Shire of Dundas

Norseman Woodlands to Eucla Coast

Minutes Certification

I certify that the Minutes of the 13th October 2026 Special Council Meeting were presented to the Council and confirmed at the 17th November 2026 Ordinary Council Meeting.

Cr L Bonza
President

17.11.2026
Date

Shire of Dundas

Norseman Woodlands to Eucla Coast

Confirmed Minutes
Special Council Meeting
13 October 2026

NOTICE OF MEETING

The next Special Meeting of the Council will be held on 13th October 2026 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 a Special Council meeting under "Public Question Time".

Chief Executive Officer
9 October 2026

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

Notes to Agenda

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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.

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1. Declaration of Opening and Announcement of Visitors.

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

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

1.1 Acknowledgement 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 7.3

Proximity Interests:

None declared.

Impartiality Interests:

None declared.

Gifts Received by Councillors: None declared.

As per section 5.87A of the Local Government Act 1995 and the Shire of Dundas Code of Conduct section 3.4 Gifts.

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

Cr Laurene Bonza	Shire President
Cr Sharon Warner	Deputy Shire President
Cr Sharon Brown	
Cr Chantelle McLeod	
Cr Priscilla Fleming	
Cr Andie Holman	
Pania Turner	Deputy Chief Executive Officer
Hannah Turner	Executive Assistant

Apologies

Peter Fitchat	Chief Executive Officer
Barry Hemopo	Manager of Works and Services

Public Gallery

V. Crispe
V. Watson

4. 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.

5. Petitions, Deputations or Presentations.

6. Announcements by Presiding Member without Discussion.

6.1 Dundas Cruncher 2026

The Shire President reported positive feedback received from competitors and attendees at the Dundas Cruncher and Family Fun Day event. The President thanked the staff for their work in preparing and running the event.

7. Reports

Agenda Reference & Subject	
7.1 – Beacon Hill Radio Towers and Infrastructure Lease	
Location / Address	Beacon Hill, Norseman – portion of Lot 196 on Deposited Plan 167501
File Reference	LEASES
Author	Chief Executive Officer – Peter Fitchat
Date of Report	23 September 2026
Disclosure of Interest	Nil

Summary

Council is requested to consider, in principle, a proposed lease of the Beacon Hill radio towers, telecommunications building, service corridor and associated infrastructure on a portion of Lot: 196 on Deposited Plan 167501 to a Pantoro group entity for private communications supporting mining operations.

The draft lease proposes an initial term of 10 years with two further 10-year options, rent of $100 per annum plus GST, and responsibility on the lessee for operating, maintaining, securing and insuring the leased infrastructure. The lease also preserves public access to the Beacon Hill Lookout, emergency-service access and the Shire's right to install public communications equipment.

The lease should not yet be approved for execution. A market valuation and the statutory property-disposal process must first be completed, the Western Australian Planning Commission approval requirement must be addressed, and several incomplete or inconsistent provisions in the draft lease must be resolved. The recommended decision is therefore to

endorse the proposal in principle, authorise statutory advertising and require a further report to Council before the lease is executed.

Background

The Shire is the registered proprietor of Lot 196 on Deposited Plan 167501, Certificate of Title Volume 1252 Folio 851. The land contains two radio towers and a building used for radio and telecommunications equipment. The Shire acquired the land and building from Airservices Australia on an "as is" basis. A 2019 asbestos and hazardous materials assessment identified asbestos-containing material in the building.

Pantoro wishes to use and maintain the towers and building to establish private communications networks supporting its mining operations. The draft lease has been prepared by McLeods and contains proposed amendments identified as PNR edits.

The Beacon Hill Lookout is an important public and tourism asset. It is presently located on land associated with Pantoro's mining tenure rather than within the proposed leased area. The lease therefore deals with continued public access to the lookout and requires the Shire to use reasonable endeavours to relocate the lookout building onto Lot 196 within five years after commencement.

Statutory Environment

Local Government Act 1995

Section 3.58 defines a disposal of property to include a lease. Unless an exemption applies, a private treaty disposal requires local public notice identifying the property, proposed disposition, proposed lessee, market value and proposed consideration. Council must consider any submissions received before deciding whether to proceed. The market valuation must be prepared not more than six months before the proposed disposition.

No clear exemption under regulation 30 of the Local Government (Functions and General) Regulations 1996 has been identified for a nominal-rent lease to a private mining company for its communications network. The Chief Executive Officer should obtain legal confirmation of the applicable pathway; unless an exemption is confirmed, the section 3.58 process should be completed.

Section 9.49A governs execution of documents by a local government. The final lease may be executed by the President and Chief Executive Officer under section 9.49A(3), or by an employee authorised by Council under section 9.49A(4), subject to the Shire's existing authorisations and any requirement to affix the common seal.

Planning and Development Act 2005

Section 136 generally requires Western Australian Planning Commission approval for a lease or licence over part of a lot where the term, including renewal options, exceeds 20 years. As the proposed lease may continue for 30 years and concerns only a portion of Lot 196, the lease should be expressly conditional on all required WAPC approval being obtained.

Policy Implications

The proposal must comply with the Shire's policies and procedures for disposal of property, leasing, risk management, asset management, records management, execution of documents and use of the common seal. The lease is a property disposal rather than a procurement;

however, the valuation, advertising, assessment and negotiation records must demonstrate transparency, probity and proper decision-making.

Financial Implications

The proposed rent is $100 per annum plus GST. This is a nominal return and may be materially below market value. A current independent market valuation is required to quantify the difference and support the disclosures in the section 3.58 public notice and Council's final decision.

The lessee is proposed to pay applicable outgoings, service and connection costs, maintenance, insurance, safety measures and reasonable lease-preparation costs capped at $3,000 plus GST. These recoveries should be invoiced and recorded separately.

Council would retain financial exposure for maintenance of the Beacon Hill Lookout, the proposed relocation of the lookout onto Lot 196 within five years, and any Shire-owned communications equipment installed under the shared-use provisions. Before final approval, an indicative cost and funding source should be prepared for the lookout relocation obligation. The guaranteed amount should be set at a level supported by the estimated cost of removal, asbestos treatment and site reinstatement.

Strategic Implications

Goal 2 – Natural Environment: supports responsible management of environmental and public-safety risks associated with the site and existing asbestos-containing material.

Goal 3 – Built Environment: supports appropriate management, maintenance and use of Shire buildings, infrastructure and public access to the Beacon Hill Lookout.

Goal 4 – Economic Development and Financial Sustainability: supports mining and communications infrastructure while requiring transparent valuation, asset management and financial accountability.

Goal 5 – Governance and Leadership: supports informed Council decision-making, legislative compliance, risk management and clear contractual accountability.

Consultation

Elected Members
CEO
Senior Officers
Pantoro
McLeod Lawyers

Comment

The proposed lease provides a mechanism for Pantoro to operate and maintain communications infrastructure required for mining operations while protecting important Shire and community interests. The draft appropriately places most operating, maintenance, insurance, safety and end-of-term obligations on the lessee and preserves emergency-service and public communications access.

The proposal nevertheless involves a long-term disposition of Shire property at nominal rent. Council should make its final decision only after the market value and financial implications are known, the community has been given the required opportunity to comment, and the

incomplete lease provisions have been settled. If the rent remains below market value, the final report should clearly state the public benefit relied upon by Council, including infrastructure maintenance, public safety, emergency access, shared communications and continued access to the lookout.

Voting Requirements

Simple Majority

The President moved an amendment to the recommendation.

Moved: Cr. L Bonza
Seconded: Cr. C McLeod

Officer Recommendation

1. **Notes the draft lease between the Shire of Dundas and the proposed Pantoro group lessee for the Beacon Hill radio towers, telecommunications building, service corridor and associated infrastructure situated on a portion of Lot 196 on Deposited Plan 167501 as contained in Confidential Attachment 1;**
2. **Endorses in principle a proposed lease for an initial term of 10 years, with two further options of 10 years each, at a proposed rent of $100 per annum plus GST, subject to completion of the statutory property-disposal process, all required approvals and the matters identified in this report;**
3. **Authorises the Chief Executive Officer, if section 3.58 applies, to give local public notice of the proposed disposition in accordance with section 3.58(3) of the *Local Government Act 1995*, including the property description, proposed lessee, proposed term, market value and proposed consideration;**
4. **Requires the final lease to provide that, throughout the initial term and any further term, the lessee must:**
    a) **accept responsibility for managing asbestos-containing material within the leased premises insofar as it relates to the lessee's occupation, use, maintenance, alterations or other works;**
    b) **not disturb any asbestos-containing material without the Shire's prior written consent;**
    c) **comply with all applicable legislation, regulations, codes, Australian Standards, licences and safe-work requirements relating to asbestos;**
    d) **undertake, at the lessee's cost, any asbestos inspection, monitoring, treatment, containment, management or removal required because of the lessee's occupation, use or works;**
    e) **use appropriately licensed and qualified contractors for any work involving asbestos-containing material;**
    f) **immediately notify the Shire of any asbestos disturbance, damage, exposure incident or identified deterioration and provide all related inspection, clearance and disposal records;**
    g) **comply with the 2019 Asbestos and Hazardous Materials Assessment, which is to be attached to the final lease; and**
    h) **upon expiry or termination, comply with the Shire's election either to remove the towers, building and other infrastructure, including the lawful removal and disposal of asbestos-containing material and reinstatement of the site, or to pay the quotation-based reinstatement contribution required under the lease;**
5. **Authorises, the Shire President and Chief Executive Officer to execute the lease on behalf of the Shire of Dundas and affix the Shire's Common Seal in accordance with section 9.49A of the *Local Government Act 1995*.**

Proposed Amended Recommendation

1. **Notes the draft lease between the Shire of Dundas and the proposed Pantoro group lessee for the Beacon Hill radio towers, telecommunications building, service corridor and associated infrastructure situated on a portion of Lot 196 on Deposited Plan 167501 as contained in Confidential Attachment 1;**
2. **Endorses in principle a proposed lease for an initial term of 10 years, with two further options of 10 years each, at a proposed rent of $100 per annum plus GST, subject to completion of the statutory property-disposal process, all required approvals and the matters identified in this report;**
3. **Authorises the Chief Executive Officer, if section 3.58 applies, to give local public notice of the proposed disposition in accordance with section 3.58(3) of the *Local Government Act 1995*, including the property description, proposed lessee, proposed term, market value and proposed consideration;**
4. **Requires the final lease to provide that, throughout the initial term and any further term, the lessee must:**
    a) **accept responsibility for managing asbestos-containing material within the leased premises insofar as it relates to the lessee's occupation, use, maintenance, alterations or other works;**
    b) **not disturb any asbestos-containing material without the Shire's prior written consent;**
    c) **comply with all applicable legislation, regulations, codes, Australian Standards, licences and safe-work requirements relating to asbestos;**
    d) **undertake, at the lessee's cost, any asbestos inspection, monitoring, treatment, containment, management or removal required because of the lessee's occupation, use or works;**
    e) **use appropriately licensed and qualified contractors for any work involving asbestos-containing material;**
    f) **immediately notify the Shire of any asbestos disturbance, damage, exposure incident or identified deterioration and provide all related inspection, clearance and disposal records;**
    g) **comply with the 2019 Asbestos and Hazardous Materials Assessment, which is to be attached to the final lease; and**
    h) **upon expiry or termination, comply with the Shire's election either to remove the towers, building and other infrastructure, including the lawful removal and disposal of asbestos-containing material and reinstatement of the site, or to pay the quotation-based reinstatement contribution required under the lease.**

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

The amended recommendation was carried.

Substantive Recommendation

1. **Notes the draft lease between the Shire of Dundas and the proposed Pantoro group lessee for the Beacon Hill radio towers, telecommunications building, service corridor and associated infrastructure situated on a portion of Lot 196 on Deposited Plan 167501 as contained in Confidential Attachment 1;**
2. **Endorses in principle a proposed lease for an initial term of 10 years, with two further options of 10 years each, at a proposed rent of $100 per annum plus**

GST, subject to completion of the statutory property-disposal process, all required approvals and the matters identified in this report;

3. **Authorises the Chief Executive Officer, if section 3.58 applies, to give local public notice of the proposed disposition in accordance with section 3.58(3) of the *Local Government Act 1995*, including the property description, proposed lessee, proposed term, market value and proposed consideration;**
4. **Requires the final lease to provide that, throughout the initial term and any further term, the lessee must:**
    a) **accept responsibility for managing asbestos-containing material within the leased premises insofar as it relates to the lessee's occupation, use, maintenance, alterations or other works;**
    b) **not disturb any asbestos-containing material without the Shire's prior written consent;**
    c) **comply with all applicable legislation, regulations, codes, Australian Standards, licences and safe-work requirements relating to asbestos;**
    d) **undertake, at the lessee's cost, any asbestos inspection, monitoring, treatment, containment, management or removal required because of the lessee's occupation, use or works;**
    e) **use appropriately licensed and qualified contractors for any work involving asbestos-containing material;**
    f) **immediately notify the Shire of any asbestos disturbance, damage, exposure incident or identified deterioration and provide all related inspection, clearance and disposal records;**
    g) **comply with the 2019 Asbestos and Hazardous Materials Assessment, which is to be attached to the final lease; and**
    h) **upon expiry or termination, comply with the Shire's election either to remove the towers, building and other infrastructure, including the lawful removal and disposal of asbestos-containing material and reinstatement of the site, or to pay the quotation-based reinstatement contribution required under the lease.**

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

1. **Notes the draft lease between the Shire of Dundas and the proposed Pantoro group lessee for the Beacon Hill radio towers, telecommunications building, service corridor and associated infrastructure situated on a portion of Lot 196 on Deposited Plan 167501 as contained in Confidential Attachment 1;**
2. **Endorses in principle a proposed lease for an initial term of 10 years, with two further options of 10 years each, at a proposed rent of $100 per annum plus GST, subject to completion of the statutory property-disposal process, all required approvals and the matters identified in this report;**
3. **Authorises the Chief Executive Officer, if section 3.58 applies, to give local public notice of the proposed disposition in accordance with section 3.58(3) of the *Local Government Act 1995*, including the property description, proposed lessee, proposed term, market value and proposed consideration;**
4. **Requires the final lease to provide that, throughout the initial term and any further term, the lessee must:**

a) **accept responsibility for managing asbestos-containing material within the leased premises insofar as it relates to the lessee's occupation, use, maintenance, alterations or other works;**
b) **not disturb any asbestos-containing material without the Shire's prior written consent;**
c) **comply with all applicable legislation, regulations, codes, Australian Standards, licences and safe-work requirements relating to asbestos;**
d) **undertake, at the lessee's cost, any asbestos inspection, monitoring, treatment, containment, management or removal required because of the lessee's occupation, use or works;**
e) **use appropriately licensed and qualified contractors for any work involving asbestos-containing material;**
f) **immediately notify the Shire of any asbestos disturbance, damage, exposure incident or identified deterioration and provide all related inspection, clearance and disposal records;**
g) **comply with the 2019 Asbestos and Hazardous Materials Assessment, which is to be attached to the final lease; and**
h) **upon expiry or termination, comply with the Shire's election either to remove the towers, building and other infrastructure, including the lawful removal and disposal of asbestos-containing material and reinstatement of the site, or to pay the quotation-based reinstatement contribution required under the lease.**

Agenda Reference & Subject	
7.2 – Appointment of Bush Fire Control Officers	
Location / Address	Shire of Dundas
File Reference	ES.PL.2
Author	Deputy Chief Executive Officer – Pania Turner
Date of Report	5 October 2026
Disclosure of Interest	The reporting officer is nominated for appointment as Chief Bush Fire Control Officer. As the proposed appointee, a personal interest could be perceived to affect her impartiality. No additional remuneration or allowance is proposed. The DCEO is a member of the Norseman Volunteer Fire Brigade. As the proposed appointee, a personal interest could be perceived to affect her impartiality.

Summary

For Council to consider the appointment of Pania Turner as Chief Bush Fire Control Officer, Vanessa Crispe as Deputy Chief Bush Fire Control Officer and Leigh Morgan as Bush Fire Control Officer; and note that with the expiry of Peter Fitchat's role as Shire of Dundas CEO his appointment as Shire of Dundas Chief Bush Fire Control Officer also ends.

Background

With the CEO appointment of Mr Fitchat ending on the 16 October 2026, and the subsequent appointment by Council of Pania Turner as Interim CEO commencing on the 17 October updates are required for the Shire's bush fire appointments and ensure clear responsibility for bush fire administration and response. Pania Turner is to commence as Interim CEO, with Vanessa Crispe undertaking the Acting DCEO role.

Bush fire appointments are personal statutory appointments, separate from employment titles and the CEO's delegation framework. The proposed appointments cover the Shire district, including Norseman, Eucla and the intervening remote areas.

Statutory Environment

Bush Fires Act 1954: ss.38, 38A, 39, 48 and 50, together with applicable provisions of the Bush Fires Regulations 1954.

Local Government (Administration) Regulations 1996: r.10 where existing Council appointment decisions are revoked or substantially changed.

Policy Implications

Shire of Dundas Local Emergency Management Arrangements

Financial Implications

Publication, certificates, administration and any training or equipment will incur costs.

Strategic Implications

Goal 1 – Community

A healthy, safe, resilient, and engaged Community. A place where people thrive, and diversity is celebrated. A place of belonging.

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 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

Council Members
CEO
Senior Officers
DFES

Comment

Proposed Appointments

Officer	Statutory appointment	Seniority

Pania Turner	Bush Fire Control Officer and Chief Bush Fire Control Officer	First
Vanessa Crispe	Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer	Second
Leigh Morgan	Bush Fire Control Officer	Third

Section 38(1) provides for a Chief and Deputy Chief appointed from the bush fire control officers, with first and second seniority. The proposal therefore nominates one statutory Deputy Chief. Leigh's appointment provides further operational coverage. Where a DFES officer is designated Chief under s.38A, Council cannot appoint another Chief under s.38(1).

The Shire is required to publish appointment notices in a newspaper circulating in the district, issue certificates and maintain the records required by ss.38 and 50. Website and contact updates will accompany the statutory notice.

The appointment of the Fire Weather Officer, Robert Hayes remains unchanged.

Risk Category		
Performance	Insufficient capability or remote district coverage.	Record consent and capability; arrange training, after hours coverage and escalation support (DFES)
Environmental	Insufficient capability or remote district coverage.	Record consent and capability; arrange training, after hours coverage and escalation support (DFES)
Reputational Damage	Unclear leadership during a fire event.	Stakeholders are notified and contacts and appointments. Published. LEMA
Financial	Unplanned training, equipment or response costs.	Confirm budget and applicable emergency payment controls.
Legislative / Regulatory / Policy/ Occupational Safety and Health	Invalid appointments or decisions beyond authority.	Register of Delegations Training and WHAS controls
Service Delivery / Business Interruption	Insufficient capability or remote district coverage for sustained events.	Escalation support (DFES) LEMA

Voting Requirements

Absolute Majority

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

Officer Recommendation

That Council:

1. **Appoints, pursuant to s.38(1) of the Bush Fires Act 1954, Pania Turner, Vanessa Crispe and Leigh Morgan as Bush Fire Control Officers for the whole Shire district; and appoints from those officers**
   a) **Pania Turner as Chief Bush Fire Control Officer; and**
   b) **Vanessa Crispe as Deputy Chief Bush Fire Control Officer; and**
   c) **Determines Leigh Morgan to be third in seniority, after the Chief and Deputy Chief; and**
   d) **Notes that the appointments commence on the 17 October 2026 and continue until ended by resolution of Council.**
2. **Revokes, effective at the same time as clause 1, the previous Shire appointments to the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer identified in the current appointment schedule, to the extent they are replaced by clause 1. This clause does not revoke other Bush Fire Control Officer appointments or a DFES designation under s.38A.**
3. **Requests the CEO to arrange public notification in a newspaper under s.38(2A), issue certificates under s.38(2E), update the records required by s.50 and notify DFES and relevant emergency stakeholders of the appointments.**
4. **Notes that the previous appointment of the Fire Weather Officer Robert Hayes remains unchanged.**

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. **Appoints, pursuant to s.38(1) of the Bush Fires Act 1954, Pania Turner, Vanessa Crispe and Leigh Morgan as Bush Fire Control Officers for the whole Shire district; and appoints from those officers**
   a) **Pania Turner as Chief Bush Fire Control Officer; and**
   b) **Vanessa Crispe as Deputy Chief Bush Fire Control Officer; and**
   c) **Determines Leigh Morgan to be third in seniority, after the Chief and Deputy Chief; and**
   d) **Notes that the appointments commence on the 17 October 2026 and continue until ended by resolution of Council.**
2. **Revokes, effective at the same time as clause 1, the previous Shire appointments to the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer identified in the current appointment schedule, to the extent they**

are replaced by clause 1. This clause does not revoke other Bush Fire Control Officer appointments or a DFES designation under s.38A.

3. **Requests the CEO to arrange public notification in a newspaper under s.38(2A), issue certificates under s.38(2E), update the records required by s.50 and notify DFES and relevant emergency stakeholders of the appointments.**
4. **Notes that the previous appointment of the Fire Weather Officer Robert Hayes remains unchanged.**

Cr. A Holman exited Council Chambers at 6.08pm.

Agenda Reference & Subject	
7.3 – Shire of Dundas Pensioner Housing Development – Project Governance, Delivery and Audit Controls	
Location / Address	Shire of Dundas
File Reference	GS.PR
Author	Deputy Chief Executive Officer – Pania Turner
Date of Report	6 October 2026
Disclosure of Interest	Nil

Summary

For Council to consider endorsing the governance, financial management, procurement, statutory compliance, audit and reporting framework for the Pensioner Housing Development at 100–102 Prinsep Street, Norseman.

Council has made budget provision for the project. The current project funding baseline is $1,507,000, comprising $1,020,000 in grant funding and a proposed Council contribution valued at $487,000.

It is recommended that the project be delivered similar to the direct-delivery model used for the Norseman Aerodrome Terminal Building project (operationally described as an "owner-builder" model), where the Shire uses Shire employees, plant and materials, eligible suppliers selected from the preferred supplier panel, and engineering and project support from GFG Consulting.

The final delivery methodology will be determined following confirmation of the funding criteria and milestones, statutory requirements, procurement options, project costs, available Shire resources and contractor capacity.

The purpose of this report is to ensure that the project proceeds within a clear control framework and that further matters requiring Council authority are referred to Council as the project develops.

Background

The proposed Pensioner Housing Development is intended to provide six dwellings at 100–102 Prinsep Street, Norseman, supporting older residents to remain living within the community. The existing project concept includes the dwellings together with associated carports, access, civil works, wastewater infrastructure, utility connections, landscaping and other works necessary to provide completed and occupiable housing.

At the Ordinary Council Meeting held 16 December 2025 Council resolved:

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.*

At the Special Council Meeting held on the 28 May 2026 Council resolved:

That Council:

1. *Acknowledges that the Regional Housing Support Fund (RHSF) funding application for the Pensioner Community Housing Project was submitted on 5 February 2026; 2.*
2. *Notes the total estimated project cost of $1.507 million, comprising:*
    - *$1,020,000 in RHSF funding requested;*
    - *$458,000 in Shire of Dundas in-kind labour contribution; and*
    - *a significant non-cash contribution through the provision of Shire-owned land at no acquisition cost; and*
3. *Confirms Council's support for the funding application as submitted, including the proposed scope, delivery model and funding structure.*

Statutory Environment

Local Government Act 1995 section 3.57: Tenders for providing goods and services

Local Government Act 1995 section 6.8: Expenditure not included in annual budget

Local Government (Functions and General) Regulations 1996

Building Act 2011, Building Regulations 2012

Planning and Development Act 2005

Policy Implications

Purchasing Policy

Delegations Register

Financial Implications

Funding source	Amount	Accounting treatment
Housing grant	**$1,020,000**	Grant income and eligible project expenditure
Proposed Council in-kind contribution	**$487,000**	Labour, plant, materials and eligible internal inputs
Total project	**$1,507,000**	Approved project baseline

Audit and Recordkeeping Controls

Project delivery is to maintain required audit controls and reporting. Minimum controls include:

- an approved project budget and cost plan, supported by appropriate project coding and regular financial reconciliation;
- records supporting the valuation and eligibility of the Shire's in-kind contribution, including labour, plant and materials;
- complete procurement, contract, purchasing and payment records;
- documented approval and tracking of project variations;
- retention of relevant design, permit, inspection, certification and completion records;
- regular reporting of expenditure, commitments, forecast costs and progress against the approved funding framework and milestones; and
- completion, handover and asset records sufficient to support grant acquittal, audit and asset capitalisation.

All project records are to be retained in the Shire's corporate recordkeeping system and maintained in a manner that provides a clear and auditable trail of project decisions, expenditure and delivery.

Strategic Implications

Goal 1 – Community

A healthy, safe, resilient, and engaged Community. A place where people thrive, and diversity is celebrated. A place of belonging.

1.3.4 Provide and support seniors' facilities, events and activities.

1.3.5 Provide support and facilities to improve inclusion and accessibility, and to achieve excellent outcomes for people living with disability.

Goal 3 – Built Environment

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

3.1 Shire infrastructure and services meet the Community's needs.
3.2 Liveable, sustainable and connected communities.

Goal 4– Governance and Leadership

4.1.1 Financial accountability and informed decision-making by Council.

Consultation

Council Members
CEO
Senior Officers
GFG Consulting

Comment

The Pensioner Housing Development is an important community project and requires a strong governance framework to support the Shire's responsibilities for funding compliance, procurement, financial management, statutory approvals, construction oversight and final asset delivery.

The proposed direct-delivery model is considered a viable option, enabling Council to leverage local capability, time schedules, and recognise eligible in-kind resources. Project requirements and construction methods will proceed only after the scope, budget, program, roles, procurement pathway, building registration position, and statutory approvals have been documented.

This report seeks to establish the project objectives and control framework, and confirm Council's preference for the direct delivery model.

Where the emerging project position requires a decision beyond the delegated authority of the Shire Officers including additional budget provision, material funding changes, statutory Council decisions or procurement requiring Council authority the matter will return to Council.

Risk Category		
Performance	Insufficient workforce, contractor capacity, supervision or project management may result in delay, service disruption or project failure.	Project Execution Plan, confirmed resources and contractor capacity, defined responsibilities, program controls and escalation thresholds.
Reputational Damage	Delays, poor construction quality or inadequate reporting may reduce community and funding-body confidence.	Verified milestones, quality assurance, independent certification, regular Council reporting and controlled defects management.
Financial	Project costs may exceed the existing funding baseline, or proposed Shire contributions	Detailed cost plan, funding reconciliation, contingency control, committed-cost

	may not satisfy grant eligibility requirements.	reporting and Council consideration of material funding variations
Legislative / Regulatory / Policy/ Occupational Safety and Health	Non-compliance with procurement, building, planning, WHS, grant or statutory requirements may delay the project or expose the Shire to regulatory action or funding risk.	Pre-construction statutory review, documented procurement pathway, appropriate certifications, WHS allocation and compliance verification.

Voting Requirements

Simple Majority

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

Officer Recommendation

That Council:

1. Endorses the objectives for the Pensioner Housing Development at 100–102 Prinsep Street, Norseman, for the intended delivery of six one-bedroom pensioner housing units and associated infrastructure.
2. Notes the current project funding framework of $1,507,000, comprising $1,020,000 in grant funding and a proposed Council contribution valued at $487,000, for which Council has made a budget provision;
3. Endorses a direct-delivery Shire managed project model for the Pensioner Housing Development.
4. Endorses the financial, procurement, audit, recordkeeping and reporting controls outlined in this report and the establishment of the project governance framework.
5. Requires the Chief Executive Officer to present the proposed final construction methodology report to Council once the grant requirements, statutory requirements, procurement pathways, available Shire resources, contractor arrangements, work packaging, project program and forecast cost have been confirmed, with any matter requiring Council authority to be referred to Council before commitment.
6. Requires any procurement outside the valid scope or term of the preferred supplier panel to follow the Shire's Purchasing Policy and the Local Government (Functions and General) Regulations 1996, with no division of requirements to avoid a threshold or approval limit;
7. Endorses GFG Consulting provision of engineering and project support within the scope, term, value and authority of its current engagement, with any material extension subject to compliant procurement and approval;
8. Requires regular project reporting to Council throughout active delivery, including progress, expenditure, milestone achievements, forecast completion cost, funding status and material project risks.

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. Endorses the objectives for the Pensioner Housing Development at 100–102 Prinsep Street, Norseman, for the intended delivery of six one-bedroom pensioner housing units and associated infrastructure.
2. Notes the current project funding framework of $1,507,000, comprising $1,020,000 in grant funding and a proposed Council contribution valued at $487,000, for which Council has made a budget provision;
3. Endorses a direct-delivery Shire managed project model for the Pensioner Housing Development.
4. Endorses the financial, procurement, audit, recordkeeping and reporting controls outlined in this report and the establishment of the project governance framework.
5. Requires the Chief Executive Officer to present the proposed final construction methodology report to Council once the grant requirements, statutory requirements, procurement pathways, available Shire resources, contractor arrangements, work packaging, project program and forecast cost have been confirmed, with any matter requiring Council authority to be referred to Council before commitment.
6. Requires any procurement outside the valid scope or term of the preferred supplier panel to follow the Shire's Purchasing Policy and the Local Government (Functions and General) Regulations 1996, with no division of requirements to avoid a threshold or approval limit;
7. Endorses GFG Consulting provision of engineering and project support within the scope, term, value and authority of its current engagement, with any material extension subject to compliant procurement and approval;
8. Requires regular project reporting to Council throughout active delivery, including progress, expenditure, milestone achievements, forecast completion cost, funding status and material project risks.

Cr. A Holman entered Council Chambers at 6.10pm.

Agenda Reference & Subject	
7.4 – Meeting date and time change for October 2026	
Location / Address	Shire of Dundas
File Reference	CM.CO
Author	Chief Executive Officer – Peter Fitchat
Date of Report	9 October 2026
Disclosure of Interest	Nil

Summary

That Council review and adopt the amended meeting details for the 2026-2027 year, notably the Ordinary Council Meeting date for October 2026.

Background

Occasionally meeting dates need to be rescheduled because of unforeseen circumstances.

The following meeting details for Ordinary Council Meetings for 2026-2027 as determined on the 17th of June 2026.

2026-27 Council Meetings

Meeting Type	Date	Time	Place
OCM	Tuesday, 21 July 2026	6.00PM AWST	Council Chambers, Prinsep Street, Norseman
ARIC	**Tuesday, 18 August 2026**	**4.30PM AWST**	**Council Chambers, Prinsep Street, Norseman**
OCM	Tuesday, 18 August 2026	6.00PM AWST	Council Chambers, Prinsep Street, Norseman
OCM	**Tuesday, 22 September 2026**	**6.00PM AWST**	**Council Chambers, Prinsep Street, Norseman**
OCM	Saturday, 24 October 2026	4.30PM ACWST	Eucla Community Hall, Yurkla Way, Eucla
ARIC	**Tuesday, 17 November 2026**	**4.30PM AWST**	**Council Chambers, Prinsep Street, Norseman**
OCM	Tuesday, 17 November 2026	6.00PM AWST	Council Chambers, Prinsep Street, Norseman
OCM	**Tuesday, 15 December 2026**	**6.00PM AWST**	**Council Chambers, Prinsep Street, Norseman**
ARIC	Tuesday, 16 February 2027	4.30PM AWST	Council Chambers, Prinsep Street, Norseman
OCM	**Tuesday, 16 February 2027**	**6.00PM AWST**	**Council Chambers, Prinsep Street, Norseman**
OCM	Saturday, 20 March 2027	4.30PM ACWST	Eucla Community Hall, Yurkla Way, Eucla
OCM	**Tuesday, 20 April 2027**	**6.00PM AWST**	**Council Chambers, Prinsep Street, Norseman**
ARIC	Tuesday, 18 May 2027	4.30PM AWST	Council Chambers, Prinsep Street, Norseman
OCM	**Tuesday, 18 May 2027**	**6.00PM AWST**	**Council Chambers, Prinsep Street, Norseman**
OCM	Tuesday, 15 June 2027	6.00PM AWST	Council Chambers, Prinsep Street, Norseman

Any further public meetings that are held throughout the year such as Special Council Meetings and Electors Meetings are set as determined by Council.

Statutory Environment

Local Government Act 1995- Section 5.25(1)(g)
Local Government (Administration) Regulations 1996 - Regulation 12

Policy Implications

A.11 Council Meetings Public Notice Policy

Financial Implications

Nil.

Strategic Implications

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.

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

CEO
Senior Officers
Elected Members

Comment

Due scheduling conflicts and accommodation availability, we ask that Council consider formally moving the date of the October Ordinary Council Meeting to be held on Saturday 17 October 2026 at 4.30pm AWST in Eucla.

Voting Requirements

Simple Majority

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

Officer Recommendation

That Council change the date for the October 2026 Ordinary Council Meeting as follows:

2026-27 Ordinary Council Meetings

Date	Time	Place
Saturday, 17 October 2026	**4.30 PM AWST (5.15PM ACWST)**	**Eucla Community Hall, Yurkla Way Eucla**

And that any further public meetings to be held throughout the year such as Special Council Meetings and Electors Meetings are set as determined by Council.

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 change the date for the October 2026 Ordinary Council Meeting as follows:

2026-27 Ordinary Council Meetings

Date	Time	Place
Saturday, 17 October 2026	**4.30 PM AWST (5.15PM ACWST)**	**Eucla Community Hall, Yurkla Way Eucla**

And that any further public meetings to be held throughout the year such as Special Council Meetings and Electors Meetings are set as determined by Council.

8. Next Meeting

The next Special Meeting of Council will be called as required.

There being no further business the Shire President declares the meeting closed at: 6.11pm

17.11.2026