



Shire of
Collie

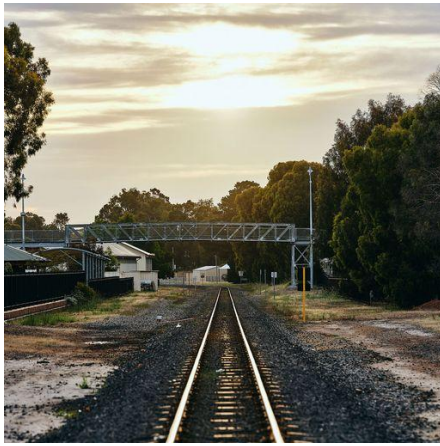
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 11 August 2026



Our Vision

Collie – *Nature at our doorstep, community at heart.*

Our Mission

The Shire of Collie delivers high quality services, advocates for Collie, and fosters partnerships to achieve better outcomes which are guided by the community's vision and balanced by responsible financial management.

Our Values

The core values at the heart of the Council's commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

We will consult and engage with our community on issues that affect them

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

Acknowledgement of Country

The Shire of Collie acknowledges the Traditional Custodians of the land, the Wiilman and Kaniyang people of the Noongar Nation, and pays our respects to Elders, past, present and emerging. We thank them for the contributions they have made to life in the Shire of Collie and to this region.

NOTICE OF MEETING

Please be advised that the



Ordinary Meeting of Council

commencing at **6:00pm**

will be held on

Tuesday, 11 August 2026

in Council Chambers 87 Throssell Street, Collie WA.

A handwritten signature in blue ink, appearing to read "Phil", followed by a horizontal line.

Phil Anastasakis
Chief Executive Officer

6 August 2026

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such. Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.



DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

As required by section 5.65(1)(a) or 5.70 of the *Local Government Act 1995* and Council's Code of Conduct, I hereby declare my interest in the following matter/s included on the Agenda paper for the Council meeting to be held on _____ (Date)

Item No.	Subject	Details of Interest	Type of Interest Impartial/Financial	*Extent of Interest (see below)

* Extent of Interest only has to be declared if the Councillor also requests to remain present at a meeting, preside, or participate in discussions of the decision making process (see item 6 below). Employees must disclose extent of interest if the Council requires them to.

Name (Please Print)

Signature

Date

NB

1. This notice must be given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter in which you have declared an interest is discussed, Section 5.65(1) (a) & (b).
2. It remains Councillors'/Employees' responsibility to make further declarations to the Council if a matter arises during the course of a meeting and no previous declarations have been made.
3. It is a Councillor's/Employee's responsibility to ensure the interest is brought to the attention of the Council when the Agenda item arises and to ensure that it is recorded in the minutes.
4. It remains the Councillor's responsibility to ensure that he/she does not vote on a matter in which a declaration has been made. The responsibility also includes the recording of particulars in the minutes to ensure they are correct when such minutes are confirmed.
5. It is recommended that when previewing Agenda, Councillors mark Agendas with items on which an interest is to be declared and complete the declaration form at the same time.
6. Councillors may be allowed to remain at meetings at which they have declared an interest and may also be allowed to preside (if applicable) and participate in discussions and the decision making process upon the declared matter subject to strict compliance with the enabling provisions of the Act and appropriately recorded resolutions of the Council. Where Councillors request consideration of such Council approval the affected Councillor must vacate the Council Chambers in the first instance whilst the Council discusses and decides upon the Councillor's application.

Remember: The responsibility to declare an interest rests with individual Councillors/Employees. If in any doubt seek legal opinion or, to be absolutely sure, make a declaration.

Office Use Only:

Date/Initials

1. Particulars of declaration given to meeting
2. Particulars recorded in the minutes
3. Signed by Chief Executive Officer

Local Government Act 1995

Changes to 5.23 of the *Local Government Act 1995* came into operation on 1 January 2026.

5.23. Meetings generally open to public

- (1) The following are to be open to members of the public —
 - (a) all council meetings;
 - (b) all meetings of a committee.
- (2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —
 - (a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;
 - (b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —
 - (i) the termination of employment;
 - (ii) a review of performance under section 5.38;
 - (c) a prescribed matter;
 - (d) a matter that is the subject of a direction given under section 5.23AA(1).
- (3) Despite subsection (1), the council or committee must close a meeting to members of the public to the extent necessary to ensure compliance with a requirement (however formulated) —
 - (a) that is imposed under a written law, excluding this Act and local laws; and
 - (b) that prohibits or restricts the making public of information.
- (4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —
 - (a) legal advice, or other information, over which the local government holds legal professional privilege;
 - (b) information relating to the personal affairs of an individual;
 - (c) information contained in a tender received by the local government for a contract to the extent that the information —
 - (i) is a tendered price; or
 - (ii) a tendered methodology for calculating a price;
 - (d) information contained in a tender received by the local government for a contract to the extent that —
 - (i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
 - (ii) the information has not previously been made public; and
 - (iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;
 - (e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;

- (f) information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
- (g) prescribed information;

Local Government (Administration) Regulations 1996

4A. Information that may be treated on confidential basis at meeting (Act s. 5.23(4)(g))

For the purposes of section 5.23(4)(g), the following information is prescribed —

- (a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price;
- (b) a complaint that alleges a behavioural breach under the local government's adopted code of conduct (as defined in section 8A.2(1)) and any information relating to the complaint;
- (c) information relating to a property that is used, or is potentially to be used, for any of the following —
 - (i) a shelter for homeless persons;
 - (ii) a shelter for persons who have experienced family or domestic violence;
 - (iii) a residence for employees or officers of a local government, the State or the Commonwealth.

- (h) information that is the subject of a direction given under section 5.23AA(2).

- (5) For the purpose of deciding whether to close a meeting to members of the public under subsection (4) in relation to any information, the following matters are irrelevant —
 - (a) whether making the information public would cause embarrassment to any of the following —
 - (i) the local government;
 - (ii) the council or a council member;
 - (iii) a committee of the council or a member of a committee of the council;
 - (iv) an employee;
 - (b) whether making the information public would —
 - (i) cause a loss of confidence in the local government; or
 - (ii) make the local government susceptible to adverse criticism;
 - (c) whether the information relates to a matter that is controversial in the district;
 - (d) a prescribed matter.
- (6) Subsection (5) does not prevent other matters from being regarded as irrelevant.
- (7) A decision to close a meeting to members of the public under subsection (2), (3) or (4) must be made (including voted on if necessary) at the meeting and while the meeting is open to members of the public.
- (8) If a decision is made to close a meeting to members of the public under subsection (2), this section deals with what must be included in the minutes.

5.23A. Electronic broadcasting and video or audio recording of council meetings

5.23AA. Powers of Inspector and Departmental CEO relating to closing of meetings

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 11 August 2026 commencing at 6:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

- 1.1 Councillors granted Leave of Absence at previous meeting/s.
- 1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council.
- 1.3 Councillors who are applying for Leave of Absence for this Ordinary Meeting of Council.

2. PUBLIC QUESTION TIME

A 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council consideration towards the Public:

When public questions necessitate resolutions of Council, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates need for the public to wait an indeterminate period of time).

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DISCLOSURE OF FINANCIAL INTEREST

Councillors in attendance at meetings must disclose to the meeting any Agenda items upon which they have a Financial Interest. Section 5.65 of the *Local Government Act 1995* requires Councillors to: a) give written notification of a financial Interest before the meeting; or b) at the meeting immediately before the particular matter is discussed (notification can be given verbally).

A Disclosure of Financial Interest Form is included in this Agenda (immediately behind the Index) and can be used by Councillors for disclosure purposes - simply tear out and hand to the Chief Executive Officer. Additional forms will be available at Council/Committee meetings.

Should Councillors be unsure on Disclosure of Financial Interest matters, further clarification can be obtained by reading Sections 5.53 to 5.59 inclusive of the Act.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Daryl Henthorn and Anna Farrell – Collie Motorplex

6. NOTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

20.1 – Staff Matter

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**8.1 Ordinary Council Meeting – 14 July 2026****Officer's Recommendation:**

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 14 July 2026.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

10. RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**10.1 Bush Fire Advisory Committee – 13 July 2026****Officer's Recommendation:**

That Council receives the Minutes of the Bush Fire Advisory Committee Meeting held on 13 July 2026.

11. CEO REPORTS

11.1 WALGA Annual General Meeting – Appointment of Delegates	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GVR/001
Appendices:	Appendix 11.1.A – 2026 Notice of WALGA AGM Appendix 11.1.B – Guidelines for the Submission of Member Motions Appendix 11.1.C – 2025 WALGA AGM Minutes
Voting Requirement	Simple Majority

Report Purpose

To advise Council of the upcoming Annual General Meeting of the Western Australian Local Government Association (WALGA) and for Council to consider the appointment of voting delegates.

Officer's Recommendation:

That Council:

- 1. Nominates Councillor Miffling and Councillor Italiano as voting delegates to the 2026 Western Australian Local Government Association Annual General Meeting to be held 17 September 2026.*
- 2. Authorise the Chief Executive Officer to act as proxy in the absence of either nominated Councillor.*
- 3. Authorises the attendance of those Councillors who wish to attend the 2026 Local Government Convention.*

Background:

WALGA is the peak industry body for local government in Western Australia and advocates on behalf of its member local governments.

The Annual General Meeting of WALGA will be held at the Perth Convention and Exhibition Centre on Thursday 17 September 2026 at 2.30pm (refer to Appendix 11.1.A – Notice of WALGA AGM and Order of Business).

Each member local government is entitled to be represented by two voting delegates. Historically the voting representatives have been the Shire President and Deputy Shire President. A proxy is entitled to vote in the absence of a voting delegate. Voting delegates and proxies may be elected members or officers.

Registrations for voting delegates are required by the 1 September 2026, however delegate registrations can be completed or amended up until the start of the Annual General Meeting.

Matters considered at the Annual General Meeting are the WALGA's Annual Financial Statements, the President's Annual Report, and executive and member motions. The Agenda will be distributed at least 30 days prior to the meeting.

Should the Shire of Collie wish to submit a Member Motion, Guidelines for the Submission of Member Motions are included as Appendix 11.1.B and must be submitted by 30 July 2026. Minutes of the WALGA AGM held on the 23 September 2025 are included as Attachment 11.1.C.

The Annual General Meeting is being held in conjunction with the WALGA Local Government Convention 2026 which will be held from Wednesday 16 September to Friday 18 September 2026 at the Perth Convention and Exhibition Centre, Mounts Bay Road Perth. Councillors are encouraged to attend this Conference as a professional development and networking opportunity.

The Convention brings together Elected Members, CEOs, Local Government Officers, suppliers and key stakeholders as part of a unique program of professional development, networking and business opportunities. The theme of the convention is "Tomorrow's World" which reflects the rapidly changing environment facing Local Governments across Western Australia. A copy of the Convention Program can be obtained at <https://walga-lgc26.eventsairsite.com/program>.

Statutory and Policy Implications:

Policy CP1-020 Councillor Induction, Training & Professional Development

4.5 Conferences & Training Courses

The annual budget allocation may be used for any of the following:

c) Local Government Week - Local Government Week (Convention)

In addition to the two delegate participants, opportunity exists for other Elected Members and the Chief Executive Officer to attend Local Government Week.

Policy CP1-006 Delegates and/or Voting at Association Conferences (previously CS1.4)

That where practical the position of the Council as it relates to items for decision at the WA Local Government Association (WALGA) Annual General Meeting shall be determined prior, providing nominated voting delegates with guidance on the Council position, notwithstanding:

- a) In the event new information is obtained / provided subsequent to the position of Council being determined the voting delegate may alter the position of the Council, providing that this be reported back to the Council at the next meeting of the full Council following the Annual General Meeting of WALGA; and
- b) In the event the Council is unable to provide direction on all or some matters the delegate must vote giving consideration to the Council's Strategic, or any other plan.

Budget Implications:

Attendance at the Annual General Meeting is free for all elected members and officers from local governments who are members of WALGA.

The cost for attending the Conference is based on the level of attendance, ranging from \$1,300 for full attendance to \$650 for a single day plus any nominated function costs.

There are sufficient funds allocated in the budget to cover travel, accommodation, training and conference expenses.

Budget – Whole of Life Cost:

The report does not have any direct financial or whole of life financial implications.

Communications / Consultation Requirements:

Nil.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.3	To collaborate and build partnerships with the Government sector to optimise resources and service delivery.

Relevant Precedents:

Council has previously been represented by elected members and officers at WALGA Annual General Meetings and Conventions.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	WALGA Annual General Meeting – Appointment of Delegates	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Failing to appoint voting delegates will impact on the attendee to vote at the AGM.
	Reputational	Failing to vote and participate in the AGM may result in diminished confidence in Council representing the constituents of Collie.
	Environmental	N/A
	Property	N/A

Comment:

Council should appoint voting delegates for the WALGA Annual General Meeting if they wish to be represented at the Meeting. It is recommended that Council appointment proxies for the two nominated Councillors, which in the absence of an elected member is proposed to be the Chief Executive Officer.

The Convention brings together elected members, suppliers, officers and key stakeholders and provides networking and collaboration opportunities. Elected members may benefit from attending the Annual General Meeting and Convention.

11.2 Review of Delegations	
Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/043
Appendices:	Appendix 11.2.A – Draft Register of Delegations 2026/27
Voting Requirement	Absolute Majority

Report Purpose:

The purpose of this report is to complete the annual review of the Register of Delegations.

Officer's Recommendation:

That Council:

1. *Acknowledges that it has completed its annual review of delegations and duties to the Chief Executive Officer, as empowered by the Local Government Act 1995, Regulations, and other relevant statutes.*
2. *In accordance with Section 5.46(2) of the Local Government Act 1995, adopts the Register of Delegations 2026/27, as included in Appendix 11.2.A.*

Background:

The *Local Government Act 1995* empowers Council to delegate certain powers and duties to the Chief Executive Officer (CEO) to enable the efficient administration of Council functions. Section 5.46 requires the delegations to be reviewed at least annually.

Under section 5.42(1), a local government may delegate any of its powers or duties to the CEO, with the exception of powers that require an absolute majority of Council or those that are expressly excluded under the *Local Government Act 1995*.

The attached Draft Register of Delegations 2026/27 (Attachment 11.2.A) outlines the powers and duties delegated by Council to the CEO, together with the CEO's sub-delegations to other officers.

Delegations support the effective operation of local government by allowing decisions to be made at the appropriate administrative level. They are commonly used where:

- the efficient conduct of local government business would be impractical if Council or the CEO were required to personally exercise every power or perform every duty; and
- the CEO needs to authorise other employees to exercise delegated powers, make decisions, or perform duties on behalf of the local government.

In accordance with the *Local Government Act 1995*, all delegations by Council must be made by absolute majority and recorded in a register.

Statutory and Policy Implications:**Local Government Act 1995**

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 5.16 - Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.* Absolute majority required. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

5.43. Limits on delegations to CEO 28

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

5.44. CEO may delegate powers and duties to other employees

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,*
are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*

conditions *includes qualifications, limitations or exceptions.*

5.45. Other matters relevant to delegations under this Division

- (1) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
 - (a) *a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and*
 - (b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*
- (2) *Nothing in this Division is to be read as preventing —*
 - (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
 - (b) *a CEO from performing any of the CEO's functions by acting through another person.*

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

Section 9.10 - Appointment of authorised persons - The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. The local government is to issue the authorised person with a certificate stating the person is so authorised.

Bush Fires Act 1954

Section 59 (3) - A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

Section 48 (1) - A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act.

Graffiti Vandalism Act 2016

Section 16 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

Section 17 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

Food Act 2008

Section 118 - A local government is authorised to empower an officer to undertake duties as defined by the Act.

Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016

Section 26 - Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder: Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

Cat Act 2011

Section 44 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Section 45 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

Dog Act 1976

Section 10 AA - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Town Planning and Development Act 2005

The Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Collie Local Planning Scheme No. 6 provides Council the power to delegate power to the Chief Executive Officer.

Building Act 2011

Section 127 of the Building Act 2011 enables local governments to delegate any of its powers or duties as a permit authority under the Act. Such a delegation can only be made to an employee of the local government as per the Local Government Act 1995 section 5.36 [Chief Executive Officer].

Public Health Act 2016

The Environmental Health Officer [EHO or PEHO] should be delegated the powers (in the list) for the performance of his/her day-to-day duties. There may, from time to time, be an urgent or emergency situation pertaining to public health in which prompt action by an EHO is required.

There are a number of items on the list which would not pertain to any emergency but such a part of the normal day-to-day functions of an EHO and well within the capabilities and competencies of an EHO.

There are a handful of significant emergency powers which are not included in the list. They pertain to events and matters which only a Chief Executive Officer should preside over.

Budget Implications:

While this report does not have any direct budget implications, various Delegations contained within the Delegations Register have budget allocations and implications.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications / Consultation Requirements:

Not applicable.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.2	Good governance and financial management
Strategic Priority:	5.2.4	To benchmark against industry governance and financial standards

Relevant Precedents:

Council consider delegations annually in accordance with the *Local Government Act 1995*. The last review was undertaken on the in September 2025, when Council resolved (Res: 9648) to adopt the reviewed delegations.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Review of Delegations	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the inherent Risk Rating is below 12, this is not applicable	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	That services are delayed if the CEO or relevant officers do not have the necessary delegations to ensure service provision.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.

	Legal and Compliance	That the Shire does not meet its compliance obligations if not reviewed or if the delegations are not in accordance with statutory requirements.
	Reputational	Not reviewing in accordance with the <i>Local Government Act 1995</i> may lead to loss of confidence by the community or State Government.
	Environment	N/A
	Property	N/A

Comment:

Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer. Where appropriate, the Chief Executive Officer may on-delegate authority to other officers for operational reasons. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

The key changes from the 2025/26 Delegation Register are:

- Removal of 2.1.1 Delegation from Council to Audit Risk and Improvement Committee. Following changes to the *Local Government (Audit) Regulations 1996* the duties and powers in sections 7.12A(3) and (4) of the *Local Government Act 1995* are now official functions of the Audit, Risk and Improvement Committee.
- Removal of 2.1.2 Delegation from Council to the Behaviour Complaints Committee. The *Local Government (Model) Code of Conduct Regulations 2021* was amended on 1 January 2026. Clause 14B(1) prescribes that the Council must carry out the functions listed in clauses 12 and 13 of the Model Code of Conduct. These functions are no longer capable of delegation. However, a Council may:
 - Authorise, by absolute majority resolution, a committee of Council comprising Council Members only to perform a function for and on behalf of the Local Government (r.14B(2)).
 - Authorise, by absolute majority resolution, a person (excluded persons are prescribed) to perform a function for and on behalf of the Local Government [r.14B(3)]. The resolution of Council authorising a person, must include the matters prescribed in r.14B(4).
- Removal of some conditions under delegation 2.2.19 Tenders for Goods and Services – Exempt Procurement, as these conditions are covered by the Procurement Policy which outlines the processes around procurement and exemptions.
- Increase the amount in conditions c. and d. of delegation 2.2.24 from \$20,000 to \$50,000.
- Minor alterations and corrections to various delegations including changes to referenced legislation, position titles, and policy numbers, and clarification around conditions. These changes do not alter the power delegated or the intent of the associated conditions.

The Shire of Collie 2026/27 Register of Delegations has been reviewed by the CEO and is presented for Council consideration and adoption.

11.3 Request to Participate - Bunbury Geographe Tourism Partnership Subcommittee	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	N/A
File Number:	N/A
Appendices:	11.3.A – Letter Bunbury Geographe Tourism Partnership Subcommittee
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a response to the Bunbury Geographe Group of Councils request to join the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee member and to contribute to the costs of BGTP Subcommittee.

Officer's Recommendation:

That Council, in response to the notification that the Bunbury Geographe Group of Councils has resolved to establish the Bunbury Geographe Tourism Partnership as a subcommittee, decline the request to join the Bunbury Geographe Tourism Partnership as a subcommittee member and decline the request to contribute to the costs of the subcommittee.

Background:

The Bunbury Geographe Group of Councils (BGGC) has operated as a voluntary association through a Memorandum of Understanding (MOU) since 1998. Over the years, member Councils have built a proactive organisation, providing regional advocacy through a formal alliance. This syndicated approach has proven successful, fostering productive collaboration for the betterment of the entire region. As of 2025, BGGC members included the City of Bunbury and the Shires of Capel, Dardanup, Donnybrook-Balingup, Harvey, and Collie.

However, at the scheduled BGGC meeting on 8 May 2025, the group discussed the possibility of employing a dedicated full-time Executive Officer. The meeting also noted that some member Councils were considering ways to make the group more active and outcome-focused, moving beyond its traditional advocacy role. These discussions and subsequent resolutions prompted member Councils to formally reconsider their ongoing membership in the Bunbury Geographe Group of Councils under a proposed new operating structure.

On 9 December 2025, in relation to the above, the Shire of Collie Council resolved:

That Council, in response to the recommendations received from the Bunbury Geographe Group of Councils (BGGC) meeting held on 28 November 2025, resolved (Resolution 9712) the following:

That the Shire of Collie does not support Recommendation A relating to the Draft Governance Review Workshop Outcomes.

- *That the Shire of Collie does not support the draft BGGC Memorandum of Understanding, Governance Charter, Code of Conduct and Executive Officer funding model for the BGGC.*

- *That the Shire of Collie gives notice of its intention to withdraw from the BGGC at the end of 2025/26 in accordance with Clause 9.1 of the BGGC Memorandum of Understanding, effective from 30 June 2026.*
- *Based on withdrawal from the BGGC, the Shire of Collie gives notice to withdraw from the Bunbury Geographe Tourism Partnership at the end of 2025/26 in accordance with Clause 6.5 of the BGGC Memorandum of Understanding, effective from 30 June 2026*

As an outcome of Council resolution of the above, the Shire wrote to BGGC and ceased to be a member of BGGC and Bunbury Geographe Tourism Partnership on 30 June 2026.

Statutory and Policy Implications:*Local Government Act 1995*

The Bunbury Geographe Tourism Partnership (BGTP) is a continuing project under the Bunbury Geographe Group of Councils (BGGC) Memorandum of Understanding, which was previously signed by the Shire of Collie. However, the Shire of Collie has formally withdrawn from the BGGC and BGTP.

Budget Implications:

The 2026/27 budget includes within GL#198330 \$20,000 towards a Regional Tourism Initiatives. This provides flexibility for Council to consider and determine throughout the year which specific tourism initiatives it would like to support.

The Long-Term Financial Plan includes a general ongoing provision of \$20,000 towards Regional Tourism Initiatives.

Budget – Whole of Life Cost:

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Communications/Consultation Requirements:

N/A

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing.

Relevant Precedents:

The Shire of Collie has supported the Bunbury Geographe Tourism Partnership and regional tourism initiatives in previous years.

The existing Bunbury Geographe Tourism Partnership and Service Level Agreement contracts initially concluded in October 2024 but were extended to 30 June 2026. They have now expired.

The Regional Tourism Strategy 2024-2027 proposes that the tourism marketing program continues to be guided by the BGGC CEO's, with this group setting the strategic directions of the program and endorsing the Strategic Plan.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Request to Participate - Bunbury Geographe Tourism Partnership Subcommittee	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Tourism funding is available within the budget but needs to be optimised.
	Service Interruption	N/A
	Legal and Compliance	The Shire has previously withdrawn from the MOU.
	Reputational	The Shire may receive negative feedback about not contributing.
	Environment	N/A
	Property	N/A

Comment:

On 15 July 2026, the Bunbury Geographe Group of Councils (BGGC) wrote to the Shire of Collie to advise that, on 27 March 2026, the BGGC had resolved to establish the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee of the Board. As part of this resolution, the BGGC further resolved to invite the Shire of Collie to become a member of the subcommittee, to allow for continued participation and contributions towards the objectives of the BGTP.

The BGGC also advised that the group was awaiting the finalisation of Member Councils' budgets, with the intention to appoint a part-time BGTP Officer to coordinate day-to-day activities, including working group coordination, website and social media management, and other promotional initiatives, once all contributions are confirmed.

The BGGC requested a response regarding the Shire of Collie's interest in the subcommittee by Friday, 24 July 2026. As the request matter required Council consideration, an extension was sought and granted until 12 August 2026.

Given Council's previous detailed consideration and decisions regarding both BGGC and BGTP membership, and in light of the predicted reduced decision-making power under the subcommittee structure, it is recommended that the Shire of Collie decline the invitation to join the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee member.

11.4 Request to Participate – Southwest Sports Awards 2026	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	N/A
File Number:	N/A
Appendices:	Appendix 11.4.A – Letter of invitation – 2026 Southwest Sports Awards Appendix 11.4.B – 2026 Southwest Sports Awards – Regional Partnership Proposal
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a response to the City of Bunbury request to participate in the Southwest Sports Awards 20206.

Officer's Recommendation:

That Council:

- 1. resolves to participate in the 2026 Southwest Sports Awards as a Gold partner.*
- 2. resolves to fund the \$2,500 contribution as a Regional Resource Sharing Initiative from GL#104600.*

Background:

Correspondence has been received from the City of Bunbury inviting the Shire of Collie to join the Southwest Sports Awards 2026, which is to be held at the Mantra Lighthouse in Bunbury on Saturday 14 November 2026 – refer to Appendix 11.4.A.

The Southwest Sports Awards aim to recognise and celebrate the outstanding achievements and contributions in the Southwest sports community. The awards are a collaborative initiative to acknowledge the achievements of athletes while recognising the essential contribution of coaches, official, volunteers, clubs and sporting organisations that make community sport possible. The invitation is aimed at including all Southwest municipalities in this awards ceremony, making this a truly Southwest event.

The 2026 Southwest Sports Awards – Regional Partnership Proposal is included in Appendix 11.4.B. Partnership options are Gold (\$2,500) or Silver (\$2,000), with each option providing different levels of recognition and promotion.

By becoming a partner, the Shire of Collie will:

- enable local Collie athletes, teams and clubs to be recognised through the Southwest Sports Awards.
- Demonstrate leadership in supporting regional sport and community wellbeing.
- Contribute to a collaborative initiative celebrating sporting excellence across the Southwest, and

- Join neighbouring local governments in strengthening regional partnerships and community pride.

Statutory and Policy Implications:

The 2026 Southwest Sports Awards – Regional Partnership Proposal is included as appendix 11.4.B, which will include a Partnership Agreement if the Shire of Collie is involved.

Budget Implications:

The 2026/27 budget includes within GL#104600 \$10,000 towards Regional Resource Sharing Initiatives. This provides flexibility for Council to consider and determine whether it wishes to support the Regional Sports Awards as a suitable regional initiative as a Gold member for \$2,500.

The Long-Term Financial Plan includes a general ongoing provision of \$2,000 as a donation towards the Southwest Academy of Sports.

Budget – Whole of Life Cost:

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Communications/Consultation Requirements:

N/A

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing.

Relevant Precedents:

The Shire of Collie has supported the regional sporting events in previous years.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Request to Participate - Southwest Sports Awards 2026
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category	Health	N/A
	Financial	Sport recognition funding is available within the budget but needs to be optimised.
	Service Interruption	N/A
	Legal and Compliance	A Partnership Agreement would be established between participating local governments.
	Reputational	The Shire may receive negative feedback about not contributing.
	Environment	N/A
	Property	N/A

Comment:

A Shire Councillor recently participated in a meeting regarding this proposal. If time permits, it is also proposed to obtain the feedback of the former Sports Panel members, now reformed as the Events & Awards Reference Group, Collie Sports Awards sub-group.

Based on anticipated feedback and previous support for this type of event, it is recommended that the Shire of Collie support as a Gold member participation in the Southwest Sports Awards event.

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

13.1 Proposed Extractive Industry (Gravel Extraction – Stage 2) - Lot 1123 (No. 81) Lawson Rd, Palmer	
Reporting Department:	Development Services
Reporting Officer:	David Quelch – Manager Planning and Development
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	<i>Planning and Development Act 2005</i>
File Number:	A3549
Appendices:	13.1.A – Application 13.1.B – Location Map 13.1.C – Schedule of Submissions 13.1.D – Confidential Appendix Signed Main Roads WA Agreement
Voting Requirement	Simple Majority

Report Purpose

For Council to consider an application for development approval and associated licence for a proposed Extractive Industry (Gravel Extraction – Stage 2) at Lot 1123, No. 81 Lawson Road, Palmer.

Officer's Recommendation:

That Council, in relation to an application for development approval and application for licence for a proposed Extractive Industry (Gravel Extraction – Stage 2) at Lot 1123, No. 81 Lawson Road, Palmer, resolves to grant development approval, subject to the following conditions:

General Conditions

1. *No extraction works that form part of this Development Approval shall occur on the property until Conditions 4, 5 and 6 of this Development Approval have been achieved to the satisfaction of the Shire of Collie (Shire) and an Extractive Industry Licence has been issued by the Shire.*
2. *This approval is valid for a period of 10 years from the date of the decision notice.*
3. *The owner/occupier must ensure that the development hereby approved is undertaken in accordance with the approved plans (as contained in Appendix 13.1.A), which are as follows, and any plans approved pursuant to other conditions of approval:*
 - a. *Environmental Management Plan (EMP);*
 - b. *Water Management Plan (WMP);*
 - c. *Weed Management Plan (WeedMP);*
 - d. *Dust Management Plan (DMP);*
 - e. *Noise Management Plan (NMP);*
 - f. *Dieback Management Brochure (DMB).*

Prior to the issuance of an Extractive Industry Licence

4. *Prior to the issuance of an Extractive Industry Licence, a reinstatement bond of \$34,000 (6.8ha @ \$5000.00 per hectare) shall be provided to the Shire in the form of a bond or an irrevocable and unconditional Bank Guarantee. See advice note (i) for additional information.*
5. *Prior to the issuance of Extractive Industry Licence, the Applicant shall have the approved gravel pit boundaries surveyed and fenced. The survey must be undertaken by a qualified surveyor, with the peg locations being to the satisfaction of the Shire.*
6. *Submit a revised Water Management Plan that includes water volume(s) required and how water will be sourced (commercially) for screening and washing gravel, and dust suppression to the satisfaction of the Shire.*

Ongoing

7. *The section of Norms Road used and accessed by the development is to be maintained by the occupier/owner at their cost for the term of the development approval to the satisfaction of the Shire.*
8. *The approved development shall at all times, comply with the approved Environmental Management Plan, Water Management Plan, Weed Management Plan, Dust Management Plan, Noise Management Plan and Dieback Management Brochure, to the satisfaction of the Shire.*
9. *The proposed extraction is to be implemented in accordance with the Department of Water, Environment and Regulation's (DWER) Water Quality Protection Note No. 15 'Basic raw materials extraction' July 2019 (WQPN No. 15) where appropriate to the site situation to ensure environmental risks are appropriately mitigated, to the satisfaction of the Shire.*
10. *Extraction must be undertaken in accordance with the agreed staging plan, as approved by the Shire. Commencement of the subsequent extraction stage shall be subject to rehabilitation activities having substantially commenced on the previous extraction site (Stage 1).*
11. *The rehabilitation measures contained within Section 6 of the Lundstrom EMP is to be implemented to the satisfaction of the Shire and consistent with WQPN No. 15 and the Guidelines for Preparing Mine Closure Plans No. 1.*
12. *Management of all activities involving hazardous chemicals (including plant refuelling and/or servicing) shall be in accordance with DWER's WQPN 56 – 'Toxic and Hazardous Substance Storage and Use' (Dec 2018), to the satisfaction of the Shire.*
13. *The dieback management measures in Section 5.8.2 of the Lundstrom EMP and the Dieback Management Brochure is to be implemented to the satisfaction of the Shire.*
14. *Stockpiles (or materials) are to be kept to a maximum height of 5 metres.*
15. *Operating hours are restricted to Monday to Friday 7:00 am to 6:00 pm. Saturday 7:00 am to 4:00 pm. No activities are to occur on Sunday or Public Holidays and crushing and / or screening is not to be undertaken on Saturdays.*
16. *The gravel pit survey pegs shall remain in place for the duration of the operation to the satisfaction of the Shire.*
17. *The maximum pit floor depth shall not be below the 3m excavation depth.*
18. *Dewatering and water extraction are not approved as part of this development. The Shire is to be notified within 24 hours if the water table is intercepted.*
19. *The stormwater management measures detailed in the Lundstrom WMP (Stage) are to be consistent with WQPN No. 15 and to the satisfaction of the Shire.*
20. *A 0.5 metre separation distance to the groundwater shall be maintained for the life of the development.*

21. *The Applicant is required to have a Traffic Management Plan (TMP) prepared, in the instance where haulage campaigns exceed what is proposed in section 4.5 of the development application as detailed in Appendix 13.1.A. The TMP is to be approved by and thereafter implemented to the satisfaction of the Shire.*

Advice Notes:

1. *With respect to the reinstatement bond required by condition 4, the Shire:*
 - a. *May call on the Bank Guarantee or Bond for the purpose of carrying out or maintaining rehabilitation work detailed in section 6 of the application report, where that work has not been carried out by the Applicant, to the satisfaction of the Shire.*
 - b. *May, with four weeks' written notice to the Applicant, enter Lot 1123 for the purpose of carrying out or maintaining the rehabilitation work.*
 - c. *May retain the Bank Guarantee or Bond and/or enter Lot 1123 in accordance with the proceeding paragraph for three years after the expiration of this approval or until the works prescribed by the development application report have been carried out.*
 - d. *Must return the Bank Guarantee or Bond (or balance thereof) to the Applicant at the expiration of that period.*
 - e. *Where rehabilitation is staged, the Shire may return portions of the bond as rehabilitation is completed on a hectare by hectare basis.*
2. *All extraction is to remain compliant with the Shire of Collie Extractive Industry Local Law 2015.*
3. *The applicant is advised they are required to lodge an application for a works approval (or licence) with DWER for the proposed crushing and screening related to the extraction activity.*
4. *The subject land is within the 1 November 1976 Country Areas Water Supply Act 1947 (CAWS Act) gazetted Wellington Dam Catchment Area clearing-controlled land. As such, any clearing of native vegetation on the property related to the proposal requires authorisation under the CAWS Act.*
5. *Amalgamated Civil Plant Hire has entered into an agreement with Main Roads Western Australia for Main Roads WA to upgrade the Collie-Williams – Norm Road intersection as detailed in 13.1.D – Confidential Appendix Signed Main Roads WA Agreement.*

The applicant after receiving the decision notice in relation to this development is required to apply to an Extractive Industry Licence from the Shire.

Background:

The Shire has received a development application (refer to Appendix 13.1.A) and an application for an extractive industry licence at Lot 1123, No 81 Lawson Road, Palmer. The application was prepared by Lundstrom Environmental Consultants Pty Ltd on behalf of Terry Massara (Amalgamated Civil Plant Hire).

Site Description

The subject site has an area of approximately 40ha. The north east section of the site, with an area of approximately 12ha, is being used for gravel extraction under development approvals and licences dating back to 2009. The balance of the lot is used by the property owner for cattle and sheep grazing. The site adjoins State Forest to the north and east and Rural zoned land (used for agricultural purposes) to the south and west.

The elevation of the subject site ranges between 301m AHD near the centre of the eastern boundary and 265m AHD in the south west corner of the site. The site features a prominent ridge falling from the north and east with a strip of native vegetation growing along the western edge of this ridge.

In addition to the existing extractive activities, a small crib house and toilet facility are located towards the south west corner of the site. There is also a small dam located further to the north near the west boundary.

Application

The application seeks approval to extract gravel within proposed Stage 2 which has an area of 6.8ha. This area is to the south of the current approved Stage 1 which has an area of 12.2ha and has nearly been completed with some rehabilitation works being undertaken. Details of the proposal are as follows:

- Stage 2 comprises of two separate stages being Area 1 (3.3ha) and Area 2 (3.5ha) – refer to Figure 1 – Site Plan.
- Maximum depth of extraction activity no more than three metres.
- Excavation campaign includes the removal of topsoil and overburden, excavation, crushing, screening and stockpiling of gravel resource. This will occur for 8 weeks during the summer months and material is stockpiled for future use.
- Product stockpile will be no more than 5m high and 30m wide, with batter of 1:3 metres.
- Topsoil will be stockpiled separately along the edge of the extraction area, with stockpiles no more than 2m high and 12m wide, with a batter of 1:3 metres.
- A maximum of 84 cartage movements per week with an average of 36, during the months of November to May for each year of operation.
- Trucks will enter the pit from via Norm Road and be loaded from the stockpile by a front-end loader.
- There will be no blasting in this operation.
- Operating times will be 7am to 6 pm Monday to Friday and 7am to 4pm on Saturdays, excluding public holidays. No crushing will take place on Saturdays.
- Life of the pit will be 10 years.
- Environmental management and rehabilitation of the site is discussed in later sections of the report.

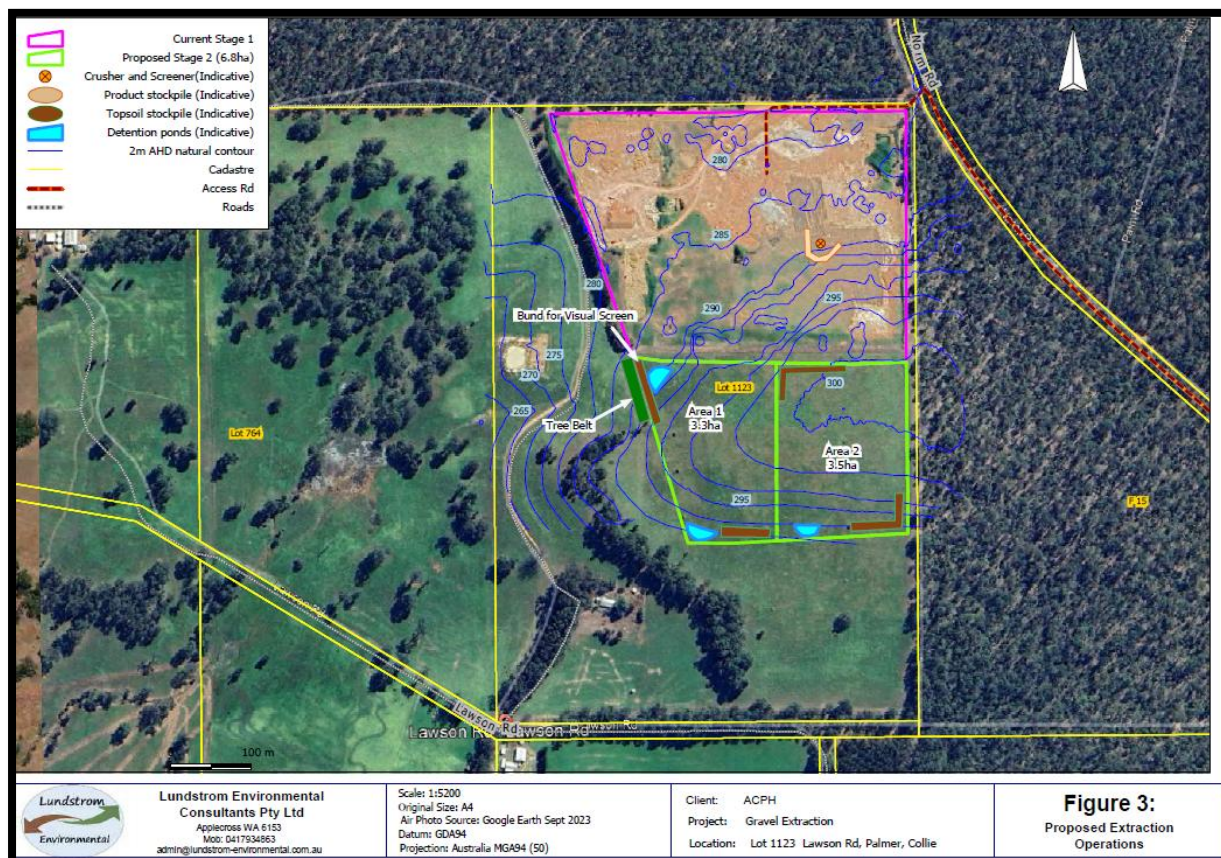


Figure 1 – Site Plan

Environmental

The property is situated within a *Rights in Water Irrigation Act 1914 (RIWI)* surface water and irrigation district (Collie River Irrigation District Sub-Area No. 2) overseen by Department of Water and Environmental Regulation (DWER). The subject site is within the Wellington Dam Collie River catchment within the Collie River Basin of the southwest division. The Collie River is located approximately 1km south of the subject site. There is no permanent expression of surface water in the gravel pit. There are two tributaries flowing from the west of Lot 1123, merging further south-west, to flow into the Collie River. The subject site does not fall within a Public Drinking Water Source Area.

Limited groundwater occurs at approximately 20m below the proposed final ground surface (maximum excavation depths of 1m to 3m), which exceeds the minimum required clearance under regulatory policies and guidelines, as set by DWER.

The proposed extraction area does not contain any native vegetation and there is no clearing proposed on the balance of the site. Following extraction activities, the site will be rehabilitated to grazing/pasture. Some previously extracted areas are already being rehabilitated. There are no Environmentally Sensitive Areas, as defined by DWER's Clearing Regulations, within or adjacent to the proposed extraction area.

Separation Distances

The Environmental Protection Authority (EPA) provides guidance on separation distances between industrial and sensitive land uses. The guidance document lists a generic buffer for extractive industries where grinding and milling works, but no blasting area proposed as 'case by case', depending on the type of processing. The Applicant has determined the operation to be "low scale" and therefore asserts that a 500m buffer would be sufficient.

The Applicant has provided a list of all structures located within a 1km radius of the subject extraction area in Table 2 of the Environmental Management Plan (Appendix 13.1.A). As detailed in the report, all lots and structures within this distance are in the same ownership as the subject site, with a letter of no objection for these operations being provided.

Access and Traffic

The access and egress for the subject site will be via Norms Road, through an already established access.

Operating times for the site are proposed to be 7:00am to 6:00pm Monday to Friday and 7:00pm to 4:00pm Saturdays, excluding public holidays.

The following estimates are made:

Estimated annual gravel removal	Up to 74,000 tonnes
Number of working days per month	22 days
Vehicle payloads (GAV's ¹)	Semi (30 tonnes) Six wheeler (20 tonnes)
Proportional use	30 tonner (50%), 20 tonner (50%)

It is estimated that on average that 12 trucks will go in and out per day. Trucking of gravel off-site varies based on customer orders. On average, gravel is carted off site 1 day a week for small orders and large orders could be for a week averaging 4-5 times a year.

Norms Road is an unsealed road and is currently in a good condition and mainly used by ACPH and logging trucks. ACPH conducts grading of Norms Road as required, occurring on average 3 to 4 times a year. A development condition has been included in the allowing the Shire to require it to be maintained to its satisfaction by ACPH and at no cost to the Shire.

There is currently an existing school bus route in the area of the site which travels Norms Road at 8:00am and 4:00pm during school terms. ACPH has advised than on agreement with the bus driver, trucking on Norms Road is avoided during the school bus times, leaving a 15 minute time period before and after these times where trucking does not occur.

On-site and Off-site Impacts and Mitigation

The Applicant has provided detailed information and supporting documentation in Appendix 13.1.A in relation to the following key components:

- Flora and Fauna
- Weeds
- Alteration of the land surface
- Visual impact
- Water
- Noise
- Dust
- Dieback
- Heritage
- Acid sulphate soils
- Bushfire
- Contacts/ Emergencies

Rehabilitation

The Applicant has provided detailed information and supporting documentation in Appendix 13.1.A in relation to the following key components:

- Proposed rehabilitation measures
- Monitoring and maintenance
- Completion criteria

Local Planning Scheme No.6

The subject site is zoned Rural under the Shire's Local Planning Scheme No.6 (LPS6). 'Industry – Extractive' is an 'A' use under LPS6, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the Deemed Provisions.

The setback requirements pursuant to LPS6 for the Rural zone is 30m front, 15m side and 30m rear. The proposed setbacks for the extraction area (Stage 2) are shown as 10m from the east boundary and considerable setbacks from the north, south and west boundaries. This variation to the setbacks required under LPS6 and the Local Law is considered reasonable given the east boundary setback matches the setback for the existing Stage 1 area while no permanent physical structures are proposed and the extraction area is required to be rehabilitated.

Shire of Collie Extractive Industries Local Law 2015

In addition to a Development Approval, extractive industries are also required to obtain a licence under the Shire's Extractive Industries Local Law. The Local Law provides guidance on the information to be submitted with an application, guides advertising of applications and also guides conditions and fees required for a licence.

The Local Law also prescribes limits on excavation near boundaries, as follows:

- a) 20m from the boundary of any land on which the excavation site is located;
- b) 20m from any land affected by a registered grant or easement;
- c) 50m from any thoroughfare;
- d) 50m from any water course;
- e) 500m from any adjoining residence

These requirements may be varied on approval from the local government. The proposed setbacks are detailed in the previous section of this report.

The Local Law also stipulates the obligations of the licensee and any prohibitions that apply, which are reflected in the recommended conditions of the licence.

Statutory and Policy Implications:

Shire of Collie Local Planning Scheme No. 6

Industry-Extractive is defined in the Scheme as-

"Means premises, other than a premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes-

- a) The processing of raw materials including crushing, screening, washing, blending or grading;*
- b) Activities associated with the extraction of basic raw materials including waste water treatment, storage, rehabilitation, loading, transportation, maintenance and administration.*

Industry-Extractive is considered an 'A' use pursuant to the Scheme and can be considered in the Rural zone following advertising.

Shire of Collie Extractive Industries Local Law 2015

An Industry-Extractive is required to obtain an Extractive Industries Licence (EIL) under the Shire of Collie's Extractive Industries Local Law (Local Law) prior to commencing operation. An application for an EIL forms part of this proposal.

The Shire's Local Law provides guidance on information to be provided with an application for an EIL, matters to be considered when determining an application and conditions that may be imposed on a licence. The Local Law also allows for the Local Government to hold a bond, bank guarantee or other security to ensure the site is properly restored or reinstated.

The Local Law allows for the Local Government to issue a licence for a determined period, not exceeding 21 years from the date of issue.

State Planning Policy 2.4 Planning for Basic Raw Materials

State Planning Policy 2.4 Planning for Basic Raw Materials provides guidance on the assessment of extractive industry proposals. Stating that unless exempt, applications to establish, extend or expand an extractive industry require development approval under an applicable local planning scheme. Applications for development approval should be supported by a management plan that demonstrates:

- site description and analysis;
- strategic and statutory planning requirements;
- identification of the environmental values and those requiring protection;
- that extractive industry operations are adhering to designated separation distances and will not impact or be impacted by sensitive land uses;
- proposed transport routes used and site access details;
- sequential land use and a staging plan for the rehabilitation of the site for its intended long-term use; and
- compliance with any other considerations as outlined in the BRM guidelines.

These requirements have been addressed in this application.

EPA Guidance Statement No 3 Separation Distances Between Industrial and Sensitive Land Uses

Industry	Description	Impacts	Buffer Distance
<i>Extractive Industries- No blasting conducted</i>	<i>Grinding and milling works- material processed by grinding, milling or separated by sieving, aerations etc.</i>	<i>Noise Dust</i>	<i>Case by case</i>

Budget Implications:

There are no direct financial implications for the Shire of Collie associated with the officer's recommendation.

Budget – Whole of Life Cost:

As this report does not propose any new public assets or infrastructure, there are no whole of life cost implications for the Shire.

Communications / Consultation Requirements:

The application was advertised pursuant to clause 64 of the *Deemed Provisions* and the Shire's Local Law. The application was advertised via the following methods from the 10 October 2025 to the 5 November 2025.

- Letters to all property owners within 2km of the subject site;
- One round in the classifieds of the local newspaper;
- Shire website
- Referrals to DBCA, DWER and DMIRS

A summary of submissions has been provided in Appendix 13.1.C.

In addition to the advice provided by agencies, one submission from the public was received, which was objecting to the proposed hours of operation (i.e. prefer no weekend activities other than cartage).

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	3	Our Built Environment
Objective:	3.2	Sound land planning and building strategies and schemes

Relevant Precedents:

The subject site has previously obtained approval for gravel extraction.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Development Application Determination	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Development (Planning) Approval condition(s)	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Health	Possible amenity impacts on surrounding properties. Addressed through development approval condition(s).
	Financial	Increased Shire road maintenance on surrounding properties. Addressed through development approval condition(s).
	Service Interruption	N/A
	Legal and Compliance	Legislative appeal provisions apply

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Person or parties may not agree with the development application decision. Addressed through development approval condition(s).
	Environment	Possible environmental impacts on surrounding land. Addressed through development approval condition(s).
	Property	N/A

Comment:

Agency Referrals

Referral responses from agencies have not raised any major issues to prevent the application progressing. Generally, the comments received form recommendations for conditions of approval or and advice notes. These comments/ recommendations related to:

- Obtaining a Works Approval from DWER;
- Stormwater;
- Groundwater interception;
- Water supply;
- Environmental risks;
- Dust;
- Rehabilitation;
- Fuel and chemical management;
- Dieback.

The Applicant has reviewed the submissions and has noted the advice and has not objected to the recommended conditions as contained in these submissions.

Public Consultation

One public submission was received which primarily related to no weekend activities other than cartage. The Applicant responded to this submission to advise that proposed hours as contained in this application are for operations to occur Monday to Friday from 7:00am to 6:00pm and 7:00am to 4:00pm on Saturdays, excluding public holidays. The Applicant has also clarified that there is no intention for crushing activities to occur on Saturdays. These are the same hours as the previous approval (i.e. Stage 1) and for consistency should apply to Stage 2 of the gravel extraction proposal.

Noise

The Department of Water and Environmental Regulation (DWER) commented that the Department's preferred avenue is to support local government's consideration of acoustic reports is via the local EHOs as they have an understanding of environmental noise through their qualification and training and are well placed to advice on acoustic considerations for development proposals.

The submitted Noise Management Plan recommends the following noise mitigation measures:

- Hours of operation will be restricted to day light hours and no crushing will take place on weekends.
- Late model equipment will be utilised with reduced noise level outputs.

- The crushing and screening plant will be positioned more than 500m away from the nearest sensitive receptor.
- The topsoil and product stockpiles positions will provide noise attenuation from extraction activity.
- During the actual mining phase, topsoil and overburden will be pushed up in bunds along the edges of the proposed area.
- The product stockpile will be positioned in front of the crusher, acting as noise barrier between the noise generating activities and the structures existing on the south and west of the operation.
- The product stockpile will maximize the buffering of noise that might occur from the loading of trucks after mining operations have ceased.
- Only broad band reversing warning devices (croakers) will be utilised on all heavy machinery and trucks.
- If a D10 dozer is to be used for the operations, it is to be fitted with CAT noise suppression.
- All plant will be maintained in good condition with efficient mufflers and noise shielding.
- A complaints register will be implemented, with any complaints being formally recorded.
- The signage on the gate will include the contact telephone number of the site supervisor to allow for quick reaction to any complaints that may arise.

The Shire's Environmental Health Officer considers that the risk of noise impact associated with the proposed gravel extraction operation as insignificant given the substantial separation distance from the closest sensitive noise receptors and condition of approval requiring the implementation of measures recommended in the submitted 'Noise Management Plan'.

Access

Condition e) of the previous approval required upgrades / works to the intersection of Norms Road and Collie-Williams Rd, including bitumen sealing of the first 50 metres from Collie-Williams Road. However, these works have not been undertaken.

Given the above non-compliance and to ensure support for this Stage 2 proposal, the applicant has signed an 'Agreement' whereby Amalgamated Civil Plant Hire (ACPH) agree to pay Main Roads WA a contribution to upgrade the Collie-Williams Road – Norm Road intersection. The intersection upgrade / works are to align with Main Roads planning and are yet to be scheduled.

Further, to ensure safe and efficient access to the subject site, it is recommended that a condition of approval require ACPH to grade and maintain the section of Norm Road between the site entry and Collie-Williams Road for the duration of the gravel extraction operation.

For copy of the Signed Main Roads WA Agreement, refer to Attachment 13.3.C.

Visual Impact

Following a site meeting between the applicant and Shire Officer's, it was recognised that the location of the gravel extraction area on top of a ridge line could potentially have an adverse impact on landscape quality and in particular views from properties located to the south and west. Therefore, to protect these view lines, the applicant submitted an amended site plan showing the following:

- A reduction in the size of Area 1 with increased setbacks from the west and south edge of the ridgeline.

- Placement of 3m high bunds along the pit boundary of the Stage 2 extraction area.
- Plant a tree belt of fast-growing Eucalypts to close the gap between the existing tree belt along the western edge of Area 1.
- Views from other directions of the gravel extraction area will be screened by State Forest.

It is considered that the above measures, together with future rehabilitation of the gravel extraction area, will ensure the proposal does not have an adverse impact on visual amenity and landscape quality.

Local Planning Scheme No. 6 and State Planning Policy 2.4 Planning for Basic Raw Materials (SPP2.4)

The proposed Industry-Extractive is consistent with the requirements of SPP2.4. The proposal does not raise concerns that are unable to be managed with regard to environmental values, stormwater, rehabilitation, offsite impacts and traffic. The proposed separation distance to the nearest sensitive receptor is compliant with EPA Guidance Statement No.3. The proposed use can be considered in the Rural zone. The existing extraction area has a setback of 10m from the east boundary, which does not meet the required minimum setback. This is also the case for the proposed new extraction area on the eastern boundary of the site. It is not anticipated that the reduction in setback will impact on the adjoining land, which is State Forest.

Shire of Collie Extractive Industries Local Law 2015

The information provided with the application through the Development Application report and accompanying documentation is sufficient in addressing the application requirements for a licence under the Local Law. A variation to the setback requirements under the Local Law is required in this instance, as the minimum of 20m from all boundaries has not been met. It is recommended that the licence be issued for a period of 10 years. The 10-year period will commence from the issue of the licence, which will occur once required conditions of development approval have been satisfied. It is recommended that conditions applicable to the life of the development be applied to not only the development approval but also the licence.

On-site and Off-site Impacts and Mitigation

Shire Officers have reviewed the information included in the background section of this report which is further expanded on in the supporting documents provided with the application, as well as taking the advice of DWER on some matters. The information that has been provided to support the proposal is adequate in addressing the key considerations that are applicable to this proposal. Where further detail and implementation is required, it is considered that this can be adequately managed through conditions on the development approval and the licence. This is reflected through the conditions in the recommendation section of this report.

Conclusion

The proposed extractive industry is essential in supporting the need for basic raw materials for construction works in and around the Shire. The subject site has previously been used for extraction and does not propose a significant upscale of operations, as much of the previously extracted site is currently being or proposed to be rehabilitated. The licence period applied for is 10 years and rehabilitation will be ongoing as each designated state is completed. Further applications will be required for any future stages or if extraction of these areas extends further than 10 years.

It is recommended that development approval is granted, subject to conditions. Following the relevant conditions of the development approval being satisfied, it is recommended that an Extractive Industry Licence be granted for a period of 10 years.

13.2 Application for Development Approval (Change of Use) – Holiday House - 193 Steere Street Collie (P045/26)

Reporting Department:	Development Services
Reporting Officer:	Ryan Varis – Building Surveyor Technician
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	<i>Planning and Development Act 2005</i>
File Number:	A2644
Appendices:	13.2.A – Subject Property and Floor Plan 13.2.B – Operational Management Plan 13.2.C – Schedule of Submissions
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider an application for development approval for the change of use of a single house to a holiday house at Lot 16 (No. 193) Steere Street, Collie.

Officer's Recommendation:

That Council approves the Development Application P045/26 for a change of use from single house to holiday house at Lot 16, No. 193 Steere Street, Collie, in accordance with the approved plans in appendix 13.2.A and subject to the following conditions:

- 1. All development shall be in accordance with the approved development plans which form part of this planning approval.*
- 2. This planning approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period for which the Shire of Collie has granted prior written consent.*
- 3. Guest parking is not permitted to occur on the verges within Steere Street or Vincent Street, except when wholly contained within the driveway on Vincent Street.*
- 4. Prior to commencement, signage is to be implemented to display the relevant contact details for the manager of the property (for the purpose of directing complaints), to the satisfaction of the Shire of Collie. Signage for the business to be limited to 0.2m², unless otherwise agreed by the Shire.*
- 5. The approved development shall not cause injury or adversely affect the amenity of the neighbourhood and the owner/operator shall manage the behaviour of guests so that they do not unreasonably impact on adjacent neighbours.*
- 6. The Operation Management Plan endorsed within this approval is to be implemented for the duration of the development to the satisfaction of the Shire of Collie.*

Background:

An application for Development Approval has been lodged with the Shire by Willie Kean Wei Ooi and Melatiah Indah Nimalasari for a change of use of the existing single house to a holiday house at 193 Steere Street, Collie. (Refer Appendices 13.2.A).

Description of Site and Surrounds

The subject site is located on the corner of Steere Street and Vincent Street, has an area of approximately 1075m² and features a single dwelling, attached games room, double-car garage and garden shed. The site is lightly vegetated, and has a downward fall towards both the western rear boundary and the southern side boundary.

The site is approximately 800m north-east of the town centre, and the Collie District Hospital is opposite the property frontage. The surrounding area is zoned Residential, with a density code of R20 across surrounding properties. Most dwellings and associated outbuildings are setback in a manner consistent with the Residential Design Codes.



Figure 1 - Aerial Image of Site and Surrounds

Application

The proposal seeks development approval for a change of use from a Single House to a Holiday House at the above location.

Details as follows:

- 4 bedroom un-hosted short-stay accommodation
- Maximum 10 persons per stay
- Check-in at 3 pm, check-out at 11 am
- Operational Management Plan has been submitted that includes guests, noise, parking, waste, and complaints management measures.

Statutory and Policy Implications:

Shire of Collie Local Planning Scheme No. 6

The subject site is zoned Residential under Local Planning Scheme No. 6. The objectives of the Residential zone seek:

- *To provide for a range of housing and a choice of residential densities to meet the*

needs of the community.

- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

Holiday House is a 'D' use in the Residential zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

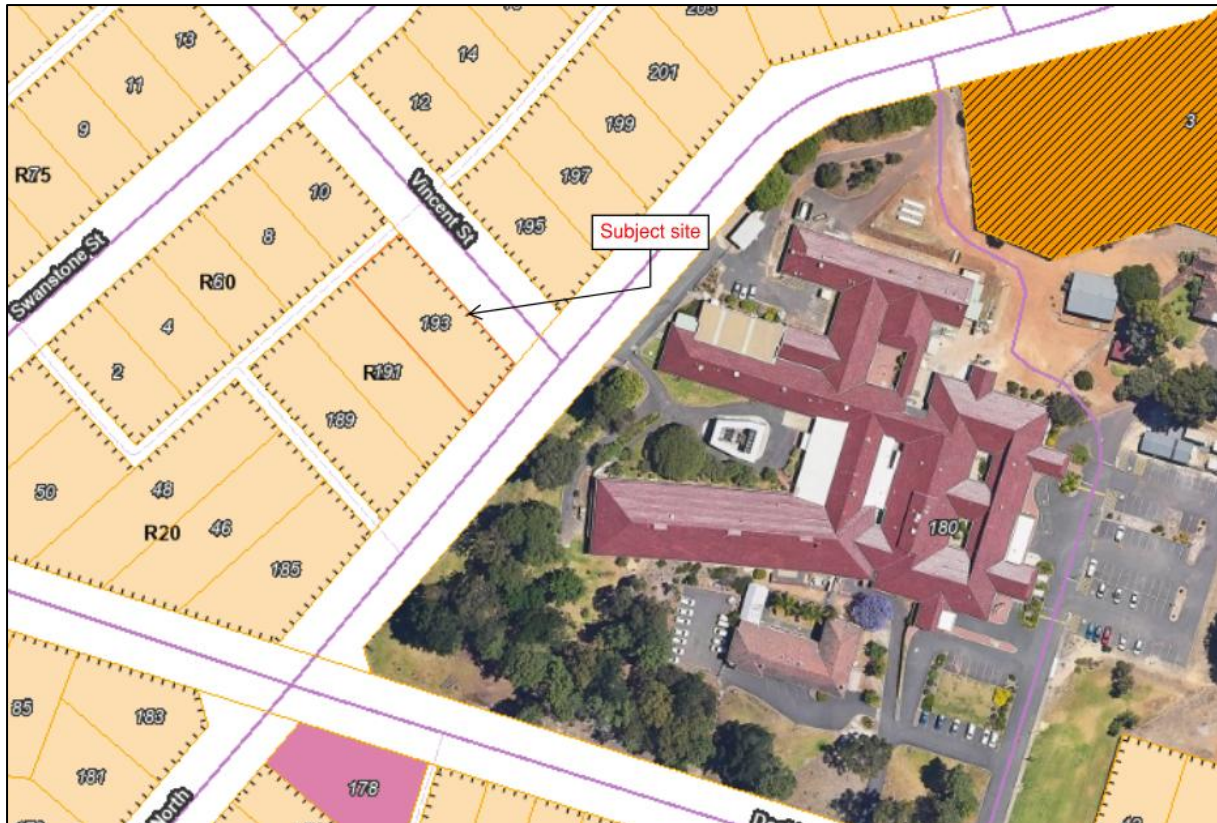


Figure 2 - Zoning Map

Clause 40 Land use terms used

Pursuant to this clause, **holiday house** means *a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.*

The proposed holiday house meets these above requirements.

Local Planning Policy 4.3 – Holiday Homes

The objectives of this policy seek to:

1. *Provide clear guidance regarding the assessment of applications for development approval for Holiday Homes;*
2. *Identify circumstances in which Holiday Homes will be supported, and circumstances in which holiday homes may be supported, given more detailed consideration; and*
3. *Balance the interests of residents, Holiday Home owners and the community as a whole.*

An assessment of the proposal against the above policy objectives is provided in the 'Comments' section of the report.

Local Planning Scheme No. 6 – Amendment 3

Proposed Local Planning Scheme No. 6 Amendment 3 seeks to implement the State Government's planning reforms for short term rental accommodation. This amendment has

been advertised, adopted by Council and submitted to the Minister for Planning for consideration and decision. Therefore, this amendment requires consideration in the assessment of this application.

As part of this proposed amendment, the 'holiday house' land use will be removed, along with 'bed and breakfast', 'holiday accommodation', 'motel', 'serviced apartment' and 'tourist development', which are being replaced with 'hosted short-term rental accommodation', 'unhosted short-term rental accommodation' and 'tourist and visitor accommodation'. Under the proposed amendment the above application would be considered an 'unhosted short-term rental accommodation' and would be considered as an 'A' use under the Local Planning Scheme.

Budget Implications:

There are no direct financial implications for the Shire of Collie associated with the officer's recommendation.

Budget – Whole of Life Cost:

As this report does not propose any new public assets or infrastructure, there are no whole of life cost implications for the Shire.

Communications / Consultation Requirements:

The application was advertised pursuant to clause 64 of the Deemed Provisions with letters sent to adjoining landowners and occupiers. Advertising was for a period of 14 days, commencing on 25 June 2026 and concluding on 10 July 2026.

Two objections were received which are discussed in the 'Comments' section of the report. For full details of submission and applicant's and officer's response, refer to Appendix 13.2.C –Schedule of Submissions.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	3	Our Built Environment
Objective:	3.2	Sound land planning and building strategies and schemes

Relevant Precedents:

There have been no previous Council decisions regarding the subject site.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Proposed Change of Use to Holiday House – 193 Steere Street, Collie
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Approval conditions
Residual Risk Rating (after treatment or controls)	Low (1 - 4)

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Legislative appeal provisions apply.
	Reputational	Person or parties may not agree with the development application decision. Addressed through development approval condition(s).
	Environment	N/A
	Property	N/A

Comment:

Consideration of Character and Amenity

The proposal meets the planning scheme definition requirements, and is consistent with the Policy Statements of *Local Planning Policy 4.3 – Holiday Homes*. Meeting these requirements indicates there is sufficient control in place to allow the use to occur without adversely affecting the amenity of the area. The dwelling for which the change of use is proposed is set back from all adjacent neighbours by a distance substantially greater than the minimum requirements required for a house under the R-Codes, with the separation contributing positively to mitigate any undue noise concerns that may arise from quiet enjoyment. Concern was raised regarding vehicle access to the property, which can be appropriately managed through conditions and controls to limit vehicle access to the property off Vincent Street only.

Further to the above, the applicant has submitted an Operational Management Plan (OMP) that includes measures to mitigate against amenity impacts, with a nominated manager who will be responsible for the handling of management of complaints, as well as policies and procedures in place to manage waste, noise and anti-social behaviour. These, combined with the State Government’s support through the Short Term Residential Accommodation register and requirements gives appropriate controls to the Shire to manage and control short term accommodation land uses, by allowing suspension or termination of registration where required (which prevents short term accommodation providers from being able to lawfully operate their property).

Safety

Submissions received regarding this application referred to concerns regarding safety impacts from the holiday house use. These concerns are adequately addressed through the supplied OMP, as there will be an appointed property manager to address these concerns in a timely and appropriate manner, with a sufficient complaints handling process outlined. It is recommended that the contact details for the manager be prominently displayed at the property to allow for any complainants to contact the property manager efficiently, and as such a condition is recommended to be imposed (Condition 4).

Noise

Submitters also provided concerns to unreasonable noise level that may arise from this change of use. The OMP provides adequate controls through the planned noise management procedures, and the property manager will be responsible for dealing with any complaints as outlined above. It is determined that there are appropriate noise management controls in place, with check-in occurring from 3 pm, and check-out occurring from 11 am, reducing any potential

noise imposition that can occur with earlier mandatory check-out times. The number of guests is restricted to 10 persons, and no parties or amplified music permitted to occur at the property. Additionally, the dwelling is set off the adjoining property boundary by a greater distance than standard for residential development, allowing for greater noise mitigation from dispersal and attenuation occurring between the property and surrounding dwellings.

Privacy

Concern was raised regarding overlooking, due to the natural camber of the surrounding lots. Whilst the dwelling was constructed prior to the Residential Design Codes (R-Codes) being in effect, the separation of the dwelling from the adjacent and adjoining properties meets all the deemed-to-comply requirements for visual privacy, with the dwelling set back 6m from the adjoining boundary (minimum required separation), and the outdoor living area being set 8m from the adjoining boundary (greater than the 7.5m minimum required separation).

Vehicle Parking & Access

Vehicle access concerns were also raised, as there has been concern regarding the utilisation of crossovers on Steere Street (not associated with the development location), as there is no current vehicle access arrangement on Steere Street. As the property is bounded by two streets (Steere Street and Vincent Street), there is a preference to direct traffic off the busier primary street and onto the quieter secondary street. As Steere Street is seen as the busier street, it is considered the primary street, so current vehicle access is restricted to Vincent Street only. Given this arrangement, and the difficulty that would be imposed in requiring a crossover to be installed in a manner consistent with Australian Standard 2890.1: Off-street parking facilities, it is recommended that a condition be imposed restricting vehicle parking and access to occur off Vincent Street only. Additionally, it is recommended that there will be no verge parking permitted, as there is no safe access arrangement off the current kerbing, and could lead to undue damage to the verge through excessive vehicle movements (Condition 3). To support this, the applicant has included these proposed restrictions within their OMP, and has pre-emptively installed 'No Parking' signs facing Steere Street, and facing the verge along Vincent Street.

Conclusion

Overall, the proposed 'Holiday House' will contribute positively to the short stay accommodation offerings within the community and will not have an adverse impact on adjoining owners/occupiers or the local area. Therefore, it is recommended that the proposed change of use to Holiday House is approved, subject to conditions.

14. CORPORATE SERVICES REPORTS

14.1 Financial Management Report – June 2026

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.1.A – Financial Report – June 2026
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending 30 June 2026.

Officer's Recommendation:

That Council receive the Financial Management Report for 30 June 2026 as presented in Appendix 14.1.A.

Background:

In accordance with Council policy and the provisions of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* (Regulations), the Shire is required to prepare a monthly Statement of Financial Activity and Statement of Financial Position each month.

Statutory and Policy Implications:

Local Government Act 1995

6.4. Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation—*
committed assets means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- (b) *budget estimates to the end of the month to which the statement relates; and*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the month to which the statement relates.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing*
 - (a) *deleted*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown according to nature and type classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

Local Government (Financial Management) Regulations 1996**35. Financial position statement required each month**

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
 - (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

Budget Implications:

The monthly Financial Management Report provides Council with an overview of budget compared to actual expenditure and revenue.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications / Consultation Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.2	Good governance and financial management
Strategic Priority:	5.2.2	To progressively improve the Shire's financial health indicators
Strategic Priority:	5.2.4	To benchmark against industry governance and financial standards

Relevant Precedents:

Each month Council is presented a monthly Financial Management Report.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Financial Management Report – June 2026	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the inherent risk is below 12, this is not applicable	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Service Interruption	N/A
	Legal and Compliance	Non compliance with the legislative requirements that result in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.
	Environmental	N/A
	Property	N/A

Comment:

The financial statements provided in Appendix 14.1.A reports on the following information for the reporting period:

- Statement of Comprehensive income by Nature
- Statement of Comprehensive income by Program
- Statement of Financial Activity
- Explanation of material variances on the Statement of Financial Activity
- Statement of Financial Position
- Supplementary notes

The Statement of Financial Activity provides Elected Members with a high level oversight of operating and capital revenues and expenditures. It is also intended to link operating results with balance sheet items and reconcile with the end of month balances.

In accordance with the Regulations, for the 2025/2026 period a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) 10% or \$50,000, whichever is the greater.

The Financial Management Reports included in Appendix 14.1.A do not include end of year adjustments for the year ended 30 June 2026. The figures presented are unaudited and subject to change. The final position for the 2025/26 financial year will be reported in the 2025/26 Annual Financial Statements.

14.2 Accounts Paid – 16 June to 15 July 2026

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.2.A – List of Accounts Paid Appendix 14.2.B – List of Purchasing Card Payments
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 16 June 2026 to 15 July 2026

Officer's Recommendation:

That Council:

1. *NOTES the Chief Executive Officer's list of accounts for the period 16 June 2026 to 15 July 2026 paid under delegation in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.2.A totalling \$1,042,033.45.*
2. *NOTES the reported card transactions for the the period 16 June 2026 to 15 July 2026 in accordance with Regulation 13A(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.2.B totalling \$5,753.22..*

Background:

Where a council has delegated authority to the Chief Executive Officer to make payments from the municipal or trust fund, a list of accounts paid is to be presented at the ordinary meeting each month.

In accordance with Delegation 2.2.21, the Chief Executive Officer is authorised to make payments.

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) the payee's name; and*
 - (b) the amount of the payment; and*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (i) sufficient information to identify the transaction; and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
- (a) the payee's name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment;*
 - (d) sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

Council Policy

CS3.7 Payment of Creditors

5.0 List of Accounts Paid

A list of all accounts paid shall be presented to the Council within two months. The list shall comprise of details as prescribed in the WA Financial Management Regulations (1996)

Budget Implications:

All liabilities settled have been in accordance with the annual budget provisions.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications / Consultation Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.2	Good governance and financial management
Strategic Priority:	5.2.2	To progressively improve the Shire's financial health indicators
Strategic Priority:	5.2.4	To benchmark against industry governance and financial standards

Relevant Precedents:

Each month Council receives the list of accounts presented.

Risk Assessment:

The Risk Management Governance Framework has been considered in arriving at the Officer Recommendation.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Accounts Paid – 16 June 2026 to 15 July 2026	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category	Health	N/A
	Financial	That payments are not made in accordance with Shire's policies and procedures.
	Service Interruption	N/A
	Legal and Compliance	Not reporting the list of accounts to Council is a contravention of the <i>Local Government Act 1995</i> .
	Reputational	Non compliance with a legal requirement may lead to community confidence being eroded in Shire's management and Council
	Environmental	N/A
	Property	N/A

Comment:

A listing of payments is included in Appendix 14.2.A and 14.2.B.

Where possible, questions on specific payments should be submitted to the Chief Executive Officer or the Director before noon on the day of the scheduled meeting. This will ensure a response can be provided at the Council Meeting.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

16. QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Members have the ability to submit notices of questions between meetings and up to a time prescribed in standing orders before a meeting.

17. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

19. STATUS REPORT ON COUNCIL RESOLUTIONS

Summary reports on the status of Council's resolutions are:

- 'Closed Since Last Meeting' at Appendix 19.1.A
- 'All Open' at Appendix 19.1.B

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

In accordance with Section 5.23(2)(b) of the Local Government Act 1995, the following Item 20.1 is confidential.

20.1 Staff Matter	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/111
Appendices:	Nil
Voting Requirement	Simple Majority

21. CLOSE

There being no further business the Presiding Officer to declare the meeting closed.

Risk Category Consequence Table – Guideline

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
Insignificant (1)	Near-Miss or First Aid	Less than \$10,000	No material service interruption	Compliance - No noticeable regulatory or statutory impact. Legal – Threat of litigation requiring small compensation. Contract – No effect on contract performance.	Unsubstantiated, low impact, low profile or ‘no news’ item. Example: Gossip, Facebook item seen by limited person.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal – Single minor litigation. Contract – Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item Example: Local paper/Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
Moderate (3)	Lost time injury	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal – Single moderate litigation or numerous minor litigations. Contract – Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. Example: State-wide paper, TV news story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
Major (4)	Long-term disability / multiple injuries	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal – Single major litigation or numerous moderate litigations. Contract – Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. Example: Australia wide news stories. Regulatory/Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal – Numerous major litigations. Contract – Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. Example: Worldwide news, focused articles (e.g. 60 minutes). Regulatory/Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

Risk – Likelihood Table			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Level of Risk Guide						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Collie Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility	Entered on Risk Register
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager	No
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager	No
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO	Yes
EXTREME (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council	Yes

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

Shire of Collie Existing Controls Ratings			
Rating	Foreseeable	Description	
Effective	More than what a reasonable person would be expected to do in the circumstances. There is <u>little</u> scope for improvement.	Documentation	Processes (Controls) fully documented, with accountable 'Control Owner'.
		Operating Effectiveness	Subject to ongoing monitoring and compliance to process is assured.
		Design Effectiveness	Reviewed and tested regularly.
Adequate	Only what a reasonable person would be expected to do in the circumstances. There is <u>some</u> scope for improvement.	Documentation	Processes (Controls) partially documented, with a clear 'Control Owner'.
		Operating Effectiveness	Limited monitoring, ad-hoc approach and compliance to process is generally in place,
		Design Effectiveness	Reviewed and tested but not regularly.
Inadequate	Less than what a reasonable person would be expected to do in the circumstance. There is a <u>need</u> for improvement or action.	Documentation	Processes (Controls) not documented or no clear 'Control Owner'.
		Operating Effectiveness	No monitoring or compliance to process is not assured.
		Design Effectiveness	Have not been reviewed or tested for some time