



ORDINARY COUNCIL MEETING MINUTES

**7:00pm, Wednesday, 15 July 2026
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 28 July 2026.



Melinda Prinsloo
Chief Executive Officer

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on

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.

TABLE OF CONTENTS

ITEM 1.	DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS	7
ITEM 2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	7
ITEM 3.	DISCLOSURE OF INTEREST.....	10
ITEM 4.	PUBLIC QUESTION TIME	10
	Previous public questions taken on notice 17 June 2026.....	10
	PQT05 – 06/26 Isabel Crowe, Lower Chittering	10
	PQT07 – 06/26 Dale Keenan, Lower Chittering	10
	PQT09 – 06/26 Janelle Armstrong, Lower Chittering.....	10
	PQT11 – 06/26 Mark Campbell, Lower Chittering	11
	Public question time	13
	PQT01 – 07/26 Sarah Mchiggins, Chittering	13
	PQT02 – 07/26 Sonia Cook, Chittering.....	15
	PQT03 – 07/26 Lisa Sloan, Lower Chittering.....	16
	PQT04 – 07/26 Sarah Mchiggins, Chittering	16
ITEM 5.	PETITIONS / DEPUTATIONS / PRESENTATIONS	17
ITEM 6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	17
ITEM 7.	CONFIRMATION OF MINUTES	17
	Ordinary Meeting of Council: 17 June 2026	17
ITEM 8.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	17
ITEM 9.	REPORTS.....	17
	DEVELOPMENT SERVICES	18
	DS01 - 07/26 Extractive Industries Local Law Review.....	18
	TECHNICAL SERVICES.....	23
	TS01 - 07/26 Shire Policy 1.7 – Asset Management – Infrastructure Assets Review	23
	CORPORATE SERVICES	28
	CS01 – 07/26 List of Accounts Paid for the Period Ending 30 June 2026.....	28
	CS02 – 07/26 Monthly Financial Report for the Period Ending 30 June 2026	30
	CS03 - 07/26 2026/27 Annual Budget – Post Adoption Amendments.....	32
	CS04 - 07/26 Community Funding Quarter 4 Update	36
	CHIEF EXECUTIVE OFFICER	39
	CEO01 – 07/26 Work Health and Safety Statistics Report – June 2026.....	39
	CEO02 - 07/26 Change of Date – September 2026 Ordinary Council Meeting.....	42
	CEO03 - 07/26 2026 WALGA Annual General Meeting – Appointment of Voting Delegates and Proxies	45
	CEO04 - 07/26 Bush Fire Brigade Local Law 2012 Review	48

CEO05 – 07/26	Shire Policy 2.5 Purchasing and Procurement	56
CEO06 - 07/26	Shire Policy 1.3 – Service Level Complaints Handling Policy Review	60
CEO07 - 07/26	Strategic User Group Outcome	65
CEO08 - 07/26	Audit, Risk and Improvement Committee – Appointment of Deputy Chairperson	74
CEO09 – 07/26	End of Year Corporate Performance Report 2025/26	77
ITEM 10.	REPORTS OF COMMITTEES	81
ITEM 11.	MOTIONS, OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	81
ITEM 12.	QUESTIONS FROM MEMBERS WITHOUT NOTICE	81
	QMWN01 – 07/26 Cr Curtis – Visitor Centre Numbers	81
ITEM 13.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	81
	NBUN01 - 07/26 Continuation of Community Water Supplies Partnership and Agricultural Area Dams Program Funding.....	82
	NBUN02 - 07/26 State Assistance Grants for Western Australia	86
ITEM 14.	MEETING CLOSED TO THE PUBLIC	89
ITEM 15.	CLOSURE.....	89

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 were in attendance:

Cr David Dewar	President
Cr Mary Angus	Deputy President
Cr John Curtis	
Cr Beck Foulkes-Taylor	
Cr Nicholas Grayer	
Cr Rene van Eeden	

The following staff were in attendance:

Melinda Prinsloo	Chief Executive Officer
Scott Clayton	Deputy Chief Executive Officer
Leo Pudhota	Executive Manager Technical Services
Hugo de Vos	Acting Executive Manager Development Services
Denaye Kerr	Executive Assistant

Members of the General Public: 8

Media: 0

Apologies

Jake Whistler	Executive Manager Development Services
---------------	--

Approved leave of absence

Cr Kylie Hughes

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 David Dewar			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	17 June 2026	In attendance	
President & CEO Meeting	3 July 2026	In attendance	
Councillor Information Session Agenda Forum	8 July 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
WALGA Avon Midland Country Zone Meeting – Toodyay	19 June 2026	In attendance	
Rural Water Council Meeting - Cunderdin	10 July 2026		
Other Attendances	Date	Written Feedback/Report	
Citizenship Ceremony	19 June 2026		
Wildflower Ridge Public Open Space Opening	20 June 2026		
Swearing-In Ceremony – Cr Rene van Eeden	29 June 2026		

Cr Mary Angus			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	17 June 2026	In attendance	
President & CEO Meeting	3 July 2026	In attendance	
Councillor Information Session Agenda Forum	8 July 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
WALGA Avon Midland Country Zone Meeting – Toodyay	19 June 2026	In attendance	
Other Attendances	Date	Written Feedback/Report	
Wildflower Ridge Public Open Space Opening	20 June 2026		
ALGA Convention – Canberra	21-26 June 2026		
Citizenship Ceremony	19 June 2026		
Swearing-In Ceremony – Cr Rene van Eeden	29 June 2026		

Cr John Curtis			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	17 June 2026	In attendance	
Councillor Information Session Agenda Forum	8 July 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	
Swearing-In Ceremony – Cr Rene van Eeden	29 June 2026		

Cr Beck Foulkes-Taylor			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	17 June 2026	In attendance	
Councillor Information Session Agenda Forum	8 July 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	
Wildflower Ridge Public Open Space Opening	20 June 2026		
Swearing-In Ceremony – Cr Rene van Eeden	29 June 2026		

Cr Nicholas Grayer			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	17 June 2026	In attendance	
Councillor Information Session Agenda Forum	8 July 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	
Swearing-In Ceremony – Cr Rene van Eeden	29 June 2026		

Cr Kylie Hughes			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	17 June 2026	Approved Leave of Absence	
Councillor Information Session Agenda Forum	8 July 2026	Approved Leave of Absence	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr Rene van Eeden			
Meeting / Event	Date	Attendance	
Councillor Information Session Agenda Forum	8 July 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	
Swearing-In Ceremony – Cr Rene van Eeden	29 June 2026		

ITEM 3. DISCLOSURE OF INTEREST**ITEM 4. PUBLIC QUESTION TIME****Previous public questions taken on notice 17 June 2026****PQT05 – 06/26 Isabel Crowe, Lower Chittering**

Question: Was condition 9 the main factor in granting the original development approval?

Response: *No. The original approval that was granted by Council on 15 November 2023 was based on a full planning assessment while taking into consideration all relevant factors. The imposition of Condition 9 on the original development approval was simply to reinforce the details of the application submitted to the Shire.*

Question: What is the percentage of objections compared to the residents that were actually notified in writing?

Response: *A total of 77 landowners were invited to make comment on the application. 12 landowners objected to the application. This results in a percentage of 15% of landowners objecting to the application.*

Question: What is the future plan 20 years from now, once this landfill project is completed?

Response: *In accordance with the Development Approval granted in 2023, the proposal is for the landform to be returned back to its original profile and the land used for agricultural purposes.*

PQT07 – 06/26 Dale Keenan, Lower Chittering

Question: In regard to this particular development application on Wandena Road, Muchea five extractions point is currently under a subsequent approval I believe to extend that extraction pit roughly another 9 hectares. Part of that section 1.5 and other approvals of that application states the rehab to consist of inert building materials and states rehab materials subject to other applications, which given that if Council pass this tonight will put a potential asbestos dump a lot close than is currently flagged to the residents nearest by?

Response: *The area in which landfill can be disposed was identified on plans approved as part of the 2023 development approval. Should a new or different area of the lot be proposed to be used for landfill disposal, an amendment to the development approval will need to be sought by the proponent.*

PQT09 – 06/26 Janelle Armstrong, Lower Chittering

Question: The boarder of our block is less than 500m from this landfill site, does it not bother anyone that we are potentially getting asbestos dust flying over our property, over our fruit trees, over our roofs, into our water and into water tanks? I lived not too far from Wittenoom and I can tell you, that has not had a good outcome. Nearly every person you speak to has had someone be lost through mesothelioma.

Response: *Council considered the impact on the community and determined to not support the application for the landfill operation to permit asbestos disposal.*

PQT11 – 06/26**Mark Campbell, Lower Chittering****Question:**

Given the Shire's recent operational challenges including a Development Application exceeding the statutory 90-day determination timeframe, and periods without a ranger, has Council commenced any discussions, assessments or strategic plans regarding possible amalgamation or other measures to ensure the long-term sustainability, servicing capacity and statutory compliance?

Response:

There have been no Council discussions, assessments or strategic planning processes underway in relation to amalgamation.

That said, the long-term sustainability of local government is a significant issue, not only for the Shire of Chittering, but for many local governments across Western Australia. It is an issue that requires a holistic approach, involving all levels of government, rather than assuming that structural reform alone will provide the answer.

Amalgamation is sometimes presented as a simple solution, but it is not a panacea. Any consideration of amalgamation would need to take into account matters such as communities of interest, local representation, service expectations, distance, identity, infrastructure responsibilities and financial capacity. It should not be assumed that combining local governments automatically improves sustainability. Nor should it be assumed that amalgamating a growing regional local government with a metropolitan local government would necessarily produce better long-term outcomes.

There is also a broader policy question around whether financially stronger local governments should be expected to absorb financially weaker areas, or whether that simply shifts the problem rather than addressing the underlying funding model. In some cases, amalgamation could arguably create larger organisations with more complex service demands, greater infrastructure liabilities and reduced local responsiveness, without resolving the underlying revenue challenges.

In respect to development application timeframes, it is acknowledged that there have been occasions where the statutory 90-day determination period has not been met, including the matter referenced in Item DS01 – 06/26 considered at the Ordinary Council Meeting held on 17 June 2026. In that instance, the timeframe extended over the December holiday period, during which key staff were on leave and no Ordinary Council Meeting was scheduled, resulting in the application being capable of being treated as a deemed refusal.

While Council aims to meet statutory timeframes in all cases, it is important to recognise the operating context of the Shire. Chittering is one of a relatively small number of regional local governments experiencing strong growth pressures. That growth creates increasing demand on regulatory, planning, compliance and community services. However, the income available to fund those services, including grant funding and prescribed statutory fees, does not always increase in proportion to the workload being imposed.

Council therefore has to balance service expectations against responsible financial management. Maintaining staffing levels to meet peak demand at all times would come at a direct cost to ratepayers, including during quieter periods when that level of resourcing may not be required. The Shire's approach is to maintain a lean workforce structured around ordinary operating demand, while accepting that periods of exceptional workload may place pressure on statutory timeframes and service delivery.

A similar principle applies to ranger services. The Shire's resourcing is structured to

provide coverage during core business hours on a lean and efficient basis. From time to time, unforeseen circumstances can affect service availability despite appropriate planning. Those matters are managed operationally as they arise, but they do not, of themselves, demonstrate that amalgamation or major structural reform is required.

More broadly, local governments are increasingly becoming the most accessible level of government for community concern, including in areas where the underlying responsibility, funding or policy levers sit with State or Federal Government. When higher levels of government do not adequately fund, deliver or respond to community needs, local government is often left to manage the impact at the front counter, despite not always having the statutory authority or financial capacity to resolve the underlying issue.

This is why sustainability needs to be considered properly and systemically. If State and Federal grant funding remains stagnant, reduces in real terms, or fails to keep pace with growth and service expectations, sustainability will continue to be a challenge. Amalgamation may form part of broader policy discussions in some circumstances, but it will not magically resolve the financial, regulatory and service delivery pressures facing local government. In fact, depending on the model, it could make some of those pressures worse.

Council remains committed to managing these challenges through its integrated planning and reporting framework, workforce planning, prudent financial management, service prioritisation and ongoing operational improvement. The objective is to maintain statutory compliance, service capacity and financial sustainability while ensuring that ratepayer funds are used responsibly.

Question: Can Council explain why costs in the proposed 2026/27 Budget, the employee costs have increased by 10%, roughly \$631,000 to \$6.6 million. Can Council advise whether the increase includes the recruitment of any additional staff in the new financial year, particularly in areas where the Shire may have recently experienced service or compliance pressures?

Response: *The reported increase in Employee Costs within the proposed 2026/27 Budget does not solely reflect increases in direct salaries and wages.*

The “Nature or Type” category of Employee Costs incorporates a range of associated on-costs and statutory obligations that arise from employing staff. These include, but are not limited to:

- Superannuation contributions (noting the Superannuation Guarantee rate increases by a further 0.5% in 2026/27)*
- Workers compensation insurance*
- Accrued leave provisions, including annual leave, long service leave and associated loadings*
- Fringe Benefits Tax*

These components can vary year to year and contribute materially to movements in total Employee Costs, independent of changes in staff numbers or base salaries.

It is also important to note that the Employee Costs line presented in the Budget reflects operational expenditure only. Staff costs associated with capital project delivery are capitalised and therefore excluded from this line. As a result, year-on-year movements in the operational Employee Costs figure may be influenced by the extent to which staff resources are allocated between operational activities and capital projects in a given year. This means that a change in the reported figure does not necessarily equate to a

comparable change in total staffing effort across the organisation.

With respect to staffing levels, Council is responsible for determining the levels of service to be delivered to the community. The Chief Executive Officer is then empowered, under the Local Government Act, to structure and resource the organisation in a manner that enables delivery of those services.

The current financial planning framework does not include any significant increase in staffing levels over the medium term. Any proposal to increase staffing would typically arise only where:

- *Council determines a need to increase service levels, or*
- *A new service or regulatory function is introduced*

Such decisions are made by Council through the annual budget process and supporting strategic and corporate planning documents.

In this regard, Council has recently adopted its suite of Integrated Planning and Reporting (IP&R) documents at the Ordinary Council Meeting held on 17 June. These documents outline Council's long-term priorities, service levels and financial strategy, and provide the appropriate context for understanding workforce resourcing over time.

In summary, the increase in Employee Costs reflects a combination of standard employment on-costs, internal allocation of staff between operational and capital activities, and normal cost indexation factors, rather than any material change in staffing levels.

Public question time

PQT01 – 07/26

Sarah Mchiggins, Chittering

Question:

We note Chalice's decision to place some sections of the proposed infrastructure corridor underground.

What steps will the Shire take to ensure this cannot later be changed if the project is transferred to, or expanded by, another utility or government agency? Will the Shire continue to advocate for the complete removal of the corridor from private properties, rather than accepting underground infrastructure, given that underground services still require easements, exclusion zones and can significantly restrict the reasonable use and enjoyment of land?

Response:

The Shire's position remains that it will continue to strongly advocate on behalf of affected residents and ratepayers to protect landowners' rights to the quiet enjoyment of their properties, free from unnecessary encumbrances and restrictions that may arise from a miscellaneous licence or associated infrastructure corridor.

While Chalice's decision to place some sections of the proposed corridor underground is noted, the Shire recognises that underground infrastructure can still result in easements, exclusion zones, access requirements and ongoing restrictions on land use. As such, undergrounding does not necessarily remove the impacts experienced by private landowners.

The Shire will continue to advocate for outcomes that minimise impacts on private property rights and preserve the amenity of the area. This is particularly important given the scenic and rural character of the district, which is highly valued by residents and is a significant drawcard for visitors and tourism. Protecting these qualities remains a key concern for the Shire and the broader community.

In relation to future changes, transfers or expansions of the infrastructure by another utility provider, government agency or project proponent, the Shire's ability to control or prevent such outcomes is extremely limited. Any protections would ultimately depend on the conditions imposed through the relevant statutory approvals and legislative framework, rather than on decisions of the Shire.

It is also important to note that the Shire does not have a decision-making role in determining the application currently before the Warden's Court. The process established under the Mining Act places the matter before the Court as a dispute between the mining proponent and the individual landowners affected. In effect, it is a matter to be determined between the mining company and the private landowners whose land rights may be impacted.

Accordingly, while the Shire will continue to make strong representations advocating for the interests of residents, ratepayers and affected landowners, the ultimate decision on whether the corridor proceeds, and under what conditions, rests with the relevant decision-makers under State legislation rather than the Shire.

Question: Following this, does the Shire remain committed to the principle that major infrastructure should, wherever practical, be located within existing transport or utility corridors, including established road reserves, rail corridors or other designated service alignments, rather than creating new corridors across private land and environmentally sensitive areas?

Response: *As a matter of principle, the Shire considers that major infrastructure should, wherever practical, utilise existing transport and utility corridors rather than creating new corridors across private land or environmentally sensitive areas. Using established corridors can often reduce land fragmentation, minimise impacts on private property owners and limit the introduction of new visual and environmental impacts across the landscape.*

From an advocacy perspective, the Shire will continue to do whatever it reasonably can to represent the interests of residents and ratepayers and to encourage proponents and decision-makers to consider options that minimise impacts on landowners and the broader community.

That said, the Shire would be cautious about adopting a blanket position that all infrastructure should simply be relocated into existing road reserves, rail corridors or other service alignments. The suitability of any corridor depends on a range of factors, including engineering requirements, safety considerations, environmental constraints, existing services, land tenure issues and the impacts on adjoining properties and communities.

For example, while an existing road reserve may appear to be a logical location, the Shire would need to carefully consider whether that corridor is capable of accommodating the infrastructure and whether relocating it would simply transfer amenity, visual or land use impacts from one group of landowners to another. Similar considerations would apply to active rail corridors and other existing service alignments.

Accordingly, while the principle of utilising existing corridors is one the Shire generally supports, it would not be appropriate to provide a definitive or blanket endorsement of any particular alignment unless and until specific corridor options are identified and their impacts properly assessed.

The Shire's primary concern will remain achieving the best possible outcome for residents and ratepayers, protecting private property rights wherever possible, and preserving the rural character and amenity of the district that is valued by the community and contributes significantly to the attractiveness of the area. As with the current proposal, the Shire will continue to advocate strongly for outcomes that minimise unnecessary impacts on both landowners and the broader community.

Question: I read that the Shire would be able to object when the miscellaneous licence was lodged, is that something we are able to confirm and something the Shire would be doing?

Response: *The CEO responded that the Shire would be having a meeting with a member of the department next week to try and ascertain exactly how this process will work and I was hoping to give feedback to this group of residents following that meeting. Yes we will be making our own representation as we will continue to advocate alongside all of our residents for this to have a better outcome for us.*

PQT02 – 07/26**Sonia Cook, Chittering**

Question: Given recent media highlights including on Channel 9 news showing that our endangered economy's black cockatoos are actively running out of time due to rapid habitat loss, will the Shire explicitly demand that the EPA reject any infrastructure that fragments Chittering's remaining old growth nesting hallows?

Response: *The CEO responded that the Shire would continue to advocate for the community and both the rural amenity of the Shire as well as for our rural residential area amenity for our public in the blocks that they have purchased. It would include naturally the care for the environment and goes along with that.*

Question: Chalice has been using an offsite survey initiative for voconiq to dilute regional opposition and distort community sentiment data, will the Shire of Chittering host its own independent transparent town hall meeting specifically for the affected landholders of Lower Chittering, Chittering and Toodyay to ensure our actual voices are accurately documented and sent directly to the Minister for Mines?

Response: *The CEO responded that the Shire was not planning of having a community meeting because we felt that we have heard the community and that we would be strongly advocating for them. The direction from Council last month was for me to try and establish a meeting for the community with Chalice as the community indicated that they were unable to establish a meeting, I have attempted and I have received written confirmation from Chalice that they were not willing to entertain a community meeting. What I do know from the voconiq group is that they seem to be independent from the mine and they are in the process of obtaining all of the information to put it into a report. I am not entirely sure that they are quite under the influence of Chalice as might be the public perception. I do have some faith in the process that they are following.*

Question: If the Shire does object to the miscellaneous corridor, what specific criteria will the Shire use to decide on the objections?

Response: *The Ceo responded that the decision was already made by Council, it was passed in the previous Council Meeting that the CEO was instructed to continue to advocate for these corridors to not go through rural residential properties in our local government and there has been several other aspects included in that council resolution which I am obliged to perform.*

PQT03 – 07/26**Lisa Sloan, Lower Chittering**

Question: Will the Shire formally request from Chalice an independent impact and cost estimate to quantify the financial detriments to our community resulting from the proposed infrastructure corridor through the Chittering Valley, specifically addressing property devaluation, consequent rate revenue reduction, infrastructure utility installations, and long-term environmental monitoring within our rural and rural residential zones, or will the shire commission its own independent assessment?

Response: *The CEO responded that the Shire will definitely be asking Chalice. I would have to be instructed by Council to be spending money to get an independent assessor in to do that, but we will definitely write to Chalice with that request.*

Question: In alignment with the Council's motion to actively advocate against routing this heavy infrastructure through private properties, what immediate advocacy steps is the Shire taking to address this severe lack of transparency regarding the exact power and water corridor boundaries?

Response: *The CEO responded that again here we have written to all the relevant stakeholders and we have had two meetings with Chalice since the Shire became aware of the exact path and I have had several email exchanges with them because of the, even for us, lack of transparency in how that corridor was going. The original alignment was not clear on the size of the pictures that they have presented to us so apart from just voicing our objections at this point in time and advocating against where it is going those are the only immediate steps that we have done.*

PQT04 – 07/26**Sarah Mchiggins, Chittering**

Question: As the community we have had to come to together and get the word out about this ourselves and I still feel like there are a lot of people in the community who are not aware, how can the Shire support us in getting the point across. Chalice hasn't been transparent with us, how is the wider community to know?

Response: *The CEO responded that the Shire has already contributed to articles in the Northern Valleys News and spoken to ABC and various other social media groups to get the message out from our behalf as well. Other than that, it would just be to invite groups like yourselves, you are always welcome to give us a call and come and meet with Council here on the days that Council are in for their information session.*

Question: So, we could have a meeting at the town hall, is that something that might be a possibility to get the word out there, we are just a few people in the community, and it is hard to know how to get the word out properly. I would really rely on people in a position to help?

Response: *The CEO responded that the only other option would be to write to the Shire and ask Council to direct the CEO to advocate or to set up a meeting on your behalf, you can phrase that to exactly what you would like the Shire to do and then if Council directs me to do that then I can do that for you.*

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

Nil

Deputations

Nil

Presentations

Nil

ITEM 6. APPLICATIONS FOR LEAVE OF ABSENCE**MOTION / COUNCIL RESOLUTION 010726**

Moved Cr Van Eeden, seconded Cr Angus

That the following leave of absence be approved:

- Cr Rene van Eeden – Wednesday 16 September through to Sunday 4 October (inclusive).

CARRIED: 6 / 0

TIME: 7.21PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

ITEM 7. CONFIRMATION OF MINUTES**Ordinary Meeting of Council: 17 June 2026****OFFICER RECOMMENDATION / COUNCIL RESOLUTION 020726**

Moved Cr Angus, seconded Cr Foulkes-Taylor

That the minutes of the Ordinary Meeting of Council held on Wednesday, 17 June 2026, as published on the Shire website, be confirmed.

CARRIED: 6 / 0

TIME: 7.21PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

ITEM 8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**ITEM 9. REPORTS**

DEVELOPMENT SERVICES**DS01 - 07/26****Extractive Industries Local Law Review**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-125679
Author	Governance Officer
Authorising Officer	Executive Manager Development 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. Shire of Chittering Extractive Industries Local Law 2014

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

Executive Summary

Council is requested to commence the statutory review of the *Shire of Chittering Extractive Industries Local Law 2014* by authorising local public notice inviting submissions for a period of not less than six weeks.

Background

The *Shire of Chittering Extractive Industries Local Law 2014* (Extractive Industries LL) was adopted by Council in September 2014 and published in the Government Gazette in October 2014.

The Local Law provides for the regulation, control and management of extractive industries within the Shire, including licensing requirements, operating conditions, restoration obligations and enforcement provisions.

Section 3.16 of the *Local Government Act 1995* (the Act) requires local governments to periodically review their local laws and determine whether they should be repealed, amended or remain unchanged.

Consultation SummaryLocal

Internal consultation has been undertaken with the Shire's Governance and Planning departments, the Executive Management Team and Councillors in relation to the proposed review of the Local Law.

State

Administration has sought procedural advice from both the Department of Local Government, Industry Regulation and Safety and WALGA Governance regarding the process required to commence the statutory review of the Extractive Industries LL.

The advice received has informed the proposed approach outlined in this report, being that Council resolve to

commence the review process, give local public notice and invite submissions for a period of not less than six weeks.

Subject to Council's resolution, local public notice will be given in accordance with section 3.16 of the Act, inviting submissions on the Local Law.

Any submissions received during the consultation period will be presented to Council in a further report, at which time Council will be asked to determine whether the Local Law should be repealed, amended or remain unchanged.

Legislative Implications

State

- Local Government Act 1995

- o s3.5 – Legislative powers of local government. This section provides that a local government may make local laws for the good government of persons in its district. The Extractive Industries LL was made under this general legislative power and provides the local regulatory framework for extractive industries within the district.
- o s3.16 – Periodic review of local laws. This section requires a local government to periodically review each local law to determine whether it should be repealed, amended or remain unchanged. The current review period is 15 years from the day on which the local law commenced, or from the day on which a determination was last made under s3.16(4), as the case requires. This requirement previously required local laws to be reviewed within an eight-year period.
- o s3.16(2) – Local public notice of review. Before Council can make a final determination, local public notice must be given stating that the Shire proposes to review the Local Law, that a copy of the Local Law may be inspected or obtained, and that submissions may be made before a specified day.
The specified submission period must be not less than six weeks after the notice is given. This report seeks Council's approval to commence that process.
- o s3.16(3) – Consideration of submissions and review report. Following the close of the submission period, the Shire must consider any submissions received and cause a report of the review to be prepared and submitted to Council.
A further report will therefore be presented to Council following the submission period, outlining any submissions received and seeking Council's final determination.
- o s3.16(4) – Final determination. After the review report has been submitted to Council, Council must determine whether the Local Law should be repealed, amended or remain unchanged. The final determination must be made by absolute majority.
- o s3.16(5) – Automatic repeal if no determination is made. If no determination is made under s3.16(4) within the applicable review period, the local law is repealed at the end of that period. It is therefore important that the review process is completed within the applicable statutory timeframe.
- o s1.7 – Local public notice. This section sets out the requirements for giving local public notice under the Act. Where local public notice is required, notice must be published on the local government's official website in accordance with the regulations and must also be given in at least three of the prescribed ways.
- o s3.12 – Procedure for making local laws. This section sets out the statutory process for making, amending or repealing local laws.

- Local Government Amendment Act 2024

- o Transitional provisions. The *Local Government Amendment Act 2024* amended s3.16 of the Act by changing the local law review period from eight years to 15 years.
The Extractive Industries LL falls within the transitional arrangements applying the pre-amendment local laws. While the Local Law was overdue for review under the former eight-year review period, the transitional provisions provide a further period for the review to be completed.

As the Local Law commenced prior to the current 15-year review framework and no final review determination has yet been made, the Shire is required to be completed with the review process within the applicable transitional timeframe. On this basis, the review should be completed by Council before the end of the 2026 calendar year to avoid the Local Law being automatically repealed.

- Local Government (Administration) Regulations 1996
 - o Regulation 3A prescribes the requirements for local public notice. In addition to publication on the Shire's website, the notice must be given in at least three prescribed ways, which may include publication in a newspaper circulating generally in the State or district, publication in a local newsletter, publication on the Department's website or another State agency website, circulation by email, text message or similar electronic means, exhibition on notice boards at the Shire's offices and libraries, or posting on a social media account administered by the Shire.

Local

- Shire of Chittering Extractive Industries Local Law 2014
 - o This local law is currently subject to statutory review. The purpose of the Local Law is to establish requirements and conditions with which extractive industries within the district must comply. The effect of the Local Law is to provide for the regulation, control and management of extractive industries within the Shire.

The Local Law applies throughout the district and regulates matters including licence requirements, applications for licences, determination of applications, licence transfer, cancellation and renewal, security for restoration and reinstatement, operating obligations, cessation of operations, objections and review, enforcement and modified penalties.

Policy Implications

State

There is no direct State policy implication.

Local

- Shire Policy 1.17 – Community Engagement
Local Laws are identified as a matter where community and stakeholder engagement may occur. Statutory consultation requirements are not replaced by this Policy, but the Policy provides a framework to guide engagement practices beyond minimum legislative obligations.
- Shire Policy 1.9 – Risk Management
Statutory review of local laws assist the Shire in managing legislative, regulatory and compliance obligations.

Financial Implications

There are minimal financial implications associated with this report.

Costs associated with commencing the review process are limited to the administrative costs of giving local public notice and advertising the submission period. Funds have been allocated in the Shire's 2026/27 Annual Budget to accommodate these costs.

No gazettal costs are incurred at this stage. Should Council later determine that the Local Law is to be amended or repealed, further costs may be incurred through the statutory local law-making process, including publication in the Government Gazette, the Shire's Annual Budget also has accommodated these costs.

Strategic Assessment / Implications

Local

- Council Plan 2026 - 2036
Outcome: *Communities Connected*

An enriched community life that reflects the diverse identities of the different areas that make up the Shire.

Strategy Objective 1: *Work with the community on matters that are important to them.*

Commencing the statutory review of the Shire of Chittering Extractive Industries Local Law 2014 supports the Council Plan by providing the community, industry and other stakeholders with an opportunity to participate in the review of an important regulatory framework affecting the Shire. The statutory public consultation process promotes transparent decision-making, ensures community views are considered before Council makes a final determination, and supports ongoing community confidence in Council's governance and legislative responsibilities.

The review also supports the Council Plan vision of balancing local growth while protecting the Shire's rural character by ensuring the Local Law remains contemporary, effective and responsive to the needs of the community.

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 commence and complete the statutory review of the Extractive Industries LL within the applicable statutory timeframe	Unlikely	Major	Moderate	Council commencing the review process by authorising local public notice and inviting submissions reduces the risk of non-compliance with s3.16 of the Act. A further report will be presented to Council following the submission period to enable Council to make its final determination.
Reputation: Community or stakeholder concern if the review process is not undertaken transparently or in accordance with statutory requirements.	Unlikely	Minor	Low	Local public notice will be given and submissions will be invited for a period of not less than six weeks. Any submissions received will be considered and presented back to Council before a final decision is made.
Opportunity: The review provides an opportunity to confirm whether the Local Law remains appropriate, current and effective, while also demonstrating transparent governance and compliance with statutory local law review requirements.				

Officer Comment/Details

The Extractive Industries LL continues to provide the local regulatory framework for the management and control of extractive industries within the district.

The Local Law establishes requirements for licensing, applications, operating conditions, restoration and reinstatement obligations, cessation of operations, enforcement and modified penalties. These matters remain relevant to the Shire, particularly given the ongoing need to manage the potential impacts of extractive industries on land use, roads, amenity, rehabilitation and surrounding properties.

Administration has undertaken a preliminary review of the Local Law and has not identified any amendments that are required at this stage. However, Council is not being asked to make a final determination as part of this report. The purpose of this report is only to commence the statutory review process by authorising local public notice and inviting submissions.

Commencing the review is necessary to ensure the Shire complies with its obligations under s3.16 of the Act. While the review period for local laws has changed from eight years to 15 years, the Extractive Industries LL falls within the transitional arrangements and is required to be reviewed within the applicable transitional timeframe.

The proposed review process also provides the community, operators, landowners and other stakeholders with an opportunity to comment on whether the Local Law should be repealed, amended or remain unchanged. This supports transparent decision-making and ensures Council is informed of any relevant matters before making its final determination.

Following the close of the submission period, a further report will be presented to Council. That report will include any submissions received and will seek Council's determination as to whether the Local Law should be repealed, amended or remain unchanged.

It is recommended that Council commence the statutory review process by authorising local public notice and inviting submissions for a period of not less than six weeks.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 030726**Moved Cr Foulkes-Taylor, seconded Cr Grayer****That Council:**

- 1. Commences the statutory review of the Shire of Chittering Extractive Industries Local Law 2014 in accordance with section 3.16 of the *Local Government Act 1995*.**
- 2. Authorises the Chief Executive Officer to give local public notice stating that:**
 - a. The Shire of Chittering proposes to review the Shire of Chittering Extractive Industries Local Law 2014.**
 - b. A copy of the Local Law may be inspected or obtained from the Shire of Chittering Administration and the Shire's website; and**
 - c. Submissions about the Local Law may be made to the Shire by the date specified in the notice, being a date not less than six weeks after the notice is given.**
- 3. Notes that a further report will be presented to Council following the close of the submission period to consider any submissions received and determined whether the Local Law should be repealed, amended or remain unchanged.**

CARRIED: 6 / 0

TIME: 7.25PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

TECHNICAL SERVICES

TS01 - 07/26	Shire Policy 1.7 – Asset Management – Infrastructure Assets Review
Applicant	Shire of Chittering
File ref	SOCR-1845402348-141067
Author	Governance Officer
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	Simple majority
Attachments	1. Current Policy 1.7 2. Shire Policy 1.7 (track changes) 3. Shire Policy 1.7 (clean)

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

Executive Summary

Council is requested to consider the review and proposed amendment of Shire Policy 1.7 – Asset Management – Infrastructure Assets.

Background

Shire Policy 1.7 – Asset Management – Infrastructure Assets was most recently reviewed and adopted by Council at its Ordinary Council Meeting held on 18 March 2026.

As part of the Shire's scheduled policy review process, Policy 1.7 has been reviewed to ensure it remains current, relevant, appropriately assigned and aligned with the Shire's governance, operational and strategic requirements.

The review proposes to rename the policy from Shire Policy 1.7 – Asset Management – Infrastructure Assets to Shire Policy 1.7 – Asset Management. This reflects the broader application of the policy to assets owned, controlled or managed by the Shire, including roads, land, buildings, parks, reserves, plant, fleet, equipment and other asset classes identified in the Shire's Asset Management Plan.

The revised policy updates the objective, scope, definitions, policy statement, roles and responsibilities, compliance references and administration details. It also replaces the previous operational list of actions with a principles-based framework focused on sustainable service delivery, whole-of-life asset management, renewal, financial sustainability, risk-based decision-making, integrated planning and clear accountability.

Consultation Summary

Local

Consultation has been undertaken with the Executive Manager Technical Services as part of the policy review and drafting process. As the responsible officer for the Shire's asset management function, the Executive Manager Technical Services has provided input to ensure the revised policy appropriately reflects current asset management practices, operational requirements and the Shire's broader integrated planning and reporting framework.

The draft policy has also been workshopped with Council.

No external community consultation has been undertaken as part of this review. The proposed amendments are governance and policy-focused in nature and do not determine specific asset projects, levels of service, budget allocations or changes to service delivery.

State

No State Government consultation was required as part of this policy review.

Legislative Implications

State

- Local Government Act 1995

- o s2.7 – Council is responsible for governing the local government's affairs and determining the local government's policies. The revised policy supports Council's role in setting the strategic direction for asset management and establishing a policy position for the sustainable management of Shire assets.
- o s3.1 – The general function of a local government is to provide for the good government of persons in its district. Effective asset management supports good governance by ensuring that Shire assets are planned, maintained, renewed and managed to support service delivery, community needs, financial sustainability and long-term planning.
- o s5.56 – A local government is required to plan for the future of the district. The revised policy strengthens the relationship between asset management and the Shire's integrated planning and reporting framework, including the Council Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plan and Annual Budget.
- o s6.2 – A local government is required to prepare and adopt an annual budget. The policy recognises that asset-related decisions must be considered through the Shire's budget process, including consideration of whole-of-life costs, future maintenance, renewal requirements, operating impacts and the Shire's long-term financial capacity.
- o s6.5 – The Chief Executive Officer is required to ensure that proper accounts and records are kept. The policy supports accurate and reliable asset management records, including financial information, asset condition data, maintenance records, renewal planning and supporting documentation.

- Local Government (Administration) Regulations 1996

- o Reg 19C – A local government is required to prepare a Strategic Community Plan for its district. The policy supports alignment between asset management, long-term community needs and the strategic direction set through the Shire's Council Plan.
- o Reg 19DA – A local government is required to prepare a Corporate Business Plan, which integrates matters relating to resources, including asset management, workforce planning and long-term financial planning. The revised policy directly supports this requirement by integrating asset management with the Corporate Business Plan, Long Term Financial Plan, Asset Management Plan and Annual Budget.

- Local Government (Financial Management) Regulations 1996

- o Reg 5 – The Chief Executive Officer is required to establish efficient systems and procedures for the proper financial management of the local government. The policy assigns responsibility to the Chief Executive Officer to ensure appropriate systems, resources and governance arrangements are in place to support sustainable asset management.

- o Reg 17A – Certain local government assets are required to be valued for financial reporting purposes. The policy supports the maintenance and progressive improvement of asset information, systems and processes to assist with evidence-based decision-making and financial reporting.
- Local Government (Functions and General) Regulations 1996
 - o Reg 11A – A local government is required to prepare, adopt and implement a purchasing policy for contracts below the prescribed tender threshold. Asset acquisition, maintenance, renewal and improvement works may involve the purchase of goods and services. The policy does not replace the Shire’s procurement requirements but supports planned and financially responsible asset-related decision-making.
 - o Reg 11 – Public tenders are required for contracts above the prescribed tender threshold, unless an exemption applies. Major asset renewal, upgrade or acquisition projects may be subject to tender requirements. The policy provides a strategic asset management framework, with procurement obligations continuing to be managed through the Shire’s purchasing and tender processes.

Local
Nil

Policy Implications

State

- Integrated Planning and Reporting Framework
The revised policy supports the Integrated Planning and Reporting Framework by aligning asset management with the Shire’s council Plan, corporate Business Plan, Long Term Financial Plan, Asset Management Plan and Annual Budget.

The policy provides that asset-related decisions are to be informed by levels of service, whole-of-life costs, risk, asset condition, community need, legislative obligations and the Shire’s long-term financial capacity.

Local

- Shire Policy 1.7 – Asset Management – Infrastructure Assets
 - o The proposed amendments updated the object, scope, policy statement, roles and responsibilities, compliance references and administration details to provide a broader and more contemporary framework for the sustainable management of Shire assets.
- Shire Policy 1.9 – Risk Management
 - o The revised policy aligns with the Shire’s risk management approach by requiring asset-related decisions to be informed by risk, asset condition, criticality, service impact, safety, compliance obligations and available resources.
- Shire Policy 2.5 – Purchasing & Procurement
 - o The revised policy does not alter the Shire’s procurement requirements. Any asset-related purchasing or procurement activity will continue to be undertaken in accordance with the Shire’s Purchasing & Procurement policy, adopted budget, delegation framework and applicable legislative requirements.

Financial Implications

There are no direct financial implications associated with the adoption of the revised policy. The review and amendment of Shire Policy 1.7 does not approve any asset project, create any new budget allocation, amend the adopted budget, or commit Council to additional expenditure.

Future financial implications associated with asset acquisition, maintenance, renewal, upgrade or disposal will continue to be considered through the Shire’s Long Term Financial Plan, Asset Management Plan, Annual Budget and relevant Council decision-making processes.

Strategic Assessment / ImplicationsLocal

- Council Plan 2026 - 2036

Outcome: *Thriving*

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategy Objective 4: *Ensure responsible stewardship of Shire resources and long-term financial sustainability.*

The proposed review and amendment of Shire Policy 1.7 – Asset Management supports the Council Plan by providing a contemporary governance framework for the sustainable management of Shire assets. The revised policy promotes whole-of-life asset management, evidence-based decision-making, integrated planning and responsible stewardship of Shire resources, supporting long-term financial sustainability and the delivery of services to the community.

The policy also supports Council's long-term planning framework by strengthening the relationship between asset management, the Asset Management Plan, Long Term Financial Plan, Corporate Business Plan and Annual Budget, ensuring asset-related decisions remain aligned with the Shire's strategic priorities and future service delivery needs.

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: If the reviewed policy is not adopted, Policy 1.7 may not appropriately reflect the Shire's current asset management approach, scheduled policy review process, integrated planning and reporting framework, or responsible business unit.	Unlikely	Minor	Low	The policy has been reviewed as part of the Shire's scheduled policy review process, with input from the Executive Manager Technical Services and workshop discussion with Council. Adoption of the revised policy will ensure the policy remains current appropriately assigned and aligned with the Shire's governance requirements
Financial Impact: If the Shire does not maintain a contemporary asset management policy, future asset-related decisions may not consistently consider whole-of-life costs, renewal requirements, future operating impacts or long-	Unlikely	Minor	Low	The revised policy strengthens the link between asset management, the Long Term Financial Plan, Asset Management Plan, Annual Budget and broader integrated planning and reporting framework. Future asset-related financial

term financial sustainability.				implications will continue to be considered through the relevant planning and budget processes.
Reputation: If the policy is not updated, there may be a low-lever reputational risk that the Shire's policy framework does not reflect current asset management expectations or contemporary governance practice.	Rare	Minor	Low	Adoption of the revised policy will demonstrate that the Shire is actively reviewing its policies and maintaining a clear, transparent and current governance framework for asset management.
Opportunity: The review provides an opportunity to strengthen the Shire's asset management policy by ensuring that it is broader, clearer and better aligned with current asset management practice, financial sustainability, risk-based decision-making and the Shire's integrated planning and reporting framework.				

Officer Comment/Details

The review of Shire Policy 1.7 has been undertaken as part of the Shire's scheduled policy review process to ensure the policy remains current, practical and aligned with the Shire's strategic and operational requirements.

The proposed amendments are considered appropriate as the current policy is primarily focused on infrastructure assets, while asset management is a broader corporate function that supports service delivery across the organisation. Renaming the policy to Shire Policy 1.7 – Asset Management better reflects the range of assets owned, controlled or managed by the Shire.

The revised policy provides a clearer and more contemporary framework for sustainable asset management. It strengthens the connection between asset management, whole-of-life costs, renewal planning, risk, levels of service, financial sustainability and the Shire's integrated planning and reporting framework.

The revised policy is also more suitable as a Council policy because it establishes strategic principles rather than operational actions. Detailed asset management actions, procedures and improvement activities can continue to be managed administratively through the relevant plans, systems and internal processes.

Adoption of the revised policy will support improved governance, clearer accountability and more consistent asset management decision-making across the organisation. It is therefore recommended that Council adopt revised Shire Policy 1.7 – Asset Management.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 040726

Moved Cr Foulkes-Taylor, seconded Cr Angus

That Council adopt, the revised Shire Policy 1.7 – Asset Management, as contained in Attachment 3.

CARRIED: 6 / 0

TIME: 7.27PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CORPORATE SERVICES**CS01 – 07/26****List of Accounts Paid for the Period Ending 30 June 2026**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-122828
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 30 June 2026 or other purchasing cards

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

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority for the period ending 30 June 2026.

To present the List of Payments made by authorised employees using credit, debit and other purchasing cards for the period ending 30 June 2026.

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 ImplicationsState

Nil

Local

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 ImplicationsState

Nil

Local

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 30 June 2026" is presented to Council, inclusive of payments made using credit, debit or other purchasing cards.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 050726

Moved Cr Angus, seconded Cr Curtis

That Council receive the List of Accounts Paid as per Attachment 1 totalling \$1,435,684.21, inclusive of payments made using credit, debit or other purchasing cards for the period ending 30 June 2026:

1. PR7108, PR7124;
2. EFT30330 – EFT30469;
3. Direct Debits, Cheques as listed; and
4. Purchasing Card as listed.

CARRIED: 6 / 0

TIME: 7.31PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CS02 – 07/26**Monthly Financial Report for the Period Ending 30 June 2026**

File ref	SOCR-1845402348-122827
Author	Finance Manager
Authorised by	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 30 June 2026

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

Executive Summary

Council is requested to consider the interim financial statement for the period ending 30 June 2026.

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 2025/26 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”

Consultation/Communication Implications

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

Legislative Implications**State**

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

Local

Nil

Policy ImplicationsLocal

Finance Policy 2.1 Investment of Funds

Financial Implications

Nil

Strategic Implications

- Strategic Community Plan 2022-2032
 Focus area: Strong leadership
 Objective: S5.2 Strong partnerships and relationships
 Strategy: S5.2.1 Built effective partnerships with stakeholders
 Objective: S5.3 Accountable governance
 Strategy: S5.3.1 Good governance, which supports efficient and effective service delivery

Site Inspection

Not applicable

Environmental Consideration

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 2025/26 financial year on 18 June 2025 (Resolution 070625). The figures in this report are compared to the Adopted Budget.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 060726**Moved Cr Angus, seconded Cr Foulkes-Taylor****That Council receives the Interim Monthly Financial Report for period ending 30 June 2026, as per Attachment 1.****CARRIED: 6 / 0**

TIME: 7.32PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CS03 - 07/26

2026/27 Annual Budget – Post Adoption Amendments

Applicant Shire of Chittering
File ref SOCR-1845402348-110721
Author Deputy Chief Executive 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 **Absolute Majority**
Attachments 1. 2026/27 Fees and Charges (Doc Id: SOCR-1845402348-156381)

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

Executive Summary

Council is requested to consider a number of post-adoption administrative amendments to the 2026/27 Annual Budget and associated Fees and Charges Schedule, including the incorporation of additional externally funded road safety works and minor updates to supporting schedules.

Background

Council adopted the 2026/27 Annual Budget and associated Fees and Charges Schedule on 17 June 2026 to ensure that operational activities, procurement processes and capital projects could commence from the beginning of the financial year. The adopted budget provides the Shire with the ability to progress service delivery, project implementation and funding opportunities from 1 July, rather than delaying activities pending a later budget adoption.

Subsequent to adoption of the Annual Budget, several matters have arisen that require Council consideration.

Firstly, the Shire was notified of the successful allocation of funding under the Australian Government Black Spot Program for safety improvements to Muchea East Road. The grant funding of \$441,000 was not known at the time the budget was adopted and therefore requires inclusion within the 2026/27 budget.



Image 1 - Location of Muchea East Road Project

Secondly, a review of the adopted Fees and Charges Schedule identified a small number of administrative amendments relating to terminology, statutory fee references and minor fee corrections. These amendments are intended to improve clarity and ensure the schedule accurately reflects Council's intended fees and charging methodologies for 2026/27.

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

Local Government Act 1995

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.

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be

—

(a) imposed* during a financial year; and

(b) amended* from time to time during a financial year.

* Absolute majority required.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

The Muchea East Road project is fully funded through the Federal Blackspot 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 2026/27 Annual Budget.

The adoption of the fees and charges will have no material effect on the budgeted estimates for income derived from the Fees and Charges nature or type.

Strategic Assessment / ImplicationsLocal

- Council Plan 2026 - 2036

Outcome: *Thriving*

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategy Objective 4: *Ensure responsible stewardship of Shire resources and long-term financial sustainability.*

The proposed post-adoption amendments to the 2026/27 Annual Budget support the implementation of the Council Plan by ensuring the Shire's financial and operational planning remains accurate, responsive and aligned with current funding opportunities. Incorporating externally funded road safety works and updating the adopted Fees and Charges Schedule strengthens responsible financial management while ensuring Council's budget continues to reflect current information and legislative requirements.

The amendments also support responsible stewardship of Shire resources by enabling external grant funding to be incorporated into the annual budget, maintaining accurate financial records and ensuring the adopted Fees and Charges Schedule reflects Council's intended charging framework. These measures contribute to the effective delivery of services, infrastructure and long-term financial sustainability.

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.
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

The adoption of the Annual Budget prior to the commencement of the financial year enables the Shire to commence procurement activities, service delivery programs and capital works projects from 1 July, rather than delaying implementation until a later budget adoption date. This approach supports improved project delivery outcomes and allows the organisation to respond promptly to funding opportunities and operational requirements.

Following budget adoption, the Shire was advised of its successful funding application under the Australian Government Black Spot Program for safety improvements on Muchea East Road. The project is fully funded through external grant funding and requires a consequential amendment to the adopted budget to recognise both the expenditure and corresponding grant income.

In addition, officers have identified a number of minor administrative amendments to the adopted Fees and Charges Schedule. These include clarification of terminology used for certain cost-recovery fees, adjustments to how statutory fees are presents to clearly differentiate from Council determined fees, and correction of some of the fees where LGCI indexation was applied.

The proposed amendments do not represent a change in Council policy or service levels. Rather, they ensure the adopted budget and supporting schedules accurately reflect newly available information and Council's intended position.

While early budget adoption may occasionally result in the need for subsequent administrative amendments or budget adjustments during implementation, officers consider that the benefits of having an adopted budget in place from 1 July—including the ability to immediately commence projects, progress procurement activities and incorporate additional external funding opportunities—substantially outweigh the need for minor post-adoption updates of this nature.

No fees have been levied using the amended amounts prior to Council's consideration of this item. The revised Fees and Charges Schedule will take effect from 1 July 2026. In accordance with section 6.19 of the Local Government Act 1995, local public notice will be provided of the amended Fees and Charges Schedule and the date from which the amendments are to apply.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 070726

Moved Cr Foulkes-Taylor, seconded Cr Grayer

That Council, BY AN ABSOLUTE MAJORITY:

- 1) Pursuant to section 6.8 of the Local Government Act 1995, approve the following amendment to the 2026/27 Annual Budget:
 - a) Inclusion of capital expenditure for the Muchea East Road Black Spot Project in the amount of \$441,000; and
 - b) Inclusion of grant income for the Muchea East Road Black Spot Project in the amount of \$441,000.
- 2) Pursuant to section 6.16 of the Local Government Act 1995, adopt the amended 2026/27 Fees and Charges Schedule contained in Attachment 1.
- 3) Determine that the amended 2026/27 Fees and Charges Schedule shall apply from 1 July 2026.

CARRIED: 6 / 0

TIME: 7.35PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CS04 - 07/26**Community Funding Quarter 4 Update**

Applicant	Nil
File ref	SOCR-1845402348-25600
Author	Alison Reliti
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. Community Funding Contributions – Quarter 4 Report

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

Executive Summary

Council is requested to receive the Quarter 4 Community Funding report.

Background

Each year Council contributes funding to community groups and individuals through a range of programs including:

- Community Assistance Grants and Sponsorship
- Neighbourhood Party Funding
- State/National Representation.

In April 2026 *Policy 5.4 - Community Funding* was updated to include the requirement to report to council quarterly on the Community Funding expenditure.

This is the final report for the 2025-2026 year and includes expenditure for all community funding up until the end of June.

Consultation SummaryLocal

Nil

State

Nil

Legislative ImplicationsState

Nil

Local

Nil

Policy ImplicationsState

Nil

Local

- Policy 5.4 – Community Funding

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Council Plan 2026 - 2036
Outcome: *Communities Connected*

An enriched community life that reflects the diverse identities of the different areas that make up the Shire

Strategy Objective 2: *Support strong local clubs, groups and recreational opportunities for participation.*

The Community Funding Program supports the Council Plan by providing financial assistance to local community groups, volunteers and individuals who contribute to community participation, recreation, events and local initiatives. Quarterly reporting on the program also demonstrates transparent administration of Council's community funding commitments and provides accountability for the allocation of public funds.

The Community Funding Quarter 4 Report highlights the positive outcomes achieved through Council's investment in community-led activities and recognises the contribution of local organisations and individuals in strengthening community connections, participation and wellbeing across the Shire.

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: Council challenges the allocations of funding and refuses further funding approvals	1 (Rare)	4(Moderate)	3 (Low)	Council approves the allocation of funding annually to cover the expense of the Community Funding Programs.
Opportunity: Celebration of the contributions of community groups, and the achievements of individuals.				

Officer Comment/Details

In the 2025/2026 annual budget Council allocated the following amounts to Community Funding programs:

- Community Assistance Grants and Sponsorship - \$35,000
- Neighbourhood Party Funding - \$2,000
- State/National representation - \$3,000

Up until the 30 June 2026, Council has contributed a total of \$ 45,949.60 towards community group managed events, programs and equipment, neighbourhood parties, and support of youth and adults attending national or international competitions.

An additional amount of \$10,000 was allocated to the Chittering Home Care organisation's office fit out, which was approved by Council in December 2025 – Council Resolution 051225.

This funding ensures the sustainability of our community groups, encourages community participation and connection, and supports exceptional residents in furthering their pursuits and passions nationally and internationally.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 080726

Moved Cr Curtis, seconded Cr Angus

That Council receive the Community Funding Quarter 4 Report, and acknowledges the achievements and contributions of the recipients of the funding.

CARRIED: 6 / 0

TIME: 7.37PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CHIEF EXECUTIVE OFFICER**CEO01 – 07/26 Work Health and Safety Statistics Report – June 2026**

Applicant	N/A
File ref	SOCR-1845402348-122379
Author	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 Report – Monthly June 2026

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

Executive Summary

Council is requested to receive the Shire of Chittering's Work Health and Safety Statistics Report for the month ending June 2026.

Background

At the Ordinary Meeting of Council held on 17 November 2021, Council resolved (Resolution 231121) to adopt a safety commitment statement prioritising employee wellbeing and requiring all staff to work safely, led by Council. The resolution also required the CEO to provide quarterly reports on key safety metrics (such as safety activities, hours worked and trained, equipment issues, and overtime) and monthly reports on critical safety outcomes (including drug and alcohol testing, injuries, near misses, and workers' compensation claims).

At the Ordinary Meeting of Council held on 20 May 2026, Council amended this resolution (Resolution 100526) to require monthly reporting only and to remove the reporting of working hours and training hours.

Consultation SummaryLocal

Nil

State

Nil

Legislative ImplicationsState

- Work Health and Safety Act 2020

Local

Nil

Policy ImplicationsState

Nil

Local

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

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Council Plan 2026 - 2036

Outcome: *Thriving*

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategy Objective 4: *Ensure responsible stewardship of Shire resources and long-term financial sustainability*

The monthly Work Health and Safety Statistics Report supports the Council Plan by providing Council with oversight of workplace health and safety performance, promoting good governance and supporting informed decision-making. Regular reporting assists Council to monitor organisational performance, legislative compliance and workplace safety outcomes, contributing to the responsible stewardship of the Shire's workforce and resources.

Maintaining a strong focus on work health and safety supports the Shire's capacity to deliver services effectively, manage organisational risks and foster a safe and healthy workplace for employees, contractors and volunteers.

State

Nil

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment / Implications

Nil

Officer Comment/Details

Nil

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 090726

Moved Cr Angus, seconded Cr Grayer

That Council receive the Shire of Chittering Work Health and Safety Statistics Report for the month ending June 2026 which includes:

1. Statistics
2. Near Miss, Incident and Damage Report
3. Minor Register
4. WHS Training
5. Site Inspections
6. Safety Observations

CARRIED: 6 / 0

TIME: 7.38PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO02 - 07/26**Change of Date – September 2026 Ordinary Council Meeting**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-100524
Author	Executive Assistant to CEO
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	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
☒	Executive	<i>The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
☐	Legislative	<i>When Council initiates or adopts a policy position, or a local law</i>
☐	Quasi-Judicial	<i>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</i>
☐	Information	<i>Includes items for information purposes only and do not require a decision of Council (to 'note' only)</i>

Executive Summary

Council is requested to consider changing the date of the September 2026 Ordinary Council Meeting from Wednesday, 16 September 2026 to Tuesday, 15 September 2026.

The proposed change will enable Councillors to attend the 2026 WALGA Convention, which commences on 16 September 2026, while ensuring Council's governance responsibilities continue to be met. It is recommended that Council approve the amended meeting date and authorise public notification of the change.

Background

Council adopted its meeting schedule for 2026, which includes an Ordinary Council Meeting scheduled for Wednesday, 16 September 2026.

The 2026 WALGA Convention is scheduled to commence on 16 September 2026. The Convention is a significant annual event for local governments across Western Australia, providing opportunities for professional development, sector engagement, networking and consideration of matters affecting local government.

To enable Councillors to participate in the Convention without conflicting with the Ordinary Council Meeting, it is proposed that the September 2026 Ordinary Council Meeting be rescheduled to Tuesday, 15 September 2026.

Consultation SummaryLocal

Nil

State

Nil

Legislative ImplicationsState

- Local Government Act 1995

Section 5.25 of the Act provides for Council to hold ordinary meetings and determine the dates and times of those meetings.

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Council Plan 2026-2036
Outcome: *Communities Connected*

An enriched community life that reflects the diverse identities of the different areas that make up the Shire.

Strategic Objective 1:

Work with the community on matters that are important to them.

The proposed change to the September 2026 Ordinary Council Meeting date supports Councillor participation in the WALGA Convention, enabling engagement with local government representatives, sector stakeholders and government agencies on matters affecting rural communities. Attendance at the Convention assists Councillors to remain informed of emerging issues, advocacy opportunities and best practice approaches that support effective governance and decision-making for the benefit of the Chittering community.

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
Governance: Reduced Councillor participation at the WALGA Convention if the meeting date is not amended	Likely	Minor	Low	Reschedule the September 2026 Ordinary Council Meeting to 15 September 2026.

Opportunity: The proposed change provides Councillors with the opportunity to attend the WALGA Convention, engage with sector representatives and participate in professional development opportunities that may benefit the Shire and broader community.

Officer Comment/Details

The WALGA Convention is the premier annual local government event in Western Australia and provides Councillors with valuable opportunities to engage with industry peers, government representatives and sector stakeholders.

Holding the Ordinary Council Meeting on the same day as the commencement of the Convention may limit Councillor attendance and participation. Bringing the meeting forward by one day will minimise scheduling conflicts while maintaining Council's ability to conduct its ordinary business.

The proposed amendment is minor in nature, does not impact statutory obligations and supports Councillor participation in an event that contributes to informed decision-making and effective governance.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 100726

Moved Cr Dewar, seconded Cr Foulkes-Taylor

That Council:

- 1. Approve the change of date for the September 2026 Ordinary Council Meeting from Wednesday, 16 September 2026 to Tuesday, 15 September 2026; and**
- 2. Authorise the Chief Executive Officer to provide public notice of the revised meeting date in accordance with the requirements of the *Local Government Act 1995*.**

CARRIED: 6 / 0

TIME: 7.41PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO03 - 07/26**2026 WALGA Annual General Meeting – Appointment of Voting Delegates and Proxies**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-155309
Author	Executive Assistant to CEO
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	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
☒	Executive	<i>The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
☐	Legislative	<i>When Council initiates or adopts a policy position, or a local law</i>
☐	Quasi-Judicial	<i>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</i>
☐	Information	<i>Includes items for information purposes only and do not require a decision of Council (to 'note' only)</i>

Executive Summary

The Western Australian Local Government Association (WALGA) has advised that registrations are now open for Voting Delegates and Proxies for the 2026 WALGA Annual General Meeting (AGM).

Member Local Governments may appoint up to two Voting Delegates and two Proxies. Voting Delegates are entitled to vote at the AGM, while Proxies may vote in the absence of a Voting Delegate. Council is requested to appoint Voting Delegates and Proxies to represent the Shire of Chittering at the 2026 WALGA AGM.

Background

WALGA issued a Notice for the 2026 Annual General Meeting on 11 June 2026 and subsequently advised that registrations for Voting Delegates and Proxies are now open.

Each member Local Government may be represented by two Voting Delegates at the AGM, with each delegate entitled to one vote. In addition, up to two Proxies may be appointed to exercise voting rights in the absence of Voting Delegates.

Voting Delegates and Proxies may be Elected Members or officers of the Local Government.

Registrations for Voting Delegates and Proxies are required by 5:00pm on Tuesday, 1 September 2026, although late registrations and amendments may be accepted up until commencement of the AGM.

Voting at the AGM will occur electronically through the WALGA event application, with instructions to be issued to registered attendees prior to the event.

Consultation Summary

Local
Nil

State

Correspondence has been received from WALGA regarding registration requirements for Voting Delegates and Proxies.

Legislative ImplicationsState

Nil

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

Any costs associated with attendance at the WALGA AGM are to be met from existing Members training and development budget.

Strategic Assessment / ImplicationsLocal

- Council Plan 2026-2036

Outcome: *Communities Connected*

An enriched community life that reflects the diverse identities of the different areas that make up the Shire.

Strategic Objective 1:

Work with the community on matters that are important to them.

Appointment of Voting Delegates and Proxies for the WALGA Annual General Meeting supports effective representation and participation in matters impacting Local Government and the wider community. Participation in WALGA forums enables Council to advocate on issues relevant to the Shire of Chittering and contribute to sector-wide decision-making that supports informed governance and community outcomes.

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
Governance: Failure to appoint Voting Delegates and Proxies may result in the Shire being unable to	Low	Minor	Low	Appoint Voting Delegates and Proxies to ensure representation and voting capability at the AGM.

participate fully in voting processes at the WALGA AGM.				
Opportunity: The level of risk is considered low and acceptable, with appropriate controls in place through Council appointment and timely registration of delegates and proxies.				

Officer Comment/Details

Appointment of Voting Delegates and Proxies ensures the Shire of Chittering is appropriately represented at the WALGA AGM and maintains participation in decision-making processes relating to matters affecting Local Government.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 110726

Moved Cr Angus, seconded Cr Dewar

That Council:

1. Appoint the following Councillors as Voting Delegates for the Shire of Chittering at the 2026 WALGA Annual General Meeting:
 - a. Voting Delegate 1 – Councillor Dewar
 - b. Voting Delegate 2 – Councillor Angus
2. Appoint the following Councillors as Proxies for the Shire of Chittering at the 2026 WALGA Annual General Meeting:
 - a. Proxy 1 – Councillor Foulkes-Taylor
 - b. Proxy 2 – Councillor Hughes
3. Authorise the Chief Executive Officer to complete the required WALGA registration process for the appointed Voting Delegates and Proxies.

CARRIED: 6 / 0

TIME: 7.42PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO04 - 07/26**Bush Fire Brigade Local Law 2012 Review**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-154226
Author	Governance Officer
Authorising Officer	Executive Manager Development 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. Shire of Chittering Bush Fire Brigades Local Law 2012

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

Executive Summary

Council is requested to initiate the review of the *Shire of Chittering Bush Fire Brigades Local Law 2012* and authorise local public notice of the proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* for public comment in accordance with section 3.12 of the *Local Government Act 1995*.

Background

The *Shire of Chittering Bush Fire Brigades Local Law 2012* is the current local law that provides for the organisation, establishment, maintenance and equipment of bush fire brigades within the district.

At the Ordinary Council Meeting held on 27 June 2012, Council resolved to endorse the proposed *Shire of Chittering Bush Fire Brigades Local Law 2012* and give local and State-wide public notice of its intention to make the local law. The stated purpose of the local law was to make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades, with the effect being to align existing local laws with changes in the law and operational practice.

Following public advertising, submissions were considered by Council at the Ordinary Council Meeting held on 21 November 2012. The local law was subsequently made by Council at the Ordinary Council Meeting held on 19 December 2012 and was published in the Government Gazette on 21 January 2013.

At the Ordinary Council Meeting held on 19 August 2020, Council resolved to undertake a review of a number of the Shire's local laws, including the *Bush Fire Brigades Local Law 2012*, in accordance with the periodic review requirements of the *Local Government Act 1995*.

As part of that review process, Council later considered a proposed *Bush Fire Brigades Repeal Local Law 2023*. Following advertising of the proposed repeal local law, the Shire received correspondence from the Department of Fire and Emergency Services identifying that where bush fire brigades are not established in accordance with a local law, there may be compliance issues under section 41 of the *Bush Fires Act 1954*. As a result, Council resolved at the Ordinary Council Meeting held on 19 April 2023 to cease the repeal of the Bush

Fire Brigade Local Law, with the intention that the process would recommence once an alternate Bush Fire Brigade Local Law and associated operating procedures had been prepared.

A draft *Shire of Chittering Bush Fire Brigades Local Law 2024* was subsequently prepared and workshopped. That draft sought to modernise the local law and included updated provisions relating to bush fire brigade establishment, registration, membership categories, brigade officer functions, command at a fire, meetings, administration, suspension and termination of membership, and dispute resolution.

The proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* has now been prepared using the WALGA template as its base, with Chittering-specific provisions retained or incorporated where appropriate from the current local law and previous draft. The proposed local law is intended to replace the existing 2012 local law and provide an updated framework for the continued establishment, organisation, management and operation of the Shire's bush fire brigades.

Consultation Summary

Local

Consultation has previously occurred with local bush fire brigade representatives as part of the development of the draft *Shire of Chittering Bush Fire Brigades Local Law 2024*. That draft was prepared following review of the current local law and sought to modernise the provisions relating to brigade membership, officer functions, brigade administration, command arrangements, equipment, meetings and dispute resolution.

The draft local law has also been workshopped with Councillors, with consideration given to the need to retain a valid local law for the establishment and operation of bush fire brigades, while ensuring that the proposed replacement local law remains practical, contemporary and appropriate for the Shire's volunteer bush fire brigade structure.

Should Council resolve to initiate the local-law-making process, further local consultation will occur through the statutory local public notice process. This will include making the proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* available for public inspection and inviting public submissions for a period of not less than six weeks.

State

The proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* has been prepared with reference to the WALGA Bush Fire Brigades Local Law template and associated local law-making guidance material. The WALGA template has been used as the base document, with Shire-specific provisions incorporated where considered necessary to reflect local operational requirements and previous drafting work.

The Shire has also had regard to guidance issued by the Department responsible for local government in relation to the making, amending and repealing of local laws, including the procedural requirements under section 3.12 of the *Local Government Act 1995*. The previous repeal process also included State-level feedback, including correspondence identifying the importance of bush fire brigades being established in accordance with a valid local law.

Should Council resolve to proceed, copies of the proposed local law and public notice will be provided to the relevant Minister or Ministers in accordance with the statutory local-law-making process.

Legislative Implications

State

- Local Government Act 1995

- o s1.7 – set out the requirements for giving local public notice. The proposed local law will need to be advertised in accordance with this section to invite submissions from the community.
- o s3.5 – provides local governments with the power to make local laws. This gives Council general legislative authority to make local laws for matters within the local government's functions.
- o s3.7 – provides that a local law is inoperative to the extent that it is inconsistent with the *Local Government Act 1995* or any other written law. The proposed local law must therefore be

drafted consistently with the *Bush Fires Act 1954*, the *Local Government Act 1995* and other relevant State legislation.

- o s3.11 – provides that the local law-making procedure applies to local laws made under the *Local Government Act 1995* and, unless a contrary intention appears, local laws made under any other Act. As the proposed local law is made under both the *Local Government Act* and the *Bush Fires Act 1954*, the process under section 3.12 must be followed.
- o s3.12 – sets out the procedure for making a local law. Council must give notice of the purpose and effect of the proposed local law, give local public notice, invite submissions for at least six weeks, consider any submissions received, and later make the local law by absolute majority before gazettal.
- o s3.13 – provides that if a proposed local law is significantly different from what was originally advertised, the local law-making process must be recommenced. Any material changes made after public consultation will need to be assessed carefully before the local law is presented to Council for final adoption.
- o s3.14 – provides for the commencement of local laws. The proposed local law will come into operation 14 days after publication in the Government Gazette unless a later commencement date is specified.
- o s3.15 – requires a local government to take reasonable steps to inform people in the district of the purpose and effect of its local laws. The Shire will need to ensure the final local law is made available and communicated appropriately following gazettal.
- o s3.16 – requires local governments to periodically review their local laws and determine whether they should remain unchanged, be amended or be repealed. The review of the *Bush Fire Brigades Local Law 2012* forms part of this statutory review function.
- *Local Government (Functions and General) Regulations 1996*
 - o Reg 3 – prescribes the manner in which the presiding person must give notice of the purpose and effect of a proposed local law. The purpose and effect must be included in the Council agenda and recorded in the Council minutes.
- *Local Government (Administration) Regulations 1996*
 - o Reg 3A – prescribes the requirements for giving local public notice. The Shire must comply with these notice requirements when advertising the proposed local law for public comment.
- *Bush Fires Act 1954*
 - o s7 – defines a bush fire brigade as a bush fire brigade registered in a register kept under s41. The proposed local law provides the framework for establishing and maintaining brigades that operate as registered bush fire brigades under the Act.
 - o s35A – defines “normal brigade activities”. This definition underpins the operational activities that bush fire brigade members may undertake and is used throughout the proposed local law.
 - o s36 – allows a local government to expend money for the prevention, control and extinguishment of bush fires. The proposed local law includes provisions relating to equipment, appliances, protective clothing, training and funding requests for bush fire brigades.
 - o s38 – provides for the appointment of bush fire control officers, including a Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer. The proposed local law includes provisions relating to the nomination, appointment and role of bush fire control officers.
 - o s39 – sets out the special powers of bush fire control officers. The proposed local law recognises the role of bush fire control officers in command and operational arrangements at fires.
 - o s41 – provides that a local government may establish and maintain bush fire brigades in accordance with its local laws, and requires the local government to keep a register of bush fire brigades and their members. This is one of the primary enabling provisions for the proposed local law.
 - o s43 – requires a local government that establishes a bush fire brigade to provide, by local law, for the appointment or election of a captain, lieutenants and other officers, and to prescribe their respective duties. The proposed local law and Rules provide for brigade officers, office bearer roles and associated responsibilities.
 - o s44 – provides for the command powers of bush fire brigade officers and bush fire control officers at fires. The proposed local law includes command provisions to clarify the order of control where bush fire brigade members have command of a fire.

- o s62 – provides power for local governments to make local laws under the *Bush Fires Act 1954*, including for the organisation, establishment, maintenance and equipment of bush fire brigades. This is a key legislative basis for the proposed local law.
- o s67 – provides for the appointment and functions of a Bush Fire Advisory Committee. The proposed local law includes provisions relating to the Bush Fire Advisory Committee and the consideration of brigade nominations and motions.
- *Bush Fire Regulations 1954*
 - o Reg 41 – requires a local government to keep a register of bush fire brigades in the prescribed form. The proposed local law supports the registration and membership framework required under the *Bush Fires Act 1954* and the *Bush Fires Regulations 1954*.
- *Fire and Emergency Services Act 1998*
 - o s36ZM – defines terms used in relation to compensation for injury, loss or damage, including volunteer activities and volunteer units. This supports the importance of bush fire brigades being properly established under s41 of the *Bush Fires Act 1954*.
 - o s36ZQ – requires the responsible agency to maintain insurance for certain injury, loss or damage connected with volunteer activities. Maintaining a valid local law framework assists in supporting the Shire's role in relation to bush fire brigade volunteers and volunteer activities.
 - o s37 – provides protection from personal and vicarious liability for things done in good faith in the performance, or purported performance, of functions under the emergency services Act. This supports the need for clear and lawful arrangements for brigade establishment, membership, functions and command.
- *Interpretation Act 1984*
 - o s42 – provides for subsidiary legislation, including local laws, to be laid before Parliament and subject to disallowance. Following gazettal, the Shire will be required to provide the necessary documentation to the Joint Standing Committee on Delegated Legislation.

Local

- *Shire of Chittering Bush Fire Brigades Local Law 2012*
 - o cl1.1 – cites the current local law as the Shire of Chittering Bush Fire Brigades Local Law 2012. The proposed 2026 local law will repeal and replace the current local law once made and gazetted.

Policy Implications

State

- *WALGA Bush Fire Brigades Local Law Template*
 - o The proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* has been drafted with reference to the WALGA Bush Fire Brigades Local Law template. The WALGA template provides a contemporary model for the structure and content of a bush fire brigades local law, including provisions relating to brigade establishment, membership, brigade officers, meetings, administration, equipment and general governance.
 - o The use of the WALGA template assists in ensuring that the proposed local law is generally consistent with sector guidance and reflects a recognised approach for Western Australian local governments. Shire-specific provisions have been retained or incorporated where appropriate to reflect the operational requirements of the Shire's bush fire brigades.
- *Department of Local Government, Industry Regulation and Safety – Local Law Guidelines*
 - o The local-law making process will be undertaken with reference to the State Government's local law guidance material, including guidance on making, amending, reviewing and repealing local laws.
 - o The guidance identifies the procedural requirements for local laws, including the requirement to give notice of the purpose and effect, provide public notice, invite submissions, provide copies to the relevant Ministers, consider submissions, publish the local law in the Government Gazette and provide the required documentation to the Joint Standing Committee on Delegated Legislation.
- *Department of Fire and Emergency Services Guidance*
 - o Previous correspondence from the Department of Fire and Emergency Services identified the

importance of bush fire brigades being established in accordance with a valid local law under s41 of the *Bush Fire Act 1954*.

- o The proposed local law supports this position by ensuring that the Shire's bush fire brigades continue to operate under an appropriate local law framework, rather than repealing the current local law without a replacement.

Local

- Shire Policy 1.17 – Community Engagement

- o This policy supports transparent, inclusive and proportionate engagement for matters that may affect the community or key stakeholders, including the development or review of local laws. The proposed local law will be advertised in accordance with the statutory local-law making process, providing the Shire's volunteer bush fire brigades, community members and other stakeholders with an opportunity to provide feedback.
- o The policy does not replace statutory consultation requirements, but provides a framework to support planned, accessible and appropriate engagement throughout the review process.

- Shire Policy 8.1 – Bush Fire Control

- o This policy establishes the Shire's local policy framework for minimising bush fire risk, regulating fire-related activities, supporting firefighter training and preparedness, and meeting statutory obligations under the *Bush Fires Act 1954*.
- o The proposed local law supports this policy by providing the legislative framework for the establishment, organisation, management and operation of the Shire's bush fire brigades. If the proposed local law is made, this policy should be reviewed to updated references to the current *Bush Fire Brigades Local Law 2012*.

Financial Implications

The financial implications associated with initiating the local-law making process are expected to be minimal. Costs associated with advertising the proposed local law for public comment can be accommodated within the Shire's existing operational budget.

Should Council later resolve to make the local law following the public submission period, further costs will be incurred for publication in the Government Gazette. This will form a later stage of the local-law-making process and funds have been allocated in the 2026/27 Annual Budget for this purpose.

No further financial implications are anticipated at this stage.

Strategic Assessment / Implications

Local

- Council Plan 2026-2036

Outcome: *Communities Connected*

An enriched community life that reflects the diverse identities of the different areas that make up the Shire.

Strategic Objective 1: *Work with the community on matters that are important to them.*

Commencing the statutory local-law making process for the proposed Shire of Chittering Bush Fire Brigades Local Law 2026 supports the Council Plan by providing volunteer bush fire brigades, community members and other stakeholders with an opportunity to participate in the review and development of the legislative framework governing the establishment and operation of bush fire brigades within the Shire. The statutory public consultation process promotes transparent decision-making and ensures community feedback is considered before Council makes a final determination.

The proposed local law also supports the Council Plan by contributing to effective community preparedness and the ongoing operation of volunteer bush fire brigades, helping to ensure the Shire is well positioned to respond to local risks while supporting safe, connected and resilient communities.

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: The local-law-making process is not undertaken in accordance with statutory requirements, resulting in the proposed local law being delayed, challenged, disallowed or requiring recommencement.	Unlikely	Major	Moderate	The process will be undertaken in accordance with s3.12 of the Act, including Council giving notice of the purpose and effect, public advertising, Ministerial referral, consideration of submissions, gazettal and referral to the Joint Standing Committee on Delegated Legislation.
People: Inadequate local law provisions may create uncertainty regarding brigade membership, officer roles, command structure, training, equipment and administration.	Unlikely	Major	Moderate	The proposed local law provides an updated governance framework for the establishment, organisation, management and operation of bush fire brigades, supporting clearer roles and responsibilities for brigade members and officers.
Reputation: Insufficient consultation or failure to progress the review may impact community and brigade confidence in the Shire's management of its bush fire brigade framework.	Possible	Moderate	Moderate	The proposed local law will be advertised for public comment for a minimum period of six weeks, with submissions to be presented back to Council before any final decision is made.
Opportunity: The review provides an opportunity to modernise the Shire's bush fire brigade local law, align it more closely with the WALGA template and current statutory requirements, improve governance and operational clarity, and ensure the Shire's bush fire brigades continue to operate under a valid and contemporary local law framework.				

Officer Comment/Details

The *Shire of Chittering Bush Fire Brigades Local Law 2012* is now due for review to ensure it remains contemporary, legally sound and appropriate for the ongoing establishment, organisation and operation of the Shire's bush fire brigades.

Previous consideration was given to repealing the current local law. However, following State-level feedback regarding the importance of bush fire brigades being established under a valid local law, it is considered more appropriate to repeal and replace the existing local law rather than proceed with a repeal-only approach.

The proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* has been prepared using the WALGA template as its base, with relevant Shire-specific provisions incorporated from the current local law and the previous 2024 draft. This approach provides a contemporary framework while retaining provisions that reflect local operational requirements.

The proposed local law provides for matters including the establishment and dissolution of bush fire brigades, brigade membership, appointment and duties of brigade officers, command arrangements, equipment, meetings, administration, dispute resolution and the role of the Bush Fire Advisory Committee.

Administration is currently working towards having a new local law commence before December 2026. The local-law-making process is lengthy and includes statutory public notice, a submission period, consideration of submissions, final Council consideration, gazettal and post-gazettal requirements. Commencing the process now will assist the Shire in meeting this timeframe.

This report does not seek Council's final adoption of the proposed local law. Rather, it seeks Council's authorisation to commence the statutory local-law making process by giving local public notice and inviting submissions. Any submissions received during the advertising period will be considered and presented back to Council before any final decision is made on whether to make the proposed local law.

As part of the six-week submission period, the Shire's bush fire brigades and the Bush Fire Advisory Committee will also be consulted and invited to provide feedback on the proposed local law. This will ensure that brigade members and the advisory committee have an opportunity to consider the proposed changes and provide input before the matter returns to Council

It is recommended that Council initiate the local-law-making process for the proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* to ensure the Shire's bush fire brigades continue to operate under a valid, contemporary and fit-for-purpose local law framework.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 120726

Moved Cr Foulkes-Taylor, seconded Cr Grayer

That Council BY AN ABSOLUTE MAJORITY:

1. Note the review of the *Shire of Chittering Bush Fire Brigades Local Law 2012*.
2. Pursuant to section 3.12 of the *Local Government Act 1995* and section 62 of the *Bush Fires Act 1954*, authorise the giving of local public notice of the proposed *Shire of Chittering Bush Fire Brigades Local Law 2026*, for the purpose of inviting public submissions for a period of not less than six weeks.
3. Note the purpose and effect of the proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* as follows:
 - a) Purpose: To provide for the organisation, establishment, maintenance and equipment of bush fire brigades within the district.
 - b) Effect: To repeal and replace the *Shire of Chittering Bush Fire Brigades Local Law 2012* and provide an updated local law framework for the establishment, operation, membership, management and administration of bush fire brigades.
4. Authorise the Chief Executive Officer to provide a copy of the proposed *Shire of Chittering Bush Fire Brigades Local Law 2026* and public notice to the relevant Ministers in accordance with section 3.12 of the *Local Government Act 1995*.
5. Note that following the close of the public submission period, a further report will be presented to Council to consider any submissions received and determine whether to make the proposed

Shire of Chittering Bush Fire Brigades Local Law 2026.

6. Authorise the Chief Executive Officer to make minor administrative, formatting or editorial amendments to the proposed Shire of Chittering Bush Fire Brigades Local Law 2026 prior to public advertising, provided those amendments do not alter the intent or effect of the proposed local law.

CARRIED: 6 / 0

TIME: 7.44PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO05 – 07/26	Shire Policy 2.5 Purchasing and Procurement
Applicant	N/A
File ref	SOCR-1845402348-155306
Author	Deputy Chief Executive 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. Shire Policy 2.5 Purchasing and Procurement (Doc Id: SOCR-1845402348-155312)

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

Executive Summary

Council is requested to consider an amendment to Policy 2.5 - Purchasing and Procurement.

The amendment proposes the reinstatement of a limited number of procurement-related references that were previously contained within the policy prior to its transition to the endorsed Council Policy Framework. These references relate to commonly utilised procurement arrangements and purchasing scenarios.

The proposed amendment does not alter procurement thresholds, delegated authority, approval requirements or the Shire's broader legislative obligations. The amendment is intended to improve the usability of the policy as a practical operational reference for officers exercising purchasing authority, by preserving a consolidated source of procurement guidance where this provides operational benefit.

Background

At its Ordinary Meeting held on 20 May 2026, Council adopted an updated version of Policy 2.5 - Purchasing and Procurement as part of a broader Council policy transition process. The review sought to align the policy with the endorsed Council Policy Framework through the use of a contemporary policy template and the reduction of unnecessary duplication of legislative and regulatory provisions.

As part of that transition process, several procurement-specific references were removed and replaced with broader references to the applicable legislative, regulatory and governance framework. This approach remains consistent with the objectives of the Policy Transition Program and continues to be appropriate across the majority of Council policies.

Following implementation of the revised policy, officers have undertaken further review of the policy's practical application. That review has identified benefit in reinstating a limited number of procurement-related references that assist officers with day-to-day purchasing decisions.

The proposed amendment recognises that some procurement arrangements and purchasing scenarios are

routinely relied upon by officers exercising purchasing authority. While the overarching legislative and regulatory framework continues to apply, inclusion of these references within the policy improves the policy's usefulness as a single operational reference point.

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

State

- Local Government Act 1995
- Local Government (Functions and General) Regulations 1996
- Local Government (Financial Management) Regulations 1996

Local

- Shire of Chittering Delegations Register

Policy Implications

State

Nil

Local

- Council Policy Register
- Policy 2.5 - Purchasing and Procurement

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Council Plan 2026 – 2036
Community Outcome: *Thriving*

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategic Objective 4:

Ensure responsible stewardship of Shire resources and long-term financial sustainability.

The proposed amendments to Policy 2.5 – Purchasing and Procurement support the Council Plan by strengthening the Shire's procurement governance framework and promoting consistent, efficient and compliant purchasing practices. The amendments improve the usability of the policy for authorised officers while maintaining alignment with legislative requirements and Council's broader procurement framework.

By providing a clear and accessible operational reference for commonly used procurement arrangements, the amended policy supports informed decision-making, responsible stewardship of public resources and the effective management of procurement activities across the organisation.

- Corporate Business Plan 2026/2027
Service Area: *Governance and Strategy*

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: policy users may need to consult multiple documents to confirm routine procurement pathways if commonly used references are not contained within the policy.	Possible	Minor	Low	Reinstate limited procurement-related references to support usability and consistent application by authorised officers.

Officer Comment/Details

The Council policy transition process has generally sought to avoid unnecessary replication of legislative and regulatory provisions within Council policies and instead rely on references to the relevant governing legislation. This approach reduces the risk of policies becoming outdated where external legislative requirements are amended and promotes consistency across Council's policy framework.

In the case of Policy 2.5 - Purchasing and Procurement, implementation of the revised policy has identified operational benefits in retaining references to certain commonly utilised procurement arrangements and purchasing scenarios. These references support authorised officers to identify appropriate procurement pathways and apply the policy consistently during routine purchasing activities.

The proposed amendment therefore reinstates a limited number of procurement-related references that were removed during the policy transition process. This recognises that, for this policy, the operational benefits of maintaining a consolidated and accessible source of procurement guidance outweigh the benefits achieved through complete removal of those references from the policy.

The amendment does not change procurement thresholds, delegated authority arrangements, approval requirements or the Shire's procurement framework. Rather, the amendment is administrative in nature and is intended to improve accessibility, operational clarity and consistency in the application of the policy by officers exercising purchasing authority.

The proposed approach remains consistent with the broader purpose of the Policy Transition Program. It retains a simplified policy structure while allowing for limited additional detail where that detail provides a clear operational benefit and assists officers to apply procurement requirements efficiently and consistently.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 130726**Moved Cr Angus, seconded Cr Foulkes-Taylor****That Council endorse the amended Policy 2.5 - Purchasing and Procurement as contained in Attachment 1.****CARRIED: 6 / 0**

TIME: 7.46PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO06 - 07/26**Shire Policy 1.3 – Service Level Complaints Handling Policy Review**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-141065
Author	Governance 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. Current Shire Policy 1.3 – Service Level Complaints Handling 2. Amended Shire Policy 1.3 – Service Level Complaints Handling 3. Complaints Management Procedure

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

Executive Summary

Council is requested to adopt the amended Policy 1.3 – Service Level Complaints Handling and approve the implementation of the Complaint Management Procedure to support the administration and operational application of the Policy.

Background

Policy 1.3 – Service Level Complaints Handling was last reviewed by Council on 18 March 2026, by Council Resolution 210326.

The Policy has since been reviewed as part of the Shire's ongoing policy review process. The review identified that the existing Policy contained both policy principles and operational complaint handling steps, including how complaints are received, assessed, managed, reviewed and recorded.

As Council policies are intended to provide the Shire's position and decision-making framework, the operational content has been removed from the Policy and incorporated into a new Complaint Management Procedure. The Procedure is intended to sit alongside the Policy and provide staff with practical guidance for managing service-level complaints.

The amended Policy retains the Shire's commitment to fair, respectful, accessible and timely complaint handling, while clarifying the scope of service-level complaints and the matters that are to be dealt with under other processes, such as service requests, statutory appeals, Freedom of Information applications, Public Interest Disclosures, Council Member conduct matters and employee misconduct matters.

Council has discretion to adopt the amended Policy and approve the implementation of the supporting Procedure. This will ensure that the Policy remains concise and strategic, while the Procedure provides the operational process required to administer service-level complaints consistently.

Consultation Summary

Local

Internal consultation has been undertaken as part of the review of Policy 1.3 – Service Level Complaints Handling and the development of the supporting Complaint Management Procedure.

Community Development has been consulted to ensure the amended Policy and Procedure align with the Shire's Disability Access and Inclusion Plan, particularly in relation to accessible complaint pathways and assistance for people who may require support to lodge a complaint.

The proposed amendments were also workshopped with Council prior to being presented for formal consideration.

State

No external consultation is considered necessary, as the review relates to the Shire's internal policy and administrative procedure framework for managing service-level complaints.

Legislative Implications

State

- Local Government Act 1995
 - o s3.18 – provides that a local government may do all things necessary or convenient to perform its functions, including providing services and facilities. The amended Policy and supporting Procedure provide a framework for managing service-level complaints relating to the Shire's services and operational activities.
 - o s5.41 – provides that the Chief Executive Officer is responsible for managing the local government's administration and operations, including implementing Council decisions. The Complaint Management Procedure supports the administrative implementation of Policy 1.3 – Service Level Complaints Handling.
 - o s5.104 and s5.105 – they establish the Code of Conduct framework for Council Members, Committee Members and Candidates, including how complaints alleging behavioural breaches are to be dealt with. The amended Policy clarifies that Council Member conduct matters are outside the scope of the service-level complaints process.
- State Records Act 2000
 - o s17 – requires a government organisation and its employees to comply with the approved Record Keeping Plan.
 - o s19 – requires government organisations to have an approved Record Keeping Plan. The Procedure requires complaints and complaint outcomes to be recorded in accordance with the Shire's recordkeeping requirements.
- Freedom of Information Act 1992
 - o ss3, 10, 12 and 13 – establish the statutory framework for access to documents, including the right of access, the form of an access application and the agency's duties in dealing with access applications. The amended Policy clarifies that Freedom of Information applications are outside the scope of service-level complaints and are to be dealt with under the appropriate statutory process.
- Public Interest Disclosure Act 2003
 - o ss5, 8, 9, 10, 16 and 23 – are relevant to the handling of Public Interest Disclosures, including appropriate disclosures, investigation requirements, action by a proper authority, notification requirements, confidentiality and the obligations of principal executive officers. The amended Policy clarifies that Public Interest Disclosures are outside the scope of service-level complaints and are to be dealt with under the relevant legislative pathway.
- Equal Opportunity Act 1984
 - o The Act is relevant generally to the Shire's obligation to provide services in a fair and non-discriminatory manner. The amended Policy and Procedure support respectful, accessible and equitable complaint handling

Local

Nil

Policy ImplicationsState

Nil

Local

- Shire Policy 1.3 – Service Level Complaints Handling
The report recommends that Council adopt the amended Policy 1.3 - Service Level Complaints Handling. The amended Policy provides a clearer and more concise framework for managing service-level complaints and separates policy principles from operational complaint handling processes.
- Shire Policy 1.5 – Record Keeping
The amended Policy and Procedure support the Shire's recordkeeping requirements by requiring complaints, complaint responses, review requests, outcomes and supporting information to be recorded in the Shire's recordkeeping system.
- Customer Service Charter
The amended Policy and Procedure support the Shire's commitment to respectful, responsive and accountable customer service, including the management of complaints through a clear complaint handling process.

Financial Implications

There are no direct financial implications associated with the adoption of the amended Policy 1.3 – Service Level Complaints Handling or the implementation of the Complaint Management Procedure.

Strategic Assessment / ImplicationsLocal

- Council Plan 2026-2036
Outcome: Thriving

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategic Objective 4: *Ensure responsible stewardship of Shire resources and long-term financial sustainability.*

The review of Policy 1.3 – Service Level Complaints Handling supports the Council Plan by strengthening the Shire's governance framework for managing service-level complaints in a fair, accessible, consistent and transparent manner. Separating the strategic policy from the operational procedure improves organisational clarity, supports legislative compliance and promotes accountable decision-making.

The amended Policy and supporting Complaint Management Procedure also support continuous improvement by providing a consistent framework for receiving, managing and reviewing complaints, enabling the Shire to identify opportunities to improve service delivery while maintaining community confidence in Council's administrative processes.

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: If service-level complaints are not managed consistently, this may impact community confidence in the Shire's complaint handling process.	Possible	Moderate	Moderate	Adoption of the amended Policy and implementation of the Procedure will provide a clearer framework for fair, accessible and consistent complaint handling.
Compliance: Complaints may not be recorded, referred or managed through the correct process.	Possible	Moderate	Moderate	The Procedure provides clear guidance on complaint assessment, referral pathways, escalation, review options and recordkeeping requirements.
Interpretation to Service: Unclear complaint handling processes may result in staff time being diverted to managing repeated, misdirected or unresolved complaints.	Possible	Minor	Moderate	The Procedure clarifies how complaints are to be received, assessed, managed, closed and where appropriate, referred to another process.
People: Staff may be exposed to unreasonable, abusive or threatening conduct when managing complaints.	Possible	Minor	Moderate	The Procedure provides guidance for managing unreasonable, abusive or threatening conduct, including escalation to Managers, Executive Managers or the CEO.
Opportunity: The amended Policy and supporting Procedure provide an opportunity to improve customer service, strengthen community confidence, support consistent complaint handling, and use complaint information to identify recurring issues and service improvements.				

Officer Comment/Details

The review of Policy 1.3 – Service Level Complaints Handling identified that the existing Policy contained both policy principles and operational complaint handling processes.

The amended Policy has been redrafted to provide a clearer and more concise Council policy position. It confirms the Shire's commitment to managing service-level complaints in a fair, respectful, accessible and timely manner, while recognising complaints as an opportunity to resolve issues, improve service delivery and strengthen community confidence.

A key change is the removal of operational content from the Policy. Matters such as how complaints are received, assessed, acknowledged, managed, reviewed, closed and recorded are administrative in nature and are more appropriately included in a supporting procedure.

The proposed Complaint Management Procedure has therefore been prepared to sit alongside the Policy. The Procedure provides staff with practical guidance for managing service-level complaints consistently, including complaint pathways, anonymous complaints, significant or sensitive complaints, unreasonable or threatening conduct, internal review, external review and recordkeeping.

This approach provides a clearer separation between Council's role in setting the policy position and Administration's role in implementing the operational process. It also reduces duplication within the Policy and ensures that procedural steps can be applied consistently by staff.

The amended Policy and Procedure also clarify that not all matters received by the Shire are service-level complaints. Matters such as service requests, statutory appeals or objections, Freedom of Information applications, Public Interest Disclosures, petitions, Council Member conduct matters and employee misconduct or disciplinary matters are to be dealt with under the relevant legislative, regulatory or administrative pathway.

This distinction is important to ensure complaints are directed to the correct process, reduce the risk of procedural confusion and improve the Shire's ability to respond to community concerns in a consistent and accountable manner.

The amended Policy and supporting Procedure also align with the Shire's customer service, recordkeeping and accessibility obligations. In particular, the framework supports accessible complaint pathways and recognises the need to provide assistance where required.

It is recommended that Council adopt the amended Policy 1.3 – Service Level Complaints Handling and approve the implementation of the Complaint Management Procedure.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 140726**Moved Cr Foulkes-Taylor, seconded Cr Angus****That Council:**

- 1. Adopt the amended Policy 1.3 – Service Level Complaints Handling, as contained in Attachment 2; and**
- 2. Approve the implementation of the Complaint Management Procedure, as contained in Attachment 3, to support the administration of Policy 1.3 – Service Level Complaints Handling.**

CARRIED: 6 / 0

TIME: 7.48PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO07 - 07/26**Strategic User Group Outcome**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-152734
Author	Governance 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. Email requesting feedback 2. Collated feedback 3. Muchea Recreation Centre Meeting Minutes 4. Sandown Park Meeting Minutes 5. Muchea Recreation Centre Strategic User Group Terms of Reference 6. Sandown Park Strategic User Group Terms of Reference

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

Executive Summary

Council is requested to consider the outcomes of consultation undertaken with facility users and determine that a formal Strategic User Group be established for the Muchea Recreation Centre and Sandown Park only, for a trial period of 1 year, or 2 meetings, and within the adopted Terms of Reference.

Background

At its Ordinary Council Meeting held on 19 November 2025, Council considered the future operation of the Shire's facility-based User Groups following consultation with the Muchea Recreation Centre, Sandown Park and Brockman Centre User Groups.

At that time, Administration's position was that the existing User Group structure was no longer operating as intended and that the groups should not continue in their existing form. This was primarily due to the group becoming focused on operational and administrative matters, such as maintenance, cleaning, bookings, fees and charges, rather than strategic facility planning.

Council resolved through Council Resolution 081125 to reinstate the Muchea Recreation Centre, Sandown Park and Brockman Centre User Groups under formal and consistent governance arrangements. The resolution required the Muchea Recreation Centre User Group Terms of Reference to be received and updated, and new Terms of Reference to be prepared for the Sandown Park and Brockman Centre User Groups prior to those groups recommencing.

Council Resolution 081125 also noted that all operational and maintenance matters relating to Shire-managed facilities are to be referred to Administration through the Shire's normal reporting channels, including

chatter@chittering.wa.gov.au, to ensure appropriate recordkeeping, action tracking and reporting.

Following the resolution, Administration prepared draft Terms of Reference for the proposed Strategic User Groups. The draft Terms of Reference sought to establish a more strategic model by clearly defining the purpose, scope, membership, meeting arrangements, quorum requirements, reporting obligations and cessation provisions for any future groups.

The draft Terms of Reference also made clear that any Strategic User Group would be advisory only, would not be a Committee of Council under the *Local Government Act 1995*, would not have delegated authority, and would not be able to make decisions on behalf of Council or Administration.

Prior to presenting the draft Terms of Reference to Council for adoption, Administration undertook further consultation with facility users. This was necessary to better understand whether the proposed strategic model reflected what facility users were seeking, whether there was sufficient interest to support formal groups, and what role users considered Councillors and Administration should play.

Facility users were initially asked to provide feedback on three possible models: a facility user led group, councillor chaired group or no formal strategic user group. However, the written responses received did not provide sufficient detail about the reasons for users' preferences or the outcomes they were seeking from any future group.

Consultation Summary

Local

Consultation has been undertaken with facility users over several stages in relation to the future operation of the Muchea Recreation Centre, Sandown Park and Brockman Centre User Groups.

Initial consultation was undertaken prior to the November 2025 Ordinary Council Meeting and informed Council Resolution 081125.

Following that resolution, Administration undertook a secondary consultation process between 14 May 2026 and 29 May 2026. Facility users were asked to provide feedback on their preferred structure for any future Strategic User Group, being:

1. Option A – Facility-user led group. The group would be coordinated and chaired by facility users, including meeting notes and communication, with Shire staff and Council attendance only.
2. Option B – Councillor-chaired group. The group would be chaired by an appointed Councillor Delegate, with administrative support provided by a Shire Officer.
3. Option C – No formal Strategic User Group. A formal Strategic User Group would not be established, and current communication and reporting arrangements would continue.

The correspondence to facility users clearly stated that any proposed Strategic User Group would be strategic in nature only and would not manage day-to-day operational matters such as maintenance, cleaning, bookings, fees and charges or general facility management.

A total of 30 emails were distributed across the three facilities, comprising:

- 17 emails to Muchea Recreation Centre users, including 9 active groups or members;
- 5 emails to Sandown Park users; including 3 active groups.
- 8 emails to Brockman Centre users, including 3 active groups.

A total of six written responses were received.

- Three responses were received from Muchea Recreation Centre users, all supporting Option B;
- Two responses were received from Sandown Park users, both supporting Option B; and
- One response was received from Brockman Centre users, supporting Option A.

While the written responses identified some support for a Councillor-chaired model, particularly from Muchea Recreation Centre and Sandown Park users, the response rate was limited. The written feedback also did not

provide sufficient detail to understand the specific purpose, expectations or outcomes users were seeking from a formal Strategic User Group.

For this reason, Administration arranged further in-person consultation with Muchea Recreation Centre and Sandown Park users to better understand whether users were seeking a formal Strategic User Group, or whether their primary objective was to have an opportunity to meet, discuss shared matters and be heard by Councillors.

Muchea Recreation Centre

A consultation meeting was held with Muchea Recreation Centre users at 5:00pm on Monday, 22 June 2026 at the Muchea Recreation Centre.

The meeting was attended by seven people, representing 5 community groups/schools, 1 business, and 1 community member, with three apologies received. Attendees were advised that any future group would be limited to strategic matters relating to the long-term use, planning and development of the facility, and that operational or administrative matters would continue to be managed through the Shire's normal administrative channels.

Attendees indicated support for the formation of a Strategic User Group, with the indicative position recorded as:

Support: 7

Do not support: 0

Abstain / no position: 0

The discussion indicated that the main outcome sought by attendees was the ability to be heard by Councillors and to have confidence that matters raised, particularly budget-related or facility planning matters, would be appropriately conveyed to Council. Attendees indicated a preference for Councillor involvement, noting that they considered representation of community and facility user concerns to be a Councillor role.

The meeting also confirmed that operational and administrative matters, which were of high importance to the users, would continue to be directed through the Shire's normal administrative channels and not included in the strategic meetings.

The discussion also indicated that the outcomes sought by attendees may be achieved through ongoing communication with Administration, direct contact with relevant officers, user-led meetings between the users, and targeted engagement on specific facility matters as required.

Sandown Park

A consultation meeting was held with Sandown Park users at 5:00pm on Thursday, 25 June 2026 at Sandown Park.

The meeting was attended by two people, representing 2 community groups, with three apologies received. Attendees were advised that any future group would be limited to strategic matters relating to the long-term use, planning and development of the facility, and the operational or administrative matters would continue to be managed through the Shire's normal customer service and reporting channels.

Attendees identified some strategic matters relating to Sandown Park, including irrigation, shade/shelter, and a new bore. Attendees also indicated that they preferred continuous communication rather than waiting until a redevelopment project or funding opportunity arises.

Attendees indicated that in-person discussions may assist with collaboration on grant applications and funding opportunities. The group expressed a preference for the Community Development and Activation Officer to lead any future discussions, and noted that if a Councillor were to be involved, they would prefer Cr Hughes.

Attendees indicated support for the formation of a Strategic User Group, with the indicative position recorded as:

Support: 2

Do not support: 0

Abstain / no position: 0

The discussion also indicated that the outcomes sought by attendees may be achieved through ongoing communication with Administration, direct contact with relevant officers, user-led meetings between the Pony Club and Polocrosse Club, and targeted engagement on specific facility matters as required.

Brockman Centre

Written consultation was undertaken with Brockman Centre users. Eight emails were sent and one response was received.

The response supported Option A, being a facility-user led model. No further demonstrated demand was received for a formal Shire-supported Strategic User Group for the Brockman Centre.

Overall Local Consultation Outcome

The consultation demonstrates that some facility users value the opportunity to meet, discuss shared matters and communicate directly with Councillors.

The Muchea Recreation Centre consultation indicated that the main outcome sought by attendees was to be heard by Councillors and to have confidence that strategic or budget-related matters would be appropriately conveyed to Council.

The Sandown Park consultation identified some strategic facility matters. However, attendees also indicated that the Pony Club and Polocrosse Club would be willing to meet independently of the Shire to resolve day-to-day matters and plan future budget needs.

The consultation showed that users' key priorities are to feel heard, stay informed, work collaboratively on shared facility issues, and have clear pathways to raise strategic or budget matters. While these needs can be met through user-led meetings, Councillor attendance at meetings when appropriate, direct communication with administration, and targeted project engagement, participants felt that regular in-person meetings focused on strategic planning and budget allocation would provide the greatest benefit.

State

No State Government agency consultation was required or undertaken in relation to this matter, as the proposed formation or non-formation of facility-based Strategic User Groups is a local governance and community engagement matter for Council determination.

Legislative Implications

State

- Local Government Act 1995

- o s2.7 – Role of Council. Council is responsible for governing the local government's affairs, overseeing the allocation of the local government's finances and resources, and determining the local government's policies. This supports Council determining whether the formation of formal Strategic User Groups is an appropriate use of Shire resources.
- o s2.10 – Role of Councillors. Councillors are to represent the interests of electors, ratepayers and residents, provide leadership and guidance to the community, facilitate communication between the community and Council, and participate in Council decision-making. The recommendation does not prevent Councillors from fulfilling this role, as facility users may continue to meet independently and invite Councillors to attend user-initiated meetings where appropriate.
- o s5.41 – Functions of the Chief Executive Officer. The CEO is responsible for managing the local government's administration and for managing the provision of services and facilities.

Operational matters relating to Shire facilities, including maintenance, cleaning, bookings, fees and charges, and day-to-day facility management, are administrative matters and should continue to be managed through the Shire's normal administrative channels.

- o There is no legislative requirement for Council to establish formal facility-based Strategic User Groups.

Local

Nil

Policy Implications

State

Nil

Local

- Shire Policy 1.17 – Community Engagement

- o Consultation has been undertaken with facility users through written correspondence and in-person meetings.
- o The recommendation does not prevent future engagement with facility users. Rather, it supports engagement being undertaken in a manner that is proportionate to the matter being considered.
- o Where significant facility upgrades, capital works, master planning or major strategic projects arise in the future, targeted project-specific consultation can be undertaken in accordance with the Shire's community engagement approach.

Financial Implications

No specific budget allocation has been identified for the establishment or ongoing operation of formal Strategic User Groups.

However, the previous operation of facility-based User Groups required a material amount of officer time and administrative support. On a conservative estimate, Sandown Park and Brockman centre meetings each required approximately 12 hours of officer time per year, including meeting preparation, attendance, minute taking and follow-up actions. This equates to approximately 24 hours per year across those two groups.

Muchea Recreation Centre meetings generally required a greater level of officer involvement, with meetings often taking approximately two hours and requiring additional preparation and follow-up. This is conservatively estimated at approximately 24 hours of officer time per year.

On this basis, the previous User Group model required approximately 48 hours of officer time per year, noting this is a conservative estimate and does not include any additional internal discussions, administrative actions or follow-up required outside the ordinary meeting process.

While these costs may be absorbed within existing operational budgets, they remain a cost to ratepayers through the diversion of staff resources from core service delivery and other Council priorities.

Strategic Assessment / Implications

Local

- Council Plan 2026-2036

Outcome: *Communities Connected*

An enriched community life that reflects the diverse identities of the different areas that make up the Shire.

Strategic Objective 1: *Work with the community on matters that are important to them.*

The proposed establishment of Strategic User Groups for the Muchea Recreation Centre and Sandown Park supports the Council Plan by creating a structured forum for ongoing engagement with facility users on matters relating to the long-term planning, development and strategic use of community facilities. The consultation undertaken to inform this proposal demonstrates Council's commitment to working collaboratively with community members and ensuring stakeholder feedback informs future decision-making.

The Strategic User Groups will provide a clear mechanism for community organisations, facility users, Councillors and Administration to engage on strategic matters while maintaining appropriate governance arrangements and ensuring operational matters continue to be managed through established administrative processes. This approach supports transparent decision-making, collaborative planning and stronger partnerships with the community.

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: A decision not to establish formal Strategic User Groups may create a perception that Council has not listened to facility users or is not supporting community input.	Possible	Moderate	Moderate	Clearly document the consultation undertaken, the feedback received and the reasons for the recommendation to establish the strategic groups. Communicate that facility users may continue to meet independently, invite Councillors where appropriate, and raise matters through existing Shire channels.
Financial Impact: Establishing formal Strategic User Groups may result in ongoing use of officer time and administrative resources without sufficient demonstrated demand or strategic output.	Likely	Minor	Moderate	Continue to support facility users through existing administrative, customer service, facility management, and community development processes during office hours. Ensure clear guidelines regarding meeting items and effective meeting management to reduce length of meetings. Schedule only 2 meetings per year.
Compliance/Governance: Formal Strategic User	Possible	Moderate	Moderate	Establish clear guidelines for formal Strategic User

Groups may create role confusion between Council, Councillors and Administration if meetings drift into operational matters such as maintenance, cleaning, bookings, fees and charges, and day-to-day facility management.				Groups. Maintain operational matters through the Shire's normal administrative reporting channels and ensure Councillor involvement remains focused on representation, advocacy and strategic matters.
Project: The matter may continue to return to Council if a final position is not clearly resolved, resulting in further officer time, reporting and administrative effort.	Possible	Minor	Moderate	Council to make a final determination on the formation of Strategic User Groups and note that no further action is required unless otherwise resolved by Council.
Opportunity: The recommendation provides an opportunity to close out Council Resolution 081125, improve governance clarity, reduce unnecessary administrative burden, and ensure future engagement occurs through existing Shire processes or targeted project-specific consultation where there is a defined strategic need.				

Officer Comment/Details

Council Resolution 081125 endorsed the reinstatement of the Muchea Recreation Centre, Sandown Park and Brockman Centre User Groups under formal and consistent governance arrangements. This followed Administration's earlier position that the existing User Group structure was no longer operating as intended, primarily because the groups had become focused on operational matters rather than strategic facility planning.

The consultation has provided useful clarification on the intent and expectations of facility user groups. Users broadly support opportunities to meet and discuss facility-related matters, with feedback indicating that the primary outcome being sought is the ability to be heard by Councillors and to have confidence that strategic or budget-related matters are appropriately conveyed to Council.

This was particularly evident in the Muchea Recreation Centre consultation, where attendees expressed a clear preference for Councillor involvement and indicated that they view representation of community and facility-user concerns as a Councillor function.

The outcomes sought by users can be achieved through users meeting independently, coordinating their views and, where appropriate, inviting Councillors to attend user-initiated meetings. However, users have expressed a preference for structured, scheduled meetings with clear guidelines to support effective communication of strategic priorities and input into budget considerations.

Should Council determine to proceed with Strategic User Groups, clear Terms of Reference would be required to ensure an appropriate distinction between Council and Administration. Under this approach:

- Councillors would continue to represent community interests, facilitate communication and advocate for matters raised by facility users.
- Administration would remain responsible for operational matters, including maintenance, cleaning, bookings, fees and charges, access, and day-to-day facility management, which must continue to be addressed through the Shire's standard reporting and customer service channels.

It is critical that any formal group maintains a strictly strategic focus and does not become a forum for operational matters.

The Muchea Recreation Centre consultation also demonstrated that any formal group would require a high level of meeting discipline and management. Attendees expressed strongly held views regarding Councillor involvement, previous planning outcomes, budget matters and confidence in how issues are represented to Council. There was also a preference for an impartial Councillor to chair meetings. As such, any Strategic User Group would require experienced chairing, clear governance, defined scope, and ongoing officer support to ensure discussions remain balanced, strategic and within the agreed Terms of Reference.

Similarly, the Sandown Park consultation identified a small number of strategic priorities (including irrigation for Polocrosse fields, shade/shelter for the Pony Club area and a new bore), alongside a preference for ongoing communication and opportunities for collaboration, particularly in relation to grant funding.

Contrastingly, the Brockman Centre consultation expressed limited interest in establishing a strategic user group, with members preferring to communicate with Administration through the appropriate channels on operational matters and only participate in strategic meetings when specific projects or engagements are required.

Establishing formal Strategic User Groups would create an ongoing resourcing commitment. This includes officer time to coordinate meetings, prepare agendas, attend meetings, record minutes, undertake follow-up actions and provide governance support. Meetings held outside standard business hours may also result in time-in-lieu arrangements or reduced staff availability during business hours. Limiting meetings to a maximum of three per year would help minimise this impact.

It is also noted that not all strategic matters relevant to a facility will require input from all user groups. Some issues may only affect specific users which may result in reduced participation and limit the effectiveness of the group.

To ensure governance integrity and ongoing value, any Strategic User Group established must meet quorum requirements to be considered a valid meeting, maintain a clear strategic focus, not address operational matters and demonstrate ongoing value through active participation, relevant agenda items and clear outcomes.

Where a group consistently fails to meet quorum, does not maintain its strategic focus, or does not demonstrate ongoing value, it should be discontinued in accordance with its Terms of Reference.

Should significant facility projects arise in the future, such as major upgrades, capital works, master planning or redevelopment, Administration will undertake targeted, project-specific engagement with affected users and the broader community. This ensures consultation occurs with a clear purpose, defined timeframe and measurable outcomes.

For these reasons, Administration recommends that Council determine to establish formal Strategic User Groups for the Muchea Recreation Centre, Sandown Park for a minimum period of 12 months, or three strategic meetings, with clear terms of reference established. No formal group should be established for the Brockman Centre.

This approach closes out Council Resolution 081125, acknowledges the community's desire to be heard, and preserves appropriate Councillor engagement.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 150726**Moved Cr Angus, seconded Cr Foulkes-Taylor****That Council:**

- 1. Note the outcomes of the consultation undertaken with users of the Muchea Recreation Centre, Sandown Park and Brockman Centre regarding the proposed formation of facility-based Strategic User Groups.**
- 2. Determine to establish formal Strategic User Groups for a minimum period of 12 months, or three scheduled meetings, within the adopted terms of reference for the:**

- a) Muchea Recreation Centre; and
 - b) Sandown Park.
3. Determine not to establish a formal Strategic User Group for the Brockman Centre.
4. Adopt the Terms of Reference;
5. Appoint Councillor Hughes as Chairperson and Councillor Foulkes-Taylor as proxy for facility-based Strategic User Group Muchea Recreation Centre.
6. Appoint Councillor Hughes as Chairperson and Councillor Foulkes-Taylor as proxy for facility-based Strategic User Group Sandown Park.
7. Note that facility users may continue to:
 - a) meet independently at their own initiative;
 - b) collaborate with other facility users and community groups;
 - c) invite Councillors to attend user-initiated meetings where appropriate; and
 - d) raise operational matters through the Shire's normal administrative and customer service channels.
8. Request the Chief Executive Officer to ensure that future consultation relating to significant facility upgrades, capital works, master planning or major strategic facility projects is undertaken through targeted project-specific engagement processes where required.
9. Note that this resolution finalises the actions arising from Council Resolution 081125 in relation to the proposed establishment of formal facility-based Strategic User Groups, and that no further action or report is required unless otherwise resolved by Council.

CARRIED: 6 / 0

TIME: 7.50PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO08 - 07/26 Audit, Risk and Improvement Committee – Appointment of Deputy Chairperson

Applicant	Shire of Chittering
File ref	SOCR-1845402348-15
Author	Executive Assistant to CEO
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. Amended Audit, Risk and Improvement Committee Terms of Reference

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

Executive Summary

Council is requested to adopt the amended Audit, Risk and Improvement Committee Terms of Reference, attached to this report, to formally establish the position of Deputy Chairperson as a standing office within the Committee. The Deputy Chairperson forms part of the Committee's governance structure and provides continuity of leadership by presiding over meetings when the Independent Chairperson is unavailable, ensuring effective operation and compliance with the Local Government (Audit) Regulations 1996.

Background

Following Council's adoption of revised Terms of Reference for the Audit, Risk and Improvement Committee and the appointment of an Independent Chairperson in August 2025, it has been identified that the Terms of Reference should be amended to formally recognise the role of Deputy Chairperson as a continuing office of the Committee.

This requirement forms part of the strengthened governance framework introduced through the next tranche of amendments to the Local Government Act 1995 and supporting regulations, which commenced on 1 January 2026. These reforms establish enhanced Audit, Risk and Improvement Committee structures, including independent leadership arrangements and continuity mechanisms. The Shire has commenced the process of identifying an independent candidate to take up the Deputy position and have now been able to secure the commitment of a suitable Deputy.

The Local Government (Audit) Regulations 1996 require that governance arrangements ensure appropriate presiding capacity for committee meetings. The inclusion of a Deputy Chairperson within the Terms of Reference formalises this governance structure by ensuring that an appointed member of the Committee holds an ongoing role in supporting the Chairperson and presiding where required.

Subject to Council adopting the amended Terms of Reference, it is proposed that Ms Alina Behan, Chief Executive Officer of the Shire of York, be appointed as Deputy Chairperson of the Audit, Risk and Improvement

Committee. Ms Behan has extensive experience in local government governance and administration and is considered suitably qualified to fulfil this office within the Committee.

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

- Local Government Act 1995
- Local Government (Audit) Regulations 1996

Policy Implications

Local

Nil

State

Nil

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Council Plan 2026-2036
Outcome: Thriving

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategic Objective 4:

Ensure responsible stewardship of Shire resources and long-term financial sustainability.

The adoption of the amended Terms of Reference and appointment of a Deputy Chairperson strengthen governance arrangements by ensuring an independent Presiding Member is available whenever the Chairperson is unavailable. This supports effective oversight, accountability and the continued operation of the Audit, Risk and Improvement Committee.

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
Governance: The Committee is unable to be presided over by an independent member when the Chairperson is unavailable.	Unlikely	Minor	Low	Adopt the amended Terms of Reference and appoint an independent Deputy Chairperson.
Opportunity: Adoption of the amended Terms of Reference and appointment of an independent Deputy Chairperson ensures continuity of governance and compliance with the Local Government (Audit) Regulations 1996.				

Officer Comment/Details

The amended Audit, Risk and Improvement Committee Terms of Reference have been prepared to formally establish the role of Deputy Chairperson as a continuing office within the Committee in accordance with the Local Government (Audit) Regulations 1996 and the broader governance framework introduced under the Local Government Act 1995 reforms.

The Deputy Chairperson is an appointed member of the Committee who contributes to its governance framework and provides continuity of leadership. In circumstances where the Independent Chairperson is unavailable, the Deputy Chairperson will preside over meetings of the Committee, ensuring the effective and uninterrupted operation of Committee business.

Subject to Council adopting the amended Terms of Reference, Ms Alina Behan, Chief Executive Officer of the Shire of York, is recommended for appointment as Deputy Chairperson. Ms Behan has significant experience in local government governance and administration and is considered suitably qualified to undertake this office within the Committee.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 160726

Moved Cr Angus, seconded Cr Grayer

That Council:

1. Adopt the amended Audit, Risk and Improvement Committee Terms of Reference, attached to this report, to formally establish the role of Deputy Chairperson as a standing office within the Committee; and
2. Appoint Ms Alina Behan, Chief Executive Officer of the Shire of York, as Deputy Chairperson of the Audit, Risk and Improvement Committee, to form part of the Committee's governance structure and preside over meetings when the Independent Chairperson is unavailable, in accordance with the adopted Terms of Reference.

CARRIED: 6 / 0

TIME: 7.52PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

CEO09 – 07/26 End of Year Corporate Performance Report 2025/26

Applicant	Shire of Chittering
File ref	SOCR-1845402348-128852
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 Report 2025/26

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

Executive Summary

Council is requested to receive the End of Year Corporate Performance Report 2025/26.

Background

The report provides a consolidated overview of the Shire's strategic, operational, financial and organisational performance for the year ending 30 June 2026 and demonstrates progress in delivering Year One of the Corporate Business Plan 2026/27–2029/30 through the adopted Annual Implementation Plan, funded by the Annual Budget. The Annual Implementation Plan translates the first year of the Corporate Business Plan into funded projects, improvement initiatives and operational priorities for delivery during the financial year.

In addition to reporting on organisational performance, the report also provides assurance that the Shire's strategic risks are being actively monitored through delivery of the Corporate Business Plan. Every project and improvement initiative within the Corporate Business Plan has been aligned to one or more strategic risk categories, ensuring that performance monitoring also provides oversight of the organisation's risk management priorities. This enables the report to function as Council's annual corporate performance, performance assurance and strategic risk monitoring report.

Overall, organisational performance remained strong throughout the year, with **95%** of all Corporate Business Plan projects and improvement initiatives either completed or progressing on target (115 of 121 initiatives). This demonstrates effective implementation of Council's strategic priorities while maintaining sound governance, financial sustainability and organisational capability.

The 2026/27 Corporate Business Plan introduced a service-based planning framework that integrates projects, improvement initiatives, operational responsibilities and strategic risk management across all service areas. Each project and improvement initiative has been aligned to an organisational risk category using the Shire's Corporate Risk Assessment Matrix, strengthening the integration between planning, performance reporting and enterprise risk management. This approach supports continuous monitoring of strategic risks while

providing Council with greater assurance that priority risks are being actively managed through service delivery.

The Corporate Business Plan establishes Council's four-year organisational priorities. Delivery of the first year of the Plan is implemented through the Annual Implementation Plan, which identifies the funded projects, improvement initiatives and operational priorities adopted as part of the Annual Budget. Accordingly, this report primarily assesses performance against the 2025/26 Annual Implementation Plan while also demonstrating progress towards delivery of the broader Corporate Business Plan.

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

1. Strategic Performance – progress against the 10-year Strategic Plan and Corporate Business Plan priorities.
2. Operational Performance – delivery of projects, improvement initiatives and operational priorities identified within the 2025/26 Annual Implementation Plan.
3. Financial Performance – summary of financial performance against the adopted Annual Budget.
4. Performance Assurance – assessment of organisational delivery against approved service commitments.
5. Strategic Risk Monitoring – overview of progress against initiatives aligned to the Shire's strategic risk categories.

Key Results

- Overall Corporate Performance: **95%** (115 of 121 projects and improvement initiatives completed or on target).
- Major capital projects were delivered in accordance with the 2025/26 Annual Implementation Plan and adopted Annual Budget.
- Most service improvement initiatives were completed or progressed in accordance with the adopted Annual Implementation Plan.
- Financial performance remained within adopted budget parameters.
- Strategic risks were actively monitored through delivery of Corporate Business Plan initiatives, providing Council with assurance that key organisational risks continue to be managed through planned actions.

Consultation Summary

Local

The Corporate Performance Report is informed through quarterly reporting by service managers and Executive Management Team reviews. Performance monitoring is integrated with the Corporate Business Plan, Annual Implementation Plan, Annual Budget and organisational risk management framework to provide continuous oversight of organisational performance, service delivery and strategic priorities.

State

Nil

Legislative Implications

State

- Local Government Act 1995
 - 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*.

Local

Nil

Policy ImplicationsState

Nil

Local

There are no direct policy implications.

The report demonstrates implementation of the adopted Corporate Business Plan and provides assurance regarding delivery of Council's strategic priorities and associated organisational risk mitigation activities.

Financial Implications

There are no direct financial implications arising from Council's receipt of this report. However, the report supports informed decision-making by monitoring delivery of Council priorities, identifying emerging implementation risks, and informing future reviews of the Corporate Business Plan, Annual Implementation Plan and Annual Budget.

Strategic Assessment / ImplicationsLocal

- Council Plan 2026 – 2036
Community Outcome: *Thriving*

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategic Objective 4:

Ensure responsible stewardship of Shire resources and long-term financial sustainability.

The End of Year Corporate Performance Report supports Council's commitment to responsible stewardship by providing a structured mechanism for monitoring progress against adopted priorities and ensuring resources are managed effectively and transparently.

Effective performance monitoring enables Council to assess whether strategic priorities, services and projects are being delivered in accordance with community expectations and available resources. It also provides assurance that organisational risks, financial sustainability and service outcomes are being actively monitored and managed.

The report further supports the delivery of the Council Plan by strengthening accountability and evidence-based decision-making across the organisation. By linking performance outcomes to planning priorities and risk management activities, Council is better positioned to make informed decisions that support long-term sustainability, organisational resilience and delivery of community outcomes.

- Corporate Business Plan 2026/27 – 2029/30
Service Area: *Governance & Strategy*

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 / Legislative Risk: Failure to adequately monitor delivery of Corporate Business Plan priorities and associated strategic risks.	Possible	Moderate	Moderate	Regular and annual Corporate Performance Reports provide Council with oversight of organisational performance, delivery of strategic priorities and implementation of risk mitigation activities. The Corporate Business Plan aligns every project and improvement initiative to an organisational risk category, allowing performance reporting to function as an ongoing strategic risk monitoring mechanism.
Opportunity: Improved governance, stronger organisational assurance, enhanced strategic decision-making, and greater confidence that Council's strategic risks are actively managed through service delivery.				

Officer Comment/Details

The End of Year Corporate Performance Report 2025/26 demonstrates strong organisational performance in delivering the first year of the Corporate Business Plan 2026/27–2029/30 through implementation of the adopted Annual Implementation Plan and Annual Budget.

Overall, **115 of 121 projects and improvement initiatives (95%)** were either completed or progressing on target, demonstrating effective implementation of Council's strategic priorities.

The report also provides assurance that organisational risks are being actively monitored through implementation of the Annual Implementation Plan and ongoing monitoring against the Corporate Business Plan. By aligning every project and improvement initiative to a strategic risk category, the Shire has embedded risk management within its planning and performance framework, enabling the Council to monitor organisational performance and strategic risks through a single integrated reporting process.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 170726

Moved Cr Foulkes-Taylor, seconded Cr Angus

That Council:

- 1. Receives the End of Year Corporate Performance Report 2025/26, comprising:**
 - **Attachment 1 – Corporate Performance Report 2025/26; and**
- 2. Notes that the report provides Council with assurance regarding:**
 - **delivery of the first year of the Corporate Business Plan through implementation of the Annual Implementation Plan and Annual Budget;**
 - **organisational performance against adopted strategic priorities;**
 - **implementation of key projects and improvement initiatives; and**
 - **monitoring of the Shire's strategic risk profile through the Corporate Business Plan.**

CARRIED: 6 / 0

TIME: 7.54PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

ITEM 10. REPORTS OF COMMITTEES

Nil

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

Nil

ITEM 12. QUESTIONS FROM MEMBERS WITHOUT NOTICE**QMWN01 – 07/26 Cr Curtis – Visitor Centre Numbers**

Question: How many visitors did we have through the visitor centre for the 2025/26 financial year?

Response: *I will take that on notice and get those figures back to you before the next Council meeting.*

ITEM 13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**OFFICER RECOMMENDATION / COUNCIL RESOLUTION 180726**

Moved Cr Foulkes-Taylor, Seconded Cr Angus

That Council, in accordance with section 5.4 of the Shire's Standing Orders Local Law deal with:

- NBUN01 – 07/26 Continuation of Community Water Supplies Partnership and Agricultural Area Dams Program Funding; and
- NBUN02 – 07/26 State Assistance Grants for Western Australia.

to enable these items to meet the submission deadline for the WALGA Annual General Meeting of 30 July 2026.

CARRIED: 6 / 0

TIME: 7.58PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

NBUN01 - 07/26**Continuation of Community Water Supplies Partnership and Agricultural Area Dams Program Funding**

Applicant	Rural Water Council / Shire of Chittering
File ref	SOCR-1845402348-155309
Author	Chief Executive 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. WALGA AGM 2026 Member Motion – Continuation of CWSP, Agricultural Area Dams and Rural Water Security Funding

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

Executive Summary

Council is requested to support submission of a WALGA 2026 Annual General Meeting Member Motion titled "Continuation of Community Water Supplies Partnership and Agricultural Area Dams Program Funding". The motion seeks WALGA advocacy to the Commonwealth Government and Western Australian Government to renew, continue and expand rural water security funding from 2027-28 onwards, including the Community Water Supplies Partnership (CWSP), Agricultural Area Dams (AA Dams), and any successor program that preserves these outcomes.

The position treats CWSP and AA Dams as complementary streams, with CWSP supporting local non-potable community water supply projects and AA Dams supporting strategic agricultural area water infrastructure. The advocacy position is advanced on behalf of the Rural Water Council and its member local governments, supported by the Shire of Chittering.

Background

The WALGA Member Motion template has been prepared for local governments submitting Member Motions for the 2026 WALGA Annual General Meeting. Motions must be submitted by the Chief Executive Officer of the local government to the Chief Executive Officer of WALGA before 5:00pm on Thursday, 30 July 2026.

The attached Member Motion seeks renewal, continuation and expansion of rural water security funding beyond 2026-27. It expressly includes the CWSP and AA Dams funding streams, and any successor program that preserves similar outcomes.

The accompanying paper notes that the Rural Water Council considered the matter at its meeting held in Cunderdin on 10 July 2026 and endorsed coordinated advocacy beyond 2026–27, with the Shire of Chittering participating in that position. The motion is therefore presented as a Rural Water Council and sector-wide advocacy initiative, rather than a request originating solely from the Shire of Chittering.

The paper explains that limiting advocacy to CWSP alone risks excluding strategic agricultural area infrastructure that supports farming districts and emergency livestock water needs. It therefore recommends that advocacy protect the outcomes of both named funding streams and any successor rural water infrastructure program.

Consultation Summary

Local

This item is presented to Council to determine whether the Shire supports submission of the updated Member Motion. The supporting paper indicates that the Shire of Chittering coordinates the first paper while clearly stating that the position is advanced on behalf of the Rural Water Council and its members.

State

The motion seeks advocacy to both the Commonwealth Government and Western Australian Government. It also proposes engagement with the Rural Water Council, WALGA, Regional Development Commissions and eligible local governments in the design of the next funding phase.

Legislative Implications

State

Nil direct legislative implications are identified for Council's decision to support submission of the Member Motion.

Local

Nil

Policy Implications

State

The motion seeks a WALGA advocacy position for continuation and expansion of CWSP, Agricultural Area Dams and Strategic Community Water Supplies, and any successor rural water infrastructure funding stream beyond 2026-27.

Local

Council's decision will determine whether the Shire supports the updated Member Motion being submitted to WALGA for consideration at the 2026 Annual General Meeting.

Financial Implications

There are no direct budget implications arising from Council's decision to support submission of the Member Motion. If successful, the advocacy may support future external funding opportunities for eligible rural water infrastructure projects, including firefighting water, farm and livestock emergency water, agricultural area dams, townsite non-potable supplies, public amenity and reduced reliance on potable scheme water.

The updated motion seeks an increased funding pool to reflect demonstrated demand, cost escalation and the number of eligible local governments across regional Western Australia. It also seeks co-contribution flexibility, including cash and in-kind contributions, so smaller councils can participate.

Strategic Assessment / Implications

Local

- Council Plan 2026 - 2036
Outcome: *Rural Way of Life*

A safe and well-cared-for rural environment that values its natural and built character and provides access to essential services and facilities.

Strategy Objective 1: *Advocate for improved investment and maintenance in roads and paths.*

Strategy Objective 3: *Preserve the rural lifestyle by ensuring infrastructure meets current and future community needs.*

Supporting this WALGA Member Motion aligns with Council's commitment to advocating for investment in essential rural infrastructure and ensuring infrastructure meets the current and future needs of the community. Continued investment in rural water security infrastructure will strengthen drought resilience, support emergency response capability, protect agricultural productivity and improve long-term water security across regional communities.

State

The motion treats rural water security as a statewide resilience priority and seeks future funding design in consultation with local government and regional partners.

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Yes, at a strategic advocacy level. The motion relates to non-potable water availability, drought resilience, agricultural water security, emergency water access, reduced reliance on scheme water, evaporation reduction measures and climate adaptation in dryland agricultural regions.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Project management / Environment: Risk that post-2026-27 funding discontinuity delays or prevents eligible rural water security projects.	Possible	Moderate	Medium	Support coordinated WALGA advocacy for continuation and expansion of CWSP, AA Dams and Strategic Community Water Supplies, or a successor program, with a forward funding pipeline and local government input into program design.
Opportunity: Council support can strengthen a coordinated sector advocacy position that protects both CWSP-style local community water projects and AA Dams-style strategic agricultural water infrastructure.				

Officer Comment/Details

The Member Motion expands the advocacy position from CWSP alone to a broader rural water security funding position. This is appropriate because the updated supporting paper identifies CWSP and AA Dams as complementary streams within the broader rural water security context.

CWSP is described as supporting local non-potable community water supplies, including emergency livestock and firefighting needs, townsite amenity and reduced scheme water use. AA Dams are described as supporting infrastructure such as pipework, tanks and pumps, increased dam storage capacity and resilience in dryland farming communities.

The examples in the supporting paper show the combined case. They include AA Dams statewide priority dams, Mukinbudin siding tanks, Wagin Airport tanks with swipe-card access, Westonia's 1930s community water tank repair with floating tiles, Cranbrook Dam catchment improvements, the Katanning to Kojonup pipeline enhancement, the Shire of Chittering Sandown Park project and Wheatbelt East ROC water strategies.

The recommended Council position is to support submission of the Member Motion to WALGA and authorise the Chief Executive Officer to finalise and submit the motion before the WALGA submission deadline.

Examples Included in the Support Paper:

Program / example	Works described	Stated or framed impact
AA Dams statewide priority dams	Increased storage capacity of dams in priority areas.	More reliable agricultural and emergency livestock drinking water sources.
Mukinbudin siding tanks	Smaller-scale project delivered as part of AA Dams and Strategic Community Water Supplies.	Part of a package intended to increase resilience and water security in dryland farming communities.
Wagin Airport tanks with swipe-card	Tanks with swipe-card access at Wagin Airport.	Controlled access supports managed access to emergency/community water infrastructure.
Westonia 1930s community water tank	Community water tank repaired and fitted with floating tiles.	Floating tiles were installed to reduce evaporation.
Cranbrook Dam catchment improvement	Replacement of degraded bitumen in Cranbrook Dam 1 catchment.	Increased water in the dam by up to 15 ML each year for agricultural and primary industry use.
Katanning to Kojonup pipeline enhancement	Replacement of existing pipeline sections between Katanning and Kojonup.	Increased water reliability and supply to farms in the region.
Shire of Chittering - Sandown Park	Bore, pump controls, 100 kL firefighting tank, 10 kL amenity/irrigation tank and upgrades.	Improves water security and supports emergency response.
Wheatbelt East ROC	Long-term water strategies for seven member shires.	Supports strategic investment in water infrastructure and drought resilience across the Wheatbelt.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 190726

Moved Cr Angus, seconded Cr Dewar

That Council

1. Support the submission of the WALGA 2026 Annual General Meeting Member Motion titled "Continuation of Community Water Supplies Partnership and Agricultural Area Dams Program Funding".
2. Authorise the Chief Executive Officer to finalise and submit the Member Motion to WALGA before the submission deadline.
3. Note the Member Motion seeks WALGA advocacy to the Commonwealth Government and Western Australian Government to renew, continue and expand rural water security funding from 2027-28 onwards, including the Community Water Supplies Partnership and Agricultural Area Dams Program funding, and any successor program that preserves these outcomes.
4. Notes the advocacy position is advanced on behalf of the Rural Water Council and its member local governments, supported by the Shire of Chittering.
5. Endorse the use of the Member Motion as the basis for broader regional advocacy through Avon Midland Peri-Urban Partnership, WALGA Avon Midland Country Zone and Rural Water Council, including lobbying relevant State Government Ministers for the establishment of an annual, untied State Assistance Grant for Western Australian local governments.

CARRIED: 6 / 0

TIME: 8.00PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

NBUN02 - 07/26**State Assistance Grants for Western Australia**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-155309
Author	Chief Executive 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. WALGA AGM 2026 Member Motion – State Assistance Grants

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

Executive Summary

Council is requested to support a Shire of Chittering Member Motion to the 2026 WALGA Annual General Meeting seeking WALGA advocacy to the State Government for the establishment of an annual, untied State Assistance Grant for Western Australian local governments.

The proposed grant would fund the currently identified unfunded gap between assessed equalisation need and Commonwealth Financial Assistance Grants funding, be distributed through the existing equalisation methodology, be indexed annually, and support local governments — particularly regional, rural and remote local governments — to maintain essential local services and place-based outcomes.

Background

The WALGA Member Motion template has been prepared to assist local governments in submitting motions for the 2026 WALGA Annual General Meeting. The completed motion is required to be submitted by the Chief Executive Officer of the local government to the Chief Executive Officer of WALGA before 5:00pm on Thursday, 30 July 2026.

The proposed motion is titled "State Assistance Grants for Western Australia". It asks WALGA to advocate to the State Government to establish an annual, untied State Assistance Grant for Western Australian local governments. The motion states that the grant should fund the annual unfunded gap between the Western Australian Local Government Grants Commission assessed equalisation need and the Commonwealth Financial Assistance Grants allocation; be distributed using the existing Financial Assistance Grants equalisation methodology; be indexed annually; and support local governments to maintain essential services and place-based outcomes.

The supporting advocacy paper identifies a total assessed need of \$334,062,579.94 and Commonwealth Financial Assistance Grants funding of \$277,409,615.00, representing 79.26% of assessed need and leaving an unfunded gap of \$56,656,464.98. The proposed State Assistance Grant pool is therefore \$56,656,464.98.

Consultation SummaryLocal

The matter is presented to Council to determine whether the Shire of Chittering will support submission of the Member Motion to WALGA. No separate community consultation has been undertaken for this agenda item.

State

The motion proposes advocacy to the State Government through WALGA. No direct State Government consultation has been undertaken by the Shire for the purpose of this agenda item.

Legislative ImplicationsState

Nil

Local

Nil

Policy ImplicationsState

The proposal seeks a WALGA advocacy position requesting a State Assistance Grant to complement, not replace or duplicate, the Commonwealth Financial Assistance Grants system.

Local

Council consideration of the item will determine whether the Shire supports the Member Motion being submitted to WALGA for consideration at the 2026 Annual General Meeting.

Financial Implications

There are no direct financial implications arising from Council's decision to support the submission of the Member Motion. The proposed advocacy position, if successful and implemented by the State Government, would seek to improve local government financial sustainability by addressing the identified unfunded gap between assessed equalisation need and Commonwealth Financial Assistance Grants funding.

Strategic Assessment / ImplicationsLocal

- Council Plan 2026 - 2036

Outcome: *Thriving*

A thoughtfully planned Shire where our community is supported to grow and thrive through future-ready development that respects rural character.

Strategy Objective 1: *Ensure responsible stewardship of Shire resources and long-term financial sustainability.*

Supporting this WALGA Member Motion aligns with Council's commitment to responsible financial stewardship by advocating for a more equitable and sustainable funding model for Western Australian local governments. Improved funding certainty would strengthen Council's long-term capacity to deliver essential infrastructure, services and community outcomes while maintaining financial sustainability.

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
Finance / Advocacy: Risk that the sector funding gap remains unaddressed if advocacy is not supported.	Possible	Moderate	Medium	Support a clear, evidence-based WALGA Member Motion that uses the existing equalisation framework and current assessed funding gap data.
Opportunity: Council support would enable the Shire to contribute to a sector-wide advocacy position seeking improved financial sustainability and service delivery capacity for Western Australian local governments.				

Officer Comment/Details

The proposed Member Motion is a sector-wide advocacy matter. It does not seek preferential treatment for the Shire of Chittering, nor does it propose a new discretionary grant process. Instead, it asks WALGA to advocate for the State Government to complete the existing equalisation funding model by funding the assessed gap that remains after Commonwealth Financial Assistance Grants are allocated.

Without reform, the supporting paper states that local governments will face increasing pressure to reduce or withdraw non-core but essential services, defer asset renewal, reduce flexibility within annual budgets and limit their ability to co-fund priorities. This supports presenting the motion as a strategic advocacy matter rather than a local operational item.

The supporting paper indicates that the current unfunded gap is \$56,656,464.98 and identifies service pressures including health access support, environmental health and workforce facilitation, key worker housing support, emergency coordination and recovery, libraries and community learning, local freight and economic infrastructure, energy transition coordination, major land use pressures, regulatory compliance and exceptional utility-related support where continuity of service is critical.

The motion is framed as a policy matter relevant to the broader Western Australian local government sector. It seeks to improve financial sustainability and service delivery capacity by using an existing, transparent equalisation methodology rather than creating a new discretionary grants formula.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 200726

Moved Cr Dewar, seconded Cr Foulkes-Taylor

That Council

1. Support the Shire of Chittering submitting the WALGA 2026 Annual General Meeting Member Motion titled "State Assistance Grants for Western Australia".
2. Authorise the Chief Executive Officer to finalise and submit the Member Motion to WALGA before the submission deadline.
3. Note the proposed motion seeks WALGA advocacy to the State Government for an annual, untied State Assistance Grant for Western Australian local governments, distributed through the existing Financial Assistance Grants equalisation methodology and indexed annually.
4. Endorse the use of the Member Motion as the basis for broader regional advocacy through Avon Midland Peri-Urban Partnership, WALGA Avon Midland Country Zone and Rural Water Council, including lobbying relevant State Government Ministers for the establishment of an annual, untied State Assistance Grant for Western Australian local governments.

CARRIED: 6 / 0

TIME: 8.04PM

FOR: Cr Dewar, Cr Angus, Cr Curtis, Cr Foulkes-Taylor, Cr Grayer, Cr Van Eeden

AGAINST: Nil

ITEM 14. MEETING CLOSED TO THE PUBLIC

Nil

ITEM 15. CLOSURE

The Presiding Member declared the meeting closed at 8.04pm