



ORDINARY COUNCIL MEETING AGENDA

**7:00pm, Wednesday, 19 November 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.

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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

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

Attendance

The following members will be in attendance:

Cr Mark Campbell	President
Cr David Dewar	Deputy President
Cr Mary Angus	
Cr John Curtis	
Cr Nicholas Grayer	
Cr Kylie Cr Hughes	

The following staff will be in attendance:

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

Apologies

Cr Beck Foulkes-Taylor

Approved leave of absence

Nil

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 Mark Campbell			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	Apology	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
President & CEO Meeting	31 October 2025	In attendance	n/a
Councillor Information Session Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Other Attendances:			

Cr David Dewar			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	In attendance	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
President & CEO Meeting	31 October 2025	In attendance	n/a
Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Other Attendances:			
Rural Road Group Meeting	3 November 2025	Attended as observer	Nil

Cr Mary Angus			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	In attendance	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Other Attendances:			

Cr John Curtis			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	In attendance	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Rural Road Group Meeting (Delegate)	3 November 2025	Approved leave of absence	Nil
Other Attendances:			

Cr Beck Foulkes-Taylor			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	In attendance	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
Councillor Information Session Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Rural Road Group Meeting (Proxy)	3 November 2025	Apology	Nil
Other Attendances:			

Cr Nicholas Grayer			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	In attendance	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
Councillor Information Session Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Other Attendances:			

Cr Kylie Hughes			
Meeting / Event	Date	Attendance	Written Feedback/Report
Ordinary Meeting of Council	15 October 2025	In attendance	n/a
Special Meeting of Council	24 October 2025	In attendance	n/a
Councillor Information Session Agenda Forum	12 November 2025	In attendance	n/a
Delegated Meeting Attendance:			
Ellen-Brockman Integrated Catchment Group AGM (Delegate)	27 October 2025	In attendance	
Landcare Group Meeting (Delegate)	27 October 2025	In attendance	
Other Attendances:			

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

Public question time

ITEM 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Petitions

Nil

Deputations

Nil

Presentations

Nil

ITEM 6. APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 7. CONFIRMATION OF MINUTES**Ordinary Meeting of Council: 15 October 2025****OFFICER RECOMMENDATION**

That the minutes of the Ordinary Meeting of Council held on Wednesday, 15 October 2025, as published on the Shire website, be confirmed.

Special Meeting of Council: 24 October 2025**OFFICER RECOMMENDATION**

That the minutes of the Special Meeting of Council held on Friday, 24 October 2025, as published on the Shire website, be confirmed.

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

DEVELOPMENT SERVICES

Nil

TECHNICAL SERVICES

Nil

CORPORATE SERVICES**CS01 – 11/25****List of Accounts Paid for the Period Ending 31 October 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 for the Period Ending 31 October 2025, inclusive of payments made using credit, debit, or other purchasing cards

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

Executive Summary

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

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

Deputy Chief Executive Officer

State

Nil

Legislative ImplicationsLocal

Nil

State

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

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

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

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034
 Community Theme: Administration and Governance
 Community Aspiration: Council Accountability and Transparency
 Strategy: 5.2 – Responsible Financial Management
 Strategic Objective: Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: 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 October 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 \$1,023,586.70, inclusive of payments made using credit, debit or other purchasing cards for the period ending 31 October 2025:

1. PR6964, PR6969;
2. EFT29223 – EFT29376; and
3. Direct Debits, Cheques as listed.
4. Purchasing Card as listed.

CS02 – 11/25**Monthly Financial Report for the Period Ending 31 October 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. Monthly Financial Report for the Period Ending 31 October 2025

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

Executive Summary

Council is requested to consider the financial statement for the period ending 31 October 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/Communication Implications

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

Legislative ImplicationsState

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

Local

Nil

Policy ImplicationsLocal

Finance Policy 2.1 Budget Preparation

Finance Policy 2.2 Investment of Funds

Finance Policy 2.7 Significant Accounting Policies

Financial Implications

Nil

Strategic Implications

- Strategic Community Plan 2022-2032

Focus area: Strong leadership

Objective: S5.2 Strong partnerships and relationships

Strategy: S5.2.1 Built effective partnerships with stakeholders

Objective: S5.3 Accountable governance

Strategy: S5.3.1 Good governance, which supports efficient and effective service delivery

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment/Implications

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

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

Officer Comment/Details

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

OFFICER RECOMMENDATION

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

CHIEF EXECUTIVE OFFICER**CEO01 – 11/25****Work Health and Safety Statistics Report – October 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 – October 2025

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

Executive Summary

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

- "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".*
- 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:*
 - Number of safety observations;*
 - Number of safety audits and inspections;*
 - Number of working hours (total, workforce and contractors)*
 - Number of training hours;*
 - Number of toolbox talks;*
 - Number of equipment breakdowns;*
 - Average overtime per person by department.*
- 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

- Work Health and Safety (WHS) Policy

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
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 October 2025 which includes:

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

CEO02 – 11/25**2026 Ordinary Council Meeting Dates**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-61891
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	Nil

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

Executive Summary

Council is requested to adopt the schedule of Ordinary Meetings for the 2026 calendar year.

Background

In accordance with s5.3 of the *Local Government Act 1995*, Council is requested to hold ordinary meetings not more than three months apart. Regulation 12 of the *Local Government (Administration) Regulations 1996* further requires local public notice to be given of the dates, times and places at which ordinary Council meetings will be held during the forthcoming year.

Ordinary Council Meetings of the Shire of Chittering are traditionally held on the third Wednesday of each month from February to December, commencing at 7:00pm in the Council Chambers, Bindoon. When determining the meeting schedule for 2026, consideration has been given to public holidays, school terms and other key local events to ensure accessibility for Councillors, staff, and community members.

The adoption of the annual meeting schedule allows the Shire to meet its statutory obligations, support effective governance and transparency, and enable timely communication of meeting details to the public.

Consultation SummaryLocal

Internal consultation was undertaken with the Executive Management Team to ensure the proposed meeting dates align with Council's operational requirements, agenda preparation timeframes, and community engagement activities.

State

Nil

Legislative ImplicationsLocal

- Shire of Chittering Standing Orders Local Law (2023)
 - o 3.1(2) – An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, if for the purpose of considering and dealing with the ordinary business of the Council.

State

- Local Government Act 1995
 - o s5.3 – Requires Council to hold ordinary meetings no more than three months apart.
 - o s5.4 – Provides for special meetings of Council to be convened by the President or at the request of one-third of Councillors.
 - o s5.25 – Provides for regulations to be made about the conduct of council and committee meetings and related procedures.
- Local Government (Administration) Regulations 1996
 - o Regulation 12 – Requires local public notice of the dates, times and place at which ordinary and committee meetings open to the public are to be held during the next 12 months.

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

There are no direct financial implications associated with the adoption of the 2026 Ordinary Council Meeting schedule.

Any minor administrative costs relating to meeting preparation and public advertising will be accommodated within the existing governance operational budget.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.3 – Community Engagement and Participation
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Non-compliance with statutory meeting and public notice requirements under the <i>Local Government Act 1995</i>	Unlikely	Minor	Low	Adopt and advertise the 2026 meeting schedule by December 2025 to ensure compliance
Reputation: Reduced transparency or community awareness if meeting dates are not published in a timely manner	Possible	Minor	Medium	Provide local public notice via the Shire's website, social media and notice boards immediately following Council adoption
Opportunity: Pro-active adoption and publication of the meeting schedule enhances transparency, supports community participation, and ensures compliance with legislation obligations.				

Officer Comment / Details

In preparing the proposed 2026 Ordinary Council Meeting schedule, consideration has been given to the Shire's established meeting cycle, school term dates, and public holidays to minimise scheduling conflicts and ensure accessibility for Councillors, staff, and community members.

Ordinary Council Meetings are traditionally held on the third Wednesday of each month from February to December, commencing at 7:00pm in the Council Chambers, 6177 Great Northern Highway, Bindoon. This arrangement provides consistency and sufficient time for agenda preparation and community notice requirements.

The following timetable shows the relationship between school and public holidays, and the usual meeting cycle (i.e. the third Wednesday of the month, February - December).

Usual OCM date	Cycle	Schedule Holidays (i.e. school and public holidays)	Suggested date	OCM	Suggested Forum date
18 February		<u>School break</u> (School terms Monday, 2 February)	18 February		11 February
18 March		<u>Public holiday</u> Monday, 2 March (<i>Labour Day</i>)	18 March		11 March
15 April		<u>School break</u> Friday, 3 April to Sunday, 19 April (School returns Monday, 20 April)	15 April		8 April
		<u>Public holiday</u> Friday, 3 April (<i>Good Friday</i>) Sunday, 5 April (<i>Easter Sunday</i>) Monday, 6 April (<i>Easter Monday</i>) Saturday, 25 April (<i>ANZAC Day</i>) Monday, 27 April (<i>ANZAC Day</i>)			
20 May			20 May		13 May
17 June		<u>Public holiday</u> Monday, 1 June (<i>WA Day</i>)	17 June		10 June
15 July		<u>School break</u> Saturday, 4 July to Sunday, 19 July (School returns Monday, 20 July)	15 July		8 July
19 August			19 August		12 August
16 September		<u>School break</u> Saturday, 26 September to Sunday, 11 October (School returns Monday, 12 October)	16 September		9 September
		<u>Public holiday</u> Monday, 28 September (<i>King's Birthday</i>)			
21 October		<u>School break</u> (School returns Monday, 12 October)	21 October		14 October
18 November			18 November		11 November
9 December		<u>School break</u> Friday, 17 December to Sunday, 31 January (School returns Monday, 1 February)	9 December		2 December
		<u>Public holiday</u> Friday, 25 December (<i>Christmas Day</i>) Saturday, 26 December (<i>Boxing Day</i>) Monday, 28 December (<i>Boxing Day</i>)			

A review of the 2026 calendar indicates that the proposed dates do not conflict with any major public holidays or regional events. The suggested schedule aligns with previous years, ensuring that Council continues to meet statutory meeting frequency requirements under the *Local Government Act 1995*.

It is proposed that we bring forward the December Ordinary Council Meeting to accommodate any implementation that is required to occur, due to public holidays and administration office closure during this month.

The proposed schedule for 2026 is therefore recommended for Council's endorsement and subsequent public notice, as required under Regulation 12 of the *Local Government (Administration) Regulations 1996*.

OFFICER RECOMMENDATION

That Council:

1. Endorse the following schedule of Council Meetings for 2026:

Agenda Forum Meeting Date	Ordinary Council Meeting Date	Location	Start Time
Wednesday, 11 February 2026	Wednesday, 18 February 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 11 March 2026	Wednesday, 18 March 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 8 April 2026	Wednesday, 15 April 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 13 May 2026	Wednesday, 20 May 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 10 June 2026	Wednesday, 17 June 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 8 July 2026	Wednesday, 15 July 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 12 August 2026	Wednesday, 18 August 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 9 September 2026	Wednesday, 16 September 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 14 October 2026	Wednesday, 21 October 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 11 November 2026	Wednesday, 18 November 2026	Council Chambers, Bindoon	7:00pm
Wednesday, 2 December 2026	Wednesday, 9 December 2026	Council Chambers, Bindoon	7:00pm

2. Approve the advertising of the 2026 Ordinary Meeting of Council and Agenda Forum dates in accordance with the *Local Government (Administration) Regulations 1996*

CEO03 – 11/25**Shire Facilities User Groups**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-26946
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. User Group Responses 2. Muchea Recreation Centre User Group Terms of Reference

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

Executive Summary

Council is requested to consider the outcomes of the documented consultation process with the Muchea Recreation Centre, Sandown Park and the Brockman Centre User Groups following the October 2025 Council resolution, and to determine the future operation and governance structure of these User groups in line with the Shire's organisational and legislative requirements.

Background

At the Ordinary Council Meeting held on 15 October 2025, Council resolved to:

"Engage in a documented consultation process with organisations and groups proposed to be discontinued, or where the attendance of a Councillor proposed to be discontinued, to advise them of the decision and seek their input prior to the November Ordinary Council Meeting"

In accordance with this resolution, the Shire Administration undertook consultation with the Muchea Recreation User Group, Sandown Park User Group, and Brockman Centre User Group. The purpose of this process was to advise members of Council's proposed discontinuation of certain User Groups and Councillor delegate roles, and to seek formal feedback.

Each User Group was provided with written correspondence outlining the proposal and rationale, along with an opportunity to provide comments. Responses were received and are included in Attachment 1.

The consultation confirmed that while some members valued the opportunity for direct communication with the Shire, the majority of issues raised by the groups related to operational matters such as maintenance, cleaning, and fees and charges; issues which should be addressed through existing administrative channels rather than through User Group meetings.

Consultation Summary

Local

- Muchea Recreation Centre User Group
- Sandown Park User Group
- Brockman Centre User Group

State

Nil

Legislative ImplicationsLocal

Nil

State

- Local Government Act 1995
 - o s2.7 (Role of Council) – establishes that the Council is responsible for the governance of the local government, setting strategic direction and policy and overseeing the performance of the organisation.
 - o s2.8 (Role of the Mayor or President) – outlines the leadership role of the Shire President in speaking on behalf of the local government and liaising with the CEO on Council affairs.
 - o s2.10 (Role of Councillors) – confirms that Councillors represent the interests of electors and the community but must refrain from involvement in administrative or operational matters.
 - o s5.41 (Functions of the Chief Executive Officer) – provides that the CEO is responsible for the day-to-day management of the local government and for ensuring that Council's decisions are implemented in accordance with the law.

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

Facilitating User Group meetings outside standard hours results in the accrual of Time in Lieu for the Community Facilities Officer, thereby representing an indirect financial impact on the Shire through reduced staff availability during business hours. The reinstatement of User Groups under structured Terms of Reference is expected to improve resource efficiency and reduce ongoing administrative costs.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community 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: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Discontinuation or poor management of User Groups creates perception that Council is disengaged from the community or not supportive of collaboration	Possible	Moderate	Moderate	Reinstate User Groups under a consistent governance model that enables formal communications while maintaining administrative oversight
Opportunity: Strengthened community relationships and trust through transparent, structured engagement				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Financial Impact: Ongoing informal or inefficient meeting structures lead to unnecessary staff costs and resource use, without strategic outcomes	Likely	Minor	Moderate	Require meetings to be formalised with clear objectives, agendas, and actions; monitor frequency and resource allocation
Opportunity: Cost savings and better alignment of staff resources to strategic outcomes				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Strategic Alignment: Lack of structured User Group governance undermines delivery of community facility objectives and strategic planning outcomes	Possible	Major	High	Ensure each User Group operates under Council-endorsed Terms of Reference reviewed regularly.
Opportunity: Alignment with Strategic Community Plan goals for community collaboration and facility optimisation				

Officer Comment / Details

The consultation process reaffirmed that the current structure and operation of the Shire's User Groups are no longer functioning as originally intended. Responses from User Group members (Attachment 1) indicate that many participants see the meetings primarily as a means to escalate operational concerns or frustrations. This demonstrates that the groups have drifted from their strategic purpose.

The intent of the User Groups has always been to provide a platform for discussion on facility usage, long-term planning, and strategic opportunities for improvement. Over time, however, meetings have become increasingly informal and dominated by operational issues such as maintenance, cleaning, and fees and charges. These matters should be directed through the appropriate administrative channel (chatter@chittering.wa.gov.au) so they can be formally logged, actioned and tracked in accordance with the Shire's recordkeeping obligations.

Currently, only the Muchea Recreation Centre User Group has a Terms of Reference (ToR) (Attachment 2); however, meetings are not chaired by the appointed Councillor Delegate as required under the ToR, and proceedings often lack structure, outcomes, or adherence to governance principles. The Sandown Park and the Brockman Centre User Groups have no formal ToR in place, meaning there are no established rules, roles, or expectations to guide their operation.

Meetings are currently facilitated by the Community Facilities Officer, frequently outside of standard business hours. While the officer is compensated through Time in Lieu, this arrangement still imposes a financial and operational cost on the organisation, reducing staff availability during business hours and diverting resources from core service delivery.

Under s2.7 – 2.10 of the *Act*, Councillors have defined roles focused on governance and strategic oversight, and are expressly precluded from engaging in administrative matters. To maintain compliance with these provisions, ensure meetings remain strategic, and support better meeting discipline, it is recommended that Councillor Delegates chair all User Group meetings. Councillors are best placed to guide strategic discussion, manage the flow of meetings, and ensure conversations remain aligned with Council's priorities rather than day-to-day administrative issues.

To provide clarity on Councillors involvement and to strengthen governance arrangements, the following structural reforms are proposed:

1. Councillor Delegate as Chairperson – Each User Group meeting will be chaired by the appointed Councillor Delegate. The Chair will guide the meeting, ensure adherence to the agenda, and maintain focus on strategic issues aligned with Council's priorities and the Strategic Community Plan.
 - The Chair has the discretion to move the meeting forward or re-direct discussion if it strays into operational or administrative territory.
 - The Chair will then provide a brief report to Council at the following Council meeting, outlining any matters requiring Council consideration (e.g. strategic opportunities, potential future budget items, or emerging community priorities)
2. Strategic-level Focus Only – Meetings must focus on forward planning, strategic use of the facilities, collaboration between user groups, community engagement, and future development priorities. Administrative matters will be referred to chatter@chittering.wa.gov.au.
3. Governance Framework – Each User group will operate under an Endorsed ToR, outlining the group's purpose, meeting frequency, quorum, reporting requirements, and governance expectations. The ToR will clearly state that the Councillor Delegate chairs all meetings, and that the role of Shire staff is to support where necessary.
4. Efficient Meeting Practice – The Chairperson may curtail or defer discussions that fall outside the group's remit or where alternative administrative channels exist. Meetings should be purposeful, time-efficient, and outcomes-based, concluding within a reasonable timeframe unless extended by consensus.

It is recommended that all existing User Groups be reinstated under, formal governance framework to ensure alignment with the Shire's expectations, legislative obligations, and community engagement standards.

- Muchea Recreation Centre User Group – Continue under existing Terms of Reference, to be reviewed and updated to reflect the revised governance approach, Councillor-cahired meetings, and a strategic-only focus.
- Sandown Park User Group – New ToR to be drafted by Administration and endorsed by Council prior to re-establishment.
- Brockman Centre User Group – New ToR to be drafted by Administration and endorsed by Council prior to re-establishment.

OFFICER RECOMMENDATION**That Council:**

1. **Notes the outcomes for the documented consultation process with the Muchea Recreation Centre, Sandown Park, and Brockman Centre User Groups, undertaken in accordance with Council's resolution.**
2. **Endorses the reinstatement of the following user groups, under formal and consistent governance arrangements, subject to the following conditions:**
 - a. **Muchea Recreation Centre User Group – continue under its current Terms of Reference, to be reviewed and updated to ensure compliance with Shire governance standards.**
 - b. **Sandown Park User Group – new Terms of Reference to be drafted by Administration and presented to Council for endorsement prior to the first meeting; and**
 - c. **Brockman Centre User Group – new Terms of Reference to be drafted by Administration and presented to Council for endorsement prior to the first meeting.**
3. **Notes that all operational and maintenance matters relating to Shire-managed facilities are to be referred to Administration via chatter@chittering.wa.gov.au, ensuring appropriate recordkeeping, action tracking, and reporting in line with the Shire's customer service and governance frameworks.**

ITEM 10. REPORTS OF COMMITTEES

Nil

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

MWPN01 – 11/25 Differential Rating (Cr Campbell)

COUNCILLOR MOTION

That Council instruct the Chief Executive Officer to investigate the feasibility and implications of introducing differential rating for commercial, industrial, and transport depot properties within the Shire of Chittering, and to present a report to Council at the December 2025 Ordinary Council Meeting.

Cr Campbell provided the following:

Introduction

This Notice of Motion seeks to explore the potential for a more equitable rating structure by considering differential rates for commercial, industrial, and transport depot land uses. This approach may better reflect the differing levels of service demand and infrastructure impact associated with these property types.

Background

During the FY25/26 budget review process I raised the possibility of applying differential rating to commercial and industrial properties within Chittering Shire, due to time constraints it was decided to delay an investigation into differential rating. Currently, the Shire of Chittering applies a uniform rating approach across various land uses. However, commercial, industrial, and transport depot properties often place different demands on local infrastructure and services compared to residential or rural properties. Differential rating is a tool available under the Local Government Act 1995 that allows councils to apply varying rates in the dollar to different property categories.

With commercial and industrial growth, there is an opportunity to ensure council attracts business who are prepared to invest and grow our shire with the intentions of developing property and creating employment. Refer to the following assumptions for justification:

- Muchea Industrial Precinct: Agribusiness company employ a dozen or so people, has developed the property and will require maintenance using local contractors in the future and pays GRV at approximately \$2,500 a year.
- Muchea Industrial Precinct: Mine contracting company using property as a hardstand and more than likely does not employ any staff on site and pays UV at approximately \$1,200 a year. The estimated annual revenue is \$14M with headquarters based in Osbourne Park.
- Transport Depots: using property as a hardstand and more than likely does not employ any local staff and pays UV at approximately \$1,200. The estimated revenue from transport depots sub-leasing out space ranges from \$5 to \$15 per square metre per month: 50,000 square metre transport depot monthly revenue equates to \$750,000 revenue a month using the \$15 value or \$250,000 revenue a month using the \$5 value.

Rationale to Support Motion

- Equity and Fairness: Differential rating can ensure that properties contributing more to infrastructure wear or requiring higher service levels contribute proportionally to the Shire's revenue.
- Strategic Planning: Understanding the financial and policy implications of differential rating will support long-term financial sustainability and planning.
- Transparency: A report from the CEO will provide Council and the community with clear information on the potential benefits, challenges, and legal considerations of implementing differential rates.

Officer Comment / Detail

The motion to investigate differential rating for commercial, industrial, and transport depot properties is supported by several justifications, including the need for equity, strategic planning, and transparency, as outlined by the Councillor. The examples provided—such as the Muchea Industrial Precinct’s agribusiness and mining operations, and the approval (but not necessarily construction) of transport depots—highlight the diversity and complexity of property uses within the Shire.

However, while these justifications demonstrate the potential benefits of differential rating, there are significant practical challenges that make it unfeasible to deliver a comprehensive and meaningful report by December 2025:

- **Valuation and Timing Issues:** The process of converting properties from Unimproved Value (UV) to Gross Rental Value (GRV) is subject to delays, often due to external factors such as staff shortages at the Valuer General’s Office. This affects the availability of current valuations needed for accurate financial modelling.
- **Zoning and Land Use Complexity:** Many transport depots are approved but may not yet be constructed or operational. These depots are spread across various zoning categories (Agricultural Resource, Light Industrial, Townsite) and often occupy only a small portion of large rural properties. Differential rating would apply to the entire property, not just the area used (or intended to be used) for depot purposes, potentially resulting in disproportionate rates.
- **Data Collection and Analysis:** Compiling the necessary detailed information on property use, zoning, and valuation across the Shire is a complex and time-consuming task. Attempting to complete this before the December Council meeting would likely result in a report that is general in nature and lacking the detail required for sound decision-making.

Officer Recommendation:

Given these complexities, it is recommended that Council, rather than setting a defined deadline for a report, initiate a series of workshops with Councillors. These workshops would:

- Clarify the aims, objectives, and reasons for introducing differential rating, building on the rationale and examples provided in the Councillor’s justification.
- Identify key issues and options for implementation.
- Enable the development of a clear framework for financial modelling.

This staged approach will ensure that any future report to Council is well-informed, robust, and tailored to the Shire’s unique circumstances, while also addressing the strategic aims outlined in the motion’s justification.

Alternative Officer Recommendation

That Council:

1. Instructs the Chief Executive Officer to facilitate a series of workshops with Councillors to:
 - Identify and clarify the aims, objectives, and reasons for considering differential rating;
 - Explore the financial, legal, and operational implications;
 - Develop a framework for financial modelling and community consultation.
2. Requests that, following the completion of these workshops, the Chief Executive Officer present a report to Council outlining the outcomes, options, and recommended next steps for the potential introduction of differential rating.

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****Matters of which the meeting may be closed****OFFICER RECOMMENDATION**

That Council moves into a confidential session to discuss the following items:

- CON01 – 11/25 Community Citizen of the Year Awards 2026
- CON02 – 11/25 Education Scholarship Awards 2026

Under the terms of the *Local Government Act 1995*, s5.23(2)(b):

(2) If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or part of the meeting deals with any of the following:

(b) The personal affairs of any person

CON01 – 11/25

'Confidential' Community Citizen of the Year Awards 2026

Applicant	Shire of Chittering
File ref	SOCR-1845402348-96614
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Community Citizen of the Year Awards Guide 2. 2026 Nominations 3. Councillor Score Cards 4. Scoring Results

Reason for Confidentiality

Local Government Act 1995, s5.23(2)(b) Meetings generally open to public

(2) If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or part of the meeting deals with any of the following:

(b) The personal affairs of any person

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

CON02 – 11/25**‘Confidential’ Education Scholarship Awards 2026**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-49290
Author	Community Development and grants Coordinator
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. Minutes of the Chittering Education Scholarships Advisory Group Meeting – Thursday 6 November 2025

Reason for Confidentiality***Local Government Act 1995, s5.23(2)(b) Meetings generally open to public***

(2) If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or part of the meeting deals with any of the following:

(b) The personal affairs of any person

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

Public reading of resolution that may be made public

Nil

ITEM 15. CLOSURE