



SPECIAL MEETING OF COUNCIL MINUTES

**12:00pm, Friday, 24 October 2025
Council Chambers
6177 Great Northern Highway, Bindoon**

PUBLIC QUESTION TIME

Time Permitted

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

Protocol

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

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

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

General Rules

The following general rules apply to Public Question Time:

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

DEPUTATIONS

Time Permitted

A minimum of 10 minutes is permitted for Deputations.

Protocol

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

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

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

General Rules

The following rules apply when making a Deputation:

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

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

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

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

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

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

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

Recording of Proceedings

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

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

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

Access to Recordings

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

Retention of Recordings

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

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

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

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

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

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

The Chief Executive Officer declared the meeting open at 12.07pm.

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

Attendance

The following members will be in attendance:

Shire President	To be determined
Deputy President	To be determined
Councillors	Mary Angus
	Mark Campbell
	John Curtis
	David Dewar
	Rebecca Foulkes-Taylor
	Nicholas Grayer
	Kylie Hughes

The following staff will be in attendance:

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

The following guest will be in attendance: Hon Rob Horstman MLC - Shadow Minister for Emergency Services; Volunteering

General Public: 5

Media: 0

Apologies

Nil

Approved leave of absence

Nil

ITEM 3. DISCLOSURE OF INTEREST

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

Nil

ITEM 4. PURPOSE OF MEETING

ELEC01 – 10/25**Election of the Shire President**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-55726
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Nomination Form – Shire President 2. Ballot Paper – Election of Shire President 3. Declaration by Shire President

Executive Summary

Council is requested to elect the Shire President in accordance with the provisions of the *Local Government Act 1995* and *Local Government (Constitution) Regulations 1998*, following the 2025 Ordinary Local Government Election held on Saturday, 18 October 2025.

Background

Under section 2.11 of the *Local Government Act 1995*, each local government is to have a mayor or president who is elected in accordance with Schedule 2.3 of the *Act*. The first business of a newly elected Council, following the declaration of election results, is to elect a Shire President.

The Chief Executive Officer (CEO) will conduct the election of the Shire President in accordance with:

- Local Government Act 1995 — Schedule 2.3, Division 2; and
- Local Government (Constitution) Regulations 1998 — regulations 11A–11G.

Nominations are to be made in writing on the prescribed form and may be submitted to the Chief Executive Officer prior to or during the meeting. If a Councillor is nominated by another Councillor, the CEO must not accept the nomination unless the nominee has verbally or in writing indicated their willingness to be nominated.

Voting is conducted by secret ballot. The Chief Executive Officer will declare the successful candidate elected, and the newly elected Shire President will then make the required declaration before acting in the office pursuant to regulation 13(5) of the *Local Government (Constitution) Regulations 1998*.

Following the declaration, the newly elected Shire President will assume the chair and preside over the remainder of the meeting.

Consultation SummaryLocal

Nil

State

Nil

Legislative ImplicationsLocal

Nil

State

- Local Government Act 1995 (WA)
 - s2.11 – Method of filling office of mayor or president
 - s2.29 – Declaration
 - Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council (Division 2)
 - Schedule 4.1 – How to count votes and ascertain the results of an election (Division 1 and 2)
- Local Government (Elections) Regulations 1998 – Schedule 1 Form 10, regs 75E, 75M, 75N and 75O)
- Local Government (Constitution) Regulations 1998
 - reg 11A-11G – Ballot procedures for election of mayor, president, deputy mayor or deputy president
 - reg 13 – Declaration to be made before acting in the office
- Oaths, affirmations and declarations (s2.29 and s2.42)
 - Form 7 – The declaration for a Mayor, President, Deputy Mayor, deputy President, or Councillor
 - Persons before whom declaration is made:
 -

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.4 – Building Trust and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment/Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Non-compliance with legislative election procedure	Unlikely	Moderate	Moderate	Conduct election strictly in accordance with <i>Local Government Act 1995</i> and Regulations
Reputational risk from perceived bias in election process	Unlikely	Moderate	Moderate	Process administered impartially by CEO with secret ballot and formal declaration
Opportunity: To demonstrate transparency, good governance, and compliance in the election of the Shire President.				

The Chief Executive Officer called for nominations for the office of Shire President of the Council for the ensuing two (2) years.

The following nominations were received

- *Cr Mark Campbell*
- *Cr Kylie Hughes*
- *Cr Mary Angus*

Nominees were offered two (2) minutes to outline their intent for the role of Shire President.

A lot draw was conducted for the Ballot Paper order.

An election was held in accordance with Schedule 2.3 of the Local Government Act 1995, with the Chief Executive Officer and Hon Rob Horstman MLC conducting the count of votes.

On a vote of four (4) votes to Cr Mark Campbell, two (2) to Cr Kylie Hughes, and one (1) vote to Cr Mary Angus, the Chief Executive Officer declared Cr Mark Campbell as the Shire President of the Shire of Chittering.

Hon Rob Horstman performed the Swearing in Ceremony and witnessed the Declaration of Office for Cr Mark Campbell as Shire President.

The President assumed the chair at 12:24pm.

ELEC02 – 10/25**Election of Deputy Shire President**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-55726
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Nomination Form – Deputy Shire President 2. Ballot Paper – Election of Deputy Shire President 3. Declaration by Deputy Shire President

Executive Summary

Council is requested to elect a Deputy Shire President in accordance with the *Local Government Act 1995* and *Local Government (Constitution) Regulations 1998*, following the election of the Shire President at this Special Meeting of Council.

Background

The role of the Deputy Shire President is prescribed under s2.15 of the *Local Government Act 1995*, which provides that the Deputy President is to perform the functions of the President when the President is unavailable, and may exercise any power or discharge any duty of the President in that capacity.

Under *Schedule 2.3* of the *Local Government Act 1995*, once the Shire President has been elected, Council must elect a Deputy Shire President from among the remaining Councillors.

The newly elected Shire President will preside over the election of the Deputy Shire President. The process for nomination, acceptance, voting, and declaration follows the same procedure as for the election of the Shire President:

- Nominations must be made in writing and may be submitted to the person conducting the election prior to or during the meeting.
- Where a Councillor is nominated by another Councillor, consent must be confirmed either verbally or in writing before the close of nominations.
- Voting is conducted by secret ballot in accordance with the *Local Government (Constitution) Regulations 1998* (reg 11A – 11G).
- The Shire President will declare the result, and the successful Councillor will make the formal Declaration of Office before acting in the role.

The Deputy Shire President holds office until the next ordinary local government election, unless they resign, are disqualified, or are removed by Council by an absolute majority resolution.

Consultation SummaryLocal

Nil

State

Nil

Legislative ImplicationsLocal

Nil

State

- Local Government Act 1995 (WA)
 - s2.15 – Filing the office of the deputy mayor or deputy president
 - s2.29 – Declaration
 - Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council (Division 2)
 - Schedule 4.1 – How to count votes and ascertain the results of an election (Division 1 and 2)
- Local Government (Elections) Regulations 1998 – Schedule 1 Form 10, regs 75E, 75M, 75N and 75O)
- Local Government (Constitution) Regulations 1998
 - reg 11A-11G – Ballot procedures for election of mayor, president, deputy mayor or deputy president
 - reg 13 – Declaration to be made before acting in the office

Policy ImplicationsLocal

Nil

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.4 – Building Trust and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Non-compliance with legislative election procedure	Unlikely	Moderate	Moderate	Conduct election strictly in accordance with <i>Local Government Act 1995</i> and Regulations
Reputational risk arising from perceived bias or irregularity	Unlikely	Moderate	Moderate	Transparent nomination and secret ballot procedure overseen by the Presiding Member
Opportunity: To confirm Council's leadership structure and demonstrate compliance with governance standards immediately following the 2025 Local Government Elections.				

The Shire President called for nominations for the position of Deputy Shire President of the Council for the ensuring two (2) years.

The following nominations were received:

- *Cr David Dewar*
- *Cr Kylie Hughes*

Nominees were offered two (2) minutes to outline their intent for the role of Shire President.

A lot draw was conducted for the Ballot Paper order.

An election was held in accordance with Schedule 2.3 of the Local Government Act 1995, with the Chief Executive Officer and Hon Rob Horstman MLC conducting the count of votes.

On a vote of five (5) votes to two (2), the Chief Executive Officer declared Cr David Dewar as the Deputy Shire President of the Shire of Chittering.

Hon Rob Horstman performed the Swearing in Ceremony and witnessed the Declaration of Office for Cr David Dewar as Deputy Shire President.

The President assumed the chair at 12:33pm.

ITEM 5. PUBLIC QUESTION TIME

Public question time

Nil

SCM01 – 10/25	Appointments of Delegates to Committees, Advisory Groups and External Organisations
Applicant	Shire of Chittering
File ref	SOCR-1845402348-55726
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Absolute Majority
Attachments	1. Committees, Advisory Groups & External Groups 2025

Executive Summary

Council is requested to appoint delegates and representatives to Council Committees and Groups.

Background

Following each ordinary local government election, Council is required to review and confirm its representation on:

- Statutory and advisory committees established under the *Local Government Act 1995*;
- Internal working and advisory groups of Council;
- External organisations and regional forums where Shire representation is invited or required.

Under s5.10(1) of the *Local Government Act 1995*, Council may appoint members (by absolute majority) to committees and prescribe the number of members, deputy members and terms of appointment.

Delegates are typically appointed for a two-year term, aligning with the local government election cycle, unless otherwise specified by the governing body or Council resolution.

This process ensures transparency and provides clarity to both Elected Members and stakeholders regarding representation responsibilities and reporting obligations.

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

Local

- Shire of Chittering Standing Orders Local Law 2023
 - cl2.1- Establishment of committees
 - cl2.5 – Appointment of committee members
 - cl5.2 – Order of business

State

- Local Government Act 1995
 - s5.8 – Establishment of committees
 - s5.9 – Type of committees
 - s5.10 – Appointment of committee members
 - s5.11A – Deputy committee members
 - s5.12 – Presiding members and deputies
 - s5.17 – Limits on delegation of powers and duties to committees
 - s5.23 – Meetings generally open to the public
- Bush Fires Act 1954 – s38 (Bush Fire Advisory Committee)
- Emergency Management Act 2005 – s38 (Local Emergency Management Committee)

Policy ImplicationsLocal

Code of Conduct for Council Members

State

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024 - 2034

Community Theme:	Administration and Governance
Community Aspiration:	Council Accountability and Transparency
Strategy:	5.4 – Building Trust and Transparency
Strategic Objective:	Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders

State

Nil

Site Inspection

Site Inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Failure to appoint delegates	Unlikely	Moderate	Moderate	Appoint all delegates at SCM to ensure statutory and external representation continuity
Conflict of interest or non-attendance at meetings	Possible	Moderate	Moderate	Require delegates to report back to Council and maintain attendance records
Opportunity: To strengthen Council's presence across regional networks and committees, ensuring effective advocacy for the Shire and alignment with community priorities.				

Officer Comment / Details

The following table outlines the representation required for the 2025 – 2027 term.

1. Council Statutory Committees

Committee	Representation	Legislative Basis
Audit, Risk and Improvement Committee	All Councillors (per Terms of Reference)	<i>Local Government Act 1995 s5.8</i>
Behaviour Complaints Committee	All Councillors (per Policy)	Shire Policy – established
Chittering Bush Fire Advisory Committee	X1 Delegate X1 Deputy Delegate	<i>Bush Fires Act 1954 s38</i>
Chittering Local Emergency Management Committee	X1 Delegate X1 Deputy Delegate	<i>Emergency Management Act 2005 s38</i>

2. Advisory Groups

Advisory Group	Representation	Purpose
Chittering Education Scholarship Advisory Group	X1 Delegate X1 Deputy Delegate	Review and recommend award recipients
Chittering Tourism Advisory Group	X1 Delegate X1 Deputy Delegate	Advise on local economic initiatives

3. External Agency Groups

Organisation / Group	Representation	Notes
WALGA Avon Midland Country Zone	X1 Delegate (Shire President) X1 Deputy Delegate (Deputy Shire President)	Meets quarterly at various regional locations
Northern Growth Alliance	X1 Delegate X1 Deputy Delegate	
Avon Regional Organisation of Councils	X 1 Delegate (Shire President) X 1 Deputy Delegate (Deputy Shire President)	Meets quarterly in Toodyay
Rural Water Council of WA (inc)	X1 Delegate X1 Deputy Delegate	
Wheatbelt North Regional Road Group	X1 Delegate (Shire President) X1 Deputy Delegate (Deputy Shire President)	Representation aligns with MRWA regional governance

4. External Incorporated Associations

External Incorporated Association	Representation	Notes
Chittering Land Conservation District Committee (t/a Chittering Landcare Group)	X1 Delegate X1 Proxy	Local environmental liaison
Ellen Brockman Integrated Catchment Committee	X1 Delegate X1 Deputy Delegate	

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 091025

Moved Cr Curtis, seconded Cr Dewar

That Council BY ABSOLUTE MAJOIRTY appoints the following elected members to Committees and Groups as follows in accordance with their Terms of Reference where applicable:

1. Council Statutory Committees

A. Audit, Risk and Improvement Committee:

- i. Cr Mary Angus
- ii. Cr Mark Campbell
- iii. Cr John Curtis
- iv. Cr David Dewar
- v. Cr Rebecca Foulkes-Taylor
- vi. Cr Nicholas Grayer
- vii. Cr Kylie Hughes

B. Behaviour Complaints Committee:

- i. Cr Mary Angus
- ii. Cr Mark Campbell
- iii. Cr John Curtis
- iv. Cr David Dewar
- v. Cr Rebecca Foulkes-Taylor
- vi. Cr Nicholas Grayer
- vii. Cr Kylie Hughes

C. Chittering Bush Fire Advisory Committee:

- i. One delegate (Cr Dewar); and
- ii. One proxy (Cr Foulkes-Taylor)

D. Chittering Local Emergency Management Committee:

- i. One delegate (Cr Hughes); and
- ii. One proxy (Cr Grayer)

2. Advisory Groups

A. Chittering Education Scholarship Advisory Group:

- i. One delegate (Cr Angus); and
- ii. One proxy (Cr Foulkes-Taylor)

B. Chittering Tourism Advisory Group

- i. One delegate (Cr Campbell); and
- ii. One proxy (Cr Grayer)

3. External Agency Groups

A. WALGA Avon Midland Country Zone:

- i. One delegate (Cr Campbell); and
- ii. One proxy (Cr Dewar)

B. Northern Growth Alliance:

- i. One delegate (Cr Campbell); and
- ii. One proxy (Cr Dewar)

- C. Avon Regional Organisation of Councils:**
 - i. One delegate (Cr Campbell); and
 - ii. One proxy (Cr Dewar)
- D. Rural Water Council of WA (inc):**
 - i. One delegate (Cr Dewar); and
 - ii. One proxy (Cr Foulkes-Taylor)
- E. Wheatbelt North Regional Road Group:**
 - i. One delegate (Cr Curtis); and
 - ii. One proxy (Cr Foulkes-Taylor)
- F. Joint Development Assessment Panel**
 - i. One member (Cr Angus); and
 - ii. One member (Cr Hughes); and
 - iii. One alternate member (Cr Dewar); and
 - iv. One alternate member (Cr Campbell)

4. External Incorporated Associations

- A. Chittering Land Conservation District Committee (t/as Chittering Landcare Group):**
 - i. One delegate (Cr Hughes); and
 - ii. One proxy (Cr Curtis)
- B. Ellen Brockman Integrated Catchment Committee:**
 - i. One delegate (Cr Hughes); and
 - ii. One proxy (Cr Curtis)

CARREID UNANIMOUSLY: 7 / 0**Time: 12.42pm****PROCEDURAL MOTION**

Moved Cr Hughes, seconded Cr Dewar
Suspend standing orders.

CARRIED UNANIMOUSLY: 7 / 0**Time: 12.36pm****PROCEDURAL MOTION**

Moved Cr Hughes, seconded Cr Dewar
Resume standing orders.

CARRIED UNANIMOUSLY: 7 / 0**Time: 12.41pm**

ITEM 6. CLOSURE

The Presiding Member declared the meeting closed at 12.42pm.