



Norseman Woodlands to Eucla Coast

Minutes Certification

I certify that the Minutes of the 16th December 2025 Ordinary Council Meeting were presented to the Council and confirmed at the 17th February 2026 Ordinary Meeting.

A handwritten signature in black ink, appearing to be "L Bonza", written over a horizontal line.

Cr L Bonza
President

17.02.26.

Date



Norseman Woodlands to Eucla Coast

**Confirmed Minutes
Ordinary Council Meeting
16th December 2025**

NOTICE OF MEETING

The next Ordinary Meeting of the Council will be held on 16th December 2025 in the Council Chamber at the Shire Administration office– commencing at 6:00 pm (AWST) to consider and resolve on the matters set out in the attached agenda.

All meetings are open to the public, except for matters raised by Council under "Confidential Items".

Members of the public may ask a question at an Ordinary Council meeting under "Public Question Time".

A handwritten signature in blue ink, appearing to read "Peter Fitchat", is written over a light blue circular stamp.

Peter Fitchat
Chief Executive Officer

12th December 2025

A small, handwritten mark or signature in the bottom right corner of the page.

UNCONFIRMED MINUTES for the ORDINARY Meeting of Council
held in the Council Chamber at the Shire Administration office– commencing at 6:00 pm
(AWST)

Notes to Agenda

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING:

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent, or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shires decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as representation by the Shire should be sought in writing and should make clear the purpose of the request.

Table of Contents

1. Declaration of Opening and Announcement of Visitors.	5
1.1 Acknowledgment of Country	5
1.2 Attendance at meetings by electronic means	5
2. Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.	5
3. Record of Attendance of Councillors / Officers and Apologies.	5
4. Applications for Leave of Absence.	6
5. Response to Previous Public Questions Taken on Notice.	6
6. Public Question Time.	6
7. Confirmation of Minutes of Previous Meeting.	7
7.1 Minutes of the Ordinary Council Meeting held on 18 th November 2025	7
8. Petitions, Deputations or Presentations	8
8.1 Citizenship Ceremony	8
8.1.1 Daniel Flynn	8
8.1.2 Jean Schleper	8
8.2 Reports of Committees	8
8.2.1 GVROC	8
8.2.2 WALGA	8
8.2.3 Regional Roads Group	9
8.2.4 RoadWise	10
8.2.5 Local Emergency Management Committee	10
8.2.6 Coastal Planning Committee	11
8.2.7 Dundas Economic Development Working Group	11
9. Announcements by Presiding Member without Discussion.....	11
10. Reports	11
10.1 Planning and Development.....	11
10.1.1 - Proposed lease of Crown land for the purpose of 'Horse Paddockin'g'	11
10.2 Administration, Finance and Community Development.....	15
10.2.1 – Financial Statements for the Period Ending 30 November 2025	15
10.2.2 – Accounts Paid 01.10.2025 – 31.10.2025	15
10.2.3 – Accounts Paid 01.11.2025 – 30.11.2025	29
10.2.4 – Receive the Information Bulletin	39
10.2.5 – Delegation to the Shire of Dundas Audit and Risk Committee	40
10.2.6 – Review of the Register of Delegations.....	45

10.2.7 – Review of Policy HR5 Acting Chief Executive Officer / Acting in ‘Senior’ Positions Policy.....49

10.2.8 – Review of Policy EM1 Conference and Ongoing Council Member Professional Development51

10.2.9 – New Policy EM7 Attendance at Events53

10.2.10 – Review of Policy HR19 Senior Employees Policy.....55

10.2.11 – Norseman Community Resource Centre Financial Statements for the period ending 31 October 202557

10.2.12 – Norseman Community Resource Centre Financial Statements for the period ending 30 November 2025.....60

10.2.13 – Norseman Community Resource Centre Annual Report63

10.2.14 – Acceptance of the 2024/25 Independent Auditor’s Report.....64

10.2.15 – [CONFIDENTIAL ITEM] CEO Performance Review 202567

10.2.16 – Rescindment of 29 July 2025 Ordinary Council Meeting Resolution 10.3.2: Support for BeeSentry Unit Deployment and Assistance along the Eyre Highway ...68

10.3 Officer Reports.....71

10.3.1 – Officers Reports71

10.3.2 – Lotterywest Agency Expression of Interest Submission72

10.3.3 – Lease extension for 81 Roberts Street, Norseman.....75

10.3.4 – Pensioner Housing Expansion Program – Stage 2.....77

11. Elected Members Motions of Which Previous Notice Has Been Given82

12. New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting82

13. Next Meeting82

1. Declaration of Opening and Announcement of Visitors.

The Shire President welcomed all in attendance and declared the meeting open at: **6.00pm**

This Ordinary Council Meeting will be video recorded, and recordings published on the Shire of Dundas website.

1.1 Acknowledgment of Country

The Shire of Dundas recognises the Ngadju and Mirning as traditional custodians in the Shire of Dundas and pay our respects to their Elders, past and present.

1.2 Attendance at meetings by electronic means

2. Declarations of Financial, Proximity, Impartiality Interests & Gifts Received.

Financial Interests:

Cr. A Holman – Item 10.3.4

Peter Fitchat, CEO – Item 10.2.15

Proximity Interests:

None declared.

Impartiality Interests:

None declared.

Gifts Received by Councillors:

Cr. S Brown – Christmas Hamper valued at \$150.00

3. Record of Attendance of Councillors / Officers and Apologies.

Cr Laurene Bonza

Cr Sharon Warner

Cr Sharon Brown

Cr Chantelle McLeod

Cr Priscilla Fleming

Cr Andie Holman

Shire President

Deputy Shire President

Peter Fitchat

Pania Turner

Barry Hemopo

Hannah Turner

Chief Executive Officer

Deputy Chief Executive Officer

Manager of Works and Services

Executive Assistant

Apologies

Nil

Public Gallery

J. Schleper	M. Hindmarsh	J. Curtin
B. Schleper	G. Prendiville	M. Pink
P. Deyera	N. Ingarson	B. Vicensoni
J. Deyera	D. Flynn	C. Fry
M. Ducay	N. Pope	R. Robinson
K. Cuso	J. Pope	J. Graham
L. Cuso	D. McColl	R. Graham

4. Applications for Leave of Absence.**5. Response to Previous Public Questions Taken on Notice.****6. Public Question Time.**

In accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, any person may during Public Question Time ask any question.

6.1 R Robinson**Mosquitos**

Member of the Public Gallery R. Robinson asked for an update on the mosquito problem in town.

Through the President, the CEO advised slashing had been undertaken and pellets had gone into Tin Dam.

Anonymous Letter

Member of the Public Gallery R. Robinson asked why a letter that had been delivered to Councillors was not included in the agenda.

The President advised that due to the letter being anonymous and no contact details provided, Council was unable to respond. Additionally, Council Meetings follow formal processes in line with legislation which determine how items can be included in the agenda.

6.2 M Pink**Media Statement regarding the Norseman Golf Club**

Member of the Public Gallery M. Pink asked why the media statement about the Norseman Golf Club was allowed to be published. M Pink also raised concerns about the contents of the media statement.

The President advised a formal response to these comments would be provided in writing.

Records of Lounge Suite

Member of the Public Gallery M Pink questioned why a lounge suite, that had been gifted to the Shire by a member of the public in exchange for works conducted at their property by Council, is not listed on the Gifts Register.

Through the President, the CEO advised the lounge suite was not a gift to an individual officer or Elected Member and is not required to be listed on the Gifts Register. The lounge suite was given to the organisation and is being used in staff housing.

6.3 B Vicensoni

Member of the Public Gallery B Vicensoni noted the President had sent an email to the school and questioned whether the email was sent in the President's capacity as an Elected Member or P&C Committee member.

The President responded that the email was sent in her capacity as the Shire of Dundas President and P&C Committee member.

7. Confirmation of Minutes of Previous Meeting.

7.1 Minutes of the Ordinary Council Meeting held on 18th November 2025

Minutes of the Ordinary Meeting of Council held on 18th November 2025 be confirmed as a true and accurate record.

Voting Requirements

Simply Majority

Moved: Cr. S Brown

Seconded: Cr. S Warner

Recommendation

That the minutes of the Ordinary Meeting of Council held on 18th November 2025 be confirmed as a true and accurate record.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That the minutes of the Ordinary Meeting of Council held on 18th November 2025 be confirmed as a true and accurate record.

8. Petitions, Deputations or Presentations

8.1 Citizenship Ceremony

Presiding Officer Shire President Mrs L. Bonza

- Welcome and introduction
- Minister's Message

8.1.1 Daniel Flynn

- Australian citizenship ceremony
- Australian citizenship affirmation (all in attendance are invited to make the affirmation)

*As an Australian citizen,
I affirm my loyalty to Australia and its people,
Whose democratic beliefs I share,
Whose rights and liberties I respect,
And whose laws I uphold and obey.*

8.1.2 Jean Schleper

- Australian citizenship ceremony
- Australian citizenship affirmation (all in attendance are invited to make the affirmation)

*As an Australian citizen,
I affirm my loyalty to Australia and its people,
Whose democratic beliefs I share,
Whose rights and liberties I respect,
And whose laws I uphold and obey.*

- Australian National Anthem

8.2 Reports of Committees

GVROC

Council representatives Cr Bonza and Cr Warner

- A GVROC meeting was held 28th November to consider the State Council agenda.
- The next GVROC meeting will be held 30th January 2026 to be hosted by City of Kalgoorlie Boulder.

8.2.2 WALGA

Council representatives Cr Bonza and Cr Warner

- The WALGA State Council meeting was held Wednesday 3rd December.
- Following the Local Govt elections in October, we reappoint members to the State Council. This year we have welcomed 9 new State Councillors, with 3 having previously served as Deputy State Councillors and one having been a former State Councillor, returning.

- Since the last SC meeting we have considered 6 matters by Flying Minute including Community benefits of renewable energy projects, communications agreements, amendments to the draft planning manual, reforms of the working with children checks, community use of public school facilities and an inquiry into the National Cultural policy.
- At the December meeting we considered the 2025 AGM meeting resolutions, which will now go to the relevant policy teams to formulate a position, the requirement for all electoral material to include the candidates address details on the authorisation statements, and an emerging issue around the State Govt's push for high density development around railway station precincts.
- Prior to the SC meeting we had a strategic forum during which, we had an update from DPIRD about the polyphagus shot hole borer. It appears that now this issue has moved on from being about eradication to management, the quarantine area has expanded and is now in 2 zones – a management zone and a containment zone. Whist trees will still be removed in the containment zone, it is no longer mandatory to remove infested trees in the management zone.
- Movement restrictions are being imposed on firewood, green waste, mulch and plant material. It is proposed that trees will be managed by private landholders. Some online training will be available online. \$2.5 million will be provided to LGAs for transition to self-management and \$7.2 million for replacement of trees
- In relation to Local Govt electoral reform, it is expected that a period of consultation will be undertaken in the first quarter of 2026. In line with other jurisdictions, the State Govt is considering a 4 year/full spill with compulsory voting.
- WA Govt priorities are: jobs – diversifying the economy, housing – everyone has a home, health – everyone has access to healthcare, community – should be safe and inclusive and we should have access to high quality infrastructure and services. The Dept of LG is focusing on the new Inspector and compliance, support capability, policy and reform, election commitments and delivery of grants and financial policy statutory approvals.
- LGIS continues to perform well and provide good value to members. LGIS is a mutual indemnity business to which all 139 LGs in WA belong. As a mutual it is not subject to the same vulnerabilities as insurance companies.
- The next State Council meeting will be held 4th March 2026 at which we will elect a new WALGA President and Deputy President, the current incumbents, Karen Chappel and Paul Kelly, having served their allowable terms.

8.2.3 Regional Roads Group

Council representatives Cr Bonza and Cr Holman

- An RRG meeting was held in Kalgoorlie 21st November at which a new Chair was elected. President Cr Paul Warner of Menzies was elected to the role.
- Ian Duncan from WALGA provided an overview of the role of Regional Road Groups and their context within the State Road Funds to Local Govt agreement.
- The basis of forming RRGs was for regions to develop and recommend programmes for roadworks and prioritisation/method for distribution. A Multi- Criteria Assessment (MCA) is developed by each region which should be designed to enable transparent and consistent decisions on projects based on data and local RRG policies. The

MCA is referred to the State Advisory for Local Roads Funding Council (SAC) for approval and advice on procedures for acquitting funding.

- Our RRG is currently non-compliant with the MCA and some it wasn't addressed at the meeting, so some work to be done in that space.
- The Technical Working Group which is an advisory group to the RRG requires a new Chair and a meeting of that group will be scheduled for late Feb/early Mar 2026.

8.2.4 RoadWise

Council representatives Cr McLeod, Cr Warner and Cr Brown

- Linda Parsons from the WALGA Roadwise team visited Norseman 19th November and met with the Roadwise committee.

8.2.5 Local Emergency Management Committee

Council representatives Cr Brown and Cr Fleming

- A LEMC committee meeting was held 19th November 2025.
- We received some correspondence from Marion Massam, BEN sign programme coordinator with DPIRD in relation to the installation of the BEN signs in various locations. BEN are Beach Emergency Numbers used to assist in the rapid deployment, to the correct location, of emergency response in the event of an emergency such as a shark attack or the like.
- The committee noted the ongoing, unfunded statutory obligations on LGs under the State Hazard Plan – Fire. It was recommended that Dundas raise this issue through the GVROC and request dedicated funding streams for training, clarification and funding responsibility for UCL, Native Title land etc., reform to the ESL distribution, State contributions in lieu of rates for Crown land, and DFES and SEMC guide audit expectation and compliance evidence under the plan for LGs with limited capacity. This matter was raised at the GVROC and a letter has been forwarded to WALGA requesting assistance in this matter.
- Agency reports of note – DFES has undertaken a range of exercises to prepare for the high threat season. Slashing of UCL blocks was to commence on 17th November. They offered congratulations to the Shire of Dundas for the Volunteer Employer Recognition Award we received in recognition of the support provided to employees who form our VFERS in responding to incidents during work hours. A DEMC annual forum was held in Kalgoorlie in October giving the opportunity for agencies to discuss roles, responsibilities and capacity within the State Emergency Management framework.
- WAPOL Norseman were understaffed but, a vacancy will be filled mid-December with full crew back in January 2026.
- The Eucla Nursing Post has some concerns around staffing for ambulances. As an interim measure, a Patient Care Assistant will be deployed to work full-time in the clinic and be on call for ambulance driving when required. This will be finalised in January 2026.
- Norseman District Hospital have ongoing staffing issues. Firebreaks have been upgraded and a bushfire drill will occur in December.

- Eucla VFRS had a couple of questions in relation to the Fire rating signs which have deteriorated considerably since their installation and how DFES is made aware of people having fire permits. Eucla was advised that new signs have been ordered and that it is the responsibility of the permit holder to notify DFES Communication Centre.

8.2.6 Coastal Planning Committee

Council representatives Cr Bonza, Cr Warner and Cr Brown

- The next meeting of the Coastal Management committee will be held 12th February 2026.

8.2.7 Dundas Economic Development Working Group

This group met yesterday at the Nova IGO site to tour the site and discuss the mine closure plan. There are potentially some re-use opportunities which may arise with some of the infrastructure at the site and discussions will be ongoing in this space. The closure plan is still in the study phase and will need to be submitted to the Dept of Mines Petroleum and Exploration (DMPE). They are formulating a strategy about who to engage and how any distribution of assets will occur.

We also heard from Adrian Gooneratne from the Education Dept in relation to school-based traineeships. We, the Shire, currently do employ some of our student cohort and we are exploring the relevant legislation and HR requirements to enable us to offer more pathways to meaningful qualifications. The idea behind the programmes is to keep locals local. Central Regional TAFE has visited the school, and they are looking at the possibility of providing Cert II hospitality and resource and infrastructure programmes to be delivered at the school. WestGold is very keen to explore possibilities in this space, although there are some issues with having school-aged children on mine-sites in relation to actually getting them on site, supervision requirements and the fact that under 18s are not permitted underground.

9. Announcements by Presiding Member without Discussion.

9.1 Community Morning Tea

The President advised she will be commencing Community Morning Teas in the New Year for community members to come and discuss any concerns or questions with the Shire President. The morning teas will be held at the Woodlands Cultural, Community and Visitors' Centre.

10. Reports

10.1 Planning and Development

Agenda Reference & Subject	
10.1.1 - Proposed lease of Crown land for the purpose of 'Horse Paddockings'	
Location / Address	Lot 228 on Deposited Plan 186427, Coolgardie – Esperance Highway (C-E Hwy) Norseman
File Reference	LP.PL.1
Author	Anthony Dowling (Shire Town Planning Consultant – Dowling Giudici + Associates)
Date of Report	11 December 2025
Disclosure of Interest	DG+A receives consulting fees from the Shire of Dundas

Summary

Council's **comment** on a proposal to **lease Crown lot 228** Coolgardie – Esperance Highway (C-E Hwy) Norseman for the purpose of '**horse paddocking**' is sought by the intended lessee Ms Walker as part of the Crown land lease application process.

It is **recommended** that Council advise both DPLH and Ms Walker of **no objection** to the lease proposal, and if granted, the **lot boundaries be re-fenced** prior to the use commencing.

It is **further recommended** that both DPLH and Ms Walker be advised that **development approval will need to be sought and obtained** to carry out the proposed purpose of 'horse paddocking' **prior to the use commencing**.

Background

The Shire has received correspondence from Rita Walker (a resident of Norseman) seeking the Shire's comment on her application to the DPLH to lease lot 228 for the **purpose of grazing her aged horses ('horse paddocking')**. Ms Walker advises that she previously leased land opposite (lot 351 on DP 67126) from DPLH but has since cancelled that lease and now seeks to lease lot 228 in its entirety.

The subject land is an 8 hectare-sized Crown land parcel largely vacant and had historically been used as dairy farm and/or for cattle grazing. Its current use is not known although it is understood that lot 228 is also included within mining lease 63/68 (Pantoro P/L). Presently, it is not mined but may be prospective for mining sometime in the future.

The Shire has previously been interested in acquiring the lot by freehold or lease, initially for the purpose of **Truck Parking and Storage**, and ultimately for use and development of as an '**industrial estate**'.

It appears that Pantoro P/L initially agreed to the proposal for truck parking and storage but had **concerns** about the use/development of the lot as an industrial estate because it would likely **severely restrict Pantoro's access to its mining tenement extending over the lot**.

On this basis, DPLH was not prepared to freehold lot 228 to the Shire but was prepared to **lease** it to the Shire for a **period of 10 years**. However, it is understood that a **10-year lease period is not viable** for the Shire due to a **projected lack of return on investment within that time period**. It is further understood the DPLH is prepared to consider a **revised lease period of 21 years** but the longevity of this lease might cause issues for Pantoro P/L and its mining lease 63/68.

It is further understood that the Shire had previously applied to acquire this parcel (either the freehold or leasehold) for development as a future heavy industrial area. However, the mining lessee raised concerns with the Department of Planning, Lands and Heritage (DPLH) that such a use would adversely impact its nearby and future mining operations within the mining lease.

Proposal

The proposal is to lease lot 228 for the purpose of grazing horses (**'horse paddocking'**).

If granted a lease Ms Walker intends to re-fence the lot, install a 20,000 litre water tank and possibly repasture the land (if it is required).

Seeking the Shire's comment on her lease proposal is part of the lease application process.

A **location map** of the subject land to be leased is provided following —



Statutory Environment

The subject land is presently zoned **Rural** under the Shire's *Local Planning Scheme (LPS) 2*. The proposed grazing use could be considered as a 'rural pursuit/hobby farm' class of use under LPS 2.

A **rural pursuit/hobby farm**' use is defined as follows —

"... means any premises, other than premises used for agriculture - extensive or agriculture - intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household -

- (a) the rearing, agistment, stabling or training of animals;*
- (b) the keeping of bees;*
- (c) the sale of produce grown solely on the premises".*

This class of use is **permitted ('P')** in the Rural zone but an **application for development approval is required to be submitted to the Shire prior to the use commencing** in order to assess whether the proposed use will comply with, or is capable of complying with, applicable scheme requirements.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Consultation

CEO

Comment

From a land use planning perspective there is no objection to the proposed lease as the proposed use of the lot will **broadly accord** with the **following objectives** of the Shire's **Rural** zone —

- (i) *To provide for the maintenance or enhancement of specific local rural character; and*
- (ii) *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*

Voting Requirements

Simple Majority

Moved: Cr. S Warner
Seconded: Cr. C McLeod

Officer Recommendation

That Council advise the Department of Planning Lands and Heritage (DPLH) and Ms Walker that —

- 1. It has no objection to the leasing of lot 228 on Deposited Plan 186427, Coolgardie – Esperance Highway (C-E Hwy) Norseman for the purpose of ‘horse paddocking’;**
- 2. It recommends that the lot boundaries be re-fenced as a condition of the lease;**
- 3. Development approval pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* is required to be sought and obtained prior to the use of the land for horse paddocking commencing.**

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council advise the Department of Planning Lands and Heritage (DPLH) and Ms Walker that —

- 1. It has no objection to the leasing of lot 228 on Deposited Plan 186427, Coolgardie – Esperance Highway (C-E Hwy) Norseman for the purpose of ‘horse paddocking’;**



2. It recommends that the lot boundaries be re-fenced as a condition of the lease;
3. Development approval pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* is required to be sought and obtained prior to the use of the land for horse paddocking commencing.

10.2 Administration, Finance and Community Development

Agenda Reference & Subject	
10.2.1 – Financial Statements for the Period Ending 30 November 2025	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Moore Australia
Date of Report	11 December 2025
Disclosure of Interest	Nil

Appendix 2 Monthly Financial Report for the Period Ending 30 November 2025

Voting Requirements

Simple Majority

Moved: Cr. C McLeod

Seconded: Cr. S Warner

Officer Recommendation

That the Shire of Dundas Financial Statements for the period ending 30 November 2025 be accepted.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That the Shire of Dundas Financial Statements for the period ending 30 November 2025 be accepted.

Agenda Reference & Subject	
10.2.2 – Accounts Paid 01.10.2025 – 31.10.2025	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Senior Administration Officer – Ciara Stewart
Date of Report	10 th December 2025
Disclosure of Interest	Nil

Summary

To present to Council the list of accounts paid by delegated authority of the Chief Executive Officer during October 2025.

Background

Nil

Statutory Environment

Sub-regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

Sub-regulation 13 (3) of the Local Government (Financial Management) Regulations 1996 provides that such a list is to be:

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting

Policy Implications

Council has approved policies and procedures in place to ensure that the monthly accounts are approved and paid with due diligence.

Financial Implications

Accounts are managed within the approved Budget.

Municipal Cheques and Trust Refunds

Cheque	Date	Name	Description	Amount
26419	02/10/2025	MIKLOS VARGA	RATES PRIZE WINNER - 2ND PLACE	680.00
				\$680.00

Municipal Account EFT's

Cheque	Date	Name	Description	Amount
EFT11914	03/10/2025	AERODROME MANAGEMENT SERVICES PTY LTD	Wildlife Control Training - Aerodrome	1550.00
EFT11915	03/10/2025	Australia Post	Stationery - paper A4 Premium x 10 boxes - August 2025	2394.67
EFT11916	03/10/2025	AFGRI EQUIPMENT (AUSTRALIA) PTY LTD	Supply switch - John Deere Tractor	98.35
EFT11917	03/10/2025	Bunnings Warehouse Kalgoorlie	S/Adhesive Sandleford white	121.00
EFT11918	03/10/2025	SHARON BROWN	Claim - Council Meeting 30/09/2025 - IB Session 09/09/2025 - Roadwise 04/09/2025	496.00
EFT11919	03/10/2025	Corsign WA	Supply signs - Cameras in use"" Supply signs - Focal Marker x 19 - Hyden Norseman Rd	1182.50
EFT11920	03/10/2025	COASTLINE MOWERS	Supply cord - orange nylon Line.	246.40
EFT11921	03/10/2025	AUS ASSIST PTY LTD t/a COUNCIL DIRECT	12 month Subscription for Online advertising services.	2750.00
EFT11922	03/10/2025	DIGGERS ICECREAM SHOP	24x ice cream vouchers - Flower and Garden Show	190.00

EFT11923	03/10/2025	DUNDAS WELDING AND FABRICATION	Emergency works on the supermarket roof Repairs to Marks Park play equipment.	5731.00
EFT11925	03/10/2025	RICHARD EDMUND FENNY	Red Dog Vet books (2x sets of 4 books) by Rick Fenny	240.00
EFT11926	03/10/2025	Goldfields Image Works	Supply Image files - Print and frame - QU-0115 Print and Frame winners photo comp 2025 - QU-0113 Supply image files, print and frame - WALGA State council 2025 - QU-0114	7562.50
EFT11927	03/10/2025	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Service Agreement 201218 - 25/26FY	5104.00
EFT11929	03/10/2025	KleenWest Distributors	To supply Bio Kleen 20L.	234.41
EFT11930	03/10/2025	Recoveries Legal	Debt Recovery - (A358) Disbursements	289.00
EFT11931	03/10/2025	MINING MART PTY LTD	Supply 3 Trash pumps"	4334.00
EFT11932	03/10/2025	Chantelle McLeod	Claim - Council Meeting 30/09/2025 - IB Session 09/09/2025 - Roadwise 04/09/2025	496.00
EFT11933	03/10/2025	MINFREE PTY LTD	Supply and fully installed split systems to the terminal building - final payment	12884.48
EFT11934	03/10/2025	Norseman Historical Museum Association	Catering State Council Luncheon - 04/09/2025	1250.00
EFT11935	03/10/2025	FRASER RANGE STATION PTY LTD T/A NORSEMAN CONCRETE & EARTHMOVING	Supply and delivery of concrete for footpaths. Supply and delivery of yellow sand. - Hyden Norseman Rd Supply and delivery of concrete for the footpaths.	9957.59
EFT11936	03/10/2025	NORSEMAN IGA (owned by SHIRE OF DUNDAS)	Various Village Grocer Supplies - August 2025	1138.94
EFT11937	03/10/2025	NULLARBOR DROPS	20x wooden keychains retail restock	423.50
EFT11938	03/10/2025	OFFICE NATIONAL KALGOORLIE	Admin- Custom made stamp.	77.07
EFT11939	03/10/2025	O'Dwyer Electrical	Electrical works in the post office Replacement of 5 x lights at the supermarket	3895.00
EFT11940	03/10/2025	ONSHORE ELECTRICAL SOLUTIONS	Investigate lighting issues on runway. Eucla Airstrip Supply batteries and test system at Eucla Airstrip.	9859.10
EFT11941	03/10/2025	South Coast Foodservice	Cleaning Supplies To supply 3x 120L Surge, 2x 120L Flow and 1x 120L Oxy bleach.	2146.36
EFT11942	03/10/2025	Solutions IT (invoice S + B)	Ubiquiti POE Injector - CCTV Surge and Clamping Protection.	60.50

EFT11943	03/10/2025	Somerville Pest & Weed Control	4-quarter Sentricon bait station termite treatment for the town hall. - September inspection. 4-quarter Sentricon bait station termite treatment for the Dodd House. - September inspection. 4-quarter Sentricon bait station termite treatment. - September inspection. General pest management at the Woodlands. September 2025	2024.00
EFT11944	03/10/2025	STATESMAN OUTDOOR PTY LTD	Quote and Site visit - Park Sails, Cover and Balustrade.	1540.00
EFT11945	03/10/2025	SUPAGAS PTY LIMITED	LPG Bulk for Laundromat 25/26 FY - September 2025	1293.13
EFT11946	03/10/2025	Water Corporation	Water Accounts (September 2025)	11436.99
EFT11947	03/10/2025	Wilson's Diesel & Auto Repairs	Supply and fit new tyre to rim to John Deere Loader Supply parts - various items over the counter. Supply and fit passenger door window to Holden Colorado. Supply parts to Multi Tyred Roller.	2655.70
EFT11948	03/10/2025	SHARON MAREE WARNER (councillor)	Claim - Deputy Allowance 30/09/2025	758.83
EFT11949	03/10/2025	WAVECREST VILLAGE AND TOURIST PARK	Meals for 7 rooms (Ravensthorpe wildflower show) Postage for forgotten item in room.	201.00
EFT11950	03/10/2025	Telstra Corporation Limited	Telstra Satellite accounts - 16/08/2025 to 15/09/2025 Telstra Mobile Account - August 2025 Various Telephone and Internet Accounts Telstra Satellite Accounts - September 2025 Telstra Mobile account - September 2025	7384.60
EFT11955	03/10/2025	RAM Norseman Hotel - RESOURCE ACCOMMODATION MANAGEMENT PTY LTD	Seniors Christmas Dinner - Refreshments	1094.76
EFT11970	17/10/2025	AERODROME MANAGEMENT SERVICES PTY LTD	Eucla AD - Upgrade design	51003.70
EFT11971	17/10/2025	Eucla Motor Hotel	Postie - accommodation, fuel and meals 2025/2026 FY - September 25	5543.59
EFT11972	17/10/2025	Bunnings Warehouse Kalgoorlie	S/Adhesive Sandleford - White	1089.00
EFT11973	17/10/2025	Laurene Bonza	Claim - Council Meeting 30/09/2025 - IB Session 09/09/2025 - Presidents Allowance 30/09/2025	2109.33

EFT11974	17/10/2025	BOC Limited	Container Service Fee - September 2025	66.74
EFT11975	17/10/2025	Cuten Guneder Machinery	Transfer Garbage truck to Perth and return to Norseman for repairs.	1845.05
EFT11976	17/10/2025	Corsign WA	Supply Grabrail for Footpaths. Supply signage - Norseman Hyden Rd	13885.30
EFT11977	17/10/2025	COASTLINE MOWERS	Supply pole pruner.	1359.20
EFT11978	17/10/2025	CROWNE PLAZA HOTELS & RESORTS (i-power)	Accommodation and meals for WALGA Convention 2025 - CEO Peter Fitchat 21/09/2025 to 24/09/2025 Accommodation and meals for WALGA Convention 2025 - CR Sharon Warner 21/09/2025 to 24/09/2025 Accommodation and meals for WALGA Convention 2025 - CR Chantelle McLeod 21/09/2025 to 24/09/2025 Accommodation and meals for WALGA Convention 2025 - CR Laurene Bonza 21/09/2025 to 24/09/2025	3860.00
EFT11979	17/10/2025	Bills Doors & Servicing	Repair South auto door at admin building.	2033.03
EFT11980	17/10/2025	MATTBEN PTY LTD T/AS FREIGHT LINES GROUP	Freight - Corsign and Pallets - Perth to Norseman	481.24
EFT11981	17/10/2025	The Trustee for Our Panda Trust T/A ELITE GYM HIRE	Monthly hire of treadmill, bike, rower, cross trainer, and plate tree iron edge - 2025/26 FY - September 2025 Monthly hire of Row station, leg curl, bench press, squat rack, multi-functional trainer and cross fit rig 2025/26 FY - September 2025	1466.83
EFT11983	17/10/2025	Department of Fire & Emergency Services	ESL - September 2025	53327.60
EFT11984	17/10/2025	FIVE ELEMENTS INTERNATIONAL PTY LTD	Supply Polychlor Omega (160+ bags) and mixing equipment hire (x 2 years) Testing gravel and Reporting	41113.16
EFT11985	17/10/2025	SIGNATURE SECURITY GROUP PTY LTD	Alarm Monitoring 89 Roberts Street 01/10/2025 to 31/12/2025 Alarm Monitoring - 76 Roberts street 01/10/2025 to 31/12/2025 Alarm Monitoring - 88-92 Princep Street 01/10/2025 to 31/12/2025	649.59
EFT11986	17/10/2025	GREENFIELD TECHNICAL SERVICES	Prepare the Shire's CRF Funding Submission for 2026/27 - Hyden Norseman road	4950.00

			Prepare the Shire's RRG Funding Submission - 2026/27.	
EFT11987	17/10/2025	GFG TEMP ASSIST / GLEN FLOOD GROUP PTY LTD	ENGINEERING PROJECT MANAGMENT SUPPORT	1986.60
EFT11988	17/10/2025	The Trustee for Armstrong Family Trust t/as GOLDFIELDS GUTTERS & ROLLER SHUTTERS	site visit for the supermarket roof works/ repairs	1540.00
EFT11989	17/10/2025	John Edward Patrick Hogan	Claim - Council Meeting 30/09/2025 - IB Session 09/09/2025	372.00
EFT11990	17/10/2025	Horizon Power	Power Charges for - 15 August to 14 October 2025	31154.54
EFT11991	17/10/2025	KleenWest Distributors	Cleaning Supplies To supply 2x 20Ltr degreaser.	2378.16
EFT11992	17/10/2025	KILIMA (WA) P/L	Rent for October 2025	550.00
EFT11993	17/10/2025	KENNEDYS (AUSTRALASIA) PARTNERSHIP	IR SUPPORT- REF AUSC256/1253253/AS10 IR SUPPORT- REF AUSC256/1253253/AS10 IR SUPPORT- REF AUSC256/1253253/AS10	5499.99
EFT11994	17/10/2025	CRW HOLDINGS (WA) PTY LTD T/AS KALGOORLIE PAINT CENTRE	Wash & Wear Int Matt Night Sky (Black) 4L"	149.04
EFT11995	17/10/2025	Recoveries Legal	Caveat Withdrawal - 28 Mildura St NORSEMAN WA	422.95
EFT11996	17/10/2025	Main Roads Western Australia	Return of overpayment of 24/25 RPG 30003455 - Hyden Norseman Road	32205.34
EFT11997	17/10/2025	LGIS	Shire of Dundas Scheme Protection - 2025/26 FY	176460.05
EFT11998	17/10/2025	FRASER RANGE STATION PTY LTD T/A NORSEMAN CONCRETE & EARTHMOVING	Supply 50 tonne of cracker dust and cartage to Eucla Airport.	8162.00
EFT11999	17/10/2025	NEXIA PERTH	R2R Annual Report 23/24 - Resubmit for audit for correction to own source expenditure amount reported	825.00
EFT12000	17/10/2025	O'Dwyer Electrical	Electrical works at the Post Office Carry out electrical works - Marks Park BBQ	5610.00
EFT12001	17/10/2025	RESOURCE ACCOMMODATION MANAGEMENT PTY LTD	Council workshop - 09.09.2025 Council Meeting 30.09.2025 Credit Note from council Meeting - 30/09/2025	260.00
EFT12002	17/10/2025	SOUTH EAST PETROLEUM	Supply 6500Lts of DIESEL	11136.13
EFT12003	17/10/2025	South Coast Foodservice	To Supply 4x 120L Surge, 3x 120L LC Finish, 1x 120L Flow, 1x 120L Oxy Bleach. Cleaning Supplies	2186.85
EFT12004	17/10/2025	Solutions IT (invoice S + B)	Platinum - Business Plan - Annual IT Complete Plus.	8840.39

EFT12005	17/10/2025	Somerville Pest & Weed Control	Quarterly General Pest Control Inspection - Village Grocer	1144.00
EFT12006	17/10/2025	SUPAGAS PTY LIMITED	Late Payment fees LPG Bulk for Laundromat 25/25 FY LPG Bulk for Laundromat 25/26 FY	2781.03
EFT12007	17/10/2025	Team Global Express	Freight - Kalgoorlie to Norseman 11/09/2025 Freight - Rockingham to Norseman - Coastline 24/09/2025	466.92
EFT12008	17/10/2025	Wilson's Diesel & Auto Repairs	Service and repairs - Youth Bus Supply engine oil - Toyota Fortuner Service and repairs - Toyota Fortuner Service and repairs - Ford Everest	4670.15
EFT12009	17/10/2025	West Australian Newspapers Limited	Public Notice 7 July 2025	335.96
EFT12011	17/10/2025	Everett Butchers	Spit hire and meat - State Council Meeting	754.68
EFT12012	17/10/2025	WA Traffic Planning	TRAFFIC MANAGEMENT PLANS AND SUPPORT - Dundas Road Cruncher	715.00
EFT12016	17/10/2025	Telstra Corporation Limited	Various telephone and internet accounts	2381.37
EFT12031	31/10/2025	PAYMENT TO STAFF 196	4 x Pizza	137.38
EFT12032	31/10/2025	ZircoDATA Pty Ltd	Storage of Registers 01/09/2025 to 30/09/2025	185.56
EFT12033	31/10/2025	ALTORA SOLUTIONS	Axion Subscription to Altor - standard (5 courses)	345.51
EFT12034	31/10/2025	AXON PUBLIC SAFETY AUSTRALIA PTY LTD	Body Camera (Q - 496153)	4455.00
EFT12035	31/10/2025	AVON WASTE	Dry Hire of rubbish truck for following dates. 12/09/2025 to 13/10/2025 - 62.5 hours @203.50ph	12718.75
EFT12036	31/10/2025	BP Norseman	Fuel Purchases - September 2025	534.99
EFT12037	31/10/2025	Laurene Bonza	Claim (Other - in place of IB meeting) Claim - Council Meeting 30/10/2025 - President Allowance - October 2025	2109.33
EFT12038	31/10/2025	SHARON BROWN	Claim - Other in place of IB Session - 23/10/2025 Claim - Ordinary Council Meeting - 30/10/2025	372.00
EFT12039	31/10/2025	Champ Pty Ltd	Annual LSMI Subscription - 06/11/2025 to 06/11/2026	1504.64
EFT12040	31/10/2025	Cuten Guneder Machinery	Road Maintenance - pick up abandoned vehicles x 2 Clean Toilet blocks along Hyden Road x 4	5643.00
EFT12041	31/10/2025	COASTLINE MOWERS	Supply parts - Control Assy, Roller Assy, Bolts, washers and nuts	367.20
EFT12042	31/10/2025	CROWNE PLAZA HOTELS & RESORTS (i-power)	Officer Accommodation - 08/10/2025 to 10/10/2025	753.00

EFT12043	31/10/2025	PENI KOROI VESAU DALO DREGATA	State council performance (5th September 2025)	550.00
EFT12044	31/10/2025	MATTBEN PTY LTD T/AS FREIGHT LINES GROUP	Freight - Sigma Chemicals to Norseman - 24/09/2025	576.70
EFT12045	31/10/2025	FUTURE SECURITY SOLUTIONS PTY LTD	Quarterly Monitoring Invoice - 81 Roberts St - 19/04/2025 to 30/06/2025	115.50
EFT12046	31/10/2025	BUSINESS FUEL CARDS PTY LTD	Fleet card Fuel Purchases - August 2025 Various Fuel charges for September 2025	1477.19
EFT12047	31/10/2025	GFG TEMP ASSIST / GLEN FLOOD GROUP PTY LTD	Local Law Review Support as per agreed quote between the CEO and GFG - 24/10/2025 x 3 hours	425.70
EFT12048	31/10/2025	DOWLING GIUDICI ASSOCIATES	As per DG&A Professional Service Agreement 20121 - 25/26FY	5104.00
EFT12049	31/10/2025	GFG CONSULTING / GLEN FLOOD GROUP PTY LTD	Hyden Rd - Victoria Rocks Rd and Norseman town works survey	17591.75
EFT12050	31/10/2025	GRANO DIRECT	tools for the depot. - Laser and Tripod	1757.65
EFT12051	31/10/2025	Horizon Power	Power Charges for 21/08/2025 to 20/10/2025	3896.98
EFT12052	31/10/2025	P & L Hogan Services	Supply 2 x gas bottles - 82 Angove St & 139 Prinsep St	570.00
EFT12053	31/10/2025	JOHN STEWART'S BATTERY SERVICE	Supply 500 lt AdBlue - Tip Truck	1650.00
EFT12054	31/10/2025	KleenWest Distributors	Cleaning Supplies	301.07
EFT12055	31/10/2025	KILIMA (WA) P/L	Rent for November 2025 - 81 Robert St NORSEMAN	550.00
EFT12056	31/10/2025	KB SECURITY GROUP	Technician attended site to setup the bosch solution software in PC and upload all data To supply and install cabling to the scales for Fruit/Veg & Butchers Areas from the Back office admin	3698.75
EFT12057	31/10/2025	MCLEODS LAWYERS PTY LTD	DR 119/2025 - Resource Accommodation Management PTY LTD v Shire of Dundas DR 131/2025 - Prendiville Superannuation PTY LTD v Shire of Dundas	5614.40
EFT12058	31/10/2025	MINING MART PTY LTD	Supply pumps No 1	2167.00
EFT12059	31/10/2025	Chantelle McLeod	Claim (Other - in place of IB meeting) Claim - Council meeting - 30/10/2025	372.00
EFT12060	31/10/2025	FRASER RANGE STATION PTY LTD T/A NORSEMAN CONCRETE & EARTHMOVING	supply and delivery of premix	2853.97

EFT12061	31/10/2025	EYRE HIGHWAY OPERATORS ASSOCIATION / Nullarbor Links	Nullarbor Links scorecard sales - August 2025	668.00
EFT12062	31/10/2025	NORSEMAN IGA (owned by SHIRE OF DUNDAS)	Various Village Grocer supplies from 01/09/2025 to 10/09/2025 - State Council	2191.32
EFT12063	31/10/2025	O'Dwyer Electrical	Electrical repairs - Connect power to toilet block at park. Electrical installation and upgrade to Pensioner units. Supply and repair electrical faults at pensioner units.	20405.00
EFT12064	31/10/2025	Plant Assessor - Online Safety Systems Pty Ltd	Renewal of Plant Assessor Membership for 12 months to November 2025 - August 2025 Renewal of Plant Assessor Membership for 12 months to November 2025 - (September 2025)	2750.00
EFT12065	31/10/2025	Pet Tags Australia	Cat & dog tags	138.75
EFT12066	31/10/2025	PRICILLA MAY FLEMING	Claim - Other in place of IB session - 23/10/2025 Claim - Council meeting - 30/10/2025	372.00
EFT12067	31/10/2025	RESOURCE ACCOMMODATION MANAGEMENT PTY LTD	Council Meeting 23.10.2025	260.00
EFT12068	31/10/2025	RED DESERT COOLING AND ELECTRICAL	Supply & replace two evaporator Fans in the Produce cool room - Village Grocer	1288.72
EFT12069	31/10/2025	RAM Norseman Hotel - RESOURCE ACCOMMODATION MANAGEMENT PTY LTD	State Council Dinner - Refreshments	632.73
EFT12070	31/10/2025	SOUTH EAST PETROLEUM	Fuel BP Card Purchases - September 2025	1445.24
EFT12071	31/10/2025	Sigma Chemicals / CROMAG PTY LTD	pool chemicals - chlorine	2449.70
EFT12072	31/10/2025	South Coast Foodservice	To supply 2x 120L Surge, 2x 120L LC Finish, 1x 120L Flow, and 1x 120L Oxy Bleach as per quote	1138.15
EFT12073	31/10/2025	Solutions IT (invoice S + B)	Various Computer hardware/Software, including Tablets and Monitor Arms MERAKE LICENCE RENEWAL - Advanced security and Cloud controller Councillor Laptops x 2 and carrying cases	9213.61
EFT12074	31/10/2025	SUPAGAS PTY LIMITED	LPG Bulk for Laundromat 25/25 FY - October 25 Late Payment Fee LPG Bulk for Laundromat 25/25 FY	2594.86
EFT12075	31/10/2025	Team Global Express	Freight - Coastline mowers to Norseman	226.58

EFT12076	31/10/2025	Southern Cross Austereo / TRIPLE M	SCA Access - September 2025	385.00
EFT12077	31/10/2025	Wilsons Diesel & Auto Repairs	Service and repairs - Post and delivery Truck Service and repairs - Toyota Fortuner Wagon Service and repairs - Coaster Bus Service and repairs -Isuzu tipper truck Replace passenger side window - Holden Colorado	5718.25
EFT12078	31/10/2025	WA Tyre Recovery	Tyre collection x 507	7892.30
EFT12079	31/10/2025	SHARON MAREE WARNER (councillor)	Claim - Other in place of IB Session 23/10/2025 Claim - Council meeting 30/10/2025 - Deputy Pres. allowance - October 25	758.83
EFT12080	31/10/2025	WIN TELEVISION WA PTY LTD	WIN Television 3 month advertising - August, September and October 2025	183.70
EFT12082	06/10/2025	Telstra Corporation Limited	Various telephone and internet accounts.	2381.37
9833	02/10/2025	Desmond McColl	Rates Prize Winner 3rd Place	395.00
9834	02/10/2025	Rachael McVilly	Rates Prize Winner 1st Place	965.00
PAY	07/10/2025	Payroll	Payroll Direct Debit Of Net Pays	118300.12
9841	13/10/2025	STAFF 310	Meals an Incidentals for Lifeguard Training	393.60
9847	17/10/2025	STAFF 310	Fuel Reimbursement from Training	155.15
9848	17/10/2025	Debbie Ralph	Invoice #1 (Handmade Quilt)	400.00
9849	20/10/2025	STAFF 235	Reimbursement for Accommodation Lifeguard Training	450.00
PAY	21/10/2025	Payroll	Payroll Direct Debit Of Net Pays	116231.92
9850	22/10/2025	STAFF 331	Meals an Incidentals for Aerodrome Training	414.30
9851	22/10/2025	Westlight Publishing	Fields of Gold Books for Visitor Centre	220.00
				\$972,672.48

Municipal Account Direct Debts

EFT/DD	Date	Name	Description	Amount
9832	02/10/2025	ANZ	Bank Fees	10.00
9836	06/10/2025	ANZ	Bank Fees	295.35
9844	15/10/2025	Payment Solutions	Payment to Payment Solutions - 3E Advantage - Printing Costs for September 2025	3631.73
9855	27/10/2025	ANZ	Bank Fees	10.00
9855	27/10/2025	ANZ	Bank Fees	10.00
9858	31/10/2025	ANZ	Bank Fees	370.01

9843	15/10/2025	Thorion Energy	Payment to Thorion Energy - 6x8t8f8 (Airport Subscription)	1687.95
	24/10/2025	Superannuation		42021.36
				\$48,036.40

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
		CREDIT CARD PAYMENT 22.08.2025 – 21.09.2025 (Payment made 23.09.2025)		7569.39
		CHIEF EXECUTIVE OFFICER		
	22/08/2025	FULL MOON CAFE NORSEMAN	Catering - Economic Development Working Group	144.07
	25/08/2025	FULL MOON CAFE NORSEMAN	GVROC - Coffee	14.15
	25/08/2025	MONDAY.COM 120- 177-8456	Subscription	242.00
	29/08/2025	CARDAJAM PTY LTD BOULDER	Purchase 20x 1.8M Tables	1380.00
	1/09/2025	Flight Centr7740285 South Brisban	Flights - Tracy Gray (Walga Training)	521.21
	1/09/2025	AUS PHOTO SOMERTON	4x Photo Kit Paper	627.00
	1/09/2025	MARSH PTY LTD SYDNEY	LPO Public & Product Liability	470.51
	3/09/2025	LinkedInPreA *85938484 16506873555	Subscription	39.99
	5/09/2025	COLES 4837 KALGOORLIE	Food Shopping - State Council	288.00
	5/09/2025	KMART 1352 KALGOORLIE	Various Items - State Council	643.50
	5/09/2025	HOUSE KALGOORLIE KALGOORLIE	Gravy Boats - State Council	74.97
	5/09/2025	HOUSE KALGOORLIE KALGOORLIE	Chopping Boards - State Council	59.98
	8/09/2025	OCONNOR FRESH SOMERVILLE		24.95
	9/09/2025	LANDGATE MIDLAND		32.60
	12/09/2025	BP RAVENSTHORPE RDHS 6114 RAVENSTHORPE	Garden Show Ravensthorpe Fuel	61.00
	15/09/2025	ADOBE 800615316	Subscription	37.99
	15/09/2025	Southern Cross Austereo Broadbeach	SCA Access June	661.98
	15/09/2025	Southern Cross Austereo Broadbeach	SCA Access July	661.98
	15/09/2025	PETRO FUELS MUNGLINU MUNGLINUP	Garden Show Ravensthorpe Fuel	58.50
	15/09/2025	RAVENSTHORPE WILDFLO RAVENSTHORPE	Garden Show Ravensthorpe Fuel	70.00

	15/09/2025	FUEL DISTRIBUTORS OF ESPERANCE	Garden Show Ravensthorpe Fuel	165.03
MANAGER OF WORKS AND SERVICES				
	25/08/2025	TNS ACCESS & SECURITY KALGOORLIE	Key Cut	15.00
	25/08/2025	COYLES MOWER & CHAIN KALGOORLIE	Various Parts	123.00
	25/08/2025	SP MEKTRONICS AUSTRALIA SEVEN HILLS	Hessian Sandbag	55.00
	27/08/2025	ZOLEO Inc. Mulgrave	Subscription	32.00
	28/08/2025	ZOLEO Inc. Mulgrave	Subscription	39.95
	1/09/2025	ZOLEO Inc. Mulgrave	Subscription	32.00
	1/09/2025	ZOLEO Inc. Mulgrave	Subscription	32.00
	8/09/2025	SP RENOY AU DANDENONG	Solar Cables & Adaptors	155.97
	8/09/2025	BKG*HOTEL AT BOOKING.C (888)850-3958	Accommodation for 2 Nights	247.20
	15/09/2025	STARLINK INTERNET Sydney	Subscription	108.00
SENIOR ADMINISTRATION OFFICER				
	8/09/2025	WESTERN AUSTRALIA PERTH EAST	Firearm License Renewal	60.00
	11/09/2025	Adobe Sydney	ADOBE SUBSCRIPTION	389.86

Visitor Centre Account EFT's and Direct Debits

Chq/EFT	Date	Name	Description	Amount
EFT11951	03/10/2025	Australia's Golden Outback	Advertising in Australia's Golden Outback Holiday Planner	3294.50
EFT11952	03/10/2025	BINDI PUBLISHING	3X Australian Nursery & 3x Australian verse books	111.00
EFT11953	03/10/2025	NULLARBOR DROPS	Wooden key chains, feather key chain, bookmarks and pens.	544.50
EFT11954	03/10/2025	WINC AUSTRALIA PTY LTD	laminating pouches	731.94
EFT12013	17/10/2025	EYRE HIGHWAY OPERATORS ASSOCIATION / Nullarbor Links	Nullarbor Links Score card commissions - September 2025	1207.00
EFT12014	17/10/2025	OZTROLOGY PTY LTD	Oztrology birth cards re-stock	580.00
EFT12015	17/10/2025	WILDFLORA FACTORY PTY LTD	Wild flower seeds - visitor centre retail	297.00
EFT12081	31/10/2025	TAYLOR HILL SCARVES & CO.	summer scarves - VC retail restock	1660.34
				\$8426.28

Village Grocer and Australia Post Account (1) EFT's and Direct Debits

EFT/DD	Date	Name	Description	Amount
EFT11907	02/10/2025	AUSWEST MEATS PTY LTD	Bulk Meats for Butcher Carving for 18/09/2025	3,892.88
EFT11908	02/10/2025	The Trustee for Bovells & Blue Ribbon Unit Trust	Bovells Bread Order for the week ending 21/09/2025	450.66
EFT11909	02/10/2025	DONNYBROOK LICENSED POST OFFICE	Post Office Relief Duties/Training	4,875.20

EFT11910	02/10/2025	G & R Hot Bread Shop - The Trustee for Four A & Family	Local Bread From Kalgoorlie for the 23rd September 2025	660.00
EFT11911	02/10/2025	ESPERANCE MILK SUPPLY / The Trustee for BLAZE POINT UNIT TRUST	Milk & Juice for the Period 17/09 - 23/09/2025	1,117.50
EFT11912	02/10/2025	The Trustee for MAROK FAMILY TRUST	Bakers Delight for week 22/09 - 28/09/25	422.09
EFT11913	02/10/2025	South Coast Foodservice	Deli Meats for the 18th of September 2025	123.74
EFT11956	10/10/2025	AKEEL HOLDINGS (AUST) PTY LTD T/AS AKEE DELIGHTS	Baklava restock, Walnut, Pistachio, Cashew & Chocolate	422.40
EFT11957	10/10/2025	AUSWEST MEATS PTY LTD	Bulk Meats for Butcher Carving for 25/09/2025	2,525.73
EFT11958	10/10/2025	BUNNINGS GROUP LIMITED	Gas Mate 220G Rim Vent Safety Butane Gas Cartridge 4PK	553.53
EFT11959	10/10/2025	The Trustee for Bovells & Blue Ribbon Unit Trust	Bovells Bread Order for weekending 05/10/25	450.66
EFT11960	10/10/2025	G & R Hot Bread Shop - The Trustee for Four A & Family	Local Bread From Kalgoorlie for the 27th of September 2025	932.00
EFT11961	10/10/2025	Gap Solutions PTY LTD	Second INSTALLMENT- Install new GaP Solution Back office software, scales for POS, PDE/Mobile Device, Consumables- label reduced to clear and Staff training on site & Software Licences/ Second Payment	12,914.13
EFT11962	10/10/2025	P & L Hogan Services	Bread Deliveries from Kalgoorlie to Norseman for the Month Of September for 900 Loafs	739.20
EFT11963	10/10/2025	KleenWest Distributors	Gloves, Meat Wrap & Produce Rolls	341.00
EFT11964	10/10/2025	ESPERANCE MILK SUPPLY / The Trustee for BLAZE POINT UNIT TRUST	Milk & Juice for Period 01/10 - 07/10/2025	1,525.15
EFT11965	10/10/2025	The Trustee for MAROK FAMILY TRUST	Bakers Delight Bread & Buns for week 6/10 - 12/10/2025	716.08
EFT11966	10/10/2025	NATURALLY AUSTRALIAN MEAT & GAME	,Kangaroo Manufacturing Meat for the 08/10/2025"	1,001.81
EFT11967	10/10/2025	SANDS FRIDGE LINES	Sands Deliveries for 10/09 - 19/09/2025	14,148.44
EFT11968	10/10/2025	South Coast Foodservice	Deli Meats for the 02/10/2025	436.55
EFT11969	10/10/2025	WAGYU BILTONG CO. PTY LTD	,Biltong's Meat for the 30th of September 2025"	1,803.80
EFT12017	24/10/2025	AUSWEST MEATS PTY LTD	Butcher cuts of Meat for Slicing	5,772.82
EFT12018	24/10/2025	The Trustee for Bovells & Blue Ribbon Unit Trust	Bovell Bread Order for 7th October 2025	901.32
EFT12019	24/10/2025	THE TRUSTEE FOR THE CENTRAL BUYING GROUP UNIT TRUST	PFD Foods 2kg Shredded Cheese & Jumbo White Rolls	208.50

EFT12020	24/10/2025	Gibson Soak Water Co	1 cage - 48 x 19L bottles of water	472.00
EFT12021	24/10/2025	GOODNEWS NEWSAGENCY	Magazine restock & credits for the month of September 2025	578.12
EFT12022	24/10/2025	G & R Hot Bread Shop - The Trustee for Four A & Family	Local Bread Delivery from Kalgoorlie G & R Bread 17th October 2025	1,308.00
EFT12023	24/10/2025	Gap Solutions PTY LTD	Shelf Labels & Ribbon for Shelf Printer	229.99
EFT12024	24/10/2025	KleenWest Distributors	Toilet Paper, Roll Towel & Produce Rolls	287.54
EFT12025	24/10/2025	ESPERANCE MILK SUPPLY / The Trustee for BLAZE POINT UNIT TRUST	Milk & Juice week 15/10 - 21/10/2025	1,438.80
EFT12026	24/10/2025	The Trustee for MAROK FAMILY TRUST	Bakers Delight Bread Order week 20/10 - 26/10/2025	716.08
EFT12027	24/10/2025	Ready Chef Go Pty Ltd	Yoghurt Shop Yoghurts	1,421.26
EFT12028	24/10/2025	SANDS FRIDGE LINES	Freight costs of goods from Perth to Norseman 29th September - 2nd October 2025	14,324.73
EFT12029	24/10/2025	South Coast Foodservice	Restock of Eggs & Bacon	1,313.85
EFT12030	24/10/2025	WAGYU BILTONG CO. PTY LTD	,Restock of Wagyu Biltong"	307.61
DD13265.1	07/10/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	102.62
DD13265.2	13/10/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	34.21
DD13265.3	19/10/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	123.77
DD13265.4	27/10/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	52.22
DD13279.1	31/10/2025	Gap Solutions PTY LTD	MONTHLY LICENCE FEES - NOVEMBER 2025	544.50
				\$80190.49

IGA and Australia Post Account (2) EFT's and Direct Debits

EFT	Date	Name	Description	Amount
DD13272.1	02/10/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	278.81
DD13272.2	08/10/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	410.56
DD13272.4	22/10/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	484.27
DD13272.5	29/10/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	731.12
				1904.76

Summary of Account Totals

Municipal Cheques and Trust	\$680.00
Municipal EFT's	\$972,672.48

Municipal Direct Debit's	\$48,036.40
Municipal Credit Card's	\$7,569.39
Visitor Centre EFT's and Direct Debits	\$8,426.28
IGA and Australia Post (1)	\$80,190.49
IGA and Australia Post (2)	\$1,904.76
Grand Total for October 2025	\$1,119,479.80

Voting Requirements

Simple Majority

Moved: Cr. S Warner
Seconded: Cr. C McLeod

Officer Recommendation

That the Shire of Dundas monthly accounts paid from 01/10/2025 to 31/10/2025 be noted.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That the Shire of Dundas monthly accounts paid from 01/10/2025 to 31/10/2025 be noted.

Agenda Reference & Subject	
10.2.3 – Accounts Paid 01.11.2025 – 30.11.2025	
Location / Address	Shire of Dundas
File Reference	FM.CR
Author	Senior Administration Officer – Ciara Stewart
Date of Report	10 th December 2025
Disclosure of Interest	Nil

Summary

To present to Council the list of accounts paid by delegated authority of the Chief Executive Officer during November 2025.

Background

Nil

Statutory Environment

Sub-regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- (a) the payee's name; and
- (b) the amount of the payment; and
- (c) the date of the payment; and

sb.

(d) sufficient information to identify the transaction.

Sub-regulation 13 (3) of the Local Government (Financial Management) Regulations 1996 provides that such a list is to be:

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting

Policy Implications

Council has approved policies and procedures in place to ensure that the monthly accounts are approved and paid with due diligence.

Financial Implications

Accounts are managed within the approved Budget.

Municipal Cheques and Trust Refunds

Cheque	Date	Name	Description	Amount
				0.00

Municipal Account EFT's

Cheque	Date	Name	Description	Amount
EFT12099	19/11/2025	THE FLOSSIE FLOSSIE	Fairy Floss stall - Family Fun Day 1st November 2025	400.00
EFT12100	19/11/2025	ICECREAM QUEEN BERNADETTE CHRISTIE	Travel, ball pit and supervision 4hrs (11am - 3pm) for Family Fun day (1st November 2025)	1276.00
EFT12101	19/11/2025	SUPER SARAH AND FRIENDS SARAH JANE PRATT	Face painting and bubbles - Family fun day & Dundas Cruncher	1160.75
EFT12102	21/11/2025	Eucla Motor Hotel	Postie - accommodation, fuel and meals 2025/2026 FY - October 2025 Supply meals and accommodation from 26-10-25 to 29-10-25 Clean Eucla town hall - 06/11/2025	6555.45
EFT12103	21/11/2025	BUNNINGS GROUP LIMITED	Supply equipment and tools - various Screws, Nuts and bolts. Cement GP Grey 20kg x 224	2750.00
EFT12104	21/11/2025	Bunnings Warehouse Kalgoorlie	Cement GP Grey 20kg x 224	3421.94
EFT12105	21/11/2025	Laurene Bonza	Claim - Agenda Briefing and Special Meeting - 06/11/2025	562.00
EFT12106	21/11/2025	SHARON BROWN	Claim - Agenda Briefing and Special meeting - 06/11/2025	372.00
EFT12107	21/11/2025	BOC Limited	Container Service Fee - Gas Bottles.	68.96
EFT12108	21/11/2025	Cuten Guneder Machinery	Test holes and gravel at Eucla Airport Clean out Septic Tanks (Inv 0631)	18201.04

			Trim Trees on Hyden Road. Clean out septic tank at Bromus Dam. (INV 0633)	
EFT12109	21/11/2025	Corsign WA	Supply traffic signage - NO Through Road - Hospital Rd Supply corflute traffic signage for roads.	4736.60
EFT12110	21/11/2025	DUNDAS WELDING AND FABRICATION	Hyden Road digital signs - fabrication of steel frames and repairs Fabricating the Boardroom table legs. trailer modifications - Polmac Flat top trailer	22781.14
EFT12111	21/11/2025	PENI KOROI VESAU DALO DREGATA	Performing at the Family Fun Day/ Dundas Cruncher (1st November 2025)	825.00
EFT12112	21/11/2025	The Trustee for Our Panda Trust T/A ELITE GYM HIRE	Monthly hire of Row station, leg curl, bench press, squat rack, multi-functional trainer and cross fit rig 2025/26 FY Monthly hire of treadmill, bike, rower, cross trainer, and plate tree iron edge - 2025/26 FY	1466.83
EFT12113	21/11/2025	BOHARP PTY LTD T/AS ESPERANCE PLUMBING SERVICE	aircon repairs - Ice cream shop Marks Park upgrade - Supply and install Fuji clean septic system.	25610.68
EFT12114	21/11/2025	Department of Fire & Emergency Services	ESL - October 2025	8487.92
EFT12115	21/11/2025	GREENFIELD TECHNICAL SERVICES	Prepare and scope Shovel Ready project - Hyden Norseman Rd 2025/26	2200.00
EFT12116	21/11/2025	GFG TEMP ASSIST / GLEN FLOOD GROUP PTY LTD	Finance and Governance Assistance - PPE 01/09/2025 to 14/09/2025 Finance and Governance Assistance - PPE 15/09/2025 to 28/09/2025 Finance and Governance Assistance - PPE: 29/09/2025 to 12/10/2025 Temp Personnel Support - October 2025 - Community Water Supply Partnership Program Finance and Governance Assistance PPE 13/10/2025 to 26/10/2025 Engineering support - PPE 13/10/2025 to 09/11/2025 Hyden -Norseman Blackspot Realignment - Hyden Norseman Rd	35062.27

EFT12117	21/11/2025	DOWLING ASSOCIATES	GIUDICI	As per DG&A Professional Service Agreement 20121 - 25/26FY	5104.00
EFT12118	21/11/2025	Horizon Power		Power Charges for 01/10/2025 to 31/10/2025	6769.17
EFT12119	21/11/2025	READYTECH GROUP WA INC	USER	2025/26 User Group Membership	847.00
EFT12120	21/11/2025	KleenWest Distributors		Cleaning Supplies	88.33
EFT12121	21/11/2025	KILIMA (WA) P/L		Insurance renewal for 81 Robert Street - Centrewest from 31/10/2025 to 31/10/2026	3956.36
EFT12122	21/11/2025	Recoveries Legal		Debt Recovery (A666) Disbursements	1087.90
EFT12123	21/11/2025	LGIS		LGIS EAP Extension Offer 2025 - 01/07/2025 to 31/12/2025	2853.95
EFT12124	21/11/2025	Moore Australia (WA) Pty Ltd		Annual Financial report compilation - 2024/2025 Monthly Statement of Financial Activity - 2025/26 for August and September 2025 Monthly Baseline Rates Processing - PPE 31/10/2025	31240.00
EFT12125	21/11/2025	Chantelle McLeod		Claim - Agenda Briefing and Special meeting - 06/11/2025	372.00
EFT12126	21/11/2025	NORSEMAN IGA (owned by SHIRE OF DUNDAS)		Various Village Grocer purchases 10/09/2025 to 30/09/2025	965.89
EFT12127	21/11/2025	O'Dwyer Electrical		Restore power to supermarket.	1738.00
EFT12128	21/11/2025	ONSHORE ELECTRICAL SOLUTIONS		Supply and install Dingo charge controller - Eucla Airstrip	1599.50
EFT12129	21/11/2025	Pet Tags Australia		Small orange LIFE tags	170.65
EFT12130	21/11/2025	PRICILLA MAY FLEMING		Special council meeting - 06/11/2025	248.00
EFT12131	21/11/2025	RESOURCE ACCOMMODATION MANAGEMENT PTY LTD		Council Meeting - 30 of October	208.00
EFT12132	21/11/2025	SOUTH EAST PETROLEUM		Supply 6500 Litres of DIESEL	11063.20
EFT12133	21/11/2025	South Coast Foodservice		Cleaning Supplies. To supply 1x Surge 120L, 3x Flow 120L and 1x LC Finish 120L.	1310.07
EFT12134	21/11/2025	Solutions IT (invoice S + B)		Monthly Business Premium IT support - November 2025	8840.39
EFT12135	21/11/2025	Team Global Express		Freight - Kalgoorlie to Norseman - 14/10/2025 Freight - Rockingham to Norseman - 21/10/2025	269.54
EFT12136	21/11/2025	Southern Cross Austereo / TRIPLE M		SCA Access - October 2025	385.00
EFT12137	21/11/2025	Visimax Safety Products		Permit to Set Fire to Bush - books x 4 plus postage	156.09

EFT12138	21/11/2025	IT Vision	Payroll Balancing 2023-2024	831.60
EFT12139	21/11/2025	Wilsons Diesel & Auto Repairs	Check and scan vehicle, replace battery - Holden Colorado Supply electrical cable and battery - Spare parts for Depot use. Supply and fit door glass to Isuzu Truck Service and repairs - Isuzu Tip Truck Service and repairs- Holden Colorado Carry out puncture repair - Postie Truck Supply oil for Isuzu truck. Repair tyre puncture - Holden Colorado	4803.50
EFT12140	21/11/2025	SHARON MAREE WARNER (councillor)	Claim Agenda Briefing and Special Meeting - 06/11/2025	372.00
EFT12141	21/11/2025	AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION WA	Membership fee - 2025/2026 - CR Chantelle McLeod	60.00
EFT12142	21/11/2025	WIN TELEVISION WA PTY LTD	WIN television 3 x month advertising - August 2025	183.70
EFT12168	19/11/2025	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	Rowe Group - Lots 109-122 (70, 72, 74, and 76) Goodliffe St Norseman WA 6443	6322.00
03/11/2025	9874	STAFF 222	Meals an Incidentals for Eucla Airport Test Sampling	245.70
04/11/2025	PAY	PAYROLL	Payroll Direct Debit Of Net Pays	112203.25
05/11/2025	9879	STAFF 328	Meals and Incidentals (WALGA Training - Intro to managing business records in LG) 05.11.2025-07.11.2025	354.50
10/11/2025	9884	STAFF 328	Reimbursement of Taxi Fare (WALGA Course 05.11 - 07.11)	91.85
10/11/2025	9885	STAFF 267	Reimbursement for Laundromat Items - Funnels an Funnels with Taps	116.61
10/11/2025	9886	STAFF 196	Meals and Incidentals (VERA Awards Perth 07.11)	468.05
13/11/2025	9889	CRUNCHER WINNERS	Payment to Winners of Dundas Cruncher Event (Payment made 13.11.2025)	975.00
13/11/2025	9889	CRUNCHER WINNERS	Payment to Winners of Dundas Cruncher Event (Payment made 13.11.2025)	1675.00
13/11/2025	9889	CRUNCHER WINNERS	Payment to Winners of Dundas Cruncher Event (Payment made 13.11.2025)	2600.00

13/11/2025	9889	CRUNCHER WINNERS	Payment to Winners of Dundas Cruncher Event (Payment made 13.11.2025)	2700.00
13/11/2025	9889	CRUNCHER WINNERS	Payment to Winners of Dundas Cruncher Event (Payment made 13.11.2025)	3075.00
13/11/2025	9889	CRUNCHER WINNERS	Payment to Winners of Dundas Cruncher Event (Payment made 13.11.2025)	3175.00
18/11/2025	PAY	PAYROLL	Payroll Direct Debit Of Net Pays	109149.36
19/11/2025	9895	CRUNCHER WINNERS	Payment to Dundas Cruncher Winners - Paid 19.11.2025	100.00
19/11/2025	9895	CRUNCHER WINNERS	Payment to Dundas Cruncher Winners - Paid 19.11.2025	425.00
19/11/2025	9895	CRUNCHER WINNERS	Payment to Dundas Cruncher Winners - Paid 19.11.2025	800.00
25/11/2025	PAY	PAYROLL	Payroll Direct Debit Of Net Pays	783.60
				466722.34

Municipal Account Direct Debts

EFT/DD	Date	Name	Description	Amount
9878	04/11/2025	ANZ	Bank Fees	10.00
9881	06/11/2025	ANZ	Bank Fees	95.70
9891	13/11/2025	Payment Solutions	Printing Costs 01.10.2025 - 30.10.2025 (INV-210523-Z5S3X3)	5428.95
9900	26/11/2025	ANZ	Bank Fees	10.00
9902	27/11/2025	ANZ	Bank Fees	10.00
				5554.65

Municipal Account Credit Cards

Chq/EFT	Date	Name	Description	Amount
		CREDIT CARD PAYMENT 22/09/2025 – 21/10/2025. (payment made 27/10/2025)		7360.45
		CHIEF EXECUTIVE OFFICER		
	22/09/2025	STARLINK INTERNET Sydney	SUBSCRIPTION	139.00
	22/09/2025	BIGW ONLINE BELLA VISTA	CREDIT	-22.00
	22/09/2025	INK STATION MARRICKVILLE	INK STATION - INK FOR PRINTER	730.84
	22/09/2025	BIGW ONLINE BELLA VISTA	BIG W - POUND SUPPLIES	143.80
	22/09/2025	LOCAL GOVERNEMENT MANA MT HAWTHORN	LOCAL GOVERNMENT PROFESSIONAL	560.00
	24/09/2025	MONDAY.COM 120-177-8456	SUBSCRIPTION	242.00
	24/09/2025	BP STHERN CROS1932 SOUTHERN CROS	FUEL 1DS	57.48
	26/09/2025	BUNNINGS	PAINT FOR IGA	312.22
	2/10/2025	AMAZON MARKETPLACE AU SYDNEY SOUTH	BALLOONS FOR CRUNCHER	19.39

	2/10/2025	AMAZON MARKETPLACE AU SYDNEY SOUTH	BALLOONS FOR CRUNCHER	32.14
	3/10/2025	LinkedInPreA *43433144 16506873555	SUBSCRIPTION	39.99
	3/10/2025	AMAZON MARKETPLACE AU SYDNEY SOUTH	BALLOONS FOR CRUNCHER	29.72
	3/10/2025	AMAZON MARKETPLACE AU SYDNEY SOUTH	BALLOONS FOR CRUNCHER	57.72
	6/10/2025	COLES 4837 KALGOORLIE	WOOLWORTHS - HALLOWEEN BOWLS	36.00
	6/10/2025	KMART 1352 KALGOORLIE	KMART - ART SUPPLIES FOR YOUTH	457.20
	7/10/2025	AMPOL NORSEMAN	AMPOL - GAS BOTTLES X2	72.00
	13/10/2025	Southern Cross Austereo Broadbeach	SCA FOR AUGUST 2025 RENEWAL	661.98
	13/10/2025	RLSSWA MOUNT CLAREMO	LIFEGUARD RENEWAL	179.00
	14/10/2025	BUNNINGS 435000 KALGOORLIE	NO RECEIPT PROVIDED	138.07
	15/10/2025	ADOBE 800615316	SUBSCRIPTION	37.99
	16/10/2025	AIRBNB * HMSPRQJ8RZ SURREY HILLS	ACCOMMODATION – Pensioner Units Electrical Upgrade	508.33
	17/10/2025	TEMU.COM PARRAMATTA	TEMU - VARIOUS ITEMS FOR WOODLANDS CENTRE	8.93
	17/10/2025	TEMU.COM PARRAMATTA	TEMU - VARIOUS ITEMS FOR WOODLANDS CENTRE	335.19
	20/10/2025	SP ELIZABETH RICHARD KINGS PARK	FLOOR MAT FOR LIBRARY	961.90
	20/10/2025	Vistaprint Australia PTY Derrimut	PPE FOR EVENTS TEAM	235.11
	20/10/2025	SQ *BUGGEZ BUGEYES 1800595310	BUGGEZ - FLY MASKS	197.88
	21/10/2025	STARLINK INTERNET Sydney	SUBSCRIPTION	139.00
MANAGER OF WORKS AND SERVICES				
	26/09/2025	KALGOORLIE RETRAVISI KALGOORLIE	ANTENNA CABLES	55.00
	29/09/2025	ZOLEO Inc. Mulgrave	SUBSCRIPTION	39.95
	29/09/2025	ZOLEO Inc. Mulgrave	SUBSCRIPTION	32.00
	30/09/2025	ZOLEO Inc. Mulgrave	SUBSCRIPTION	32.00
	2/10/2025	ZOLEO Inc. Mulgrave	SUBSCRIPTION	32.00
	6/10/2025	GROUND CONTROL	SUBSCRIPTION FOR LED PROJECT	34.70
	13/10/2025	ATOM SUPPLY KALGOORLIE	ATOM - TAPE AN FLY NETS	109.99
	14/10/2025	STARLINK INTERNET Sydney	SUBSCRIPTION	108.00
SENIOR ADMINISTRATION OFFICER				
	13/10/2025	Adobe Sydney	MONTHLY ADOBE SUBSCRIPTION	455.93

Visitor Centre Account EFT's and Direct Debits

Chq/EFT	Date	Name	Description	Amount
EFT12144	21/11/2025	OUTBACKGEMS	Norseman Visitor Centre - gemstones. pewter, and gold nuggets panners stock.	791.00
EFT12143	21/11/2025	EYRE HIGHWAY OPERATORS ASSOCIATION / Nullarbor Links	Scorecard commissions for October 2025	858.00
				1649.00

IGA and Australia Post Account (1) EFT's and Direct Debits

EFT/DD	Date	Name	Description	Amount
EFT12083	18/11/2025	AUSWEST MEATS PTY LTD	Bulk Meats for Butcher Carving	9777.07
EFT12084	18/11/2025	The Trustee for Bovells & Blue-Ribbon Unit Trust	Bovells Bread Order for 21st October 2025	450.66
EFT12085	18/11/2025	THE TRUSTEE FOR THE CENTRAL BUYING GROUP UNIT TRUST	GNS Wholesale - Inv231025 - Pallet of A4 copy paper	2732.75
EFT12086	18/11/2025	CARBON COURT PTY LTD T/A CBL Solutions	Supply Blank labels for Fruit & Veg labeller	179.30
EFT12087	18/11/2025	Gibson Soak Water Co	Gibson Soak Water Restock	1205.00
EFT12088	18/11/2025	G & R Hot Bread Shop - The Trustee for Four A & Family	Local Bread from Kalgoorlie for 6th November 2025	2598.00
EFT12089	18/11/2025	Gap Solutions PTY LTD	Meat Scales - Linerless Label Eziscale Bizerba XC100 PRO, linerless label roller, 1x carton of linerless label rolls, certification charge, monthly licence fee and (estimated) freight cost of \$100	2763.48
EFT12090	18/11/2025	KleenWest Distributors	Meat Trays & Floor cleaner	1352.23
EFT12091	18/11/2025	ESPERANCE MILK SUPPLY / The Trustee for BLAZE POINT UNIT TRUST	Milk, Juice & Dairy Snacks - Week 5/11 - 11/11/2025	3440.05
EFT12092	18/11/2025	The Trustee for MAROK FAMILY TRUST	Bakers Delight for 27/09 - 02/10/2025	293.99
EFT12093	18/11/2025	PREMIUM PET MEATS PTY LTD	PPM diced Kangaroo & Freight	365.42
EFT12094	18/11/2025	RETAIL SYSTEMS PTY LTD	,Perforated Yellow shelf labels & Freight"	775.50
EFT12095	18/11/2025	Ready Chef Go Pty Ltd	Frozen Fruits, Short Crust pastry & Waffles	969.47

EFT12096	18/11/2025	SANDS FRIDGE LINES	Deliveries and Freight	23058.27
EFT12097	18/11/2025	South Coast Foodservice	Deli Meats for the Month of November	2350.85
EFT12098	18/11/2025	WAGYU BILTONG CO. PTY LTD	,Biltong Beef for the 22nd of October 2025"	1776.57
EFT12145	21/11/2025	AKEEL HOLDINGS (AUST) PTY LTD T/AS AKEE DELIGHTS	Pistachio, Walnut, Cashew Baklava & Turkish Delight	422.40
EFT12146	21/11/2025	AUSWEST MEATS PTY LTD	Butchers bulk Meat for craving	3332.27
EFT12147	21/11/2025	The Trustee for Bovells & Blue Ribbon Unit Trust	Bovell Bread Order for 11th November 2025	964.58
EFT12148	21/11/2025	Bull Bar Foods PTY LTD	Bull Bar Foods Restock of Beef Jerky	2573.50
EFT12149	21/11/2025	CARBON COURT PTY LTD T/A CBL Solutions	Labels for Fruit & Veg & butchers scales	633.38
EFT12150	21/11/2025	Gibson Soak Water Co	1 x cage 19L x 48 bottles	729.00
EFT12151	21/11/2025	GOODNEWS NEWSAGENCY	Magazine Credits & Purchases	544.39
EFT12152	21/11/2025	G & R Hot Bread Shop - The Trustee for Four A & Family	Local Bread From Kalgoorlie for 18th November 2025	432.00
EFT12153	21/11/2025	KB Seafood Company Pty Ltd	Supply Fresh & Frozen Seafood November 2025	2215.63
EFT12154	21/11/2025	ESPERANCE MILK SUPPLY / The Trustee for BLAZE POINT UNIT TRUST	Milk, Juice & yoghurts week 12/11 - 18/11/2025	784.70
EFT12155	21/11/2025	Ready Chef Go Pty Ltd	Yoghurts, Salami & Jiva Kombucha Drinks	735.37
EFT12156	21/11/2025	SANDS FRIDGE LINES	Freight for the week 3rd - 7th November 2025	7534.95
EFT12157	21/11/2025	South Coast Foodservice	Deli Meats 17th November 2025	112.10
EFT12158	21/11/2025	WAGYU BILTONG CO. PTY LTD	Sticks & Prepacked Biltong"	851.19
EFT12159	28/11/2025	The Trustee for Bovells & Blue Ribbon Unit Trust	Bovells Order for weekending 23/11/2025	480.18
EFT12160	28/11/2025	ELITE RETAIL SUPPLIES PTY LTD	,28L Shopping Basket Black Code: BSK-TB - plain no Logo"	247.50
EFT12161	28/11/2025	Gibson Soak Water Co	31 x 10 Ltr of Water for the 21st of November 2025	217.00
EFT12162	28/11/2025	G & R Hot Bread Shop - The Trustee for Four A & Family	Local bread From Kalgoorlie for the 28th of November 2025	732.00
EFT12163	28/11/2025	KleenWest Distributors	Consumables ,Food Trays, Meat Wrap, Label Spray Bottles Neutra Kleen	1565.36

EFT12164	28/11/2025	ESPERANCE MILK SUPPLY / The Trustee for BLAZE POINT UNIT TRUST	Esperance Milk Supply for period 19/11 - 25/11/2025	750.20
EFT12165	28/11/2025	PREMIUM PET MEATS PTY LTD	Kangaroo Meat for the 25th of November 2025	699.38
EFT12166	28/11/2025	SANDS FRIDGE LINES	Freight for the 10th to the 15th of November 2025	7039.35
EFT12167	28/11/2025	WAGYU BILTONG CO. PTY LTD	,Wagyu Biltong Beef for the 3rd of October 2025."	1206.28
DD13276.1	03/11/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	132.77
DD13276.2	17/11/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	69.76
DD13276.3	24/11/2025	News Pty Limited	The Australian & Farm Weekly The Australian & Farm Weekly	104.42
DD13279.2	30/11/2025	Gap Solutions PTY LTD	EZI-SCAN LICENCE & USER FEES - OCTOBER 2025	91.30
				89289.57

IGA and Australia Post Account (2) EFT's and Direct Debits

EFT	Date	Name	Description	Amount
DD13272.3	04/11/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	608.38
DD13272.6	05/11/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	472.29
DD13272.8	26/11/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	338.37
DD13272.9	12/11/2025	West Australian Newspapers Limited	Supply of Kalgoorlie Miner	650.69
DD13277.1	04/11/2025	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	0010061 - Grocery	54941.15
DD13277.2	11/11/2025	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	0013074 - Tobacco	76266.17
DD13277.3	18/11/2025	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	0016145 - Tobacco	75215.51
DD13277.4	25/11/2025	IGA (WA) DISTRIBUTION PTY LTD - METCASH FOOD	0019345 - Tobacco	60695.52
				269188.08

Summary of Account Totals

Municipal Cheques and Trust	0.00
Municipal EFT's	466722.34
Municipal Direct Debit's	5554.65
Municipal Credit Card's	0.00
Visitor Centre EFT's and Direct Debits	1649.00
IGA and Australia Post (1)	89289.57
IGA and Australia Post (2)	269188.08

Grand Total for November 2025	\$832,403.64
--------------------------------------	---------------------

Voting Requirements

Simple Majority

Moved: Cr. C McLeod**Seconded:** Cr. S WarnerOfficer Recommendation

That the Shire of Dundas monthly accounts paid from 01/11/2025 to 30/11/2025 be noted.

Carried by: Simple Majority**For:** Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman**Against:** 0Resolution

That the Shire of Dundas monthly accounts paid from 01/11/2025 to 30/11/2025 be noted.

Agenda Reference & Subject	
10.2.4 – Receive the Information Bulletin	
Location / Address	Shire of Dundas
File Reference	PE.ME.2
Author	Chief Executive Officer – Peter Fitchat
Date of Report	10 December 2025
Disclosure of Interest	Nil

Summary

For Council to consider receiving the Information Bulletin for **9th December 2025**.

Background

The Councillors' Information Bulletin for the period ending **9th December 2025** was completed and circulated to Councillors.

Statutory Environment*Local Government Act 1995*

1. Section 2.7(2) - Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.
2. Section 3.1 – Provides that the general function of the local government is to provide for the good governance of persons in its district.

Policy Implications

Council has no policies in relation to this matter.

Financial Implications

The recommendation of this report has no financial implications for Council.

Strategic Implications

Informing Elected Members with respect to matters impacting on their roles, responsibilities and decision making as the Shire of Dundas Council.

Consultation

The IB Report is prepared in consultation with Senior Officers.

Comment

The intent of the Councillors' Information Bulletin is to assist in providing Councillors with information relevant to their role as a Councillor.

The Information Bulletin contains confidential elements and is not a public document, it is distributed to Councillors and senior officers only and is not for public release.

Voting Requirements

Simple Majority

Moved: Cr. C McLeod

Seconded: Cr. S Brown

Officer Recommendation

That Council receive the monthly Councillors' Information Bulletin for the period ending 9th December 2025.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council receive the monthly Councillors' Information Bulletin for the period ending 9th December 2025.

Agenda Reference & Subject	
10.2.5 – Delegation to the Shire of Dundas Audit and Risk Committee	
Location / Address	Shire of Dundas
File Reference	FM.AT.1 / GV.AU.2
Author	CEO, Peter Fitchat
Date of Report	1 December 2025
Disclosure of Interest	Nil

Summary

For the Council to review and approve the Terms of Reference for, and Delegations to the Shire of Dundas Audit and Risk Committee.

Background

The purpose of the Audit and Risk Committee (“Committee”) is to support the Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit functions and ethical accountability.

Statutory Environment

Local Government Act 1995

Local Government (Audit) Regulations 1996,

Policy Implications

Nil

Financial Implications

Audit and Risk Committee Meetings costs are provided for in the annual budget. The Audit and Risk Committee support Council in governance and oversight responsibilities in relation to financial reporting.

Strategic Implications

GOAL 5 – Governance and Leadership

5.1 A trusted Local Government

5.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations.

Consultation

Elected Members
CEO
Senior Officers

Voting Requirements

Absolute Majority

Moved: Cr. C McLeod

Seconded: Cr. S Brown

Officer Recommendation

That Council endorse the Shire of Dundas Audit and Risk Committee Terms of Reference and Delegations as set out in points 1, 2 and 3.

- 1. The Audit and Risk Committee’s role, in accordance with Regulation 16 of the Local Government (Audit) Regulations 1996, is to:**
 - a. guide and assist the local government in carrying out:**



- i. its functions under Part 6 of the Act;
 - ii. its functions relating to other audits and other matters related to financial management; and
 - b. functions in relation to audits conducted under Part 7 of the Act.
 - c. review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the Council.
 - c. monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - d. support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
 - e. oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - f. perform any other function conferred on the audit committee by these regulations or another written law.
2. The Committee may provide guidance and assistance to the local government regarding:
 - a. other matters to be audited;
 - b. the scope of audits; and
 - c. financial, risk and compliance management functions as prescribed in the *Local Government Act 1995*; as well as
 - d. other matters specified in these Terms of Reference.
3. The Committee may resolve to request the Chief Executive Officer (CEO) to provide any information or make arrangements to provide independent expert advice, as appropriate and required by the Committee in order to fulfil its duties and responsibilities.
4. The Committee is to review and make recommendations to the Council regarding:
 - a. Financial Management
 - i. the annual Financial Statements with a view to being satisfied as to their accuracy and timeliness and the inclusion of prescribed disclosures and information;
 - ii. changes in accounting practices, policies and material changes in accounting treatment, and
 - iii. the Shire's financial status and performance.
 - b. Risk Management
 - i. the Shire's risk management strategies and policies;
 - ii. the adequacy of the Shire's risk management systems and practices; and
 - iii. the management of strategic risks, identifying as appropriate, specific risks for more detailed review and response.
 - c. Internal Controls

- i. the standard and effectiveness of the Shire's corporate governance and ethical considerations;
 - ii. the integrity, adequacy and effectiveness of the Shire's financial and administration policies, systems and controls in providing financial and governance information which:
 - is accurate and reliable;
 - complies with legislative obligations and requirements; and
 - minimises the risk of error, fraud, misconduct or corruption; and
 - iii. the efficiency and effectiveness on achievement of objectives.
- d. Legislative Compliance
 - i. the integrity, adequacy and effectiveness of the Shire's systems and controls for legislative compliance;
 - ii. the level of compliance with legislative obligations as well as the Shire's policies;
 - iii. the CEO's report on the review of the Shire's legislative Compliance systems, at least once triennially; and
 - iv. the annual statutory Compliance Audit.
- e. External Audit Planning and Reporting
 - i. the integrity, adequacy and effectiveness of the Shire's External Audit Plan;
 - ii. reports, findings and recommendations arising from External Audits;
 - iii. the audit of the Shire's Annual financial statements;
 - iv. the integrity, adequacy and effectiveness of the management response and any actions proposed to be taken to address issues raised by the External Auditor; and
 - v. the oversight and monitoring of implementation of agreed actions.

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council endorse the Shire of Dundas Audit and Risk Committee Terms of Reference and Delegations as set out in points 1, 2 and 3.

- 1. The Audit and Risk Committee's role, in accordance with Regulation 16 of the Local Government (Audit) Regulations 1996, is to:**
- a. guide and assist the local government in carrying out:
 - i. its functions under Part 6 of the Act;
 - ii. its functions relating to other audits and other matters related to financial management; and
 - b. functions in relation to audits conducted under Part 7 of the Act.
 - c. review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the Council.
 - c. monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);



- d. support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
 - e. oversee the implementation of any action that the local government —
 - i. is required to take by section 7.12A(3); and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
 - f. perform any other function conferred on the audit committee by these regulations or another written law.
2. The Committee may provide guidance and assistance to the local government regarding:
- a. other matters to be audited;
 - b. the scope of audits; and
 - c. financial, risk and compliance management functions as prescribed in the *Local Government Act 1995*; as well as
 - d. other matters specified in these Terms of Reference.
3. The Committee may resolve to request the Chief Executive Officer (CEO) to provide any information or make arrangements to provide independent expert advice, as appropriate and required by the Committee in order to fulfil its duties and responsibilities.
4. The Committee is to review and make recommendations to the Council regarding:
- a. Financial Management
 - i. the annual Financial Statements with a view to being satisfied as to their accuracy and timeliness and the inclusion of prescribed disclosures and information;
 - ii. changes in accounting practices, policies and material changes in accounting treatment, and
 - iii. the Shire's financial status and performance.
 - b. Risk Management
 - i. the Shire's risk management strategies and policies;
 - ii. the adequacy of the Shire's risk management systems and practices; and
 - iii. the management of strategic risks, identifying as appropriate, specific risks for more detailed review and response.
 - c. Internal Controls
 - i. the standard and effectiveness of the Shire's corporate governance and ethical considerations;
 - ii. the integrity, adequacy and effectiveness of the Shire's financial and administration policies, systems and controls in providing financial and governance information which:
 - is accurate and reliable;
 - complies with legislative obligations and requirements; and
 - minimises the risk of error, fraud, misconduct or corruption; and
 - iii. the efficiency and effectiveness on achievement of objectives.
 - d. Legislative Compliance
 - i. the integrity, adequacy and effectiveness of the Shire's systems and controls for legislative compliance;



- ii. the level of compliance with legislative obligations as well as the Shire's policies;
 - iii. the CEO's report on the review of the Shire's legislative Compliance systems, at least once triennially; and
 - iv. the annual statutory Compliance Audit.
- e. External Audit Planning and Reporting
- i. the integrity, adequacy and effectiveness of the Shire's External Audit Plan;
 - ii. reports, findings and recommendations arising from External Audits;
 - iii. the audit of the Shire's Annual financial statements;
 - iv. the integrity, adequacy and effectiveness of the management response and any actions proposed to be taken to address issues raised by the External Auditor; and
 - v. the oversight and monitoring of implementation of agreed actions.

Agenda Reference & Subject	
10.2.6 – Review of the Register of Delegations	
Location / Address	Shire of Dundas
File Reference	FM.AT.1 / GV.AU.2
Author	CEO, Peter Fitchat
Date of Report	1 December 2025
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to review and approve the updates to the Register of Delegations.

Background

The delegations included in the attached register allow officers to undertake day to day operational activities in the Shire without continual referral to Council. These delegations are often made subject to the confines of policy for direction in the decision making process and alignment to the strategic objectives of Council.

The Act requires the Chief Executive Officer of the Local Government to keep a Register of Delegations. The Register records the powers and duties that Council has delegated to committees, the CEO and, in turn, any sub-delegations by the CEO to other officers.

The Act requires local governments to keep a register of its delegations and for the delegator to review it at least once per year.

Statutory Environment

Local Government Act 1995 S5.42 and S5.44

Policy Implications

Policies are updated in line with the current delegations

Financial Implications

Some delegations have financial authority assigned; and some delegations have budget implications which are considered in the annual budget development.

Strategic Implications

Delegations allow the operational staff to enact the Strategic Goals within the Shire's 10 Year Strategic Community Plan as per their delegated authority.

GOAL 5 – Governance and Leadership**5.2 A trusted Local Government**

5.1.2 Compliance with the Local Government Act 1995 and all relevant legislation and regulations.

Consultation

Elected Members

DCEO

Tanya Browning, Director, Moore Australia

Comment

With consideration to the current Policy Review underway there are minimal updates to the Registers in this annual review for Council consideration. As policies are updated and presented for Council consideration, delegations will undergo further review to ensure they align with policy and the operations of the Shire.

Included in the Register of Delegations are sub delegations from the Chief Executive Officer to other officers. As these sub delegations are the responsibility of the delegated officer (i.e. the CEO) these will be further reviewed as required by the Chief Executive Officer to align with operational requirements.

The amendments identified from the recent review are summarised in the table below and also included in the draft Register of Delegations presented for consideration.

AREA	CHANGE	REASON
Across the Register	Correction of formatting and typos.	
Introductory Statement Authority for the CEO to oversee	Addition	From time-to-time non-substantive changes are required to be made in the Register, such as: (a) update position titles for positions with existing delegated authority or an authorisation; (b) remove expired, defunct or obsolete positions; (c) maintain current references to legislation and local laws; and

		<p>(d) make corrections to spelling, grammatical and formatting errors or inconsistencies</p> <p>For operational efficiency, and where there is no change to the authority delegated, it is proposed that the CEO oversee minor updates to the Register without presenting the update to Council.</p>
<p>FINANCE</p> <p>F01</p> <p>F14</p> <p>F17</p>	<p>Add Business Administration Officer, and Authorised Finance and Accounts Support Consultants</p> <p>Replace IGA Manager to Village Grocer Manager</p> <p>Replace IGA wording with Village Grocer</p>	<p>Operational efficiencies</p> <p>Update of position title due to banner change.</p> <p>Supermarket banner change.</p>
<p>ENGINEERING</p> <p>E01 Temporary rural road closures</p>	<p>To temporarily close a street/road or a portion of a street/road for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain a weather event, or a street/road likely to be damaged by the passage of traffic of any particular vehicle class.</p>	<p>Update of wording for clarity.</p>
<p>E03 Road trains and extra mass permits</p>	<p>Add DCEO to on-delegation</p>	<p>Operational efficiencies - from time to time the CEO and MWS are not available, as such the DCEO is required to authorise permits.</p>

Register of Delegations Audit Committee	Audit and Risk Committee	Update of committee title
Signed Delegations	Add Engineering - E03 to Deputy Chief Executive Officer	
Signed Delegations	Add Business Administration Officer	

Voting Requirements

Absolute Majority

Moved: Cr. C McLeod

Seconded: Cr. S Brown

Officer Recommendation

That Council:

1. Adopt by absolute majority the delegations from Council to the CEO within the attached Register of Delegations (Appendix 3);
2. Note the delegations by the CEO to other officers as included under 'On delegated to:' within the attached Register of Delegations (Appendix 3);
3. Note the CEO will update the sub delegations to other officers as required and appropriate; and
4. Approve for the CEO to update the register version control, numbering and appropriate sub delegations as required.

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council:

1. Adopt by absolute majority the delegations from Council to the CEO within the attached Register of Delegations (Appendix 3);
2. Note the delegations by the CEO to other officers as included under 'On delegated to:' within the attached Register of Delegations (Appendix 3);
3. Note the CEO will update the sub delegations to other officers as required and appropriate; and
4. Approve for the CEO to update the register version control, numbering and appropriate sub delegations as required.

Agenda Reference & Subject	
10.2.7 – Review of Policy HR5 Acting Chief Executive Officer / Acting in ‘Senior’ Positions Policy	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	CEO, Peter Fitchat
Date of Report	9 December 2025
Disclosure of Interest	Nil

Background

A comprehensive review of Council Policies is being undertaken in 2025/26 which includes examining existing policies for currency and alignment to legislation. A workshop was held 25 November 2025 with council members and staff to examine the objectives of the policy review being undertaken, summary of cursory findings and recommendations, as well as workshopping draft policies required by legislation which the Shire either do not have or require update for compliance.

Policy HR5 Acting Chief Executive Officer/Acting in ‘Senior’ Positions Policy (required by Section 5.39C of the *Local Government Act 1995*) was identified for amendment and update in an effort to achieve legislative compliance.

Statutory Environment

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies. Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it, which includes policy HR5 (summarised below).

Acting Chief Executive Officer

Section 5.39C of the *Local Government Act 1995* and associated regulations:

- Require a policy to be prepared and adopted by absolute majority;
- Regulations may prescribe content to be included in policy;
- Policy should provide for the temporary employment of a person as Acting CEO for less than a year, and for the appointment of an employee in the position of CEO for less than a year.

The above mentioned policy is also required by legislation to have an absolute majority decision of Council to amend the policies, and for up to date copies of the policies to be published on the official local government website. *Local Government (Administration) Regulations 1996* - Regulation 29C(2)(c) also requires an up-to-date version of each policy of the local government to be published on the official website.

Policy Implications

Updated policy is intended to provide the Shire with clear direction for the appointment of an Acting CEO, aligned to the current organisational structure of the Dundas Shire and maintain legislative compliance.

Financial Implications

No known financial implications were identified.

Strategic Implications

Strategic references within the Shire of Dundas's Strategic Community Plan 2022-2032 demonstrate connections between services and the desired outcomes and community vision for the Shire of Dundas, particularly in relation to strategy 5.1.2 Compliance with the *Local Government Act 1995* and all relevant legislation and regulations.

Risk Management

This item has been evaluated against the Dundas Shire Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the adoption of the reviewed policy may reduce the risk to low.

Comment

The existing policy HR5 included the following summary points at the workshop held in November 2025:

- Existing policy includes some elements which are operational in nature (acting in senior positions) which have been removed from revised draft;
- The policy was also noted it may not sufficiently address the appointment of a person other than an employee to the position of acting or temporary CEO, as required by legislation;
- Determination of persons 'suitably qualified' was not defined by the policy;
- A maximum timeframe for appointment to the role of Acting CEO was also not referenced, as well as considerations to maximum remuneration allowed by the Salaries and Allowances Tribunal.

Updates to the policy were workshopped to comply with section 5.39C of the *Local Government Act 1995* on 25 November 2025, and feedback incorporated to the policy. An updated draft policy is attached for Council consideration. Once the policy has been reviewed and any amendments adopted, the updated policy document will be required to be published on the official local government website.

Voting Requirement

Absolute Majority.

Moved: Cr. C McLeod

Seconded: Cr. P Fleming

Officer Recommendation

That Council adopt by absolute majority, revised policy HR5 'Appointment of Acting Chief Executive Officer Policy' as attached to this report (Appendix 4).

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution



That Council adopt by absolute majority, revised policy HR5 'Appointment of Acting Chief Executive Officer Policy' as attached to this report (Appendix 4).

Agenda Reference & Subject	
10.2.8 – Review of Policy EM1 Conference and Ongoing Council Member Professional Development	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	CEO, Peter Fitchat
Date of Report	9 December 2025
Disclosure of Interest	Nil

Background

A comprehensive review of Council Policies is being undertaken in 2025/26 which includes examining existing policies for currency and alignment to legislation. A workshop was held 25 November 2025 with council members and staff to examine the objectives of the policy review being undertaken, summary of cursory findings and recommendations, as well as workshopping draft policies required by legislation which the Shire either do not have or require update for compliance.

Policy EM1. Conferences – Elected Members Attendance and Representation was identified for amendment and update in an effort to achieve legislative compliance (required by Section 5.128 of the *Local Government Act 1995*).

Statutory Environment

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies. Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it, which includes policy EM1 (summarised below).

Section 5.128 requires a local government to prepare and adopt, by absolute majority, a policy in relation to continuing professional development of council members. The policy should comply with prescribed requirements (where applicable) and must be reviewed after each ordinary local government election.

The above mentioned policy is also required by legislation to have an absolute majority decision of Council to amend the policies, and for up to date copies of the policies to be published on the official local government website. *Local Government (Administration) Regulations 1996* - Regulation 29C(2)(c) also requires an up-to-date version of each policy of the local government to be published on the official website.

Policy Implications

Updated policy is intended to provide the Shire with clear direction for the ongoing professional development for Council members, aligned to current legislation and to maintain legislative compliance.

Financial Implications

No known financial implications were identified.

Strategic Implications

Strategic references within the Shire of Dundas's Strategic Community Plan 2022-2032 demonstrate connections between services and the desired outcomes and community vision for the Shire of Dundas, particularly in relation to strategy 5.1.2 Compliance with the *Local Government Act 1995* and all relevant legislation and regulations.

Risk Management

This item has been evaluated against the Dundas Shire Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the adoption of the reviewed policy may reduce the risk to low.

Comment

The existing policy EM1 included the following summary points at the workshop held in November 2025:

- Existing policy did not provide how approvals were to be given;
- The previous policy did not deal with intrastrate professional development or training events;
- No reference was made to mandator Council training or other legislative considerations;
- Included operational content (such approvals for officers attendance, which is responsibility of the CEO);
- No provision to assist with legislative compliance reporting as required by section 5.127 of the Act;
- Policy was last reviewed in October 2020 (requires review after each ordinary local government election).

Updates to the policy were workshopped to comply with section 5.128 of the *Local Government Act 1995* on 25 November 2025, and feedback incorporated to the policy, along with update to the policy title. The content includes reference to some content previously circulated by WALGA to assist with compliance considerations.

An updated draft policy is attached for Council consideration. Once the policy has been reviewed and any amendments adopted, the updated policy document will be required to be published on the official local government website.

Voting Requirement

Absolute Majority

Moved: Cr. C McLeod

Seconded: Cr. S Brown

Officer Recommendation

That Council adopt by absolute majority, revised policy EM1 'Conferences and Ongoing Council Member Professional Development' as attached to this report (Appendix 5).

Carried by: Absolute Majority



For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council adopt by absolute majority, revised policy EM1 ‘Conferences and Ongoing Council Member Professional Development’ as attached to this report (Appendix 5).

Agenda Reference & Subject	
10.2.9 – New Policy EM7 Attendance at Events	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	CEO, Peter Fitchat
Date of Report	9 December 2025
Disclosure of Interest	Nil

Background

A comprehensive review of Council Policies is being undertaken in 2025/26 which includes examining existing policies for currency and alignment to legislation. A workshop was held 25 November 2025 with council members and staff to examine the objectives of the policy review being undertaken, summary of cursory findings and recommendations, as well as workshopping draft policies required by legislation which the Shire either do not have or require update for compliance.

Policy EM7 ‘Attendance at Events’ (required by Section 5.90A of the *Local Government Act 1995*) was identified for development in an effort to achieve legislative compliance.

Statutory Environment

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies. Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it, which includes proposed policy EM7 (summarised below).

Attendance at events

Section 5.90A of the *Local Government Act 1995* and associated regulations:

- Require a policy to be prepared and adopted by absolute majority;
- Defines ‘events’ to be provided by the policy;
- Sets out the matters to be included within the policy including:
 - Provisions of tickets to events;
 - Payment in respect to attendance;
 - Approval and criteria for approval;
 - Any other prescribed matters.

The above mentioned policy is also required by legislation to have an absolute majority decision of Council to amend the policies, and for up to date copies of the policies to be published on the official local government website. *Local Government (Administration)*

Regulations 1996 - Regulation 29C(2)(c) also requires an up-to-date version of each policy of the local government to be published on the official website.

Policy Implications

Updated policy is intended to provide the Shire with clear direction for attendance at events, including pre-authorised events, approval processes and to consider the community benefit from Shire of Dundas council members attending events.

Financial Implications

No known financial implications were identified.

Strategic Implications

Strategic references within the Shire of Dundas's Strategic Community Plan 2022-2032 demonstrate connections between services and the desired outcomes and community vision for the Shire of Dundas, particularly in relation to strategy 5.1.2 Compliance with the *Local Government Act 1995* and all relevant legislation and regulations.

Risk Management

This item has been evaluated against the Dundas Shire Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the adoption of the reviewed policy may reduce the risk to low.

Comment

The policy was drafted to comply with section 5.90A of the *Local Government Act 1995* on 25 November 2025. Reference was also made to the Department of Local Government Industry Regulation and Safety (LGIRS) operational guideline (November 2019) for Attendance at events policies.

A draft policy is attached for Council consideration. Once the policy has been reviewed and any amendments adopted, the updated policy document will be required to be published on the official local government website.

Voting Requirement

Absolute Majority

Moved: Cr. C McLeod

Seconded: Cr. S Brown

Officer Recommendation

That Council adopt by absolute majority, new policy EM7 'Attendance at Events Policy' as attached to this report (Appendix 6).

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0



Resolution

That Council adopt by absolute majority, new policy EM7 'Attendance at Events Policy' as attached to this report (Appendix 6).

Agenda Reference & Subject	
10.2.10 – Review of Policy HR19 Senior Employees Policy	
Location / Address	Shire of Dundas
File Reference	CM.PO.1
Author	CEO, Peter Fitchat
Date of Report	9 December 2025
Disclosure of Interest	Nil

Background

A comprehensive review of Council Policies is being undertaken in 2025/26 which includes examining existing policies for currency and alignment to legislation. A workshop was held 25 November 2025 with council members and staff to examine the objectives of the policy review being undertaken, summary of cursory findings and recommendations, as well as workshopping draft policies required by legislation which the Shire either do not have or require update for compliance.

Policy HR19 Senior Employees Policy was identified for amendment and update in an effort for policies to reflect the context of the Shire of Dundas and align with the current organisational structure.

Statutory Environment

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies. Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

Section 5.37 of the *Local Government Act 1995* provides for positions to be designated to be 'senior employees'. Where a position is classed as a 'designated senior employee', legislation requires:

- The CEO to inform Council of each proposal to employ or dismiss a senior employee;
- Where a senior employee position becomes vacant, it must be advertised in the prescribed manner;
- Requires written contracts to be provided in accordance with section 5.39 of the Act.

Local Government (Administration) Regulations 1996 - Regulation 29C(2)(c) also requires an up-to-date version of each policy of the local government to be published on the official website.

Policy Implications

Updated policy is intended to align to the current organisational structure of the Dundas Shire and maintain legislative compliance.

Financial Implications

No known financial implications were identified.

Strategic Implications

Strategic references within the Shire of Dundas's Strategic Community Plan 2022-2032 demonstrate connections between services and the desired outcomes and community vision for the Shire of Dundas, particularly in relation to strategy 5.1.2 Compliance with the *Local Government Act 1995* and all relevant legislation and regulations.

Risk Management

This item has been evaluated against the Dundas Shire Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the adoption of the reviewed policy may reduce the risk to low.

Comment

The existing policy HR19 was identified to include positions now redundant to the organisation, omitted reclassified position title, and does not align with the current organisational structure.

Updates to the policy were workshopped on 25 November 2025, and feedback received since has been incorporated into the policy. An updated draft policy is attached for Council consideration. Once the policy has been reviewed and any amendments adopted, the updated policy document will be required to be published on the official local government website.

Voting Requirement

Absolute Majority

Moved: Cr. S Warner

Seconded: Cr. S Brown

Officer Recommendation

That Council adopt revised policy HR19 'Senior Employees Policy' as attached to this report (Appendix 7).

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council adopt revised policy HR19 'Senior Employees Policy' as attached to this report (Appendix 7).

[THIS SPACE HAS BEEN LEFT INTENTIONALLY BLANK]



Agenda Reference & Subject	
10.2.11 – Norseman Community Resource Centre Financial Statements for the period ending 31 October 2025	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Senior Administration Officer, Ciara Stewart
Date of Report	11 December 2025
Disclosure of Interest	Nil

Norseman Community Resource Centre
*PO Box 206
 81 Roberts Street
 NORSEMAN WA 6443*

Reconciliation Report

11/12/2025
8:13:51 AM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
-----	------	-------	---------	------------

Cheque Account: 1-1110 Cheque Account
 Date of Bank Statement: 31/10/2025

Reconciled Cheques

SC311025	3/10/2025			\$10.00
SC311025	17/10/2025			\$10.00
2558	20/10/2025	Shire of Dundas - Wages & Su		\$2,145.80
2559	20/10/2025	Shire of Dundas - Events		\$170.34
2560	20/10/2025	Shire of Dundas - Governance		\$2,887.50
2561	20/10/2025	Shire of Dundas - Rent 78 Prin		\$5,177.70
2562	20/10/2025	Shire of Dundas - Wages & Su		\$4,439.76
2563	20/10/2025	Shire of Dundas - Photocopier		\$2,134.61
2564	20/10/2025	Safe T Card Australia PTY LT		\$194.70
2565	20/10/2025	Safe T Card Australia PTY LT		\$194.70
2566	20/10/2025	Safe T Card Australia PTY LT		\$194.70
2567	20/10/2025	Public Transport Authority of		\$631.42
2568	20/10/2025	Public Transport Authority of		\$1,273.74
Total:			\$0.00	\$19,464.97

Reconciled Deposits

CR003427	14/10/2025	Centrelink	\$4,478.52	
CR003426	20/10/2025	Cash and EFT Sales	\$25.00	
CR003430	23/10/2025	Bank Deposit 23.10.2025	\$2,390.70	
CR003425	24/10/2025	Cash and EFT Sales	\$25.00	
Total:			\$6,919.22	\$0.00

Reconciliation

BusinessBasics Balance on 31/10/2025:	\$215,020.11
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$215,020.11
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$215,020.11

SB.

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Profit & Loss Statement

1/07/2025 through 31/10/2025

11/12/2025
8:14:18 AM

Income		
Sales		
1 Computer Usage	\$100.00	
3 Photocopying/Printing	\$887.82	
Scanning	\$181.27	
Secretarial Services	\$23.41	
Laminating	\$1,929.95	
Events	\$2,572.73	
Computer Goods - Sales	\$272.50	
Phones & Credit - Sales	\$189.96	
Express Yourself - Sales	\$31.55	
Conference Room Hire	\$1,272.72	
Contract Services	\$16,285.52	
Grant Income	\$62,113.70	
TRANS WA - Sales	\$2,809.68	
Miscellaneous Income	\$831.67	
Total Income		<u>\$89,502.48</u>
Cost of Sales		
Gross Profit		
		<u>\$89,502.48</u>
Expenses		
Accounting Fees	\$2,625.00	
Events	\$1,626.51	
Bank Fees	\$80.00	
Lease payment Interactive Boar	\$2,984.86	
Security	\$708.00	
Rent	\$4,707.00	
TRANSWA Fares	\$2,645.39	
Employment Expenses		
Superannuation	\$1,840.87	
Wages & Salaries	\$14,141.17	
Total Employment Expenses	\$15,982.04	
Total Expenses		<u>\$31,358.80</u>
Net Profit / (Loss)		<u>\$58,143.68</u>



Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Balance Sheet

As of October 2025

12/12/2025
10:00:50 AM

Assets	
Current Assets	
Cash On Hand	
Cheque Account	\$215,020.11
Petty Cash	\$150.00
Undeposited Funds	\$3,721.69
Total Cash On Hand	\$218,891.80
Trade Debtors	\$11,311.40
Total Current Assets	\$230,203.20
Other Assets	
Deposits	\$2,000.00
Total Other Assets	\$2,000.00
Fixed Assets	
Furniture & Fixtures	
Furniture & Fixtures at Cost	\$96,659.60
Furniture & Fixtures Accum Dep	-\$70,307.53
Total Assets	\$258,555.27
Liabilities	
Current Liabilities	
GST Liabilities	
GST Collected	\$119,328.28
ATO Running Balance Account	-\$2,169.00
GST Paid	-\$113,193.20
Total GST Liabilities	\$3,966.08
Accrued Expenses	\$11,641.43
Other Current Liabilities	
Long Service Leave Provision	\$21,773.96
Annual Leave Provision	\$8,595.74
Total Current Liabilities	\$45,977.21
Total Liabilities	\$45,977.21
Net Assets	\$212,578.06
Equity	
Retained Earnings	\$100,612.83
Current Year Earnings	\$58,143.68
Historical Balancing	\$53,821.55
Total Equity	\$212,578.06

Voting Requirements

Simple Majority

Moved: Cr. S Warner

Seconded: Cr. A Holman

Officer Recommendation

That the Norseman Community Resource Centre Financial Statements for the period ending 31 October 2025 be accepted.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0



Resolution

That the Norseman Community Resource Centre Financial Statements for the period ending 31 October 2025 be accepted.

Agenda Reference & Subject	
10.2.12 – Norseman Community Resource Centre Financial Statements for the period ending 30 November 2025	
Location / Address	Shire of Dundas
File Reference	FM.IN
Author	Senior Administration Officer, Ciara Stewart
Date of Report	11 December 2025
Disclosure of Interest	Nil

Norseman Community Resource Centre
 PO Box 206
 81 Roberts Street
 NORSEMAN WA 6443

Reconciliation Report

11/12/2025
8:51:50 AM

Page 1

ID#	Date	Payee	Deposit	Withdrawal
-----	------	-------	---------	------------

Cheque Account: 1-1110 Cheque Account
Date of Bank Statement: 30/11/2025

Reconciled Cheques

SC301125	5/11/2025			\$10.00
SC301125	17/11/2025			\$10.00
2569	24/11/2025	SAVING ANIMALS FROM EUTHA		\$1,545.20
2570	24/11/2025	Public Transport Authority of		\$428.24
2571	24/11/2025	Safe T Card Australia PTY LT		\$194.70
2572	24/11/2025	Shire of Dundas - Wages & Su		\$5,508.01
2573	24/11/2025	Shire of Dundas - Photocopier		\$1,300.45
2574	24/11/2025	Shire of Dundas - LGIS Insura		\$1,003.86
2575	24/11/2025	Australian Tax Office		\$8,053.00
Total:			\$0.00	\$18,053.46

Reconciled Deposits

CR003434	10/11/2025	Bank Deposit	\$4,836.09	
CR003431	12/11/2025	Centrelink	\$4,478.52	
Total:			\$9,314.61	\$0.00

Reconciliation

BusinessBasics Balance on 30/11/2025:	\$206,281.26
Add: Outstanding Cheques:	\$0.00
Subtotal:	\$206,281.26
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$206,281.26

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Profit & Loss Statement

1/07/2025 through 30/11/2025

11/12/2025
8:52:06 AM

Income		
Sales		
1 Computer Usage	\$162.18	
3 Photocopying/Printing	\$1,176.73	
Scanning	\$250.00	
Memberships	\$32.68	
Secretarial Services	\$74.10	
Laminating	\$3,340.13	
Events	\$3,372.73	
Computer Goods - Sales	\$493.04	
Phones & Credit - Sales	\$598.14	
Express Yourself - Sales	\$31.55	
Photo Express kiosk	\$177.76	
Conference Room Hire	\$1,318.17	
Contract Services	\$20,356.90	
Grant Income	\$62,113.70	
TRANS WA - Sales	\$3,640.83	
Miscellaneous Income	\$831.67	
Total Income		<u>\$97,970.31</u>
Cost of Sales		
Gross Profit		<u>\$97,970.31</u>
Expenses		
Accounting Fees	\$2,625.00	
Donations	\$1,545.20	
Events	\$1,626.51	
Bank Fees	\$100.00	
Lease payment Interactive Boar	\$4,167.09	
Insurance	\$912.60	
Security	\$885.00	
Rent	\$4,707.00	
TRANSWA Fares	\$3,034.70	
Employment Expenses		
Superannuation	\$2,404.72	
Wages & Salaries	\$19,085.33	
Total Employment Expenses	\$21,490.05	
Total Expenses		<u>\$41,093.15</u>
Net Profit / (Loss)		<u>\$56,877.16</u>

S.

Norseman Community Resource Centre

PO Box 206
81 Roberts Street
NORSEMAN WA 6443

Balance Sheet

As of November 2025

11/12/2025
8:51:57 AM

Assets			
Current Assets			
Cash On Hand			
Cheque Account	\$206,281.26		
Petty Cash	\$150.00		
Undeposited Funds	\$3,721.69		
Total Cash On Hand	\$210,152.95		
Trade Debtors	\$11,311.40		
Total Current Assets		\$221,464.35	
Other Assets			
Deposits		\$2,000.00	
Total Other Assets		\$2,000.00	
Fixed Assets			
Furniture & Fixtures			\$96,659.60
Furniture & Fixtures at Cost			\$96,659.60
Furniture & Fixtures Accum Dep			-\$70,307.53
Total Assets			\$249,816.42
Liabilities			
Current Liabilities			
GST Liabilities			
GST Collected	\$120,175.06		
ATO Running Balance Account	-\$2,169.00		
GST Paid	-\$121,512.31		
Total GST Liabilities		-\$3,506.25	
Accrued Expenses		\$11,641.43	
Other Current Liabilities			
Long Service Leave Provision		\$21,773.96	
Annual Leave Provision		\$8,595.74	
Total Current Liabilities		\$38,504.88	
Total Liabilities			\$38,504.88
Net Assets			\$211,311.54
Equity			
Retained Earnings		\$100,612.83	
Current Year Earnings		\$56,877.16	
Historical Balancing		\$53,821.55	
Total Equity			\$211,311.54

Voting Requirements

Simple Majority

Moved: Cr. C McLeod

Seconded: Cr. A Holman

Officer Recommendation

That the Norseman Community Resource Centre Financial Statements for the period ending 30 November 2025 be accepted.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0



Resolution

That the Norseman Community Resource Centre Financial Statements for the period ending 30 November 2025 be accepted.

Agenda Reference & Subject	
10.2.13 – Norseman Community Resource Centre Annual Report	
Location / Address	Shire of Dundas
File Reference	CS.SP.8
Author	Deputy CEO, Pania Turner
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

For Council to note the 2025 Norseman CRC Annual Report.

Background

The Norseman Community Resource Centre (CRC) is a community services hub for connection, learning, and community growth, proudly hosted within the Norseman Woodlands Cultural, Community and Visitor Centre.

Established in 1988 as the former Norseman Telecentre, the CRC is part of the Western Australian Community Resource Network. The CRC is supported by the Department of Primary Industries and Regional Development (DPIRD) and the Shire of Dundas.

Statutory Environment

Local Government Act 1995

Policy Implications

The CRC operates within the Shire Policies.

Financial Implications

Submission of the annual report is part of DPIRD's funding requirements.

Strategic Implications**GOAL 1 – Community****1.1 A healthy, safe, resilient and engaged Community****1.3 A place where people thrive.****Consultation**

Elected Members
CEO
Community and Tourism Coordinator
DPIRD

Comment

The Norseman CRC continues to serve as a key point of connection, support, and resilience for the Shire of Dundas community. In a year marked by cost-of-living pressures and limited regional service access, the CRC team delivered essential government and community services, business support, and learning opportunities that help bridge the challenges of remote living.

Strong partnerships with DPIRD, Services Australia, support services, and the Shire of Dundas ensured residents could access vital programs and information. Business engagement and community participation grew through initiatives such as Business Breakfasts, digital literacy workshops, community markets, family events, and the annual Seniors Christmas Dinner.

A significant achievement was the collaboration with the Shire of Dundas and Norseman IGA to provide start-of-year booklists for all Norseman District High School students, an initiative that strengthened educational equity and demonstrated Council's commitment to supporting local families.

The CRC continued to respond to evolving community needs by supporting emergency relief, facilitating mental-health referrals, and offering practical day-to-day assistance. Co-location with the Visitor Centre also enhanced opportunities for local creators and small businesses.

The professionalism and community spirit of CRC staff remain central to its success, ensuring all visitors to the Woodlands Centre experience a welcoming and supportive environment.

Voting Requirements

Simple Majority

Moved: Cr. S Warner

Seconded: Cr. A Holman

Officer Recommendation

That Council endorse the Norseman Community Resource Centre Annual Report 2024/25.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council endorse the Norseman Community Resource Centre Annual Report 2024/25.

Agenda Reference & Subject	
10.2.14 – Acceptance of the 2024/25 Independent Auditor's Report	
Location / Address	88-92 Prinsep Street, Norseman, WA 6443
File Reference	FM.AD
Author	Chief Executive Officer – Peter Fitchat
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

For the Council to accept the Audit Report and the Annual Financial Report for the year ended 30th June 2025.

Background

Section 6.4 of the Local Government Act 1995 requires local governments to prepare an Annual Financial Report and to submit both the report and its accounts to its auditor. The Shire of Dundas has submitted its Annual Financial report to the Office of the Auditor General (OAG), who has now completed its audit of Shire accounts and the Shire's 2024-25 Annual Financial Report.

The OAG undertook its audit in two stages, an interim audit conducted before the end of the financial year, followed by the final audit which was completed in November.

The OAG issued its Independent Auditor's Report (Confidential Attachment 2), and Final Management Letter (Confidential Attachment 3) which incorporated responses from management on the items noted; which is being presented to the Audit and Risk Committee prior to the OCM on the 16 December 2025.

Council is required to accept the Annual Financial Report (Confidential Attachment 4) prior to the holding of the Annual General Meeting of Electors, at which the Shire's Annual Report containing the Annual Financial Report will be considered.

Statutory Considerations

Local Government Act 1995

6.4 Financial Report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to –

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the

Minister allows; a local government is to submit to its auditor –

(a) the accounts of the local government, balanced up to the last day of the

preceding financial year; and (b) the annual financial report of the local government for the preceding financial year.

7.9 Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and audit report relate or such later date as may be prescribed, to prepare a report thereon ...



Policy Implications

Nil

Financial Implications

All expenditures were conducted within the approved budget in line with all relevant Legislation

Strategic Implications**GOAL 4 – Economic Development and Financial Sustainability****4.1 A financially responsible Local Government**

4.1.1 *Financial accountability and informed decision-making by Council.*

4.1.2 *Compliance with the Local Government Act 1995 and all relevant legislation and regulations.*

4.1.4 *Risk is managed through planning, internal and external reviews, and reporting to Council.*

GOAL 5 – Governance and Leadership**5.1 A trusted Local Government**

5.1.1 *Accountable and informed decision-making by Council.*

5.1.2 *Compliance with the Local Government Act 1995 and all relevant legislation and regulations.*

Consultation

Office of the Auditor General
NEXIA Australia
Chief Executive Officer
Elected Members
Audit & Risk Committee
Moore Australia
Senior Officers

Comment

NEXIA Australia has presented the Annual Audit Report as contained in Confidential Attachment 2 for the 2024/25 financial year.

The Independent Audit Report identifies that the Shire of Dundas has completed the 2024/25 financial year in accordance with the appropriate legislation and regulations and that there are no material matters affecting the Shire's financial position. Importantly, there are no items of statutory non-compliance raised.

The revenue of the Council is derived from rates, fees and charges, and grants including the Financial Assistance Grant, Council recorded a total revenue of \$12,466,729.

Voting Requirements

Absolute Majority

Moved: Cr. C McLeod
Seconded: Cr. S Brown

Officer Recommendation

That the:

1. Audited Annual Financial Report for the Year Ended 30th June 2025 be received.
2. Independent Auditor's Report for the Year Ended 30th June 2025 be received.
3. Audit Management Letter be received.

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That the:

1. Audited Annual Financial Report for the Year Ended 30th June 2025 be received.
2. Independent Auditor's Report for the Year Ended 30th June 2025 be received.
3. Audit Management Letter be received.

Agenda Reference & Subject	
10.2.15 – [CONFIDENTIAL ITEM] CEO Performance Review 2025	
Location / Address	Shire of Dundas
File Reference	Personnel File - CEO
Author	Deputy CEO, Pania Turner
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

Section 5.23(2) of the Local Government Act 1995 allows the local government council to close a meeting to the public when dealing with matters affecting employees, including their performance and personal information. A CEO's performance review falls under this category, allowing the council to maintain confidentiality during discussions.

Moved: Cr. C McLeod
Seconded: Cr. S Brown

Officer Recommendation

That the meeting proceeds behind closed doors due to the matter being discussed involving confidential staff matters.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Members of the public and officers departed the meeting at 6:50 pm.

Members of the public and officers returned to the meeting at 6:56 pm.

Resolution

That Council:

1. **Notes that Mr Peter Fitchat's annual performance review as the Shire of Dundas Chief Executive Officer for the period September 2024 to November 2025 has been undertaken;**
2. **Endorses the overall rating of 'Meets Performance Requirements'.**
3. **Schedules the next annual review of the CEO's performance to be completed by 30 September 2026;**
4. **Endorses the performance criteria for the 2025 annual performance review;**
5. **Endorses an increase of 4% to Mr Fitchat's Total Reward Package (\$221.890 per annum, base salary of \$172,116 per annum), effective from 1 July 2025, in accordance with the terms of the contract between Mr Fitchat and the Council, and within the requirements of the Salaries and Allowances Determination of 4 April 2025.**

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Agenda Reference & Subject	
10.2.16 – Rescindment of 29 July 2025 Ordinary Council Meeting Resolution 10.3.2: Support for BeeSentry Unit Deployment and Assistance along the Eyre Highway	
Location / Address	Shire of Dundas
File Reference	EM.MO.3
Author	CEO, Peter Fitchat
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

For Council to consider rescinding Council Resolution Item 10.3.2 Support for BeeSentry Unit Deployment and Assistance along the Eyre Highway , 29th July 2025 Ordinary Council Meeting

Background

At the Ordinary Meeting of Council held on 29th July 2025, Council resolved:

That Council:

1. Supports the Bee Industry Council of WA's BeeSentry program and offers inprinciple support for deployment of units along the Eyre Highway within the Shire of Dundas.
2. Authorises Shire officers to liaise with BICWA, and Truckstop owners, Pastoral Leaseholders to identify suitable sites for unit placement on Shire-managed land, subject to relevant approvals.
3. Endorses the promotion of volunteer opportunities through the Shire's communication platforms and networks and train Post Office delivery staff to inspect to assist with inspection and syrup maintenance of units.
4. Requests a review in 12 months on the effectiveness and participation in the program to inform future biosecurity partnership decisions.

At the July Ordinary Council Meeting, the request for support for the deployment and assistance of BeeSentry Units was presented to Council with the understanding that this would be a low-impact volunteer project, requiring minimal input and no significant travel demands. Following further assessment, it has become clear that the actual requirement is far more extensive than initially understood. It has now become evident that this is not feasible for volunteers to undertake at their own cost, and the Shire does not have the staff capacity to deliver the work safely without incurring operational expenses.

Statutory Environment

Local Government Act 1995

Section 5.25(1)(e) – provides for rescission of a previous Council resolution by absolute majority.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

GOAL 1 – Community

A healthy, safe, resilient and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.

GOAL 2 – Natural Environment

Our natural environment is viewed as a precious asset that is protected and enjoyed. A place where sustainable opportunities and collaboration is nurtured.

GOAL 3 – Built Environment

Planning and development of infrastructure supports liveable, sustainable and connected communities.

GOAL 4 – Economic Development and Financial Sustainability

A thriving local economy & economic base supports economic growth and business opportunity.

GOAL 5 – Governance and Leadership

We are a trusted Local Government; we are a strong advocate for our Community; we lead with respect and accountability.

Consultation

Councillors
Chief Executive Officer
Senior Staff

Comment

At the July Ordinary Council Meeting, the request for support for the deployment and assistance of BeeSentry Units was presented to Council with the understanding that this would be a low-impact volunteer project, requiring minimal input and no significant travel demands. Following further assessment, it has become clear that the actual requirement is far more extensive than initially understood. It has now become evident that this is not feasible for volunteers to undertake at their own cost, and the Shire does not have the staff capacity to deliver the work safely without incurring operational expenses.

Voting Requirements

Absolute Majority

Moved: Cr. C McLeod
Seconded: Cr. S Warner

Officer Recommendation

That Council rescind 10.3.2 Support for BeeSentry Unit Deployment and Assistance along the Eyre Highway resolution made at the 29th July 2025 Ordinary Council Meeting.

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council rescind 10.3.2 Support for BeeSentry Unit Deployment and Assistance along the Eyre Highway resolution made at the 29th July 2025 Ordinary Council Meeting.



10.3 Officer Reports

Agenda Reference & Subject	
10.3.1 – Officers Reports	
Location / Address	Shire of Dundas
File Reference	CM.PL.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

That the Council receive Works and Services, Woodlands Cultural, Community & Visitor Centre, and Youth and Recreation Services and reports as contained in Papers Relating.

Background

The Officers present their reports on activities for the past month. These reports are in papers relating.

Statutory Environment

Shire officers are required to deliver the activities, programs, works and services within the appropriate legislative requirements where applicable.

Policy Implications

Shire officers are required to deliver the activities, programs, works and services guided by and within the appropriate Shire policies and procedures where applicable.

Financial Implications

Shire officers are required to deliver the activities, programs, works and services within allocated budgets, and purchasing and procurement policies.

Strategic Implications

Shire officers deliver activities, programs, works and services to achieve the community outcomes identified within the Strategic Community Plan.

Consultation

CEO
DCEO
Manager of Works and Services
CRC and Tourism Coordinator
Youth and Recreation Officer

Comment

The reports will advise councillors of the progress towards achieving the Strategic Plan's objectives.

Voting Requirements

Simple Majority

Moved: Cr. C McLeod

Seconded: Cr. P Fleming

Officer Recommendation

That the Shire of Dundas Council receive the Works and Services, Youth and Recreation Services and Woodlands Cultural, Community & Visitor Centre reports as contained in Papers Relating.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That the Shire of Dundas Council receive the Works and Services, Youth and Recreation Services and Woodlands Cultural, Community & Visitor Centre reports as contained in Papers Relating.

Agenda Reference & Subject	
10.3.2 – Lotterywest Agency Expression of Interest Submission	
Location / Address	Shire of Dundas
File Reference	CM.PR
Author	Chief Executive Officer – Peter Fitchat
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

Following several calls from concerned residents regarding the ongoing availability of Lotterywest services in Norseman, the Shire liaised with Lotterywest and assisted in advertising an Expression of Interest (EOI) on their behalf for everyone in the Shire of Dundas to apply.

The EOI advertisement was open to all interested community businesses, closing at 4:00pm, Tuesday 25 November 2025.

Subsequent to the EOI process, Lotterywest invited formal online applications from all respondents. The Shire of Dundas, as the operator of the Village Grocer and Norseman Post Office, submitted a formal online application on 8 December 2025, accompanied by the required processing fee of \$603.85 (ANZ receipt reference 2333268092).

Background

Supporting documentation for the application included:

- Certificate of Title and Lease for 89 Roberts Street, Norseman;
- Floor plan and counter layout integrating Lotterywest facilities;
- Photographs of the store and counter;
- Business structure and compliance evidence;
- Staff training plan (CEO, DCEO, Managers, and frontline staff)

The submission outlines how the Village Grocer/Post Office will enhance community access to essential services, provide employment opportunities, and ensure local Lotterywest availability for residents and travellers.

Statutory Environment

Local Government Act 1995 – s.3.1, general function provisions.

Lotterywest Act 1990 – authorisation of agents.

WHS Act 2020 – worker competency and training obligations.

Financial Implications

A non-refundable application fee of \$603.85 has been paid to Lotterywest as part of the EOI submission process.

Operating a Lotterywest agency requires:

- Proper budgeting and reporting;
- Segregation of duties for cash-handling;
- Reconciliation of accounts as per Lotterywest requirements.
- Financial Management Regulations 1996

Operating a Lotterywest outlet requires strict compliance with the following:

- Reg. 5, 6 & 11 – Internal control systems must include cash-handling procedures, reconciliation systems, and appropriate delegations.
- Reg. 42 – Fees collected, revenue, and payments to Lotterywest must be correctly recorded.
- Audit Requirements – Lotterywest activities will form part of the Shire's annual financial audit, as an operational business unit.

Consultation

Councillors
CEO, DCEO
Senior Staff

Strategic Implications

GOAL 1 – Community

A healthy, safe, resilient and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.

GOAL 4 – Economic Development and Financial Sustainability

A thriving local economy & economic base supports economic growth and business opportunity.

GOAL 5 – Governance and Leadership

We are a trusted Local Government; we are a strong advocate for our Community; we lead with respect and accountability.

Comment

Lotterywest has confirmed receipt of the Shire's application and payment. The following process and indicative timeline have been advised:

- Application Review: Assessment of eligibility and compliance with Lotterywest criteria.
- Site Visit: Verification of tenancy suitability and operational arrangements.
- Online Training: Enrolment of nominated staff in the required training modules.
- Interview: Formal assessment of applicants.
- Outcome Notification: Written notification to successful applicants within 31 business days of the EOI closing date.

If successful, the Shire will be contacted by Lotterywest for further assessment and onboarding. A separate report will then be presented to Council to formally consider acceptance and authorise establishment of the Lotterywest outlet.

It is noted that significant staff training and compliance requirements will be necessary prior to operational commencement.

Voting Requirements

Absolute Majority

Moved: Cr. S Warner

Seconded: Cr. A Holman

Officer Recommendation

That Council notes:

1. **The formal Expression of Interest for a Lotterywest Agency Outlet in Norseman has been submitted by the Shire of Dundas on 8 December 2025.**
2. **The EOI process included public advertisement for community participation, with submissions closing 25 November 2025.**
3. **The Shire's formal application and fee have been accepted and will now be assessed by Lotterywest.**
4. **A further report will be brought to Council if the application progresses to approval stage, to consider formal acceptance and establishment of the agency.**

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council notes:

1. **The formal Expression of Interest for a Lotterywest Agency Outlet in Norseman has been submitted by the Shire of Dundas on 8 December 2025.**
2. **The EOI process included public advertisement for community participation, with submissions closing 25 November 2025.**



3. The Shire's formal application and fee have been accepted and will now be assessed by Lotterywest.
4. A further report will be brought to Council if the application progresses to approval stage, to consider formal acceptance and establishment of the agency.

Agenda Reference & Subject	
10.3.3 – Lease extension for 81 Roberts Street, Norseman	
Location / Address	Shire of Dundas
File Reference	GV.AU.1
Author	Chief Executive Officer – Peter Fitchat
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

For the Council of the Shire of Dundas to consider extending the current lease agreement between Kilima (WA) Pty Ltd and the Shire of Dundas for a further period of six (6) months.

Background

In 2016 with the closure of the ANZ bank, a lease was negotiated for the Shire of Dundas. Having tenants in a building on the main street will assist with place activation of the town centre.

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

The cost of renewing for a three (3) or five (5) year lease is less than returning the building to the original state as per the lease agreement.

Strategic Implications

GOAL 1 – Community

A healthy, safe, resilient and engaged Community. A place where people thrive. A Community where diversity is celebrated, a place of belonging. A place where economic growth and business opportunity is encouraged and supported.

1.1 A healthy, safe, resilient and engaged Community

1.3 A place where people thrive

GOAL 4 – Economic Development and Financial Sustainability

A thriving local economy & economic base supports economic growth and business opportunity.

4.1 A financially responsible Local Government

Consultation

Elected Members
CEO, DCEO
Shire Senior Officers
Kilima (WA) PTY LTD

Comment

The premises at 81 Roberts Street have been actively utilised by various community groups and continue to provide a valuable space for community activation and engagement. Extending the lease for a further six months will ensure continuity of access to this facility while Council considers long-term options for community infrastructure in the Roberts Street precinct.

Voting Requirements

Absolute Majority

Moved: Cr. C McLeod
Seconded: Cr. A Holman

Officer Recommendation

That the Council of the Shire of Dundas:

- 1. Grant authority to the Shire President and the Chief Executive Officer to enter into a further six (6) month lease agreement for the premises located at 81 Roberts Street, Norseman, with the building to continue being made available for local community organisations.**
- 2. Authorise the Shire President and the Chief Executive Officer to affix the Common Seal of the Shire of Dundas to the lease agreement and to execute all documentation required to give effect to this decision.**

Carried by: Absolute Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That the Council of the Shire of Dundas:

- 1. Grant authority to the Shire President and the Chief Executive Officer to enter into a further six (6) month lease agreement for the premises located at 81 Roberts Street, Norseman, with the building to continue being made available for local community organisations.**
- 2. Authorise the Shire President and the Chief Executive Officer to affix the Common Seal of the Shire of Dundas to the lease agreement and to execute all documentation required to give effect to this decision.**



Cr. A Holman exited Council Chambers at 7:04pm.

Agenda Reference & Subject	
10.3.4 – Pensioner Housing Expansion Program – Stage 2	
Location / Address	Shire of Dundas
File Reference	CS.SP.22
Author	Chief Executive Officer – Peter Fitchat
Date of Report	11 December 2025
Disclosure of Interest	Nil

Summary

The purpose of this report is for Council to consider and endorse the concept design and strategic direction for a long-term **Pensioner Housing Expansion Program** based on the *Outback Oasis Kit Home – Granny Flat* design (plus veranda and carport), with a recommended construction target of **4 units per year over 10 years (40 units total)**.

Demographic analysis demonstrates a rapidly ageing population within the Shire of Dundas, with existing pensioner housing supply (4 units) significantly below future demand. The proposed program directly responds to demonstrated community need and aligns strongly with the Shire of Dundas **Strategic Community Plan 2022–2032** (SCP) across the Community, Built Environment, Economic Development, and Governance pillars.

Background

Demographic context

Based on ABS 2021 data:

- Shire population: **677 persons**
- Median age: **50 years** (significantly higher than WA median of 38)
- Private dwellings: **614**
- Indigenous population: **13.7%**

The age profile shows the community is on a clear ageing trajectory. Even modest increases in residents aged 65+ represent sizeable proportional impacts on housing demand in a small community.

Current pensioner housing supply

- Shire-owned pensioner units: **4 units only**
- These units are consistently in use with enquiries exceeding available stock.

Demand analysis

Using conservative demographic projections:

Horizon	Estimated 65+ Population	30% Likely to Seek Pensioner Units	Units Required	Gap After Existing 4 Units
5 years	~160	~48	48	44
10 years	~180	~54	54	50
15 years	~200	~60	60	56

Even under the lowest scenario (5–10 years), the Shire faces a **minimum shortfall of 40–50 additional units**.

Key drivers of demand

- Increasing older age cohorts
- Low local incomes and limited affordable rentals
- Desire for ageing-in-place
- Limited accessible housing stock
- Higher rates of fixed income households
- High transport disadvantage for seniors in remote LGAs

Statutory Environment

Planning and Development Act 2005

Local Planning Scheme No. 2 (LPS2) – Shire of Dundas
Development Approval (DA)

- Assessment includes:
 - Bushfire risk (if applicable)
 - Heritage considerations (if within precincts)
 - Servicing and stormwater requirements

Residential Design Codes (R-Codes) of WA

Where pensioner units are classified as “aged or dependent persons dwellings”:

- May receive concessions for density, parking, and open-space requirements.
- Must comply with accessibility and amenity standards.

Building Act 2011 and Building Regulations 2012

The Shire must meet all statutory obligations regarding:

- Building Permit application
- Structural certification
- Bushfire Attack Level (BAL) assessment if relevant
- Mandatory inspections and compliance certificates

Disability Services Act 1993 (WA)

Access & Inclusion Requirements

- Pensioner units must be developed in alignment with the Shire’s Disability Access and Inclusion Plan (DAIP).
- Designs should incorporate:
 - Universal access
 - Mobility-friendly path networks
 - Accessible parking

Heritage Act 2018 (if applicable)

- Only applies where the site is listed or lies within a heritage precinct.

- Requires referral and potential heritage impact consideration.

Public Works and Government Funding Compliance

If external funding is obtained (e.g., HAFF or State housing funds), additional statutory obligations may apply:

- Grant agreements under the **Financial Management Act 2006**
- Reporting and acquittals
- Procurement compliance and competitive processes
- Potential requirements for environmental or cultural impact assessments

Land Administration Act 1997

Relevant where pensioner housing is proposed on:

- Crown land vested in the Shire
- Reserve land requiring change of purpose
- Land needing a Management Order with power to lease

Policy Implications

A12. Grant Funding Application Policy

C1. Aged Accommodation Policy

Financial Implications

Capital expenditure Shire of Dundas

- **\$500,000.00 in-kind contribution**

Shire contribution

- 30% = **In-kind contribution by being the owner Builder with hired in specialist trades.**
- **Electricians**
- **Plumbers**
- Manageable through annual budget contributions and long-term financial planning.

External funding

- \$1,507 million targeted from HAFF, HSP and State programs.

Operational & maintenance costs

To be incorporated into:

- Asset Management Plan updates
- Workforce Plan (property maintenance capacity)

Strategic Implications



GOAL 1 – Community**1.1 A healthy, safe, resilient and engaged Community****1.3 A place where people thrive****GOAL 3 – Built Environment****3.1 Shire infrastructure and services meet the Community's needs****3.2 Liveable, sustainable and connected communities****GOAL 4 – Economic Development and Financial Sustainability****4.1 A financially responsible Local Government****GOAL 5 – Governance and Leadership****5.1 A trusted Local Government**Consultation

Elected Members
CEO, DCEO
Shire Senior Officers
GFG Consulting

Comment

The provision of additional pensioner housing represents a strategically aligned, financially responsible and community-driven initiative that responds directly to the Shire's ageing demographic profile and long-identified shortage of age-appropriate accommodation. The current supply of four Shire-owned pensioner units is insufficient to meet both present and projected future demand, and without intervention the gap will continue to widen over the next decade.

The proposed staged development model—constructing four units per year using the Outback Oasis kit home design with veranda and carport—provides a manageable, scalable and cost-effective solution. The program allows the Shire to progressively address housing needs while maintaining budget stability and maximising opportunities for State and Federal funding partnerships.

This initiative is strongly supported by the Shire's Strategic Community Plan outcomes, particularly in relation to community wellbeing, liveability, economic development and responsible governance. It also aligns with existing Shire policies governing aged accommodation, asset management, purchasing and grant funding compliance.

Overall, the program presents a well-justified and forward-looking investment that will improve quality of life for older residents, strengthen population retention, support sustainable township development, and enhance the Shire's long-term social and financial resilience.



Voting Requirements

Simple Majority

Moved: Cr. S Warner

Seconded: Cr. S Brown

Officer Recommendation

That Council:

1. Supports in principle the development of a staged Pensioner Housing Expansion Program, based on the Outback Oasis kit home design with veranda and carport, to address the current and forecast shortage of age-appropriate accommodation within the Shire of Dundas.
2. Authorises the Chief Executive Officer to actively pursue *all available State and Commonwealth funding opportunities*, including but not limited to the Housing Australia Future Fund (HAFF), the Housing Support Program (HSP), regional housing initiatives, affordable housing grants, and any other funding or partnership programs that may assist with the delivery of pensioner housing.
3. Approves the preparation and submission of grant applications, expressions of interest, business cases, and supporting documentation as required to secure external funding for the staged construction of pensioner housing units.
4. Requests the Chief Executive Officer to report back to Council on the outcomes of all funding applications, partnership discussions, and feasibility considerations, including financial implications and staging options, prior to the inclusion of project components in future budgets.
5. Notes that the progression of the Pensioner Housing Expansion Program remains subject to successful funding, Council budget adoption, and compliance with statutory and policy requirements.

Carried by: Simple Majority

For: Cr. L Bonza, Cr. S Warner, Cr. S Brown, Cr. C McLeod, Cr. P Fleming, Cr. A Holman

Against: 0

Resolution

That Council:

1. Supports in principle the development of a staged Pensioner Housing Expansion Program, based on the Outback Oasis kit home design with veranda and carport, to address the current and forecast shortage of age-appropriate accommodation within the Shire of Dundas.
2. Authorises the Chief Executive Officer to actively pursue *all available State and Commonwealth funding opportunities*, including but not limited to the Housing Australia Future Fund (HAFF), the Housing Support Program (HSP), regional housing initiatives, affordable housing grants, and any other funding or partnership programs that may assist with the delivery of pensioner housing.
3. Approves the preparation and submission of grant applications, expressions of interest, business cases, and supporting documentation as required to



secure external funding for the staged construction of pensioner housing units.

4. Requests the Chief Executive Officer to report back to Council on the outcomes of all funding applications, partnership discussions, and feasibility considerations, including financial implications and staging options, prior to the inclusion of project components in future budgets.
5. Notes that the progression of the Pensioner Housing Expansion Program remains subject to successful funding, Council budget adoption, and compliance with statutory and policy requirements.

Cr. A Holman entered Council Chambers at 7:06pm.

11. Elected Members Motions of Which Previous Notice Has Been Given

12. New Business of an Urgent Nature Introduced by the President or by a decision of the Meeting

The following items of urgent business were accepted for consideration by the President or by majority of the members of the Council:

Recommendation

That the members of the Council agreed to the introduction of the following late item for decision.

13. Next Meeting

The next Ordinary Meeting of the Council is scheduled to be held on **17th February 2026 at 6.00pm (AWST) in Norseman.**

There being no further business the Shire President will declare the meeting closed at: 7:07pm


17.02.26.