



ORDINARY COUNCIL MEETING AGENDA

**7:00pm, Wednesday, 18 June 2025
Council Chambers
6177 Great Northern Highway, Bindoon**

PUBLIC QUESTION TIME

Time Permitted

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

Protocol

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

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

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

General Rules

The following general rules apply to Public Question Time:

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

DEPUTATIONS

Time Permitted

A minimum of 10 minutes is permitted for Deputations.

Protocol

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

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

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

General Rules

The following rules apply when making a Deputation:

Deputation is not to exceed five persons, only two of whom may address the Council, although others may respond to specific questions from Members.

Deputations must not exceed 10 minutes without the agreement of the Council.

Additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

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

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

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

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

Recording of Proceedings

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

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

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

Access to Recordings

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

Retention of Recordings

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

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

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

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

TABLE OF CONTENTS

ITEM 1.	DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS	5
ITEM 2.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	5
	Attendance	5
	Apologies.....	5
	Approved leave of absence	5
	Announcements.....	6
ITEM 3.	DISCLOSURE OF INTEREST.....	8
ITEM 4.	PUBLIC QUESTION TIME	8
	Response to previous public questions taken on notice.....	8
	Public question time	8
ITEM 5.	PETITIONS / DEPUTATIONS	9
	Petitions	9
	Deputations.....	9
ITEM 6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	9
ITEM 7.	CONFIRMATION OF MINUTES	9
	Ordinary Meeting of Council: 21 May 2025	9
ITEM 8.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	9
ITEM 9.	REPORTS.....	9
	DEVELOPMENT SERVICES.....	10
	DS01 – 06/25 Management Responsibility Over Lot 8016 on Deposited Plan 428085.....	10
	DS02 – 06/25 Amendment to Council Policy 5.1 – ‘Concerts, Events and Organised Gatherings’	17
	TECHNICAL SERVICES	22
	CORPORATE SERVICES.....	23
	CS01 – 06/25 List of Accounts Paid for the Period Ending 31 May 2025	23
	CS02 – 06/25 Monthly Financial Report for the Period Ending 31 May 2025.....	26
	CS03 – 06/25 Adoption of the 2025/26 Annual Budget.....	29
	CHIEF EXECUTIVE OFFICER	35
	CEO01 – 06/25 Work Health and Safety Statistics Report – May 2025.....	35
	CEO02 – 06/25 Integrated Governance, Corporate Planning & Reporting Calendar 2025/26	38
ITEM 10.	REPORTS OF COMMITTEES	41
ITEM 11.	MOTIONS, OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	42
ITEM 12.	QUESTIONS FROM MEMBERS WITHOUT NOTICE.....	42
ITEM 13.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	42
ITEM 14.	MEETING CLOSED TO THE PUBLIC	42
	Public reading of resolution that may be made public	42
ITEM 15.	CLOSURE.....	42

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

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

Attendance

The following members will be in attendance:

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

The following staff will be in attendance:

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

Apologies

Nil

Approved leave of absence

Announcements

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

Cr Aaron King

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony
11 June 2025	Councillor Information Session Agenda Forum

Cr Mary Angus

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony

Cr Kylie Hughes

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony
11 June 2025	LEMA Pilot Workshop Councillor Information Session Agenda Forum

Cr Carmel Ross

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony
11 June 2025	Councillor Information Session Agenda Forum

Cr John Curtis

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony
11 June 2025	Councillor Information Session Agenda Forum

Cr Mark Campbell

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony
11 June 2025	Councillor Information Session Agenda Forum

Cr David Dewar

21 May 2025	Councillor Information Session Ordinary Meeting of Council
4 June 2025	Councillor Budget Workshop
6 June 2025	President and CEO Meeting Australian Citizenship Ceremony
11 June 2025	Councillor Information Session Agenda Forum

ITEM 3. DISCLOSURE OF INTEREST

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

ITEM 4. PUBLIC QUESTION TIME**Response to previous public questions taken on notice**

Nil

Public question time

ITEM 5. PETITIONS / DEPUTATIONS**Petitions**

Nil

Deputations

Nil

ITEM 6. APPLICATIONS FOR LEAVE OF ABSENCE**ITEM 7. CONFIRMATION OF MINUTES****Ordinary Meeting of Council: 21 May 2025****OFFICER RECOMMENDATION**

That the minutes of the Ordinary Meeting of Council held on Wednesday, 21 May 2025, as published on the Shire website, be confirmed.

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

DEVELOPMENT SERVICES

DS01 – 06/25	Management Responsibility Over Lot 8016 on Deposited Plan 428085
Applicant	Shire of Chittering
File ref	A12213
Author	Principal Planning 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	Simple Majority
Attachments	<ol style="list-style-type: none"> 1. Deposited Plan 428085 2. InQuiry Map 3. Restrictive Covenant I453256

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

Executive Summary

Council is requested to resolve to accept a Management Order over Lot 8016 on DP 428085 for the purpose of Environmental Conservation. This will enable the Shire to actively manage the site's environmental values, support bushfire mitigation, and enhance passive recreation.

Site Plan



Background

The Department of Planning, Lands and Heritage (DPLH) has requested that the Shire consider accepting a Management Order over Lot 8016 on Deposited Plan 428085 (Attachment 1). Lot 8016 is currently Unallocated Crown Land, approximately 4.29ha in area, and identified for Environmental Conservation as it contains the Marbling Brook. This lot has been created as part of the subdivision process for Maryville Stage 11, which has created Rural Residential zoned lots adjacent to McGlew Road in Lower Chittering.

A historical Restrictive Covenant (I453256) created in 2003 as part of a previous subdivision of Maryville Downs aims to protect riparian values, control erosion and prevent pollution of the Marbling Brook, with the beneficiary of this Covenant being the Rivers and Waters Commission. The lot adjoins Reserve 53213 and is considered to contribute to an ecological corridor within Lower Chittering.

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

- Land Administration Act 1997

Section 46 of the *Land Administration Act 1997* enables the Minister to place Crown land under the care, control and management of a local government for a specified purpose via Management Order.

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

Acceptance of the Management Order request may require the Shire to invest some resources to maintenance of this Lot, when required. Such maintenance may include weed control and bushfire management. The Lot is currently bound by existing Emergency Access Ways (maintained by the Shire), which act as suitable firebreaks around Lot 8016. With regard to bushfire mitigation, external funding is likely to be available through the Mitigation Activity Fund Grant Program (MAFGP), with an estimated value of \$104,000 over five years for eligible works.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024-2034

Engagement Theme: Community

Community Aspiration: Inclusive, Active, and Resilient Community

Strategy: 1.3 – Social Services and Support Systems

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

- Local Planning Strategy

The proposal to accept management responsibility over Lot 8016 on Deposited Plan 428085 is consistent with the Shire of Chittering Local Planning Strategy, which emphasises the protection and enhancement of the natural environment—particularly in areas with significant biodiversity, watercourses, and ecological linkages. The Strategy specifically identifies the Lower Chittering locality as having high environmental value and promotes the conservation of native vegetation and riparian corridors through appropriate land tenure and active management. More broadly, the Strategy advocates for the protection of waterways and wetlands, informed land use decision-making, and the use of conservation reserves and development controls to safeguard environmental function. By assuming a Management Order for this parcel of Crown land, the Shire will be better positioned to preserve the site's environmental assets, support passive recreation, and implement bushfire mitigation measures.

State

Nil

Site Inspection

Site inspection undertaken: Yes. Photos of the site have been taken by Planning staff and are presented below:



Photo 1: Lot 8016 With Constructed Gravel Crossing (Principal Planning Officer – June 2025)



Photo 2: Lot 8016 (Principal Planning Officer – June 2025)



Photo 3: Lot 8016 (Principal Planning Officer – June 2025)



Photo 4: Lot 8016 Gravel Crossing that could be incorporated into future Bridle Trail (Principal Planning Officer – June 2025)

Environmental Consideration

Environment consideration given: Yes

The site supports the Marbling Brook and associated native vegetation and fauna (refer to photos above). Acceptance of the Management Order will give the Shire the opportunity to protect the current natural values the site offers, either directly or indirectly through community and non-for-profit groups such as Chittering Landcare.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Unallocated Crown Land may be subject to weed invasion, illegal access, erosion, and unmanaged bushfire risk if no formal management is assumed.	Possible	Moderate	Moderate	Acceptance of a Management Order will give the Shire the legal power to protect the values of the site.
Opportunity: To safeguard a reserve of environmental significance, formalise passive recreation connections, pursue bushfire mitigation funding (e.g. MAFGP), and enhance ecological and community outcomes through active Shire stewardship.				

Officer Comment/Details**Passive Recreation Potential**

Lot 8016 offers strategic potential to enhance the Shire's passive recreation network, particularly given its proximity to the planned Lower Chittering Community Centre. Additionally, a 12-month trial of a bridle trail is open to the public immediately adjacent to Lot 8016, which can in turn be used to enhance the trail further by providing greater rider opportunities.

Additional opportunities in this space include, interpretive signage, low-impact pathways, and designated areas for educational group use (e.g. school excursions) could be explored subject to environmental constraints, appropriate design and funding.

Bushfire Mitigation Opportunity

The Shire's Bushfire Risk Coordinator has confirmed that Lot 8016 would be eligible for Mitigation Activity Fund Grant Program (MAFGP) funding if placed under the Shire's management. This creates a proactive opportunity to implement fuel load reduction, firebreak maintenance, and access improvement works in line with the Shire's Bushfire Risk Management Plan.

The reserve's vegetation and slope profiles will require careful assessment to guide bushfire mitigation treatments. Any interventions such as vegetation removal, must be compatible with the Restrictive Covenant registered over the land, which protects watercourse values.

Site Management Needs

As Unallocated Crown Land, the site currently lacks formal management, creating risks of weed invasion, illegal vehicle access, erosion, and unmanaged fire fuel build-up. By accepting a Management Order, the Shire will be better positioned to address these risks through structured stewardship and integration with the broader environment.

Officers consider that there are benefits in accepting the Management Order over this lot and aligns with the Shire's strategic direction, with minimal ongoing maintenance costs burdening the Shire. The immediate benefits are directly aligned to its potential to be utilised in conjunction with a future bridle trail access. It is recommended that Council accepts the Management Order over Lot 8016 and advises the Department of Planning, Lands and Heritage accordingly.

OFFICER RECOMMENDATION**That Council:**

1. **Accepts management responsibility over Lot 8016 on Deposited Plan 428085, vested in the Crown for the purpose of Environmental Conservation via a Management Order.**
2. **Advises the Department of Planning, Lands and Heritage of this resolution.**

DS02 – 06/25**Amendment to Council Policy 5.1 – ‘Concerts, Events and Organised Gatherings’**

Applicant	Shire of Chittering
File ref	04/03/1
Author	Principal Environmental Health Officer
Authorising Officer	Executive Manager Development Services
Disclosure of Interest	Neither the Author nor the Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	<ol style="list-style-type: none"> 1. Council Policy 5.1 – Concerts, Events and Organised Gatherings 2. Draft Amended Policy 5.1 – Public Events

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

Executive Summary

Council is requested to consider an amendment to Council Policy 5.1 – ‘Concerts, Events and Organised Gatherings’.

Background

Public events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

Public events are those that are non-exclusive organised gatherings of people on private or public land (either for charge or free) and require approval from the Shire pursuant to the requirements of the *Health (Public Building) Regulations 1992*. These public events are treated as temporary building buildings and therefore, need to be made safe and accessible for the public attending.

Recent event enquiries for large events to be held in rural areas of the Shire during the bushfire season has triggered the Shire's administration to review our current Policy position on public events. While Shire staff have treated every historical event application on its merits, and applied a cautious approach to those where there is an anticipated risk, there is a lack of Policy support to guide Shire staff. Additionally, there is a lack of Policy guidance to inform potential event holders and the general community.

The current Council Policy does not provide an adequate framework for assessing and approving events held in the Shire, with a copy of the current Policy provided in Attachment 1.

The draft amended Council Policy 5.1 – ‘Public Events’ seeks to provide clear direction on key matters that are often encountered through the event application process. A copy of the draft amended Policy is provided in Attachment 2.

Consultation Summary

Local

No external stakeholders have been consulted. The relevant Departments within the Shire of Chittering administration have been consulted including:

- Community Development and Tourism;
- Bushfire Risk;
- Finance; and
- Planning.

State

No consultation has taken place to assist the drafting of the amended Council Policy. However, the Shire has previously liaised with the WA Police, St. John Ambulance and Main Roads WA regarding large events that have been held in the Shire, and have incorporated input from these agencies into event approvals. As such, further stakeholder engagement for the larger individual events has been incorporated into the draft Council Policy amendment, whereby the Shire will have the option of consulting further with State Departments should it be considered necessary.

Legislative Implications

Local

Nil

State

- *Health (Miscellaneous Provisions) Act 1911*
- *Health (Public Building) Regulations 1992*
- *Planning and Development (Local Planning Schemes) Regulation 2015*
- *Caravan Parks and Camping Grounds Regulations 1997*

Policy Implications

Local

Nil

State

Nil

Financial Implications

To align with the new categories of events and their corresponding scale, a new set of fees has been proposed in an effort to recover costs associated with processing an event application.

The below table represents the current fees that are chargeable by the Shire through the 2024/2025 adopted Fees and Charges:

Events Application - Community Group Profit Making	Low Risk	\$0
Events Application - Community Group Profit Making	Medium Risk	\$54.50
Events Application - Community Group Profit Making	High / Extreme Risk	\$163.00
Events Application	Medium Risk	\$108.50
Events Application	High / Extreme Risk	\$326.00

Event application for not-for-profit community groups is exempt from the above fees

The following table represents the proposed fees to align with the amended Council Policy, and has been included in the draft 2025/26 Fees and Charges:

Events Application - Community Group	Small event	\$0.00
Events Application - Community Group	Medium event	\$0.00
Events Application - Community Group	Large event	\$260.00
Events Application – Community Group	Major event	360.00
Events Application	Small event	\$120.00
Events Application	Medium event	\$420.00
Events Application	Large event	\$670.00
Events Application	Major event	\$830.00

The proposed table of fees and charges above will be formally considered as a separate matter at the time the 2025/26 annual budget is to be considered.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

Community Theme:	Economy
Community Aspiration:	Stimulate Sustainable Economic Growth
Strategy:	4.7 – Enhancing Visitor Experience
Strategic Objective:	promote economic growth that is sustainable, inclusive, and supportive of local businesses and employment opportunities

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
Public Safety: The risk on public safety should the Shire approve an event that hasn't properly considered all the risks that may be present.	Unlikely	Moderate	High	Provide necessary controls in a Policy to ensure that all events held in the Shire considered all the necessary risks the event may place upon its attendees, and the broader community.
Opportunity: To make continual improvements to the bridle trail network during the 12-month trial to increase the usability of the infrastructure.				

Officer Comment/Details

The increasing population growth and development across the Shire has led to an increase in event organisers looking at bringing more events to the Shire. Additionally the Shire's facilities, public open space and access to larger private properties provide an attractive location for community events and concerts.

Events held in the Shire raise a sense of public pride, activate places and encourage community participation and cohesion.

The below table summarises the proposed amendments to the Council Policy:

Current Policy	Proposed amendments
All events must be approved by the CEO	The Principal Environmental Health Officer has delegated authority to approve events as per Council's delegation register. The Policy should not dictate a delegation.
Applications sent to Shire within 5 weeks of an event to be held	Application to be submitted at least 60 days prior to event date.
Assessed against Department of Health Guidelines	Event applications will be assessed against the Council Policy provisions, in addition to relevant legislation and State guidelines.
Camping - Not addressed	Policy to cover camping options and restrictions with a necessary approval for camping to be included in the same application as the event.
Bushfire - Not addressed	Policy to covers restrictions on the location and season for events associated with the risk to bushfire.
Event Scale - Not addressed	Events to be categorised dependant on their scale. These to include small, medium, large and major events.
Advertising signage - Not addressed	Policy to cover signage requirements and approval through the event approval.

The updated event policy provides an adequate framework to support the planning, development and delivery of public events that align with the Shire's Strategic Community Plan.

The Shire currently coordinates and facilitates the approval process for all public events each year, which vary in size, scale and complexity. Therefore, the amended policy addresses all requirements under all relevant legislation, application process and seeks to ensure events held in the Shire are safe, well managed and inclusive.

The policy does not apply to civic events, regular facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property, as these are not deemed to fall within the definition of public event.

It is recommended that Council adopts the proposed amended draft Council Policy 5.1 – ‘Public Events’ as provided in Attachment 2.

OFFICER RECOMMENDATION

That Council adopt the amended Council Policy 5.1 – ‘Public Events’ as provided in Attachment 2.

TECHNICAL SERVICES

Nil

CORPORATE SERVICES**CS01 – 06/25****List of Accounts Paid for the Period Ending 31 May 2025**

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

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

Executive Summary

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

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

Background

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

Consultation/Communication ImplicationsLocal

- Deputy Chief Executive Officer

State

Nil

Legislative ImplicationsState

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

Local

Nil

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

All expenditure has been approved via adoption of the 2024-2025 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

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

State

Nil

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment/Implications

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

Officer Comment/Details

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

OFFICER RECOMMENDATION

That Council receive the List of Accounts Paid as per Attachment 1 totalling \$1,563,905.92, inclusive of payments made using credit, debit or other purchasing cards for the period ending 31 May 2025:

1. PR6834 & PR6846;
2. EFT28460 – EFT28637; and
3. Direct Debits, Cheques as listed.
4. Purchasing Card as listed.

CS02 – 06/25**Monthly Financial Report for the Period Ending 31 May 2025**

Applicant	Shire of Chittering
File ref	12/03/4
Author	Finance Manager
Authorising Officer	Deputy Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Monthly Financial Report for the Period Ending 31 May 2025

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

Executive Summary

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

Background

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

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

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

Consultation Summary

Local

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

State

Nil

Legislative Implications

Local

Nil

State

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

Policy Implications

Local

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

State

Nil

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

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

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	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 2024/25 financial year on 19 June 2024 (Resolution 070624). The figures in this report are compared to the Adopted Budget.

OFFICER RECOMMENDATION

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

CS03 – 06/25**Adoption of the 2025/26 Annual Budget****Applicant**

Shire of Chittering

File ref

SOCR-1845402348-70365

Author

Deputy Chief Executive Officer

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**Absolute Majority****Attachments**

1. 2025/26 Fees and Charges
2. 2025/26 Statutory Budget

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

Executive Summary

Council is requested to adopt the 2025/26 Annual Budget as presented together with adoption of the fees and charges, striking of the general and minimum rates setting of elected members fees for the year and other consequential matters arising from the budget papers.

Background

Local Government must prepare annual budgets in the format prescribed in the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

The Shire of Chittering commenced the 2025/26 budget process in May. The budgeting process and Council engagement were aimed at ensuring complete transparency and knowledge sharing throughout all engagements.

Consultation SummaryLocal

Budget Workshops with Councillors and the Executive Management Team were held.

State

Nil

Legislative Implications

Local

Nil

State

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996 (as amended)
Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2025/26 budget as presented is considered to meet statutory requirements.

Policy Implications

Local

Nil

State

Nil

Financial Implications

This agenda item provides for the adoption of the budget and the imposition of rates and fees and charges for the 2025/26 financial year.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

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

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Damage to the Shire's Reputation	Low	Moderate	Low	Statutory budget is prepared for adoption in accordance with section 6.2 of the <i>Local Government Act 1995</i> and Part 3 of the <i>Local Government (Financial Management) Regulations 1996</i> . Workshops with Council to ensure transparency.
Opportunity: Presenting a balanced budget aligned to the Integrated Plans of the Shire to ensure transparency and accountability.				

Officer Comment/Details

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

To yield the deficiency as identified in the draft budget it was necessary to impose an overall 6% rate increase for 2025/2026.

It is important to note that 2.5% of the increase in the gross rates can be directly attributable to a desire to establish a reserve that will accumulate over time to allow the Shire of Chittering fund significant building and infrastructure projects.

As such a new reserve named *Building and Infrastructure Future Fund Reserve* with the purpose to assist in funding renewal, replacement, and new construction of significant buildings or infrastructure. Funds can also be used for preliminary planning process to ensure projects are "shovel ready" for grant application submission.

The first transfer to this reserve in the 2025/26 financial year will be \$192,600.

Notable highlights of the budget are:

- **Schedule 4 – Governance**
 - Funding for major review of the Strategic Community Plan and various informing strategies
- **Schedule 5 – Law Order Public Safety**
 - Continued focus on Fire, Safety and Animal Control activities
 - Substantial Grant-funded Fire Mitigation works
 - Purchase and installation of an additional digital Australian fire danger rating sign
 - Bore and water tank installation at Sandown Park for firefighting, emergency livestock watering and public open space reticulation.
 - Year 1 of a 3-year Community Resilience Program
- **Schedule 7 – Health**
 - Funding for development of stormwater management plan.
- **Schedule 8 – Education and Welfare**
 - Funding for Education Scholarships
 - Funding for Youth Services (Youth Events, Youth Development Program, School Holiday Activities, Youth Sponsorship and Youth Chaplaincy)
 - Funding for Events (Shire support for the Volunteer Day/Week Promotions)
 - Funding to support localised Community Events
 - Ongoing provision of Community Assistance Grants and sponsorships for community groups
- **Schedule 9 – Housing**
 - Relinquish the Shire's share in the Bindoon Senior and Community Housing to the Department of Communities, with the proceeds of the disposal being transferred to the Public Amenities & Buildings Reserve.

- **Schedule 10 – Community Amenities**
 - Funds transferred to Waste Management Reserve for tip rehabilitation
 - Continued support of the Chittering Landcare
 - Funding for Cooee Waste Data Collection Service
 - Funding for consultants for groundwater monitoring at both Bindoon and Muchea refuse sites
 - Funding for Joint Venture Housing subdivision
- **Schedule 11 – Recreation and Culture**
 - Construction of the Lower Chittering Youth and Community Hub
 - Continued funding for our popular Bindoon Library services and activities
 - Funding for Australia Day and other Events throughout the Shire
 - Continuation of the Community Courtesy Bus Program
 - Continuation of the Community Assistance Transport Scheme
 - Playground fence replacement at Chinkabee
 - Internal painting at Chinkabee
 - Kitchen and Toilet upgrade at Wannamal Hall
 - Disabled parking and path at Sandown Park
 - Concrete access path to MRC storage shed
 - UV water treatment at Chittering Museum
 - Continuation of revegetation at the Bindoon Mountain Bike Park
- **Schedule 12 – Transport**
 - Road Projects
 - North Road - Reconstruct, widen and seal – 1.5km
 - Wells Glover Rd / Bindoon-Moora Rd Intersection - Widen, asphalt seal and line mark.
 - Flat Rocks Rd - Reconstruct section with 2-coat seal
 - Forrest Hills Pde - Reseal various locations
 - Waldeck West Rd - Gravel re-sheet 500m
 - Sugar Gum Drive - Reseal 1km
 - Ghost Gum Ridge - Reseal 1.91km
 - Chittering Valley Road - Reconstruct section with 2-coat seal
- **Schedule 13 – Economic Services**
 - Continued support of the Taste of Chittering Event
 - Continued economic development initiatives
 - Continued support for tourism and area promotion, as well as visitor centre
 - Funding for Trees for Residents Program
- **Schedule 14 – Other Property and Services**
 - Significant ITC improvements in accordance with Essential 8 to strengthen cyber security.

OFFICER RECOMMENDATION

That Council by an ABSOLUTE MAJORITY:

PART A – MUNICIPAL FUND BUDGET FOR 2025/26

Pursuant to the provision of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the budget for the Shire of Chittering for the 2025 / 2026 financial year as contained in the attachment which includes the following:

- a. Statement of Comprehensive Income by Nature or Type;
- b. Statement of Cash Flows;
- c. Statement of Financial Activity by Nature or Type an amount required to be raised from rates of \$8,310,537;
- d. Notes to and forming part of the budget;
- e. Transfers to / from Reserve Accounts

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. for the purpose of yielding the deficiency disclosed by the Budget adopted at Part A above, and pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the general and minimum rates on Gross Rental Values and general and minimum rates on Unimproved Values

as follows:

- 1.1. General Rates
 - 1.1.1. General (GRV) 8.4231 cents in the dollar (\$0.084231).
 - 1.1.2. General (UV) 0.5069 cents in the dollar (\$0.005069).
- 1.2. Minimum Rates
 - 1.2.1. General (GRV) Minimum - \$1,150.
 - 1.2.2. General (GRV) Minimum - \$1,100.
2. pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, nominates the following due dates for the payment in full or by instalments:
 - 2.1. Full payment and 1st instalment due date 28 August 2025.
 - 2.2. 2nd instalment due date 30 October 2025.
 - 2.3. 3rd instalment due date 5 January 2026.
 - 2.4. 4th and final instalment due date 9 March 2025.
3. pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 (\$30 total) for each instalment after the initial instalment is paid.
4. pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 5.5% where the owner has elected to pay rates and charges through an instalment option and 11% upon default.
5. pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, adopts an interest rate of 11% for rates (and charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

PART C – FEES AND CHARGES FOR 2025 / 2026

1. pursuant to section 6.16 of the Local Government Act 1995, adopts the Fees and Charges for the 2025/26 financial year as contained in the schedule attached to this item.
2. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, impose a Waste Collection & Disposal Fee in the compulsory areas, as following:
 - 2.1. \$372.00 per annum – for one refuse mobile garbage bin (collected weekly) and one recycling mobile garbage bin (collected fortnightly);
 - 2.2. \$168.00 per annum – for any additional recycling mobile garbage bins (collected fortnightly); and
 - 2.3. \$205.00 per annum – for any additional refuse mobile garbage bins (collected weekly).
3. pursuant to Section 66 of the *Waste Avoidance and Resource Recovery Act 2007*, adopts the following waste services rate and minimum payment to fund the operations of the Bindoon and Muchea Landfill Centres:
 - 3.1. GRV base rate \$0.000038;
 - 3.2. UV base rate \$0.000038; and a
 - 3.3. Minimum payment of \$60.00 to apply to both GRV and UV rated land.

PART D – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2025 / 2026

1. pursuant to the *Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025*, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:
 - 1.1. President \$24,416; and
 - 1.2. Councillors \$16,984
2. pursuant to the *Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:
 - 2.1. President \$16,194

3. pursuant to the *Local Government Chief Executive Officers and Elected Council Members Determination No 1 of 2025*, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- 3.1. Deputy President \$4,048

PART E - MATERIAL VARIANCE REPORTING FOR 2025 /2026

1. in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, adopts a variance of 10% and a minimum of \$10,000.00 to be used in the statements of financial activity and annual budget review.

PART F – NEW RESERVE ACCOUNT

1. pursuant to Section 6.11 of the *Local Government Act 1995*, establish a new Reserve Account entitled “Building and Infrastructure Future Fund Reserve” with the purpose of the reserve to be “to assist in funding renewal, replacement, and new construction of significant buildings or infrastructure. Funds can also be used for preliminary planning process to ensure projects are “shovel ready” for grant application submission”
2. endorses the transfer of 2.5% of budgeted gross rates income to the Building and Infrastructure Future Fund Reserve annually as per the provision made in the budget adopted at PART A.

CHIEF EXECUTIVE OFFICER**CEO01 – 06/25****Work Health and Safety Statistics Report – May 2025**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-258
Author	Human Resources Officer
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. WHS Statistics Monthly Report – May 2025

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

Executive Summary

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

Background

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

MOTION / COUNCIL RESOLUTION 231121

Moved Cr King, seconded Cr Angus

That:

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

CARRIED UNANIMOUSLY 7 / 0

TIME: 9.53pm

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

- Work Health and Safety Act 2020

Policy Implications

Local

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

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

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

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

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

Officer Comment / Details

Nil

OFFICER RECOMMENDATION

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

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

CEO02 – 06/25	Integrated Governance, Corporate Planning & Reporting Calendar 2025/26
Applicant	Shire of Chittering
File ref	SOCR-1845402348-39424
Author	Manager Governance & 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	Absolute Majority
Attachments	1. 2025/26 Integrated Governance, Corporate Planning & Reporting Calendar 2025/26

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

Executive Summary

Council is requested to receive the Integrated, Governance, Corporate Planning and Reporting Calendar for the 2025/26 financial year, as shown in Attachment 1. This calendar consolidates key decision-making, compliance, planning, and reporting milestones into a single integrated tool to support Elected Members' understanding of their roles, obligations and expected participation across the year. It aligns with the Integrated Planning and Reporting Framework (IPRF) and assists in ensuring strategic and statutory deliverables are met in a timely and coordinated manner.

Background

The preparation of an annual calendar is a proactive step in improving transparency, participation, and accountability in Council processes. This integrated calendar captures legislative deadlines, statutory planning obligations, internal reporting cycles, and decision-making forums across three core streams:

- Governance and Compliance
- Strategic and Financial Planning
- Reporting and Performance Monitoring

By formally presenting this calendar to Council, officers aim to support Elected Members in preparing for their involvement in key workshops, consultation sessions, and decision-making points throughout the 2025/26 financial year.

Consultation Summary

Local

The development of the 2025/26 calendar involved internal consultation with:

- Chief Executive Officer (CEO)
- Executive Leadership Team (ELT)
- Governance, Finance, and Planning business units

Input was also drawn from the IPRF, statutory reporting requirements under the *Local Government Act 1995*, and previous Council decisions and workshop feedback.

State

Nil

Legislative Implications

State

This calendar directly supports compliance with the following:

- Local Government Act 1995 (WA)
 - Section 5.56 – Requires development of a Strategic Community Plan and Corporate Business Plan.
 - Section 6.2 – Requires annual adoption of the budget.
- Local Government (Administration) Regulations 1996
 - Regulation 19C & 19DA – Outlines requirements for SCP and CBP development and review.
- Local Government (Financial Management) Regulations 1996
 - Regulations 33A & 34 – Mid-year and monthly financial reporting obligations.

Local

Nil

Policy Implications

Nil

Financial Implications

There are no immediate financial implications from adopting this calendar. However, the calendar underpins strategic budget preparation, review and reporting timelines, ensuring financial decisions are made in alignment with planning priorities and legislative deadlines.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024-2034

Engagement Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.6 – Continuous Improvement and Evaluation
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site inspection undertaken: No

Environmental Consideration

Environment consideration given: No

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Missed statutory deadlines	Possible	Moderate	Moderate	Calendar provides oversight of key timeframes
Elected Member disengagement or non-attendance	Possible	Moderate	Moderate	Early visibility of workshops and forums
Fragmented planning/reporting processes	Possible	Moderate	Moderate	Calendar integrates all key functions under IPR
Opportunity: Nil				

The integrated calendar is a risk mitigation tool in itself, strengthening organisational performance, compliance, and governance coordination.

Officer Comment/Details

This calendar is a strategic governance tool that will enhance organisational accountability and Elected Member preparedness. By setting out all major workshops, briefings, adoption points, consultation processes, and review dates in a single view, Council can better understand the 'rhythm' of the year and ensure efficient decision-making and strategic oversight.

Notably, 2025/26 includes:

- The major four-year Strategic Community Plan review
- Alignment of this review with the Long-Term Financial Plan, Workforce Plan, AMPs, and supporting strategies
- A focus on mid-year performance adjustments, improving responsiveness to financial and service changes

Attachment 1 visually illustrates these processes, with icons indicating decision-making, workshops, community engagement, ARIC sessions, and consultation.

OFFICER RECOMMENDATION

That Council:

- 1. Receives the Integrated Governance, Corporate Planning and Reporting Calendar for the 2025/26 financial year as presented in Attachment 1.**
- 2. Notes the calendar's role in supporting strategic, financial and compliance obligations, and guiding Elected Members participation across the year.**
- 3. Requests that the Calendar be reviewed annually and updated as needed to reflect emerging priorities, statutory changes, or scheduling adjustments.**

ITEM 10. REPORTS OF COMMITTEES

Nil

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

Nil

ITEM 12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

ITEM 14. MEETING CLOSED TO THE PUBLIC

Public reading of resolution that may be made public

Nil

ITEM 15. CLOSURE