



ORDINARY COUNCIL MEETING MINUTES

**7:00pm, Wednesday, 20 May 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 any reproduction is for the sole purpose of Council business

Recording of Proceedings

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

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

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

Access to Recordings

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

Retention of Recordings

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

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

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

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

PREFACE

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

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

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

UNCONFIRMED MINUTES

These minutes were approved for distribution on 22 May 2026.



Melinda Prinsloo
Chief Executive Officer

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on

Signed: _____

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

DISCLAIMER

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

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

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

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

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

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

The Presiding Member declared the meeting open at 7.00pm.

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

Attendance

The following members were in attendance:

Cr Mary Angus	Deputy President
Cr John Curtis	
Cr Beck Foulkes-Taylor	
Cr Nicholas Grayer	
Cr Kylie Hughes	

The following staff were in attendance:

Melinda Prinsloo	Chief Executive Officer
Scott Clayton	Deputy Chief Executive Officer
Leo Pudhota	Executive Manager Technical Services
Hugo De Vos	Principal Planning Strategic Officer
Denaye Kerr	Executive Assistant

Members of the General Public: 2

Media: 0

Apologies

Jake Whistler	Executive Manager Development Services
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Approved leave of absence

Cr David Dewar	President
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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	15 April 2026	In attendance	
President & CEO Meeting	11 May 2026	Approved Leave of Absence	
Councillor Information Session Agenda Forum	13 May 2026	Approved Leave of Absence	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Australian Citizenship Ceremony	15 April 2026	In attendance	
Other Attendances	Date	Written Feedback/Report	
ANZAC Day Service	25 April 2026		

Cr Mary Angus			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	15 April 2026	In attendance	
President & CEO Meeting	11 May 2026	In attendance	
Councillor Information Session Agenda Forum	13 May 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Australian Citizenship Ceremony	15 April 2026	In attendance	
AMP-UP	11 May 2026	In attendance	
Other Attendances	Date	Written Feedback/Report	
ANZAC Day Service	25 April 2026		
WALGA Alumni Sundowner	5 May 2026		
Meeting with Chalice	19 May 2026		

Cr John Curtis			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	15 April 2026	In attendance	
Councillor Information Session Agenda Forum	13 May 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	
ANZAC Day Service	25 April 2026		

Cr Beck Foulkes-Taylor			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	15 April 2026	Apology	
Councillor Information Session Agenda Forum	13 May 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Other Attendances	Date	Written Feedback/Report	
ANZAC Day Service	25 April 2026		

Cr Nicholas Grayer			
Meeting / Event	Date	Attendance	
Councillor Information Session Ordinary Meeting of Council	15 April 2026	Approved Leave of Absence	
Councillor Information Session Agenda Forum	13 May 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	15 April 2026	In attendance	
Councillor Information Session Agenda Forum	13 May 2026	In attendance	
Delegated Meeting Attendance	Date	Attendance	Written Feedback/Report
Australian Citizenship Ceremony	15 April 2026	In attendance	
Other Attendances	Date	Written Feedback/Report	

ITEM 3. DISCLOSURE OF INTEREST

Nil

ITEM 4. PUBLIC QUESTION TIME**Public question time****PQT01 – 05/26****Natalie Scibilia, Lower Chittering**

Question: Following the Council's vote at the December 10th, 2025 ordinary Council meeting to close the trial period of the Lower Chittering Bridle Trail and not proceed with the permanency of the bridle trail in the current format and for the CEO to further explore suitable bridle trial routes to service the Community, there has yet to be another trail opened and the safety of horse-riders on the road is in jeopardy. My question is how long before an alternative trail can be opened?

Response: *Following the decision of Council at the December 2025 OCM, the Shire commenced investigations into an alternate bridle trail route. A route providing a loop around Marbling Brook was identified as being the most appropriate alternate at the time, and was endorsed by the Bridle Trail Reference Group members. Advertising of the alternate route commenced to potentially affected property owners that would abut the route, which concluded on 17th March 2026. Objections have been received from this advertising period, which has triggered the Shire to further investigate into the nature of the objections and whether the issues raised can be addressed or not. It is expected that an outcome on the alternate route will be finalised shortly.*

Question: Is it possible for the Council to explore the option of temporarily re-opening just a small portion of the trial-trail near Marbling brook where minimal residents would be impacted until a permanent trail can be opened?

Response: *The location of the residents that objected to the original Maryville Downs bridle trail route, in conjunction with the location of the residents that have objected to the alternate bridle trail loop, would cause challenges in temporarily opening up a portion of the trail without impacting residents. It is considered that the Shire should use its resources towards finding a permanent bridle trail route, as opposed to using resources to open a small temporary route.*

PQT02 – 05/26**Mark Campbell, Lower Chittering**

Question: Council endorses the ability for the CEO to take a provision of a 19-day month (one day rostered off per month) which equates to either 12 or 13 days a year of additional days off, what is the reason for the additional days off?

Response: *Full-time employees at the Shire work a standard 38-hour week, structured as a nine-day fortnight. Under this arrangement, employees work additional hours across the fortnight to accrue a rostered day off (RDO), which is taken as time in lieu.*

While there had previously been an informal understanding that the CEO could take time off in lieu of additional hours worked, this was not formalised as a defined entitlement or structured RDO arrangement. The CEO also routinely works hours significantly in excess of the standard 38-hour week.

Council therefore considered it appropriate to formalise an arrangement to recognise these additional hours, notwithstanding that the time off provided does not fully offset the extent of additional hours typically worked, and resolved to provide one day off every four weeks.

Question: How many working days per year are allocated to external commitments for the CEO to attend the WA Grants Commission which is not part of her role?

Response: *In the past year, the CEO has spent 58 hours in Grants Commission hearings or meetings, which was fulfilled in addition to her Shire work, at no additional compensation. The CEO's role on the grants commission is to represent small local governments and ensure the best outcome in the distribution of federal grants to local governments in Western Australia. In this role she deals directly with determining the formulas used to calculate grants, which is of benefit not only to the Shire of Chittering, but to all smaller local governments in WA. This forms a large part of her advocacy responsibilities.*

ITEM 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Petitions

Nil

Deputations

DEP01 – 05/26 Peter Easey, Bindoon

Peter has submitted a Deputation speaking for item DS01 – 05/26 Application for Development Approval – Nature Based Caravan Park – Lot 2105 (411) Teatree Road, Bindoon.

Presentations

Nil

ITEM 6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCILLOR MOTION / COUNCIL RESOLUTION 010526

Moved Cr Hughes, seconded Cr Curtis

That the following leave of absence be approved:

- Cr Kylie Hughes – Saturday 13 June through to Friday 14 August 2026 (inclusive).

CARRIED: 5 / 0

TIME: 7.14PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

COUNCILLOR MOTION / COUNCIL RESOLUTION 020526

Moved Cr Curtis, seconded Cr Foulkes-Taylor

That the following leave of absence be approved:

- Cr John Curtis – 24 May through to 1 June 2026 (inclusive).

CARRIED: 5 / 0

TIME: 7.14PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

ITEM 7. CONFIRMATION OF MINUTES

Ordinary Meeting of Council: 15 April 2026

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 030526

Moved Cr Hughes, seconded Cr Grayer

That the minutes of the Ordinary Meeting of Council held on Wednesday, 15 April 2026, as published on the Shire website, be confirmed.

CARRIED: 5 / 0

TIME: 7.15PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

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

DEVELOPMENT SERVICES**DS01 – 05/26 Application for Development Approval – Nature Based Caravan Park – Lot 2105 (411) Teatree Road, Bindoon**

Applicant	P. Easey
File ref	A1604
Author	Principal Planning Officer
Authorising Officer	Executive Manager Development Services
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Application Details 2. Schedule of Submissions

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

Executive Summary

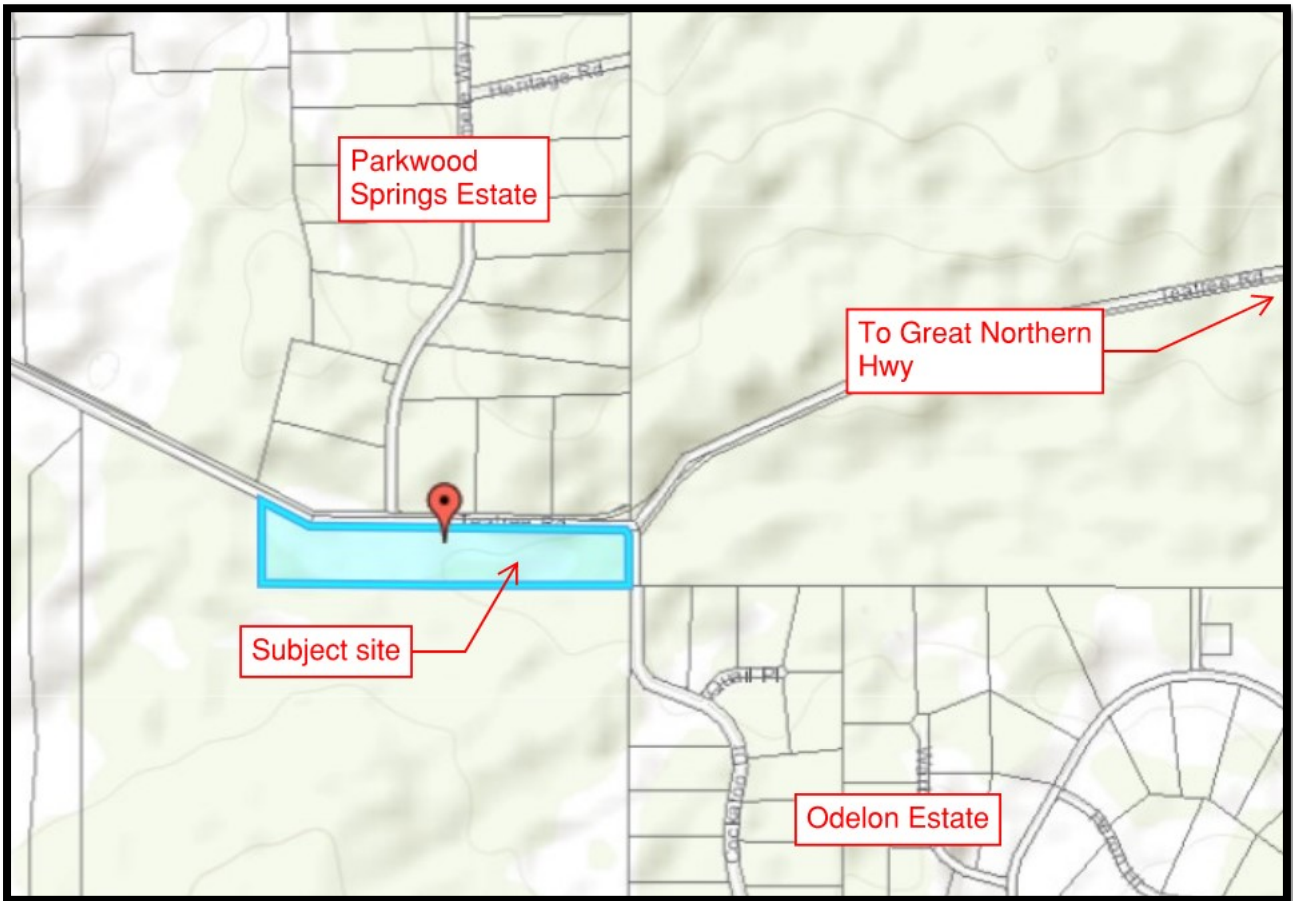
Council is requested to determine Development Application P064/25 for a proposed self-contained campground at Lot 2105 (No. 411) Teatree Road, Bindoon.

The proposal is for a small-scale, nature based camping use comprising a maximum of eight sites, limited to self-contained vehicles. The application has generated objections relating to amenity, environmental impacts, bushfire risk and precedent.

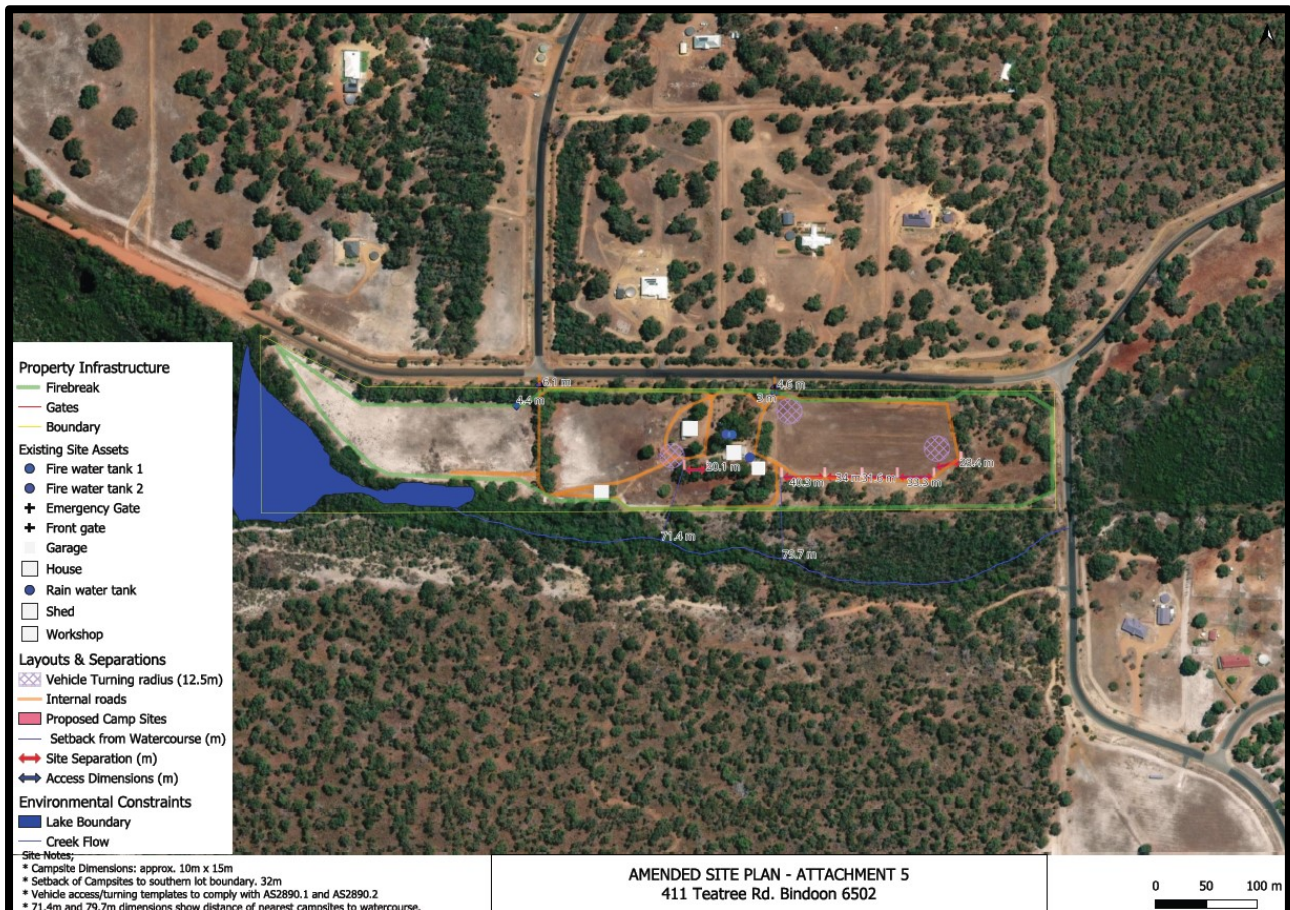
The key issue is whether the proposal represents an appropriate exercise of discretion within the Agricultural Resource zone, having regard to rural character, impact on the local amenity, environmental constraints and bushfire risk.

On balance, the proposal is considered capable of being supported on a temporary basis. The limited scale, short-stay nature of the use, and reliance on a self-contained operational model significantly reduce potential impacts, which can be managed through conditions and an enforceable management framework consisting of the Campground Management Plan, the Bushfire Management Plan, the Bushfire Emergency Plan and a recommended Waste Management Plan.

Location Plan



Site Plan



Background

Lot 2105 Teatree Road, Bindoon is a 9.7ha property zoned Agricultural Resource under the Shire's Local Planning Scheme No. 6 (LPS6). It is bound by rural residential estates to the north and south-east and agricultural land to the west, which is also identified for the construction of the Bindoon Bypass (less than 500m from the western boundary of Lot 2105). The lot contains a Conservation Category Wetland, which operates as a tributary to the Lake Chittering and Brockman River system, however the majority of the property has been subjected to historical clearing.

The Shire received Development Application P064/25 for a self-contained campground at Lot 2105. The proposal comprises:

- a maximum of eight campsites (six unpowered and two powered);
- use limited to self-contained caravans, camper trailers and RVs;
- a maximum stay of three nights per camper or camping group;
- no permanent accommodation buildings or ablution facilities;
- operation in accordance with a Campground Management Plan;
- a carry-in / carry-out waste management model; and
- no clearing or development within identified wetland areas

The Bushfire Management Plan (BMP) and Bushfire Emergency Plan (BEP) demonstrate that bushfire risk has been considered through both site design and operational response.

The BMP provides for onsite firefighting water supply via dedicated tanks fitted for emergency use, internal access tracks connecting all camping areas to the main access, and vegetation management to maintain low fuel loads around the development footprint. These measures are intended to support emergency vehicle access and reduce fire intensity in proximity to occupants.

The BEP sets out the emergency response framework, including a designated onsite assembly area near the site entrance and evacuation via the internal access tracks to Teatree Road. From there, two alternative evacuation routes are identified: east via Teatree Road to Great Northern Highway (towards Bindoon/Vibe Roadhouse), and west via Teatree Road and Mooliabeenee Road to Gingin. The plan adopts a trigger-based response linked to fire danger ratings and emergency warnings, with an emphasis on early evacuation of visitors unfamiliar with the area.

Overall, the plans demonstrate that appropriate water supply, access, vegetation management and evacuation measures are in place to support life safety outcomes.

The application was initially advertised to adjoining landowners. Following further review and more refined understanding of the application and its potential impacts on the surrounding locality, a wider radius of advertising was undertaken.

Submissions raised concerns relating to amenity, environmental impacts, bushfire risk, traffic, waste management and precedent, including reference to informal camping on the site.

In response, the applicant submitted amended plans and supporting documentation, including a Campground Management Plan, Environmental Technical Note and a detailed response to submissions.

Given the level and nature of objections, the application has been referred to Council for determination.

Full application details (as amended) are provided in Attachment 1.

Consultation Summary

Local

The application was advertised in accordance with Clause 64 of the Deemed Provisions, including re-advertising to a broader 500 metre radius.

Six submissions were received, the majority objecting to the proposal. Key issues raised relate to amenity (noise, privacy and activity), environmental impacts associated with proximity to wetlands and waterways, bushfire risk, traffic, waste management and precedent. Matters raised also referenced existing informal camping on the site.

The applicant has responded to submissions and amended the proposal to introduce operational controls, including limiting the number of sites, restricting camping to self-contained vehicles, and implementing a Campground Management Plan.

A schedule of submissions has been provided in Attachment 2.

State

The application was referred to relevant agencies.

The Department of Water and Environmental Regulation and the Department of Health raised no objection to the proposal, subject to compliance with relevant legislation. The Department of Fire and Emergency Services advised the proposal can achieve compliance with State Planning Policy 3.7, subject to minor modifications to the Bushfire Management Plan.

The Department of Biodiversity, Conservation and Attractions did not object to the proposal subject to no vegetation clearing occurring.

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:

(m) the compatibility of the development with its setting including 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 proposed caravan park is situated on land zoned Agricultural Resource. This land however, is a smaller than typical agricultural property being only 9.7ha in area, and additionally, is bound by estates to the north and south-east that are predominantly rural residential. This setting lends itself to being semi-residential in a rural/natural environment.

The proposed development has the potential to create land use conflicts with the existing residential development in the locality. A caravan park naturally attracts visitors that are unfamiliar with their surrounds and may not have full awareness of the impacts that their behaviour could have on the existing setting. It has been noted in the submissions received that previous occupation of the land by campers have resulted in campers’ conversations being heard from neighbouring properties, which is feasible given the proximity of the residences nearby and the ability for noise to travel, particularly on a quiet night. The social impacts of the proposal are considered to be a key potential factor of the development that needs close consideration, where the effect on neighbouring properties is not known. This is due to the main potential causes of neighbourly disturbances being from the visitors of the caravan park themselves.

It is considered that the proposal can successfully operate in its proposed location amongst the rural residential setting, if it is managed well. This would relate specifically to the on-site landowner or care-taker having responsibilities for the control of the behaviour of the visitors and control of noise, potentially through booking education and on-site enforcement. In the instance that the behaviour of visitors to the site are not managed appropriately, the development itself has the impact of having an unacceptable adverse impact on the surrounds.

It is on the basis that the management of the development is a critical component to it being compatible with its setting, that officers recommend granting a temporary approval for a period of 24-months. This will provide the proponent with an opportunity to demonstrate that the management of the visitors can achieve an acceptable outcome for its location, and if so, to seek a permanent approval at the expiry of the 24-month period.

- (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;

Similar to the above commentary, the proposed development has the potential to have adverse impacts on the amenity of the area given the nature of the development, and the visitors to the site not having an understanding of their potential impacts on local residents. It is considered that the management of the visitors to the site will play a critical role in the ability of the development to have a negligible impact on the area's amenity. This reinforces officer's position that the proposal should be granted a temporary approval to offer the applicant the opportunity to demonstrate that visitors to site can be managed well, and be of minimal disturbance to the local amenity.

With regard to environmental impacts of the development, the 8 proposed camp sites are situated within a mapped Conservation Category Wetland, which links to Lake Chittering and the Brockman River system. Given the conservation status of the wetland, this immediately triggers the site be regarded as an Environmentally Sensitive Area under the *Environmental Protection (Environmentally Sensitive Areas) Notice 2005*.

Given the environmentally sensitive nature of the site, the application was referred to both DWER and DBCA, whereby it was indicated that subject to no clearing occurring within the ESA, there were no objections.

It is noted that the submitted Bushfire Management Plan (BMP) that each campsite was to be protected by an Asset Protection Zone (APZ) which did extend into the vegetated portion of the wetland area. On reading the BMP, this indicated that vegetation removal was a distinct possibility within the APZs. The proponent has since confirmed however, that there is no intention of removal of vegetation and that the BMP can be adjusted to reflect this. Shire officers are supportive of this approach as there are no built structures within the proposed APZs that need a higher level of protection. The campsites themselves will then likely be situated in an area that is designated as 'Flame Zone' rating (due to the absence of APZs), however this is not unacceptable for development of a nature based caravan park which are often found amongst natural vegetation, subject to appropriate evacuation procedures being in place.

The additional environmental impact of this proposal is waste management. As noted earlier in this report, the development will only be permitting the occupation of self-contained vehicles that have the ability to store effluent waste within the vehicle, for disposal at an appropriate dump point. This can be re-iterated and enforced through a condition of development approval and will need to be appropriately managed by the applicant. To provide further surety to compliance with this critical requirement of the proposal, a condition of approval can be imposed that requires the proponent to develop a waste management plan, which can detail the measures to be put into place to ensure that all visitors to the site have the appropriate in-built effluent storage facilities, and measures that will be implemented to enforce such. The appropriate management of rubbish and litter can also be incorporated into a waste management plan.

- *Caravan Parks and Camping Grounds Regulations 1997*

Pursuant to the *Caravan Park and Camping Grounds Regulations 1997* (Caravan Park Regulations), any caravan park requires a separate licence, issued by the local government, for the operation of a caravan park. This includes a nature based park, such as the one proposed. A licence application of this nature would be assessed and determined by the Shire's Environmental Health Department, and would be a separate process to the development approval process.

A nature based park is a category of caravan park under the Caravan Park Regulations that typically offers limited facilities for its visitors, is small in scale and offers caravanning or camping options in a natural setting. In its formal definition under the Regulations however, a nature based park is facility in an area that:

'is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100 metres or more;'

Lot 2105 is situated in close proximity to the rural residential properties on Cockatoo Drive and Windemere Way, which could be regarded as having dwellings-houses at intervals of 100m or less. As such, the subject proposal may not be regarded as being compliant with the definition of a nature based park, and would not be able to have a licence granted, in its current form. This decision could be one that is challenged by the proponent, or adjustments could be made to the proposal to provide the necessary facilities (i.e. potable water, toilet facilities, camp kitchen etc.) that could render the proposal a full caravan park.

The applicant has been made aware of this requirement of the Caravan Park Regulations and the Shire's potential inability to be able to grant a Caravan Park (nature based park) Licence, notwithstanding any development approvals that may or may not be granted. Despite this advice, the applicant has instructed the Shire to continue to process the subject development application, as presented.

Local

- **Shire of Chittering Local Planning Scheme No. 6**

Lot 2105 is zoned Agricultural Resource under LPS6. For the purposes of LPS6, the proposal is appropriately characterised as a Caravan Park. References throughout this report to a 'nature based park' describe the intended form and operational characteristics of the development, but do not alter the applicable land use classification under the Scheme.

A 'caravan park' within an Agricultural Resource zone is listed as an 'A' use which means:

'that the use is not permitted unless the local government has exercised its discretion by granting Development approval after giving special notice in accordance with Clause 64 of the deemed provisions'.

Council has the discretion to approve or refuse the subject application.

Policy Implications

State

State Planning Policy 2.5 – Rural Planning

The proposal has been assessed against the objectives of SPP 2.5, which support diversification of rural land uses where such uses are compatible with primary production, rural character and environmental values. The proposal is low-intensity, does not displace agricultural activity, and is limited in scale and duration.

State Planning Policy 3.7 – Bushfire

SPP 3.7 identifies camping and short-stay tourism uses as vulnerable land uses due to the transient nature of occupants. The Policy places emphasis on early consideration of land-use suitability and discourages vulnerable uses in bushfire-prone areas where risk cannot be acceptably mitigated. This has been a central consideration in the assessment, particularly in determining whether the scale and nature of the proposal can be safely accommodated on the site.

State Planning Policy 2.9 – Water

The proposal avoids clearing and development within wetlands and environmentally sensitive areas, and relies on a self-contained model with no onsite effluent disposal, consistent with SPP 2.9 objectives.

Local

Nil

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024–2034

Community Aspiration: Economic Growth

Strategy: Increase visitors and support tourism-based economic activity

The proposal provides a form of low-impact visitor accommodation which may contribute to increasing visitor nights and supporting local tourism-related businesses within the Shire.

- Local Planning Strategy 2019

Strategic Direction: Economy – Tourism and Recreation

Strategy: Support tourism development and diversified rural land uses compatible with primary production

The proposal represents a tourism-based land use that is consistent with the Strategy's intent to support rural diversification and low-impact tourism, where compatible with the locality and environmental constraints.

State

Nil

Site Inspection

Site inspection undertaken: Yes

Environmental Consideration

Environment consideration given: Yes – Addressed earlier in report.

Risk Assessment / Implications

In accordance with Shire Policy 1.9 – Risk Management, the potential risks associated with determining the application have been identified and assessed having regard to their effect on Council's objectives, including orderly and proper planning, environmental protection, community amenity and public safety. The following risks have been identified and are considered manageable through conditions and enforceable management controls.

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Risk of impacts on amenity of locality and nearby residents.	Possible	Minor	Low	Imposition of appropriate conditions and a temporary approval term to determine the unknown impacts.
Opportunity: To offer further short-term accommodation options in close proximity to the Bindoon Townsite, further the economic development of the Shire.				

Officer Comment/Details

The proposal is for a self-contained campground on land zoned Agricultural Resource under LPS6.

In determining the application, particular regard has been given to the location and characteristics of the site, including its rural setting, zoning, proximity to neighbouring dwellings, environmental constraints and exposure to bushfire risk. The assessment has focused on whether the site can appropriately accommodate a low-intensity, short-stay camping use without resulting in unreasonable amenity impacts, unacceptable environmental harm, or conflict with the intent of the Agricultural Resource zone.

The Scheme provides discretion to consider such uses where they are compatible with rural character, do not undermine primary production, and achieve an orderly and proper planning outcome.

The proposal is deliberately limited in scale and intensity. It comprises a maximum of eight sites, restricted to self-contained vehicles, with a maximum stay of three nights. No permanent accommodation buildings or ablution facilities are proposed. In this respect, the development is clearly distinguishable from a conventional caravan park.

Key considerations in the assessment are amenity, environmental constraints, bushfire risk and precedent. In terms of amenity, some level of impact is anticipated. However, the limited number of sites, transient nature of the use, and the ability to impose enforceable operational controls could be sufficient to manage these impacts within a rural context. These impacts are largely unknown at this stage as it relies on the active management of visitors to the site, by the proponent.

The subject land contains significant environmental constraints, including wetlands and environmentally sensitive areas. The proposal avoids clearing and development within these areas and operates on a self-contained basis, removing the need for onsite wastewater disposal. Having regard to the scale of the development and the absence of objection from the DWER and DBCA, environmental impacts are considered capable of being appropriately managed.

Bushfire risk is a key consideration, particularly given the classification of camping as a vulnerable land use. This has been addressed through the limited scale of the proposal, absence of permanent accommodation, and the requirement for compliance with an approved Bushfire Management Plan to the satisfaction of the local government, on advice from the Department of Fire and Emergency Services. Furthermore, in response to the site's exposure to bushfire risk and the vulnerability of transient occupants, a condition is recommended to restrict occupation of the campground on days of Extreme or Catastrophic Fire Danger, or where a Total Fire Ban is declared. This approach relies on formally declared fire danger ratings issued by the Bureau of Meteorology and the Department of Fire and Emergency Services, providing a clear and enforceable trigger rather than variable or operator-determined thresholds. An accompanying advice note clarifies that additional restrictions or directions may apply under emergency management legislation, which operates separately to the planning framework.

Concerns regarding precedent are noted. However, the proposal is constrained by site-specific environmental characteristics, limited in scale, and subject to a defined operational model. It does not create a general expectation that similar proposals would be supported elsewhere.

On balance, the proposal represents a low-intensity diversification of rural land use that does not displace agricultural activity and has the ability to be appropriately managed through conditions. It is noted that if the management of visitors to the site is not conducted well, the development does have the potential to have adverse impacts on the surrounding rural residential area. Given the success of the development to integrate into its surrounds is heavily dependent on the management of the facility and its visitors, officers recommend that a temporary approval be granted in the first instance, to offer the proponent the opportunity to demonstrate that it can operate without impact on the neighbours.

Conditions relating to signage and vehicle access are considered necessary having regard to the nature of the proposed use and the operating characteristics of caravans and campervans. Teatree Road accommodates a range of vehicle types, including heavy vehicles and trucks, and there is potential for slower moving vehicles entering and exiting the site to create traffic safety risks if not appropriately managed. The conditions are therefore recommended to ensure suitable warning signage and safe access arrangements are provided to the satisfaction of the Shire's Technical Services Department.

It is recommended that a 24-month temporary approval period be granted. This will allow the proponent enough time to make the necessary preparations and adjustments to the required plans (i.e. Waste Management Plan, Bushfire Management Plan) and on-the-ground preparations, in order to have at least one uninterrupted 'peak season' (Autumn to Spring of 2027) to operate. At the expiry of the 24-month period (or

earlier), and should the proponent wish to continue the operations, a further application for development approval can be submitted to the Shire to simply remove the temporary nature of the approval. It will be through this application process that adjoining residents will again have the ability to provide comments and feedback to the Shire through another round of advertising.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 040526

Moved Cr Curtis, seconded Cr Grayer

That Council, pursuant to the Shire of Chittering Local Planning Scheme No. 6 and the *Planning and Development (Local Planning Schemes) Regulations 2015*, approves Development Application P064/25 for a self-contained campground (Caravan Park) at Lot 2105 (No. 411) Teatree Road, Bindoon, subject to the following conditions and advice notes:

Conditions of Approval

1. All development shall be in accordance with the approved plans.
2. The caravan park shall be limited to a maximum of eight (8) campsites at any one time.
3. The caravan park shall only host self-contained vehicles to the satisfaction of the Shire.
4. The maximum length of stay for any patron shall not exceed three (3) consecutive nights.
5. The Campground Management Plan dated 05/05/26 shall be implemented at all times for the duration of the approval period to the satisfaction of the Shire.
6. Prior to the operation of the approved caravan park a waste management plan shall be submitted to, and approved by the Shire of Chittering and implemented thereafter for the life of the development. The approved Waste Management Plan shall detail the measure to limit only self-sufficient vehicles to the development, and the containment, management and disposal of all waste from the site.
7. Prior to the operation of the approved caravan park, the Bushfire Management Plan dated (29 October 2025) shall be suitably updated, submitted to, and approved by the Shire of Chittering. The Bushfire Management Plan shall be updated to address:
 - Removal of Asset Protection Zones around camp sites that could result in vegetation removal
 - updating the Vegetation Classification Map to clearly identify and label all photographic locations used to support vegetation classification;
 - providing further justification and supporting evidence for the classification of Vegetation Area 3 as Class B Woodland, including detailed assessment against AS 3959, or alternatively revising the classification and updating all associated Bushfire Attack Level (BAL) ratings accordingly;
 - reviewing and updating all BAL ratings, where required, to ensure they are accurate and capable of validation;
 - providing a detailed assessment of the existing driveway and internal access arrangements demonstrating compliance with Acceptable Solution A3.7 of the Planning for Bushfire Guidelines, including driveway length, horizontal and vertical clearances, passing bays and turnaround areas; and
 - incorporating any consequential amendments required to bushfire risk management measures arising from the above.
8. The approved updated Bushfire Management Plan shall be implemented at all times during the operation of the caravan park to the satisfaction of the Shire.
9. A notification pursuant to Section 70A of the Transfer of Land Act 1893 (as amended) is to be placed on the Certificate of Title of the lot stating the following:

'This land is within a bushfire prone area as designated by an order made by the Fire and Emergency Services Commissioner and is subject to a Bushfire Management Plan. The Management measures within the Bushfire Management Plan are required to be implemented at all times'

The notification shall be placed on the Certificate of Title of the lot prior to the operation of the caravan park, at the full cost of the proponent.

10. The Bushfire Emergency Plan (dated 29 October 2025) shall be implemented at all times for the duration of the approval period to the satisfaction of the Shire.
11. The caravan park shall not be occupied or used for accommodation on any day that an Extreme or Catastrophic Fire Danger Rating is declared for the relevant Fire Weather District, or where a Total Fire Ban is declared, as published by the Bureau of Meteorology and/or the Department of Fire and Emergency Services to the satisfaction of the Shire.
12. The caravan park shall be 'hosted' at all times to the satisfaction of the Shire of Chittering.
13. Prior to operation of the approved caravan park, signage shall be installed within the Teatree Road reserve advising of caravans entering and leaving the subject site, to the satisfaction of the Shire of Chittering. All costs associated with the design, supply and installation of the signage shall be borne by the proponent.
14. Prior to operation of the approved caravan park, the existing crossover shall be upgraded to the specifications and satisfaction of the Shire of Chittering, and maintained thereafter.
15. This approval is valid for a period of 24 months only, commencing from the date of determination.

Advice notes:

- i. With regard to Condition No. 3, a self-contained vehicle is one that has internal facilities that are fully self-supporting in relation to potable water and has holding tanks for all toilet waste and sullage water, sufficient for at least 72 hours.
- ii. With regard to Condition No. 10, the proponent is advised that additional restrictions or directions may apply during the fire season under emergency management legislation, including Total Fire Bans and vehicle movement restrictions.
- iii. With regard to Condition No. 11, 'hosted' means that the host lives on-site, is present at the property for a majority of the duration of a patron's stay, and is present overnight when patrons are occupying the approved caravan park.
- iv. With regard to Condition No. 12, the proponent is advised that a further development approval will be required from the Shire of Chittering if the development is proposed to continue beyond the 24 month timeframe. The applicant is encouraged to lodge an application for development approval to extend the approval timeframe (or apply for a permanent approval) at least 90 days prior to the expiration of the approval timeframe.
- v. With regard to Condition No. 13, the applicant is encouraged to liaise with the Shire for the installation of the required of signage.
- vi. With regard to Condition No. 14, the crossover will require upgrades to cater for the anticipated larger vehicles to safely enter and egress from the site without causing a traffic safety issue to other road users of Teatree Road.
- vii. No permanent accommodation, ablution facilities or habitable structures shall be erected or installed on the land without further development approval from the Local Government.

- viii. The proponent is advised that no clearing of native vegetation or disturbance within the mapped Conservation Category Wetland area is permitted to occur, without the necessary approvals, pursuant to the *Environmental Protection Act 1986*.
- ix. The proponent is advised that a Caravan Park licence for a 'Nature Based Park' is required to be obtained from the Shire's Environmental Health Department under the *Caravan Park and Camping Grounds Regulations 1997*, prior to operation of the caravan park.

CARRIED: 3 / 2

TIME: 7.27PM

FOR: Cr Angus, Cr Grayer, Cr Curtis

AGAINST: Cr Foulkes-Taylor, Cr Hughes

DS02 – 05/26 Final Adoption of Local Planning Policy No. 1 - Sea Containers

Applicant	Shire of Chittering
File ref	18/01/7
Author	Principal Planning Officer
Authorising Officer	Executive Manager Development Services
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Draft Amended Local Planning Policy No. 1 – Sea Containers 2. Schedule of Submissions 3. Site Inspection Example Pictures (Confidential)

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

Executive Summary

This report presents the outcome of the advertising process for the amendments to Local Planning Policy No. 1 – Sea Containers, and seeks Council's determination on final adoption of the amended policy.

Background

At the Ordinary Meeting of Council held on 18 March 2026, Council resolved to advertise the draft amended Local Planning Policy No. 1 – Sea Containers for a period of not less than 21 days in accordance with the Planning and Development (Local Planning Schemes) Regulation 2015 (Regulations).

The purpose of the amendment was to:

- clarify the application of the policy to container-based and composite structures, including dome structures; and
- improve consistency and transparency in assessment.

The policy was advertised in accordance with the Regulations, and the advertising period has now concluded.

Consultation Summary

The draft amended Local Planning Policy No. 1 – Sea Containers was advertised on the Shire's website on the Public Notices page from 20 March 2026 to 13 April 2026 which was twenty-four (24) days in total – thus meeting the requirements of the Regulations.

One submission was received during the advertising period from Lateral Planning. The submission raised two key issues. Firstly, it questioned the appropriateness of applying separate numerical limits to sea containers and container-based structures, suggesting this could lead to unnecessary restriction or inconsistency where

both forms are capable of approval. Secondly, it sought clarification on whether the provisions of Clause 6.3 apply solely to sea containers or extend to container-based structures more broadly.

These matters have been considered and do not warrant any substantive change to the policy framework. However, to address the ambiguity identified, a minor amendment to Clause 6.3 is recommended to explicitly confirm that the relevant provisions apply to both sea containers and container-based structures. In practical terms, this ensures the policy is applied consistently regardless of how the structure is categorised, removing any uncertainty for applicants and officers during assessment.

For further detail, refer to Attachment 2 – Schedule of Submissions.

Legislative Implications

Local Planning Policies are prepared and adopted in accordance with Schedule 2, Part 2, Division 2 of the Regulations.

Clause 4(3) requires that, following the close of advertising, the local government must:

- review the policy in light of any submissions; and
- resolve to:
 - proceed without modification; or
 - proceed with modification; or
 - not proceed.

The advertising requirements under clause 4(2) have been satisfied.

Policy Implications

State

Nil

Local

Local Planning Policy No. 1 – Sea Containers

The amended policy refines the scope and terminology of the existing policy to ensure contemporary container-based structures are clearly captured and consistently assessed.

No change to the underlying strategic intent of the policy is proposed.

Financial Implications

Nil

Strategic Assessment / Implications

The policy supports the Strategic Community Plan 2024–2034, particularly:

- Balance Between Development and Conservation
- Strategy 3.4 – Country Charm and Rural Design

By strengthening controls around visual amenity and built form, the policy contributes to maintaining rural character while accommodating evolving development types.

Site Inspection

Site inspection undertaken: Yes

Shire Officers conducted site inspections at two properties zoned Rural Residential under Local Planning Scheme No. 6. The purpose of the inspections was to observe container-based dome structures in situ, including how such structures present within differing site contexts, scales and levels of visual integration.

The first example involved a large container-based dome structure measuring approximately 12.20 metres in

width by 17.00 metres in length, with a dome height of approximately 6.2 metres and a total floor area of approximately 207m². The structure was not fully painted and was not screened by vegetation. Photos of this example is provided in Attachment 3.

Following the inspection, Officers formed the view that the structure, in its current form, does not satisfactorily meet the intent of the draft policy provisions relating to container-based structures, particularly in relation to overall scale, visual integration with the surrounding built form and landscape, and the extent of screening from public vantage points.

In particular, the structure was considered to be of a size and scale that is not commensurate with the surrounding rural residential environment. Officers also formed the view that the structure does not sufficiently complement the established character of the locality in terms of materials and finish and presents a level of visual prominence that is not adequately mitigated.

The second example involved a smaller structure measuring approximately 6.0 metres by 11.8 metres, with a roof height of approximately 4.1 metres and a total floor area of approximately 70.8m². In this instance, the structure had been wholly painted in a eucalyptus green colour and was substantially screened by existing native vegetation on the property. Photos of this example is provided in Attachment 3.

Following inspection, Officers were of the opinion that this structure satisfactorily demonstrated compliance with the intent of the draft policy provisions in relation to scale, visual integration, and compatibility with the surrounding rural residential landscape.

A key observation arising from the site inspections was the importance of site context. Officers consider that container-based structures cannot be assessed in isolation and that each proposal must be considered on its individual merits, having regard to factors such as scale, siting, colours and finishes, vegetation screening, topography, and visibility from adjoining properties and the public realm. A structure that may be considered appropriate in one location may not necessarily be appropriate in another.

Council is encouraged to review the examples provided under separate confidential attachment, which assist in illustrating the matters discussed above.

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Governance / Compliance: Failure to comply with the Planning and Development (Local Planning Schemes) Regulations 2015 during the policy amendment process	Unlikely	Moderate	Moderate	The policy was advertised for twenty-four (24) days in accordance with statutory requirements. Submissions received were reviewed and considered prior to final adoption, consistent with clause 4(3) of Schedule 2 of the Regulations.
Planning / Operational: Ambiguity in policy	Possible	Moderate	Moderate	A minor amendment to Clause 6.3 is recommended to

wording leading to inconsistent interpretation or assessment outcomes				expressly confirm that the provisions apply to both sea containers and container-based structures, improving clarity and consistency in policy application.
Reputational: Perceived inconsistency or unfairness in the assessment of container-based structures	Possible	Moderate	Moderate	The amended policy provides clearer guidance relating to scale, siting, colours, finishes and vegetation screening. Assessments will continue to consider site-specific context and visual integration on planning merit.
Strategic / Amenity: Inadequate controls resulting in adverse visual amenity impacts within rural areas	Possible	Moderate	Moderate	The amended policy strengthens assessment criteria relating to visual integration, built form and rural character. Site inspections undertaken by Officers informed the refinement of the policy approach and demonstrated the importance of contextual assessment.
Opportunity: The amended policy provides greater clarity, consistency and transparency in the assessment of sea containers and container-based structures, improving the Shire's ability to manage emerging built form trends while maintaining rural character and visual amenity outcomes.				

Officer Comment/Details

The advertising process has been completed in accordance with the Regulations and has provided an opportunity for stakeholder input.

One submission was received during the advertising period. The submission did not raise any objection to the policy but provided general commentary on the structure of the controls and the application of Clause 6.3.

The matters raised have been considered and do not warrant any substantive amendment to the policy. The proposed controls remain appropriate to manage the cumulative visual and amenity impacts of sea containers and container-based structures within rural zones, while allowing discretion where supported on planning merit.

A minor clarification to Clause 6.3 is recommended to explicitly confirm that the provisions apply to both sea containers and container-based structures. This is an administrative refinement only and does not alter the intent or operation of the policy.

The amended policy addresses a clear gap in the current framework and will improve consistency, clarity and defensibility in assessment and compliance matters. On this basis, it is appropriate to proceed to final adoption.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 050526

Moved Cr Foulkes-Taylor, seconded Cr Hughes

That Council:

1. Pursuant to Schedule 2, Part 2, Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to adopt the amended Local Planning Policy No. 1 – Sea Containers with modification –
Add a lead-in sentence to Clause 6.3:
The provisions of this clause apply to both sea containers and container-based structures, unless otherwise specified.
2. Requests the Chief Executive Officer to publish the adopted Local Planning Policy No. 1 – Sea Containers in accordance with Schedule 2, Part 2, Clause 4(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED: 5 / 0

TIME: 7.30PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

TECHNICAL SERVICES**TS01 – 05/26 Timaru Road Kerbside Refuse & Recyclable Collection Services**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-147
Author	Leo Pudhota, Executive Manager Technical Services
Authorising Officer	Melinda Prinsloo, 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. Letter to Residents 2. Bin Request List for Timaru Road (Confidential)

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

Executive Summary

Council is requested to approve Timaru Road, Muchea being added to the Shire's compulsory kerbside refuse and recycling collection area, as administrated through the Shire's waste collection arrangements with Stondon Pty Ltd trading as Avon Waste, and to authorise the applicable annual waste/receptable charge to be imposed on all eligible premises provided with the service.

Background

The Shire provides kerbside refuse and recycling collection services to properties located within its current waste collection service areas. These services are delivered by Stondon Pty Ltd trading as Avon Waste under the Shire's existing waste collection contract.

Under the current contractual and operational arrangements with Avon Waste, collection areas are administered by reference to compulsory and non-compulsory collection routes. Properties located within a compulsory collection area receive the Shire's standard kerbside refuse and recycling collection service and are charged the applicable annual waste/receptacle charge through the Shire's rating process. Properties outside of the compulsory collection area do not automatically receive the kerbside collection service.

Timaru Road is not currently included within the Shire's compulsory kerbside collection area.

The Shire received requests from a number of Timaru Road residents seeking access to kerbside refuse and recycling collection service. Following those requests, Shire officers contacted Avon Waste to determine whether Timaru Road could be added to the existing collection route.

Avon Waste has advised that Timaru Road can be serviced as an extension to the existing compulsory collection route, subject to the service being applied consistently to all eligible premises on the road.

Avon Waste are willing to accommodate this request for additional route if all residents of the Road accept bins pickup.

Following confirmation from Avon Waste, the Shire issued letters to the affected property owners on Timaru Road seeking feedback on whether they supported the introduction of kerbside refuse and recycling collection services. A total of 18 letters were issued. Of the responses received, 12 property owners supported the service, 4 property owners did not support the service, and 2 property owners did not respond, in spite of repeated calls/emails.

This report seeks Councils approval to include Timaru Road within the Shire's compulsory kerbside refuse and recycling collection area and to authorise the necessary arrangements for Avon Waste to provide the service.

Location Map



Consultation Summary

Local

- Executive Manager Technical Services
- Chief Executive Officer
- Staff from Avon Waste

State

Nil

Legislative Implications

State

- Waste Avoidance and Resource Recovery Act 2007 (WAAR Act)
 - "Waste Services" is defined by the Act to include the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste. It also includes the provision of receptacles for the temporary deposit of waste. The proposed kerbside refuse and recycling collection service for Timaru Road, including the supply of bins, falls within this definition.
 - s5 provides that the primary objects of the Act include contributing to sustainability, protecting human health and the environment, promoting resource recovery and waste avoidance, reducing environmental harm through waste, and applying the waste hierarchy of avoidance, resource

recovery and disposal.

- s50 provides that a local government may provide waste services or enter into a contract for the provision of waste services on its behalf. This is the statutory basis for the Shire providing kerbside waste collection services either directly or through its contractor, Stondon Pty Ltd trading as Avon Waste. The Act does not require every property in the district to receive kerbside collection; however, it gives the Shire the power to determine and provide waste services within its district.
- s64 & 65 allows local laws to deal with waste services, including the use, placement, maintenance and replacement of waste receptacles, approvals to collect local government waste, and the fixing of fees and charges in relation to waste services. Section 65 provides for the enforcement of local laws made under the Act.
- s66 allows a local government to impose an annual waste collection rate on rateable land within its district for the purpose of providing for the proper performance of all or any of the waste services it provides. The section also applies the *Local Government Act 1995* provisions relating to the making, payment and recovery of general rates to waste collection rates.
- s67 allows a local government, in lieu of or in addition to a waste collection rate, to impose an annual charge per waste receptacle in respect of premises provided with a waste service by the local government. The charge may be imposed on the owner or occupier, as determined by the local government, of premises provided with the waste service.
- s67 also provides that the charge may be limited to premises in a particular portion of the district, may be imposed for all premises in respect of which a waste service is provided, whether rateable or not, and may differ between different portions of the district.
- s68 confirms that Part 6 of the Act does not prevent or restrict a local government from imposing or recovering a fee or charge in respect of waste services under section 6.16 of the *Local Government Act 1995*.
- *Local Government Act 1995*
 - s3.18 provides that a local government is to administer its local laws and may do all other things necessary or convenient to be done for, or in connection with, performing its functions. This supports Council's ability to make operational decisions about the delivery of services within the district.
 - s6.16 allows a local government to impose and recover fees or charges for goods or services it provides or proposes to provide. It also provides that fees and charges are generally imposed when adopting the annual budget, but may be imposed or amended during a financial year by absolute majority.
 - s6.17 requires a local government, when determining the amount of a fee or charge, to consider the cost of providing the service, the importance of the service to the community, and the price at which the service could be provided by an alternative provider.
 - s6.40 & s6.41 provides for reassessment where the rate record is amended because of a change in a service charge imposed on land. Section 6.41 requires the local government to give a rate notice to the owner of rateable land, and to the owner or occupier, as the case requires, of land on which a service charge is imposed.
 - s6.43 & 6.44 provides that rates and service charges imposed under the Act are a charge on the land. Section 6.44 provides that the owner for the time being of land on which a rate or service charge has been imposed is liable to pay it to the local government.
- *Local Government (Functions and General) Regulations 1996*
 - Part 4, Division 2 of the Regulations deals with tenders for providing goods or services, including procedures relating to tendering, tender registers and contract processes.
- *Health (Miscellaneous Provisions) Act 1911*
 - s112 provides that a local government may, and when the Chief Health Officer requires must, undertake or contract for the efficient execution of specified sanitary, refuse and cleansing works within its district or a specified part of its district.
 - s113 deals with recovery of charges where a local government enters into a contract for works referred to in s112.
 - s114 makes it an offence to obstruct or hinder a local government or its contractor in the execution of works under section.

- s116 addresses the procedure where a local government undertakes or contracts for those works, including that the work be executed promptly, efficiently and at regular prescribed intervals.

Local

- Shire of Chittering Waste Local Law 2018

- cl1.5 defines “collection”, when used in relation to a receptacle, as the collection and removal of collectable waste from the receptacle by the local government or its contractor. It also defines “receptacle” as a receptacle supplied for the use of premises by the local government or its contractor, or otherwise approved by the local government, and from which waste is collected and removed by the local government or its contractor.
- cl1.7 confirms that the Shire’s powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the *Waste Avoidance and Resource Recovery Act 2007* and sections 6.16 and 6.17 of the *Local Government Act 1995*.
- cl1.8 confirms that the Shire’s power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the *Waste Avoidance and Resource Recovery Act 2007*.
- cl2.1 provides that the Shire is to supply, for the use of each premises that is, or is capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal of collectable waste. Clause 2.1(2)(a) requires the owner of premises to ensure that any fee or charge imposed by the Shire in relation to each receptacle is paid to the Shire.
- cl2.6 allows the local government or an authorised person to direct an owner or occupier to place or remove a receptacle for collection.
- cl2.7 sets out duties of owners or occupiers in relation to keeping, placing and managing receptacles.
- Schedule 2 lists failing to pay the fee or charge under clause 2.1(2)(a) as a prescribed offence with a modified penalty of \$350.

Policy Implications

State

- Waste Avoidance and Resource Recovery Strategy 2030

The proposed inclusion of Timaru Road, Muchea within the Shire’s compulsory kerbside refuse and recycling collection area is consistent with the objective of the *Waste Avoidance and Resource Recovery Strategy 2030* which seeks to support Western Australia’s transition toward a sustainable, low-waste circular economy through improved waste avoidance, resource recovery and responsible waste management.

Providing a kerbside refuse and recycling collection service to eligible premises on Timaru Road will support improved access to waste and recycling services and assist in diverting recyclable materials from landfill.

Local

There are no specific local policy implications identified.

Financial Implications

The Shire’s adopted 2025/26 annual charge for kerbside refuse and recycling collection in compulsory collection areas is \$372.00 per household. If Council approves Timaru Road, Muchea being added to the compulsory kerbside collection area, this charge will be applied to all eligible premises provided with the service.

Avon Waste has advised that an additional travel rate of \$14.00, calculated as 5 kilometres at \$2.80 per kilometre plus GST, would apply in addition to the standard per-bin collection rate.

The additional contractor costs associated with adding Timaru Road to the collection route will be managed through the Shire’s waste service budget and the application of the annual waste/receptacle charge to affected

premises.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032
Focus area: Natural Environment
Objective: S2.1 Sustainable lifestyle
Strategy: S2.1.2 Improved waste management and recycling practices

State

States strategic plan of reducing waste to landfill.

Site Inspection

A site inspection was undertaken by the Executive Manager Technical Services and representatives of Avon Waste to assess whether Timaru Road, Muchea could be serviced through the existing kerbside refuse and recycling collection arrangements.

The inspection confirmed that Timaru Road can be accommodated as an extension to the existing collection route, subject to the service being applied consistently to all eligible premises on the road.

Environmental Consideration

The proposal is expected to have a positive environmental outcome by improving access to the Shire's kerbside refuse and recycling collection services.

Providing a regular recycling collection service to Timaru Road will support improved resource recovery and may assist in reducing recyclable materials entering landfill.

No adverse environmental impacts have been identified. Any minor increase in vehicle movements associated with the route extension is considered to be outweighed by the environmental and service-level benefits of providing regular kerbside collection to affected premises.

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Reputation: Some property owners may object to being charged for a service where they indicated they did not support the introduction of the service	Possible	Moderate	Moderate	Provide clear written notice to affected property owners explaining Council's decision, the commencement date, the applicable charge, and the basis on which the charge applies to premises provided with the service
Compliance: The Shire's basis for applying the annual waste/receptacle charge may be questioned	Likely	Moderate	Moderate	Ensure the report clearly identifies the statutory basis for providing the service and imposing the charge, including the WARR Act, Local Government Act, and Waste Local Law
Opportunity: To improve service consistency, increase access to kerbside refuse and recycling collection, support improved recycling outcomes.				

Officer Comment/Details

Timaru Road, Muchea is not currently included within the Shire's compulsory kerbside refuse and recycling collection area. Following resident requests and consultation with Avon Waste, it has been confirmed that Timaru Road can be serviced as an extension to the existing collection route.

The proposed service extension is recommended on a whole-of-road basis. This provides a consistent service model, supports efficient route planning for the contractor, and provides a clear administrative basis for applying the applicable annual waste/receptacle charge.

The feedback received from property owners has been considered. However, the feedback process was undertaken to inform Council's decision-making and does not alter the nature of the proposed service arrangement. If Council approves Timaru Road being added to the compulsory collection area, the service will be provided to all eligible premises on Timaru Road and the applicable annual waste/receptacle charge will be imposed on those premises.

The charge is applied on the basis that the premises are provided with the waste service and associated receptacles, rather than on the basis of individual owner election. The Shire's ability to impose the charge is supported by the relevant waste service provisions of the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and the Shire's *Waste Local Law 2018*.

It is therefore recommended that Council approve Timaru Road, Muchea being added to the Shire's compulsory kerbside refuse and recycling collection area.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 060526

Moved Cr Hughes, seconded Cr Foulkes-Taylor

That Council:

- 1. Authorise Timaru Road to be added to the list of compulsory Kerbside Refuse/ Recycling Collection Services for Avon waste .**
- 2. Authorise Shire to notify all the Residents of Timaru Road of the additional refuse and recycling collection charges to be added to their rates notices.**
- 3. Authorises the Shire President and Chief Executive Officer to sign the variation to the contract with Avon Waste.**
- 4. Approve Avon Waste additional charges for waste collection services from 25/26 financial year budget.**

CARRIED: 5 / 0

TIME: 7.36PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

AMENDMENT

Moved Cr Curtis

That the officer recommendation be amended to remove point 4.

LAPSED FOR WANT OF A SECONDER

TIME: 7.36PM

CORPORATE SERVICES**CS01 – 05/26 List of Accounts Paid for the Period Ending 30 April 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 30 April 2026 or other purchasing cards

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

Executive Summary

To present the list of accounts paid by the Chief Executive Officer under delegated authority for the period ending 30 April 2026.

To present the List of Payments made by authorised employees using credit, debit and other purchasing cards for the period ending 30 April 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/Communication ImplicationsLocal

Deputy Chief Executive Officer

State

Nil

Legislative ImplicationsState

Local Government Act 1995

Local Government (Financial Management) Regulations

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

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

Strategic ImplicationsState

Nil

Local

Nil

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment/Implications

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

Officer Comment/Details

The attached "List of Accounts Paid as at 30 April 2026" is presented to Council, inclusive of payments made using credit, debit or other purchasing cards.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 070526

Moved Cr Foulkes-Taylor, seconded Cr Grayer

That Council receive the List of Accounts Paid as per Attachment 1 totalling \$1,186,137.12, inclusive of payments made using credit, debit or other purchasing cards for the period ending 30 April 2026:

1. PR7082, PR7085;
2. EFT30060 – EFT30148;
3. Direct Debits, Cheques as listed; and
4. Purchasing Card as listed.

CARRIED: 5 / 0

TIME: 7.37PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

CS02 – 05/26 Monthly Financial Report for the Period Ending 30 April 2026

File ref	SOCR-1845402348-122827
Author	Finance Manager
Authorised by	Deputy Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	1. Monthly Financial Report for the Period Ending 30 April 2026

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

Executive Summary

Council is requested to consider the financial statement for the period ending 30 April 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 2025/26 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”

Consultation/Communication Implications

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

Legislative ImplicationsState

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

Local

Nil

Policy ImplicationsLocal

Finance Policy 2.1 Investment of Funds

Financial Implications

Nil

Strategic Implications

- Strategic Community Plan 2022-2032

Focus area: Strong leadership

Objective: S5.2 Strong partnerships and relationships

Strategy: S5.2.1 Built effective partnerships with stakeholders

Objective: S5.3 Accountable governance

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

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment/Implications

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

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

Officer Comment/Details

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

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 080526**Moved Cr Foulkes-Taylor, seconded Cr Hughes****That Council receives the Monthly Financial Report for period ending 30 April 2026, as per Attachment 1.****CARRIED: 5 / 0**

TIME: 7.38PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

CS03 – 05/26**Community Funding Quarter 3 Update**

Applicant	Nil
File ref	SOCR-1845402348-25600
Author	Alison Reliti
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. Community Funding Contributions – Quarter 3 Report 2. Community Funding – Letters from Recipients

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

Executive Summary

Council is requested to receive the Quarter 3 Community Funding report.

Background

Each year, Council provides financial support to community groups and individuals through several funding programs, including:

- Community Assistance Grants and Sponsorship
- Neighbourhood Party Funding
- State and National Representation

In April 2026, Policy 5.4 – Community Funding was amended to require quarterly reporting to Council on community funding expenditure.

This report is the first for the 2025–2026 financial year and details expenditure under the Community Assistance Grants and Sponsorship program up to the end of April, when all acquittals were required to be submitted.

Consultation SummaryLocal

Nil

State

Nil

Legislative ImplicationsState

Nil

Local

Nil

Policy ImplicationsState

Nil

Local

- Policy 5.4 – Community Funding

Financial Implications

Nil

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2024-2034

Focus area: Community

Objective: Community Aspiration 1 – Inclusive, Active and Resilient Community. Foster a sense of inclusivity, activity and resilience where all members feel safe, valued, supported and empowered.

Strategy: Strategy 1.5: Resilience and Adaptability

- Strategic Community Plan 2024-2034

Focus area: Administration and Governance

Objective: Community Aspiration 5 – Council Accountability and Transparency. Strengthen the Council's commitment to accountability, transparency, and responsible financial management while empowering residents and stakeholders.

Strategy: Strategy 5.1: Enhancing Accountability and Transparency

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: Council challenges the allocations of funding and refuses further funding approvals	1 (Rare)	4(Moderate)	3 (Low)	Council approves the allocation of funding annually to cover the expense of the Community Funding Programs.
Opportunity: Celebration of the contributions of community groups, and the achievements of individuals.				

Officer Comment/Details

As part of the 2025–2026 Annual Budget, Council allocated the following amounts to its Community Funding programs:

- Community Assistance Grants and Sponsorship – \$35,000
- Neighbourhood Party Funding – \$2,000
- State and National Representation – \$3,000

As at 30 April 2026, Council had contributed a total of \$27,849.60 to support community group-managed events, programs and equipment; neighbourhood parties; and the participation of youth and adults in national and international competitions.

A remaining amount of \$9,750.40 under the Community Assistance Grants and Sponsorship program is expected to be expended in May 2026. This relates to approved extensions to acquittal deadlines for the Bindoon and Districts Historical Society and Chittering Wildlife Carers. In addition, a further \$10,000 is anticipated to be expended in May 2026 for the Chittering Home Care organisation's office fit-out, which was approved by Council in December 2025 (Council Resolution 051225).

This funding supports the ongoing sustainability of community groups, promotes community participation and connection, and assists exceptional residents to pursue and achieve their aspirations at a national and international level.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 090526**Moved Cr Foulkes-Taylor, seconded Cr Curtis****That Council:**

- 1. Receive the Community Funding Quarter 3 Report; and**
- 2. Acknowledge the achievements and contributions of the recipients of the funding.**

CARRIED: 5 / 0

TIME: 7.41PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

CHIEF EXECUTIVE OFFICER**CEO01 – 05/26 Work Health and Safety Statistics Report – April 2026**

Applicant	N/A
File ref	SOCR-1845402348-258
Author	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 April 2026

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

Executive Summary

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

Background

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

<p>MOTION / COUNCIL RESOLUTION 231121 Moved Cr King, seconded Cr Angus That:</p> <ol style="list-style-type: none"> 1. "The Shire of Chittering" adopts the following position statement: "Council cares about the employees of the shire and want to ensure that all employees arrive safely home each day. This requires that everyone commits to their role in ensuring a safe workplace, starting with Council". 2. Council requires the Chief Executive Officer to provide a quarterly report (February (previous quarter), April, July and October of each calendar year) of the following key safety performance indicators (KPI's) for the Shire workforce and contractors; including but not limited to: <ol style="list-style-type: none"> a. Number of safety observations; b. Number of safety audits and inspections; c. Number of working hours (total, workforce and contractors) d. Number of training hours; e. Number of toolbox talks; f. Number of equipment breakdowns; g. Average overtime per person by department. 3. Council requires the Chief Executive Officer to provide a monthly report to be tabled at each Ordinary Council Meeting, the following key safety performance indicators (KPI's) for the Shire workforce and contractors; including but not limited to:
--

- a. Number of Drug and Alcohol tests performed;
- b. Number of positive Drug test and BAC Exceedances;
- c. Number of worker compensation claims;
- d. Number of "current" worker compensation claims;
- e. Number of Near Misses;
- f. Number of Medically Treated Injuries;
- g. Number of Restricted Work Injuries;
- h. Number of Lost Time Injuries.

CARRIED UNANIMOUSLY 7 / 0

TIME: 9.53pm

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

State

- Work Health and Safety Act 2020

Local

Nil

Policy Implications

State

Nil

Local

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

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024-2034
 - Focus area: Accountable governance
 - Objective: S5.3 Accountable Governance
 - Strategy: S5.3.1 Good governance which supports efficient and effective service delivery

State

Nil

Site Inspection

Not applicable

Environmental Consideration

Not applicable

Risk Assessment / Implications

Nil

Officer Comment/Details

Nil

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 100526

Moved Cr Grayer, seconded Cr Angus

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

- 1. Monthly Report for April 2026**
 - a) Statistics**
 - b) Near Miss, Incident and Damage Report**
 - c) WHS Training**
 - d) Site Inspections**
 - e) Safety Observations**

CARRIED: 5 / 0

TIME: 7.43PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

CEO02 – 05/26**Policy Review**

Applicant	Shire of Chittering
File ref	SOCR-1845402348-100078
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	Absolute Majority
Attachments	<ol style="list-style-type: none"> 1. Current Policies 2. Amended Policies 3. New Position Statement

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

Executive Summary

Council is requested to review and endorse the updated Council Policies (Attachment 1) and Council Position Statement (Attachment 2).

Background

At its Ordinary Council meeting on 18 February 2026, Council resolved (Council Resolution 130226) to endorse an updated Council Policy Framework, including adoption of revised Policy and Position Statement templates and authorisation for the progressive transition of existing Council Policies in accordance with the approved transition schedule (March – June 2026).

Following on from that resolution, the following sets of Policies have now been reviewed: -

1. Engineering, Construction and Maintenance
2. Parks and Landscaping
3. Environment and Health

During the review, it was also identified that sections of Policy 2.5 – Purchasing & Procurement required amendment to ensure alignment with the *Local Government (Functions and General) Regulations 1996* and the Shire's adopted Delegations Register. In particular, tender acceptance thresholds and related procurement provisions were inconsistent through the Policy, duplicated regulatory requirements, and did not clearly reflect the delegated authority for tender acceptance. Policy 2.5 has therefore been included in this review to improve consistency, remove unnecessary duplication, and ensure the Policy reflects the current legislative and delegation framework.

The updated policies are presented to Council for formal endorsement following completion of the template transition process.

Consultation Summary

Local

- Chief Executive Officer
- Executive Management Team
- Elected Members

State

- Western Australian Local Government Association (WALGA) guidance on policy and regulatory functions.

Legislative Implications

State

- Local Government Act 1995
 - s5.7(2)(b) – Council determines local government policies
 - s5.41 – Functions of the Chief Executive Officer
- Local Government (Functions and General) Regulations 1996
 - s11A – A local government is to prepare, adopt and implement, a purchasing policy in relation to contracts expected to exceed \$250,000

Local

Nil

Policy Implications

State

Nil

Local

- Council Policy Register
- Council Position Statement Register

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2024-2034
Community Aspiration: Community Aspiration 5
Strategy: Strategy 5.1 Enhancing Accountability and Transparency

Implementing measure to enhance accountability and transparency in Council operations, including regular reporting of financial expenditures, open meetings, and public disclosure of decision-making processes. This includes ensuring that council meetings, agendas, and financial reports are easily accessible to residents and stakeholders.

State

Nil

Site Inspection

Site inspection undertaken: Not applicable

Environmental Consideration

Environment consideration given: Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Compliance: Failure to formally endorse transitioned policies may result in continued reliance on legacy policy formats, creating inconsistency across Council governance documents.	Possible	Minor	Low	Policies presented for endorsement following structured review and transition program approved by Council
Operational: Delays in completing the approved transition schedule may impact implementation of the endorsed Policy Transition Schedule	Possible	Minor	Low	Staged transition program monitored through registers
<p>Opportunity: Completion of the transition schedule presents the following organisational opportunities:</p> <ul style="list-style-type: none"> Improved governance consistency across Council policies Strengthened legislative and compliance alignment Enhanced accessibility and readability for Councillors, staff and community Reduced organisational risk arising from outdated or inconsistent policy documentation, and Continued implementation of Council's endorsed transition schedule 				

Officer Comment/Details

The policies listed below have been reviewed as part of the approved transition program and updated to align with the endorsed Council Policy Template, changes are noted below:

POLICY	CHANGES
Finance Policies	
2.5 – Purchasing & Procurement	<ul style="list-style-type: none"> Updated to align with the <i>Local Government (Functions and General) Regulations 1996</i>
Engineering, Construction and Maintenance Policies	
6.1 – Nature Strip Treatments – Protective Devices	<ul style="list-style-type: none"> New Template Update Terminology Added scope and definitions Clarified approval requirements for bollards, barriers, kerbing and other treatments Added provision for general nature strip management and infrastructure programs Added roles and responsibilities
6.2 – Crossover Subsidy	<ul style="list-style-type: none"> New Template Added scope and definitions Clarified policy applies to crossover construction and subsidy eligibility Retained principles Clarified roles and responsibilities
6.3 – Naming of Shire Facilities	<ul style="list-style-type: none"> New Template Added scope for clarity Retained and reorganised existing principles for naming of facilities, parks, reserves, trails, sporting complexes and facility features Realigned to updated Australian Standard and Landgate naming guidance and signage standard

Parks and Landscaping Policies	
7.1 – Verge Maintenance	<ul style="list-style-type: none"> • New Template • Updated objective, scope and definition for clarity • Rewording of responsibilities • Clarified approval requirements for verge works, burning, spraying opt-outs and environmentally sensitive areas • Added roles and responsibilities
7.2 – Rural Numbering	<ul style="list-style-type: none"> • New Template • Updated objective and scope for clarity • Added definitions • Clarified roles and responsibilities
7.3 – Storm Water Management	<ul style="list-style-type: none"> • New Template • Updated objective, scope and definitions • Clarified stormwater disposal and drainage infrastructure design requirements • Updated terminology • Added roles and responsibilities
Environment and Health Policies	
8.1 – Bush Fire Control	<ul style="list-style-type: none"> • New Template • Updated objective and scope for clarity • Added definitions for clarity • Update Terminology • Clarified roles and responsibilities
Nuclear Waster	<ul style="list-style-type: none"> • Transfer to Position Statement • Updated to reflect the Shire’s position/advocacy role rather than an operational policy function
8.2 – Multiple Dogs	<ul style="list-style-type: none"> • New Template • Updated objectives, scope and definitions to align with Dogs Local Law • Clarified prescribed dog limits and meanings of additional/multiple dogs • Clarified assessment process • Clarified exceptional circumstances and standard conditions of approval • Added roles and responsibilities
8.3 – Trading in Public Places	<ul style="list-style-type: none"> • New Template • Updated objective, scope and definitions to align with Local Government and Public Places Local Law • Clarified renewal requirements, fees, complaint management and permit revocation process. • Clarified that permit holders do not have exclusive use of approved locations • Updated location-specific requirements • Added roles and responsibilities
8.4 – Temporary Accommodation	<ul style="list-style-type: none"> • New Template • Relatively new Policy – no updated currently required • Addition of Roles and Responsibilities for clarity
8.5 – Nutrient Removal Effluent Disposal Systems	<ul style="list-style-type: none"> • New Template • Updated objective, scope and definitions • Updated references to sewage sensitive areas to align with the State Planning Policy 2.9 – Water • Added roles and responsibilities

OFFICER RECOMMENDATION / COUNCIL RESOLUTION 110526

Moved Cr Hughes, seconded Cr Foulkes-Taylor

That Council review and endorse the changes to following policies (per Attachment 1) and position statements (per Attachment 2):

1. Finance Policy
 - a. 2.5 – Purchasing and Procurement
2. Engineering, Construction and Maintenance Policies
 - a. 6.1 – Nature Strip Treatments – Protective Devices
 - b. 6.2 – Crossover Subsidy
 - c. 6.3 – Naming of Shire Facilities
3. Parks & Landscaping Policies
 - a. 7.1 – Verge Maintenance
 - b. 7.2 – Rural Numbering
 - c. 7.3 – Storm Water Management
4. Environment and Health Policies
 - a. 8.1 – Bush Fire Control
 - b. 8.2 – Multiple Dogs
 - c. 8.3 – Trading in Public Places
 - d. 8.4 – Temporary Accommodation
 - e. 8.5 – Nutrient Removal Effluent Disposal Systems
5. Position Statements
 - a. 8.1 – Nuclear Waste

CARRIED: 5 / 0

TIME: 7.45PM

FOR: Cr Angus, Cr Hughes, Cr Grayer, Cr Foulkes-Taylor, Cr Curtis

AGAINST: Nil

ITEM 10. REPORTS OF COMMITTEES

Nil

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

Nil

ITEM 12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

ITEM 14. MEETING CLOSED TO THE PUBLIC

Matters of which the meeting may be closed

Nil

ITEM 15. CLOSURE

The Presiding Member declared the meeting closed at 7.46pm