



ORDINARY COUNCIL MEETING CONFIRMED MINUTES

**7:00pm, Wednesday, 21 May 2025
Council Chambers
6177 Great Northern Highway, Bindoon**



PUBLIC QUESTION TIME

Time Permitted

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

Protocol

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

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

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

General Rules

The following general rules apply to Public Question Time:

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

DEPUTATIONS

Time Permitted

A minimum of 10 minutes is permitted for Deputations.

Protocol

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

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

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

General Rules

The following rules apply when making a Deputation:

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

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

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

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

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

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

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

Recording of Proceedings

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

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

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

Access to Recordings

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

Retention of Recordings

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

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

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

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

PREFACE

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

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

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

UNCONFIRMED MINUTES

These minutes were approved for distribution on 23 May 2025



Melinda Prinsloo
Chief Executive Officer

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 18 June 2025



Signed: _____

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

DISCLAIMER

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

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

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

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

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

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

The Presiding Member declared the meeting open at 7.01pm.

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 | |

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 |
| Sue Mills | Finance Manager |
| Samantha Young | Senior Finance Coordinator |

Members of the General Public: 0

Media: 0

Apologies

Nil

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 Aaron King

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 25 April 2025 | ANZAC Ceremony |
| 7 May 2025 | Councillor Budget Workshop |
| 9 May 2025 | President and CEO Meeting |
| 14 May 2025 | Councillor Budget Workshop Agenda Forum |

Cr Mary Angus

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 25 April 2025 | ANZAC Ceremony |
| 7 May 2025 | Councillor Budget Workshop |
| 9 May 2025 | Planning Practices Advanced Training - WALGA |
| 14 May 2025 | Councillor Budget Workshop Agenda Forum |

Cr Kylie Hughes

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 7 May 2025 | Councillor Budget Workshop |
| 9 May 2025 | Planning Practices Advanced Training - WALGA |

Cr Carmel Ross

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 25 April 2025 | ANZAC Ceremony |
| 7 May 2025 | Councillor Budget Workshop |
| 9 May 2025 | Planning Practices Advanced Training – WALGA |
| 13 May 2025 | Chittering Tourism Advisory Group Meeting |
| 14 May 2025 | Councillor Budget Workshop Agenda Forum |

Cr John Curtis

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 25 April 2025 | ANZAC Ceremony |
| 7 May 2025 | Councillor Budget Workshop |
| 14 May 2025 | Councillor Budget Workshop Agenda Forum |

Cr Mark Campbell

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 29 April 2025 | Bridle Trail User Group |
| 7 May 2025 | Councillor Budget Workshop |
| 8 May 2025 | Sandown Park User Group |
| 13 May 2025 | Chittering Tourism Advisory Group Meeting |
| 14 May 2025 | Councillor Budget Workshop Agenda Forum |
| 18 May 2025 | Chitty Chitty Run Run |

Cr David Dewar

| | |
|---------------|---|
| 16 April 2025 | Councillor Information Session Ordinary Meeting of Council |
| 7 May 2025 | Councillor Budget Workshop |
| 14 May 2025 | Councillor Budget Workshop Agenda Forum |

ITEM 3. DISCLOSURE OF INTEREST

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

Nil

ITEM 4. PUBLIC QUESTION TIME

Response to previous public questions taken on notice

The following questions were taken on notice at the April Ordinary Council Meeting held on Wednesday 16 April 2025, and an answer was provided via email on Wednesday 23 April 2025;

PQT01 – 04/25 Jenny Hall, Muchea

Question 1: How many cases, on a similar scale to 99 Polinelli Rd Lower Chittering, relating to clearing prior to approval have been followed up or referred to DWER in the last 5 years where any action was taken by DWER or Shire of Chittering?

Response: The number of cases similar to the scale of the 99 Polinelli Road clearing, that resulted in action taken by DWER or the Shire, is nil. The only instance of clearing of a large scale was the clearing that occurred on Lot 101 Teatree Road which was reported to DWER, but was retrospectively approved through Council's approval of the Development Application.

Question 2: I refer back to council meeting of February 2024, agenda item 101 Teatree Rd Bindoon in regard to clearing 12m wide firebreaks without approval, of pristine bush zoned as conservation, what action was taken by DWER & Shire of Chittering if any & were they required to rehabilitate or preserve another area on the property to offset what was cleared with no approval.

Response: The Lot 101 Teatree Road clearing was retrospectively approved through Council's decision to approve the Development Application. The Development Application included a sealed access track around the periphery of the lot where the clearing took place, and therefore the approval of the Development Application effectively approved the clearing of the vegetation. It is understood that DWER did not take any further action as a result of the Development Application process. As a matter of process, when the Shire is made aware of significant clearing of native vegetation on private property in the Shire, the matter is reported to DWER to investigate.

Public question time

Nil

ITEM 5. PETITIONS / DEPUTATIONS**Petitions**

Nil

Deputations

Nil

Presentations

Nil

ITEM 6. APPLICATIONS FOR LEAVE OF ABSENCE**COUNCILLOR MOTION / COUNCIL RESOLUTION 010525****Moved Cr Angus, seconded Cr Ross****That Council approve the following leave of absence:**

- Cr Mary Angus – Monday, 9 June 2025, to Friday, 13 June 2025 (inclusive).

CARRIED UNANIMOUSLY: 6 / 0**TIME: 7.07pm**

ITEM 7. CONFIRMATION OF MINUTES

Ordinary Meeting of Council: 16 April 2025

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 020525

Moved Cr Campbell, seconded Cr Angus

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

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.08pm

ITEM 8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

- We have a few events happening in the Shire in the coming month. Firstly, a Community Consultation for the Lower Chittering Youth & Community Hub will be held on Wednesday 28 May at 3pm, just behind the Lower Chittering Fire Station. I encourage everyone to come along, share your thoughts, and find out more about this exciting new project, while enjoying a free sausage sizzle.
- On Saturday 7 June, the Plants for Rural Properties event will take place from 9am to 1pm, at the Lower Chittering Fire Station. Come and collect your five free native tube stock plants per property, just remember to bring your assessment number from your most recent rates notice.
- We are also pleased to announce the return of Wear Ya Wellies in 2025, Chittering's much-loved outdoor adventure day! This event celebrates unstructured, muddy, and memorable play for families and will be held on Saturday 22 June from 10am to 3pm. It promises a fun-filled day of laughter and connection with nature.
- Lastly, I'd like to acknowledge the increased presence of food trucks in Bindoon recently. It's great to see more dining options available to our residents, and I'm sure many are enjoying the chance to grab a convenient meal and support visiting vendors.

ITEM 9. REPORTS

DEVELOPMENT SERVICES**DS01 – 05/25****Remediation and Development Potential of 131 (Lot 7) Muchea East Road, Muchea****Applicant**

Shire of Chittering

File ref

A10136

Author

Principal Environmental Health Officer

Authorising Officer

Executive Manager Development Service

Disclosure of Interest

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

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

1. Aerial images
2. Remediation Action Plan – Talis Consultants
3. Contamination Overview Plan
4. Valuation Reports '**Confidential**'

| | 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 history and recent reporting conducted over 131 Muchea East Road, Muchea.

Location Plan



Site Plan



Site Plan 1: June 1985 - Landgate aerial imagery



Site Plan 2: September 2024 – Landgate aerial imagery

Background

131 Muchea East Road is a 3.7ha parcel of land in the freehold ownership of the Shire of Chittering. It is an historical gravel quarry and is understood to have also previously been used for the disposal of green waste. While previously subjected to clearing, it currently contains native vegetation of a reasonable quality over an undulating landform. It is zoned as a Local Reserve for 'Parks and Recreation' under the Shire's Local Planning Scheme No. 6 (LPS6), but is placed in the central portion of the broader Muchea Industrial Park.

There is history attached to this site with respect to Council resolutions, which dates back to 2009, relevant to its potential rezoning and sale to private entities, all of which did not eventuate. In more recent times, the disposal of this property has been investigated by Council, which is summarised by the following table:

| Date | Council Resolution Intent |
|----------------------|---|
| November 2019 | Dispose of the property through public auction. |
| January 2020 | Sell the property to private buyer who made an offer to purchase, following the mandatory public advertising. |
| March 2020 | Proceed with sale of the land to a private buyer. |
| May 2020 | Prospective purchaser highlights contamination of the site and as a result, the Shire enters into a deed of indemnification with the purchaser relating to further contamination to be found in the future. Council resolves to continue with the sale of the property. |
| June 2020 | Council affirms its position to continue with the sale of the property despite the prospective purchaser refusing to sign the deed of indemnification. <i>N.B At this time the Department of Water and Environmental Regulation also classified the site as 'Possibly Contaminated – Investigation Required' under the Contaminated Sites Act 2003.</i> <i>Subsequently, the prospective purchaser did not proceed with the sale of the land.</i> |

As a result of the sites listing as 'Possibly Contaminated – Investigation Required' under the Contaminated Sites Act 2003 (Act), the Shire commenced the required investigative reporting in the form of a Detailed Site Investigation (DSI).

Environmental Site Services was engaged by the Shire to undertake the DSI, which ultimately recommended

the preparation of a Remediation Action Plan (RAP). The DSI was also presented to the Department of Water and Environmental Regulation, who subsequently changed the site's classification under the Act to 'Contaminated – Remediation Required'.

The Shire engaged the services of Talis Consultants to prepare the required RAP, which resulted in short-term recommendations of securing the site from public access, and longer-term actions to enable the site to be used for a higher purpose. A copy of the RAP is provided in Attachment 2 to this report. These longer-term actions to fully remediate the site include complete excavation, mechanical screening and removal of contaminants. The contaminants that have been found at the site include asbestos containing materials (ACM) along with building and construction, and household waste. An extract of the RAP that illustrates the location of the various contaminants and historical activities is provided in Attachment 3 to this report.

Since receiving the finalised RAP in August 2023, the Shire has secured the site with a locked gate and appropriate signage to deter unauthorised public access, as recommended by the RAP. Shire officers have clarified with DWER that there is no further legislative obligation to undertake remediation of the site, now that it has been 'secured'. However, if the Shire (or future owners) wish to use the site for any purpose, it will need to be remediated in accordance with the RAP.

Shire officers have undertaken further investigation into the potential higher uses of this site, and the costs associated with such, which also includes its potential sale under different remediation scenarios. The purpose of this report is to provide Council with information on the recent history, reporting and investigations of 131 Muchea East Road.

Consultation Summary

Local

Nil

State

DWER has been consulted during and following the preparation of the RAP to ensure the Shire is remaining compliant with the Act. DWER have indicated that remediation of the site will need to be undertaken if the landowner wishes to develop the land, or use it for an alternate or higher purpose.

Legislative Implications

Local

Nil

State

- Contaminated Sites Act 2003

The *Contaminated Sites Act 2003* provides the necessary controls for contaminated sites across Western Australia, and is administered by DWER.

Policy Implications

Local

Nil

State

Nil

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024-2034

| | |
|-----------------------|--|
| Community Theme: | Natural Environment |
| Community Aspiration: | Sustainable and Environmentally-Responsible Future |
| Strategy: | 2.4 – Resource Management and Planning |
| Strategic Objective: | Preserve natural resources and ecosystems for current and future generations by promoting sustainability and environmental stewardship |

Adopting integrated resource management approaches and land-use planning strategies that prioritise conservation, resilience, and sustainable development. This involves conducting environmental impact assessments, incorporating climate change considerations into planning processes, and promoting smart growth and compact development to minimise urban sprawl and habitat fragmentation.

State

Nil

Site Inspection

Site inspection undertaken: Yes



Image 1: May 2025 (EMDS)



Image 2: May 2025 (EMDS)



Image 3: May 2025 (EMDS)



Image 4: May 2025 (EMDS)

Environmental Consideration

Environment consideration given: Yes – The site does have environmental value given the native vegetation present on the lot. It is understood that the contamination of the site currently has limited risk to the environment given the site has been secured and the nature of the contaminants found during the DSI.

Risk Assessment / Implications

| Risk | Likelihood | Consequences | Risk Analysis | Mitigation |
|---|------------|--------------|---------------|---|
| Risk: Non-compliance with <i>Contaminated Sites Act 2003</i> | Unlikely | Minor | Low | Undertake remediation before any development is to occur on the site. |
| Opportunity: to ensure compliance with the <i>Contaminate Sites Act 2003</i> | | | | |

Officer Comment/Details

Subsequent to the receipt of the RAP, Shire officers have investigated the future potential of 131 Muchea East Road. This lot currently sits vacant as a 'lazy asset' due to its contaminated status, however its potential needs to be explored to ensure that it is being used for its highest purpose, whether that be by the Shire or a private entity.

Prior to the land being used for any purpose, it will need to undergo a level of remediation in accord with the RAP. The following outlines the requirements and costs associated with remediation, and the opportunities with this property currently available for Council to explore.

Remediation Actions

The RAP prepared by Talis Consultants established remediation measures to undertake which involves:

- ‘Emu-bob’ visual hand picking of surface asbestos;
- Removal of miscellaneous surface waste such as a chemical containers, power poles and electrical waste;
- Mechanical tilling or mechanical screening of contaminated areas to remove contaminants from the soil (mostly ACMs), with incorporated dust management and air quality monitoring during activities;
- Removal and suitable disposal of construction and demolition waste (concrete debris, limestone bricks etc.);
- Excavation of historically stockpiled materials (gravel and sands), which also includes household waste; and
- Preparation of a Site Remediation Validation Report to validate that the remediation undertaken has been conducted in accordance with the RAP.

Cost of Remediation

Following the receipt of the RAP, the Shire prioritised the actions contained within and commenced the necessary steps to secure the site in accordance with the RAP recommendations and the requirements of the Act, at a cost of approximately \$10,000 in the 2023/2024 financial year. Further remediation of the site in accordance with the RAP has been explored with varying quotes received from suitable contractors who can undertake the necessary work.

A quote of \$980,760 (inc. GST) was initially received by the Shire for the complete remediation of the site. A further quote of \$71,800 (inc. GST) was subsequently sought from an alternate supplier. There is a great disparity between the two quotes received, and Shire officers have had some difficulty obtaining further quotes to assist in refining the estimated costs. It is officer’s opinion that the true cost of the remediation is closer to \$71,000, however it needs to be noted that there could be additional costs once remediation commences, as documented in the RAP. The remediation process will involve some excavation of the soil, which could uncover further contaminants that were not identified during the investigations, which would have additional costs to remove.

More refined quoting and cost estimates is required for further discussion and consideration by Council.

Local Planning Scheme – ‘Parks and Recreation’ Local Scheme Reserve

131 Muchea East Road is identified as a Local Reserve for ‘Parks and Recreation’ under the LPS6. This is a reservation that limits any future development to be consistent with the ‘Parks and Recreation’ purpose. It is also included in the Muchea Industrial Park (MIP) Structure Plan (adopted 2022), which identifies this lot as maintaining its ‘Parks and Recreation’ reservation, and it effectively being a ‘greenspace’ in the centre of the MIP.

Shire officers have investigated the potential of a rezoning to an ‘industrial’ zone with the Department of Planning, Lands and Heritage (DPLH), contrary to its identified use in the MIP Structure Plan. DPLH have indicated that there would be ‘challenges’ to any proposed rezoning of the lot given it is identified as a ‘green space’ in the MIP Structure Plan and the amount of other landholdings in the Structure Plan area that has capability of being zoned to ‘Industrial’.

From this advice, 131 Muchea East Road should be viewed as a ‘green space’ with a ‘Parks and Recreation’ reservation that will be maintained for the foreseeable future. As such, any future uses or potential uses of the site will need to conform to this reservation.

The Local Scheme Reserve of 'Parks and Recreation' requires development approval to be granted prior to any development occurring. While this reservation does not specifically prescribe what activities can be permitted on the land, it may include things such as a public park or recreational activities (possible commercial). It would be a decision of Council to determine whether any proposed use of the land conforms to the purpose of the 'Parks and Recreation' reservation.

Land Potential Options

- Sale

The sale of 131 Muchea East Road has been entertained previously, and has been explored again under different remediation scenarios through a valuation of the property by an independent valuer, Fields Advisory. A copy of the valuation reports prepared have been included as Attachment 4 to this report. This attachment has been made confidential as it contains estimated market value of the land, which if released publicly, could compromise the Shire's ability to sell the land at its highest value.

The valuations provided in Attachment 4 were for scenarios where the land was, and was not remediated under its current reservation of 'Parks and Recreation'.

The valuation report notes that there were no examples of similar (contaminated 'Parks and Recreation') sites to provide a basis of valuation, and therefore the historical sale of rural residential properties were used in the valuation report prepared, to guide the recommendation.

The option to sell the land following remediation and following a successful rezoning to an 'Industrial' zone was also considered by Fields Advisory. However, given the advice received from DPLH regarding the unlikelihood of rezoning the land, this option is not explored further or provided with this report,

- Environmental Offset

An environmental offset compensates for unavoidable impacts on significant environmental matters, (e.g. valuable species and ecosystems) on one site, by securing land at another site, and managing that land over a period of time, to replace those significant environmental matters which are lost. The Shire has been approached in recent times by companies wishing to find suitable land for environmental offsets. This can sometimes include land that requires further revegetation, as well as land already containing the necessary vegetation values, and simply preserving those values in perpetuity.

It is considered unlikely that 131 Muchea East Road could be used as an environmental offset in its current contaminated state. It is suggested however, that once remediated from its contaminants, it could have value as land to be revegetated (which would be consistent with its reservation) and preserved in perpetuity as an environmental offset to a private entity. The size of the land parcel being 3.7ha may be its biggest constraint for this use, how its potential can be explored further by the Shire (and offered to prospective companies) in the future

- Shire Managed Public Open Space

A further option available to Council is to make the land accessible to the public for passive or active recreation. Once remediated, the land can be made publicly accessible by the Shire for any purpose it sees fit and aligning with its strategic commitments to the community.

The purpose of this report is to inform Council on recent investigations relating to 131 Muchea East Road, and the potential that this site holds. While there is no legislative obligation, the option of remediating the site may be viewed as an investment to unlock the site's development potential. It is suggested that any future development of the site or any potential sale of the Lot will need more refined costings associated with the remediation, before this matter is brought back to Council to determine the future of this site.

It is further noted that there is no current legislative requirement for Council to take remedial action over this site. Council has the ability to not undertake remediation of the site, and simply leave the property in its currently secured manner until future opportunities present themselves. It would likely be subjected to basic annual maintenance requirements (i.e. firebreak maintenance) and be maintained as a natural 'green space'.

It is Shire officer's recommendation that Council receive this report for its information only, with an intent on reporting back to Council with refined costings for remediation, and the future options of the site.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 030525**Moved Cr Ross, seconded Cr Campbell****That Council:**

- 1. Receives the information contained within the officer's report relating to 131 (Lot 7) Muchea East Road, Muchea.**
- 2. Instructs the Chief Executive Officer to conduct further investigation on future development and sale options for 131 (Lot 7) Muchea East Road, Muchea, with refined associated costs, and present these investigations and costs back to Council for a decision.**

CARRIED UNANIMOUSLY: 6 / 0**TIME: 7.13pm**

DS02 – 05/25

Lower Chittering Bridle Trail Network Reference Group Minutes

| | |
|-------------------------------|---|
| Applicant | Shire of Chittering |
| File ref | SOCR-1845402348-39061 |
| Author | Executive Manager Development Services |
| Authorising Officer | Deputy Chief Executive Officer |
| 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 | 1. Reference Group Minutes |

| | 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 note the three Lower Chittering Bridle Trail Network minutes.

Background

At its meeting held 19th June 2024, Council resolved to establish temporary bridle trails in Lower Chittering, and allow these bridle trails to operate for a trial period of 12 months. As part of this resolution, Council resolved to establish a reference group, where any concerns held by community members during the 12-month trial can be filtered through the Reference Group and actioned by the Shire's administration.

Following the above and at its meeting of 17th July 2024, Council made a resolution to adopt a Terms of Reference and to formalise the Reference Group as per the below:

| |
|---|
| OFFICER RECOMMENDATION / COUNCIL RESOLUTION 020724 Moved Cr Campbell, seconded Cr Angus That Council: <ol style="list-style-type: none"> 1. Establish a Bridle Trail Reference Group for the extent of the 12-month trial period for the bridle trails in Lower Chittering as identified in the endorsed 'Community Survey Assessment – Lower Chittering Bridle Trail Network in the Shire of Chittering; 2. Adopts the Terms of Reference (Attachment 1) for the purpose of the Bridle Trail Reference Group; 3. Nominate Councillor Mark Campbell as the Council delegate for the Bridle Trail Reference Group and Councillor Mary Angus as the proxy delegate for the Bridle Trail Reference Group; 4. Instructs the Chief Executive Officer to seek public nominations of up to six (6) community members to serve on the Reference Group; and 5. Authorise the Chief Executive Officer to select up to six (6) suitable members of the community to serve on the Bridle Trail Reference Group. <p style="text-align: right;">CARRIED 5 / 1 TIME: 7.14PM For: Cr King, Cr Angus, Cr Ross, Cr Campbell, Cr Dewar Against: Cr Curtis</p> |
|---|

Since the adoption of the Terms of Reference, the Reference Group has been formed and three Lower Chittering Bridle Trail Network Reference Group meetings have been held at the Lower Chittering Hall on the following dates:

- 17 September 2024;
- 26 November 2024; and
- 29 April 2024.

The minutes for each of these meetings have been provided as an attachment to this report. The below tables represents summaries of the key matters raised at the meetings, and any actions taken.

Meeting: 17 September 2024

| Matter to be considered | Action taken |
|--|--|
| Facebook page established to promote bridle trail use. | Reference Group charged with the responsibility to manage a Facebook Group. |
| Additional signage to assist with directing bridle trail users. | Shire officers installed additional temporary signage. |
| Security concerns and unauthorised bridle trail use raised as an issue from an adjoining property owner. | Shire officers installed two mobile motion detector cameras along trails. |
| More feedback on the Wandena Road Bridle Trail was requested from Shire Officers. | Reference Group to ride and seek more feedback on this trail, and provide the feedback to through the Reference Group. |
| Mounting blocks for horse mounting to be investigated | Shire officers to investigate tree stumps to be used as mounting blocks at points where riders need to mount and dismount. |

Meeting: 26 November 2024

| Matter to be considered | Action taken |
|---|--|
| Facebook page establishment follow up. | Reference Group to make necessary arrangements, separate to any Shire affiliated Facebook page. |
| Further additional signage for additional clarity for riders about trail route. | Shire officers installed further temporary signage, and replace/repair existing signs that are damaged from weather. |
| Mounting blocks for horse mounting follow-up. | Shire officers waiting for available tree stumps, and will install when available. |

Meeting: 29 April 2025

| Matter to be considered | Action taken |
|--|--|
| Illegal use of trail captured on security cameras. | Shire officer's investigation commenced with WA Police. |
| Mounting blocks feedback. | Current mounting blocks are a good size, so more will be installed when they become available. |
| Horse float parking issue at Sussex Bend. | Shire to investigate 'no float parking' signs at appropriate locations at Sussex Bend park for the remainder of the trial. |
| Process for end of trial and engaging again with the community for feedback. | Shire officers to prepare a Communications Plan to be presented to the Reference Group for endorsement/feedback, prior to presenting an item to Council for its consideration. The Communications Plan will establish the means for engagement with the community to receive feedback on the 12-month trial, which will inform Council's decision. |

The 12-month trial period is set to end in August 2025, whereby Council will have the opportunity to review and reflect upon the operation of the bridle trails during this period, and determine whether to make them

permanently available to the community. As part of this consideration, and should Council wish to permanently formalise the bridle trails, it is likely that there will be budget implications for the installation of necessary infrastructure such as gates (horse gates), signage, float parking upgrades etc.

Given the timing of this consideration (circa August 2025) will follow the anticipated adoption of the 2025/26 budget, officers have included \$70,000 in the draft budget in the instance that Council wish to formalise the trails.

This report has been prepared for Council's information, and to assist in the 2025/26 budget discussions.

Consultation Summary

Local

The Reference Group consists of members of the community that were self-nominated and endorsed by the CEO.

State

Nil

Legislative Implications

State

Nil

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

While there may be financial implications of future decisions of Council related to the bridle trails, the purpose of this report is for Council to be informed about the Reference Group minutes, and therefore there are no financial implications directly related to this report.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024 - 2034

| | |
|-----------------------|---|
| Community Theme: | Built Environment |
| Community Aspiration: | Balance Between Development and Conservation |
| Strategy: | 3.3 – Infrastructure Investment and Enhancement |
| Strategic Objective: | Achieve a balance between development and conservation while enhancing infrastructure and town aesthetics |

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 |
|---|------------|--------------|---------------|--|
| People: not engaging with stakeholders. | Rare | Moderate | Low | Continue to engage with the Reference Group to obtain meaningful feedback. |
| 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 Lower Chittering Bridle Trail Network Reference Group has met three times since the commencement of the 12-month trial. At these meetings, minor matters were raised (as listed in the Background of this report), which have been addressed either by the Reference Group or Shire officers. To-date, there has not been any significant issues raised, or complaints made that have been considered by the Reference Group, that have not been adequately addressed by the Shire.

The 12-month trial period is scheduled to end in August 2025, at which time Council will need to consider whether to make the bridle trails permanently available, or not. This consideration and decision may have budget implications, and as such, the 2025/26 draft budget includes a 'placeholder' amount of \$70,000 for infrastructure associated with making the bridle trails permanent.

It is recommended that Council notes the minutes of the three Reference Group meetings held so far, for information purposes only.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 040525

Moved Cr Campbell, seconded Cr Angus

That Council notes the minutes of the three Lower Chittering Bridle Trail Network Reference Group meetings held (attachment 1) on the following dates:

- 17 September 2024;
- 26 November 2024; and
- 29 April 2025.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.20pm

TECHNICAL SERVICES

Nil

CORPORATE SERVICES**CS01 – 05/25****List of Accounts Paid for the Period Ending 30 April 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 |
| Attachments | 1. List of Accounts Paid as at 30 April 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 30 April 2025.

To present the List of Payments made by authorised employees using credit, debit and other purchasing cards for the period ending 30 April 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 Implications**Local**

- 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 30 April 2025" is presented to Council, inclusive of payments made using credit, debit or other purchasing cards.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 050525

Moved Cr Curtis, seconded Cr Angus

That Council receive the List of Accounts Paid as per Attachment 1 totalling \$703,820.31, inclusive of payments made using credit, debit or other purchasing cards for the period ending 30 April 2025:

1. PR6817 & PR66819;
2. EFT28380 – EFT28459; and
3. Direct Debits, Cheques as listed.
4. Purchasing Card as listed.

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.21pm

CS02 – 05/25

Monthly Financial Report for the Period Ending 30 April 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 30 April 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 30 April 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 / COUNCIL RESOLUTION 060525

Moved Cr Ross, seconded Cr King

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

CARRIED UNANIMOUSLY: 6 / 0

TIME: 7.22pm

CHIEF EXECUTIVE OFFICER**CEO01 – 05/25****Work Health and Safety Statistics Report – April 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 – April 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 April 2025.

Background

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

MOTION / COUNCIL RESOLUTION 231121

Moved Cr King, seconded Cr Angus

That:

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

CARRIED UNANIMOUSLY 7 / 0

TIME: 9.53pm

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

- Work Health and Safety Act 2020

Policy Implications

Local

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

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

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

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

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

Officer Comment / Details

Nil

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 070525**Moved Cr Angus, seconded Cr Ross****That Council receives the Shire of Chittering Work Health and Safety Statistics Report for the month ending April 2025 which includes:**

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

CARRIED UNANIMOUSLY: 6 / 0**TIME: 7.24pm**

CEO02 – 05/25

Strategic Community Plan Major Review 2025/26

| | |
|-------------------------------|---|
| Applicant | Shire of Chittering |
| File ref | SOCR-1845402348-54851 |
| Author | Manager Governance and Corporate Performance |
| Authorising Officer | Chief Executive Officer |
| 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 | Nil |

| | 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 inform Council of the proposed process, timeline, and community engagement plan for the major review of the Shire of Chittering's Strategic Community Plan (SCP). The review will ensure compliance with legislative requirements and best practice principles, while also acting as the central framework for coordinating the review of key informing strategies, including the Workforce Management Plan, Asset Management Plans, Long-Term Financial Plan, Economic Development and Tourism Strategy, and Community Development Plan.

This integrated approach will support strategic alignment, improve cost-efficiency, and ensure that the Shire's long-term priorities are shaped by a shared community vision and resourced in a realistic and sustainable way.

Background

Under the Local Government Act 1995, Section 5.56(1) and (2), all local governments must develop and maintain a Strategic Community Plan (SCP) and Corporate Development Plan (CBP). The Act and Local Government (Administration) Regulations 1996, r.19C and 19DA, require a major review of the SCP at least every four years, involving significant community engagement in accordance with the Integrated Planning and Reporting (IPR) Framework.

Community engagement will be undertaken in accordance with the principles of the Integrated Planning and Reporting (IPR) Framework, as outlined in the Integrated Planning and Reporting Framework and Guidelines (2016) issued by the Department of Local Government, Sport and Cultural Industries (DLGSC).

The Shire's SCP is now due for its major review, which will inform the next CBP and underpin the development of the 2026/27 budget.

Project Scope and Strategic Integration:

This major review is being used as a strategic driver for several key planning and engagement processes. In line with best practice and to ensure value for money, the Shire will integrate the review of the Economic Development and Tourism Strategy, as well as all community development-related engagements and plans, into this broader community engagement process.

This consolidated approach supports:

- Ensures alignment between community aspirations and resourcing strategies, including workforce, infrastructure, and long-term financial planning.
- A unified community vision and strategic direction;
- Better alignment of resources and timeframes; and
- Cost savings through shared engagement and consultant support.

The Shire proposes to initiate community engagement during June – August 2025, to avoid overlap with the October 2025 local government elections. Early engagement will help ensure that the review process remains community-focused and is not influenced or perceived to be influenced by election campaigns.

Proposed Timeline:

| Timing | Milestone | Notes |
|---------------------------|--|--|
| June 2025 | Councillor Workshop 1 - Project Priorities Workshop | Review of draft priorities across the LTFP, Asset Management Plans, and Workforce Management Plan to inform the SCP engagement content |
| June 2025 | Engagement Planning Finalised and Launched | Commence promotion |
| June – August 2025 | Community Engagement Phase | Surveys, workshops, interviews |
| September - October 2025 | Draft Key Themes Report | Summarise findings |
| September – November 2025 | Council Elections & Engagement | Elections will place consult on hold until new council is inducted. Council engagement in November |
| November 2025 | Councillor Workshop #2 – Visioning & Themes | Discuss community feedback and Council priorities |
| December - January 2026 | Draft Strategic Community Plan prepared | |
| February 2026 | Councillor Workshop #3 – Draft SCP Review | |
| February - March 2026 | Public Consultation on Draft SCP | (4-6 weeks consultation) |
| March 2026 | Review Public Feedback | Adjustments to draft |
| April 2026 | Councillor Workshop #4 – Final Adjustments | If needed |
| May 2026 | Final Draft Strategic Community Plan presented at Council Forum | One week prior to Ordinary Council Meeting |
| May 2026 | Endorse Draft SCP for Public Notice (if required) | |
| April-May 2026 | Corporate Business Plan Development Annual Budget Development | Aligned to SCP |

| | | |
|-----------|--|-------------------------|
| May 2026 | Final Draft SCP and CBP Prepared | Ready for adoption |
| June 2026 | Adoption of Strategic Community Plan and Corporate Business Plan | 2026/27 budget planning |

Engagement Strategy:

The engagement program has been designed to capture a broad range of community voices, including residents, businesses, community groups, and young people. It will serve a dual purpose: informing the SCP review and simultaneously gathering input to inform related strategic plans including economic development, tourism, and community development.

A combination of methods will be used to maximise reach and inclusivity:

Engagement Methods:

- **Community Survey** (online and paper-based)
- **Community Workshops** (target different localities: Bindoon, Muchea, Lower Chittering, etc.)
- **Pop-up Engagement Booths** (markets, major events, sporting events, library, community centres)
- **Stakeholder Meetings** (business groups, Chambers of Commerce, service clubs)
- **Youth Engagement** (school workshops, online youth survey)
- **Business-specific Engagement** (focus group or business breakfast session)
- **Elder/Traditional Owner Discussions** (aligned to RAP roadmap engagement)
- **Hard to Reach Groups Strategy** (e.g., rural residents via rural mailbox flyers, adults with young families – online engagements / invitation to workshops)

Promotion Channels:

- Shire website, social media, e-newsletters
- Posters in community spaces
- Local newspaper articles and advertisements
- Direct email invitations to community groups, sporting clubs, and business operators

Councillor Workshops:

Four key Councillor Workshops will support strategic alignment and oversight. These sessions will not only focus on the SCP but will also integrate findings and priorities relevant to the Economic Development and Tourism Strategy and Community Development Plan.

1. **Priority Projects Workshop (June 2025)** - Review existing operational and discretionary projects in the LTFP and prioritise projects to be included in community engagement alongside SCP review.
2. **Visioning Workshop (November 2025)** – Review community feedback, set Council priorities, and revisit the vision/mission.
3. **Draft Review Workshop (February 2026)** – Review the first full draft and provide input.
4. **Final Adjustment Workshop (April 2026)** – Consider public feedback on the draft and finalise SCP content.

Councillor Forums (held the week before each Council Meeting) will also be used to provide progress updates and discuss any required Council input.

Consultation Summary

Local

Internal consultation has occurred with the Executive Leadership Team, the Economic Development and Tourism, and the Community Development teams. All are working collaboratively to ensure their strategies and action plans are reviewed as part of the SCP process.

State

Nil

Legislative ImplicationsState

This process aligns with the following:

- Local Government Act 1995 – Section 5.56
- Local Government (Administration) Regulations 1996 – r.19C and 19DA
- DLGSC Integrated Planning and Reporting Framework and Guidelines (2016)
- Community Engagement Principles (as outlined in IPR Framework)

Local

Nil

Policy ImplicationsState

The major review of the Strategic Community Plan (SCP) is a legislative requirement under the Local Government Act 1995 and must be undertaken every four years. The review must comply with:

- Local Government Act 1995 (Section 5.56)
- Local Government (Administration) Regulations 1996:
 - Regulation 19C: Strategic Community Plan requirements
 - Regulation 19DA: Corporate Business Plan requirements
- Integrated Planning and Reporting Framework (Department of Local Government, Sport and Cultural Industries)

Local

Nil

Financial Implications

The project will require allocation of funds to support the following:

- Engagement of a specialist consultant to assist with the design and delivery of the community engagement process, analysis of feedback, and workshops facilitation with council members.
- Advertising and promotion of the engagement process.
- Printing and distribution of engagement materials and final documents.

An estimated project budget of \$60,000 will be included in the draft 2025/26 Annual Budget for Council's consideration. This is based on indicative market rates for strategic planning consultancy services across WA, including:

- \$35,000 for consultancy services (engagement design, facilitation, analysis, and final outcome reports)
- \$15,000 for community engagement activities and materials (e.g., surveys, flyers, signage, event costs), and
- \$10,000 for communications, promotion, and printing (advertising, media, design support, and hardcopy publications)

This work will have a significant financial impact on the 2025/26 financial year, primarily due to consultancy and engagement costs. Further financial impacts are also expected in outer years as the implementation of new actions identified through the refreshed SCP may require investment in additional programs, resourcing, or infrastructure to achieve community priorities.

Final costs will be refined following the engagement scoping and procurement process.

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

Not applicable

Risk Assessment / Implications

| Risk | Likelihood | Consequences | Risk Analysis | Mitigation |
|-------------------------------------|------------|--------------|---------------|--|
| Risk Category: Compliance | Possible | Moderate | Moderate | <p>Failure to undertake the major review of the SCP within the legislated timeframe would result in non-compliance with the <i>Local Government Act 1995</i> and <i>Local Government (Administration) Regulations 1996</i>.</p> <p>This could expose the Shire to reputational damage, potential audit findings, and undermine the integrity of future strategic and corporate planning processes.</p> <ul style="list-style-type: none"> • Early commencement of the major review project in June 2025, allowing sufficient time for comprehensive community engagement and plan development. • Alignment of Councillor workshops and decision-making milestones to Council Forums and Ordinary Meetings. • Engagement of specialist support (if required) to ensure compliance with statutory requirements and best practice standards. |
| Opportunity: Nil | | | | |

Officer Comment/Details

This major review of the SCP provides an opportunity to streamline the community's long-term vision while aligning it with realistic and integrated planning across all informing strategies. The review process will include

concurrent updates of the Workforce Management Plan, Asset Management Plans, and Long-Term Financial Plan — ensuring that community priorities are both aspirational and achievable.

This approach allows for:

- Integrated engagement efforts across all strategic areas;
- Unified planning under a refreshed community vision;
- Improved cost-efficiency by reducing duplication of consultation and consultant work;
- Strategic consistency across all Shire plans moving forward.

This report is intended to inform Council of the proposed timeline, key milestones, and engagement activities for the major review of the Strategic Community Plan. It outlines the importance of early engagement with the community to mitigate the risk of the review becoming politicised during the October 2025 local government elections.

The engagement process will seek to capture diverse community voices, including residents, businesses, youth, seniors, and community groups, with the objective of developing a refreshed community vision. This new vision will underpin the final Strategic Community Plan and inform the development of the Corporate Business Plan and the 2026/27 budget.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 080525

Moved Cr Ross, seconded Cr Angus

That Council receives and notes the information provided regarding the proposed timeline, engagement approach, and strategic alignment activities for the Major Review of the Strategic Community Plan, including the integrated review of related strategies such as the Workforce Management Plan, Asset Management Plans, Long-Term Financial Plan, Economic Development and Tourism Strategy and the Community Development Plan.

CARRIED: 5 / 1

TIME: 7.31pm

For: Cr King, Cr Angus, Cr Dewar, Cr Campbell, Cr Ross

Against: Cr Curtis

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 – 05 / 25 **Cr Dewar**

Question: Regarding the event that happened on Cook Rd at the weekend, was the Shire aware of this event, and was it an approved event.

Response: *Yes, it was an approved event. The Shire has received several complaints and are currently investigating whether a breach has occurred.*

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

Nil

ITEM 14. MEETING CLOSED TO THE PUBLIC

Public reading of resolution that may be made public

Nil

ITEM 15. CLOSURE

The Presiding Member declared the meeting closed at 7.32pm.