ORDINARY COUNCIL MEETING AGENDA

7:00pm, Wednesday, 18 November 2026
Council Chambers
6177 Great Northern Highway, Bindoon

PUBLIC QUESTION TIME

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

Protocol
No Member of the public may interrupt the Council Meeting proceedings or enter into conversation.
Members of the public wishing to participate in Public Question Time at the Council Meeting who wish to submit written questions, are requested to lodge them with the Chief Executive Officer the Tuesday by 5pm on the day before the meeting.

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

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

DEPUTATIONS

Time Permitted
A minimum of 10 minutes is permitted for Deputations.

Protocol
No member of the public may interrupt the Council Meeting proceedings or enter into conversation.
Members of the public who make a Deputation at the Council Meeting are requested to lodge them with the Chief Executive Officer the Tuesday by 5pm on the day before the meeting.

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

General Rules
The following rules apply when making a Deputation:
- Deputation is not to exceed five persons, only two of whom may address the Council, although others may respond to specific questions from Members.
- Deputations must not exceed 10 minutes without the agreement of the Council.
- Additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.
- Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council Agenda.

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

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

To emphasise that the reason for the recording of Council Meetings is to ensure the accuracy of Council Minutes and that nay 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 David Dewar	President
Cr Mary Angus	Deputy President
Cr John Curtis	
Cr Beck Foulkes-Taylor	
Cr Nicholas Grayer	
Cr Kylie Hughes	
Cr Rene van Eeden	

The following staff will be in attendance:

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

Apologies

Nil

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 David Dewar			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	In attendance	
President & CEO Meeting	11 November 2026	In attendance	
Councillor Information Session Agenda Forum	11 November 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr Mary Angus			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	In attendance	
Councillor Information Session Agenda Forum	11 November 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr John Curtis			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	Approved leave of absence	
Councillor Information Session Agenda Forum	11 November 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr Beck Foulkes-Taylor			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	Approved leave of absence	
Agenda Forum	11 November 2026	Apology	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr Nicholas Grayer			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	In attendance	
Councillor Information Session Agenda Forum	11 November 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr Kylie Hughes			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	In attendance	
Councillor Information Session Agenda Forum	11 November 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

Cr Rene van Eeden			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	21 October 2026	In attendance	
Councillor Information Session Agenda Forum	11 November 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	

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.

TS01 – 11/26 Bindoon Landfill Trash and Treasure Trial Completion		
Individual	**Type of Interest**	**Nature / Extent of Interest**
Cr Beck Foulkes-Taylor	Proximity	**Nature:** Shared property boundaries **Extent:** Property Location

CON01 – 11/26 *'Confidential'* Community Citizen of the Year Awards 2027		
Individual	**Type of Interest**	**Nature / Extent of Interest**
Cr Beck Foulkes-Taylor	Proximity	**Nature:** Know a participant nominated for Citizen of the Year. **Extent:** Nominee a volunteer at a club which Councillor Coaches

CON02 – 11/26 *'Confidential'* Education Scholarship Awards 2027		
Individual	**Type of Interest**	**Nature / Extent of Interest**
Community Development and Grants Coordinator	Impartiality	**Nature:** Know two applicants for the Scholarship **Extent:** Personally know the applicants
Cr Beck Foulkes-Taylor	Proximity and Financial	**Nature:** Financial interest and Proximity interest **Extent:** One of the nominees shortlisted is Councillor's daughter

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: 21 October 2026

OFFICER RECOMMENDATION
That the minutes of the Ordinary Meeting of Council held on Wednesday, 21 October 2026, as published on the Shire website, be confirmed.

ITEM 8. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

ITEM 9. REPORTS

DEVELOPMENT SERVICES

DS01 – 11/26 **Lot 301 (No. 88) Caladenia Close, Lower Chittering – Industry: Extractive**

Applicant Midland Brick Pty Ltd
File ref A12059
Author Principal Strategic Planning Officer
Authorising Officer Executive Manager Development Services
Disclosure of interest Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements Simple Majority
Attachments 1. Extractive Industry Management Plan - Kep Djalam (Muchea 5) - March 2026
2. Schedule of Submissions

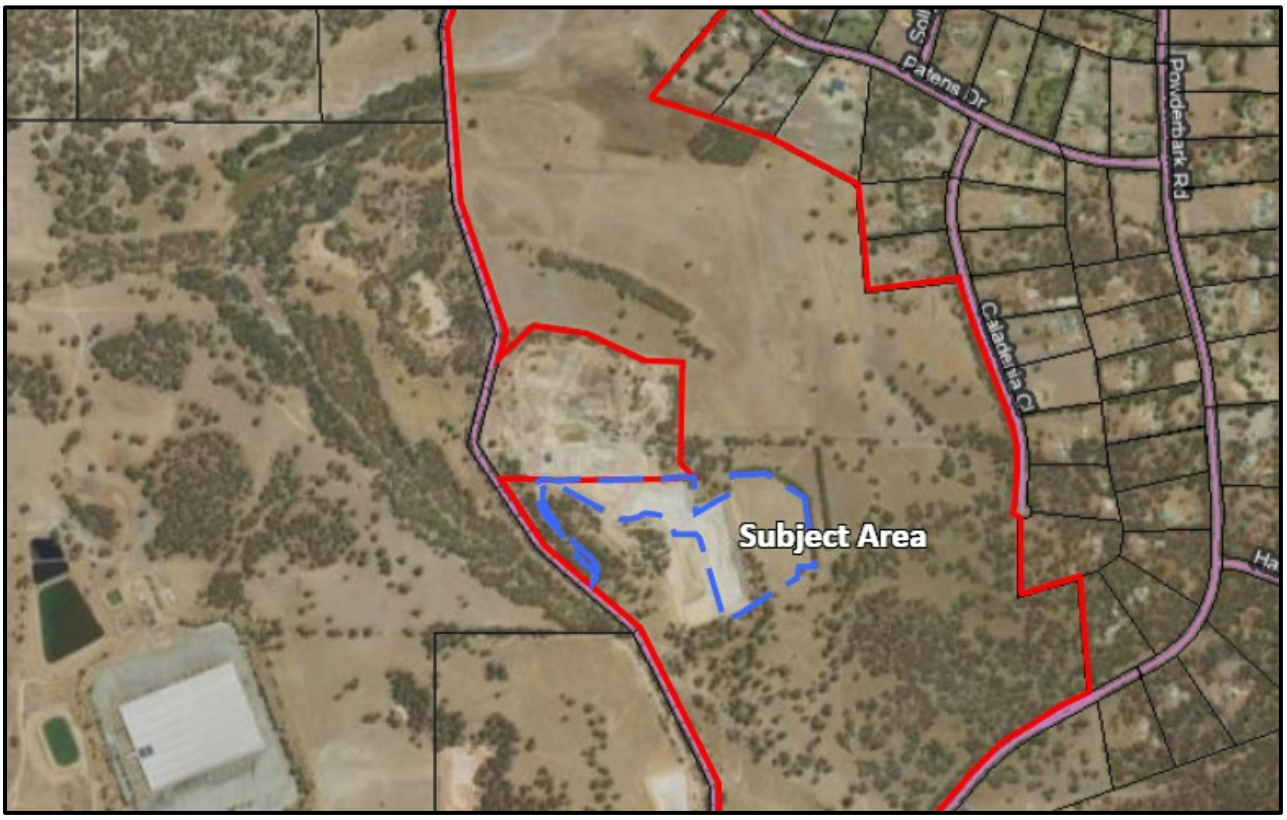
	Authority / Discretion	***Definition***
☐	Advocacy	*When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
☐	Executive	*The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing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

Executive Summary

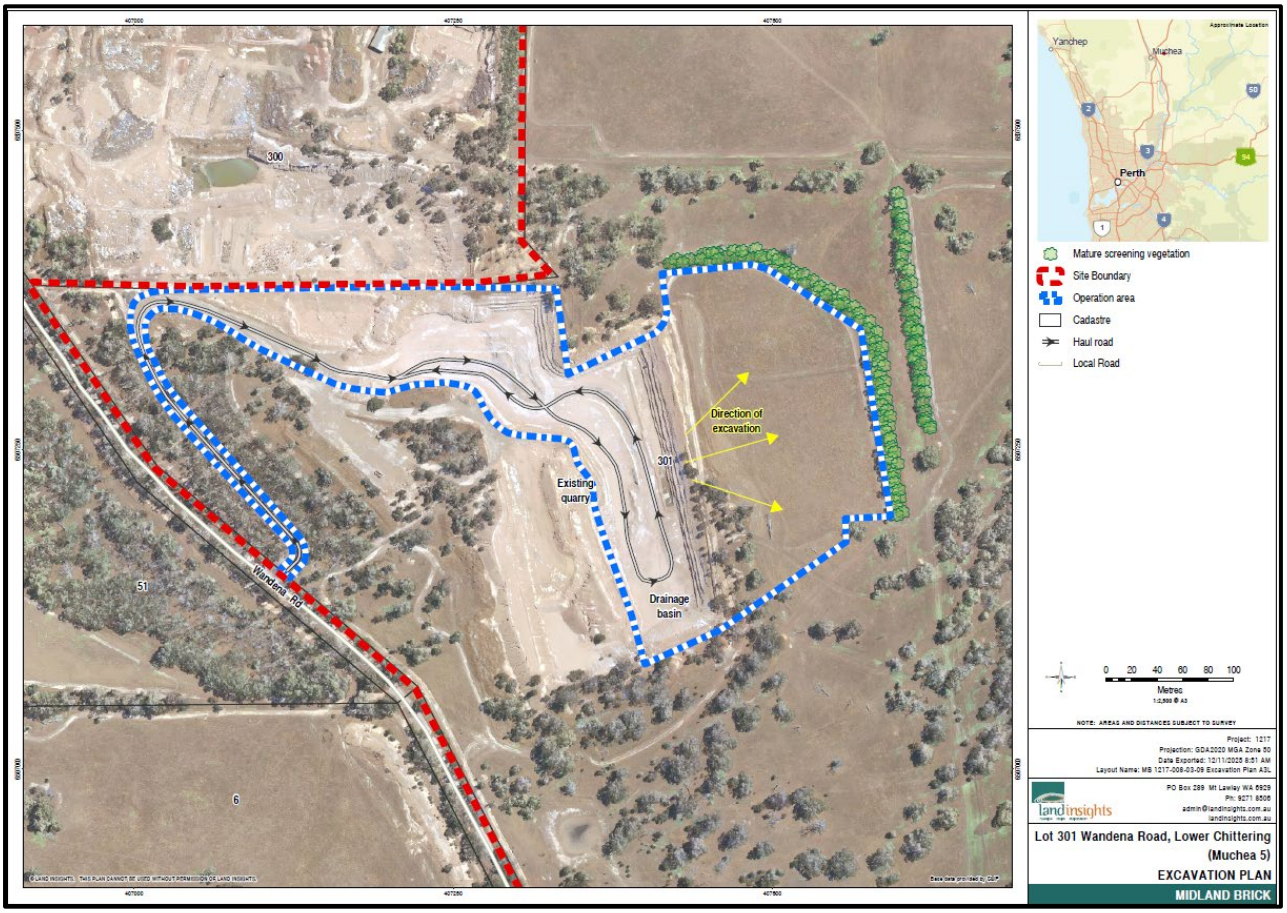
Council is requested to determine applications for development approval to continue and expand Midland Brick Pty Ltd's existing Muchea 5 (Kep Djalam) clay quarry on Lot 301 Wandena Road, Lower Chittering.

Following assessment of the proposal, supporting technical information and submissions, officers recommend approval subject to conditions addressing the identified environmental, amenity, traffic, operational and rehabilitation matters.

Location Plan



Site Plan



Background

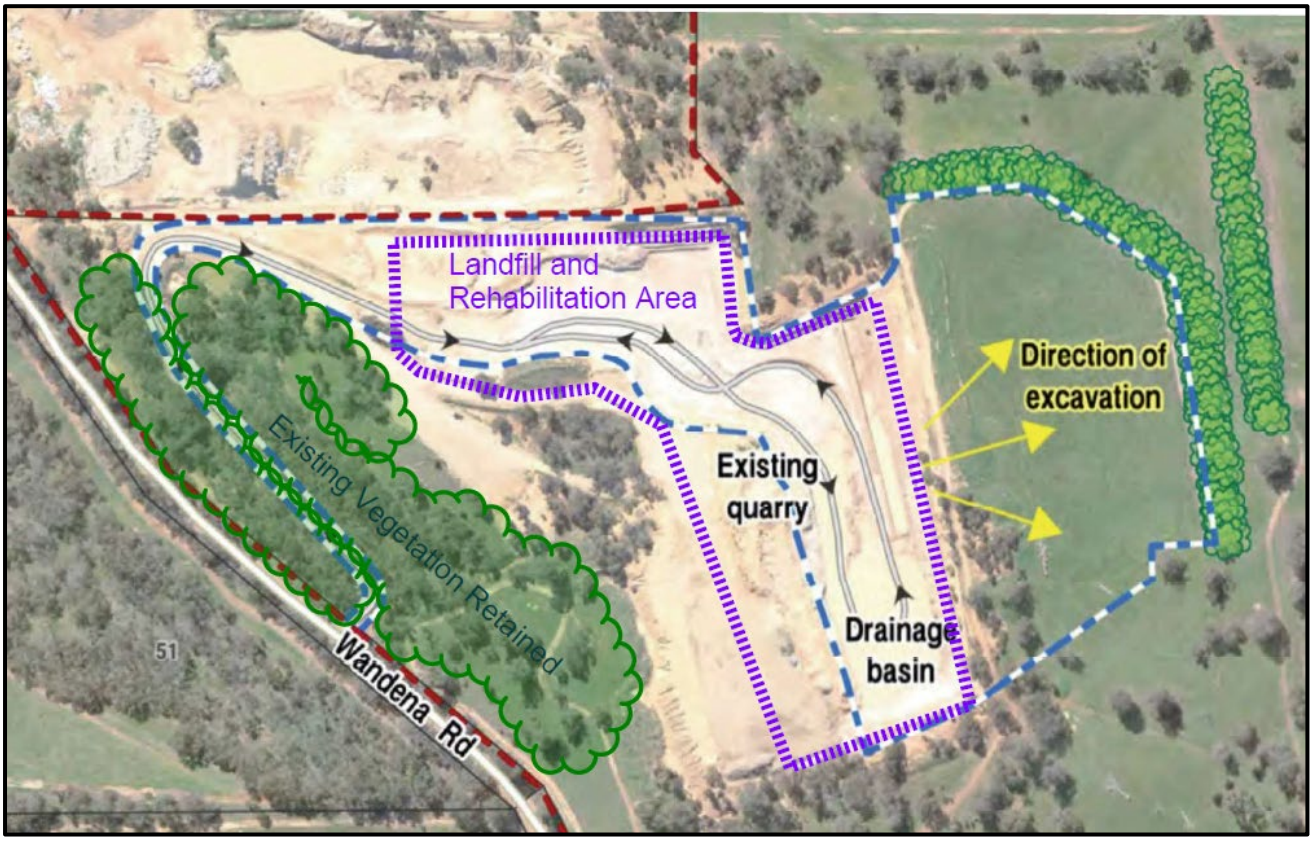
Lot 301 comprises approximately 161.44 hectares and is located on Wandena Road, Muchea within the Shire of Chittering. The site is predominantly cleared and the extractive industry takes up a small portion of the site on the western fringe. As shown on the map above the site is located directly south of the Shire's Muchea Landfill site and is surrounded by agricultural land. Other land uses within the vicinity of the site are other extractive industries along with industrial uses and the Muchea Livestock Centre. A rural residential area is located to the east of the site with dwellings located outside of the 500m separation distance (buffer).

The subject land is legally described as Lot 301 on Plan 427146 and is addressed as 88 Caladenia Close, Lower Chittering. For operational purposes, the existing quarry is accessed from Wandena Road, and some application documents prepared by the applicant refer to the site as Lot 301 Wandena Road, Lower Chittering

Clay extraction has occurred at the site for approximately 25 to 30 years. The resource has been extracted based on a 'non-conforming use right'. In 2014, the Shire confirmed that extraction within the existing quarry footprint could continue in accordance with the site's lawful non-conforming use rights and did not require an Extractive Industry Licence. The current application therefore seeks approval for the continuation of quarry operations and the extension of extraction beyond the historical extraction footprint. The principal planning issue for Council is the suitability of the proposed expansion and its impacts on the locality, rather than the lawfulness of the existing quarry operation.

The application seeks approval to continue the existing operation and extend extraction into an additional area on the eastern side of the present quarry. The applicant states that the proposed expansion area is intended to replace the nearly exhausted Lot 301 quarry in Midland Brick's clay supply chain.

A separate development approval that was granted by Council in November 2023 applies to land filling and rehabilitation (construction and demolition material) within parts of the existing quarry as illustrated in the plan below. The proposed clay extraction is proposed to occur in unison with the existing landfill operation, with the void created by the proposed extraction to also be rehabilitated through the use of filling with construction and demolition material, to return the landform and land contours back to its current state.



Combined Proposed Extractive Industry and Existing Landfill Plan

Proposal

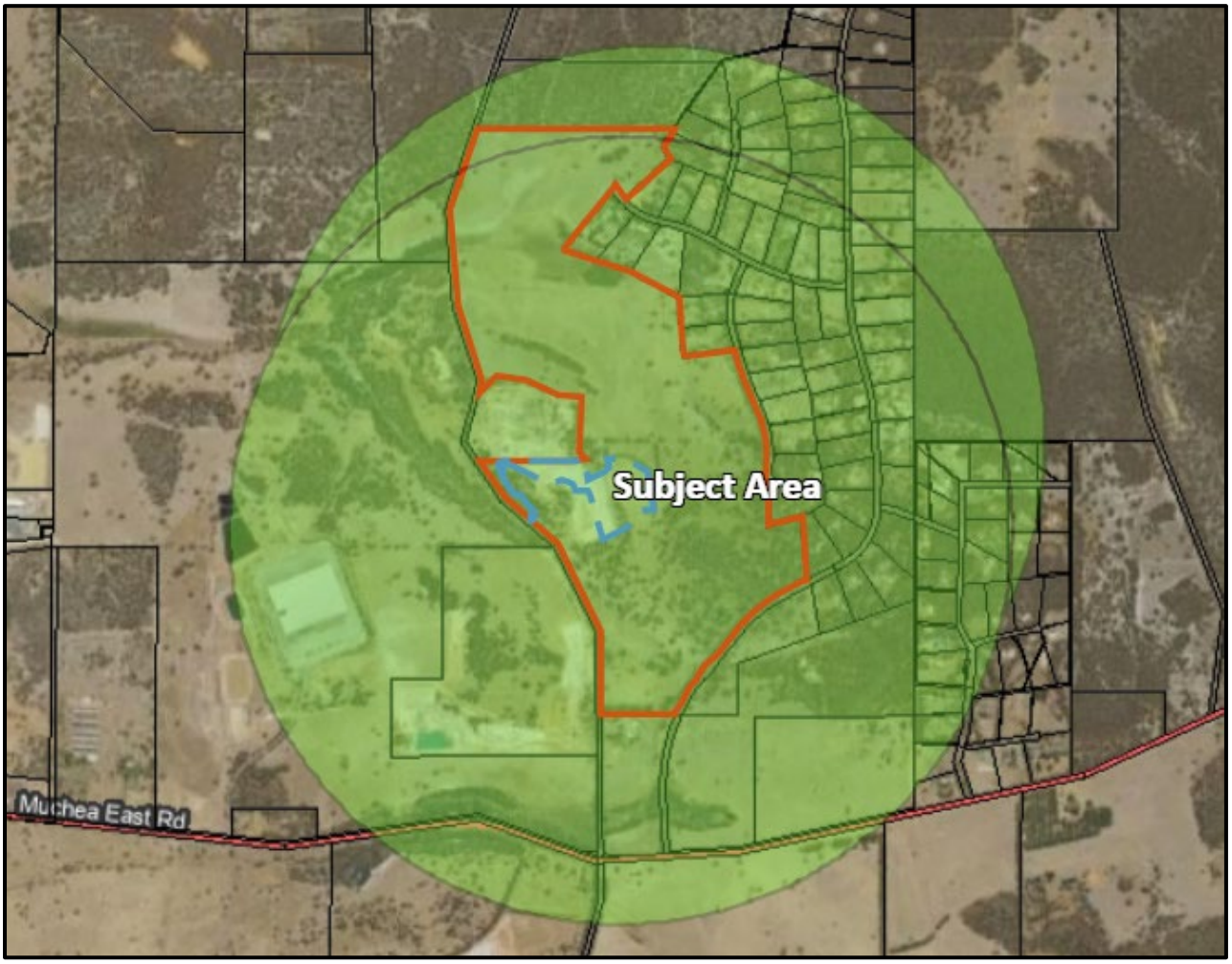
Element	Proposal detail
Land use	Industry - Extractive
Expansion area	Approximately 3.5 hectares
Total operational area	Approximately 9 hectares
Indicative project life	10+ years
Annual extraction	Approximately 60,000 tonnes
Operating hours	7.00am to 6.00pm, Monday to Saturday; no operations on Sundays or public holidays
Carting	Approximately 4 days per month / 48 days per year
Vehicle movements	Maximum 60 truck movements per day during carting
Access	Existing access from Wandena Road
Processing	No crushing, screening or blasting
Workforce	Generally, 2 to 6 people during earthworks and carting campaigns
Rehabilitation	Progressive recontouring by Midland Brick, followed by filling and final rehabilitation.

The complete application details are provided in Attachment 1 to this report.

Consultation Summary

Local

The application was advertised for public comment from 10 June 2026 to 1 July 2026 (21 days) in accordance with the Shire's consultation procedures. Advertising included publication on the Shire website and written notification to landowners within a 1,500 metre radius of the proposed extraction area.



Map showing the 1,500m radius for consultation

A total of eight (8) submissions were received during the advertising period, comprising one (1) submission from Chittering Landcare and seven (7) submissions from surrounding landowners. Submissions ranged from conditional support to objection and raised issues relating to vegetation clearing, Black Cockatoo habitat, traffic, stormwater management, amenity, rehabilitation, and the relationship between the proposal and other approved activities on the subject land.

Three (3) submissions primarily related to P025/23, a separate application to amend conditions applying to the approved fill and rehabilitation operation on the site, including asbestos disposal and stormwater management matters. Those submitters were advised that these matters do not form part of the current application and were invited to provide further comments relevant to the quarry extension proposal.

The matters raised through consultation are summarised in the attached Schedule of Submissions (Attachment 2).

State
The application was referred to relevant State Government agencies as part of the advertising process.

A total of five (5) agency submissions were received. Agencies generally raised no objection to the proposal, subject to compliance with applicable regulatory requirements and implementation of appropriate management measures.

The principal matters identified by agencies included:

- Native vegetation clearing requirements;
- Stormwater management and containment within the operational area;
- Wastewater servicing arrangements; and
- Traffic impacts on the road network.

The matters raised by referral agencies have been considered as part of the assessment of the application and are addressed in the attached Schedule of Submissions (Attachment 2).

Legislative Implications

State

- *Planning and Development (Local Planning Scheme) Regulations 2015*
  In considering an application for development approval the local government is to have due regard to Sch. 2, Pt. 9, Cl. 67 of the Regulations – 'Matters to be Considered'. The matters of consideration relevant to the application have been discussed below:

  (c) *any approved State planning policy*

  The proposal has been assessed against the relevant State Planning Policies, including SPP 2.0 Environment and Natural Resources, SPP 2.4 – 'Basic Raw Materials', SPP 2.5 – 'Rural Planning', and SPP 3.7 – 'Bushfire'. The proposal is considered generally consistent with the objectives and intent of those policies.

  (m) the compatibility of the development with its setting, including —
  (i) the compatibility of the development with the desired future character of its setting; and
  (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

  The proposal represents an expansion of an existing quarry operation within a locality characterised by extractive industries, industrial development and transport infrastructure. The proposal is considered compatible with the existing and intended character of the locality.

  (n) the amenity of the locality including the following:
  i. environmental impacts of the development
  ii. the character of the locality
  iii. social impacts of the development

The application is supported by environmental investigations and management plans addressing biodiversity, dust, noise, water management and rehabilitation. Subject to implementation of the proposed management measures, the environmental and social impacts are considered acceptable. The locality is characterised by extractive industry operations adjacent to landfill sites and associated infrastructure. The proposal is considered consistent with the established character of the area given the proposal is for a continuation and expansion of an extractive industry that has been established in this locality for the past 25 years.

(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;

The proposal will result in the clearing of a limited area of vegetation associated with the quarry expansion. Ecological investigations and proposed environmental management measures indicate that the impacts on the natural environment are capable of being appropriately managed. These matters have been further addressed in the 'officer's comment' section of this report.

- *Aboriginal Heritage Act 1972*

  The land in question has been identified through available mapping as being located within an Aboriginal Registered Heritage Site under the *Aboriginal Heritage Act 1972*. It is the responsibility of the landowner and/or developer to undertake appropriate due diligence and to contact the Department of Planning, Lands and Heritage (DPLH) to determine whether the proposed activity may impact the heritage site. The landowner and/or developer must ensure compliance with all relevant legislation and, where required, obtain approvals or permits under the *Aboriginal Heritage Act 1972* prior to commencing any works.

Local

- *Shire of Chittering Local Planning Scheme No. 6 – Clause 3.2.5 Agricultural Resource Zone*

  Clause 3.2.5 identifies the objectives of the Agricultural Resource Zone. Of particular relevance, Objective (d) states:

  "allow for the extraction of basic raw materials where it is environmentally and socially acceptable."

  The proposal seeks approval to expand an existing clay extraction operation that has operated within the locality for over 25 years. Accordingly, the proposal is consistent with Objective 3.2.5(d) as it facilitates the extraction of a basic raw material resource while demonstrating that environmental and social impacts can be appropriately managed.

- *Shire of Chittering Local Planning Scheme No. 6 – Schedule 2 Zoning Table*

  Schedule 2 identifies Industry – Extractive as an "A" use within the Agricultural Resource Zone. An "A" use may be approved by the local government following advertising and assessment of its planning merits.

  The Scheme therefore expressly contemplates extractive industry occurring within the Agricultural Resource Zone where the proposal is demonstrated to be suitable in the context of the site and surrounding locality. The proposal represents an extension of an existing lawful extractive industry operation and is therefore consistent with the intended planning framework applying to the zone.

- *Shire of Chittering Local Planning Scheme No. 6 – Clause 4.15 Basic Raw Materials*
  Clause 4.15 states that:

  (a) Extraction of essential materials for roads and construction are to be permitted in areas where they will not adversely affect living environments, the landscape quality or contribute to land degradation problems during and after operations;
  (b) Extraction of basic raw materials within the rural zones is to be managed in accordance with best industry practices including consideration of end use and rehabilitation at time of decommission;
  (c) Appropriate buffer areas are to be applied to protect both the extractive operations as well as the living or agricultural environment in nearby areas;
  (d) local government will not support development within those buffer areas, which may be detrimental to the efficiency of the industries. This is to protect the basic raw materials precincts from development that may compromise its operations.

  The above Scheme provisions facilitate extraction of basic raw materials, due to their importance in many large scale infrastructure projects, in a manner that can have the least possible impact on its surroundings. The provisions in fact protect the operation of the extractive industries within the basic raw material special control area, highlighting the strategic importance of extracting these materials for the benefit of the State's and local infrastructure development. The subject proposal considered to be consistent with these requirements.

- *Shire of Chittering Local Planning Scheme No. 6 – Clause 5.4 Basic Raw Materials Special Control Area*
  Clause 5.4 states:

  5.4.1 Basic Raw Materials Areas are delineated on the Scheme Map.

  5.4.2 Purpose
  To secure known basic raw materials resources, and protect future resources.

  5.4.3 Planning Requirements
  Development approval is required to extend a dwelling or other building within the Buffer Area. No new dwellings shall be approved within this buffer area.

  5.4.4 Relevant Considerations
  Whether development in the buffer area will affect future Extractive Industry operations.

  5.4.5 Referral of Applications for Rezoning or Development approval
  The local government may refer any Application for Development approval or any amendment to vary a Special Control Area boundary to any relevant authority or community organisation.

  Clause 5.4 establishes the Basic Raw Materials Special Control Area for the purpose of securing known basic raw material resources and protecting future extraction opportunities. It extends spatially from the Great Northern Highway/Wandena Road intersection in the north, to the City of Swan boundary in the south, in a 2km wide linear fashion. It is an area that has been identified in the Local Planning Scheme as containing important basic raw materials that should be made available for extraction.

  The proposal directly supports the purpose of the Special Control Area by facilitating the extraction of a recognised clay resource rather than sterilising or constraining future extraction. The proposal is therefore consistent with the intent of Clause 5.4.

Policy Implications

State

- *State Planning Policy 2.4 – Planning for Basic Raw Materials*

  The proposal is generally consistent with State Planning Policy 2.4 – Planning for Basic Raw Materials. The policy supports the responsible extraction and long-term protection of significant basic raw material resources. The site is identified as a Significant Geological Supply area and the application includes measures addressing noise, dust, transport, visual amenity, biodiversity, water resources and rehabilitation. Potential Black Cockatoo habitat trees will require consideration through the relevant environmental approval processes.

- *State Planning Policy 2.5 – Rural Planning*

  The proposal is generally consistent with State Planning Policy 2.5 – Rural Planning. It continues an established extractive industry in a rural area where quarrying and other resource-based land uses form part of the local land use context. The application includes measures addressing noise, dust, transport, visual amenity, water resources and rehabilitation. Sensitive receivers are stated to be beyond the recommended separation distances. Potential Black Cockatoo habitat trees require consideration through separate environmental assessment processes.

- *State Planning Policy 3.7 – Bushfire*

  The site is within a designated bushfire-prone area however, the proposal does not include habitable buildings, vulnerable land uses or increased residential occupation, and as such a formal Bushfire Attack Level assessment and bushfire management plan is not considered necessary. This is consistent with other extractive industry operations in the Shire and the application of SPP 3.7. Notwithstanding, the application identifies fuel load reduction, firebreak maintenance, weather monitoring, emergency response procedures and water sources for firefighting. Subject to these controls, bushfire risk is considered capable of being managed appropriately.

- *EPA Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses*

  The WA Environmental Protection Agency Guidance Statement No. 3 is relevant to the assessment of the proposal as it provides guidance on separation distances between industrial and sensitive land uses to minimise potential amenity impacts arising from noise, dust and other emissions. For clay extraction or processing, the guideline recommends a separation distance of 500–1000 metres, depending on the scale of the operation and the level of processing proposed.

  The guideline defines separation distance as the shortest distance between the boundary of the industrial land use and the boundary of the sensitive land use.

  The proposed quarry expansion is located more than 500 metres from surrounding sensitive residential land uses, with the closest separation distance being approximately 540 metres. The proposal therefore satisfies the minimum separation distance recommended by the guideline. The lower end of the recommended range is considered appropriate in this instance as the proposal relates to clay extraction only, does not include crushing or screening activities, and is supported by dust, noise and visual amenity management measures.

Local

Nil

Financial Implications

Nil

Strategic Assessment / Implications

Local

- *Council Plan 2026 - 2036*

  Outcome: Thriving

  Strategic Objective 1: Plan for future-ready growth that reflects the unique character of Chittering's communities.

  The proposal involves the continuation and expansion of an established extractive industry within a locality identified for resource extraction and industrial activity. The proposal supports the orderly development of a State-significant clay resource while incorporating management measures intended to address environmental, amenity and rehabilitation outcomes. Subject to the recommended conditions of approval, the proposal is considered consistent with Strategic Objective 1 as it facilitates economic activity while recognising the rural and environmental characteristics of the locality.

- *Shire of Chittering Local Planning Strategy 2019*

  The Local Planning Strategy specifically recognises clay resources within the Muchea-Chittering area as significant basic raw materials and supports their protection and extraction where environmental impacts can be appropriately managed. The Strategy seeks to secure significant geological supplies, facilitate extraction of basic raw materials and ensure rehabilitation of extraction sites following operation. It further recognises that extractive industries form part of the broader rural economy and are an established component of the Chittering and Muchea locality. The proposal aligns with these strategic objectives by facilitating the continued extraction of a recognised clay resource from an existing quarry while incorporating rehabilitation, water management, noise, dust and environmental controls.

State

Nil

Site Inspection

Site inspection undertaken: Yes



Photo illustrating the existing screening vegetation that will be retained on the eastern edge of the proposed extraction area boundary.

Environmental Consideration

Environment consideration given: Yes

The July 2026 ecological assessment examined a survey area of approximately 0.68 hectares and was classified as Completely Degraded. Within that area, the applicant advises that approximately 0.34 hectares of vegetation would be cleared to facilitate the proposed quarry expansion. The balance of the surveyed area is proposed to remain undisturbed. Thirteen flora taxa were recorded, 85% of which were introduced species. No Threatened or Priority Flora and no Threatened Ecological Communities were recorded. The assessment identified 12 potential Black Cockatoo habitat trees in or near the survey area, including four trees with hollows described as suitable for breeding.

The proposal will result in the removal of one suitable Black Cockatoo habitat tree and four potential habitat trees. The consideration towards this vegetation loss will be included in both a State and Federal environmental approval process, that is separate to this development approval process. The Shire notes that approximately 15 years ago, native vegetation was planted along the northern and eastern portions of the extraction area as a proactive measure to provide visual screening in anticipation of the future use of the land for extraction purposes. The planted vegetation has since matured and covers approximately 0.51 hectares.

This will ensure that vegetation lost on this property will be adequately compensated for as part of future rehabilitation efforts, in conjunction or addition to any revegetation/offset requirements imposed through the State and/or Federal environmental approval process.



Photo showing survey area inclusive of trees identified for removal.

The assessment recommends a Native Vegetation Clearing Permit and states that an *EPBC* Act referral is likely to be required if clearing results in the loss of one or more suitable nesting trees. These matters are addressed as advice notes because they are regulated through separate legislation.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Natural Environment	Possible	Moderate	Moderate	Conditions of approval are proposed requiring implementation of approved management plans, rehabilitation of disturbed areas, monitoring and compliance with separate environmental approval requirements.
Opportunity: The proposal facilitates the continued extraction of a State-significant clay resource from an established operation, supporting construction material supply, employment and economic activity while securing environmental management and rehabilitation outcomes through contemporary approval conditions.				

Officer Comment/Details

The subject application is for the continuation and expansion of an extractive industry, whereby historical approvals are absent, however the activities have been operating lawfully under non-conforming use rights. The key matters of consideration that for this application have been addressed below.

Local Amenity

The submissions show that nearby landowners are principally concerned about the effect of a further approval on rural amenity, road safety, Black Cockatoos, rehabilitation and the relationship between the quarry and the adjacent landfill operations. These are relevant matters for Council to consider.

EPA Guidance Statement No. 3 – Separation Distances between Industrial and Sensitive Land Uses recommends a separation distance of 500–1000 metres for clay extraction and processing activities, depending on the scale of the operation and level of processing proposed. The guideline identifies noise and dust as the primary amenity considerations associated with clay extraction.

The application identifies the nearest residence as being approximately 540 metres from the proposed extraction area. No crushing, screening or blasting is proposed and the operation is supported by dust, noise and visual amenity management measures. The quarry floor, perimeter bunding and retained vegetation also provide additional physical separation between the operation and surrounding residential development.

While portions of adjoining properties fall within the mapped 500 metre buffer area, no residence has been identified within the recommended minimum separation distance. In addition, Clause 6.1(e) of the *Shire's Extractive Industry Local Law* requires a minimum separation distance of 500 metres from a residence, and that requirement is satisfied by the proposal. Accordingly, the proposal is considered consistent with the intent of both Guidance Statement No. 3 and the *Extractive Industry Local Law*.

Traffic and Access

Access to the site will continue to be via Wandena Road, with carting proposed on approximately four days per month. The application identifies a maximum of 60 truck movements on any carting day, comprising 30 loaded truck departures and 30 return movements.

Main Roads Western Australia has raised no objection to the proposal and accepts the transport assessment's conclusion that the closure of the Muchea 3 Quarry (also located on Wandena Road) is unlikely to result in a net increase in Midland Brick haulage traffic in the area.

Concerns received during the submission period regarding the safety and operation of the Wandena Road and Muchea East Road intersection are acknowledged. However, no technical evidence has been provided through the referral process to contradict the conclusions of the submitted transport assessment.

Should approval be granted, truck movements should be limited to the assessed maximum of 60 movements per carting day. Conditions should also require the proponent to promptly remove any material deposited on the road network as a result of quarry operations. Alternatively, consideration could be given to a road maintenance contribution or other infrastructure agreement between the Shire and Midland Brick to address any impacts on the affected section of Wandena Road.

Vegetation and Black Cockatoos

The July 2026 survey covered 0.68 hectares, while the applicant advises that approximately 0.34 hectares is proposed to be cleared. DBCA records the vegetation as Completely Degraded and considers the area to have limited habitat value. Of the trees identified in the survey, the proposed clearing would affect one suitable habitat tree and four potential habitat trees. No breeding, roosting or foraging evidence was recorded. DBCA considers the clearing unlikely to result in a local impact on threatened Black Cockatoos, but supports a precautionary Commonwealth referral. The applicant has stated that it will make that referral.

The applicant has advised that habitat offsets will be addressed through separate State and Commonwealth environmental approval processes, with potential offset sites identified at the Djinang Conservation Area in Bullsbrook and the Bardya Conservation Area in Hoddy's Well (Toodyay). Whilst those matters are assessed under separate statutory processes, both offset sites are located outside the Shire of Chittering.

From a planning perspective, the vegetation impacts are considered capable of being appropriately managed through limiting disturbance to the approved extraction area, retaining vegetation identified for protection on the approved plans. In relation to the proposed clearing of 0.34 hectares of vegetation, the Shire acknowledges that Midland Brick has previously established approximately 0.51 hectares of native vegetation to the north and east of the extraction area. This vegetation has now matured and is considered capable of serving a dual function, providing both visual screening of the extraction area and an appropriate offset for the vegetation proposed to be cleared.



Map showing 0.51 hectare area of vegetation planted by Midland Brick.

Any requirements arising from the Native Vegetation Clearing Permit or *Environment Protection and Biodiversity Conservation Act 1999* approval processes remain separate statutory matters and are not determined through this application.

Water Management

Drainage from the clay pits is relevant to the Ellen Brook catchment and to adjoining Shire-controlled land uses. Chittering Landcare raised concerns about summer rainfall, bund failure and possible consequences for the nearby landfill. DBCA, acting for the Swan River Trust, raises no objection provided stormwater is retained within the quarry operational area and the advertised water-management measures are implemented. DWER also raises no objection to the expansion.

The application is supported by a Water Management Plan which requires all stormwater runoff to be retained within the operational area through the use of bunding, diversion drains and detention basins. No dewatering is proposed and excavation will not intercept groundwater. Compliance with the approved Water Management Plan is recommended as a condition of approval. Whilst submissions raised concerns regarding stormwater management and potential impacts on surrounding land uses, the Water Management Plan provides an appropriate framework for managing these matters.

Rehabilitation

The landfill and extractive industry proposals are separate statutory applications and should be determined on their individual planning merits. Council's refusal of the amendment to development approval P025-23, and the subsequent SAT review, do not determine the merits of the current quarry application. However, the existing landfill approval remains relevant where there is a direct planning interaction concerning drainage, access and rehabilitation.

It is anticipated that the void that will be created by the extraction of the clay material the subject of this application, will be progressively filled with construction and demolition material. This is considered to be the most appropriate approach to rehabilitation given the current landforms and gentle gradient that will need to be returned once extraction of the clay material has been completed. To rehabilitate the land without a significant amount of fill being imported could only result in a final land contour that would be steep and likely unusable for any purpose into the future. The applicant has provided the Shire with an updated Rehabilitation Management Plan (October 2026). The revised Rehabilitation Management Plan provides for progressive rehabilitation of the extraction area, with Midland Brick responsible for making the quarry safe and stable and managing drainage and erosion. The landowner will subsequently fill and recontour the quarry, spread retained topsoil and establish pasture. As noted previously, the Shire considers the 0.51 hectares of established and now mature screening vegetation to contribute to the overall rehabilitation of the site.

From a statutory perspective, the importing of the inert construction and demolition material as the first stage of rehabilitation, and then the capping and pasture regeneration is incorporated in the rehabilitation management plan submitted as part of this application. As these methods of rehabilitation are included in the rehabilitation management plan, the subject land can be remediated in this fashion without the need for further development approvals to be granted, noting that an expansion of the existing DWER Works Approval may still be required from the proponent to expand the current landfill operation into the future quarry area.

The proposed rehabilitation of the land will essentially be a continuation of the currently approved landfill with construction and demolition material that occurs within the historical extraction pit areas on this property. This is considered to be the most appropriate means to address rehabilitation of the site, as the details of rehabilitation cannot be delayed to a later or further development approval, as this leaves the rehabilitation requirements uncertain when determining this application, which is not sound planning practice. Certainty of the methods of rehabilitation needs to be established now, through the determination of this subject application and associated conditions of approval.

Officer Recommendation

The submissions raise concerns regarding the cumulative effect of quarrying, landfill activity and heavy vehicle movements in the Wandena Road area. The separate landfill approval and associated review proceedings provide relevant context where there is a direct planning relationship with the current proposal; however, they do not determine the merits of this application. Council must assess the proposed extractive industry on its individual merits, having regard to the applicable planning framework, the characteristics of the site and locality, and the environmental, amenity, traffic and rehabilitation impacts arising from the development proposed.

The proposal is an extension of an established use over a defined area and is supported by management plans and agency advice. Approval remains appropriate subject to conditions controlling the duration and intensity of operations, truck movements, road cleanliness, stormwater containment, noise, dust, retained screening and staged rehabilitation. On that basis, officers consider that approval of the application is considered appropriate, subject to appropriate conditions.

OFFICER RECOMMENDATION

That Council: Approves the application for development approval for Industry – Extractive at Lot 301 (No. 88) Caladenia Close, Lower Chittering, subject to the following conditions:

1. **This approval is valid for a period of 10 years commencing on the date an extractive industry licence is first issued for the approved development.**
2. **The approved development shall be carried out in accordance with the approved plans and documents, except where amended by these conditions.**
3. **Prior to the issue of an extractive industry licence, a cash bond or bank guarantee shall be provided to the Shire as security for the restoration and rehabilitation of the extraction site in accordance with the *Shire of Chittering Extractive Industries Local Law 2014*.**
4. **Prior to any extraction occurring within the new extraction area, the extraction boundary shall be clearly demarcated on site. The demarcation shall ensure that excavation does not occur within 5 metres of the drip zone of native vegetation located outside the approved extraction area as identified in the Reconnaissance Flora and Vegetation Survey and Black Cockatoo Habitat Assessment (Del Botanics, 2026), to the satisfaction of the Shire.**
5. **All extractive operations shall be undertaken in accordance with the approved extraction plans and documents, to the satisfaction of the Shire.**
6. **All extractive operations shall be undertaken in accordance with the following parts of the Extractive Industry Management Plan - Kep Djalam (Muchea 5), dated March 2026:**
    i. **Dust Management Plan;**
    ii. **Noise Management Plan;**
    iii. **Water Management Plan;**
    iv. **Refuelling Management Plan;**
    v. **Visual Amenity Management Plan;**

vi. Waste Management Plan;
vii. Dieback Management Plan;
viii. Weed Management Plan; and
ix. Cartage and Truck Movements;

7. The hours of operation, including vehicle movements within the site, shall be limited to:
   i. Monday to Friday - 7.00 am to 6.00 pm;
   ii. Saturday - 7.00 am to 6.00 pm; and
   iii. Sunday and public holidays - no operations.
8. Extractive operations shall not occur within 2 metres of the highest known water table level at any time, to the satisfaction of the Shire.
9. No more than 60 truck movements, comprising no more than 30 laden trucks leaving the site, shall occur on any day.
10. All trucks entering or leaving Lot 301 shall use the existing Wandena Road access and the haulage route specified under Cartage and Truck Movements in the approved Extractive Industry Management Plan - Kep Djalam (Muchea 5), dated March 2026, unless otherwise approved by the Shire.
11. All loads of extractive material leaving the site shall be covered.
12. The crossover providing vehicular access to and from the site shall be maintained for the duration of the approved extractive industry to the specifications and satisfaction of the Shire.
13. The approved extractive industry shall be managed to prevent clay, soil, gravel or other material being tracked onto Wandena Road. Any material deposited on Wandena Road as a consequence of vehicles associated with the approved development shall be removed as soon as practicable, to the satisfaction of the Shire.
14. A road maintenance contribution of $0.13 per tonne of material carted from the site shall be paid to the Shire annually for the life of the approved development, provided operations within the new extraction area commence within 12 months of the date of this approval. If operations within the new extraction area do not commence within that period, the contribution rate shall be recalculated using the then-current WALGA methodology before operations commence. The annual contribution shall be calculated from the tonnage carted during the reporting period identified in the annual progress report and shall be paid within 30 days after the Shire issues an invoice.
15. Rehabilitation shall be undertaken progressively in accordance with the approved updated Rehabilitation Management Plan (October 2026). Final rehabilitation and decommissioning shall commence within 12 months after the permanent cessation of extraction and shall continue until completed to the satisfaction of the Shire.
16. A progress report shall be submitted to the Shire every 12 months from the date an extractive industry licence is issued and for the duration of the approved development. The report shall identify:
   i. the quantity of material carted from the site during the reporting period;
   ii. the progress of excavation;
   iii. the progress of rehabilitation; and
   iv. community complaints received and the responses or actions taken.

Advice Notes

a. A separate extractive industry licence is required under the *Shire of Chittering Extractive Industries Local Law 2014*. The applicant is responsible for satisfying the public liability insurance requirements applying to that licence.

b. If the applicant or owner is aggrieved by this determination, an application for review may be made to the State Administrative Tribunal under Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.

c. With regard to Condition 3, the security amount is to be calculated in accordance with the Shire's adopted Fees and Charges applying when the extractive industry licence is issued.

d. With regard to Condition 4, clearly visible posts and bunting, or another durable and clearly visible method accepted by the Shire, may be used to demarcate the extraction boundary. The drip zone is the outermost extent of the tree canopy.

e. With regard to Condition 13, the Shire acknowledges that more than one operator uses Wandena Road. The condition applies where material on the road is attributable to vehicles associated with the approved development.

f. With regard to Condition 14, the Shire advises that the payments of the road maintenance contribution is only required to commence once the extractive industry operation has commenced and been in operation for a period of 12 months, with payment of the contribution to align with the submission of the required annual progress report as required by Condition 16.

g. A clearing permit from the Department of Water and Environmental Regulation may be required before native vegetation is cleared from the site.

h. Referral to the Australian Government under the *Environment Protection and Biodiversity Conservation Act 1999* may be required where potential Black Cockatoo habitat is affected. The applicant is advised that referral of the proposed clearing to the Australian Government under the *Environment Protection and Biodiversity Conservation Act 1999* may be required where potential Black Cockatoo habitat is affected.

TECHNICAL SERVICES

TS01 – 11/26 **Bindoon Landfill Trash and Treasure Trial Completion**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-111795
Author	Governance Officer
Authorising Officer	Executive Manager Technical Services
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	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 Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal*
☐	Information	*Includes items for information purposes only and do not require a decision of Council (to 'note' only)*

Executive Summary

Council is requested to approve the continuation of the Trash and Treasure service at the Bindoon Landfill on an ongoing basis, following the completion of the six-month trial period.

Background

On 10 December 2025, Council considered a Notice of Motion submitted by Councillor John Curtis regarding the establishment of a Trash or Treasure picking area at the Bindoon Landfill.

Following consideration of the proposal, Council resolved as follows:

> *That Council instructs the Chief Executive Officer to investigate the feasibility of establishing a Trash or Treasure picking area at the Bindoon Tip.*

In response to this resolution, Administration undertook a feasibility assessment and presented a report to Council at its Ordinary Meeting held on 18 February 2026. The report proposed establishing a designated area at the Bindoon Landfill where community members could deposit and collect reusable items, with the aim of reducing waste sent to landfill and encouraging resource recovery.

The proposal involved a six-month trial operating during the landfill's existing public opening hours, with items available free of charge and customers responsible for loading and unloading items. The trial was intended to operate within existing staffing arrangements, with designated areas, appropriate signage and restrictions on accepted items to manage operational and safety risks.

At its Ordinary Meeting held on 18 February 2026, Council resolved as follows:

That Council:

1. *Instruct the Chief Executive Officer to commence trash and treasure trial at Bindoon Landfill for six months from 15 April 2026.*
2. *Instruct the Chief Executive Officer to inform ratepayers and general public of the six month trash and treasure trial period through social media, website and signage at the Bindoon landfill site.*
3. *Instruct the Chief Executive Officer to report back to Council after the trial period has concluded on the feasibility of the trash and treasure programme continuing, whilst allowing the service to continue during this period.*
4. *Authorise the Chief Executive Officer to terminate the trial period if significant issues arise as a direct result of the service.*

The six-month trial period has now concluded, and this report is presented to Council in accordance with Resolution 030226 to outline the outcomes of the trial and consider the ongoing operation of the Trash and Treasure service at the Bindoon Landfill.

Consultation Summary

Local

Informal feedback received from customers throughout the six-month trial period has been positive, indicating that the Trash and Treasure service has been well received by the community.

State

Nil

Legislative Implications

State

- *Waste Avoidance and Resource Recovery Act 2007*
  - s5(1) - Establishes the objectives of waste avoidance and resource recovery, supporting the reuse of materials through the Trash and Treasure service rather than disposal at landfill.
- *Work Health and Safety Act 2020*
  - s19(1) – (3) – Requires the Shire to ensure, so far as is reasonably practicable, the health and safety of workers and other persons, including members of the public accessing the Trash and Treasure area.
  - s20(2) – Requires the Shire to ensure, so far as is reasonably practicable, that the landfill workplace, including access and exit points, is maintained without risks to health and safety

Local

- *Shire of Chittering Waste Local Law 2018*
  - cl4.2 – Allows the Shire to determine the operating hours of the waste facility, enabling the Trash and Treasure service to operate within the existing public opening hours.
  - cl4.3(1) – (2) – Allows the Shire to regulate the use of the waste facility through signage and directions, which visitors must comply with when using the Trash and Treasure area.
  - cl4.5(1) – (2) – Requires waste to be deposited in designated locations in accordance with signage and authorised directions, and allows the Shire to determine the types of waste accepted.
  - cl4.6(1)(a) – Prohibits the removal of waste or other items from the facility without the Shire's authorisation, requiring the collection of items from the Trash and Treasure area to be appropriately authorised.

Policy Implications

State

- *Waste Avoidance and Resource Recovery Strategy 2030*
    - The Strategy promotes waste avoidance, resource recovery and the transition towards a sustainable, low-waste circular economy. The ongoing operation of the Trash and Treasure service supports these objectives by encouraging the reuse of materials and reducing waste disposed of to landfill.

Local

Nil

Financial Implications

The February 2026 Agenda Report identified an estimated establishment cost of $2,000 for signage, directional markers and site preparation, to be funded through existing maintenance allocations.

The six-month trial has operated within existing staffing arrangements, with no additional staff hours required. As the service is provided free of charge, no revenue is generated.

The ongoing operation of the Trash and Treasure service is not anticipated to result in any significant additional financial implications, with routine maintenance and operational requirements expected to be accommodated within existing budget allocations.

Strategic Assessment / Implications

Local

- *Council Plan 2026 - 2036*

  Outcome: Thriving

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

  The continuation of the Trash and Treasure service supports these objectives by encouraging the reuse of materials, reducing waste disposed of to landfill and making efficient use of existing Shire resources and infrastructure.

State

Nil

Site Inspection

Site inspection undertaken: Yes

The Trash and Treasure service is operating within an existing designated area at the Bindoon Landfill. As the proposal relates to the continuation of the current service, no additional site inspection is considered necessary for the purpose of this report.

Environmental Consideration

Environment consideration given: Yes

The continuation of the Trash and Treasure service supports waste avoidance and resource recovery by encouraging the reuse of materials that would otherwise be disposed of to landfill.

The service provides an opportunity to extend the useful life of reusable items, reduce the volume of waste entering landfill and promote environmentally responsible waste management practices within the community.

The service will continue to operate within the existing Bindoon Landfill facility, subject to established environmental management requirements and operational controls.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
People: Injury to members of the public while depositing or collecting reusable items	Unlikely	Moderate	Moderate	Maintain designated collection areas, appropriate signage, existing WHS procedures and site traffic controls
Compliance: Unauthorised removal of materials or acceptance of prohibited items.	Unlikely	Minor	Low	Maintain clear signage, restrictions on accepted items and monitoring of the designated Trash and Treasure area.
Natural Environment: Accumulation of unsuitable or deteriorating materials within the designated area.	Unlikely	Minor	Low	Undertake routine inspections and remove unsuitable materials through existing landfill waste management procedures.
Opportunity: Promote waste avoidance and resource recovery by extending the useful life of reusable materials, reducing waste disposed of to landfill and providing a beneficial service to the community.				

Officer Comment/Details

Following Council Resolution 030226, the Shire undertook a six-month trial of the Trash and Treasure service at the Bindoon Landfill, providing residents with an opportunity to deposit and collect reusable items at no cost.

The trial was established to encourage waste avoidance and resource recovery by diverting reusable materials from landfill, while assessing whether the service could operate effectively within existing staffing and operational arrangements.

Throughout the trial, the service has been well received by the community, with positive feedback from customers regarding the opportunity to reuse items that may otherwise have been disposed of.

Records maintained during the trial demonstrate community participation, with a range of items deposited and collected, including furniture, bicycles, gardening equipment and other household goods. The available records identify 55 entries for items or groups of items deposited between May and August 2026, with the majority also recorded as having been collected. This indicates that the service is being utilised and provides a practical opportunity to extend the useful life of reusable materials.

Importantly, the service has operated without requiring additional staff hours, with customers responsible for depositing, collecting and loading items. Operating during the landfill's existing public opening hours has allowed the service to be incorporated into normal site operations without placing additional demands on staffing resources.

Officers regularly monitor the designated Trash and Treasure area, with any items remaining uncollected for a period of one month moved to the metal piles for disposal. This approach assists in preventing the accumulation of unwanted materials and maintaining the area in a safe and orderly condition.

The service also provides environmental and community benefits by encouraging residents to consider reuse before disposal, reducing the amount of potentially reusable material entering landfill and providing access to useful items at no cost.

The ongoing operation of the service will continue to require appropriate site management, including designated collection areas, signage, restrictions on accepted materials and adherence to existing work health and safety procedures. Maintaining these controls will assist in managing potential safety and operational risks associated with public access to the facility.

Based on the level of community participation, positive customer feedback and the ability to operate within existing staffing arrangements, Administration considers that the trial has demonstrated the feasibility and benefits of continuing the Trash and Treasure service.

It is therefore recommended that Council approve the continuation of the Trash and Treasure service at the Bindoon Landfill on an ongoing basis, subject to existing operational and safety requirements.

OFFICER RECOMMENDATION
That Council approves the continuation of the Trash and Treasure service at the Bindoon Landfill on an ongoing basis.

CORPORATE SERVICES

CS01 – 11/26 **List of Accounts Paid for the Period Ending 31 October 2026**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-122828
Author	Finance Officer - Accounts
Authorising Officer	Deputy Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. List of Accounts Paid as at 31 October 2026 or other purchasing cards

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

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority for the period ending 31 October 2026.

Background

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

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

Nil

State

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

Policy Implications
State
Nil

Local
Nil

Financial Implications
All expenditure has been approved via adoption of the 2026-2027 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Assessment / Implications
Local

- *Council Plan 2026 - 2036*
  Outcome: Thriving
  Strategic Objective 4: Ensure responsible stewardship of Shire resources and long-term financial sustainability.

  The presentation of the List of Accounts Paid supports transparent financial management and Council oversight of expenditure, contributing to the responsible stewardship of Shire resources and long-term financial sustainability.

State
Nil

Site Inspection
Site inspection undertaken: Not applicable

Environmental Consideration
Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Low	Minor	Low	Quality Assurance prior to publishing
Opportunity: Nil				

Officer Comment/Details
The attached "List of Accounts Paid as at 31 October 2026" 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 $1,720,145.93, inclusive of payments made using credit, debit or other purchasing cards for the period ending 31 October 2026:

a) PR7240 & PR7252;
b) EFT30907 – EFT31033;
c) **Direct Debits, Cheques as listed; and**
d) Purchasing Card as listed

CS02 – 11/26 **Monthly Financial Report for the Period Ending 31 October 2026**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-122827
Author	Finance Manager
Authorising Officer	Deputy Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Monthly Financial Report for the Period Ending 31 October 2026

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

Executive Summary

Council is requested to consider the financial statement for the period ending 31 October 2026.

Background

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

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

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2026/27 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

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996* – s6.4

Policy Implications

State

Nil

Local

- *Shire Policy 2.1 – Investment of Funds*

Financial Implications

Nil

Strategic Assessment / Implications

Local

- *Council Plan 2026 - 2036*

  Outcome: Thriving

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

  The presentation of the Monthly Financial Report supports transparent financial management and Council oversight of expenditure, contributing to the responsible stewardship of Shire resources and long-term financial sustainability.

State

Nil

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance	Rare	Minor	Low	Quality Assurance prior to publishing
Reputation: Providing transparent, accurate financial records	Unlikely	Minor	Low	Adequate training for all Finance Officers, to ensure balanced reports each month
Opportunity: Nil				

Officer Comment/Details

Council adopted the Annual Budget for the 2026/27 financial year on 17 June 2026 (Resolution 110626). 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 2026, as per Attachment 1.

CHIEF EXECUTIVE OFFICER

CEO01 – 11/26 **Work Health and Safety Statistics Report – October 2026**

Applicant Shire of Chittering
File ref SOCR-1845402348-122379
Author Human Resource Coordinator
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 Report – Monthly October 2026

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

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

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

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

Consultation Summary
Local
Nil

State
Nil

Legislative Implications

Local

Nil

State

- *Work Health and Safety Act 2020*

Policy Implications

State

Nil

Local

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

Financial Implications

Nil

Strategic Assessment / Implications

Local

- *Council Plan 2026 - 2036*

  Outcome: Thriving

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

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

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

State

Nil

Site Inspection

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

1. **Monthly Report for October 2026**
    - **e) Statistics**
    - **f) Near Miss, Incident and Damage Report**
    - **g) Minor Register**
    - **h) WHS Training**
    - **i) Site Inspections**
    - **j) Safety Observations**

CEO02 – 11/26 **2027 Council Meeting Dates**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-169649
Author	Governance Officer
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	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 Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal*
☐	Information	*Includes items for information purposes only and do not require a decision of Council (to 'note' only)*

Executive Summary
Council is requested to adopt the proposed schedule of Ordinary Council Meetings and Agenda Forums for the 2027 calendar year.

Background
Section 5.3 of the *Local Government Act 1995* requires Council to hold ordinary meetings, with ordinary meetings to be held not more than three months apart.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires the Chief Executive Officer to publish on the Shire's official website the date, time and place of ordinary Council meetings, and applicable committee meetings, before the beginning of the year in which those meetings are to be held. Any subsequent change to the published meeting details must be published on the Shire's official website as soon as practicable.

Council annually considers and adopts a schedule of Ordinary Council Meetings to provide an established meeting cycle for Councillors, Administration and the community.

The proposed 2027 meeting schedule has been prepared having regard to the Shire's established meeting cycle and known calendar considerations, including public holidays, school holiday periods, significant sector events and the end-of-year Administration closure. Where appropriate, adjustments to the usual meeting cycle have been proposed to minimise foreseeable scheduling conflicts while maintaining an orderly and consistent Council meeting program.

Consultation Summary

Local

Internal consultation has been undertaken with the Executive Management Team in preparing the proposed 2027 meeting schedule. Consideration has been given to operational requirements, agenda preparation timeframes, known organisational commitments and other relevant calendar considerations.

No external community consultation is required prior to Council determining its annual meeting schedule.

State

Nil

Legislative Implications

Local

- *Shire of Chittering Standing Orders Local Law (2023)*
  - 3.1(2) – Council can determine its ordinary meeting cycle. The proposed 2027 schedule continues the Shire's established practice of holding Ordinary Council Meetings generally once each month.

State

- *Local Government Act 1995*
  - s5.3 – Council must meet regularly and cannot allow more than three months to pass between Ordinary Council Meetings. The proposed 2027 schedule satisfies this requirement.
  - s5.4 – The Act allows regulations to set out how the community is to be informed about when Council meetings will occur.
  - s5.25 – Provides for regulations to be made about the conduct of council and committee meetings and related procedures.
- *Local Government (Administration) Regulations 1996*
  - Regulation 12 – Once the 2027 meeting dates are determined, they must be published on the Shire's website before the start of 2027. If Council later changes a meeting date, time or location, the updated details must be published as soon as practicable.

Policy Implications

State

- *Shire Policy 1.11 – Recording and Access to Recordings of Council Meetings* **–** The Ordinary Council Meetings and Agenda Forums included in the proposed 2027 schedule will need to be administered in accordance with the Shire's requirements for recording, livestreaming and access to recordings.
- *Shire Policy 4.3 – Council Forums and Information Sessions* – The Agenda Forums included in the proposed 2027 meeting schedule are governed by this Policy. The scheduled Forums provide Councillors with an opportunity to obtain information and clarification before the corresponding Ordinary Council Meeting; however, they are not formal decision-making meetings of Council.

Local

Nil

Financial Implications

The costs of running Council meetings are part of the Shire's normal operations and budgeted for during the Annual Budget. Adoption of the 2027 meeting schedule does not require any additional budget allocation or amendment.

Strategic Assessment / Implications

Local

- *Council Plan 2026 - 2036*

  Outcome: Communities Connected

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

  Setting the 2027 meeting dates in advance makes it easier for the community to know when Council is meeting and to plan to attend or follow Council matters that are important to them.

State

Nil

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Failure to determine and publish the 2027 Ordinary Council Meeting schedule in accordance with statutory requirements	Unlikely	Minor	Low	Council adoption of the 2027 meeting schedule and publication of the required meeting details on the Shire's official website before the commencement of 2027. Any subsequent changes to meeting details will be published as soon as practicable
Reputation: Reduced transparency or community awareness if Council meeting dates are not determined and communicated in a timely and accessible manner	Possible	Minor	Moderate	Adopt and publish the annual meeting schedule in advance and make meeting information readily accessible through the Shire's established communication channels
Opportunity: Proactive adoption and publication of the 2027 meeting schedule provides certainty for Councillors, Administration and the community, supports transparency and community participation, and assists the Shire to meet its statutory obligations.				

Officer Comment/Details

The Shire has an established practice of holding Ordinary Council Meetings on the third Wednesday of each month from February to December, generally commencing at 7.00pm in the Council Chambers, Bindoon. Agenda Forums are ordinarily scheduled for the second Wednesday of each month, the week immediately prior to the Ordinary Council Meeting.

Maintaining a consistent meeting cycle provides certainty for Councillors, Administration and the community and assists with the coordination of agenda preparation, statutory and administrative timeframes, and public access to Council decision-making.

In preparing the proposed 2027 schedule, Administration has considered the established meeting cycle together with known public holidays, Western Australian school term dates and other significant calendar commitments. Where practical, the usual meeting cycle has been retained.

The proposed meeting schedule is as follows:

Usual Cycle OCM date	Schedule Holidays (i.e. school and public holidays	Suggested OCM date	Suggested Forum date
17 February	*School break* (School terms Monday, 1 February)	17 February	10 February
17 March	*Public holiday* Monday, 1 March (*Labour Day*) Friday, 26 March *(Good Friday)* Sunday, 28 March *(Easter Sunday)* Monday, 29 March *(Easter Monday)*	17 March	10 March
21 April	*School break* Saturday, 10 April to Sunday, 25 April (School returns Tuesday, 27 April) *Public holiday* Sunday, 25 April (*ANZAC Day*) Monday, 26 April (*ANZAC Day*)	21 April	14 April
19 May		19 May	12 May
16 June	*Public holiday* Monday, 7 June (*WA Day*)	16 June	09 June
21 July	*School break* Saturday, 3 July to Sunday, 18 July (School returns Monday, 19 July)	21 July	14 July
18 August		18 August	11 August
15 September	*School break* Saturday, 25 September to Sunday, 10 October (School returns Monday, 11 October) *Public holiday* Monday, 27 September (*King's Birthday*) *WALGA Conference 2027* Wednesday, 15 September to Friday, 17 September	22 September	8 September
20 October	*School break* (School returns Monday, 11 October)	20 October	13 October
17 November		17 November	10 November
15 December	*School break* Thursday, 16 December to Tuesday, 2 February (School returns Wednesday, 2 February) *Public holiday* Saturday, 25 December (*Christmas Day*) Sunday, 26 December (*Boxing Day*) Tuesday, 28 December (*Boxing Day*)	8 December	1 December

The proposed schedule generally retains the Shire's established meeting cycle, with two departures proposed for September and December.

For September 2027, it is proposed that the Ordinary Council Meeting be held one week later than the usual meeting date, moving from Wednesday, 15 September to Wednesday, 22 September 2027, to avoid a scheduling conflict with the WALGA Local Government Convention, anticipated to be held from 15 to 17 September 2027.

The proposed adjustment accommodates Councillor participation in the Convention while maintaining the Ordinary Council Meeting on a Wednesday, consistent with the Shire's established meeting arrangements. The associated Agenda Forum is proposed to remain on Wednesday, 8 September 2027, resulting is a two-week interval between the Forum and Ordinary Council Meeting for September only.

For December 2027, it is proposed that the Ordinary Council Meeting be brought forward from the usual third Wednesday of the month to Wednesday, 8 December 2027, with the Agenda Forum to be held on Wednesday, 1 December 2027. Bringing the December meeting forward provides additional time for any actions arising from Council decisions to be progressed before the Christmas and New Year period and the Administration's end-of-year closure. This approach is also consistent with the scheduling approach adopted in previous years.

Administration considers that the proposed schedule provides an appropriate balance between maintaining a predictable and consistent Council meeting cycle and accommodating known calendar and operational considerations. Adoption of the schedule will also enable the required 2027 Ordinary Council Meeting details to be published before the commencement of the calendar year.

OFFICER RECOMMENDATION
That Council:

2. Endorse the following schedule of Council Meetings for 2027:

Agenda Forum Meeting Date	Ordinary Council Meeting Date	Location	Start Time
Wednesday, 10 February 2027	Wednesday, 17 February 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 10 March 2027	Wednesday, 17 March 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 14 April 2027	Wednesday, 21 April 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 12 May 2027	Wednesday, 19 May 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 9 June 2027	Wednesday, 16 June 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 14 July 2027	Wednesday, 21 July 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 11 August 2027	Wednesday, 18 August 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 8 September 2027	Wednesday, 22 September 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 13 October 2027	Wednesday, 20 October 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 10 November 2027	Wednesday, 17 November 2027	Council Chambers, Bindoon	7:00pm
Wednesday, 1 December 2027	Wednesday, 8 December 2027	Council Chambers, Bindoon	7:00pm

3. Approve the advertising of the 2027 Ordinary Meeting of Council and Agenda Forum dates in accordance with the *Local Government (Administration) Regulations 1996*.

CEO03 – 11/26 **Chinkabee Sporting Complex – Renewal of Memorandum of Understanding with Bindoon Sport and Recreation Association**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-7517
Author	Governance Officer
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Current Memorandum of Understanding – Chinkabee Complex Lease Addendum 2. Draft Memorandum of Understanding – Chinkabee Complex Lease Addendum

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

Executive Summary

Council is requested to endorse a new Memorandum of Understanding (MOU) between the Shire of Chittering and Bindoon Sport and Recreation Association (BRSA) for the period 1 January 2027 to 30 June 2029, to continue the existing maintenance and management arrangements for the Chinkabee Sporting Complex.

Background

The Shire of Chittering (the Shire) has an existing lease agreement with the Bindoon Sport and Recreation Association (BSRA) for the Chinkabee Sporting Complex, which commenced on 1 July 2009 for a period of 20 years, expiring on 30 June 2029.

Since March 2023, the Shire and BSRA have engaged in discussions regarding the management and maintenance responsibilities associated with the facility. These discussions identified discrepancies between the responsibilities outlined in the existing lease and the maintenance activities undertaken by each part, highlighting the need for greater clarity regarding their respective obligations.

At the Ordinary Meeting of Council held on 21 February 2024, Council resolved (Resolution 140224):

That:

1. *Council authorises the Chief Executive Officer to draft a Memorandum of Understanding (MOU) for a period of two years with the Bindoon Sport and Recreation Association (BSRA) for the purpose of creating a mutually beneficial management system for the Chinkabee Sports Complex; and*
2. *The drafted MOU be presented to Council for final endorsement.*

Following consultation between the Shire and BSRA, an MOU was developed to formalise the allocation of maintenance and management responsibilities, while retaining the existing lease arrangements.

At the Ordinary Meeting of Council held on 11 December 2024, Council resolved (Resolution 081224):

> *That Council endorses the Memorandum of Understanding (Attachment 1) between the Shire of Chittering and the Bindoon Sport and Recreation Association for a period of two years, for the purpose of creating a mutually beneficial management system for the Chinkabee Sports Complex.*

The MOU subsequently commenced on 1 January 2025 and is due to expire on 31 December 2026. The agreement outlines the respective responsibilities of the Shire and BRSA for maintenance and management of the facility, with the provisions of the existing lease continuing to apply where matters are not otherwise addressed in the MOU.

With the current MOU approaching expiry, Administration has prepared a further MOU for the period 1 January 2027 to 30 June 2029, aligning its expiry with that of the existing lease. The proposed MOU seeks to continue the established arrangements, with updated dates and timeframes, to maintain clarity regarding the responsibilities of both parties until the conclusion of the lease.

Consultation Summary

Local

- Executive Management Team (EMT)
- Bindoon Sport and Recreation Association (BSRA)

State

Nil

Legislative Implications

Local

Nil

State

- *Local Government Act 1995*
  - s3.18(2) – (3) – Allows the Shire to provide community facilities and services and requires their efficient and effective management, including the maintenance arrangements established through the MOU.
  - s3.58(1) – Includes leasing within the disposal of property provisions, requiring consideration of whether the proposed MOU alters the Shire's existing property interests.
  - s9.49A(4) – Enables Council to authorise the Chief Executive Officer to sign the renewed MOU on behalf of the Shire.
  - s9.49B(1) – (2) – Allows an authorised person to enter into or vary contractual arrangements on behalf of the Shire, supporting the formalisation of the agreed maintenance responsibilities.
- *Local Government (Functions and General) Regulations 1996*
  - r30(2)(b) – Exempts certain disposals of land to qualifying not-for-profit sporting organisations from the disposal requirements under s3.58 of the *Act*, where the prescribed criteria are met.

Policy Implications

State

- *Shire Policy 1.7 Asset Management*
  - cl4 – Sustainable Service Delivery: Supports the ongoing maintenance and management of the Chinkabee Sporting Complex to ensure the facility remains suitable for community use.
  - cl4 – Clear Responsibility and Accountability: Supports the allocation of maintenance responsibilities between the Shire and BSRA through the proposed MOU.

- *Shire Policy 1.14 Execution of Documents and Use of the Common Seal*
  - cl4.3 – Category 2 Documents: Provides for the execution of memoranda of understanding and documents relating to lease arrangements by authorised Shire officers without requiring the Common Seal.

Local
Nil

Financial Implications
The maintenance responsibilities of the Shire under the proposed MOU will be funded through allocations made within the Shire's annual budget for the relevant financial years.

Strategic Assessment / Implications
Local

- *Council Plan 2026 - 2036*
  Outcome: Rural Way of Life
  Strategic Objective 3: Preserve the rural lifestyle by ensuring infrastructure meets current and future community needs.

  The proposed MOU supports this objective by establishing clear maintenance responsibilities between the Shire and BSRA, ensuring the Chinkabee Sporting Complex is appropriately maintained to meet the current and future recreational needs of the community.

State
Nil

Site Inspection
Site inspection undertaken: Not applicable

Environmental Consideration
Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Failure to renew the MOU may result in uncertainty regarding maintenance responsibilities and negatively impact the working relationship between the Shire and BSRA	Unlikely	Minor	Low	Seek Council endorsement prior to the expiry of the existing MOU and maintain ongoing communication with BSRA
Property: Failure to clearly establish and fulfil maintenance responsibilities may result in delayed maintenance and deterioration of the Chinkabee Sporting Complex	Possible	Minor	Moderate	Maintain clearly defined responsibilities within the MOU and regularly monitor maintenance requirements in consultation with BSRA
Opportunity: Renewal of the MOU provides an opportunity to strengthen the Shire's relationship with BSRA, maintain clarity regarding maintenance responsibilities and support the ongoing management and preservation of the Chinkabee Sporting Complex for community use.				

Officer Comment/Details
The Chinkabee Sporting Complex is an important community facility that provides sporting, recreational and

social opportunities for the local community. The facility is managed by the Bindoon Sport and Recreation Association (BSRA) under an existing lease agreement with the Shire of Chittering.

The existing lease establishes the respective maintenance obligations of both parties. However, over time, the Shire has undertaken additional maintenance activities beyond those specified in the lease. The current Memorandum of Understanding (MOU) was established to formalise these arrangements, provide clarity regarding responsibilities and support a collaborative approach to the ongoing management of the facility.

The current MOU, which commenced on 1 January 2025, is due to expire on 31 December 2026. Without a further agreement, the maintenance responsibilities would revert to those outlined in the existing lease, potentially reintroducing uncertainty regarding the responsibilities of each party.

Administration proposes entering into a further MOU that substantially retains the existing maintenance and management arrangements, ensuring continuity of services and clearly defined responsibilities between the Shire and BSRA.

The proposed MOU will commence on 1 January 2027 and expire on 30 June 2029, aligning with the expiry of the existing lease. This will provide consistency in the management of the facility for the remainder of the lease term, without extending or otherwise determining the future of the underlying lease.

The proposed MOU also retains the requirement for BSRA to review its Constitution and develop a five-year Facility Management Plan, with updated completion dates of 30 June 2027. These requirements are intended to support effective facility management, community accessibility and future planning.

The Shire's maintenance responsibilities under the proposed MOU will continue to be accommodated through the annual budget process.

Administration considers that continuing the existing arrangements through a further MOU is an appropriate approach to maintaining the facility, supporting BSRA and ensuring the responsibilities of both parties remain clearly documented until the expiry of the existing lease.

Accordingly, it is recommended that Council endorse the proposed MOU for the period 1 January 2027 to 30 June 2029.

OFFICER RECOMMENDATION
That Council:

1. **Endorse the Memorandum of Understanding between the Shire of Chittering and the Bindoon Sport and Recreation Association (BSRA), as detailed in Attachment 2, for the period 1 January 2027 to 30 June 2029, to formalise the ongoing maintenance and management arrangements for the Chinkabee Sporting Complex; and**
2. **Authorises the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire of Chittering.**

CEO04 – 11/26 **Shire Policy 1.3 Service Level Complaints Handling – Amendment**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-140876
Author	Governance Officer
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Shire Policy 1.3 Service Level Complaints Handling

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

Executive Summary

Council is requested to adopt the revised Shire Policy 1.3 – Service Level Complaints Handling. The wording has been updated to better align with Ombudsman Western Australia definitions and guidance, make the Policy easier to interpret and help complainants understand the process and likely outcome at an earlier stage.

The intent is to support fair, accessible and timely complaint handling, while reducing avoidable delay and escalation caused by uncertainty about the Shire's process, responsibilities and available outcomes.

Background

Shire Policy 1.3 – Service Level Complaints Handling sets out the principles that apply when the Shire receives and manages service-level complaints.

Several complaint matters have been referred to Ombudsman Western Australia for external review. In those matters, the Shire's actions were found to have been fair and reasonable. However, the referrals indicate that the wording of the Policy may not have made the Shire's process, decision-making framework and available outcomes sufficiently clear to complainants. A review was therefore undertaken to better align the Policy with the Ombudsman's terminology and guidance, and to make the complaints process easier to understand and apply. The revised wording more clearly distinguishes a complaint from a service request, explains the forms of unreasonable complainant conduct and clarifies the steps and safeguards that apply when managing such conduct.

The proposed revised Policy is included as Attachment 1.

Consultation Summary

Local

The proposed amendments were presented to Council for workshop discussion. No external community consultation is proposed because the amendments principally clarify and improve the interpretation and administrative application of an existing Council policy.

State

The revised wording was informed by Ombudsman Western Australia's Effective Complaint Handling Guidelines and guidance on managing unreasonable complainant conduct, together with Australian Standard AS 10002:2022 – Guidelines for complaint management in organisations.

Legislative Implications

State

- *Local Government Act 1995*
  - s2.7(2)(b) – Council is responsible for determining the local government's policies, including the adoption of amendments to Shire Policy 1.3 – Service Level Complaints Handling.
- *Equal Opportunity Act 1984*
  - s66K(1) – Prohibits discrimination on the grounds of impairment when providing services. The revised Policy requires known disability, vulnerability and communication barriers to be considered before communication or access restrictions are applied.
- *Work Health and Safety Act 2020*
  - s19(1) and (3)(a) – The Shire must, so far as reasonably practicable, ensure the health and safety of workers. The revised Policy supports the management of psychosocial risks associated with abusive, threatening or intimidating conduct.
- *State Records Act 2000*
  - s17 – Requires compliance with the Shire's recordkeeping plan. Warnings, decisions, restrictions and reviews made under the Policy must be appropriately recorded

The revised Policy does not displace or restrict access to statutory applications, submissions, Freedom of Information applications, Public Interest Disclosures or other formal review processes.

Local

Nil

Policy Implications

State

Nil

Local

- Shire Policy 1.3 – Service Level Complaints Handling will be amended as shown in Attachment 1. The supporting Complaint Management Procedure will be updated to reflect the adopted wording. The revised Policy also aligns with the Shire's recordkeeping, equal employment opportunity, disability access and customer service requirements.

Financial Implications

There are no direct financial implications. Clearer wording and guidance may support more consistent complaint handling and more effective use of staff resources.

Strategic Assessment / Implications

The revised Policy supports clear, fair and consistent administration, accessible complaint handling and transparent decision-making.

Local

- *Council Plan 2026 - 2036*
  Outcome: Communities Connected
  Choose an item.Ensure responsible stewardship of Shire resources and long-term financial sustainability.

  The revised Policy supports fair and accessible complaint handling, clearer communication with customers, consistent administrative decisions and accountable service delivery.

State

Nil

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

There are no known significant environmental implications associated with the proposed policy amendment.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Personal Health and Safety / Customer Service: Unclear or inconsistent interpretation of the Policy may result in inconsistent complaint handling, avoidable psychosocial risk to staff and inequitable use of Shire resources.	Possible	Moderate	Medium	Adopt clearer wording aligned with Ombudsman guidance; update the supporting procedure; apply procedural fairness, CEO oversight, recordkeeping and review safeguards.
Opportunity: Clearer wording will make the Policy easier to interpret and apply, improve consistency and support fair access to Shire services.				

Officer Comment/Details

The purpose of the review is to improve the clarity and usability of Policy 1.3. Several complaint matters have been referred to Ombudsman Western Australia for external review, with the Shire's actions found to have been fair and reasonable. While those outcomes support the Shire's handling of the matters, the fact that they progressed to external review suggests that the Policy itself may not have explained the process, decision-making framework and possible outcomes clearly enough.

The proposed amendments therefore bring the terminology and definitions more closely into line with the Ombudsman's guidance. The objective is not to make the complaints process more restrictive. It is to make the pathway clearer so that complainants understand how their matter will be considered, what the Shire can and cannot determine, when a matter has reached a final outcome and what review avenues remain available. Clearer information at the outset should help matters reach an appropriate outcome sooner and reduce unnecessary delay, repetition and escalation.

The revised Policy more clearly explains what constitutes a complaint, what falls outside the complaints process and the respective responsibilities of the CEO, Governance, Executive Managers, managers, supervisors and staff. It also provides clearer definitions of unreasonable complainant conduct, unreasonable demands and unreasonable persistence.

A person will not be treated as unreasonable merely because they are upset, critical, persistent, disagree with an outcome or need assistance to use the complaints process. The focus remains on whether the nature or effect of the conduct creates an unreasonable impact on staff, other customers, Shire resources or the fair administration of the complaint. The revised provisions establish a staged and proportionate approach, including early clarification of issues and expectations, warnings where appropriate, procedural fairness, written reasons, recordkeeping and review.

The revised Policy also makes finalisation clearer. A matter that has been comprehensively considered and answered may be formally closed. Further correspondence will continue to be recorded and assessed so that significant new information, urgent safety issues and statutory matters are not overlooked, although a further response may not be provided where no new issue is raised. This should give complainants greater certainty about when the Shire's internal process is complete and avoid matters continuing without a realistic prospect of a different administrative outcome.

The proposed changes do not reduce the Shire's obligation to consider legitimate complaints or act on substantiated concerns. They are intended to make the Policy clearer, more consistent with the Ombudsman's approach and easier for both complainants and staff to apply, so that matters can be resolved or appropriately finalised sooner. Administration recommends that Council adopt the revised Policy as presented in Attachment 1.

OFFICER RECOMMENDATION

That Council:

1. **Adopt the revised Shire Policy 1.3 – Service Level Complaints Handling, as presented in Attachment 1; and**
2. **Note that the Chief Executive Officer will update the supporting Complaint Management Procedure to reflect the adopted Policy and publish the revised Policy on the Shire's website.**

ITEM 10. REPORTS OF COMMITTEES

COM01 – 11/26 **Chittering Bush Fire Advisory Committee Meeting**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-172052
Author	WHS and Support Officer
Authorising Officer	Executive Manager Development Services
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Unconfirmed minutes from the Chittering Bush Fire Advisory Committee meeting held on 20 October 2026

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

Executive Summary

Council is requested to receive the unconfirmed minutes of the Chittering Bush Fire Advisory Committee meeting held on 20 October 2026, endorse the proposed meeting arrangements for 2027 and support advocacy to the Department of Defence regarding firefighting capacity and mop-up support at the Bindoon Army Training Ground.

Background

The Chittering Bush Fire Advisory Committee (CBFAC) operates in accordance with its Terms of Reference, which were most recently adopted by Council on 19 August 2026. The Terms of reference provide that meetings are to be held as determined by the Committee.

The CBFAC held a meeting on Tuesday, 20 October 2026, during which the proposed meeting dates for 2027 were considered.

The following resolution was carried at the meeting:

That:

1. *The Chittering Bush Fire Advisory Committee meeting dates for 2027 are as follows:*
    a. *Tuesday, 9 March;*
    b. *Tuesday, 13 July; and*
    c. *Tuesday, 12 October.*

2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon, commencing at 7.00pm.

And

That the meeting requests Council to instruct the Chief Executive Officer to advocate to the Department of Defence to increase firefighting capacity and mop-up support at the Bindoon Training Grounds.

Consultation Summary

Local

Shire of Chittering Bush Fire Advisory Committee

State

Nil

Legislative Implications

Local

- *Shire of Chittering Bush Fire Brigades Local Law 2012*
  - cl3.12 – Establishes the functions of the Bush Fire Advisory Committee in accordance with section 67 of the *Bush Fires Act 1954*.

State

- *Local Government Act 1995*
  - s5.8 – Enables Council to establish committees to assist in carrying out its functions.
  - s5.22(2) – Requires committee meeting minutes to be submitted to the Committee's next ordinary meeting for confirmation.
- *Local Government (Administration) Regulations 1996*
  - r12(2) – Requires the CEO to publish the dates, times and locations of committee meetings on the Shire's website before the beginning of each calendar year.
  - r13(1) and (3) – Requires the CEO to publish unconfirmed committee meeting minutes on the Shire's website within seven days of the meeting.
- *Bush Fires Act 1954*
  - s67(1) –Provides for the establishment of a Bush Fire Advisory Committee to advise Council on matters relating to bush fire management.
  - s67(4)(a) – Allows the Committee to meet and adjourn as it considers appropriate.

Policy Implications

State

Nil

Local

- *Chittering Bush Fire Advisory Committee Terms of Reference*
  - Committee Meetings – Provides that meetings are to be held as determined by the Chittering Bush Fire Advisory Committee.
  - Minutes – Requires unconfirmed minutes to be forwarded to Committee members within five to ten days of a meeting for endorsement at the next meeting.
  - Minutes – Requires recommendations arising from Committee meetings to be presented to Council in the next available Council agenda for endorsement and/or action.

Financial Implications

There will be a charge for advertising the 2026 Chittering Bushfire Advisory Committee meeting dates in the local newspaper. These charges have been included in the 2026/27 Annual Budget.

Strategic Assessment / Implications

Local

- *Council Plan 2026 - 2036*

  Outcome: Communities Connected

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

  Receiving the Committee's unconfirmed minutes and endorsing its 2027 meeting dates supports ongoing engagement with local bush fire brigades and provides a forum for matters relating to bush fire management to be considered and addressed.

State

Nil

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Failure to appropriately schedule and advertise the 2027 Chittering Bush Fire Advisory Committee meetings in accordance with applicable requirements	Unlikely	Minor	Low	Endorse the proposed 2027 meeting arrangements and ensure the dates, times and location are published in accordance with applicable requirements
Opportunity: Improved forward planning, transparency and community awareness of Committee meetings, supporting ongoing engagement between the Shire, bush fire brigades and the community.				

Officer Comment/Details

The unconfirmed minutes of the Chittering Bush Fire Advisory Committee (CBFAC) meeting held on 20 October 2026 are presented to Council for receipt, together with the Committee's proposed meeting arrangements for 2027.

In accordance with the Committee's Terms of Reference, meeting dates are determined by the CBFAC. Neither the *Bush Fires Act 1954* nor the Terms of Reference prescribe a minimum number of meetings to be held each year.

The Committee has proposed three meetings for 2027, to be held on 9 March, 13 July and 12 October 2027, commencing at 7.00pm in the Council Chambers, 6177 Great Northern Highway, Bindoon.

Council is requested to endorse the proposed meeting arrangements to facilitate forward planning and public notification. Following Council's endorsement, the meeting dates, times and location will be advertised in

accordance with the applicable requirements.

Before confirming the minutes of the previous meeting of 28 July 2026, the Committee noted minor changes were to be made. These unconfirmed minutes were received by Council at the Ordinary Council Meeting of 19 August 2026. The updated minutes can be found on the Shire website.

During the meeting, the Committee also raised concerns regarding firefighting capacity and mop-up support at the Bindoon Army Training Ground, following discussions on the Training Ground Response Plan. The Committee has requested that Council support advocacy to the Department of Defence to increase firefighting capacity and mop-up support at the facility.

It is recommended that Council support the Committee's request to ensure the concerns raised by local bush fire volunteers are formally communicated to the Department of Defence.

OFFICER RECOMMENDATION

That Council:

1. **Receives the unconfirmed minutes of the Chittering Bush Fire Advisory Committee meeting held on Tuesday, 20 October 2026, as attached.**
2. **Notes the minor changes made to the confirmed minutes of the Chittering Bush Fire Advisory Committee meeting held on Tuesday, 28 July 2026, as displayed on the Shire website.**
3. **Endorses the following Chittering Bush Fire Advisory Committee meeting dates for 2027:**
   a. **Tuesday, 9 March 2027;**
   b. **Tuesday, 13 July 2027; and**
   c. **Tuesday, 12 October 2027.**
4. **Endorses that the meetings be held in the Council Chambers, 6177 Great Northern Highway, Bindoon, commencing at 7.00pm.**
5. **Instructs the Chief Executive Officer to advocate to the Department of Defence for increased firefighting capacity and mop-up support at the Bindoon Army Training Grounds.**

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

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 – 11/26 Community Citizen of the Year Awards 2027**
- **CON02 – 11/26 Education Scholarship Awards 2027**

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 - 11/26 ***'Confidential'*** **Community Citizen of the Year Awards 2027**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-96614
Author	Governance Officer
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Scoring Matrix for Awards 2027 2. Scoring Results Community Citizen of the Year 2027

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

Reason for confidentiality

*Local Government Act 199*5, 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

OFFICER RECOMMENDATION

That Council endorse the recipients of the Community Citizen of the Year Awards as per attachment 2.

CON02 - 11/26 ***'Confidential'*** **Education Scholarship Awards 2027**

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 – Tuesday 10 November 2026

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

Reason for confidentiality

*Local Government Act 199*5, 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

OFFICER RECOMMENDATION

That Council adopt the recommendations outlined in the minutes of the Chittering Education Scholarships Advisory Group Meeting – Tuesday 10 November 2026.

PROCEDURAL MOTION
That Council come out from behind closed doors.

Public reading of resolution that may be made public

ITEM 15. CLOSURE