



ORDINARY COUNCIL MEETING CONFIRMED MINUTES

**7:00pm, Wednesday, 20 August 2025
Council Chambers
6177 Great Northern Highway, Bindoon**

PUBLIC QUESTION TIME

Time Permitted

A minimum of 15 minutes is permitted for Public Question Time at Council Meetings. If there are not sufficient questions to fill the allocated time, the Presiding Member will move to the next item. If there are more questions to be considered within 15 minutes, the Presiding Member will determine whether to extend Public Question Time. Each person seeking to ask questions during Public Question Time may address the Council for a maximum of two minutes each.

Protocol

No Member of the public may interrupt the Council Meeting proceedings or enter into conversation.

Members of the public wishing to participate in Public Question Time at the Council Meeting who wish to submit written questions, are requested to lodge them with the Chief Executive Officer the Tuesday by 5pm on the day before the meeting.

The Presiding Member will control Public Question time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. Members of the public wishing to ask a question must state his or her name and address before asking a question. If the question relates to an item of the Agenda, the item number and title should be stated.

General Rules

The following general rules apply to Public Question Time:

- Public Questions should only relate to the business of the local government and should not be a personal statement or opinion.
- Only questions relating to matters affecting the local government will be considered at a Council Meeting, and only questions that relate to the purpose of the meeting will be considered at a Special Council Meeting.
- Questions may be taken on notice and responded to after the meeting.
- Questions may not be directed to specific Elected members or a Shire Employee.
- Questions are not to be framed in such a way as to reflect adversely on a particular Elected Member or Shire employee.
- First priority will be given to persons who have submitted their questions in writing.
- Second priority will be given to persons who are asking questions relating to items on the current Council Meeting Agenda.

DEPUTATIONS

Time Permitted

A minimum of 10 minutes is permitted for Deputations.

Protocol

No member of the public may interrupt the Council Meeting proceedings or enter into conversation.

Members of the public who make a Deputation at the Council Meeting are requested to lodge them with the Chief Executive Officer the Tuesday by 5pm on the day before the meeting.

The Presiding Member will control Deputation time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. Members of the public making a Deputation must state his or her name, company (if applicable) and address before commencing. Members must also state the item number and title on the Agenda.

General Rules

The following rules apply when making a Deputation:

- Deputation is not to exceed five persons, only two of whom may address the Council, although others may respond to specific questions from Members.
- Deputations must not exceed 10 minutes without the agreement of the Council.
- Additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council Agenda.

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

To ensure that there is a process in place to outline access to the recorded proceedings of Council.

To emphasise that the reason for the recording of Council Meetings is to ensure the accuracy of Council Minutes and that any reproduction is for the sole purpose of Council business

Recording of Proceedings

Proceedings for meetings of the Council, Electors, and Public Question Time during Council meetings shall be recorded by the Shire on sound recording equipment, except in the case of meetings of the Council where the Council closes the meeting to the public.

Notwithstanding clause 1, proceedings of a meeting of the Council which is closed to the public shall be recorded where the Council resolves to do so.

No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without approval as per ***Local Government (Council Meetings) Local Law 2014***, c6.15.

Access to Recordings

- The record of proceedings is to be loaded on the Shire's website once the minutes have been made available.

Retention of Recordings

- Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the ***State Records Act 2000***.

DURING THE MEETING, NO MEMBER OF THE PUBLIC MAY INTERRUPT THE MEETINGS PROCEEDINGS OR ENTER INTO CONVERSATION.

MEMBERS OF THE PUBLIC SHALL ENSURE THAT THEIR MOBILE TELEPHONE, AND/OR AUDIBLE PAGER IS NOT SWITCHED ON OR USED DURING ANY MEETING OF THE COUNCIL.

MEMBERS OF THE PUBLIC ARE HEREBY ADVISED THAT USE OF ANY ELECTRONIC, VISUAL OR AUDIO RECORDING DEVICE, OR INSTRUMENT TO RECORD PROCEEDINGS OF THE COUNCIL IS NOT PERMITTED WITHOUT PERMISSION OF THE PRESIDING MEMBER.

PREFACE

When the Chief Executive Officer approves these minutes for distribution, they are in essence "Unconfirmed" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "Confirmed" minutes are then signed off by the Presiding Member.

Attachments that formed part of the Agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

UNCONFIRMED MINUTES

These minutes were approved for distribution on 26 August 2025



Melinda Prinsloo
Chief Executive Officer

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 17 September 2025



Signed: _____

NOTE: The Presiding Member at the meeting at which these minutes are confirmed is the person who signs above.

DISCLAIMER

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

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Good evening, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 7.00pm.

ITEM 2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Attendance

The following members will be in attendance:

Cr Aaron King	President
Cr Mary Angus	Deputy President
Cr David Dewar	
Cr Carmel Ross	
Cr John Curtis	
Cr Kylie Hughes	

The following staff will be in attendance:

Melinda Prinsloo	Chief Executive Officer
Scott Clayton	Deputy Chief Executive Officer
Leo Pudhota	Executive Manager Technical Services
Jake Whistler	Executive Manager Development Services
Anna Bateman	Executive Assistant

Members of the General Public: 1

Media: 0

Apologies

Cr Mark Campbell

Approved leave of absence

Announcements

Councillors to advise of their attendance in their role as an Elected Member at community activities and meetings. As the Chief Executive Officer's office looks after some (not all) appointments for the President and Deputy President; the Agenda includes only those meetings. Councillors are therefore requested to provide additional information at the Ordinary Meeting of Council for inclusion in the minutes.

Cr Aaron King

16 July 2025	Councillor Information Session Ordinary Meeting of Council
30 July 2025	Council Plan Review Briefing Session
31 July 2025	Chittering Scouts
1 August 2025	President and CEO Meeting
13 August 2025	Councillor Information Session Agenda Forum

Cr Mary Angus

16 July 2025	Councillor Information Session Ordinary Meeting of Council
25 July 2025	Bringing Dowerin Downtown Lunch
30 July 2025	Council Plan Review Briefing Session
31 July 2025	Chittering Scouts
1 August 2025	President and CEO Meeting
13 August 2025	Councillor Information Session Agenda Forum

Cr Kylie Hughes

16 July 2025	Councillor Information Session Ordinary Meeting of Council
30 July 2025	Council Plan Review Briefing Session
4 August 2025	Muchea Recreation Centre User Group
7 August 2025	Sandown Park User Group
13 August 2025	Councillor Information Session Agenda Forum

Cr Carmel Ross

16 July 2025	Councillor Information Session Ordinary Meeting of Council
25 July 2025	Bringing Dowerin Downtown Lunch
4 August 2025	Chittering Tourism Advisory Group
13 August 2025	Councillor Information Session Agenda Forum
16 August 2025	Chittering Volunteer Bushfire Brigades Huw Davies Award

Cr John Curtis

16 July 2025	Councillor Information Session Ordinary Meeting of Council
30 July 2025	Council Plan Review Briefing Session
13 August 2025	Historical Society Annual General Meeting Councillor Information Session Agenda Forum

Cr Mark Campbell

16 July 2025	Councillor Information Session Ordinary Meeting of Council
4 August 2025	Chittering Tourism Advisory Group
7 August 2025	Sandown Park User Group
13 August 2025	Councillor Information Session Agenda Forum

Cr David Dewar

16 July 2025	Councillor Information Session Ordinary Meeting of Council
30 July 2025	Council Plan Review Briefing Session
13 August 2025	Councillor Information Session Agenda Forum

ITEM 3. DISCLOSURE OF INTEREST

Councillors must declare to the President any potential conflict of interest they have in a matter before the Shire Council as soon as they become aware of it.

Nil

ITEM 4. PUBLIC QUESTION TIME

Response to previous public questions taken on notice

Nil

Response to public questions taken at Agenda Forum

PQ01 – 08/25 Sue Metcalf, Bindoon

Question 1 Is council aware of the existence of a joint venture agreement document between Homeswest (as it was) and the Shire of Chittering? How many of the councillors have seen it?

Response Yes, Council is aware of the agreement. There are 2 Agreements (Shire equity of 24% and 23% respectively) and 1 Trust Deed (with a Shire equity of 27%). The trust deed and one of the agreements have expired, the other agreement will expire in February 2026. This covers 8 Edmonds Place and 11 Edmonds Place.

With this in mind, Council resolved in April 2022 to ensure that the housing will remain Seniors and Community Housing by exercising its option to sell the Shire's shares back to the Department of Housing and Works, the majority shareholder) thereby avoiding it being sold to the public.

Question 2 Is council aware of the efforts by a previous councillor and President Peter Stonehouse, along with the staff of the shire and local elected parliamentarians to cause the units on Edmonds Place to be built? Peter campaigned long and hard to have a place where local aged people could be housed. As your president has informed me council no longer has a say in whom can rent these units. Where is the addendum to the joint agreement which changed this?

Response The program has been a resounding success and those involved in its establishment should be wholeheartedly congratulated for it.

The deed and agreements identify different target groups (senior and community) which have differing eligibility criteria. The agreements stipulate that housing can only be allocated to tenants who meet the financial eligibility criteria for public housing. Some of these criteria are highly confidential and the Shire has no direct way of independently verifying the information provided. Therefore, the Department of Housing and Works receives applications for housing and verifies the applicant meets the eligibility criteria and develops a list. When a house becomes available, this list is used to select the new tenant. This process will not change as a result of the Shire no longer being a party to the service.

Question 3 Does Rise have KPIs for maintenance? Vague references are made to timely attention but there are no time frames and residents are required to have their own insurance. Is council aware that Rise only deal with 140 housing units across Perth? Do they have the proven ability to manage these units?

Response Rise are the selected service provider contracted by the Department of Housing and Works. The Shire is not privy to the specific details of the agreement between the Department and Rise however, as a state department, there would be KPI's that Rise would be required to meet. There would be a complaints process for the tenant to follow should those not be met.

Question 4 *Council is considering the disposal of these units – based on the apparent maintenance costs – as I have been informed by the President. I would request the amortisation of these figures be made to the next council meeting (over the twenty four years that the units have operated. Income and expenditure). I am surprised at this figures as the residents are not in the habit of requesting help very often other than the monthly mowing – which will not be undertaken by Rise.*

Response *Costs are not limited to responses to maintenance requests. They also include, but are not limited to:*

- i. Communal space maintenance
- ii. Administration Labour costs
- iii. Administrative Overheads
- iv. Operational costs, etc.

The following table shows revenue versus expenses for the last 5 financial years:

	2020/21	2021/22	2022/23	2023/24	2024/25
Revenue	\$92,285	\$104,069	\$120,054	\$132,691	\$126,390
Maintenance & Operations	(\$196,726)	(\$176,836)	(\$144,978)	(\$189,483)	(\$205,050)
Capital Expenditure	(\$48,658)	\$0	(\$6,655)	\$0	\$0
Sub Total	(\$153,099)	(\$72,767)	(\$31,580)	(\$56,792)	(\$78,660)
Depreciation	(\$17,747)	(\$18,174)	(\$19,277)	(\$19,595)	(\$19,596)
Total	(\$170,845)	(\$90,941)	(\$50,856)	(\$76,387)	(\$98,257)

In addition to costs incurred, due to financial constraints there is a capital renewal backlog / works due of approximately \$153,800.

Question 5 *There are over twenty people housed in these units. Most of them are aged. Where else does council support elderly persons in the community? If these units are sold then the community loses this asset.*

Response The units will not be sold to the open market. The community will still benefit from the provision of this service. So, from a community perspective the “asset” isn’t lost. Whether the Shire’s share of the joint venture appears in the shire’s asset register or not has no bearing on the delivery of the service to the community

Question 6 *Every time that council has undertaken a survey the support of aged people has been high priority. Has council considered their own surveys when undertaking the proposed action?*

Response Community support for aged services is noted. The proposed arrangement ensures the service continues while removing significant financial burden from ratepayers.

Question 7 *Do members consider council a community service agent or a business? This is a very contentious issue. I can tell you what your electors believe.*

Response The Shire primarily provides services, but funding is limited and community pressure has forced Local Government to take on responsibilities neglected by State and Federal agencies over the years. The successful conclusion of the joint venture term, and council’s decision to sell its minority share has now prompted the State Government to deliver these essential services once again. Returning control to the responsible agency ensures service continuity and relieves ratepayers of the financial burden.

Public question time**PQ02 – 08/25 Sue Metcalf, Bindoon**

Question 1 When you are doing the costings for these units, do you take into account the income you receive from them, and is that offset against the costings?

Response Yes, we take into the revenue.

We understand the concern the residents have, but the tenancy's till continue, it is not changing, with the disposal of the asset, or the change in management responsibility. Therefore the only concern would be that they are not going to be looked after by Rise Network, I assume. If there are ongoing issues in the future, Council and Councillors would be happy to advocate on their behalf. If there are concerns in the future, please ask the tenants to relay that through, if we can help, we will certainly help if there are any ongoing problems.

ITEM 5. PETITIONS / DEPUTATIONS / PRESENTATIONS**Petitions**

Nil

Deputations

Nil

Presentations

Nil

ITEM 6. APPLICATIONS FOR LEAVE OF ABSENCE**COUNCILLOR MOTION / COUNCIL RESOLUTION 010825**

Moved Cr Hughes, seconded Cr Ross

That Council approve the following leave of absence:

- Cr Kylie Hughes – Saturday, 6 September to Saturday, 13 September (inclusive).

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.15pm

ITEM 7. CONFIRMATION OF MINUTES**Ordinary Meeting of Council: 16 July 2025****OFFICER RECOMMENDATION / COUNCIL RESOLUTION 020825**

Moved Cr Ross, seconded Cr Angus

That the minutes of the Ordinary Meeting of Council held on Wednesday, 16 July 2025, as published on the Shire website, be confirmed.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.16pm

ITEM 8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

- **The Taste of Chittering** will be held on Sunday, 31 August 2025. This is always a fantastic event that showcases the best of our local produce, businesses, and community spirit. I encourage you all to come along and support the Taste of Chittering. You can find further details on the Shire's website and Facebook Page. The location has been moved, due to recent weather at the Bindoon Oval, and will now be held in the paddock behind the Chinkabee Centre, just below the Mountain Bike Park.
- **The Have Your Say** community survey is now open. This is a vital part of shaping the Shire's new 10-year Council Plan. We are holding workshops across the Shire and I cannot stress enough how important it is that as many residents as possible complete the survey. Please spread the word to your families, neighbours, and networks, this plan will set the direction of our Shire for the next decade, and we need your voices to guide it.
- **Some excellent funding news for our community.** We have secured \$400,000 from Lotterywest for the Lower Chittering Youth and Community Hub. In addition, just over \$3 million has been allocated for road safety upgrades on Chittering Road and Julimar Road. On behalf of Council, I want to thank all those Shire staff involved in preparing these applications. Your dedication and hard work have ensured that our community receives this significant support, which will make a real difference.
- **A special thanks to Mr Hayden**, who recently assisted in clearing Wandena Road after a tree came down. This quick action ensured the road was made safe again for our community. Mr Hayden, we thank you for your true community spirit.
- **Huw Davies Day.** This past weekend our Brigades participated in a joint training exercise. There was much to be learnt (about being bogged) and some fun had whilst the Brigades competed for the converted Huw Davies trophy. Thank you to all our volunteers who participated, we are now more prepared for the upcoming fire season.
- A reminder that the Nominations for Local Government election open on the 28th of August and close on the 4th of September at 4pm. I encourage anyone interested in helping to shape the future of the Shire, please be confident enough to tip your hat in the ring and give it a go. Goodluck to everyone who is running.

ITEM 9. REPORTS

DEVELOPMENT SERVICES

Nil

TECHNICAL SERVICES**TS01 – 08/25****Budget Allocation – Chittering Road and Julimar Road Projects – Regional Road Safety Program Funding****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-94218

Author

Support Officer – Technical Services

Authorising Officer

Executive Manager Technical Services

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Absolute Majority****Attachments**

1. Memorandum of Understanding: Chittering Road and Julimar Road

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to approve a budget amendment to incorporate two new road safety projects—Chittering Road and Julimar Road—funded through Tranche 1 of the Regional Road Safety Program (RRSP). These projects, fully supported by grant funding totalling \$2,676,000 for Chittering Road and \$400,000 for Julimar Road, aim to improve safety outcomes through cost-effective, high-impact measures such as shoulder sealing and the application of audible edge and centre lines.

Background

The Regional Road Safety Program (RRSP) was introduced to address the high rate of fatalities and serious injuries on local roads. The program focuses on low-cost, high-benefit treatments such as shoulder sealing and the installation of audible edge and centre lines. The program's objective is to reduce fatalities and serious injuries on high-speed sealed local government roads.

The RRSP was expanded to local government roads for the first time with the announcement of 27 new projects, two of which were Shire of Chittering projects on Chittering Road and Julimar Road. The increased funding available for local governments under these sub-programs started to be available from 1 July 2024.

The Shire has successfully secured funding under Tranche 1 of the Regional Road Safety Program to support critical upgrades to Chittering Road and Julimar Road. A total of \$2,676,000 has been allocated for improvements to Chittering Road, while \$400,000 has been awarded for works on Julimar Road. These upgrades aim to enhance road safety and infrastructure resilience across the region.

Tranche 1 funding is provided with a two-financial-year timeframe for completion, allowing the Shire to plan and deliver the works in a staged and coordinated manner.

The scope of work per project is outlined below:

Chittering Road – SLK 0 to 26.72

1. Target seal width – 8.5m with targeted shoulder target (per side) – 1.0m
2. Proposed treatment – Seal shoulder 1m, install Audible Centre Line (ACL) and Audible Edge Line (AEL)

Julimar Road – SLK 0 to 5.39

1. Target seal width – 9.1m with targeted shoulder (per side) – 0.5m
2. Proposed treatment – Seal shoulder 0.5m, install Audible Centre Line (ACL) and Audible Edge Line (AEL)

Attached to this report is the Memorandum of Understanding for the project inclusive of the completed Nomination Form added at annexure 1.

Consultation Summary

Local

- Chief Executive Officer
- Deputy Chief Executive Officer
- Executive Manager Technical Services

State

Nil

Legislative Implications

Local

Nil

State

- Local Government Act 1995 – Section 6.8
o 6.8.

Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications

Local

Nil

State

Nil

Financial Implications

As the project is fully funded through the Regional Road Safety Program, there is no requirement for the Shire of Chittering to allocate any municipal funds. Consequently, this budget amendment will have no net impact on the 2025/2026 Annual Budget.

Although Tranche 1 may span two financial years, the nil net effect on the budget allows for the full recognition of the projects in the 2025/26 financial year. Any incomplete components will be carried forward into the 2026/27 financial year.

The proposed budget amendment is as follows:

- Road project expenditure for Chittering Road (SLK 0 – 26.72) and corresponding non-operating grant funding: **\$2,676,000**
- Road project expenditure for Julimar Road (SLK 0 – 5.39) and corresponding non-operating grant funding: **\$400,000**

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

Community Theme: Administration and Governance

Community Aspiration: Council Accountability and Transparency

Strategy: 5.1 – Enhancing Accountability and Transparency

Strategic Objective: Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Completed

Environmental Consideration

Environment consideration given: Considered while applying for funding.

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Rare	Minor	Low	Quality Assurance prior to publishing
Opportunity: None				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Providing transparent, accurate financial records.	Unlikely	Minor	Low	Adequate training for all Finance Officers, to ensure balanced reports each month.
Opportunity: None				

Officer Comment/Details

Receiving untied funding for road improvements offers significant benefits for enhancing community safety. This type of funding allows for greater flexibility in allocating resources to critical areas that need immediate attention. By investing in road safety measures such as shoulder sealing and the installation of audible edge and centre lines, we can effectively reduce the risk of accidents and improve overall road safety. This proactive approach not only helps in preventing fatalities and serious injuries but also fosters a safer and more secure environment for all road users. Ultimately, the untied funding empowers us to make strategic decisions that directly contribute to the well-being and safety of our community.

It is standard practice to formalise such projects through a Memorandum of Understanding (MOU) to ensure clear roles, responsibilities, and expectations between the involved parties. This formalisation helps in maintaining transparency and accountability throughout the project's lifecycle.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 030825

Moved Cr Hughes, seconded Cr Ross

That Council, by absolute majority:

- 1. Authorises the Chief Executive Officer to execute the Memorandum of Understanding with Main Roads WA, as attached, for Tranche 1 of the Regional Road Safety Program;**
- 2. Pursuant to Section 6.8 of the *Local Government Act 1995*, approves the following budget amendments:**
 - a. Inclusion of capital expenditure for the Chittering Road project (SLK 0 – 26.72) in the amount of \$2,676,000;**
 - b. Inclusion of non-operating grant income for the Chittering Road project (SLK 0 – 26.72) in the amount of \$2,676,000;**
 - c. Inclusion of capital expenditure for the Julimar Road project (SLK 0 – 5.39) in the amount of \$400,000; and**
 - d. Inclusion of non-operating grant income for the Julimar Road project (SLK 0 – 5.39) in the amount of \$400,000.**

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.23pm

CORPORATE SERVICES**CS01 – 08/25****Interim Monthly Financial Report for the Period Ending 30 June 2025****Applicant**

Shire of Chittering

File ref

12/03/4

Author

Finance Manager

Authorising Officer

Deputy Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. Interim Monthly Financial Report for the Period Ending 30 June 2025

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☒	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to consider the interim financial statement for the period ending 30 June 2025, as at 5 August 2025. Please note this report is subject to change due to the required end of financial year balance day adjustments.

Background

In accordance with Local Government (Financial Management) Regulations 1996, the Financial Activity Statement has been prepared in compliance with the following:

"Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, which requires a local government to prepare a statement of financial activity each month, presented according to nature and type, by program, or by business unit. From the 2021/22 financial year the statement of financial activity will be presented by nature and type.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2024/25 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances."

Consultation SummaryLocal

This document has been prepared in consultation with Responsible Officers for review and analysis.

State

Nil

Legislative ImplicationsLocal

Nil

State

This monthly financial report complies with Section 6.4 of the Act and Regulations 34(5) of the *Local Government (Financial Management) Regulations 1996*.

Policy ImplicationsLocal

- Finance Policy 2.1 Budget Preparation
- Finance Policy 2.2 Investment of Funds
- Finance Policy 2.7 Significant Accounting Policies

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.1 – Enhancing Accountability and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Rare	Minor	Low	Quality Assurance prior to publishing
Opportunity: None				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Providing transparent, accurate financial records.	Unlikely	Minor	Low	Adequate training for all Finance Officers, to ensure balanced reports each month.
Opportunity: None				

Officer Comment/Details

Council adopted the Annual Budget for the 2023/24 financial year on 21 June 2023 (Resolution 090623). The figures in this report are compared to the Adopted Budget.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 040825

Moved Cr Angus, seconded Cr Ross

That Council receives the Monthly Financial Report for period ending 30 June 2025 as per Attachment 1.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.24pm

CS02 – 08/25**List of Accounts Paid for the Period Ending 31 July 2025**

Applicant	Shire of Chittering
File ref	12/03/4
Author	Finance Officer – Accounts
Authorising Officer	Deputy Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. List of Accounts Paid as at 31 July 2025, inclusive of payments made using credit, debit, or other purchasing cards

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☒	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority for the period ending 31 July 2025.

To present the List of Payments made by authorised employees using credit, debit and other purchasing cards for the period ending 31 July 2025.

Background

Pursuant to *Local Government Act 1995* Section 6.8 (2)(b), where expenditure has been incurred by a local government, it is to be reported to the next ordinary meeting of Council.

Consultation/Communication ImplicationsLocal

- Deputy Chief Executive Officer

State

Nil

Legislative ImplicationsState

- Local Government Act 1995
- Local Government (Financial Management) Regulations

Local

Nil

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

All expenditure has been approved via adoption of the 2025-2026 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.2 – Responsible Financial Management
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

State

Nil

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Low	Minor	Low	Quality Assurance prior to publishing
Opportunity: None				

Officer Comment/Details

The attached "List of Accounts Paid as at 31 July 2025" is presented to Council, inclusive of payments made using credit, debit or other purchasing cards.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 050825

Moved Cr Curtis, seconded Cr Angus

That Council receive the List of Accounts Paid as per Attachment 1 totalling \$1,692,306.50, inclusive of payments made using credit, debit or other purchasing cards for the period ending 31 July 2025:

1. PR6880, PR6900, PR6905;
2. EFT28804 – EFT28932; and
3. Direct Debits, Cheques as listed.
4. Purchasing Card as listed.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.25pm

CS03 – 08/25**Monthly Financial Report for the Period Ending 31 July 2025****Applicant**

Shire of Chittering

File ref

12/03/4

Author

Finance Manager

Authorising Officer

Deputy Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. Monthly Financial Report for the Period Ending 31 July 2025

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☒	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to consider the interim financial statement for the period ending 31 July 2025.

Background

In accordance with Local Government (Financial Management) Regulations 1996, the Financial Activity Statement has been prepared in compliance with the following:

“Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, which requires a local government to prepare a statement of financial activity each month, presented according to nature and type, by program, or by business unit. From the 2021/22 financial year the statement of financial activity will be presented by nature and type.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2024/25 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”

Consultation SummaryLocal

This document has been prepared in consultation with Responsible Officers for review and analysis.

State

Nil

Legislative ImplicationsLocal

Nil

State

This monthly financial report complies with Section 6.4 of the Act and Regulations 34(5) of the *Local Government (Financial Management) Regulations 1996*.

Policy ImplicationsLocal

- Finance Policy 2.1 Budget Preparation
- Finance Policy 2.2 Investment of Funds
- Finance Policy 2.7 Significant Accounting Policies

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.1 – Enhancing Accountability and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Rare	Minor	Low	Quality Assurance prior to publishing
Opportunity: None				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Providing transparent, accurate financial records.	Unlikely	Minor	Low	Adequate training for all Finance Officers, to ensure balanced reports each month.
Opportunity: None				

Officer Comment/Details

Council adopted the Annual Budget for the 2023/24 financial year on 19 June 2024 (Resolution 070624). The figures in this report are compared to the Adopted Budget.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 060825

Moved Cr Ross, seconded Cr Dewar

That Council receives the Monthly Financial Report for period ending 31 July 2025 as per Attachment 1.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.27pm

CHIEF EXECUTIVE OFFICER**CEO01 – 08/25****Work Health and Safety Statistics Report – July 2025****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-258

Author

Human Resources Officer

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. WHS Statistics Monthly Report – July 2025

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☒	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to receive the Shire of Chittering's Work Health and Safety Statistics Report for the quarter ending July 2025.

Background

At the Ordinary Meeting of Council held 17 November 2021, Council adopted the following resolution:

MOTION / COUNCIL RESOLUTION 231121

Moved Cr King, seconded Cr Angus

That:

1. "The Shire of Chittering" adopts the following position statement: "Council cares about the employees of the shire and want to ensure that all employees arrive safely home each day. This requires that everyone commits to their role in ensuring a safe workplace, starting with Council".
2. Council requires the Chief Executive Officer to provide a quarterly report (February (previous quarter), April, July and October of each calendar year) of the following key safety performance indicators (KPI's) for the Shire workforce and contractors; including but not limited to:
 - a. Number of safety observations;
 - b. Number of safety audits and inspections;
 - c. Number of working hours (total, workforce and contractors)
 - d. Number of training hours;
 - e. Number of toolbox talks;
 - f. Number of equipment breakdowns;
 - g. Average overtime per person by department.
3. Council requires the Chief Executive Officer to provide a monthly report to be tabled at each Ordinary Council Meeting, the following key safety performance indicators (KPI's) for the Shire workforce and contractors ; including but not limited to:
 - a. Number of Drug and Alcohol tests performed;
 - b. Number of positive Drug test and BAC Exceedances;
 - c. Number of worker compensation claims;
 - d. Number of "current" worker compensation claims;
 - e. Number of Near Misses;
 - f. Number of Medically Treated Injuries;
 - g. Number of Restricted Work Injuries;
 - h. Number of Lost Time Injuries.

CARRIED UNANIMOUSLY 7 / 0

TIME: 9.53pm

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

- Work Health and Safety Act 2020

Policy Implications

Local

- Shire of Chittering Policy 3.3 Work Health and Safety (WHS)

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme: Administration and Governance

Community Aspiration: Council Accountability and Transparency

Strategy: 5.1 – Enhancing Accountability and Transparency

Strategic Objective: Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Sufficient OSH practices	Possible	Moderate	Moderate	Rare chance of there being an insignificant impact
Opportunity: Nil				

Officer Comment / Details

Nil

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 070825

Moved Cr Angus, seconded Cr King

That Council receives the Shire of Chittering Work Health and Safety Statistics Report for the month ending July 2025 which includes:

1. Monthly Report for July 2025
 - a. Statistics
 - b. Near miss, incident and damage report
 - c. WHS Training
 - d. Site Inspections
 - a. Safety Observations

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.29pm

CEO02 – 08/25**Work Health and Safety Policy Amendments****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-88088

Author

Human Resources Officer

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. WHS Policy – Adopted in April 2025
2. WHS Policy Amendments – Updated

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☒	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested endorse the amendments for the Work Health Safety (WHS) Policy as per attachment 2.

Background

In April 2025, Council reviewed the WHS policy, and endorsed minor changes to the terminology and format. In May 2025, LGIS conducted a work health and safety audit, and as a result of that audit, it was suggested that further changes be made to the policy, including consultation with staff, and minor wording changes (key changes are stated in the officer comments of this report).

Consultation SummaryLocal

- Staff toolbox meeting
- Interdepartmental Meetings
- Work health Safety Focus group
- Executive Management Team meeting

State

- LGIS

Legislative ImplicationsLocal

Nil

State

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)

Policy ImplicationsLocal

- Shire of Chittering Policy 3.3 Work Health and Safety (WHS)

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034
 Community Theme: Administration and Governance
 Community Aspiration: Council Accountability and Transparency
 Strategy: 5.1 – Enhancing Accountability and Transparency
 Strategic Objective: Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Not updating the Policy as per suggestions from LGIS	Possible	Moderate	Moderate	Council endorse amendments to the Policy
Opportunity: Nil				

Officer Comment / Details**Key Changes:**

Scope clarified: Now clearly states the Policy applies to all workers, including employees, contractors, volunteers, workplace experience students, and visitors.

Policy statement strengthened: Emphasises that all injuries and incidents are preventable and reinforces the Shire's commitment to continuous improvement and a positive safety culture.

Definitions updated: Clear, current definitions added for PCBU, Worker, Officer, and Health and Safety Representative (HSR), aligned with WHS legislation.

Roles & responsibilities refined:

- a. CEO responsibilities updated to highlight due diligence requirements.
- b. Officers' obligations strengthened under Section 27 of the *WHS Act*.
- c. Executive Managers, Managers and Supervisors' roles clarified to reflect accountability for implementation.
- d. Workers' responsibilities made clearer and more practical.

Consultation requirements confirmed: Reinforces the Shire's commitment to consult with workers, HSRs, and Health and Safety Committees under Sections 47–49 of the *WHS Act*.

Issue resolution reaffirmed: Confirms WHS issues and disputes will be managed in line with Section 81 of the *WHS Act*.

Compliance references updated: Policy references current legislation

General edits: Improved language, consistency and formatting for clarity and ease of use.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 080825**Moved Cr Ross, seconded Cr Hughes****That Council endorse the amendments for the Work Health and Safety (WHS) Policy as per attachment 2.****CARRIED UNANIMOUSLY: 6 / 0****TIME: 7.32pm**

CEO03 – 08/25**Audit, Risk and Improvement Committee Update****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-15

Author

Executive Assistant

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. Current Audit and Risk Committee Terms of Reference
2. Draft Audit, Risk and Improvement Committee Terms of Reference

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to adopt revised Terms of Reference for the Audit and Risk Committee, which will now be formally recognised as the **Audit, Risk and Improvement Committee**, to reflect recent amendments to section 7.1A of the *Local Government Act 1995*. These changes align the Committee's function with new legislative requirements and modern governance standards.

Background

Recent amendments to the *Local Government Act 1995* (effective 2024) introduced new mandatory provisions under section 7.1A, requiring all local governments to establish an Audit, Risk and Improvement Committee with expanded oversight responsibilities.

The existing Audit and Risk Committee's Terms of Reference have therefore been reviewed and updated to ensure compliance with the amended Act and associated regulations. Key updates include:

- Renaming the Committee to "Audit, Risk and Improvement Committee";
- Expanding functions to include review of performance improvement initiatives;
- Formalising the inclusion of an independent external Chairperson;
- Confirming the appointment of Mr Sean Fletcher, CEO of the Shire of Victoria Plains, to this role; and
- Clarifying reporting and quorum requirements in line with best-practice.

Consultation Summary

Local

- Executive Management Team
- Governance Team

State

- Department of Local Government, Sport and Cultural Industries
- WALGA (model templates and legislative updates)

Legislative Implications

Local

Nil

State

- Local Government Act 1995, s7.1A (as amended)
- Local Government (Audit) Regulations 1996, reg 14, 16 & 17
- Local Government (Financial Management) Regulations 1996
- Local Government (Administration) Regulations 1996

Policy Implications

Local

Nil. The updated Terms of Reference will supersede the previously adopted Audit and Risk Committee Terms of Reference (adopted 22 October 2019).

State

Nil

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.1 – Enhancing Accountability and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Failure to comply with the amended Act	Possible	Moderate	Moderate	Adopt the updated Terms of Reference.
Opportunity: The adoption of this item mitigates legal and governance risk and strengthens Council oversight over key financial, audit and improvement functions.				

Officer Comment / Details

The revised Terms of Reference align with new legislative requirements and reflect governance best practices across the local government sector.

At a recent Council workshop, elected members supported the appointment of Mr Sean Fletcher, CEO of the Shire of Victoria Plains, as the Committee's Independent Chairperson. Mr Fletcher's qualifications and local government expertise were considered to suit the needs of the Committee best.

This appointment provides additional capability and impartiality in delivering the Committee's expanded mandate, including oversight of risk management, legislative compliance, internal controls, audit, and continuous improvement.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 090825

Moved Cr King, seconded Cr Angus

That Council:

1. Adopts the revised Terms of Reference for the Audit, Risk and Improvement Committee, as per attachment 2;
2. Notes that the previous Audit and Risk Committee will now be formally known as the "Audit, Risk and Improvement Committee" in accordance with section 7.1A of the *Local Government Act 1995*; and
3. Confirms the appointment of Sean Fletcher, Chief Executive Officer of the Shire of Victoria Plains, as the Independent Chairperson of the Audit, Risk and Improvement Committee.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.33pm

CEO04 – 08/25**CEO Performance Review Independent Consultant****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-93834

Author

Executive Assistant

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. Proposal and quote – Dr Shayne Silcox (AIM WA)

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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☒	Legislative	When Council initiates or adopts a policy position, or a local law.
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☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to appoint Dr Shayne Silcox of AIM WA to undertake the Chief Executive Officer's Performance Review for the 2025/26 period and assist in establishing the Key Performance Indicators (KPIs) for 2026/27, in accordance with the *Local Government Act 1995* and the associated Regulations.

Background

Under section 5.38 of the *Local Government Act 1995*, a local government is required to review the performance of its Chief Executive Officer (CEO) at least once annually. The review must be conducted in accordance with the contractual performance criteria and any additional agreed indicators.

In July 2025, the Shire issued a Request for Quote to various suitably qualified consultants to conduct the performance review. Several quotes were received, and following a review of qualifications, experience, and cost, it was determined that Dr Shayne Silcox (AIM WA) was the most suitable candidate. Dr Silcox has extensive experience in conducting CEO reviews across local governments in Western Australia and came highly recommended by peers and industry contacts.

The quote from Dr Silcox includes:

- A full performance review process aligned with legislative and regulatory requirements;
- Stakeholder engagement and individual interviews with Elected Members;
- A report outlining outcomes and recommendations; and
- The drafting of a new contract or contract addendum if required.

The KPI framework for the 2025–2026 period has already been set, and the review is required to be finalised by March 2026, with the outcome presented to Council for endorsement.

Consultation SummaryLocal

- Workshop with Council

State

Nil

Legislative ImplicationsLocal

Nil

State

- Local Government Act 1995
 - o Section 5.38: CEO Performance review must be conducted annually.
 - o Section 5.39: Contracts for CEOs must include performance criteria.
- Local Government (Administration) Regulations 1996
 - o Schedule 2, Division 3: Sets out minimum model standards for performance review, including impartiality, transparency, and written outcomes.

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

Provision for the CEO Performance Review was included in the 2025/26 Adopted Budget. The quote provided by Dr Shayne Silcox is \$5,130 (excluding GST) plus travel and accommodation as required. This is within budgeted allocations.

It is recommended that future budgets continue to include an allocation for this purpose to support consistent and transparent performance reviews.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.1 – Enhancing Accountability and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: non-compliance with the <i>Local Government Act 1995</i>	Possible	Moderate	Moderate	Appoint a qualified, independent consultant reduces these risks.
Opportunity: Using the same contractor for future years would support consistency, improve review quality, and streamline stakeholder expectations and processes.				

Officer Comment / Details

The appointment of Dr Shayne Silcox as an independent consultant to conduct the CEO Performance Review ensures that the process remains objective, thorough, and legislatively compliant.

Dr Silcox's proposal is comprehensive, reflecting best practice principles in CEO evaluation and performance management. His prior experience with numerous Western Australian councils and demonstrated value for money provide assurance of a high-quality outcome for the Shire of Chittering.

It is recommended that Council formally appoint Dr Silcox for the 2025/26 CEO review and considers his reappointment in future years to promote procedural consistency and transparency.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 100825

Moved Cr King, seconded Cr Ross

That Council appoints Dr Shayne Silcox of AIM WA to undertake the Chief Executive Officer's 2025/26 Performance Review and assist in the development of Key Performance Indicators for 2026/27.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.38pm

CEO05 – 08/25**Noongar Standard Heritage Agreement****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-69060

Author

Executive Assistant

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. Draft Template Noongar Standard Heritage Agreement

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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☒	Legislative	When Council initiates or adopts a policy position, or a local law.
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☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to endorse the execution of the Noongar Standard Heritage Agreement (NSHA) between the Shire of Chittering and the South West Aboriginal Land and Sea Council (SWALSC) on behalf of the Yued Aboriginal Corporation, authorising the Chief Executive Officer to sign the Agreement on behalf of the Shire to facilitate culturally appropriate engagement and compliance with Aboriginal heritage obligations within the relevant agreement area.

Background

The South West Native Title Settlement includes six Indigenous Land Use Agreements (ILUAs), one of which—the Yued Aboriginal Corporation—intersects with the boundaries of the Shire of Chittering. Although Local Governments are not party to the ILUAs, they are encouraged by the Department of Planning, Lands and Heritage (DPLH) and WALGA to engage with Traditional Owners through formal heritage agreements such as the Noongar Standard Heritage Agreement (NSHA).

The NSHA establishes a structured and culturally appropriate framework for Aboriginal heritage engagement, consistent with the *Aboriginal Heritage Act 1972* (WA). It outlines processes for heritage surveys, due diligence, consultation, and notification in relation to proposed land use and development activities.

The proposed agreement with the Yued Aboriginal Corporation has been reviewed by officers and reflects a commitment to proactive heritage protection and respectful collaboration.

Consultation Summary

Local

- Workshop with Council and representatives from the South West Aboriginal Land and Sea Council (SWALSC)

State

- SWALSC: Consultation undertaken via WALGA's advocacy and template development process.

Legislative Implications

Local

Nil

State

- Aboriginal Heritage Act 1972 (WA) – Governs the protection of Aboriginal sites and objects and underpins the due diligence requirements addressed by the NSHA.
- Local Government Act 1995 (WA) – Empowers the Shire to enter into agreements and authorise the CEO to act on its behalf.

Policy Implications

Local

Nil

State

Nil

Financial Implications

There is no direct cost to signing the agreement.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

Community Theme:	Community
Community Aspiration:	Inclusivity, Active, and Resilient Community
Strategy:	1.1 – Cultural Diversity and Heritage
Strategic Objective:	Foster a sense of inclusivity, activity and resilience where all members feel safe, valued, supported, and empowered.

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: The NSHA promotes early identification and protection of Aboriginal cultural landscapes, reducing the potential for unintentional disturbance and supporting environmental and heritage outcomes.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Non-compliance with the <i>Aboriginal Heritage Act 1972</i>	Possible	Moderate	Moderate	Adopting the NSHA the shire will mitigate any non-compliance
Opportunity: The agreement also provides legal and reputational safeguards by clearly outlining responsibilities and procedures.				

Officer Comment / Details

The Shire of Chittering is committed to respecting and protecting Aboriginal cultural heritage. Data held by the Department of Planning, Lands and Heritage (DPLH) indicates that numerous registered, lodged, and historic sites, as well as prior heritage surveys, exist within or near the Shire's boundaries.

Entering into the NSHA with the Yued Aboriginal Corporation formalises the Shire's intent to engage appropriately in areas where Aboriginal cultural heritage may be impacted by future activities. Discussions with the Whadjuk People are ongoing and may result in a future agreement. This current NSHA only applies to the Yued area and does not affect those future negotiations.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 110825

Moved Cr Curtis, seconded Cr Ross

That Council:

1. Endorses entering into the Noongar Standard Heritage Agreement (NSHA) with the South West Aboriginal Land and Sea Council (SWALSC) on behalf of the Yued Aboriginal Corporation; and
2. Authorises the Chief Executive Officer to complete and execute the Agreement on behalf of the Shire of Chittering.

CARRIED: 5 / 1

TIME: 7.43pm

For: Cr King, Cr Angus, Cr Curtis, Cr Ross, Cr Hughes

Against: Cr Dewar

CEO06 – 08/25**End of Year Corporate Performance Report 2024/25****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-93951

Author

Manager Governance and Corporate Performance

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. Corporate Performance Summary Report 2024/25
2. Annexure A: Corporate Performance Scorecard (detailed performance information) – Quarter 4

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to receive the End of Year Corporate Performance Report 2024/25. The report provides a consolidated overview of the Shire's corporate, financial, and operational performance for the year ending 30 June 2025, benchmarked against previous end-of-year results.

The Corporate Performance Report is aligned to the Shire's Corporate Business Plan (CBP), which sets out the four-year priorities adopted by Council to achieve the strategic objectives of the Strategic Community Plan (SCP).

Background

Section 5.56(1) and (2) of the *Local Government Act 1995* (the Act) requires that each local government is "to plan for the future of the district" by developing plans in accordance with the regulations. This is supported by the *Local Government (Administration) Regulations 1996*.

The Integrated Planning and Reporting Framework and Guidelines recommend quarterly and annual reporting on progress against the Corporate Business Plan to ensure transparency and accountability in achieving Council's strategic objectives.

Year One of the Corporate Business Plan underpins the first year of action, detailing service-level deliverables, improvement activities, and capital works.

This End of Year Corporate Performance Report provides an assessment of:

1. Strategic Performance – overview of progress against the Strategic Community Plan strategic objectives and Corporate Business Plan strategies (Attachment 1);
2. Financial Performance – summary of results against the 2024/25 Annual Budget (Attachment 1);
3. Operational Performance – detailed results against annual actions and performance targets for 2024/25 (Attachment 2).

Key Results (End of Year 2024/25):

- Strategic Achievement: 90% of Corporate Business Plan actions and projects were completed, on target, or slightly behind schedule—up from 87% in 2023/24.
- Operational Actions: 81% of 47 actions were completed or on track.
- Capital Projects: 100% of 29 projects were completed or on track.
- Financial Position: \$1.51 million surplus, with strong liquidity and reserve growth.

Consultation Summary

Local

- Consultation was undertaken with staff through quarterly feedback sessions and updates on the 2024/25 priorities aligned to the Corporate Business Plan. The Corporate Performance Reporting process is integrated with the Shire's performance monitoring framework.

State

Nil

Legislative Implications

Local

Nil

State

- The Shire's Corporate Business Plan is governed by Section 5.56(1) and (2) of *the Act*, requiring each local government to plan for the future of the district.
- The Integrated Planning and Reporting Framework and Guidelines recommend quarterly reporting on progress against the Corporate Business Plan.
- Financial performance reporting complies with Section 6.4 of the Act and Regulations 33A and 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications

Local

There are no direct policy implications. The Corporate Performance Report illustrates how the Council is progressing towards its medium-term priorities set out in the Corporate Business Plan.

State

Nil

Financial Implications

There are no direct financial implications arising from Council's receipt of this report. However, the Corporate Performance Report supports informed decision-making in relation to resource allocation and assists with corporate business planning and the annual budget process.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme: Administration and Governance

Community Aspiration: Council Accountability and Transparency

Strategy: 5.1 – Enhancing Accountability and Transparency

Strategic Objective: Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Possible	Moderate	Moderate	Providing regular performance updates on the Strategic Community Plan and Corporate Business Plan increases transparency and supports better planning.
Opportunity: Improved transparency and community confidence in Shire operations.				

Officer Comment / Details

The End of Year Corporate Performance Report 2024/25 demonstrates the Shire's ongoing progress in achieving the strategic objectives of the Strategic Community Plan and Corporate Business Plan. The report shows that the Shire has made significant strides in meeting its goals and managing its financial position.

However, while the CORPORATE BUSINESS PLAN outlines the medium-term priorities, it is important to note that funding for specific projects and initiatives is determined annually as part of the budget process.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 120825

Moved Cr King, seconded Cr Angus

That Council accepts the End of Year Corporate Performance Report 2024/25, as per Attachment 1 (Summary Report) and Attachment 2 (Detailed Corporate Performance Scorecard).

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.47pm

CEO07 – 08/25**Lower Chittering Youth and Community Hub – Project Progression****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-61292

Author

Executive Assistant

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

Nil

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to acknowledge the confirmation received on 14 August 2025 from Lotterywest of a \$400,000 funding contribution towards the Lower Chittering Youth and Community Hub project; endorse the official commencement of the project; approve in principle the securing of a Treasury loan for up to \$1,000,000 (to be drawn in due course, with the amount reduced should additional funding be secured); and authorise the ordering of the building and associated structure.

Background

The Lower Chittering Youth and Community Hub (LCYCH) has been under development since it was first identified as a priority community infrastructure project in 2017. Council has considered multiple reports and resolved on several occasions to progress the project, including selection of the site within the Lower Chittering Hall precinct, adoption of a revised master plan, and pursuit of external funding.

The project is included in the Shire's Strategic Community Plan and Corporate Business Plan, and an allocation for loan funding is provided in the adopted 2025/26 Annual Budget to meet any shortfall after external contributions. All procedural requirements associated with the proposed borrowing have been completed, including public advertising of Council's intention to take out the loan in accordance with the Local Government Act 1995. The facility is intended to provide dedicated space for youth services, community programs, meetings, and events, with associated landscaping, parking, and service infrastructure.

On 10 July 2025, Council resolved to endorse the revised building location, proceed with required site investigations and statutory approvals, and continue funding applications to external agencies. This followed community engagement in May–June 2025, which indicated strong local support for the project.

On 14 August 2025, the Shire received formal confirmation from Lotterywest of a \$400,000 funding contribution towards the LCYCH. This secures a significant portion of the required funding and, together with the proposed Treasury loan (up to \$1,000,000) provided for in the 2025/26 Annual Budget, enables the project to move to the delivery phase.

Consultation Summary

Local

- Council
- Executive Management Team

State

- Lotterywest

Legislative Implications

Local

- Shire of Chittering Delegations Register – relevant delegations to the Chief Executive Officer for procurement and contract management will apply once Council authorises the commencement of works

State

- Local Government Act 1995 – section 6.20 permits a local government to borrow funds, subject to Council resolution and the required public advertising process where applicable.
- Local Government (Financial Management) Regulations 1996 – outlines requirements for financial management, including recording of borrowings and grant income in the annual budget and financial reports.

Policy Implications

Local

- Shire of Chittering Purchasing Policy - procurement of the building, site works and associated services must comply with the Shire's purchasing thresholds, quotation/tender requirements, and value-for-money principles.
- Shire of Chittering Asset Management Policy - the LCYCH will become a significant community asset and must be incorporated into the Shire's asset register, with lifecycle cost planning and maintenance provisions.

State

- LotteryWest Funding Guidelines – funding must be administered in accordance with the terms and conditions of the grant agreement, including acquittal, milestone reporting and expenditure restrictions.
- Western Australian Treasury Borrowing Policy – compliance requirements for local government loans, including provision of financial ratios and adoption of a formal borrowing resolution by Council.

Financial Implications

The total project cost for the Lower Chittering Youth and Community Hub is currently estimated at up to \$1,400,000, inclusive of building construction, transport, installation, site works, and associated infrastructure.

Confirmed funding to date includes:

- \$400,000 – Lotterywest grant (confirmed 14 August 2025)

The remaining balance will be funded through a Treasury loan of up to \$1,000,000, as provided for in the adopted 2025/26 Annual Budget. The exact loan amount will be reduced if additional external funding is secured prior to loan drawdown. Loan funds will only be drawn in due course, once required to meet contractual obligations.

Repayment of the loan will be in accordance with Western Australian Treasury Corporation terms, with principal and interest incorporated into future annual budgets over the agreed repayment period. Interest costs and repayment schedules will be confirmed following the loan application and approval process.

Operational costs for the LCYCH will be incorporated into the Shire's Long Term Financial Plan, with ongoing maintenance provisions under the Shire's Asset Management Framework.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034
 Community Theme: Community
 Community Aspiration: Inclusive, Active, and Resilient Community
 Strategy: 1.3 – Social Services and Support Systems
 Strategic Objective: Foster a sense of inclusivity, activity and resilience where all members feel safe, valued, supported and empowered.

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Non-delivery of project	Possible	Moderate	Moderate	Updating community on the project progression.
Opportunity: Improved transparency and community confidence in Shire operations.				

Officer Comment / Details

The confirmation of \$400,000 in Lotterywest funding enables the project to move into the delivery phase. Securing the balance of funds through a Treasury loan (up to \$1,000,000) will ensure the Shire can meet contractual commitments for building construction, transport, and site works. The final loan amount will be reduced if any additional funding applications are successful prior to drawdown.

While the off-site building construction is estimated to take approximately six months, it is proposed that earthworks, service connections, and other ancillary works be undertaken concurrently. This approach will ensure that the site is prepared for immediate installation of the building upon delivery, minimising delays and enabling the facility to become operational as early as possible.

Proceeding with early site preparation will also allow the Shire to coordinate infrastructure works efficiently, align with contractor availability, and avoid cost escalations associated with construction delays.

Given the long-standing community demand for the Lower Chittering Youth and Community Hub, the project's inclusion in the 2025/26 Annual Budget, and the confirmed Lotterywest contribution, it is considered both timely and appropriate to commence the works and progress the necessary steps for the Treasury loan.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 130825

Moved Cr Angus, seconded Cr Ross

That Council:

- 1. Acknowledge the confirmation received on 14 August 2025 from Lotterywest of a \$400,000 funding contribution towards the Lower Chittering Youth and Community Hub project;**
- 2. Endorse the official commencement of the Lower Chittering Youth and Community Hub project;**
- 3. Authorise the ordering of the building and associated structure for off-site construction;**
- 4. Approve commencement of necessary earthworks, service connections, and ancillary site works to prepare for the installation of the building; and**
- 5. Approve securing a Treasury loan of up to \$1,000,000 to fund the balance of the project cost, with the final amount to be reduced by any additional external funding secured prior to loan drawdown.**

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.56pm

CEO08 – 08/25

Participation in the Salaries and Allowances Tribunal 2025 Local Government Survey**Applicant**

Shire of Chittering

File ref

SOCR-1845402348-61292

Author

Executive Assistant

Authorising Officer

Chief Executive Officer

Disclosure of Interest

Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure

Voting requirements**Simple Majority****Attachments**

1. SAT 2025 Local Government Survey – Guidance Notes

	Authority / Discretion	Definition
☒	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☐	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to authorise the Chief Executive Officer to complete and submit the Salaries and Allowances Tribunal (SAT) 2025 Local Government Survey on behalf of the Shire of Chittering. Participation is essential to ensure the Shire's circumstances are accurately represented in the Tribunal's review.

Background

The Salaries and Allowances Tribunal is conducting the 2025 Local Government Survey between 11 August and 30 September 2025 as part of its statutory review process under the *Salaries and Allowances Act 1975*.

The survey seeks evidence-based data from local governments to assist in reviewing:

- The four-band remuneration framework for local government CEOs.
- Total Reward Package (TRP) components and percentile positioning within band.
- Housing and motor vehicle provisions.
- Regional / Isolation Allowance eligibility.
- Fees, expenses and allowances for elected council members and independent committee members.

Only one survey repose per local government will be accepted, and it must be authorised by both the CEO and Council before submission.

Consultation SummaryLocal

- Council
- Executive Management Team

State

- Salaries and Allowances Tribunal

Legislative ImplicationsLocal

Nil

State

- Salaries and Allowances Act 1975 – SAT is required to make annual determinations on remuneration and allowances for local government CEOs and elected members.

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

No direct cost to participate in the survey. Potential indirect impacts if the Tribunal's review results in changes to CEO remuneration bands, elected member allowances, or related entitlements.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034
 Community Theme: Administration and Governance
 Community Aspiration: Council Accountability and Transparency
 Strategy: 5.1 – Enhancing Accountability and Transparency
 Strategic Objective: Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: No submission could result in the Shire's circumstances being misrepresented in the SAT's review	Possible	Moderate	Moderate	Authorise and ensure accurate and timely survey completion.
Opportunity: Participation in the survey.				

Officer Comment / Details

Completing the survey provides the Shire of Chittering with an opportunity to:

- Ensure the SAT understands the Shire's specific circumstances, challenges, and cost pressures.
- Influence potential reclassification considerations and allowance settings.
- Contribute to sector-wide benchmarking and remuneration policy development.

The survey will inform the Tribunal's comprehensive review of the Local Government Determination, including CEO remuneration, elected member fees and allowances, and potential reclassification matters. Participation is essential to ensure the Shire's circumstances are accurately represented in the Tribunal's 2026 determination.

Given the SAT's request for CEO and Council-approved input, formal Council authorisation will provide procedural clarity and meet the Tribunal's requirement for a single, endorsed submission.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 140825

Moved Cr Curtis, seconded Cr Ross

That Council:

- 1. Authorises the Chief Executive Officer to complete and submit the Salaries and Allowances Tribunal 2025 Local Government Survey on behalf of the Shire of Chittering by the closing date of 30 September 2025; and**
- 2. Notes that the final survey response will be based on current and factual information relating to CEO remuneration, elected member allowances, and other relevant provisions.**

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.59pm

ITEM 10. REPORTS OF COMMITTEES**COM01 – 08/25****Receipt of Unconfirmed Minutes and Review of Recommendations from the Chittering Bush Fire Advisory Committee****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-84140

Author

Support Officer – Bushfire, Emergency Services & Rangers

Authorising Officer

Chief Executive Officer

Disclosure of Interest

The Author has an impartiality interest as a member of the Upper Chittering Volunteer Bushfire Brigade

Voting requirements**Simple Majority****Attachments**

1. Unconfirmed Minutes of CBFAC Meeting held 8 July 2025

	Authority / Discretion	Definition
☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
☐	Legislative	When Council initiates or adopts a policy position, or a local law.
☐	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under <i>Health Act</i> , <i>Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
☒	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only).

Executive Summary

Council is requested to receive the unconfirmed minutes from the Chittering Bush Fire Advisory Committee (CBFAC) meeting held on Tuesday, 8 July 2025. During that meeting, three recommendations were raised. These related to the endorsement of the Committee membership for the 2025/26 financial year, the appointment of Bush Fire Control Officers for 2025/26, and the investigation into appointing up to two additional Deputy Chief Bush Fire Control Officers. Council is requested to consider and determine these matters as detailed in the Officer comments section.

Background

The CBFAC met on 8 July 2025. During the meeting, the following key matters were considered and carried unanimously.

Confirmation of the Committee membership for 2025/26.**7.0 OFFICER RECOMMENDATION**

Moved Paul Groves / Seconded Kim Haeusler

That the Chittering Bush Fire Advisory Committee recommends to Council that the Committee membership effective 8 July 2025 is as follows:

<i>Member</i>	<i>Proxy</i>
<i>Cr Carmel Ross</i>	<i>Cr David Dewar</i>
<i>Melinda Prinsloo, Chief Executive Officer</i>	<i>Nil</i>
<i>Nathan Manning, Community Emergency Services Manager / Chief Bush Fire Control Officer</i>	<i>Nil</i>
<i>Kim Haeusler, Deputy Chief Bush Fire Control Officer - Northern Region</i>	<i>Nil</i>
<i>Graham Furlong, Deputy Chief Bush Fire Control Officer</i>	<i>Nil</i>
<i>Neil Harvey, Bindoon Volunteer Bush Fire Brigade</i>	<i>Dennis Badcock, Bindoon Volunteer Bush Fire Brigade</i>
<i>Daniel Bates, Lower Chittering Volunteer Bush Fire Brigade</i>	
<i>Shelly Pannell, Muchea Volunteer Bush Fire Brigade</i>	<i>James Marotta, Muchea Volunteer Bush Fire Brigade</i>
<i>Aaron Cover, Upper Chittering Volunteer Bush Fire Brigade</i>	<i>Will Lee, Upper Chittering Volunteer Bush Fire Brigade</i>
<i>Clayton Smith, Wannamal Volunteer Bush Fire Brigade</i>	<i>Daniel Smith, Wannamal Volunteer Bush Fire Brigade</i>
<i>Paul Groves, Chittering Incident Support Brigade</i>	<i>Ian Wright, Chittering Incident Support Brigade</i>

CARRIED UNANIMOUSLY

Endorsement of Bush Fire Control Officer appointments for 2025/26.**6.0 OFFICER RECOMMENDATION**

Moved Daniel Smith / Seconded Aaron Cover

That the Chittering Bush Fire Advisory Committee:

1. Recommend to Council the following appointments:

a. Fire Control Officer:

- i. James Marotta and Tammy Foster representing Muchea Volunteer Bush Fire Brigade.*
- ii. Daniel Bates representing Lower Chittering Volunteer Bush Fire Brigade.*
- iii. Aaron Cover representing Upper Chittering Volunteer Bush Fire Brigade.*
- iv. Dennis Badcock and Paul Groves representing Bindoon Volunteer Bush Fire Brigade.*
- v. Clayton Smith representing Wannamal Volunteer Bush Fire Brigade.*
- vi. Barry Cilliers, Scott Simeons, Robert Butler and Zane Keighley representing the Shire of Chittering.*

b. Captain and Fire Control Officer:

- i. Shelly Pannell, Captain of Muchea Volunteer Bush Fire Brigade.*
- ii. Will Lee, Captain of Upper Chittering Volunteer Bush Fire Brigade.*
- iii. Neil Harvey, Captain of Bindoon Volunteer Bush Fire Brigade.*

c. Deputy Chief Bush Fire Control Officer:

- i. Kim Haeusler representing the North Region.*
- ii. Graham Furlong representing the Shire of Chittering (in accordance with clause 6.10 of the DFES & Shire of Chittering Memorandum of Understanding)*

2. *Requests Council to note the following appointment made by the FES Commissioner in accordance with clause 4.2 of the DFES & Shire of Chittering Memorandum of Understanding:*
 - a. *Nathan Manning as the Chief Bush Fire Control Officer for the Shire of Chittering*

CARRIED UNANIMOUSLY

Recommendation for Council investigation.

MOTION

Moved Shelly Pannell / Seconded Paul Groves

To recommend to Council that the appointment of up to two additional deputies be investigated, covering the following items:

1. *Support provided by DFES personnel to develop the role and responsibility statement for the position.*
2. *The appropriate recruitment process to identify a suitable candidate or candidates.*
3. *The outcome of that investigation to be tabled and considered at the October Chittering Bushfire Advisory Committee meeting.*

CARRIED UNANIMOUSLY

The Committee's recommendations align with the functions outlined under section 67(1) of the *Bush Fires Act 1954* and the *Shire of Chittering Bush Fire Brigades Local Law 2012*.

Consultation Summary

Local

- Chittering Bush Fire Advisory Committee

State

- Nil

Legislative Implications

Local

- *Bush Fire Brigades Local Law 2012*
 - o *3.6 Holding of annual general meeting*
A bush fire brigade is to hold its annual general meeting during the month of May each year.
 - o *3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee*
At the annual general meeting of a bush fire brigade, brigade member/s are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade until the next brigade annual general meeting.
 - o *3.8 Minutes to be tabled before the Bush Fire Advisory Committee*
 - (1) The brigade Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
 - (2) The Chief Bush Fire Control Officer is to table the minutes of the bush fire brigade's annual general meeting at the next meet of the—
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee.

following their receipt under subclause (1)
 - o *3.9 Functions of Advisory Committee*
The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as determined by the local government.
 - o *3.10 Advisory Committee to nominate bush fire control officers*

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

o *3.11 Local government to have regard to nominees*

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

o *3.12 Advisory Committee to consider bush fire brigade motions*

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

State

- *Bush Fires Act 1954 – Section 38(1)*

- o *38(1) Local government may appoint bush fire control officer*

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

- *Bush Fires Act 1954 – Section 43*

- o *43 Election and duties of officers of bush fire brigades*

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

[Section 43 amended by No.51 of 1979 s.5; No.14 of 1996 s.4.]

- *Bush Fires Act 1954 – Section 67(1)*

- o *67(1) Advisory Committees*

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Policy Implications

Local

Nil

State

Nil

Financial Implications

There will be costs incurred for the advertising of the appointed Fire Control Officers, which has been allowed for in the Shire's adopted 2025/2026 Annual Budget.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme: Community

Community Aspiration: Inclusivity, Active, and Resilient Community

Strategy: 1.2 – Safety and Well-being

Strategic Objective: Foster a sense of inclusivity, activity and resilience where all members feel safe, valued, supported, and empowered.

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputational: Members bringing the Shire into disrepute	Rare	Moderate	Low	Clear and transparent communication with members
Opportunity: Build strong relationships with officers of the Chittering Fire Services				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Natural Environment: Making sure the natural environment of the Shire is protected as much as possible	Possible	Minor	Moderate	Ensuring requirements are met through holding the scheduled meetings
Opportunity: Nil				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputational: Fire Control Officers bringing the Shire into disrepute	Rare	Moderate	Low	Clear and transparent communication with Fire Control Officers as well as annual refreshers
Opportunity: Build strong relationships with Fire Control Officers and have strong representation in the community.				

Officer Comment / Details

The Committee recommendations are mostly reflective of the motions passed at the Committee meeting held Tuesday, 8 July 2025.

The Officer Recommendation is to receive the unconfirmed minutes of the Committee.

At the meeting on 8 July 2025, the Chittering Bush Fire Advisory Committee resolved to recommend a list of bush fire brigade members for appointment to the Chittering Bushfire Advisory Committee, effective from the date of the meeting per section 67(1) of the *Bush Fires Act 1954*. This resolution is presented to Council as Committee Recommendation 1.

Committee Recommendation 2 has two minor amendments to reflect position resignations from the Shire of Chittering, the removal of both Scott Simeons and Zane Keighley as Fire Control Officers representing the Shire of Chittering. On appointment of a new Ranger, and Fire Mitigation Officer, the Shire will arrange for their authorisation as a Fire Control Officer under the delegation powers of the Chief Executive Officer.

Another recommendation of the Committee was for the Local Government to explore appointing up to two more Deputy Chief Bush Fire Control Officers, as stated in section 28(1) of the *Bush Fires Act 1954*. This includes working with DFES to define the role, determining a suitable recruitment process, and presenting the findings at the October Chittering Bushfire Advisory Committee meeting. This is presented to Council in Committee Recommendation 3.

The next meeting of the Chittering Bush Fire Advisory Committee is scheduled for Tuesday, 14 October 2025.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 150825

Moved Cr Ross, seconded Cr Angus

That Council receive the unconfirmed minutes of the Chittering Bush Fire Advisory Committee held Tuesday, 8 July 2025 and consider the Committee's Recommendations.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 8.01pm

COMMITTEE RECOMMENDATION 1 / COUNCIL RESOLUTION 160825

Moved Cr Ross, seconded Cr Angus

That Council endorse the Chittering Bushfire Advisory Committee membership, effective 8 July 2025, as follows:

Member	Proxy
Cr Carmel Ross	Cr David Dewar
Melinda Prinsloo, Chief Executive Officer	Nil
Nathan Manning, Community Emergency Services Manager / Chief Bush Fire Control Officer	Nil
Kim Haeusler, Deputy Chief Bush Fire Control Officer - Northern Region	Nil
Graham Furlong, Deputy Chief Bush Fire Control Officer	Nil
Neil Harvey, Bindoon Volunteer Bush Fire Brigade	Dennis Badcock, Bindoon Volunteer Bush Fire Brigade
Daniel Bates, Lower Chittering Volunteer Bush Fire Brigade	
Shelly Pannell, Muchea Volunteer Bush Fire Brigade	James Marotta, Muchea Volunteer Bush Fire Brigade
Aaron Cover, Upper Chittering Volunteer Bush Fire Brigade	Will Lee, Upper Chittering Volunteer Bush Fire Brigade
Clayton Smith, Wannamal Volunteer Bush Fire Brigade	Daniel Smith, Wannamal Volunteer Bush Fire Brigade
Paul Groves, Chittering Incident Support Brigade	Ian Wright, Chittering Incident Support Brigade

CARRIED UNANIMOUSLY: 6 / 0

TIME: 8.03pm

COMMITTEE RECOMMENDATION 2 / COUNCIL RESOLUTION 170825

Moved Cr Ross, seconded Cr Curtis

That Council:

1. Endorse the following appointments:
 - a. Fire Control Officer:
 - i. James Marotta and Tammy Foster representing Muchea Volunteer Bush Fire Brigade.
 - ii. Daniel Bates representing Lower Chittering Volunteer Bush Fire Brigade.
 - iii. Aaron Cover representing Upper Chittering Volunteer Bush Fire Brigade.
 - iv. Dennis Badcock and Paul Groves representing Bindoon Volunteer Bush Fire Brigade.
 - v. Clayton Smith representing Wannamal Volunteer Bush Fire Brigade.
 - vi. Barry Cilliers and Robert Butler representing the Shire of Chittering
 - b. Captain and Fire Control Officer:
 - i. Shelly Pannell, Captain of Muchea Volunteer Bush Fire Brigade.
 - ii. Will Lee, Captain of Upper Chittering Volunteer Bush Fire Brigade.
 - iii. Neil Harvey, Captain of Bindoon Volunteer Bush Fire Brigade.
 - c. Deputy Chief Bush Fire Control Officer:
 - i. Kim Haeusler representing the North Region.
 - ii. Graham Furlong representing the Shire of Chittering (in accordance with clause 6.10 of the DFES & Shire of Chittering Memorandum of Understanding)
2. Note the following appointment made by the FES Commissioner in accordance with clause 4.2 of the DFES & Shire of Chittering Memorandum of Understanding:
 - a. Nathan Manning as the Chief Bush Fire Control Officer for the Shire of Chittering.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 8.05pm

COMMITTEE RECOMMENDATION 3 / COUNCIL RESOLUTION 180825

Moved Cr Ross, seconded Cr Hughes

That Council request the Chief Executive Officer to investigate the appointment of up to two additional Deputy Chief Bush Fire Control Officers, covering the following items:

1. Support provided by DFES personnel to develop the role and responsibility statement for the position.
2. The appropriate recruitment process to identify a suitable candidate or candidates.
3. The outcome of that investigation to be tabled and considered at the October Chittering Bushfire Advisory Committee meeting.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 8.11pm

ITEM 11. MOTIONS, OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

ITEM 12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

QMWN01 – 08/25 **Cr Curtis**

Question 1 *Can the Administration revoke a Council decision?*

Presidents Response No.

Question 2 *Why then was the LK Martin sign taken down, when that was a Council decision to put it up?*

Presidents Response I think it fell down, it was not taken down.

Question 3 *Why was it not replaced?*

CEO's Response There has been no decision to remove the sign, I am surprised as everybody else that it was missing. It has been missing for 2 nearly 3 years now, and it was not a Shire decision to remove any sign.

Question 3 *When will it be replaced?*

CEO's Response I will look into the Council Resolution that was put up for it to be installed, and then we would have to find the budget and resources to re-install it.

Question 4 *So it is going to be replaced?*

CEO's Response If it was a Council Resolution I will look into it.

Question 5 *I believe it was a Resolution that was made about 20-30 years ago.*

CEO's Response We have got all the previous resolutions, and we will look into it. We will investigate.

ITEM 13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

ITEM 14. MEETING CLOSED TO THE PUBLIC

Matters of which the meeting may be closed

Nil

ITEM 15. CLOSURE

The Presiding Member declared the meeting closed at 8.15pm.