http://www.westgold.com.au)

West Perth WA 6872

Chief Executive Officer

Shire of Dundas

PO Box 167

Norseman

Dear Doug,

**Re: Haulage of rock from the Higginsville mine site in the Shire of Coolgardie to the Norseman Airstrip in the Shire of Dundas.**

We respond to your advice that in order to meet the requirements of the Local Government purchasing policies you are obliged to enter into a tendering process for the haulage of rock from Higginsville to Norseman. Our view is that may place undue restraints on our current operating plan.

**The current situation:**

1. MGL are contracted by Westgold to upload ore from the Mt Henry mine site some 20kms south of Norseman to the Higginsville mine site some 60 kms to the north of Norseman;
2. MLG's return run to Mt Henry passing through Norseman is empty;
3. Westgold has agreed to supply Norseman with rock which is to be used as base material for the upgrade of the Norseman Airstrip;

**We now respond to your request to open the haulage work to third parties who would require access to the rock piles on mine property:**

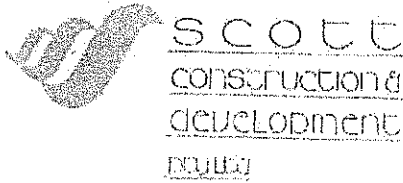
4. Given the timing of these runs which comprises some 20 to 30 truck movements per day it would not be practical nor possible to insert another haulage contractor into the cycle;
5. To interpose another outside contractor into this cycle would require adherence to mine safety requirements, training in the additional compliance issues required by legislation and would impact severely on our training and administrative staff for no return to the mine and would severely impact the efficiency of our operation.
6. In the circumstances as set out above, we would request that you utilise the services of our haulage contractor.

Yours sincerely

Alan Downham

Acting General Manager -Higginsville Gold Operations

Tuesday 11<sup>th</sup> April 2017



P.O. Box 360, North Beach  
 Western Australia, 6920  
 Tel: (08) 9240 5700  
 Fax: (08) 9240 5833  
 Mobile: 0412 125 390  
 www.scottconstruction.com.au

Civil Group  
 38 Richardson Street,  
 WEST PERTH WA 6005

8th December, 2016

Attention Peter Bowyer  
 John Grierson

Ref Norseman Airport Upgrade – for Shire Dundas Delivery

We have strategized better solutions to get the prices down on the above project by breaking the works into three basic areas.

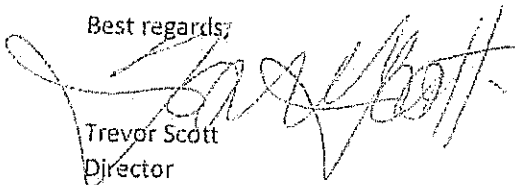
Transport, supply, rated figures to push out and compact. There are other small contracts which can be handled under the Shire standing orders for contracts, aka sealing, sand, blue metal, general construction materials and surveying. We solicited

Delivery - Transport

1. Hampton Transport	T3	\$3.20/t	
2. Marak	T3	\$4.78/t	
3. MLG OZ Pty Ltd	T3	\$2.75/t	Note advice to \$2.86/t
4. Crossv	T3	\$3.71/t	

We have the four quotes and an email from yourselves stating the \$2.75/t on or about the 29<sup>th</sup> August, 2016. My recommendation is to accept the \$2.75/t and engage MLG OZ Pty Ltd as soon as possible, for the supply of the complete volume required (or ~225,000t), and we can look at letting the crushing down to size of the T3 to T1 on site at the turnaround area.

Best regards,

  
 Trevor Scott  
 Director



CIVIL CONTRACTORS  
 FEDERATION  
 MEMBER



**Peter Crook**

---

**From:** Trevor Scott <Trevor@scottconstruction.com.au>  
**Sent:** Tuesday, 13 December 2016 3:33 PM  
**To:** Peter Bowyer; Peter Crook; 'Peter Crook'  
**Subject:** FW: Airport back load

FYI

**From:** Vinnie Fisher [mailto:vinnief@mlgoz.com.au]  
**Sent:** Tuesday, 13 December 2016 3:28 PM  
**To:** Trevor Scott <Trevor@scottconstruction.com.au>  
**Subject:** Re: Airport back load

No, it is \$2.86, as per email below.

Sent from my iPhone

On 13 Dec 2016, at 2:23 PM, Trevor Scott <Trevor@scottconstruction.com.au> wrote:

Vinnie, we cleared the air on this one, it was \$2.75/tonne, correct?

Best regards,

<image002.jpg>

<image003.jpg> <image004.jpg>  
P.O. BOX 360 NORTH BEACH 6920  
Trevor@scottconstruction.com.au  
Phone (08)9240 5700.Fax. (08)9240 5833  
Mobile 0412125390

**From:** Vinnie Fisher [mailto:vinnief@mlgoz.com.au]  
**Sent:** Thursday, 25 August 2016 8:44 AM  
**To:** (Christopher.Mardon@metalsx.com.au) <Christopher.Mardon@metalsx.com.au>  
**Cc:** Murray Leahy <murray@mlgoz.com.au>  
**Subject:** Airport back load

G'day Chris,

After inspecting the airport site last week, we have reworked the time estimated to carry out the back load task.

The price to load and haul into the airport would be \$2.86 per ton.  
This price is utilising the spare ROM loader for loading the back load material.

Thanks Chris

Cheers

Vinnie

Vinnie Fisher

General Manager | MLG Oz

M| 0427 615 785 P| 08 9022 7746 F| 08 9022 7271

E| [vinnief@mlgoz.com.au](mailto:vinnief@mlgoz.com.au)

22 Coath Road West Kalgoorlie 6430 WA

PO Box 1484 Kalgoorlie 6433 WA

[www.mlgoz.com.au](http://www.mlgoz.com.au)

<image005.jpg>

**Trevor Scott**

---

**From:** Jim Cross <Jim@crossv.com.au>  
**Sent:** Wednesday, 24 August 2016 2:31 PM  
**To:** Trevor Scott  
**Subject:** FW: Norseman Airport - Material.

Hi Trevor  
Pricing schedule for the below SOW are listed below;

Crush screen and load T1 .....\$13.55/t + GST  
Crush screen and load T2.....\$8.55/t + GST  
Load Only T3.....\$1.05/t + GST  
Transport Material.....\$2.66/t + GST

*TOO HIGH*  
*LOSS PWT NOT CLOSE ENOUGH*

Assumptions and conditions of the above pricing are listed below;

1. No allowances have been made for the particle distribution confirmation of the feed material or the finished delivered product;
2. No allowances have been made for blending of feed material with imported material; or sorting / beneficiation of the feed material to achieve required particle distribution;
3. The client acknowledges the suitability of the feed material. If, however, the contamination of the feed material is of such a condition, to include foreign objects, such as tramp metal, scrap steel, poly-pipe, geo-textiles or other hindrances, and such inclusions result in the rate of production falling below 1500 t/day for the Type 1, and 2500 t/day for the Type 2, then CV LOMAG reserves the right to renegotiate the \$/t rate based on achievable production rates with the supplied feed material;
4. Material will be loaded out at minimum rate of 2000 t per day. Any amount less than this, where CV LOMAG were able to load, but were restricted by other parties; then CV LOMAG reserves the right to reprice the load out rates, or to be compensated accordingly;
5. It is the clients responsibility to provide an uninterrupted supply of suitable feed in material, or to make provisions and additional payments for CV LOMAG to maintain an agreed feed in rate;
6. Any delays or impediment to the daily operation, that are not the cause or responsibility of CV LOMAG, and cannot otherwise be foreseen by CV LOMAG, then CV LOMAG reserves the right to charge the client a day rate or pro-rata compensation of up to \$14 400/day + GST, or part thereof;
7. Any additional transport reasonable costs, associated with the movement of equipment from one crushing location to the other will be billed to the client;
8. CV LOMAG will not guarantee specifications and particle distribution of the material produced. CV LOMAG will work with the client to achieve a mutually acceptable product, that will be as near as is reasonably possible to achieve, given the feed in material, but CV LOMAG will not guarantee or be held responsible to exactly meet the specifications supplied;
9. The client is responsible for any on road dust suppression and the maintenance of all haul roads, dumping areas, and turn around areas to be used and provided for CV LOMAG's operation;
10. Client is to supply, free of charge, a standpipe and access to fresh water for dust suppression around the crushing area;
11. The client is to provide a suitable nearby area to collect any foreign objects found to be within the feed in material, and further disposal of these foreign objects will remain the client's responsibility;



12. Unrestricted access is to be given to CV LOMAG to access and operate unhindered during all agreed working days, all haul roads and security gates are to be either opened or keys provided to CV LOMAG, such that there are no delays while awaiting access to the workplace;
13. No allowances have been given for CV LOMAG to attend any client organised compulsory meetings, such as Toolbox, PSI's or other function.
14. A secure area to park and store CV LOMAG plant and equipment is assumed.
15. Any client programs that will impact on CV LOMAG' s daily operation, such as blasting, water shortage, environmental testing, heritage inspection, etc: then CV LOMAG requires advance notice, and if CV LOMAG are restricted from operating, then CV LOMAG reserves the right to charge the client a day rate or pro-rata compensation of up to \$14 400/day + GST, or part thereof.

If there are any questions or points of clarification please let me know

Kind regards,

Jim Cross



P: 08 9722 8900  
 F: 08 9721 2795  
 M: 0417 992 057  
 PO Box 2650, BUNBURY WA 6231

**From:** Trevor Scott [<mailto:Trevor@scottconstruction.com.au>]  
**Sent:** Thursday, 18 August 2016 10:45 AM  
**Subject:** Norseman Airport - Material.

I have been retained by the Shire of Dundas to help keep the progression of the airport development on track. All parties should be aware of the fragility of the costs and differing rates for transport. We do believe we have an opportunity to crush/screen and load the potential cartage contractors directly out of the local mines in town to the airport site. We will be endeavouring to create a turn-around points at each end of the proposed runway and progressively layout an access road down the strip length, to run out the material as efficiently as possible. The transport will be handled separately and could possibly let as a separate supply and lay contract. Handling could be a separable contract.

I have enclosed the grading curves for the material below.

T1 – 40,000t....as close as possible to the curves

T2 – 145,000t....ditto

T3 – 185,000t – this material will be run of the mine material ideally 300mm and down, not necessarily screened.

Crush screen and load T1 & T2.....\$/t

Load Only T3.....\$/t

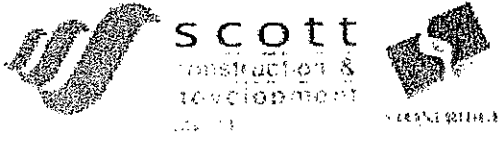
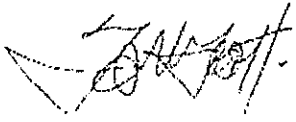
Transport Material.....\$/t

Spread and Compact.....\$/t or m3(inplace)

The current site we are discussing would be the OK Mine Incline, shown on the plan.

Time is of the essence as we see this project progressing during this financial year. The delivery quantities would be envisaged as in the order of 2500tpd. Your prices would be required asap and no later than Wednesday 24<sup>th</sup> COB, if this is too early then please call to discuss.

Best regards,



P.O. BOX 360 NORTH BEACH 6920

Phone (08)9240 5700.Fax. (08)9240 5833  
Mobile 0412125390

**Trevor Scott**

**From:** Alex Jones <Alex.Jones@hampton-transport.com.au>  
**Sent:** Friday, 19 August 2016 4:30 PM  
**To:** Trevor Scott  
**Subject:** RE: Norseman Airport - Material.

Trevor,

Please see below for pricing as requested. Hopefully this helps.

Class	100% Passing Size	Quantity	Crushed tonne	Transport from OK	Transport from Bullen	Spread and Compact (m3)
T1	26mm	40,000	\$ 12.40	\$ 3.20	\$ 3.50	\$ 6.00 6
T2	75mm	145,000	\$ 8.80	\$ 3.20	\$ 3.50	\$ 6.00 6
T3	300mm	185,000	\$ -	\$ 3.20	\$ 3.50	\$ 4.00 6

Depending on the compact spec the T3 may be slightly cheaper

**Required machines:**

- Crushing
- Jaw Crusher
- Cone Crusher
- Screen

- Haulage
- 4 road trains

- Spread and Compact
- 2 watercart
- 825 roller and 15t vibrating compactor
- 2 graders - 14H

Mob/demob  
 \$1,200 each way per unit. No charge for road trains.

Site Establishment/De-establishment  
 \$40,000 total.  
 Self funded fuel container, small workshop/office/mith room.

Come onsite, I'll be on touch Monday.

T1 744,000  
 T2 2,175,000  
 T3 1,147,000  


---

 \$ 4,066,000

**From:** Trevor Scott [mailto:Trevor@scottconstruction.com.au]  
**Sent:** Thursday, 18 August 2016 10:45 AM  
**Subject:** Norseman Airport - Material.

I have been retained by the Shire of Dundas to help keep the progression of the airport development on track. All parties should be aware of the fragility of the costs and differing rates for transport. We do believe we have an opportunity to crush/screen and load the potential cartage contractors directly out of the local mines in town to the airport site. We will be endeavouring to create a turn-around points at each end of the proposed runway and progressively layout an access road down the strip length, to run out the material as efficiently as possible. The



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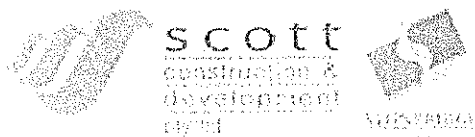
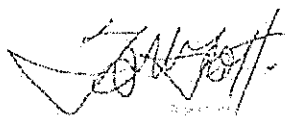
T3 – 185,000t – this material will be run of the mine material ideally 300mm and down, not necessarily screened.

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Transport Material.....\$/t  
Spread and Compact.....\$/t or m3(inplace)

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Best regards,



P.O. BOX 360 NORTH BEACH 6920  
Phone (08)9240 5700.Fax. (08)9240 5833  
Mobile 0412125390



A.B.N 78 603 420 060

88 Roberts Rd Norseman WA 643  
Phone: 039 906 875  
Email: [rob@marrak.com.au](mailto:rob@marrak.com.au)  
Phone: 0429433 971  
[ricky@marrak.com.au](mailto:ricky@marrak.com.au)  
Website: <http://ricky572.wixsite.com/marrak>

Quote No: 1024  
Attention: Trevor Scott  
Date: 24/08/2016  
Norseman Airport Runway build  
Products T1 40000t, T2 145000t, T3 185000t

Marrak would like to thank Scotts Construction for the opportunity to provide a quotation for the runway project and look forward building an ongoing relationship in the future.

Marrak have compiled Crushing/Screening rates including a recommended plant option to obtain the best % and yield splits. The proposal as per your request is for a price per ton rate all in.

**Specific scope of works:**

- Marrak to mobilize and establish a crushing/screening plant at the old OK Decline Site to produce crushed and screened road base as per the required quantities.
- Marrak will require 4 weeks to mobilize to site from the date of purchase order. If resources are available at the time of P/O, then Marrak will endeavor to reduce the lead time mobbing to site.
- Marrak will produce 3 products, 185000t -300mm, 145000t -75mm and 40000t 26mm
- **Note:** Marrak requires all stockpiles to be place no further than 50m distance of one loader cycle from the crushing plant
- Expected run rate is 300 tph, day shift only 5 days per week at 10-11 hrs per day for U/G waste ore production, there may be opportunities to run trucks on the Saturdays.
- **Note:** this may vary depending on the volumes of fines and hard rock present in the ore which will affect yield results.
- All stockpiled ROM material is potentially contaminated with underground rubbish and steel; care will need to be taken to ensure material is produce free on any contamination.

3000 TPH

} NOT AT  
INTERMEDIATE



### Price includes:

- T1 crushing will require 2 stage crushing screening to reach 2500 tpd rates of all in 26mm along with associated equipment as listed and personnel for completing this stage.
- T2 scalping will be carried out using less equipment creating additional saving to customer plus associated equipment as listed and personnel to complete project.
- T3 FEL will be used to load the road trains and to maintain a clean -300mm all in product and to avoid any unnecessary underground waste contamination. The FEL will record tonnages via a load rite system this is also useful for monitoring production yields.
- All fuel is calculated out at cost plus based on the Mobiles gates price at EOM including delivery charges. The link to the gate prices is as follows, [http://apps.exxonmobil.com.au/apps/itm/mn\\_mobil\\_products\\_automotive\\_pricing.asp](http://apps.exxonmobil.com.au/apps/itm/mn_mobil_products_automotive_pricing.asp)
- Prices based typical waste ore stockpile with max feed size predominantly below -500mm in size.
- All oversize +300mm will be stockpiled.
- A complete risk assessment will be completed for operating and feeding the crushing plant all relevant SWI and VOC's to be Supplied under Marrak's Safety Management Plan.
- This is based on dayshift operations only.
- As discussed Marrak will only charge a standby rate on plant only for extended periods that has been agreed by both parties EG requested plant moves and inclement weather. All labour would be stood-down if the plant was to go on standby for extended period.
- \* —• Marrak will arrange all transport, accommodation for employees as required.

NOTE 2  
THIS FOR  
(FUEL INCREASE)

### Clients Responsibility

- All relevant permits in place
- Office access and crib room facilities for Marrak personal use.
- Supply suitable flat work area within 50m of material to be crushed.
- Water for dust suppression (plant and ROM pad)
- Feed material to be as clean as possible waste rock suitable for purpose.
- Instruction in writing what material needs to be produced and preferred quantities of each.
- Once confirmation on the purchase order materials can be ordered if screen media isn't in stock then a two-week lead time will be required for the suppliers to fabricate.

CONCERN  
START!!



**Equipment /Personnel Required:**

- ✓ • Primary Jaw
  - ✓ • Scalping screen
  - ✓ • Secondary Cone Crusher
  - ✓ • 45t excavator
  - ✓ • WA500/980H loader with Load rite scales
  - ✓ • Road haulage to the project site.
  - ✓ • Bobcat
  - ✓ • Lighting plants
  - ✓ • Service Truck
  - ✓ • Water Cart (PUMP)
  - ✓ • Service utility 's x 2
  - ✓ • Parts and tooling container x 2 with Dome and pwr
  - ✓ • Operator x 2
  - ✓ • Maintainers x 1
  - ✓ • Supervision x 1
- ✓ All the above is subject to site inspection and machinery availability at time of order.



Marrak cost per ton rates as per Table below.

Tons	Production weeks required	Price per on rate excl. GST
T1 - 40,000t	4	\$5.29
T2 - 145,000t	9	\$6.58
T3 - 185,000t	10	\$0.85
Cartage CPT	22	\$3.93
Total tons 370000	Project Term 24 weeks	

Marrak will requires invoices to be paid 21 days from the date of invoices. Marrak and Scott Construction to settle on an agreed time frame. All amounts exclude GST

- Expected yield based on limited information at the time of tender
  - T1, 70%
  - T2, 65%
  - T3, 90%

BA-78/T

Marrak site establishment cost           \$18,000 (Excl.GST)  
Marrak Mobilization Cost               \$ 0.00 (Excl.GST)  
Marrak Demobilization cost           \$ 0.00 (Excl.GST)

Standby rate: \$1466.00 per hr. Applicable to events outside Marrak control e.g. no feed, Inclement weather making access and delivery unattainable and as agreed by Scott Construction & Development and Marrak

Should you have any queries or require further information, please do not hesitate to contact me either Ricky Wade or Rob Dawes on the following numbers

Ricky Wade  
0429 433 971 or Email [mailto:ricky@marrak.com.au](mailto:mailto:ricky@marrak.com.au)  
R Dawes  
0439 906 875 or Email [mailto:rob@marrak.com.au](mailto:mailto:rob@marrak.com.au)

Kind Regards  
Robert Dawes







10.3.1

New Policy  
Staff Recruitment & Selection

## **HR.14 Staff Recruitment and Selection**

### **Objective**

To ensure that the Shire of Dundas staffing requirements are appropriately met and the recruitment and selection processes of employees are fair and equitable.

### **Policy Statement**

Appropriate staff selection is the foundation for the effective management and implementation of the Shires legislative requirements, its policies and programs. Staff recruitment, selection and appointment processes used, should be fair and equitable for all applicants.

Legislation governing the recruitment, selection and employment of staff are subject to scrutiny by outside agencies, including statutory bodies.

Applicable legislation includes the following:

- Workplace Relations Act 1996
- Fair Work Act 2009
- Age Discrimination Act 2004
- Human Rights and Equal Opportunity Commission Act 1986
- Equal Opportunity for Women in the Workplace Act 1999
- Local Government Act 1995
- Equal Opportunity Act 1984

All staff are responsible, either directly or indirectly, to the Chief Executive Officer, who in turn is accountable for staff performance to the Council. The Chief Executive Officer therefore has a responsibility to ensure that staff are selected on merit and are the "best fit" for the position, as determined by the Duty Statement and selection criteria established prior to advertising.

In determining the suitability of an applicant, the career path development for existing staff, including opening opportunities for promotion within the organisation needs to be considered.

### **1. Organisational requirements**

The appropriate manager in consultation with the CEO is to determine the requirements of the position to ensure that it is in line with the objectives of the Shires strategic and business plan

Generally the need to recruit arises from:

- a vacancy due to the departure of the incumbent; or
- the creation of a new position through an organisational expansion or restructure

Prior to undertaking the recruitment process it is necessary to review the positions validity in relation to organisational and operational requirements.

- Assess the current organizational needs and goals to determine the level of staff required to meet those requirements
- Look for opportunities for an organizational restructure that will address deficiencies and underutilization of existing staff
- Determine the time requirements for the job to be undertaken to ensure that there are no inefficiencies.
- Assess the tasks that the position needs to perform and determine if they can be redistributed effectively to existing staff.

The CEO is to report to the Council any proposed increase in the overall staff compliment. (i.e. increase in the FTE) A manager in consultation with the CEO may undertake the recruitment and selection process (in accordance with this policy) to fill a vacancy created due to the departure of an existing employee.

A manager in consultation with the CEO may employ a casual to undertake works of an urgent nature to fill a vacancy created due to the departure of an existing employee or meet operational requirements for a maximum period of 3 months.

### **2. Job Description and Selection Criteria**

Each position within the Shire of Dundas shall have a selection criteria and duty statement approved by the Chief Executive Officer prior to advertising.

### **3. Advertising**

All position vacancies shall be advertised as follows:

- internally amongst staff;
- on the Shire notice board;
- regionally, within local newspapers;
- state wide, through the appropriate media;
- job websites, especially ones that can specifically target the position advertised.

Depending on the position to be advertised the decision is to be made by the appropriate Manager in consultation with the Chief Executive Officer

### **4. Interview & Selection Panel**

Selection panels for all positions will usually be a maximum of three persons inclusive of the current supervisor of the position advertised.

- The Chief Executive Officer reserves the right to sit on all selection panels.
- The Manager of the appropriate section shall chair the Selection Panel.
- The Shire President or his/her representative may observe selection procedure for any Manager's position.
- The selection panel for any Manager's position may include an independent expert in the relevant field.
- The Selection Panel for the position of Chief Executive Officer shall be determined by the Council in accordance with the requirements of the Local Government Act 1995.

### **5. Interview & Selection Process**

To provide a uniform selection process for applicants to vacancies and to create an ethical foundation to which consistent selection decisions are made.

This includes:

- Interviews will be conducted in line with Equal Employment Opportunity guidelines.
- Ensure all selection procedures comply with the Local Government's Equal Opportunity Policy;
- Ensuring that all appointments are made on merit
- Developing and maintaining procedures to assist in ensuring the most suitable candidate is appointed;
- Ensuring that selection procedure are clear, valid and consistently applied by those involved in selecting candidates and that they provide for fair and equitable treatment for those who apply for employment;
- Basing selection decisions and criteria directly on the demands and requirements of the job and the competencies identified as necessary for satisfactory performance;
- Ensuring that all employees involved in the selection process are properly trained in order that the objectives of the policy are met; and
- Observing any legal requirements which apply to the selection process

### **6. Ethical Consideration for the Selection Process**

Staff who are responsible for selecting applicants to fill Local Government positions should be familiar with the ethical considerations behind their decision making process.

The ethical consideration involved in the selection process related to:

- The principles of merit (choosing the best person for the job);
- Avoiding discrimination; and
- Natural justice and fair treatment

Using the selection process to unfairly advantage one applicant over another can have a detrimental effect on people's careers, morale and motivation, and ultimately on the level of confidence that employees at large have in the recruitment and selection processes.

### **7. Interview & Appointment Process**

To provide a uniform interview & appointment process for applicants:

- Ensure the interview can proceed uninterrupted and in a room without any distractions.
- Ensure (if possible) that interviewees do not come into contact with each other. This is particularly important in Local Government where certain positions are likely to attract applicants from other Local Governments.

- Prepare for the interview. Read the application and note matters requiring clarification or more detail.
- Allow the interviewee to fully explain the answers, without interruption.
- Allow the interviewee adequate opportunity to ask questions.
- Advise how the selection process will proceed and give realistic timeframes on a decision.
- Arrangements should be made to ensure that persons with disabilities are not disadvantaged.
- As part of the interview process, credential verifications should be conducted and applicants requested to bring along originals for validation.

#### Following the interview

1. the selection panel needs to determine the most suitable person for the appointment to the position. It also needs to ensure appropriate pre-appointment action;
2. the selection panel needs to determine further action if there is no suitable applicant.
3. decide whether any of these applicants are suitable for the position, based on the panel members' assessment of the applicants against the selection criteria.
4. If there isn't a suitable applicants, the panel may decide to:
  - Readvertise (perhaps more widely) and re-examine and modify the position requirements;
  - Assess the best applicant's ability to meet the position requirements if supplementary training were provided;
  - Review the adequacy of the process followed.
5. the panel prepare a selection report following the interviews that provide quantifiable reasons for the decisions made. A selection report should contain a comparative analysis of each of the applicants and any areas of concern The report will contain a recommendation to be signed off by the CEO.
6. Other information to be provided includes:
  - A description of the position and selection criteria
  - Outlines the process to date
  - How the position was advertised
  - How many applicants received
  - Make up of panel
  - Time and place of interviews; and
  - How many applicants were interviewed?
7. Where two applicants are considered by the Selection Panel to be equally meritorious, and one resides within the Shire, that person shall be offered the position.
8. Recommendations for appointment shall be endorsed by the Chief Executive Officer prior to a formal offer of employment being made.
9. For Senior Manager positions, a recommendation shall be made to the Council for adoption
10. Lobbying of the Selection Panel, Chief Executive Officer or Councillors, either by or on behalf of an applicant may disqualify that applicant.
11. A satisfactory medical examination and a police clearance must be undertaken prior to confirmation of appointment.

## **8 Reference Checking**

To provide a uniform reference checking process for applicants:

1. Reference checks are an important part of the selection process as they provide the selection panel with more information on which to make comparisons between interviewed applicants.
2. The purpose of reference checking is to check facts provided by the applicant (previous positions, duties undertaken, skills and responsibilities, etc) and to obtain an assessment from the referee as to the applicant's suitability having regard to the selection criteria.
3. Standard questions should be asked of each referee. The referee should be allowed an encouraged to speak freely, therefore a free ranging conversation beyond the selection criteria should not be stopped.
4. The referee should be asked to provide factual information or to give examples of observations made or opinions given about the applicant. These request should be made in a way that does not reflect doubt on the referee nor stops the flow of discussions.
5. The interviewer should not give opinions or ask questions which may lead the referee to reach a conclusion as to what the interviewer thinks. The interviewer should ask the referee about the

applicant's weakness as well as their strengths and equal opportunity principles must be exercised at all stages of the selection process.

## **9 Employment Conditions**

### **9.1 Pre-Employment Medical Checks**

Pre-employment medical checks of prospective employees can raise equal opportunity, privacy, occupational health and safety and objectivity issues. It is recommended that medical examinations should only be undertaken for legitimate job-related purposes and the reason for requesting the examination should be clearly stated to prospective employees, preferably during the course of the selection interview.

Any examination should related specifically to the requirements of the job in question, which means that particular physical attributes required for the job should be accurately identified beforehand. Testing procedures should be fair and consistently applied.

For sedentary positions, it may be more appropriate for prospective employees to complete a signed checklist detailing their medical fitness. This checklist can require the employee to disclose any injury, illness or disability that is likely to prevent them from carrying out the duties of the position.

Prior to the appointment, prospective employee should undergo a pre-employment medical with and appropriately experienced medical practitioner or a group specializing in these types of medicals to ensure that the person is able to perform the duties of the position to an established standard.

The Equal Opportunity Act prohibits discrimination in employment on the grounds of impairment, except where the impairment prevents the person from being able to perform the job. The standards established by the medical practitioner must reflect what is required of the person to perform the work involved.

### **9.2. Criminal Record and National Police Certificate**

Western Australian legislation prescribes that it is unlawful for a Local Government to discriminate against a job applicant on the basis of any 'spent' conviction, which allows criminal records to be amended to remove references to certain offences after a period of non-offending.

Overall the Local Government will consider:

- The inherent requirements of the position;
- The need to ask about a job applicant's criminal past; and
- The manner in which the information, once obtained, can be used.

In response to highly mobile population, the need to protect the vulnerable or "at risk" members of the community and to cater for community expectation, the WA Police Service has discontinued the issuance of a "State Police Certificate" in favour of a "National Police Certificate."

### **9.3. Other Conditions**

The appointment of staff

1. to carry out functions within externally funded projects, are appointed for the term of that funding, unless dismissed in accordance with the conditions laid out within Local Government Industrial Award 2010.
2. unless otherwise specified, shall within the Shire be in accordance with Local Government Industrial Award 2010.

### **9.4. Dismissals**

The Chief Executive Officer may dismiss staff only after the procedure set down within the Local Government Industrial Award 2010, as appropriate, has been undertaken, or for reasons of gross misconduct.

### **9.5. Staff Development**

Staff are encouraged to participate in career development and training opportunities relevant to their position and future career development.

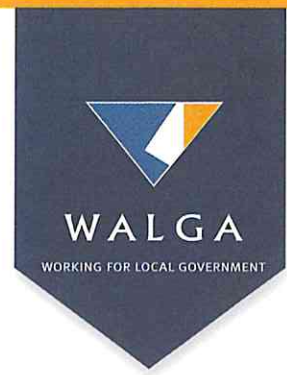
Policy Adopted                      18<sup>th</sup> April 2017  
Policy Amended





10.3.2

Voting Delegates – Local Government Week



4 April 2017

Our Ref: 01-003-02-0003 AF

Mr Doug Stead  
Chief Executive Officer  
Shire of Dundas  
(DX 69311) PO Box 163  
NORSEMAN WA 6443

Dear Doug

### **NOTICE OF ANNUAL GENERAL MEETING 2017**

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Wednesday 2 August 2017** as part of the Local Government Convention. The meeting will be held at the Perth Convention Exhibition Centre, 21 Mounts Bay Road, Perth.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting and guidelines for the preparation and submission of motions.

Please note that the closing date for submissions of motions is **Monday 5 June 2017**. Any motions proposing alterations or amendments to the Association's Constitution must be received by **Friday 12 May 2017** in order to satisfy the 60 day constitutional notice requirements.

The 2017 Local Government Convention is the premier event for Elected Members and Officers within Local Government. The Association's Annual General Meeting, as an integral part of this event, is a critical forum for mobilising the views of Western Australian Councils, confronting emerging issues and developing directions forward for our sphere of government.

For enquiries, please contact Ana Fernandez, Executive Officer, Governance or via email [afernandez@walga.asn.au](mailto:afernandez@walga.asn.au).

Yours sincerely

**Ricky Burges**  
Chief Executive Officer

Enclosure: Notice of AGM



**Notice  
of  
Annual General  
Meeting**

**and  
Procedural Information  
for Submission of Motions**

**Perth Convention and Exhibition  
Centre**

**Wednesday, 2 August 2017**

**Deadline for Agenda Items**

**(Close of Business)**

**Monday 5 June 2017**

# 2017 Local Government Convention

## General Information

The 2017 Local Government Convention will be held at the Perth Convention and Exhibition Centre (PCEC) from 2 August to 4 August 2017. The tentative schedule for the Convention is as follows:

<u>Tuesday, 1 August</u>	<u>START</u>	<u>FINISH</u>
Mayors and Presidents Forum Mayors and Presidents Reception	3.30 pm 5.30 pm	5.30 pm 7.00 pm
<u>Wednesday, 2 August</u>		
State and Local Government Forum Registration for AGM and collection of voting keypads Honour Recipients Luncheon WALGA AGM (including Honours Awards Presentations) Convention Opening Welcome Reception	8.30 am 10.00 am 12.00 pm 1.30 pm 5.30 pm	12.30 pm 1.30 pm 1.00 pm 5.30 pm 7.00 pm
<u>Thursday, 3 August</u>		
ALGWA AGM and Breakfast Opening and Convention Sessions Sundowner	7.00 am 9.00 am 5.30 pm	8.30 am 5.30 pm 7.00 pm
<u>Friday, 4 August</u>		
Convention Breakfast with Matthew Pavlich Convention Sessions Convention Gala Dinner	7.30 am 9.00 am 7.00 pm	8.45 am 3.30 pm 11.30 pm

*Further details are contained in the Registration Brochure which will be distributed to all Local Governments in May.*

### **WALGA Annual General Meeting**

The Annual General Meeting for the Western Australian Local Government Association will be held from 1.30 pm to 5.30 pm on Wednesday, 2 August 2017. This event should be attended by delegates from all Member Local Governments.

### **Cost for attending the Annual General Meeting**

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. All Convention delegates must register their attendance in advance. Registration for the Opening Welcome Reception that evening must also be notified in advance and will incur a \$60 cost for those not registered as a Full Delegate.



## Submission of Motions

Member Local Governments are hereby invited to submit motions for inclusion on the Agenda for consideration at the 2017 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is COB **Monday, 5 June 2017**. *Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by COB **Friday, 12 May 2017** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

## Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA Executive Committee will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the Executive Committee's determinations.

Enquiries relating to the preparation or submission of motions should be directed to Ana Fernandez, Executive Officer Governance on 9213 2013 or via email [afernandez@walga.asn.au](mailto:afernandez@walga.asn.au).

### Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



**President Cr Lynne Craigie**  
**President**



**Ricky Burges**  
**Chief Executive Officer**



# EMAIL BACK

## Voting Delegate Information 2017 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Wednesday, **2 August 2017** at the Perth Convention Centre.

Please complete and return this form to the Association by Monday, **3 July 2017** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

**Please Note: All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.**

VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....
For (Local Government Name): Shire/Town/City of .....	
Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)	
Date _____	

ON COMPLETION PLEASE EMAIL TO: [afernandez@walga.asn.au](mailto:afernandez@walga.asn.au)

Ana Fernandez, Executive Officer Governance



10.4.4

Officers Reports

Report by Chief Executive Officer

April 2017

1. Update on progress of Airstrip.

The Civils Group were initially employed to provide the Shire with appropriate design work and costing of the upgrade to the airstrip. As they have now completed this brief and have expressed a desire to not get involved in further project work it has been agreed that Civils Group withdraw at this stage of the project.

Shire Management interviewed a Walga Approved Civil Engineer based in Kalgoorlie who have expressed interest in taking the project through to completion. WML Consultants Pty Ltd have offices in Bunbury, Kalgoorlie and Mandurah and Tony Chisholm, Principal Civil Engineer in the Kalgoorlie office has had extensive experience both in and outside of local government. Currently they are doing work for both the Shires of Menzies and Laverton and we will be asking for references from both of these Shires.

Tony Chisholm and his team will be visiting us on or about the 21<sup>st</sup> April to inspect the work done to date and will follow up this visit with draft plans and costings.

An advantage in using this firm is that being Walga Approved obviates the need to go to public tender.

Currently we are some months behind on the initial target dates agreed with our financiers. This delay results from weather conditions as well as an extraordinary slow response from Main Roads to sign off on our fairly uncomplicated Traffic Management Plan. This dragged on for 5 months before it was completed.

As Council is aware, we are working with rocks supplied by MetalsX at no cost. A current problem which we are managing is that the original plans catered for a rock size of -200, however this was based on a rock stock existing some 6 months back. This stock is no longer available as it has either been covered up by Mine workers or utilised elsewhere by MetalsX. As a consequence, we are currently working with rocks sizes of -400 and larger. This has slowed down our productivity as the larger rocks need to be sorted out on the lake and moved to one side for later removal. This problem is being addressed and a more efficient system put in place.

Finally, the deliveries of rock from Higginsville has dropped to 4 triple loads per day as MetalsX has slowed down their production at Mt Henry.

If Councillors would like to inspect the works please contact either myself or Jon Fry.

Our financiers are aware of the delays as we have kept them up to date with progress on the lake. The change in Government has resulted in a few issues, none of which are cause for concern.

2. Norseman Refuse Site

As a result of the work load currently sitting with our Works Manager, shire management has reassigned certain duties and responsibilities. Steve Bowyer has taken on the management of the Norseman Refuse Site. A plan of action has been put together which include the following:

- Restacking of building rubble
- Providing road access to builders rubble area

- Oil recycling area cleaned up
- Acquisition of a lifting mechanism for oil drums
- Digging out the oil contaminated soil and stockpiling so that the hydrocarbons can breakdown
- The asbestos pit needs to be pushed up and covered with fill after each dumping of asbestos
- Steel recyclers need to be contacted to get rid of cars, white goods etc.

These are some of the plans currently being put in place and the list is therefore not exhaustive.

A major move will be the training of the existing staff at the Refuse Site on how to manage the tip on a daily basis.

Consideration is also being given to reducing the opening hours and putting the tip workers on a roster basis. However, this will be submitted to Council at the next Council meeting.

## **Works Managers Report April 2017**

### **School Crossing at Prinsep Street**

Members may recall that they requested senior management to look into some school crossings on Prinsep Street at Morgan Street and Ramsay Street. The Works Manager and CEO met with members of Main Roads Western Australia to discuss this and other matters. Main Roads Western Australia have now responded saying that they agree with the one on Morgan Street, however the crossing at Ramsay Street would be too complicated because of the roundabout. They did suggest one at Ramsay Street instead. They did make the comment that the chances of Norseman getting a School Crossing would be very minimal, as both Kalgoorlie and Esperance are trying and have not succeeded

### **Construction Crew**

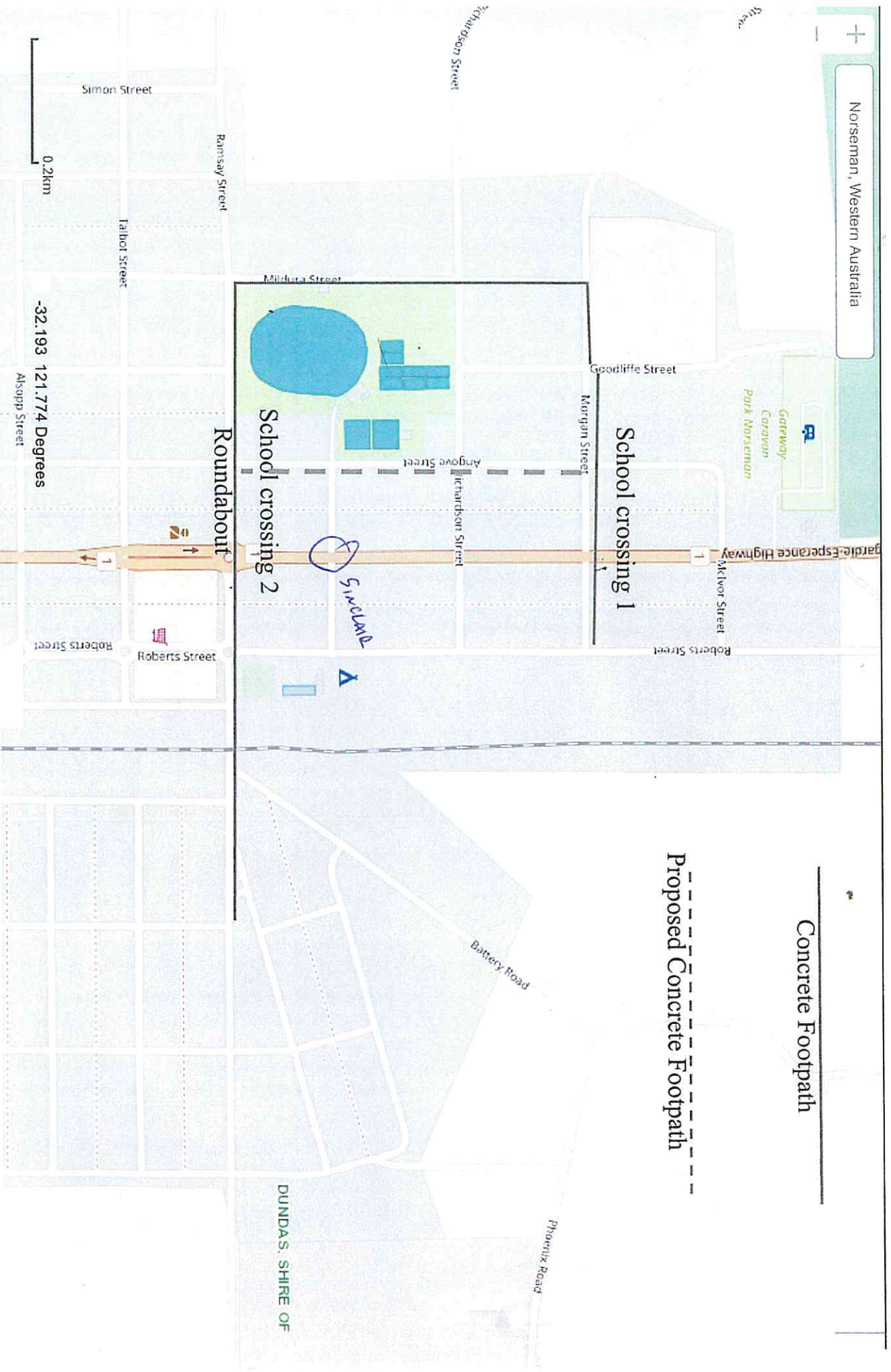
The construction crew have gone out the Norseman Hyden Road and have been busy putting in drainage pipes to aid drainage, they are also continuing the re-sheeting Programme. They will bring all machinery in for Easter and for a while will be involved in the airstrip project and re-sheeting Beacon Hill Road ready for sealing (next financial year)

### **Town Crew**

They have been heavily involved with work on the airstrip pushing out the rocks that are being delivered by MLG Oz The machines we are using at present are our own however they not quite up to specifications to do the job properly. We are expecting some more appropriate machinery to turn up soon from a hire company in Perth (All West) A D6-T dozer arrived on site 11/04/17 and has been put to use immediately.

Some of the rock that is being delivered is oversize and has been cast aside, later on we will cart that away.





REPORT TO COUNCIL  
COUNCIL GENERAL MEETING TUESDAY 18<sup>th</sup> APRIL 2017

AREA: COMMUNITY DEVELOPMENT

OFFICER: PANIA TURNER

Period of Reporting: March-April 2017

Jungkajungka Woodlands Festival

The inaugural Jungkajungka Woodlands Festival will be held in Norseman over the Easter Long Weekend. This festival, the first of its kind has been made possible through the dedicated working partnership between the Wilderness Society of WA, the Shire of Dundas, Ngadju, Country Arts WA and Artgold.

The festival promotions and marketing have brought great interest from across the state to Norseman and the Great Western Woodlands and we look forward to developing the reputation of the Shire of Dundas continuing to build positive working partnerships across all stakeholders such as local government, first nations peoples, conservation, industry and local business to ensure the Great Western Woodlands are cared for in sustainable manner.

Lotterywest Funding

The Shire of Dundas was successful in securing funding for some town centre public artwork, specifically Heritage images in the town centre, woodlands mural and community activities during the woodlands festival. Community Development will be working with local artists and the Norseman Historical Society on these projects.

Banners in the Terrace

As at time of submitting the report we have not received any submissions for Banners in the Terrace. If by the Council meeting we have not received any or adequate submissions for Council to select an appropriate design for the banner, Community Development will organise a workshop to ensure we have a banner to hang on the terrace. For Council's information I have included the information form last month's report regarding the banners.

Local artists have been invited to submit banner designs for the 2017 Banners in the Terrace. The competition hosted by the City of Perth an annual exhibition of banners along St Georges and Adelaide Terraces allows communities and regions throughout Western Australia to represent themselves to thousands of people travelling along these routes each day.

Artists have been requested to consider a design that represents our Shire in a visually dynamic manner. Council will select the local design winner at the April general meeting. The design will be digitally printed through Pennant House who offer the correct hanging formats and requirements for the competition.

All banners submitted by Councils are put on display (subject to the availability of banner poles, however Dundas has been successful in reserving a banner pole). Banners will not be displayed if they contain corporate advertising or images/words deemed inappropriate for general viewing.

The Convention theme for 2017 is *Members First* and artists may choose to build their banner design around this year's Convention theme, however, adhering to theme is not a judge's requirement.

Councils are encouraged to enter a banner that is dynamic; using strong, bright colours and bold lettering to stand out from the crowd! Although the banners look large on the ground, they are hung at a height that makes even large lettering and pictures seem small.

Written messages should be short and simple, and use large and clear lettering.

According to the Category the banner has been entered in, the Judges will consider:

- Is it easy to identify where the banner comes from?
- Can you easily read the Council's name?
- How is the composition of the piece?
- Can you identify something about the place? e.g. does it depict wildflowers, farming, coffee strip etc
- Use of colour and creativity
- Artistic merit
- Individuality, boldness, and humour.

### Strategic Community Plan

The formatting and edits for the current of the Strategic Community Plan are well under way. For the most part the current themes and strategies of the SCP reflect the views and aspirations the local community. The reviewed SCP will be presented to Council at the May Ordinary Council Meeting for their discussion and adoption if found acceptable and in line with the forward planning and direction of Council.

### Social Media

Council may have noted that there has been quite a lot of community interaction with some community social media sites. Social media is a powerful communication tool simply due to its incredible potentially worldwide reach.

The Shire's social media page is carefully monitored and administrated with aim to provide a positive message about events, community areas of interest and marketing of the area.

With other sites we have no control nor do we wish to regarding their administration. Generally community discussions are met with common sense, good will and good outcomes. Negative posts are not the norm when weighed up with the other posts. Community Development will continue to promote our community in all its goodness, character and beautiful surrounds.

### Shire of Dundas Youth Program

Community Development is working with the Youth Officer to review and grow the Shire's Youth Services.

Council will note in the Youth Officer's report a list of the current services both visiting and local available for families and youth to access in Norseman. Gaps in the list include the support for families and children in the more remote areas of the Shire along the Eyre Highway.

Funding from the Department of Children Protection and Family Support requires that our Youth Services address certain criteria for an age group of 12-18 (with opportunity to provide programs up to 25 years). The Youth Officer reports to the DCPFS identifying programs that the Shire have been involved in to target this specific group. DCPFS seek to provide opportunity for young people to develop positive life skills and social interactions. To ensure that the Shire of Dundas Youth program continues to be eligible to receive this funding it is important that the

Youth Officer devote an appropriate amount of time, energy and resources to this age group, typically where disengagement from school, community and families can occur. In partnership with other youth services the youth program can be a vital community resource for young people, offering a supportive and safe environment where they can learn different skills, engage with their peers and experience a range of activities.

The Shire recognises that our Youth program needs to also support children under the age of 12 and it is good to see in the Youth Report the collaboration between community services to provide great events for that younger group. Due to supervision requirements and safety it is not reasonable to expect that the Youth Officer be required to open all youth activities to younger children. Rather a targeted approach and dedicated timetabling will enable the Shire to cater to the younger age group.

A good example of the care required is the current winter sports season. This is quite a rigorous travel agenda for all the youth and the officer but especially younger children. It is not best practice to have one person be they a parent volunteer or a paid shire employee to manage a bus load of children for the football/netball day. The typical football Saturday requires an early morning start 5:45am travel to Kalgoorlie or Kambalda, supervision of at least 10 children ranging from the age of 8-17 at a football oval, then a travel back to Norseman arriving home anywhere between 4-6pm. There have been times when families have expected that the Youth Officer courier children between netball courts and the football oval.

Supporting our young people to participate in sports and other regional recreation activities is great for their physical health and their mental well-being and it also encourages families that they have do have sporting options for their children living in Norseman. The key word is **support**, that the Shire **supports** families in helping their children to be active and involved, the Shire does not take over the responsibility of families to be involved in their child's sports clubs.

Moving forward the Youth Officer is working to have a group of family volunteers who can assist with the Saturday sports and with the training runs during the week (another 300-400km trip). An option may be that parents run a weekly training session themselves for netball and football, requiring only the on training evening out of town. The swim squad was a great example of a community member seeing a need and stepping into the space. Coming from that is a sustainable swim squad who compete and receive medals in regional events and a team that Norseman can be very proud of. The Shire supported the squad through resourcing, some funding for training and the community bus but it did not take over the activity.

We look forward to keeping Council informed of the progress of the Shire's Youth Program.

## Youth Report – Council Meeting April 2017

Attendance: 11<sup>th</sup> March – 8<sup>th</sup> April 2017

19 days in this reporting period      187 attended during this period      Average: 9.84/day

Girls: 20      Boys: 21      ATSI: 14      CALD: 2

Under 12: 13      12-14yrs: 14      15-17yrs: 14      18yrs+: 0

### Events & Activities:

Gold Fever Festival: Helped out at the Horizon Power Gold Run with runner registrations, payments, placing runners into their groups, recording times and helping to hand out awards. Was a great morning with a lot of runners from both out of town and locally of varying ages participating in this event.

Friday Night Sports: Held 2 sessions of Friday Night Sports during this reporting period. Numbers are still holding strong within the young people area with numbers of the broader community having disappeared completely. Need to work on getting the message out that this NOT for youth only and that IT IS open to the WHOLE community including visitors to town. Will look at starting the FNS earlier on Fridays as we have football and netball commitments early Saturday morning and as such do not want the kids out too late.

Netball Training: We have been up to Kalgoorlie a couple of times to take part in some preseason training and grading. We have 2 new girls playing netball this year in our under 13's side, one of the under 13's from last year is moving up into the under 15's team and we have one girl in the under 17's. Training for the official season starts on Wednesday 19<sup>th</sup> April.

Football: We have started the 2017 season of Junior Football. We have been to Kambalda for training sessions and have played 2 games already. Numbers for this season have remained steady with only a couple of players who are no longer living in Norseman for us to sign up and play. We have 12 boys and 1 girl competing for the Kambalda Junior Football Club.

CRC activities: Have helped out the CRC with their Outdoor Movie night on Saturday 18<sup>th</sup> March. Due to the wind picking up and creating a hazard to the inflatable screen, we had to resort to moving this indoors. As the number of people that turned up was unexpectedly amazing, we moved the movie night into the Town Hall. Unfortunately there is no large screen to project onto at the Hall so we utilised the whiteboard that is down there. Although the screen was tiny, the atmosphere was great. Looking forward to helping out with another Movie Night at the CRC.

As part of a Kidz Klub activity, the CRC and with the support of the Youth Centre will be taking the Community Bus to Kalgoorlie on Saturday 22<sup>nd</sup> April to go to the Goldfields Kids Fest at Centennial Park. This is targeted at kids under 12 years of age and is a free event put on each year by the City of Kalgoorlie-Boulder. Seats on the bus are limited so it is best in best dressed – parents are required to attend with their children to this event.

Jungkajungka Woodlands Festival: Looking forward to an exciting weekend of cultural events that will be held over the Easter long weekend. Will be helping out at the P&C Market stall in the morning on Saturday, then helping out with the activities planned for the youth with Josie Boyle and Millennium Kids. On Sunday morning there is an Easter Egg hunt that I will also be helping out with.

## What services are available in Norseman for those aged 5 – 25yrs?

<i>5 – 11 years</i>	<i>12 -18 years</i>	<i>18 – 25 years</i>
<ul style="list-style-type: none"> <li>• School</li> <li>• Kidz Klub @ CRC</li> <li>• WACHS (Community Health Nurse, Health Promotion teams, Sexual Health workers, Aboriginal Health workers)</li> <li>• Swimming Pool</li> <li>• Parks/Skate Park</li> <li>• Friday Night Sports</li> <li>• Junior Sports (aged 10yrs +)</li> <li>• Library</li> <li>• Swimming Squad</li> <li>• Dance</li> </ul>	<ul style="list-style-type: none"> <li>• School</li> <li>• Drop-In</li> <li>• WACHS</li> <li>• Young Carers</li> <li>• Bega Garnburingu (Quit Smoking support workers, sexual health &amp; more)</li> <li>• Centrecare (Footprints to Stronger Families group, Financial support workers, Drug &amp; Alcohol support workers)</li> <li>• BOICO</li> <li>• Youth Justice Officers</li> <li>• Swimming Pool</li> <li>• Parks/Skate Park</li> <li>• Friday Night Sports</li> <li>• Swimming Squad</li> <li>• Dance</li> <li>• Junior Sports (football, netball, basketball)</li> <li>• Gym (from age 18)</li> <li>• Library</li> </ul>	<ul style="list-style-type: none"> <li>• WACHS</li> <li>• Bega Garnburingu</li> <li>• BOICO</li> <li>• Centrecare</li> <li>• Swimming Pool</li> <li>• Friday Night Sports</li> <li>• Parks/Skate Park</li> <li>• Library</li> <li>• Gym</li> </ul>

### How are we developing services offered?

Youth is working to build good partnerships with visiting and local community services. Feedback from the community to Council has been that when programs are offered that we work hard at maintaining the standard of the program and see it through to completion or even see the program grow and expand. Families have the expectation that the Youth Centre offers more than a hang- out space for teenagers so we will be reviewing the timetable to include time slots for younger children's activities, and constructive activities for youth.

Given the small nature of our community and school it is also important to offer the older children specific activities and time slots that cater to their needs and allow them the space away from the younger children. Developing a good working relationship with the school may also offer opportunity for school based initiatives to be expanded to the next level through the youth centre such as media workshops, health sessions, invited guest speakers, role models, camps etc.

### How does the Youth Program address identified needs in the community?

The Youth Program is funded through the Department of Children and Family Services to implement recreational and diversional activities targeted at young people in the 12-18 year bracket. Young people at this age are easily bored and as a result of that boredom the incidences of vandalism and disruptive behaviours emerge and at a cost to the council and ratepayers for clean-up. However the Shire recognises that there are some significant gaps in two areas, the 5-11 year old group and the 18-25 year old group.



The need to also engage both of these 'gap' groups in positive activities is a priority and therefore we need to look at how we can provide a good quality service to them as the Shire also contributes funding to the youth program offered in our community.

The Youth Officer frequently asks the youth to contribute their ideas for activities they want to see happen during the term and during the school holidays. It is pleasing to note that there was good participation from youth at the Community Consultation Workshop held at the Town Hall in February. The youth identified some areas they would like to see developed such as different activities being held around town, more after school activities, development of the Friday night sports program, upgrade of the sports facilities and much more. Having the youth drive some of the activities they would like to see in their community increases participation rates, improves the sustainability of the program and develops leadership skills.

### **How can we increase Youth Engagement?**

We can increase youth engagement by providing, supporting and/or running activities that have value, meaning and are of a high standard. To be able to do this successfully, there are times when parent volunteers are required. Assistance and support from parents and wider community will enhance program outcomes, as the saying goes "many hands make light work" and rings true when hosting/organising any event. If we can get the community to become more proactive and involved, by taking on the task of running sporting programs and other recreational activities, then the Shire of Dundas can effectively work from behind the scenes to support these activities and programs through providing equipment, storage of equipment, maintenance of facilities and much more. The Youth Officer can still be actively involved with helping to get programs up and running, providing additional support when these activities are happening, directing activities, looking for further opportunities outside of town, seek funding, supporting the different sporting seasons but not run them and working with visiting health & cultural services to engage with youth etc.

I will be looking at having an open afternoon where parents and families can come and see what it is we have to offer at the Youth Centre. It is important that the Youth Centre and the Youth Officer role is viewed as community resources that offers high-quality youth activities and engagement and that we not be seen as a child care centre or a transport service for sporting activities, our program must reflect much more than this. Councillors are also encouraged to put forward suggestions that may be looked at to develop our youth program.



Late Item 12.1

Development Application - Shed

<b>Agenda Reference &amp; Subject</b>	
<b>Late Item 12.1 – Development Application - Shed</b>	
Location / Address	Lot 48 (82) Cnr Prinsep & Ramsey Street Norseman
File Reference	Assessment No A37
Author	Doug Stead
Date of Report	18 <sup>th</sup> April 2017
Disclosure of Interest	Nil

### Summary

For the Council to consider a development application for the construction of a shed on Lot 48 (82) Prinsep Street Norseman

### Background

The Council has received a development application from Mr B.C Ramsay the owner of the old Post Office to erect a 116.35m<sup>2</sup> colorbond shed with a wall height of 3.4m to the rear of the old Post Office lot. The shed is to be clad in classic cream walls and roof with manor red trim and to be utilised as a storage shed for personal use.

The subject lot is 1012m<sup>2</sup> in area and zoned Town Centre pursuant to the Shire of Dundas Town Planning Scheme No 2 (TPS).

The restrictions to shed floor area and wall heights are addressed in the Residential Design Codes and the Town Planning Scheme.

A copy of the shed plans and a site plan is attached.

### Statutory Environment

Shire of Dundas Town Planning Scheme No 2  
Residential Design Codes  
Heritage of Western Australia Act 1990

### Policy Implications

N/A

### Financial Implications

There are no financial implications for the Shire

### Strategic Implications

N/A

### Consultation

Shire of Dundas - Building Surveyor  
State Heritage Office

### Comment

The Council in the past has generally limited shed wall heights to 3.0m however this applies in the main to residential lots. In this instance the shed is located in the Town Centre on a commercial lot.

On commercial lots the restrictions in height are limited in general to 2 stories or 8m and the proposal at 3.4m is not considered over height, notwithstanding that there is a residence on the Post Office Lot.

The Shire has a number of development standards and under the "appearance of buildings" the TPS stipulates that:

“As a minimum standard the facades of commercial buildings shall be constructed of masonry stone, concrete, glass or a combination of these materials as approved by the Council.”

In this instance the shed is to be used for personal use and not intended for commercial purposes. As it is located to the rear of the lot, the colorbond finish is considered appropriate

The Council has the discretion to modify the standards however they must be satisfied that:

- Approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenity of the area;
- The non-compliance will not have any adverse effect upon the users of the development or the inhabitants of the locality or upon the likely future development of the locality; and
- The spirit and purpose of the requirement or standard will not be unreasonably departed from thereby.

The existing Post Office building has considerable historical significance and is located on a prominent entrance into the commercial centre of Norseman. The Norseman Post Office is listed on the State Register (No 767) and classified by the National Trust as well as being included in the Shire of Dundas Municipal Heritage Inventory. As such any changes proposed to the building or building curtilage needs to be referred to the State Heritage Office for comment.

Comment has been received from the State Heritage Office (copy attached). In brief the advice states “the proposed development, in accordance with the plans submitted, is supported.”

#### Voting Requirements

Simple Majority

#### Officer Recommendation

**That the application by Mr B.C. Ramsay to erect a 116.35m<sup>2</sup> colorbond shed with a 3.4m wall height to be utilised for personal use on Lot 48 (82) Prinsep Street Norseman be approved subject to:**

- 1. The issue of a building permit; and**
- 2. The shed is not to be used for commercial purposes.**

Moved Cr:

Seconded Cr:

#### Resolution

Carried by: Simple Majority

For:

Against



STATE  
HERITAGE  
OFFICE

Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

13 April 2017

YOUR REF	
OUR REF	P767/42861
ENQUIRIES	Karen Jackson (08) 6552 4150

Chief Executive Officer  
Shire of Dundas  
88-92 Prinsep Street  
NORSEMAN WA 6443

Attention: Richard Brookes

Dear Sir

**Norseman Post Office  
Proposed Shed**

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number	P767
Place Name	Norseman Post Office
Street Address	82 Prinsep Street, Norseman
Referral date	10 April 2017
Development Description	Proposed Shed to Rear

We received the following information:

Site Plan, sketch  
Elevation, sketch  
Project 170202-232 "Shed", Design #1 by Designer Sheds dated 2 February 2017

The referral for the proposed development has been considered in the context of the identified cultural significance of *Norseman Post Office* and the following advice is given:

**Findings**

- The proposal is for a 15 x 7 metre Colorbond shed to the rear of the *Norseman Post Office*. The shed will have classic cream walls, roof and downpipes with manor red gutters.
- The *Norseman Post Office* is significant for being part of a network of telegraph stations operating between 1897 and 1927, and provided a continuous postal service to the town from 1897. It is a significant cultural element situated on a prominent corner location in the town. The garage and asbestos-clad structure at the rear of the site are of little heritage significance.

stateheritage.wa.gov.au  
info@stateheritage.wa.gov.au

- The proposed shed will not have an adverse impact on the cultural significance of the place.

**Advice**

The proposed development, in accordance with the plans submitted, is supported.

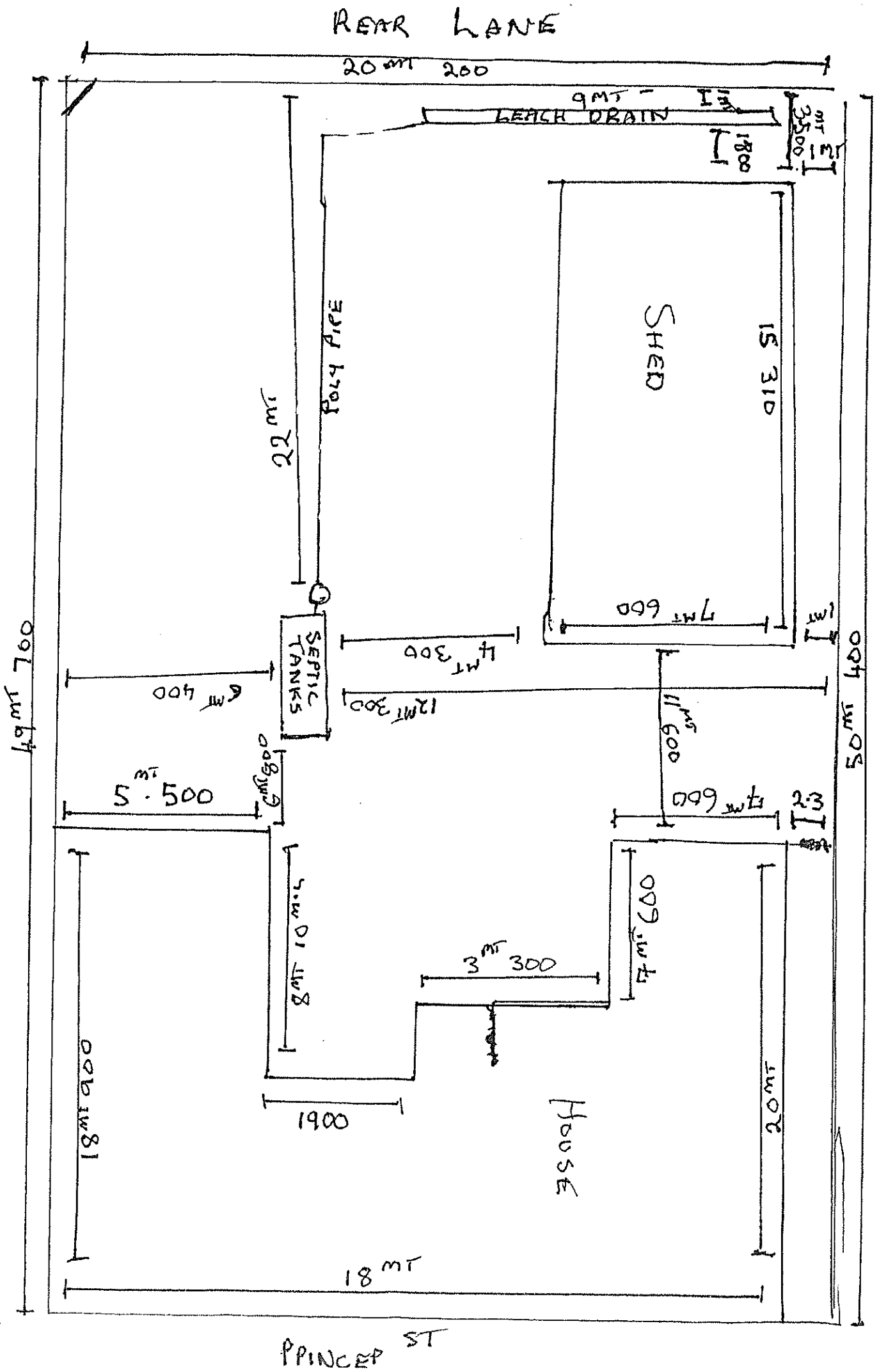
We would appreciate a copy of your Council's determination for our records.

Should you have any queries regarding this advice please contact Karen Jackson at [karen.jackson@stateheritage.wa.gov.au](mailto:karen.jackson@stateheritage.wa.gov.au) or on 6552 4150.

Yours sincerely

  
Adelyn Siew  
**DIRECTOR DEVELOPMENT & INCENTIVES**

KAMSAY





**To** Yvonne Ramsay  
NORSEMAN  
WA

**From** Designer Sheds  
info@designersheds.com.au, ph: 1800 977 433  
PO Box 8043  
COFFS HARBOUR, NSW 2450, Australia  
License No: 81786C

**Contact** Yvonne Ramsay  
yvonne+mick@hotmail.com  
ph: 0401 919 391

**Rep.** Jason Forsythe  
jason@designersheds.com.au

**Project** 170202-232 "Shed".

**Design** Design #1

**Site** NORSEMAN, WA

## BUILDING DETAILS

**Wind Code** Reg A/Cat 2 + Reg B/Cat 2.5  
(old N3 + W41N)

**Length** 15,310mm

**Width\*** 7,600mm

**Height at Eave** 3,400mm

**Roof Pitch** 10 degrees

**No. of Bays** 4

**No. of Walls** 4

*\* Width of main building only (not including awnings)*

## MATERIALS AND FINISHES

**Roof** TrimDek (0.42)  
Colorbond - Classic Cream

**Barge Caps** Colorbond - Manor Red

**Gutter** Trimline Gutter  
Colorbond - Manor Red

**Downpipes** Rectangular Downpipe: 100x75  
Colorbond - Classic Cream

**Walls** TrimWall (0.35)  
Colorbond - Classic Cream

## FRONT AWNING(S) DETAILS

## REAR AWNING(S) DETAILS

## CONCRETE SLAB DETAILS

Concrete Slab: 100mm  
Area: 116.4m<sup>2</sup>

## DOORS AND WINDOWS

### INCLUDED IN PURCHASE

1x Firmadoor Series 1 "Residential"  
3,100mm(w) x 2,900mm(h)  
Finish: Colorbond - Classic Cream

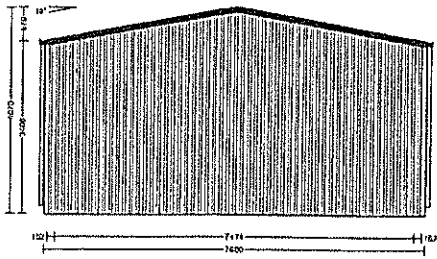
1x Standard PA Door, 820mm Wide  
Finish: Colorbond - Classic Cream

*\* Width and height of Roller Doors (where listed) specify the opening size. Doors will be supplied slightly larger to accommodate required overlaps.*

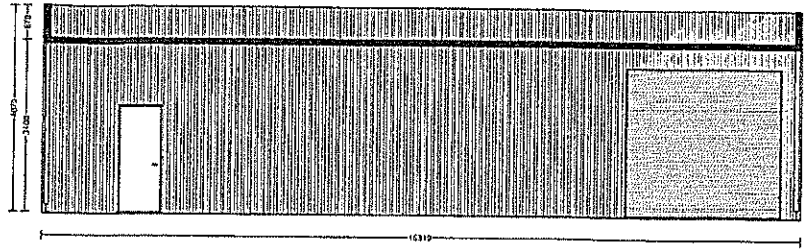
This shed, Delivered to site = \$13,849

Includes Kit, Delivery, Engineering Certificates for Kit and Slab, Detailed erect manuals and GST

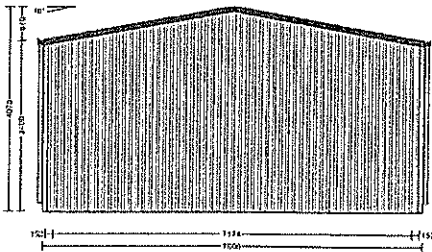
Left Elevation (1:70)



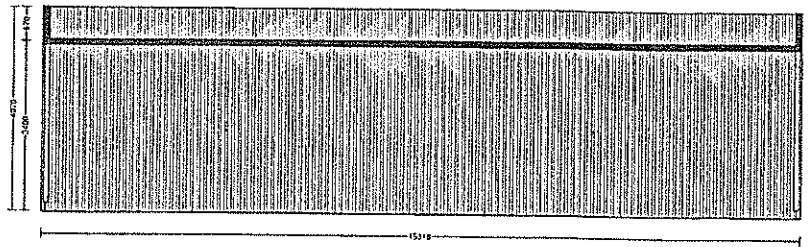
Front Elevation (1:70)



Right Elevation (1:70)



Rear Elevation (1:70)



Roofing Notes: 6. Roof Sheeting: Trindak (0.42) / Colorbond - Classic Cream | Wall Sheeting: Trindak (0.35) / Colorbond - Classic Cream | Gutters: Trimline Gutter / Colorbond - Manor Red | Downpipes: Rectangular Downpipe, 100x75 / Colorbond - Classic Cream

**Designer Sheds**

Consultant	Jason Forsythe	Project	170292-232 "Shed"	Design	Design 41
Agent	Designer Sheds info@designersheds.com.au, ph 1800 977 433 PO Box 9513 CDFSS HARBOR NSW 2150, Australia	Customer	Yvonne Rainey	Section	Building Drawing
		Site Address	NORSEMAN, WA		Page 2 of 2