

Ordinary Council Meeting

11 August 2026

APPENDICES

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19.1.A	Council Resolutions – Closed since last meeting
19.1.B	Council Resolutions - Open



Shire of
Collie

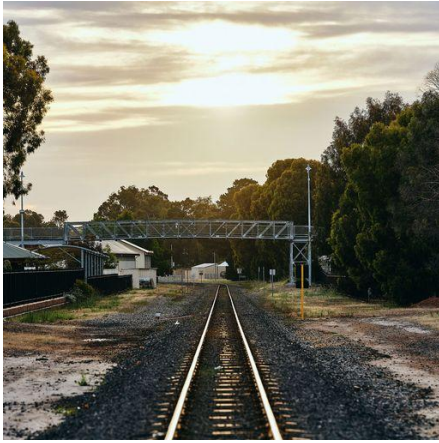
MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 14 July 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.

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Minutes of the Ordinary Meeting of the Collie Shire Council held in the Council Chambers, 87 Throssell Street Collie, on Tuesday, 14 July 2026.

The Shire President declared the meeting open at 6:00pm and welcomed councillors, staff, press and those attending as public gallery.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:	Ian Miffing OAM JP	Councillor (Presiding Member)
	Joe Italiano	Councillor (Deputy Member)
	Gary Faries	Councillor
	Dale Hill-Power JP	Councillor (Via Teams)
	John Kearney	Councillor
	Brett Hansen	Councillor
	Paul Moyses	Councillor
	Michelle Smith	Councillor
	Rob Wells	Councillor
	Alex Wiese	Acting Chief Executive Officer
	Brad Grinter	Director Operations
	David Quelch	Acting Director Development Services
	Geoff Lawrence	Finance Manager
	Nicole Wasmann	Governance Coordinator

APOLOGY: Phil Anastasakis Chief Executive Officer

VISITORS: Hon Dr Steve Thomas, MLC (to 6:52pm)

PRESS: 1 member of the press attended

GALLERY: 4 members of the public attended

1.1 Councillors granted Leave of Absence at previous meeting/s

Nil.

1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council

Nil.

1.3 Councillors who are applying for Leave of Absence for this Ordinary Meeting of Council

Nil.

2. PUBLIC QUESTION TIME

Mr Joe Hetherington

Question – Mr Joe Hetherington thanked the Shire for installing signage at the Bradbury Road bridge to warn road users of the potential danger. He requested an update on whether the bridge had been assessed and when works would be undertaken to address the bridge approach, the section of road affected by tree roots lifting the road surface, and the condition of the adjoining gravel section of the road.

Response – Mr Brad Grinter, Director Operations, advised that he had assessed the bridge and road and that the Shire is in the process of engaging a contractor to undertake the required works to the bridge approach and the section of the road affected by tree roots. Mr Grinter indicated that it is anticipated the works will be organised in August, subject to contractor availability. The gravel section of Bradbury Road will be considered as part of a future report to Council.

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DISCLOSURE OF FINANCIAL INTEREST

The Chief Executive Officer advised that Disclosures of Interest had been received from Councillors/staff as listed below:

Councillor/staff	Agenda Item	Disclosure
Cr Kearney	Item 13.3 – Concept Design for the Co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre	Impartial – Work Related
Cr Italiano	Item 13.3 – Concept Design for the Co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre	Impartial – President of Coalfields Museum
Cr Smith	Item 13.3 - Concept Design for the Co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre	Proximity – Live opposite

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The Hon Dr Steve Thomas, MLC, as the Shadow Minister for Energy and Industrial Relations, made a presentation to Council on the Liberal Party's position regarding Collie's transition and the future of energy.

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

Nil.

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Items 13.1 and 13.3 were brought forward due to the interest of people attending the meeting.

13.1 Proposed Home Business – 150 Booth Street, Collie	
Reporting Department:	Development Services
Reporting Officer:	David Quelch – Acting Director Development Services
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation	<i>Planning and Development Act 2005</i>
File Number:	A5967
Appendices:	13.1.A – Site Plan 13.1.B – Building Plans 13.1.C – Operational Management Plan 13.1.D – Schedule of Submissions
Voting Requirement	Simple Majority

A late written submission was tabled and provided to Councillors at the meeting. Shire internal reference I-26-5332.

Report Purpose:

For Council to consider an application for development approval for Home Business (Graphic Design) at 150 Booth Street, Collie.

Officer's Recommendation:

That Council approve the Development Application P017/26 for a Home Business (Graphic Design) at 150 Booth Street, Collie, 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. The Home Business activities shall only be undertaken in the studio endorsed by Council on the approved plan(s). Any variation to the approved Home Business, including a change in the areas of the home used for the business, a variation in the nature of the business, relocation of the Home Business to a different address, or expansion of the business's operating hours, will require a new Development Approval.*
- 4. The approved Home Business may operate for a period of not more than 12 months before this Approval shall be renewed. This renewal shall include the payment of fees as indicated in the Council's Schedule of Planning Fees and Charges.*
- 5. Hours of operation shall be limited to:*
 - a. Monday to Friday from 9:00am to 4:00pm*
 - b. Saturday: closed; and*
 - c. Sunday and Public Holidays: closed.*

6. *The operation of the home business is restricted to the applicant, Darcy Mandry, who must remain a permanent occupant of the dwelling on the land. The operation of the home business by any other person or on any other land is not permitted by this approval. This approval cannot be transferred to any other person without the prior approval of the Shire of Collie.*
7. *No more than one (1) client is permitted to visit the premises at any given time.*
8. *The Home Business shall not have more than 4 customer visits per day. All visits by customers shall be by appointment only.*
9. *The business shall not employ more than 2 people who are not members of the occupier's household.*
10. *The business shall not involve the retail sale, display or hire of goods of any nature.*
11. *The parking of vehicles in association with the Home Business must be contained within the subject lot.*
12. *Before the development is occupied, the landscaped area(s) shown on the approved development plan(s) and must be planted, reticulated and thereafter maintained to the satisfaction of the Shire of Collie.*

Reason for Decision Being Different to the Officer's Recommendation

Local Government (Administration) Regulations – r.11(da) require that where a Council decision is substantially different from the Officer's Recommendation that the reason be recorded.

In considering the recommendation, Council resolved to add an additional condition, point 3 of the resolution, to stipulate that the home business studio be located not less than 5 metres from the west side boundary so as to protect neighbouring amenity.

Officer's Recommendation/Council Decision:

Resolution: 9800

Moved: Cr Italiano

Seconded: Cr Faries

That Council approve the Development Application P017/26 for a Home Business (Graphic Design) at 150 Booth Street, Collie, 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. *Prior to lodging an application for a building permit, updated development plans must be submitted to and approved by the Shire of Collie to show:*
 - a. *Home business studio setback not less than 5 metres from the west side boundary.*
4. *The Home Business activities shall only be undertaken in the studio endorsed by Council on the approved plan(s). Any variation to the approved Home Business, including a change in the areas of the home used for the business, a variation in the nature of the business, relocation of the Home Business to a different address, or expansion of the business's operating hours, will require a new Development Approval.*

5. *The approved Home Business may operate for a period of not more than 12 months before this Approval shall be renewed. This renewal shall include the payment of fees as indicated in the Council's Schedule of Planning Fees and Charges.*
6. *Hours of operation shall be limited to:*
 - a. *Monday to Friday from 9:00am to 4:00pm*
 - b. *Saturday: closed; and*
 - c. *Sunday and Public Holidays: closed.*
7. *The operation of the home business is restricted to the applicant, Darcy Mandry, who must remain a permanent occupant of the dwelling on the land. The operation of the home business by any other person or on any other land is not permitted by this approval. This approval cannot be transferred to any other person without the prior approval of the Shire of Collie.*
8. *No more than one (1) client is permitted to visit the premises at any given time.*
9. *The Home Business shall not have more than 4 customer visits per day. All visits by customers shall be by appointment only.*
10. *The business shall not employ more than 2 people who are not members of the occupier's household.*
11. *The business shall not involve the retail sale, display or hire of goods of any nature.*
12. *The parking of vehicles in association with the Home Business must be contained within the subject lot.*
13. *Before the development is occupied, the landscaped area(s) shown on the approved development plan(s) and must be planted, reticulated and thereafter maintained to the satisfaction of the Shire of Collie.*

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.

Against: Nil

Background:

An application for Development Approval has been lodged with the Shire by Darcy Mandry for Home Business (Graphic Design) at 150 Booth Street, Collie. (Refer to Appendices 13.1.A, 13.1.B and 13.1.C)

Description of Site and Surrounds

The subject site is located on the corner of Booth Street and Wallwork Rise, has an area of approximately 9964m² and features a single dwelling, freestanding carport and rear outbuilding. The site is cleared of vegetation and there is a slight fall from the Booth Street frontage to the north rear boundary.

Collie town centre is about 2.8 km to the south and Collie River is about 300 metres to the north of the site. The surrounding area features rural residential properties of varying lot sizes and shapes. Properties to the south, on the opposite side of Booth Street, are located within the Urban Development Zone. Most dwellings and associated outbuildings are well setback from lot frontages and side / rear boundaries.



Figure 1 - Aerial Image of Site and Surrounds

Application

The proposal seeks development approval for a Home Business (Graphic Design) on the site. Details as follows:

- Home business specialising in custom signage, event stationary and branded business merchandise using laser cutting machine and UV flatbed printer.
- Employ a maximum of two (2) people that are not occupiers of the household.
- Home business undertaken with a new building ('studio') that has dimensions of 6m x 7m, resulting in a floor area of 42m².
- Building located within the rear / side yard and setback 47m from the Booth St frontage and 3m from the west side boundary.
- Second crossover and driveway off Booth Street to provide vehicle access to the studio.
- Two visitor car parking spaces located to the front of the studio.
- Screen planting between the proposed driveway and west side boundary.
- Hours of operation are Monday to Friday between 9am to 4pm.
- Customer visits will be minimal and limited primarily to local order pickups and short consultation meetings by appointment.
- Wall mounted business identification sign on south elevation of studio. Sign is non-illuminated and has dimensions of 600mm x 300mm, resulting in an area of 0.18m².
- Operational Management Plan has been submitted that includes noise and dust management.

Statutory and Policy Implications:

Shire of Collie Local Planning Strategy 2020 (The Strategy)

The strategy states that *Rural residential living is a highly valued and expected lifestyle choice, which complements more traditional residential options. It also is valued for its ability to partially retain an area's visual character and provides a transitional land use between urban settlements and the surrounding rural hinterland and State forest reserves.*

Shire of Collie Local Planning Scheme No. 6

Rural Residential Zone

The land is zoned Rural Residential under Local Planning Scheme No. 6. The objectives of the Rural Residential Zone seek:

- To provide for lot sizes in the range of 1 ha to 4 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.

Home Business is a 'D' use in the Rural residential zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

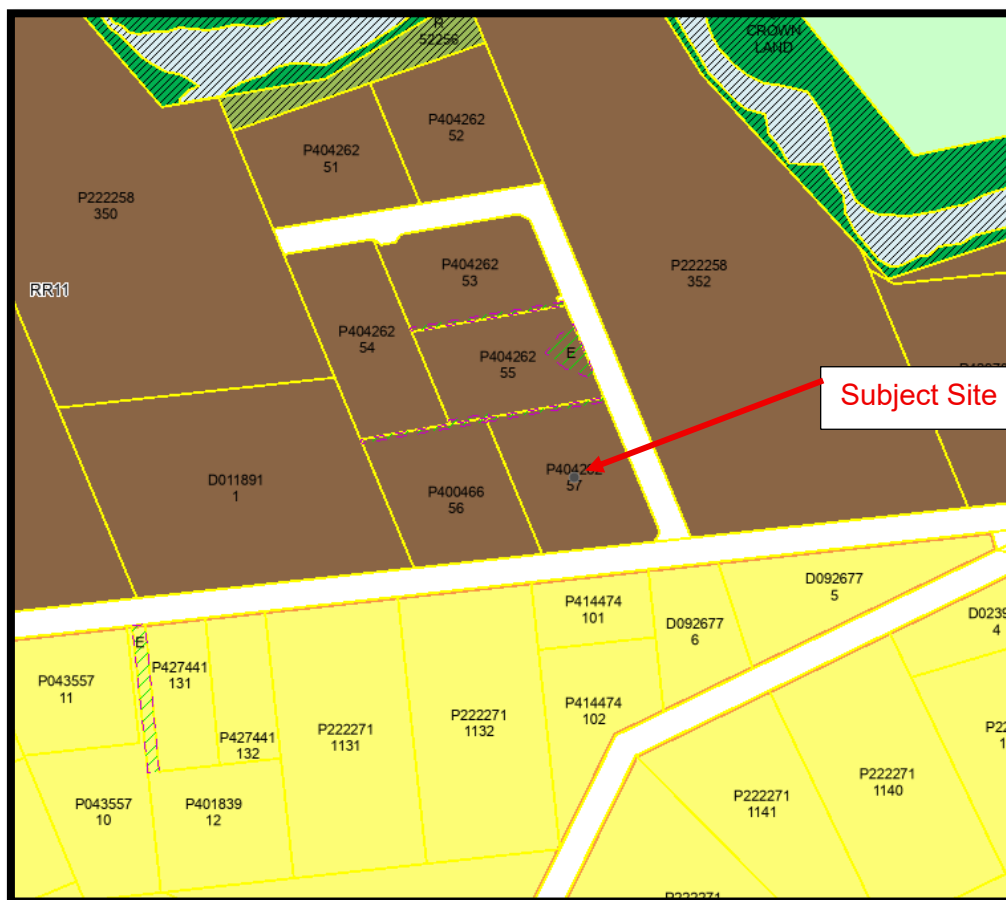


Figure 2 - Zoning Map

Clause 40 Land use terms used

Pursuant to this clause, **home business** means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —

- a) does not involve employing more than 2 people who are not members of the occupier's household; and
- b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- c) does not occupy an area greater than 50 m²; and
- d) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- e) does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and
- f) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight;
- g) and does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;

The proposed home business meets all of the above requirements.

Schedule 1 – Zone Development Requirements

Compliance with zone development requirements provided in the table below.

Zone Development Requirements – Rural Residential (Where the lot is <2ha)			
	Required	Proposed	Complies/Comments
Front setback	15m	47m	Yes
Side setback	5m	West- 3m	No (For discussion of variation to this requirement, refer to 'Comments' section of the report.)
Rear setback	5m	Substantial	Yes
Building height	9m	4.3m	Yes

Local Planning Policy 4.1 – Home Based Businesses

The objectives of this policy seek to:

1. Support and encourage home-based business as a suitable local enterprise of economic and social importance to the Shire;
2. Maintain residential areas as primarily a place to live, not primarily a place to work whilst recognising that working from home is an expanding area of employment and a significant contributor to the economy;
3. Protect the amenity and character of residential and rural areas by ensuring that potential impacts associated with home business such as noise, traffic, pollution, people and advertising signs are minimised and adequately controlled;
4. Ensure that home business development is compatible with the residential/rural character of surrounding built areas;
5. Take into account additional requirements to the Local Planning Scheme No 5 which the local government will consider in its determination of a development application;
6. Provide a consistent and equitable approach for the local government in the assessment of applications and complaints in relation to home businesses.

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

Local Planning Policy 4.2 – Advertisements and Signage

Pursuant to this policy, a 'Home occupation sign' *means a small advertisement identifying the name and/or trade, business or profession of the occupant of the home based business*. Under this policy, a 'Home occupation sign' is exempt from development approval in all zones if the following requirements are met:

- Maximum of one sign per property; and
- Maximum area of 0.2m².

While the proposed signage is for 'Home business' and not 'Home occupation', this is the most applicable signage classification. The proposal includes one non-illuminated sign with an area of 0.18m² and therefore is exempt from requiring development approval.

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 12 June 2026 and concluding on 26 June 2026.

One objection was received which is discussed in the 'Comments' section of the report. For full details of submission and applicant's and officer's response, refer to Appendix 13.1.D – Schedule of Submissions.

Application was referred to Operations regarding the second crossover. Operations support the second crossover provided width not less than 3.5m and there is a brick wall to protect power supply near the entrance from Booth Street. Amended plans have been submitted showing these changes.

No external referral of the application was required.

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 Home Business – 150 Booth 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)	
Risk Category Assessed Against	Health	Possible amenity impacts on surrounding properties.
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Development occurs without or outside of approval.
	Reputational	N/A
	Environment	That waste water disposal is not managed.
	Property	N/A

Comment:

Variation to Side Setback Requirement

The proposed studio is setback 3m from the west side boundary and therefore seeks variation to the 5m side setback requirement. This variation is considered reasonable given the modest size of the proposed structure which has a floor area of only 42m² and maximum building height of 4.3m. The scale and bulk of the studio is considerably less than the single house and outbuilding already on the site which are also in proximity to the west side boundary. Also, the consolidation of buildings in one area of the site is preferable to development being spread out across the site and diminishing the sense of open space.

Further, the single house on the west adjoining property is setback not less than 30m from the common side boundary which provides a suitable separation distance from the proposed studio. Also, shrubs have been planted between the single house on the adjoining property and the common side boundary, and it is anticipated that these shrubs will continue to grow and help provide a partial screen to views between each property. Additionally, the submitted site plan shows screen planting between the studio and west side boundary.

Second Crossover and Driveway

The proposal includes a second crossover and driveway that provides vehicle access from Booth St to the visitor car spaces in front of the home business studio. The subject site is located in the Rural Residential zone and there are no planning provisions that restrict the number of crossovers that can be constructed. Also, the volume of traffic generated by the home business will be minimal and infrequent.

Notwithstanding the above, the application was referred to Operations who support the proposal subject to requirement for a crossover permit and a brick wall to protect power supply near the entrance from Booth Street. Also, an inspection of the local area has shown that compacted gravel driveways are a common feature in the local rural residential area. The submitted site plan shows screen planting between the driveway and west side boundary which will help mitigate any potential for dust, noise and privacy impacts.

Character and Amenity

The proposal meets the 'Home business' planning scheme definition requirements, particularly in relation to maximum floor area, number of employees and the retail sale, display or hire of goods. Meeting these requirements not only guarantees compliance with the scheme but also ensures that the proposed home business is undertaken at a low intensity and scale that is compatible with the character of the rural residential area and will not have an adverse impact on the amenity of surrounding properties.

Further to the above, the applicant has submitted an 'Operational Management Plan' (OMP) that includes measures to mitigate against amenity impacts. Most importantly, the hours of operation are restricted to Monday to Friday from 9.00am to 4.00pm and therefore the home business will not operate during the evening / night or on weekends which are the most sensitive times when considering impacts on neighbouring properties. Also, the OMP explains that the laser cutting and printing machines produce similar noise levels to other typical household appliances and will only operate within an enclosed insulated studio building.

Conclusion

Overall, the proposed 'Home business' will only operate on a small scale and therefore will not have an adverse impact on the amenity of adjoining owners / occupiers or the local area. The proposed studio building is a modest structure that will be screened by planting and variation to the side setback requirement is considered reasonable. Therefore, the proposed Home Business (Graphic Design) is recommended for approval subject to conditions.

Cr Smith, having declared a Financial Interest in Item 13.3, left the meeting at 6:56pm.

Cr Kearney and Cr Italiano declared an Impartial Interest in Item 13.3.

13.3 Concept Design for the Co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre

Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Acting Chief Executive Officer
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation	Not applicable
File Number:	RCS/038
Appendices:	Appendix 13.3.A - Collie Visitor Centre and Coalfields Museum and Historical Research Centre Concept Design
Voting Requirement	Simple Majority

Report Purpose

For Council to receive and endorse the concept design for co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre.

Officer's Recommendation/Council Decision:

Resolution: 9801

Moved: Cr Faries

Seconded: Cr Kearney

That Council

1. *Receive and endorse the preliminary concept design for co-location of the Coalfields Museum and Historical Research Centre and Collie Visitor Centre on Reserve 47293.*
2. *Note*
 - a. *The concept design allows for the retention of two locomotives on the lower level of Reserve 47293 and does not include additional roofed coverage for the retained W Class locomotive;*
 - b. *The location of the locomotive known as 'Polly' remains unchanged near the entry to the Collie Visitor Centre on Throssell Street;*
 - c. *Restoration or protective work on any of the four locomotives on Reserve 47293 may require their relocation to another site. If this is required, a report will be provided to Council, accompanied by a business case outlining costs, funding sources, and the return location of the locomotive(s);*
 - d. *A Councillor workshop will be scheduled in August 2026 to support Council feedback for incorporation into the final concept design; and*
 - e. *A further report will be presented to Council, providing Council the opportunity to consider the final concept design.*

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Wells.

Against: Nil

Background:

At the Ordinary Council Meeting of 8 July 2025, Council received the Coalfields Museum & Historical Research Centre (CMHRC) Business Case and resolved that the Chief Executive Officer should work with the CMHRC and the Collie Visitor Centre (CVC) to investigate co-location.

A further update was provided to Council via a report to 9 December 2025 Ordinary Council Meeting advising that CMHRC, CVC and the Shire had met, and the concept of co-location was supported. Based on this shared support, the CMHRC accepted a proposal for architectural services from Slavin's Architects (Slavin's) in February 2026.

The proposal's scope was to prepare a robust architectural concept, supported by cost and compliance advice, to enable informed decision-making, stakeholder alignment, and future funding submissions.

Slavin's engagement involved developing a holistic design across the Reserve 47293 with a combination of new structures and targeted modifications to the existing Visitor Centre building to enable the CMHRC to relocate, expand, and enhance its offer, while also improving the operational performance and visitor experience of the broader site. The Visitor Centre building was to retain its important role as the primary gateway to a combined visitor centre and museum experience. The scope of works included allowing for locomotives, ensuring their meaningful integration into the overall museum narrative and the Shire's visitor support services.

Statutory and Policy Implications:

Compliance with relevant planning and building legislative requirements and Shire policies.

Budget Implications:

No direct budget 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 Requirements: (Policy No. CS 1.7)

Nil.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Outcome:	2.1	Economic Development
Priority:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
Outcome	2.2	Tourism Promotion and Attractions
Priority	2.2.3	To plan for a new cultural and heritage museum to celebrate Collie's unique history

Relevant Precedents:

Council has previously considered four separate reports related to CMHRC, which resulted in the following resolutions. The Council reports are available and can be accessed on the Shire website.

At the Ordinary Council Meeting 19 January 2021, after considering a motion received from Cr Italiano, Council resolved.

That Council:

- 1. Notes the work of the Coalfields Museum and Historical Research Centre Inc (CMHRC) undertaken to date with regard for the planning for a new museum development on Reserve 20038 (Lot 1260) Throssell Street Collie and vested in the Shire as a Museum site with power to lease; and also, investigations into various other sites around town (see attached);*
- 2. Provides in-principle support to preliminary investigation and due diligence for possible future development at a site in Throssell Street next to the RSL building (R47293); and*
- 3. Considers any final determination on the proposed redevelopment after receiving and considering the results of the CMHRC's due diligence report.*

At the Ordinary Council Meeting 13 September 2021, after considering a report titled Rotary Fire Tower Relocation Project- Preliminary Site Analysis, Council resolved.

That Council:

- 1. Provide in-principle support for the Rotary Fire Tower Relocation Project, for the Munro Fire Tower to be relocated to Collie;*
- 2. Authorise Officers to continue working with the Collie Rotary Club to identify and analyse site selections for the fire tower; and*
- 3. require the final preferred location(s) for the fire tower to be referred to Council for determination.*

At the Ordinary Council Meeting 14 June 2022, after considering a report titled Alternative Site for Coalfields Museum and Historical Research Centre, Council resolved.

That Council:

Endorse Shire Officer request to the Forestry Products Commission to have land transferred to the Shire for the relocated Coalfields Museum and Historical Research Centre Inc (CMHRC) at 20 Throssell Street Collie.

At the Ordinary Council Meeting 13 September 2022, after considering a report titled Alternative Site for Coalfields Museum and Historical Research Centre, Council resolved.

That Council;

- 1. Provide in-principle support for the Rotary Fire Tower Relocation Project, for the Munro Fire Tower to be relocated to Collie;*
- 2. Authorise Officers to continue working with the Collie Rotary Club to identify and analyse site selections for the fire tower; and*
- 3. Require the final preferred location(s) for the fire tower to be referred to Council for determination.*

Comment:

During 2026, Slavin's, as lead consultant, coordinated a series of workshops and meetings with the CMHRC, CVC, and the Shire to develop a concept design for stakeholder consideration. This process included meetings with the Precinct Working Group and on-site investigations in Collie. The attached preliminary concept design (Appendix 13.3.A) has been developed as a result of this collaborative effort.

The preliminary concept design has since been presented to both the CMHRC committee and the CVC committee, where it was endorsed. It is now presented to Council for consideration. Throughout the consultation and development of the design, careful attention was given to maximising the value of the remaining \$500,000 funding commitment for the Visitors Centre Expansion Project Stage 2, as well as to considerations of cost, physical vision/form, and functionality.

It proposed that Subject to ministerial approval of a variation to the funding agreement with the Shire, the Visitors Centre Expansion Project Stage 2 is expected to have substantially commenced or be completed by 30 June 2027.

As part of the consultation process, restoration and protection work for the four historic locomotives on Reserve 47293 was also raised. These matters do not form part of this report and fall outside Slavin's accepted scope. It is, however, noted that work on any of the four locomotives may need to be undertaken off-site. Shire Officers are liaising separately with relevant stakeholders on this matter. If required, a separate report will be presented to Council at the appropriate time.

The steps and status of progressive development of the co-location design by Slavin's Architects through to final presentation is summarised below:

Stage Task	Task	Status
1 Workshop 1	Site Investigation & Consultation	Complete
2 Project Brief	Circulate brief for endorsement	Complete
3 Draft Concept Design	Prepare preliminary designs	Complete
4 Workshop 2	Present preliminary designs	Complete
5 Feedback	Stakeholder	
6 Council Consideration	Council review / feedback / endorsement	Pending
Final Concept	Specialist Concept Advice	
	Exhibition Design - Creative Spaces	-
	Landscape Design - Concept Stage	-
	Building Surveyor - Compliance Review	-
	Quantity Surveyor - Cost estimate	-
5 Final Concept Design	Prepare concept final designs	-
6 Workshop 3	Present concept final design (stakeholders)	-
7 Feedback	Shareholder endorsement / minor updates	-
8 Council	Council Consideration	-

The staging outlined above allows Council to consider the project at appropriate milestones, ensuring that the final outcome is aligned with Council's objectives. Under point 8, the final concept design package (including landscape plans, cost plan, and compliance advice) will be presented to Council via a formal report, with endorsement sought for the overall project scope and design direction. It is important to note that concept final designs will not deliver a "shovel-ready" tender package nor is any endorsement or otherwise intended to commit Council to the project. However, it will provide a realistic understanding of the project's scale, cost and overall funding needs. It will provide a strong foundation for possible funding applications, future decision-making by the Council and project advocacy.

It recommended the Council receive and endorse the preliminary concept design for co-location of the Coalfields Museum and Historical Research Centre and Collie Visitor Centre on Reserve 47293.

Cr Smith returned to the meeting 7:08pm

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 9 Jun 2026

Officer's Recommendation/Council Decision:		Resolution: 9802
Moved:	Cr Moyses	Seconded: Cr Kearney
<i>That Council confirms the Minutes of the Ordinary Meeting of Council held on 9 June 2026.</i>		
		Carried: 9/0
For:	Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.	
Against:	Nil	

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

10. RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL

10.1 Audit Risk and Improvement Committee – 22 June 2026

Officer's Recommendation/Council Decision:		Resolution: 9803
Moved:	Cr Smith	Seconded: Cr Wells
<i>That Council receives the Minutes of the Audit Risk and Improvement Committee Meeting held on 22 June 2026 as presented in Appendix 10.1.A.</i>		
		Carried: 9/0
For:	Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.	
Against:	Nil	

10.2 Recommendations of the Audit Risk and Improvement Committee

Item 9.3 - 2026 Work Health and Safety Framework

Committee's Recommendation/Council Decision:		Resolution: 9804
Moved:	Cr Kearney	Seconded: Cr Smith
<i>That Council endorse the 2026 Work Health and Safety Framework.</i>		
		Carried: 9/0
For:	Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.	
Against:	Nil	

11. CEO REPORTS

Nil

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

Item 13.1 was brought forward due to interest of people attending the meeting.

13.2 Draft Trading in Public Places Policy (CP3-002)	
Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Acting Chief Executive Officer
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation	<i>Local Government Act 1995 Shires of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012</i>
File Number:	LUP/019
Appendices:	13.2.A – Draft Trading in Public Places Policy for Advertising
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider and endorse a draft Trading in Public Places Policy (CP3-002) for advertising and public comment for a period of 28 days.

Officer's Recommendation/Council Decision:		Resolution: 9805
Moved:	Cr Kearney	Seconded: Cr Wells
<i>That Council</i>		
<i>Endorse the advertising of draft Trading in Public Places Policy (CP3-002) for public comment for a period of 28 days.</i> <i>Notes that draft Trading in Public Places Policy (CP3-002) will be subject to a further report to Council after the completion of the public advertising period.</i>		
		Carried: 9/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

Background:

Mobile trading (referred to as trading in public places by local governments) using food vans, caravans, trailers and temporary stalls is commonplace across Australia. This form of trading can benefit communities in a number of ways, including:

- Economic development - by supporting local tourism.
- Place activation - through enhanced vibrancy of public spaces, encouraging community participation and by promoting accessible or under-utilised places.
- Enhance Liveability – by providing foods and/or services that may not otherwise be available.

However, trading in public places must be conducted in a safe and respectful manner that does not negatively impact the amenity of the area, cause nuisance, or adversely affect local 'bricks and mortar' businesses. This is typically managed through the adoption of Council policy which provides guidance to local government staff on the assessment and approval of applications. As the Shire of Collie (the Shire) currently does not have a Trading in Public Places Policy and given the noticeable increase in food vans, caravans, trailers, and other temporary stalls providing goods and services a draft policy has been prepared for consideration.

In addition, local mortar businesses have recently written to the Shire to raise a number of key issues, such as the protection of the Collie Central Business District, trading locations and trading times). This has further highlighted the need for clarification, refinement and guidance on the assessment of applications. An agreed policy will address these concerns.

The primary objectives of the draft Trading in Public Places Policy (the Policy) are to:

1. Protect and enhance the amenity and function of the Shires public places and maintain priority use for community members.
2. Provide direction to City staff in the processing of applications for trading in public places, in accordance with the Shire's *Activities on Thoroughfares and Public Places and Trading Local Law 2012*.
3. Encourage traders to operate in locations which support the activation of under-utilised public places and enhancement of community activity.
4. Ensure traders operate in a manner that complements existing 'bricks and mortar' businesses and does not threaten the vibrancy of the Shires Central Business District (CBD) and retail centre.
5. To provide a clear set of controls for operators to trade under.

Statutory and Policy Implications:

There are no statutory implications relating to the approval of the Draft Trading in Public Places Policy. Section 2.7(2)(b) of the *Local Government Act 1995* stipulates that the role of council is to "determine the local government's policies".

The need for a permit to trade in a public place is captured within the *Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012*.

The proposed policy aims to provide equality for local businesses, the Collie community and mobile traders.

Budget – Whole of Life Cost:

The policy clarifies the ability of Council to set fixed location sites (or areas), determine fees through the budget process and also to set different fees depending on the location/desirability of the site.

Communications / Consultation Requirements:

Council is asked to endorse a public comment a period of 28 days to allow for community and business feedback.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	1	Our Community
Objective:	1.2	Community health, safety and wellbeing
Strategic Priority:	1.2.1	To support and promote vibrant community events and activities in Collie
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Strategic Priority:	2.14	Advocate for new industry while supporting existing businesses and encouraging local employment

Relevant Precedents:

N/A

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	Policy position may have an impact on private business operations	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Provisions within the Policy have been drafted to provide a balanced approach to address competition with the Shires existing bricks and mortar businesses, amenity and public safety.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	Uncontrolled trading may have negative public safety and food safety impacts.
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	N/A
	Reputational	Provisions within the Policy have been drafted to provide a balanced approach to address competition with the Shires existing bricks and mortar businesses, community interest and amenity concerns.
	Environment	N/A
	Property	Uncontrolled trading on Shire land may lead to damage, contamination or misuse of the land.

Comment:

This policy seeks to strike a balance between the regulatory requirements for trading in public places, the potential impacts on residents and businesses, and the benefits to tourism, liveability and community activation. The policy applies to all public land under the care and control of the Shire and all businesses and individuals seeking to use public land to operate a business or for financial gain.

While the *Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012* provides the mechanism to require and issue a permit to trade on public land, it does not provide the criteria necessary to assess applications.

The proposed new policy stipulates the operating requirements and provides guidance to Shire officers when considering and processing applications for street and public place trading permits. The policy has been developed to address the common issues which arise from mobile trading operations and the *Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012*.

It should be noted that while the policy includes a list of pre-identified locations (with preset restrictions/conditions), this will not exclude other locations from being considered. If an applicant wishes to trade at an alternate location, the proposed site will be assessed for safety and suitability prior to a permit being issued.

The proposed policy primarily addresses the sale of food in public places but will also capture the sale of other goods and services. Before endorsement by Council, it is proposed to advertise the proposed Policy for 28 days to allow for community and business feedback. At the conclusion of the advertising the Policy will return to Council for adoption.

Council is requested to resolve to proceed with advertising the policy for community and business feedback.

Item 13.3 was brought forward due to interest of people attending the meeting.

14. CORPORATE SERVICES REPORTS

14.1 Budget Amendment for Rates Instalment Dates	
Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Nil
Voting Requirement:	Absolute Majority

Report Purpose

The 2026/27 Annual Budget was adopted at the Ordinary Meeting of Council held 9 June 2026. This report seeks Council's approval to amend the due dates of rate instalments.

The report also notes updates by the State Government to the application fees under the *Building Regulations 2012*.

Officer's Recommendation/Council Decision:

Resolution: 9806

Moved: Cr Hansen

Seconded: Cr Smith

That Council:

1. Pursuant to sections 6.2, 6.45 and 6.50 of the Local Government Act 1995, approve an amendment to the 2026/27 Budget to amend the due dates for payment of rates by instalments to the following:
 - a. First quarterly instalment - 24 August 2026;
 - b. Second quarterly instalment - 26 October 2026;
 - c. Third quarterly instalment - 4 January 2027; and
 - d. Fourth quarterly instalment - 8 March 2027.
2. Note the updates by the State Government to the application fees under the Building Regulations 2012, with the published 2026/27 Schedule of Fees & Charges to be updated to reflect these changes.

Carried by Absolute Majority: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.

Against: Nil

Background:

The 2026/27 annual budget was considered and endorsed at the 9 June 2026 Ordinary Council meeting. As part of the budget adoption process, Council nominates the due date for rates and the subsequent instalment due dates. Included in the resolution to determine the "General and Minimum Rates, Instalment Payment Arrangements, Discount and Interest",

Council resolved (resolution 9790) the due dates for payment of rates by instalments as shown below:

That Council:

3.(B.) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following dates for the payment in full by instalments:

- *Option 1 (Full Payment)*
 - *Full amount of rates and charges including arrears, to be paid on or before 24 August 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later.*
- *Option 2 (Four Instalments)*
 - *First instalment to be made on or before the due date of 24 August 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges;*
 - *Second quarterly instalment to be made on or before the due date of 24 October 2026, or 2 months after the due date of the first instalment, whichever is later;*
 - *Third quarterly instalment to be made on or before the due date of 17 December 2026, or 35 days after the due date of the second instalment, whichever is later; and*
 - *Fourth quarterly instalment to be made on or before the due date of 17 February 2027, or 35 days after the due date of the third instalment, whichever is later.*

In accordance with Section 6.50 (3) of the *Local Government Act 1995*, the third and fourth rates instalment due dates are required to be at least two months after the previous instalment due date. As a result, an amendment is required to the third and fourth rates instalment due dates. To maintain two months between instalments and to avoid the due date falling on a weekend, public holiday or when the office is closed, the second, third and fourth due dates have been revised to be 26 October 2026, 4 January 2027 and 8 March 2027.

Separately, councillors were advised on 18 June 2026 that the Department of Local Government Industry Regulation and Safety published an update on 10 June 2026 which applies various increases to application fees under *Building Regulations 2012*. While the Shire is not required to adopt these statutory changes, they are noted as updates to the 2026/27 Schedule of Fees and Charges.

Statutory and Policy Implications:

Local Government Act 1995.

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

(2)...

6.45. Options for payment of rates or service charges

- (1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —
 - (a) 4 equal or nearly equal instalments; or*
 - (b) such other method of payment by instalments as is set forth in the local government's annual budget.**
- (2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —
 - (a) by a single payment; or*
 - (b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.**
- (3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.*
- (4) Regulations may —
 - (a) provide for the manner of making an election to pay by instalments under subsection (1) or (2); and*
 - (b) prescribe circumstances in which payments may or may not be made by instalments; and*
 - (c) prohibit or regulate any matters relating to payments by instalments; and*
 - (d) provide for the time when, and manner in which, instalments are to be paid; and*
 - (e) prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and*
 - (f) provide for any other matter relating to the payment of rates or service charges.**

6.50. Rates or service charges due and payable

- (1) Subject to —
 - (a) subsections (2) and (3); and*
 - (b) any concession granted under section 6.47; and*
 - (c) the Rates and Charges (Rebates and Deferments) Act 1992,**a rate or service charge becomes due and payable on such date as is determined by the local government.**
- (2) The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.*
- (3) Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.*

Local Government (Financial Management) Regulations 1996

64. Instalments, when to be paid

- (1) *The due date for payment of the first instalment is to be the date a rate or service charge is due and payable if the payment is to be by a single payment.*
- (2) *When adopting its annual budget the local government is to determine, in accordance with the Act, the due date for payment of instalments after the first instalment.*
- (3) *In respect of the 4 instalment option referred to in section 6.45(1)(a), if the local government does not determine the due date for payment of instalments after the first instalment in accordance with subregulation (2) the due date of each of those instalments is at intervals of 3 months from the due date of the first instalment.*

Budget Implications:

The report does not have any direct financial or budget implications.

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
Outcome:	5.2	Good governance and financial management

Relevant Precedents:

Each year Council prepares an annual budget for the forthcoming financial year.

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	Budget Amendment for Rates Instalment Dates
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	N/A
	Service Interruption	N/A
	Legal and Compliance	Failing to give due consideration to the legal and compliance matters may result in or qualified audits.
	Reputational	Failing to deliver services within the Annual Budget may result in diminished public and sector confidence.
	Environmental	N/A
	Property	N/A

Comment:

This report recommends Council approve an amendment to the due dates for payment of rates instalments in the 2026/27 Budget to meet legislative requirements and account for public holidays. In addition Council is asked to note the various increases to application fees under *Building Regulations 2012*.

14.2 Financial Management Report – May 2026

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.2.A – Financial Report – May 2026
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending 31 May 2026.

Officer's Recommendation/Council Decision:

Resolution: 9807

Moved: Cr Faries

Seconded: Cr Wells

That Council receive the Financial Management Report for 31 May 2026 as presented in Appendix 14.2.A.

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.

Against: Nil

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 – May 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.

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

	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 14.2.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.

For the period 1 July 2025 to 31 May 2026:

- Income is over budget by 0.64%; and
- Expenditure is under budget by 8.76%.

Commentary in relation to these variances is provided at nature and type level. A nil variance means that the year-to-date actual value is identical to the year-to-date budget estimate. Comments are therefore provided where the variance's value is >10% or >\$50,000 under or over budget.

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$50,000 and 10.00% whichever is the greater.

Description

Revenue from operating activities

Other revenue

\$121k relates to workers compensation being less than budgeted, \$35k relates to rates administration charges budgeted to fees and charges and General insurance claims lower than budgeted by \$22k all offset by unbudgeted EV Charging revenue received \$9k

Expenditure from operating activities

Employee costs

Due to staff vacancies during the year.

Insurance

Due to overhead misallocation with Materials and Contracts \$73k to be corrected before June year end.

Other expenditure

\$165k underspend on budgeted community grants year to date

Surplus or deficit after imposition of general rates

Var. \$	Var. %	
\$	%	
(174,663)	(53.79%)	▼
1,166,668	16.83%	▲
87,734	27.53%	▲
230,786	30.40%	▲
1,397,455	103.63%	▲

14.3 Accounts Paid – 16 May to 15 June 2026

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.3.A – List of Accounts Paid (Revised)
Voting Requirement	Simple Majority

Report Purpose

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

Officer's Recommendation:

That Council receives the List of Accounts paid for the period 16 May 2026 to 15 June 2026 as presented in Appendix 14.3.A totalling \$1,136,956.81.

Update to Officer's Recommendation

Shire officers advised that Appendix 14.3.A included in the distributed agenda had been replaced with the version tabled at the meeting and circulated to elected members earlier in the day. The revised Accounts Paid report totalled \$1,310,361.78, and the Officer's Recommendation had been updated accordingly.

Updated Officer's Recommendation/Council Decision: **Resolution: 9808**

Moved: **Cr Italiano**

Seconded: **Cr Moyses**

That Council receives the List of Accounts paid for the period 16 May 2026 to 15 June 2026, as presented in the revised Appendix 14.3.A circulated, totalling \$1,310,361.78.

Carried: 9/0

For: *Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells.*

Against: *Nil*

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 May 2026 to 15 June 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.

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

	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 14.3.A

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

Nil.

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

Nil.

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**Shire President Cr Miffling**

- 10 June – attended a meeting of the District Health Advisory Committee (DHAC) at Collie Hospital, along with other members Crs Smith, Wells and Hansen.
- 15 June – attended the opening of Riverview Residence new units and spoke on behalf of the Shire.
- 15 June – attended a “Yarn” meeting at the Child & Parent Centre adjacent to Wilson Park Primary School.
- 17 June – along with Cr Italiano participated as a Council representative on the Regional Development Assessment Panel (RDAP) whereby the proposed development application by Numans at Allanson was approved.
- 19 June – attended as Council representative the South-West Zone of WA Local Government Association meeting held at Collie Shire Council.
- 22 June – attended as a member a meeting of the Council’s Audit, Risk & Improvement Committee.
- 23 June – attended as Council representative Just Transition Working Group sub-group meetings (Creating Industry & Jobs; Creating a Strong Future; Preparing for Closure);
- 25 June – attended a meeting of South32 Community Liaison Committee as held in Harvey.
- 30 June – attended as Shire representative the Rotary Club of Collie official “Hand Over” dinner at the Club Hotel Collie.
- 2 July – attended an (attempted) annual general meeting called for the Mineworkers’ Institute Inc but with only 4 people attending the meeting had to be adjourned and will reconvene at a later date (special permission from the Associations Incorporations Branch has been sought for the adjournment).
- 3 July – attended a meeting of the Coal Basin Taskforce as Chaired by the Director General of the Department of Premier & Cabinet (Taskforce is looking at basin closure plans and end of basin usage).
- 9 July – attended an all-day “CEO Recruitment” training session as held at the Shire of Harvey.

Deputy Shire President Cr Italiano

- June 10 – attended Heritage Precinct group meeting.
- June 17 – sat on the RDAP for the Allanson tourism project.
- June 19 – attended the SW Zone meeting in Collie.
- June 22 – attended the audit committee meeting.

- June 25 – attended the South32 Worsley Alumina community liaison group meeting in Harvey.
- June 26 – met with Mr Anastasakis, Mr Wiese and Cr Miffing for the acting CEO changeover.
- June 30 – attended the Rotary Club's 2026 changeover dinner.

Cr Hansen

- 10 June – attended West Australian County Health Service – SW and District Health Advisory Council meetings.
- 13 July – chaired the Bush Fire Advisory Committee meeting.

Cr Smith

- June 10 – attended DHAC Meeting – Request for Council to lobby Government to assist in the removal of the old Nurses Quarters.
- Attended a Museum and Visitor Centre workshop to discuss new building.

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

Nil

21. CLOSE

There being no further business the Shire President thanked everyone for their attendance and closed the meeting at 7:53pm.



Shire of
Collie

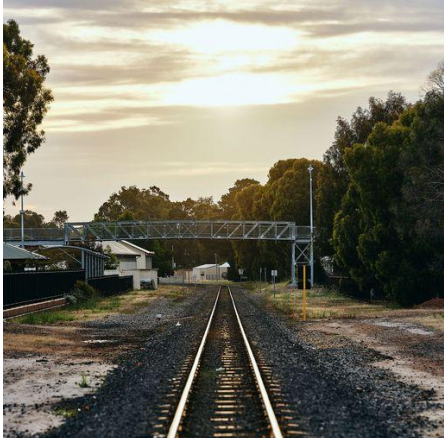
MINUTES

of the

BUSH FIRE ADVISORY COMMITTEE

held on

Monday, 13 July 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.

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Minutes of the Shire of Collie Bush Fire Advisory Committee Meeting held in Council Chambers, 87 Throssell Street Collie, on Monday 13 July 2026.

The Chair, Brett Hansen declared the meeting open at 6:42pm.

1. OPENING/ATTENDANCE/APOLOGIES

Appointed Members

Councillor Brett Hansen	Shire of Collie/Chair
Alex Wiese	Director Development Services
Darren Robinson	Chief Bush Fire Control Officer
Robert Schmidt	Community Emergency Services Manager
Julian Martin	Captain Allanson BFB
Archie Boyle	VFRC Harris River BFB
Shannon Proudfoot	Captain Collieburn Cardiff BFB
Shane Hickson	FCO Shire of Collie/VFRS Captain
Terry Hunter	FCO Shire of Collie
Kohdy Flynn	DFES Shire Deputy Chief
Ricky Southgate	DFES SW (or Nominee)
Jewell Crossberg	DBCA, Parks & Wildlife Service
Quinn Newton	Shire Bushfire Risk Mitigation Coordinator

Other Attendees

Jackie Robinson

Apologies

Phil Anastasakis	Shire of Collie CEO
Steven Melvin	Captain Worsley BFB
Michael Hart	FCO Harris River BFB
Shaun Partyka	Senior Community Ranger
Declan Rochester	Captain Collie Preston BFB
Neil Waywood	FCO Collie Burn Cardiff BFB
Graeme Genev	FCO Worsley BFB

2. DISCLOSURE OF FINANCIAL INTEREST

Forms available for declaration on request.

3. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

3.1 Quinn Newton – Mitigation Activity Funding (MAF)

Presentation from the Shire of Collie

3.2 Letter of Appreciation from the Shire of Boddington

Attachment 3.2

4. CONFIRMATION OF THE PREVIOUS MINUTES OF COMMITTEE MEETING

4.1 Bush Fire Advisory Committee meeting – 4th September 2025

Officer's Recommendation:

That the Committee confirms the Minutes of the Shire of Collie Bush Fire Advisory Committee Meeting held on 4th September 2025.

MOVED: Terry Hunter

SECONDED: Archie Boyle

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Action	Date	Officer
The Volunteer Bush Fire Brigade guidelines are due for a review in September – The only alteration that was made to the document was the addition of item 4, 4.4 Chainsaws. It was agreed by the committee to remove the wording “ <i>the use of chainsaws should be restricted to daytime use only unless life and/or property is placed under imminent threat</i> ”. This decision was made due to the fact the chainsaws may need to be used for dry firefighting techniques and making access tracks during after daylight hours.	04/09/25	CESM
Water pressure pump at brigade is faulty (no pressure), CESM advised this can be replaced under building maintenance	04/09/25	CESM
Worsley BFB generator enclosure is not user friendly, cannot gain access to the generator to safely re-fill or service. CESM agreed it is not fit for purposes and poses a safety issue, it was never constructed correctly, advised getting a quote of what the brigade requires to sufficiently rectify the issue	04/09/25	CESM/Steven Melvin
Flash hood type respirators: these cannot be purchased under LGGs D.R will investigate getting some quotes from suppliers if there is interest from the brigades in doing a bulk order.	04/09/25	Darren Robinson
Allanson BFB being Breathing Apparatus (BA) qualified. DFES commented and advised that this is supported by the region and is being actively discussed, DFES is investigating the process and has reached out to other BA qualified Local Government managed BFB brigades within the state for feedback, will provide updates accordingly.	04/09/25	DFES
Concerns raised regarding FCO's being endorsed but not actively participating or attending BFAC	04/09/25	CESM

meetings. CESM will canvas any non-active FCO's and ascertain their interest to remain as FCO's and commit to the BFAC or be removed as a member.		
K.F noted that the brigade's laptops are over 7 years old making the process of completing FIRS reports difficult, I will be obtaining quotes to purchase all new laptops within this financial year to better assist and streamline the process	04/09/25	CESM

6. OFFICER REPORTS

6.1 Nil

7. OTHER REPORTS

7.1 Chief Bush Fire Control Officer:

Darren Robinson, as attached 7.1

DR mentioned the lack of communication from the Shire during the CESM vacancy, especially regarding maintenance issues from the brigades and private property burning.

Action: A.W will put steps in place for general communication to be improved and guidance for who to contact with queries to the Shire. i.e. SES issues, maintenance etc.

7.2 Community Emergency Services Manager:

Kohdy Flynn, as attached 7.2.

KF noted private property burn sign off requests (for the CEO) are taking weeks to be approved; he stressed this time needs to be shorted.

Action: A.W confirm that the capital works are included in the budget, if it gets funded.

Alex confirmed the shed extension has been fulling completed and the state government funding still to be announced

Alex Wiese – introduced Robert Schidmt as the Shire's new CESM

7.3 Department of Fire and Emergency Services:

Verbal report, Ricky Southgate.

Ricky Southgate thanked the volunteers for their efforts in the 2025/26 fire season, including support outside of the Shire of Collie.

Action: RS (CESM) Distribute the upcoming training calendar to the brigades.

7.4 Department of Biodiversity Conservations and Attractions:

Jewell Crossberg, report attached 7.4

Jewell Crossberg added that DBCA will be contacting the Shire regarding upcoming burns in the Shire. He also offered to provide an out of meeting information session to provide more information.

Terry Hunter mentioned shift workers are camping out in the bush.

Ricky Southgate noted that Anglicare receive funding for homeless people. He can investigate this so the information can be shared. Providing fire skills and information so campers are formed and are aware of how to be safe. They will be funding Collie in the future.

8. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

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

9. 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.

10. MATTERS WHICH REQUIRE DISCUSSION

10.1 Annual Firebreak and Fuel Hazard Reduction Notice

KF noted that some of the fire details on the website are incorrect and/or require updating.

Action: Rob Schmidt to update the Shire website details and the Fire Prevention Supplementary Information attachment.

Officer's Recommendation:

That the Committee notes the attached 2026/27 Fire Hazard Reduction Notice, attachment 10.1

11. CLOSE AND NEXT MEETING

There being no further business, the Chair of the meeting, Brett Hansen declared the meeting closed at 7.53pm

Next meeting to be held in September, date to be confirmed.

Bush Fire Advisory Committee Meeting

13 July 2026

APPENDICES

3.1	MAF Presentation
3.2	Letter of Appreciation
4.1	Minutes of BFAC meeting – 4 September 2025
7.1	CBFCO Report
7.2	CESM Report
7.4	DBCA Report
10.1	Fire Hazard Reduction Notice 2026-2027



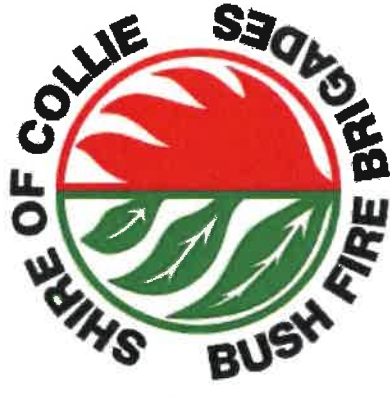
Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

**Attachment 3.1
MAF Presentation**



Shire of
Collie
Explore. Discover. Connect.



MITIGATION ACTIVITY FUND

3 YEAR PLAN 2026-2028

OBJECTIVE

The Mitigation Activity Fund Grants Program (MAFGP) objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of a bushfire on Local Government managed Crown land



OBJECTIVE CRITERIA

To be eligible for MAFGP a treatment must:

- Reduce or manage the bushfire risk to an identified asset.
- Be tailored to the identified risk and location.
- Be cost effective.
- Be achievable in terms of changes in fuel age, separations distances, or reduction in risk levels.
- Be part of an overall integrated strategy.



TYPES OF ELIGIBLE TREATMENTS



Treatments that can be applied for include:

- Prescribed Burning
- Mechanical Thinning/Mulching/Under pruning
- Chemical Spraying
- Installation on Fire Access Tracks/Roads
- Fire Access Gates

FUNDING SOURCE & FUNDING ROUNDS

The MAFGP consist of two funding sources, Royalties for Regions and the Emergency Services Levy. LGs are allocated funding under MAFGP and unless specifically requested, will not be advised which source of funding they have been allocated. Funds are to be used for on ground works to mitigate pre-identified extreme, very high and high risks.

The Shire has been approved a new 3 year plan, consisting of 114 treatments, with an allocated amount of \$698,279.00. All treatments will need to be completed by December 2028.



2026-2028 1ST YEAR CURRENT PROGRESS

The Shire was awarded \$280,869.00 worth of funding for the first year to mitigate fire and fuel loading risk across the Shire to a total of 50 treatments including:

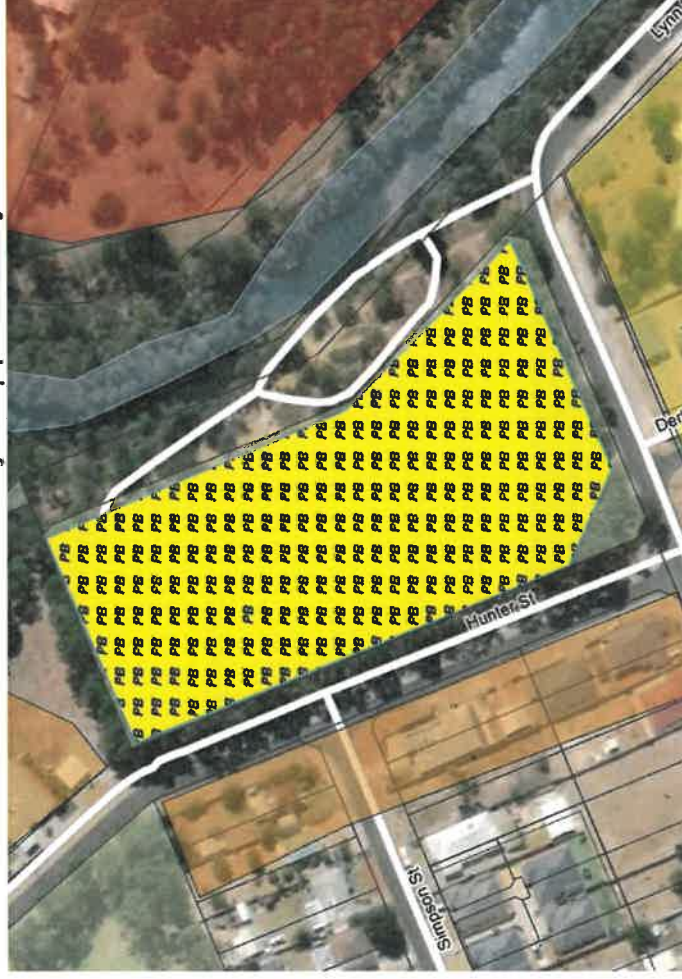
- 10 - Prescribed Burns
- 15 - Mechanical Treatments
- 3 - Install Fire Access Tracks / Install firebreaks
- 22 - Chemical Treatments

No on-ground treatment activities have been completed at this stage. Progress has been delayed while procurement processes, contractor onboarding requirements, and internal governance arrangements are finalised. In addition, several treatment areas require Aboriginal Cultural Heritage approvals before works can proceed. These prerequisites are essential to ensure all treatments are delivered safely, lawfully and in accordance with Shire and State Government requirements. Once these requirements are complete, treatment delivery will commence as a priority, and anything not completed this calendar year, will be brought into next year. See next slides the prescribed burn treatments we hope to complete in spring.



PRESCRIBED BURNS

Hunter Street 2ha – not yet approved by DPLH



PRESCRIBED BURNS

Cameron Rd – recently approved by DPLH, looking to go ahead in spring



PRESCRIBED BURNS

Collie Waste Facility



PRESCRIBED BURNS

Gane Rd x Dransfield Rd – awaiting approval from DPLH



PRESCRIBED BURNS

Collie Race Track (breaks first)





Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

**Attachment 3.2
Letter of Appreciation**

27 May 2026

Ian Miffling
Shire President
Shire of Collie
Locked Bag 6225
COLLIE WA 6225

Dear President Miffling

Shire of Boddington Bush Fires – Letters of appreciation and thanks

On behalf of the Shire of Boddington and the wider community, I wish to extend our sincere appreciation and gratitude to your brigade/unit and the emergency service personnel and volunteers under your leadership who responded to the Newmont Goldmine Bushfire and the Boddington Complex Fires this summer.

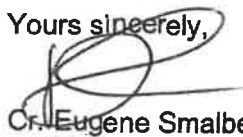
The dedication, professionalism, and resilience demonstrated by your members throughout these incidents were greatly valued and deeply appreciated. The contribution made by your personnel, often under difficult and demanding conditions, played a significant role in protecting lives, property, infrastructure, livestock, and the natural environment.

We recognise that the commitment shown by your volunteers and staff required considerable personal sacrifice, including time away from families, workplaces, and their own communities. Their willingness to assist the Shire of Boddington during these emergencies reflects the very best qualities of service, teamwork, and community spirit.

Please pass on our sincere thanks and appreciation to all members of your brigade/unit who were involved in the response and support operations. Their efforts provided reassurance and support to our community during a very challenging period, and their service will not be forgotten.

The Shire greatly values the ongoing support and partnership of emergency service organisations such as yours, and we remain sincerely grateful for the assistance provided.

Yours sincerely,



Cr. Eugene Smalberger
Shire President



Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

Attachment 4.1

Minutes of BFAC meeting – 4 September 2025



Shire of
Collie

Minutes

for the

Bush Fires Advisory Committee

4th September 2025

Minutes

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1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

Chairperson declared the meeting opened at 6.34pm

Appointed Members

Councillor Paul Moyses	Shire of Collie Councillor/ Acting Chair
Alex Wiese	Shire of Collie Director Development Services
Darren Robinson	Chief Bush Fire Control Officer
Kohdy Flynn	Community Emergency Services Manager/DCBFCO
Declan Rochester	FCO Preston Road BFB
Neil Waywood	FCO Collieburn Cardiff BFB
Michael Hart	FCO Harris River BFB
Terry Hunter	FCO Shire of Collie
Julian Martin	FCO Shire of Collie
Shaun Partyka	Senior Community Ranger
Ricky Southgate	DFES District Officer Wellington

Invited Guests

Shannon Proudfoot	Captain Collieburn Cardiff BFB
Steven Melvin	Captain Worsley BFB
Archie Boyle	Captain Harris River BFB
Brad Barr	FIFWA Group

Apologies

Andy Wright	ENTS Forestry
Bryce Edwards	Forrest Product Commission
Afie Jazreen	Department of Biodiversity Conservation & Attractions
Shane Hickson	Collie VFRS Captain

Quorum

Presiding Member to ensure that there is a quorum. A quorum for this Committee is 6 voting members.

Other attendance related matters:

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

2. PUBLIC QUESTION TIME

Nil

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DISCLOSURE OF FINANCIAL INTEREST

Nil

5. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

6. **CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the 30th June 2025 meeting are provided as attached for confirmation.

Officer's Recommendation:

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 30th June 2025 be confirmed as a true and correct record of the meeting.

MOVED: Julian Martin

SECONDED: Michael Hart

CARRIED

7. **BUSINESS ARISING**

Nil

8. **OFFICER REPORTS**

8.1 **Appointment of Fire Control Officers**

Purpose: The appointment and endorsement of Fire Control Officers for the 2025/2026 Bushfire season for the Shire of Collie in accordance with the *Bush Fires Act 1954*.

Reporting Department:	Development Services
Reporting Officer:	Kohdy Flynn
Accountable Manager:	Alex Wiese
Legislation:	<i>Bush Fires Act 1954</i>
File Number:	N/A
Appendices:	Appendix 1
Voting Requirement:	Simple Majority

Officer's Recommendation:

That the Committee recommend that Council resolve to appoint the following personnel and staff to the positions of Fire Control Officer for the 2025/26 Bushfire season in accordance with the *Bush Fire Act 1954*

Kohdy Flynn – Allanson/CESM
Declan Rochester - Collie Preston
Graham Genev – Worsley
Shaun Partyka - Shire Senior Ranger
Alyce Russell – Shire Community Ranger
Michael Hart – Harris River
Neil Waywood – Collieburn Cardiff
Shane Hickson – Collie VFRS
Terry Hunter – Collieburn Cardiff
Julain Martin – Shire of Collie
Melissa Howard – Shire of Collie BRMC
Brad Morgan – Dual FCO Shire of Collie/Boddington

MOVED: Julian Martin

SECONDED: Darren Robinson

CARRIED

Background:

The Shire is required under the *Bush Fires Act* to appoint Fire Control Officers (FCO). An FCO is a delegated representative of the Shire of Collie for the administration of the provisions under the *Bush Fires Act 1954*. The position is required to perform active operational duties involving bushfire suppression, fire prevention strategies, incident management and the issuing of permits to burn. The role of an FCO forms an integral position within the structure of a brigade and forms a professional image for the brigade's and the Shire within the field of emergency management. The position helps shape a supportive environment as well as acting as a leader for all volunteer members.

Statutory and Policy Implications:

N/A

Budget Implications:

N/A.

Communications Requirements: (Policy No. CS 1.7)

The FCO position falls vacant annually at each brigade Annual General Meeting. Nominations are called for and then voted in by the attending members of the respective brigade.

Strategic Plan Implications:

Strategic Priority 1.1.2: To improve our emergency management planning in terms of prevention, preparedness, response and recovery capabilities.

Relevant Precedents:

N/A

Comment:

The Shire has this year received a request from the Shire of Boddington to nominate Mr Brad Morgan as a dual Fire Control Officer within the Shire's of Collie and Boddington. Section 40 of the Act allows two or more Local Governments to appoint dual FCO's for the purposes of the

Act. Officers endorsed by the Council will receive official notification and their appointments and will be advertised in the local paper as required under the Act.

8.2 Appointment of Brigade Office Bearers

Reporting Department:	Development Services
Reporting Officer:	Kohdy Flynn
Accountable Manager:	Alex Wiese
Legislation:	<i>Bush Fires Act 1954</i>
File Number:	N/A
Appendices:	Appendices 2 – 6 Bushfire Brigade Minutes
Voting Requirement:	Simple Majority

Purpose:

The endorsement of Bush Fire Brigade Officers for the Shire of Collie in accordance with the *Bush Fires Act 1954*.

Officer Recommendation:

That the Committee recommend that Council resolve to endorse the officers elected to the Shire of Collie Bushfire Brigades for the 2025/2026 season as stated in the 2025 Annual General Meeting minutes of the five brigades within the Shire.

MOVED: Terry Hunter

SECONDED: Michael Hart

CARRIED

Background:

The Shire is required under the Bush Fires Act 1954 to annually endorse the Bush Fires Brigade Officers for the effective operation and administration of each Volunteer Bush Fire Brigade.

Statutory and Policy Implications:

N/A

Budget Implications:

N/A

Communications Requirements: (Policy No. CS 1.7)

Strategic Plan Implications:

Strategic Priority 1.1.2: To improve our emergency management planning in terms of prevention, preparedness, response and recovery capabilities.

Relevant Precedents:

N/A

Comment:

Office bearers form an important role for the effective operation and management of each brigade. Office bearers are to be nominated and voted in by brigade members at their respective AGM's each year. Office bearer positions shall include as a minimum a Captain, 1st and 2nd Lieutenants, Secretary, Treasurer, Training Officer, and an Equipment Officer. It should be noted brigades may choose to appoint other positions in additions to those mentioned.

8.3 Community Emergency Services Manager:

Kohdy Flynn, Full report as attached.

8.4 Chief Bush Fire Control Officer:

Darren Robinson, thanked all for their continued efforts, with a few fires being responded to already looking forward to the season ahead continuing to work with you all, encouraged all members to get on seasonal training and refresher courses in preparation for the season ahead. Attended the W-AFAC Conference proving valuable and insightful via differing seminars, keynote speakers and displays.

8.5 Department of Fire and Emergency Services Report

Ricky Southgate, DFES District Officer Wellington. Full report as attached.

8.6 Department of Biodiversity Conservations and Attractions Report

Afie Jazreen, Fire Operations Officer, DBCA Wellington District.

Afie was an apology for the meeting, Afie report was tabled at the meeting on his behalf, full report as attached.

8.7 Ranger Report

Shaun Partyka, Senior Community Ranger.

Property Pre-Inspections are due to commence for fire hazard compliance at the start of November, with full compliance under the Shire's Firebreak and Fuel Hazard Reduction Notice due by 1st December. The notice has been sent out as part of Shires rates package.

8.8 Other Industries:

Brad Barr, FIFWA representative.

Brad introduced himself as the Forrest Industries Federation of Western Australia (FIWA) representative, representing differing plantation companies across the region who are all part of the FIFWA group. Both FPC and Wespine offer grant funding that are available to Bushfire Brigades for items not already covered by the LGGS system.

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

Nil

10. URGENT BUSINESS APPROVED BY PRESIDING MEMBER OR BY DECISION

Nil

11. AGENDA ITEMS WITH PRIOR NOTICE

Nil

12. ANNOUNCEMENTS BY PRESIDING MEMBER OR BY DECISION

Nil

13. COMMITTEE DOCUMENTS OF INTEREST

13.1 Annual Review of Bush Fire Brigade Guidelines

The Volunteer Bush Fire Brigade guidelines are due for a review and should be reviewed at the start of each season by the committee. A request for feedback was sent out with nothing received back from any brigade or member.

The intent of the guidelines is to supplement the Shire of Collie Bushfires Local Law 2017 and to provide guidance to volunteers and brigades regarding their rights and responsibilities.

It is intended to try and keep the guidelines as a user-friendly document by keeping the document as short and to the point as possible and not double up with what is already stipulated in relevant Act's or Regulations.

Input is sought from the Committee on the attached review for any alterations or additions or comment.

The only alteration that was made to the document was the addition of item 4, 4.4 Chainsaws. It was agreed by the committee to remove the wording "*the use of chainsaws should be restricted to daytime use only unless life and/or property is placed under imminent threat*". This decision was made due to the fact the chainsaws may need to be used for dry firefighting techniques and making access tracks during after daylight hours.

14. STATUS REPORT ON COUNCIL RESOLUTIONS

Nil

15. GENERAL BUSINESS

Terry Hunter. (Business from ROAC & BOC)

- Terry Hunter advised he is a peer supporter as and can be contacted directly either to assist or point personnel in the right direction for support if needed. Information regarding the Western Australian Emergency Services Hardship Scheme was provided, this scheme is funded by the WA State government and managed by a small committee. The scheme assists all WA Emergency Services personnel who may fall into hardship and can provide grants of up to \$5000. Further information can be found via their website [About - Emergency Services Volunteers' Hardship Assistance Scheme \(waesvhas.org.au\)](http://About - Emergency Services Volunteers' Hardship Assistance Scheme (waesvhas.org.au)) in addition to this the Bushfire Volunteer Association offers a similar hardship scheme for volunteers who are injured on the fire ground. Contact Terry for more information or assistance in applying.
- Terry discussed the topic of the Presumptive Cancer Legislation advising Local Government volunteers are covered via LGIS, however record keeping of incidents attended by volunteers are imperative due to the need to prove the number of hazardous fires a volunteer has attended to qualify for any form of insurance coverage.
- Terry spoke of the use of spontaneous volunteers at incidence and the complexities surrounding their insurance coverage and training.

- Terry advised the announced the chair of the Association is Dan Sanderson.
- Next ROAC is on the 9th October.

Michael Hart

- Water pressure pump at brigade is faulty, no pressure, CESM advised this can be replaced under building maintenance.

Neil Waywood

- Raised a query if auxiliary members can do water bomber re-loading to elevate active BFB members attending, CESM advised only registered active members can carry out reloading, this is due to insurance and PPE requirements, SES members will always be the first to be called to carry out the reloading.

Steve Melvin

- Raised an issue with the enclosure of the Worsley BFB generator enclosure, it is not user friendly, cannot gain access to the generator to safely re-fill or service, the roof of the enclosure has come down on a member when he was checking the generator hitting him on the head. CESM agreed it is not fit for purposes and poses a safety issue, it was never constructed correctly, advised to get a quote of what the brigade requires to sufficiently rectify the issue, dependant on cost we may be able to cover under general building maintenance or be authorised via the LGGS to expend funds given it poses a safety and access/egress issue.

Darren Robinson

- After attending the W-AFAC, was great to see all the new products that are available, of interest was the flash hood type respirators, noting these cannot be purchased under LGGS I will investigate getting some quotes from suppliers if there is interest from the brigades in doing a bulk order.
- Question was raised regarding the status with the Allanson BFB being Breathing Apparatus (BA) qualified. This was raised by DFES some time ago due to there being a large amount of industrial infrastructure already in place or currently under construction along with managing car and other structure fires within the Local Government primary response area, outside of the Gazetted Fire District. DFES commented and advised that this is supported by the region and is being actively discussed, DFES is investigating the process and has reached out to other BA qualified Local Government managed BFB brigades within the state for feedback, will provide updates accordingly.
- Concerns raised regarding FCO's being endorsed but not actively participating or attending BFAC meetings, there are people on the list who have not attended any meeting in some time. CESM advised that it is not expected that all FCO's attend every meeting however it is always recommended and welcomed if a nominated FCO cannot make the meeting that a proxy is sent on their behalf so their brigade/group is represented and important information can be conveyed. CESM will canvas any non-active FCO's and ascertain their interest to remain as FCO's and commit to the BFAC, or be removed as a member.

Julian Martin

- Queried the timeline of air recourses coming on/offline prior/after the season. With the changing climate and seasons seemingly being extended we are responding to fires in September and June with no air support available to ground crews. DFES commented that these are usually contracted services, the fixed wings are coming on earlier for the grain harvest so they are around but being based at their nominal bases would depend on contracts and seasonal conditions.

Kohdy Flynn

- Reiterated the importance of completing FIRS reports, realising the training is difficult to get on, to enable access to the DFES system to submit FIRS online, I'm receiving a lot of paper forms that are either incorrect or illegible, moving forward all FIRS will now need to be completed and submitted using the editable electronic PDF form, no more hand written reports will be accepted. I accept that the brigade's laptops are over 7 years old making this process difficult, I will be obtaining quotes to purchase all new laptops within this financial year to better assist and streamline the process.
- Spoke of the AGM reports received from the brigades being sub standard and missing critical information, these reports need to be submitted to Council for their endorsement of relevant roles as required under the Act. We all need to be a bit more professional and document the meeting correctly, I will be sending out a template for use by all brigades so we can streamline this process into the future.

16. NEXT MEETING

The next meeting date is yet to be determined.

17. CLOSE

The Chair of the meeting, Paul Moyses declared the meeting closed at 7:48pm

22 July 2025

Phil Anastasakis
Chief Executive Officer
Shire of Collie
Locked Bag 6225
Collie WA 6225

Dear Phil,

DUAL FIRE CONTROL OFFICER APPOINTMENT – 2025/2026

The Shire of Boddington would like to nominate Brad Morgan, as a Dual Fire Control Officer with the Shire of Collie for the 2025/26 fire season.

If this request is approved, please arrange the necessary local advertising.

Should you have any questions regarding this matter, please contact us on 9883 4999 or by email shire@boddington.wa.gov.au.

Yours sincerely,



Julie Burton
Chief Executive Officer

SHIRE OF COLLIE
Rego 1-25-5864

25 JUL 2025

File: EMG/025
Officer: CESM

~~Agenda~~

2024/25 Allanson VBFB Annual General Meeting

Date: 11/07/25

Meeting Opening:

Location: Allanson Bush Fire Brigade

1. CALL TO ORDER

Chair: Darren Robinson
Meeting opened 1819 hrs

Minutes:

Attendance:

Darren Robinson, Graham Forrest, Rick Kenyon, Danielle Roe, Michael Currie, Amanda Currie, Keegan Wells, Greg Salter, Heather Salter, Luke Horridge, Declan Rochester, Jason Ingerfield, Declan Rochester, Tamsin Emmett

Apologies:

James Ingerfield, Jackie Robinson, Kohdy Flynn, David Morey

New Members:

David Morey,

2. 2023/24 APPROVAL ON MINUTES FROM PREVIOUS AGM

Moved: *Greg Salter*

Seconded: *Keegan Wells*

3. TREASURER'S REPORT – JACKIE ROBINSON

(See attached document)

Moved: *Julian Martin*

Seconded: *Amanda Currie*

4. CAPTAIN'S REPORT – DARREN ROBINSON

Good afternoon and thank you for attending today's meeting. This report provides an overview of Allanson Brigade's activities and achievements during the 2024-2025 financial year.

Operational Performance

The brigade has maintained its strong operational performance throughout the financial year. Within the shire, there were 98 reported fires, with Allanson Brigade successfully responding to 48 of these incidents. Our response capability remained excellent, with the brigade able to deploy appliances to every call received throughout the year.

Member participation has been outstanding, with several occasions where attendance exceeded vehicle capacity—a positive indicator of our team's commitment and readiness.

Incident Response Breakdown

Our emergency response activities included:

- 8 Good intent calls
- 12 Large bushfire incidents
- 18 Small bushfire incidents
- 7 Vehicle and rubbish fire incidents
- 2 Structural fire incidents
- 1 General service call
- 1 Hazardous situation response

Membership Status

Current membership stands at 23 active members. Allanson Brigade continues to be recognized as one of the most active brigades in the field, successfully maintaining our reputation for operational excellence.

Prescribed Burns and Revenue Generation

Prescribed burning activities were limited this year due to weather conditions and member availability. The transition from an extended hot summer directly into a wet winter provided only a brief window for burning operations.

Despite these constraints, the brigade successfully completed:

- Green waste burn at the Waste Transfer Station
- Partial completion of MAF burn near the river at Venn St.

These activities generated essential funds for station improvements.

Improvements

Revenue from prescribed burns enabled several significant station upgrades:

- **Completion of "Little AL"** - Originally donated by Mick and Amanda Currie, now upgraded to its current look.
- **Purchase of "Dirty Harry"** – our free station cleaning system
- **Dash pocket installations** on appliances for improved equipment organization

Grant Funding and Future Projects

The brigade successfully secured a \$2,500 Synergy grant for lighting installation at the water tank fill point. Rick Kenyon is coordinating this project, which will significantly improve safety during nighttime appliance refilling operations. (thank you Rick for applying for the grant).

Leadership Transition

As previously announced, I will not be running as Captain this year due to other commitments. I believe the captain role requires dedicated focus and time that I cannot adequately provide while carrying out my Chief responsibilities.

Acknowledgments

I would like to express my sincere gratitude to all members for their trust and support during my tenure as Captain. Leading this brigade has been both an honour and a privilege. The dedication and professionalism demonstrated by our members continues to be exceptional.

Moved: Graham Forrest **Seconded:** Danielle Roe

5. FCO REPORT AND CESM REPORT – KOHDY FLYNN

(see attached document)

Moved: Heather Salter

Seconded: Keegan Wells

6. ELECTION OF COMMITTEE:

All positions are called vacant at this point and elections will be held.

Proxy Votes:

Nominations opened on 5/6/2025 and closed on 06/7/25 at midnight.

All Proxy votes are handed in to Captain or elected members.

Election of the committee to be by secret ballot. Counting of votes by CESM or CBFCO if present.

Each member shall have received a ballot paper including any proxies.

- **Brigade Captain**
- **Nominated:**
 - Rick Kenyon (Declined)
 - Julian Martin (accept)
 - Jason Ingerfield (accept)
- **Voted in:** Julian Martin
- **1st Lieutenant**
- **Nominated:**
 - Graham Forrest (Declined)
 - Keegan wells (accept)
 - Rick Kenyon (accept)
 - Jason Ingerfield (accept)
 - Julian Martin (accept)
- **Voted in:** Rick Kenyon
- **2nd Lieutenant**
- **Nominated:**
 - Rick Kenyon (accept)
 - Michael Currie (accept)
 - Jason Ingerfield (accept)
 - Keegan Wells (accept)
 - Jackie Robinson (accept)
 - Luke Horridge (accept)
- **Voted in:** Keegan Wells
- **3rd Lieutenant**
- **Nominated:**
 - Michael Currie (accept)
 - Luke Horridge (accept)
 - Greg Salter (accept)
 - Jason Ingerfield (accept)
 - Keegan Wells (accept)
 - Jackie Robinson (accept)
 - Rick Kenyon (accept)

Voted in: Michael Currie

- **Brigade Secretary / Brigade Treasurer**

- **Nominated:**

- Jackie Robinson (Declined)
- Amanda Currie (Declined)
- Luke Horridge (Declined)
- Danielle Roe (declined)
- Greg Salter (accept)
- Heather Salter (accept)

- **Voted in:** Greg Salter (Secretary) Heather Salter (Treasurer)

- **FCO**

- Nominated:**

- Julian Martin (Declined)
- Graham Forrest (Declined)
- Kohdy Flynn (accept)
- Greg Salter (Declined)

Voted in: Kohdy Flynn (Unopposed)

- **Training Coordinator**

- **Nominated:** Heather Salter

Voted in: Heather Salter (Unopposed)

- **Maintenance Officer**

- **Nominated:**

- Greg Salter (declined)
- Luke Horridge (accept)
- Rick Kenyon (declined)

- **Voted in:** Luke Horridge

Moved: Jason Ingerfield

Seconded: Rick Kenyon

7. CHIEF BFCO COMMENTS:

See Attached Report:

8. GENERAL BUSINESS:

- Rick thanked Darren and Bushy for their commitment to Allanson BFB over the years they have been in leadership roles in the Brigade. Rick also thanked everyone that voted for him, expressed that he had to decline for captain due to family reasons.
- Julian expressed thanks for voting him in as captain and asked that we make sure that we support each other moving forward.
- Julian has suggested that we do another working bee at Hoppers place in the next month or so.
- Danielle is pregnant so she will be backing off.
- Heather's Training report is attached.
- Amanda updated us on the 'little al' seat that the fabric has been ordered and we will hopefully have a seat in a few weeks
- Amanda and Jackie did the allanson colour run this last year and it was an absolute success, and we have been asked if we can do it again this year.
- Mike bought up re-doing the grass out the front.
- Daz thanked everyone for their support over the last 6 years as captain.
- Julian has requested new pens that work in time for the next meeting.

Moved: Danielle Roe **Seconded:** Keegan Wells

Meeting close: 1923 hrs.



ALLANSON VOLUNTEER BUSH FIRE BRIGADE

27 Bedlington St Allanson WA 6225

PO Box 728 Collie WA 6225

allansonvbf@outlook.com

ABN: 84 990 871 680

Allanson Volunteer Bush Fire Brigade Treasurer's Report Date: 11 July 2025

Dear Members of the Bush Fire Brigade,

I am pleased to present the Treasurer's Report for the period **July 1 2024, to June 30, 2025**. This report outlines the financial activities and current standing of our brigade.

◆ **1. INCOME:**

- **Donations:** Lion's Club awarded the Brigade \$500, as winners of the Christmas Pageant.
- **Grants:** \$2495 secured through a Synergy grant to fund the installation of a sensor light for in front of the water tank. Funds to be utilised in the coming months.
- **Fundraising:** A total of \$3,534 raised as part of MAF funded burns, private burns and works within the community, including green-waste burning at Gibb's Road Landfill Facility.

◆ **2. EXPENSES**

- **Station Upgrades:** \$249 spent on a robot vacuum, to help maintain station cleaning standards.
- **Community Investment:** \$980.91 utilised for the restoration/conversion of a buggy for community events.

♦ 3. FINANCIAL POSITION:

In summary:

- **Bank Balance** (as of June 30, 2025):
 - **Main Account:** As on June 30, 2025, the balance stands at \$17,301.09.
 - **Welfare Account:** As on June 30, 2025, the balance stands at \$1,242.62. Thank you to members who have paid their outstanding social drink purchases.
 - **Petty Cash Account:** As on June 30, 2025, the balance stands at \$500.22. There are two outstanding claims for July 2025.

This summary highlights our ongoing commitment to transparency and responsible financial management. For a more detailed overview, please refer to the attached financial overview for F24-25.

Thanks so much for all your support and commitment to the Allanson Volunteer Bush Fire Brigade—it's truly appreciated. Wishing the new Treasurer all the best! I'll be around for a full handover and happy to help with any questions you may have throughout the next financial year.

Warm regards,



Jackie Robinson

Treasurer, Allanson Volunteer Bush Fire Brigade

2025 BRIGADE AGM - CESM REPORT

General:

- Thanks to everyone for their efforts over the season no matter what your roles or how active you were by just getting in and doing what is required it is greatly appreciated the time and commitment that you all spend away from your loved ones.
- Within the Shire there have been 88 fires reported for the FY from all agencies have attended to in some way shape or form. This is down from 120 last FY
- Thanks to those who put their hands up to be deployed and assist neighbouring Shires, deployments constated of West Arthur, Capel, Harvey and Bunbury.
- As a brigade Allanson have attended to 47 incidences, the breakdown of these jobs is also attached.
- Thanks to the brigade for continuing to complete your FIRS reports.
- All appliance servicing has been completed, Reminder to all to try and keep the appliance in a respectable clean and tidy manner, I don't expect the trucks to be cleaned after each turn out but as a minimum rubbish, mud/dust and foot wells swept out.
- Use of the Fire Mapper App, please download, the QR codes are at your brigades.
- After an annual review with inactive members removed, the Allanson brigade now has 25 registered members.

Shire:

- Awaiting the release of the 2025/26 LGGS operational budget. this includes the years operational expenditure and the additional items that were requested for by the Brigades. The Shire has accepted DFES original offer of \$195,640 in operational expenditure, we have also applied for \$8,055 in additional "line 9 Item" to include
 - Amphibio Floating Suction Strainer (Cardiff)
 - X4 Sets of UHF Handheld radios (Harris 1.4, Worsley 1.4, Cardiff LT and Allanson LT)
 - Fast Fill trailer with pumps hoses etc (Collie Preston)
 - End of FY expenditure completed.
 - New CEO now in place, Phil Anastasakis.
 - New Director now in place, Alex Wiese.
 - CESM undertaking extended leave in September for personal reasons.

Training:

- DFES southwest region training calendar has been released please ensure members are aware if they wish to attend any courses apply via eAcademy, happy to assist in this process.
- On/Off Road driver training, have received quotes back however very pricey, looking at another company now that may be a cheaper option.
- Pre-Season training schedule will be developed, looking at Sept/October. Will try to get around to every brigade to run a desk top exercise using the bushfire model kit.
- Any other training needed or wanted please let me know, if we can enough members interested, we may be able to conduct in town.
- Encourage everyone to jump onto other brigade training days

Mitigation:

- Current MAF application has been includes 7 prescribed burns. With one being completed if we do get any ideal burning windows, we would like to achieve more to alleviate the pressure in spring, these PB need to be completed by the end of the year to be in line with the MAF grant acquittal process.
- High number of grass tree ignitions occurring again, as with previous years, will try to target grass trees around the town boundaries/in proximity to assets. This can be carried out by brigades at any stage.
- Large amount of green waste piles mitigated on behalf of the Shire. (continuing)
- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.



BFB Membership and Fire Activity Summary

- There are currently 131 registered members within the Shire's Bush Fire Brigades (BFBs), with numbers remaining steady.
- 89 fires have been recorded within the Shire for the financial year to date, a decrease from 125 fires in the previous financial year.

Requests for External Support

The Shire placed five requests for support from outside its boundaries:

1. Boys Home Road
2. Salvation Road
3. McAlinden Road
4. Collie Preston Road
5. Buckingham

Significant Fires and Deployments

Crews were also deployed to assist with several significant incidents:

1. Shire of West Arthur / Wagin Fire
2. DBCA Hoffman Fire
3. Shire of Capel
4. Bunbury Prison / Airport Area Fire

Fuel reduction

Concerns about another winter with lower-than-average rainfall are placing additional stress on bushland. We've already observed an increase in fire behaviour compared to previous years. This trend underscores the critical importance of teamwork and adhering to L.A.C.E.S. on the fireground to ensure safety. As fire seasons continue to intensify, please remain vigilant and look out for one another.

The Department of Biodiversity, Conservation and Attractions (DBCA) had planned to carry out up to 25,000 hectares of prescribed burning across multiple blocks in the Wellington District. However, due to delays related to cultural heritage permits and unfavourable weather conditions, only 9,000 hectares were completed.

While efforts will resume when conditions improve, the program is significantly behind schedule. This shortfall is expected to have a knock-on effect in the coming years, with increased fuel loads in some areas compared to previous seasons.

General Business

There is a noticeable increase in homelessness and the number of individuals living in bushland and on Shire-managed reserves. This presents significant challenges for the Shire, particularly when undertaking mitigation treatments or responding to fire incidents. The presence of people in these areas complicates operational planning, increases safety risks, and adds complexity to the management of these reserves.

It is encouraging to see continued strong collaboration among all brigades within the Shire. Despite several leadership changes in recent years, this transition has not hindered operations. In fact, it has had a positive impact, with brigades working exceptionally well together both on the fireground and during inter-brigade training exercises. This spirit of cooperation is a valuable asset and is expected to grow even stronger in the years ahead.

As I complete my first year in the role of Collie Fire Chief, I want to extend my sincere thanks to each and every one of you. It has been a steep learning curve, and I could not have managed the responsibilities behind the scenes without your unwavering support and dedication.

While I would love to be on the fireground alongside you more often, work and family commitments sometimes make that difficult. Please know that even when I'm not physically present, I am doing everything I can to support you — whether through securing additional resources, equipment, or providing backup in other ways.

A special thank you to Kohdy, who is always there to support me or step up and lead when I'm unavailable. Your reliability and leadership are deeply appreciated

CHIEF'S Award

"Lastly, I'd like to take a moment to present the Chief's Award for the 2024/2025 fire season.

This year, the award once again goes to a dedicated member of the Allanson Brigade. Since joining the brigade, this person has gone above and beyond in both social and operational roles. She's been instrumental in planning and leading brigade and inter-brigade training sessions, helping to build skills and strengthen teamwork across the board.

But the contributions don't stop there. This person has also taken the lead in organizing social and family events around the station. Many of you will remember the incredible Christmas party she put together for the kids—it was a standout moment throughout the year. By now I'm sure you know who I am talking about.

Heather is always one of the first to put her hand up when help is needed. She's proven herself time and again with her work either on the fireground, or her work in first aid, incident control vehicles, and as a DFES trainer has made her an invaluable part of our team.

Heather, thank you for your dedication, your leadership, and your unwavering commitment to the brigade. Congratulations on being this year's well-deserved recipient of this year's Chief's Award."

Darren Robinson

Chief Bush Fire Control Officer

Shire of Collie



"The community you rush to assist in a crisis, care not the colour of uniform you wear"

COLLIEBURN CARDIFF BFB ANNUAL GENERAL MEETING

SATURDAY 28TH JUNE 2025

MINUTES

1. OPENING OF THE MEETING:

11.00am by Captain Shannon Proudfoot.

2. ATTENDANCE:

Attendance sheet distributed all attending members to sign on, all apologies/proxies were announced.

Attendees: Andrew Cayzer, Trevor Shepherdson, Shannon Proudfoot, Neil Waywood, Judith Waywood, Garry Bishop, Isabella Bishop, Ben Hillbrick, Maddy Wilkinson, David Gibbs, Paul Dent, Shaun Cavallaro, Darren Robinsion, Kohdy Flynn.

Apologies: Kathy Miller, Greg Miller, Natalie Christinger, Ashley Rosemeyer, Coert Vogel, Terry Hunter.

3. CONFIRMATION OF THE PREVIOUS AGM MINUTES

That the minutes of the AGM held in 2024 be taken a true and correct record.

Moved: Shaun Cavallaro

Seconded: Trevor Shepherdson

3.1 Business Arising from the Previous Minutes:
Nill.

4. OFFICERS REPORT

4.1 Captains Report – Shannon Proudfoot:
Report as attached.

4.2 Treasurers Report – Andrew Cayzer:
Report as attached.

4.3 FCO Report – Neil Waywood:
Neil thanked everyone for their efforts over the past season.

4.4 Chief BFCO Report – Darren Robinson:
Report as attached.

4.5 CESM Report – Kohdy Flynn:
Report as attached.

5. **ELECTION OF OFFICERS FOR THE 2025/26 SEASON**

All positions were declared vacant by the presiding member,

Captain – Shannon Proudfoot

Moved: Ben Hillbrick Seconded: Paul Dent Carried

Fire Control Officer – Neil Waywood

Moved: Ben Hillbrick Seconded: Paul Dent Carried

1st Lieutenant – Trevor Sheperdson

Moved: Shaun Cavallaro Seconded: Paul Dent Carried

2nd Lieutenant – Paul Dent

Moved: Trevor Shepherdson Seconded: Shaun Cavallaro Carried

Secretary/ Treasurer – Andrew Cayzer

Moved: Shannon Proudfoot Seconded: Ben Hillbrick Carried

Training Officer – Trevor Shepherdson

Nominations Received - Trevor Shepherdson 9 votes and Kathy Miller 3 votes

Moved: Shannon Proudfoot Seconded: Neil Waywook Carried

Equipment Officer – Paul Dent

Moved: Shannon Proudfoot Seconded: Trevor Shepherdson Carried

6. **GENERAL BUSINESS**

Trevor Shepherdson – Raised he would like to run a morning tea fundraising event and possibly other stalls with all proceeds going towards Cancer Council.

Kohdy Flynn – Presented outstanding long service medals, it was decided that the medals that had been applied for but not yet revied would remain confidential and organise a gathering once received to present these to the relevant members.

Andrew Cayzer – Discussed preferred changes to bank account term deposits so the invoice (once received) can be paid for the pump box on the appliance. This was agreed upon by the brigade.

Group discussion – Battery on handheld radio found to be faulty, Kohdy advised he would purchase a new one.

Pump slide on 4.4 to be completed at brigade cost, all agreed to obtain quote from SWFU and proceed, preferably prior to the season due to the appliance being out of service for it to be fitted.

Cover to be quoted and installed over the backup generator.

New fridge to replace current unserviceable fridge in kitchen, current fridge was new with building but for some reason won't maintain temperature, Kohdy advised he will purchase a new fridge for the brigade.

Brigade to order x4 vertex handheld radios via grant money.

7. MEETING CLOSURE

The meeting was closed at 12.35 by the presiding member.

Collieburn-Cardiff BFB Captain Report

2024/2025

Over the past 12 months, the Collieburn Cardiff Bushfire Brigade has continued to uphold its commitment to protecting our local community and surrounding areas through fire suppression, hazard reduction, community engagement and training. The 2024/25 fire season presented both challenges and successes, and the dedication of our volunteers has once again been excellent both locally and on deployments out of shire. I am very proud of how our team has shown up when needed and called upon.

We have had some great success in gaining grants this year thanks to the hardwork of Andrew which has given us the ability to have some lovely meals together and having the ability to purchase the bore pump for the station along with other bits and bobs along the way to assist us to be the best we can be when we turn out in the appliances, we are very lucky to have such a dedicated person keeping the money coming in to make these things possible.

I am not going to babble on and thank our fearless fireys individually, these legends know who they are, we all know who they are and we would be here all day if I go too deep into the thank yous, but please know how grateful I am to be part of such a great team of firefighters, your efforts are what keeps our trucks rolling into jobs. Congratulations on a successful season and hopefully many more to come.

Now let's recharge, train, build skills and do it all over again for the 2025/2026 season.

Shannon Proudfoot

AGM

It's with pleasure I present the 2024/2025 financial report for the brigade

I would like to thank Gary for the hand over last year and being available for any follow up I needed I would also like thank Shannon for her support and not putting me under too much secretary pressure.

We had a very successful grant year having applied for 4 grants and getting 3

The first was for \$1650 for the community fire prevention day unfortunately it wasn't very successful not because of us but too much being on the same day but we did follow all the guidelines so we're able to keep the left over money

The second was for the bore pump \$ 2577.60 it's in and wired up and thanks to Khody for paying for the electrical wiring all the paper work has been done all that is required is for premier coal to come and have their picture day

And 3rd grant was the volunteer day for \$1650 again all paper work is completed we used that money for the dinner at Crown Hotel and the extra money is paying for today's lunch.

So the financials are

We started the year 14/7/24

with \$18000 in term deposit with Bendigo bank

\$6782.96 in the operating account with the Bendigo bank

And \$332.35 in petty cash from shire account

Giving us a starting total of \$25115.31

Plus income \$8455.26

From interest \$1527.66

Grants \$5877.60

Fire burns \$1050

Grand total of \$33570.57

And have finished with \$18000 in the term deposit

and \$ 5339.38 in the operating account

And \$ 11.15 in petty cash from shire

And \$62.41 on the card account

Giving us a total of \$23412.94

Total expenses \$9898.84

Total \$33311.78

Gives us a loss \$258.79 cents

But we had the Christmas dinner The volunteer dinner

The community fire prevention day We installed the bore pump

We paid Preston brigade the \$1700

We topped up the drink fridge on many occasions \$453.00 in drinks and cash

We purchased a lot of cleaning gear and office supplies at the start of the year to give the shed a really good clean and supply the trucks with stationary needed

GARY - TREV.



BFB Membership and Fire Activity Summary

- There are currently 131 registered members within the Shire's Bush Fire Brigades (BFBs), with numbers remaining steady.
- 89 fires have been recorded within the Shire for the financial year to date, a decrease from 125 fires in the previous financial year.

Requests for External Support

The Shire placed five requests for support from outside its boundaries:

1. Boys Home Road
2. Salvation Road
3. McAlinden Road
4. Collie Preston Road
5. Buckingham

Significant Fires and Deployments

Crews were also deployed to assist with several significant incidents:

1. Shire of West Arthur / Wagin Fire
2. DBCA Hoffman Fire
3. Shire of Capel
4. Bunbury Prison / Airport Area Fire

Fuel reduction

Concerns about another winter with lower-than-average rainfall are placing additional stress on bushland. We've already observed an increase in fire behaviour compared to previous years. This trend underscores the critical importance of teamwork and adhering to L.A.C.E.S. on the fireground to ensure safety. As fire seasons continue to intensify, please remain vigilant and look out for one another.

The Department of Biodiversity, Conservation and Attractions (DBCA) had planned to carry out up to 25,000 hectares of prescribed burning across multiple blocks in the Wellington District. However, due to delays related to cultural heritage permits and unfavourable weather conditions, only 9,000 hectares were completed.

While efforts will resume when conditions improve, the program is significantly behind schedule. This shortfall is expected to have a knock-on effect in the coming years, with increased fuel loads in some areas compared to previous seasons.

General Business

There is a noticeable increase in homelessness and the number of individuals living in bushland and on Shire-managed reserves. This presents significant challenges for the Shire, particularly when undertaking mitigation treatments or responding to fire incidents. The presence of people in these areas complicates operational planning, increases safety risks, and adds complexity to the management of these reserves.

It is encouraging to see continued strong collaboration among all brigades within the Shire. Despite several leadership changes in recent years, this transition has not hindered operations. In fact, it has had a positive impact, with brigades working exceptionally well together both on the fireground and during inter-brigade training exercises. This spirit of cooperation is a valuable asset and is expected to grow even stronger in the years ahead.

As I complete my first year in the role of Collie Fire Chief, I want to extend my sincere thanks to each and every one of you. It has been a steep learning curve, and I could not have managed the responsibilities behind the scenes without your unwavering support and dedication.

While I would love to be on the fireground alongside you more often, work and family commitments sometimes make that difficult. Please know that even when I'm not physically present, I am doing everything I can to support you — whether through securing additional resources, equipment, or providing backup in other ways.

A special thank you to Kohdy, who is always there to support me or step up and lead when I'm unavailable. Your reliability and leadership are deeply appreciated

2025 BRIGADE AGM - CESM REPORT

General:

- Thanks to everyone for their efforts over the season no matter what your roles or how active you were by just getting in and doing what is required it is greatly appreciated the time and commitment that you all spend away from your loved ones.
- Within the Shire there have been 88 fires reported for the FY from all agencies have attended to in some way shape or form. This is down from over 120 last FY
- Thanks to those who put their hands up to be deployed and assist neighbouring Shires, deployments constated of West Arthur, Capel, Harvey and Bunbury.
- As a brigade Cardiff have attended to 38 incidences, the breakdown of these jobs is also attached.
- Thanks to the brigade for continuing to complete your FIRS reports.
- All appliance servicing has been completed, Reminder to all to try and keep the appliance in a respectable clean and tidy manner, I don't expect the trucks to be cleaned after each turn out but as a minimum rubbish, mud/dust and foot wells swept out.
- Use of the Fire Mapper App, please download, the QR codes are at your brigades.
- After an annual review with inactive members removed, the Cardiff brigade now has 21 registered members.
- Aboriginal Cultural Heritage (ACH) awareness.

Shire:

- Awaiting the release of the 2025/26 LGGS operational budget. this includes the years operational expenditure and the additional items that were requested for by the Brigades. The Shire has accepted DFES original offer of \$195,640 in operational expenditure, we have also applied for \$8,055 in additional "line 9 Item" to include
 - Amphibio Floating Suction Strainer (Cardiff)
 - X4 Sets of UHF Handheld radios (Harris 1.4, Worsley 1.4, Cardiff LT and Allanson LT)
 - Fast Fill trailer with pumps hoses etc (Collie Preston)
 - End of FY expenditure completed.
 - New CEO now in place, Phil Anastasakis.
 - New Director now in place, Alex Wiese.
 - CESM undertaking extended leave in September for personal reasons.

Training:

- DFES southwest region training calenda has been released please ensure members are aware if they wish to attend any courses apply via eAcademy, happy to assist in this process.
- On/Off Road driver training, have received quotes back however very pricey, looking at another company now that may be a cheaper option.
- Pre-Season training schedule will be developed, looking at Sept/October. Will try to get around to every brigade to runs a desk top exercise using the bushfire model kit.
- Chainsaw Training trying to secure grant funding to provide training before rolling out the saw onto the appliances.
- Any other training needed or wanted please let me know, if we can enough members interested, we may be able conduct in town.
- Encourage everyone to jump onto other brigade training days

Mitigation:

- Current MAF application has been includes 7 prescribed burns. With one being completed if we do get any ideal burning windows, we would like to achieve more to elevate the pressure in spring, these PB need to be completed by the end of the year to be in line with the MAF grant acquittal process.
- High number of grass tree ignitions occurring again, as with previous years, will try to target grass trees around the town boundaries/in proximity to assets. This can be carried out by brigades at any stage.
- Large amount of green waste piles mitigated on behalf of the Shire. (continuing)
- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.

COLLIE – PRESTON BFB ANNUAL GENERAL MEETING

MINUTES

FRIDAY 18TH JULY 2025

1. OPENING OF THE MEETING

Meeting was opened by Captain, Declan Rochester at 18:40 HRS

2. ATTENDANCE

Welcome to all members, announce any apologies. Attendance sheet is being distributed please fill in your details.

Attendees: Declan Rochester, Maree Kellow, Brenton Ingram, Oliver Menezes, Colin Mackey, Ben Rose, Douglas Datson, Harry Winfeild, Peter Woodman, Toby Ramshaw.

Apologies: Darrin Robinson, Lincoln Worroll

3. CONFIRMATION OF THE PREVIOUS MEETING AGM MINUTES

That the minutes of the last Collie Preston annual meeting held in 2024 be taken as a true and correct record.

Moved: Maree Kellow

Seconded: Peter Woodman

- 3.1 Business arising from the previous minutes.
Nill.

4. OFFICER REPORTS

4.1 Captain/FCO Report: Declan Rochester

Would like to start off with thanking each and every person that is a part of this brigade. Not only the ones that are on the truck every time there available but the people that help out behind the scenes to make sure the station is in running order

We have participated in 4 burns this year, granted an LGGS grant for our fast fill trailer for the station, the shed extension still in progress and allocation of the new appliance is on going.

4.2 Treasurers Report: Maree Kellow

Marie spoke to the brigade accounts for the 2024/25 financial year.

Petty Cash account - \$295.95, Operational account - \$2,433.22, Fund raising account - \$11,577, Totaling \$14,306.17.

4.3 Chief Report: Darren Robinson

Darren was an apology for the meeting, the Chief report is as attached.

4.4 CESM Report: Kohdy Flynn

As attached.

5. ELECTION OF OFFICERS

All positions were declared vacant and open. Where only one nomination was received for a position, the position was carried. If more than one nomination was received a secret ballot was carried out.

Captain - Declan Rochester

Carried.

Fire Control Officer – Declan Rochester

Carried.

1st Lieutenant – Maree Kellow

Carried

2nd Lieutenant – Oliver Menzies

Carried

3rd Lieutenant – Brenton Ingram

Nomination received – Brenton Ingram 7 votes and Ben Rose 6 votes.

Carried.

Treasurer/Secretary – Douglas Datson

Carried

Equipment Officer – Colin Mackey

Carried

6. GENERAL BUSINESS

General open discussion,

- Monthly training to re start as there seems to be more interest, training to cover burn over drills, radio familiarisation, drafting, inter brigade training and prescribed burning, Fire Mapper QR code and information training on it, DFES training calendar now open, apply for course needed/ wanted, Members were encouraged to join pre-season and inter brigade training.

7. CLOSURE OF THE MEETING

The meeting was closed at 1945 hrs. by Declan Rochester.



BFB Membership and Fire Activity Summary

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General:

- Thanks to everyone for their efforts over the season no matter what your roles or how active you were by just getting in and doing what is required it is greatly appreciated the time and commitment that you all spend away from your loved ones.
- Within the Shire there have been 88 fires reported for the FY from all agencies have attended to in some way shape or form. This is down from 120 last FY
- Thanks to those who put their hands up to be deployed and assist neighbouring Shires, deployments constated of West Arthur, Capel, Harvey and Bunbury.
- As a brigade CP have attended to 35 incidences, the breakdown of these jobs is also attached.
- Thanks to the brigade for continuing to complete your FIRS reports.
- All appliance servicing has been completed, Reminder to all to try and keep the appliance in a respectable clean and tidy manner, I don't expect the trucks to be cleaned after each turn out but as a minimum rubbish, mud/dust and foot wells swept out.
- Use of the Fire Mapper App, please download, the QR codes are at your brigades.
- After an annual review with inactive members removed, the C/P brigade now has 24 registered members.

Shire:

- Awaiting the release of the 2025/26 LGGS operational budget. this includes the years operational expenditure and the additional items that were requested for by the Brigades. The Shire has accepted DFES original offer of \$195,640 in operational expenditure, we have also applied for \$8,055 in additional "line 9 Item" to include
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 - New Director now in place, Alex Wiese.
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- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.



Harris River Volunteer Bush Fire Brigade

Annual General Meeting Minutes - 2025

Date:	Friday 18 th July 2025
Time:	18:30
Place:	Harris River Volunteer Bush Fire Brigade Station
Attendees:	Michael Hart, , Jeff Riley, Archie Boyle, Benjamin Hart, Jason Miles, , Alex Price, Bianca Le-Patourel , Kohdy Flynn, Craig Martin
Guests:	
Apologies:	Robert Head ,Adam Becker, Bill Forrest,Brett King, Rhonda hart, Shaun hart
Chair:	Michael Hart
Secretary:	Michael Hart

Item	Description
1.	Commenced Meeting at:
2.	New Starters •
3.	Acceptance of minutes of previous Annual General Meeting: Proposed resolution: That the minutes of the 2024 Annual General Meeting be accepted. Moved: Jeff Riley Seconded: Jason Miles
4.	Review of actions from previous Annual General Meeting: The following actions still need to be carried out: • Micheal Hart & Jason Miles to try and source Level 2 PPE for the Speedway. • Michael Hart to get quotes to purchase the bore pump. • Michael Hart to purchase a new toolbox and get it mounted on the unit to store the new chainsaw, batteries & PPE when we receive it. • Michael Hart to organise a get together/BBQ to re-burn the top of the block and burn the corner near the shed. We will also do a refresher of the Unit before the season starts. New Actions: • #1 have 1 and more coming • ,#2have pump, • #3waiting for chainsaw course • #4due to late weather did not get it done and will try this seasons • Set date to dig trench for water pipe form bore to tank.



Harris River Volunteer Bush Fire Brigade

5.	Michael Hart declared all positions open & received nominations: Fire Control Officer • Nominated: Michael Hart • Elected: Michael Hart • Moved: Jason miles • Second: Alex price Captain • Nominated: Archie Boyle • Elected: Archie Boyle • Moved: Jason miles • Second: Jeff Riley 1st Lieutenant • Nominated: Alex price • Elected: Alex price • Moved: Archie Boyle • Second: Jeff Riley 2nd Lieutenant • Nominated: Craig Martin • Elected: Craig martin • Moved: michael hart • Second: Jeff Riley Secretary • Nominated: rob head • Elected: rob head • Moved: Archie Boyle • Second: Craig Martin Treasurer • Nominated: rob head • Elected: rob head • Moved: Archie Boyle • Second: Craig martin Training Officer • Nominated: Archie Boyle • Elected: Archie Boyle • Moved: Michael Hart • Second: Jason miles Equipment Officer • Nominated: Michael Hart • Elected: Michael Hart • Moved: Alex price • Second: Archie Boyle
6.	Acceptance of Financial Report. Proposed resolution: That the financial statements tabled at the Annual General Meeting be accepted (Financial Report attached as separate report). I, Robert Head, the treasurer, hereby move that the 2024-25 financial report for the Harris River Volunteer Bush Fire Brigade be adopted as a true and accurate record of its financial status for the 2024-25 financial year. Moved: ben hart Seconded: Jeff Riley
7.	Michael Hart – Alex to follow up on speedway for 2025/2026 seasons
8.	Michael Hart – will inquiry about digger to dig new trenches



Harris River Volunteer Bush Fire Brigade

9.	Kodhy ; read out brigade annual report
10.	Kodhy : handed out 25 year service medal to Michael Hart
11.	michael hart: we did 3 private burns and fish them off.
12.	michael hart, would like to wish Archie all the best in his new role as captain and will help him through this season.
13.	Michael hart,we had 26 call out last season starting form 12/07/2024 through to 07/06/2025 to finish the season. We had 8 off our members turn out to fires and private burns through the seasons.
14.	Archie Boyle. Would like to thank Michael for the captains role thru the years.
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	Meeting close: 1905hrs

Harris River Bushfire Brigade Financial Report - FY 2024/2025

Harris River Bushfire Brigade Savings Account - Bendigo Bank - BSB: 633-000 Account: 163273139				
Date	Transaction	Withdrawals	Deposits	Balance
1/07/2024	Opening Balance			\$6,477.42
1/07/2024	Deposit Interest Paid		\$0.05	\$6,477.47
1/08/2024	Deposit Interest Paid		\$0.05	\$6,477.52
7/08/2024	Deposit - E-Banking Transfer from Petty Cash Statement account: 195096169 Shire Of Collie Payment for Private Burn		\$455.00	\$6,932.52
7/08/2024	E-Banking TFR - Transfer of Money for Archie Boyles Blue Shirt & Embroidery (Petes Menswear Collie) to Petty Cash Statement account: 195096169	\$64.79		\$6,867.73
8/08/2024	E-Banking TFR - Transfer of money for Woolworths receipt from 17/07/2024 (not claimable) to Petty Cash Statement account: 195096169	\$6.44		\$6,861.29
1/09/2024	Deposit Interest Paid		\$0.06	\$6,861.35
1/10/2024	Deposit Interest Paid		\$0.06	\$6,861.41
1/11/2024	Deposit Interest Paid		\$0.06	\$6,861.47
16/11/2024	E-Banking TFR - Transfer of Money to Petty Cash Statement account: 195096169 Sizzles Deli \$29.65 & Chicken Treat \$29.36 (Not Claimable)	\$59.01		\$6,802.46
1/12/2024	Deposit Interest Paid		\$0.05	\$6,802.51
18/12/2024	Deposit Paid - Tree Surgeons of 0369415396 (Tree Surgeons WA)		\$800.00	\$7,602.51
23/12/2024	Bank Transfer to Collie Preston BFB (BSB: 633-000 ACC: 155781156) Tree Slashing Duty	\$400.00		\$7,202.51
24/12/2024	E-Banking TFR - Transfer of Money to Petty Cash Statement account: 195096169 Top up Petty Cash Accountm- Waiting on Shire Reimbursement	\$200.00		\$7,002.51
1/01/2025	Deposit Interest Paid		\$0.06	\$7,002.57
2/01/2025	Donation to Harris River BFB from Shane Sewell		\$300.00	\$7,302.57
1/02/2025	Deposit Interest Paid		\$0.07	\$7,302.64
1/03/2025	Deposit Interest Paid		\$0.05	\$7,302.69
1/04/2025	Deposit Interest Paid		\$0.01	\$7,302.70
30/06/2025	Closing Balance			\$7,302.70

Harris River Bushfire Brigade Petty Cash Account - Bendigo Bank - BSB: 633-000 Account: 195096169				
Date	Transaction	Withdrawals	Deposits	Balance
1/07/2024	Opening Balance			\$314.04
17/07/2024	Forrest French Bread Shop Collie - Food Supplies For DFES Annual Training	\$21.60		\$292.44
19/07/2024	Woolworths Collie - Food Supplies For DFES Annual Training (\$6.44 to be reimbursed)	\$29.44		\$263.00
19/07/2024	Shire of Collie - Private Burn Payment	\$52.00	\$455.00	\$718.00
20/07/2024	Spry's Meat Market - Food Supplies For DFES Annual Training	\$52.00		\$666.00
30/07/2024	Petes Menswear Collie - Blue Shirt For Archie Boyle	\$49.72		\$616.28
30/07/2024	Petes Menswear Collie - Embroidery for Blue Shirt For Archie Boyle	\$15.07		\$601.21
1/08/2024	Deposit Interest Paid		\$0.01	\$601.22
7/08/2024	E-Banking TFR - Transfer of Private Burn Money to savings account: 163273139	\$455.00		\$146.22
7/08/2024	Deposit - E-Banking Transfer from savings account: 163273139 Blue Shirt & Embroidery for Archie Boyle		\$64.79	\$211.01
7/08/2024	Deposit - E-Banking Transfer from savings account: 163273139 Woolworths receipt from 17/07/2024 (not claimable)		\$6.44	\$217.45
23/08/2024	Direct Credit - Shire of Collie - Petty Cash Reimbursement		\$96.60	\$314.05
15/10/2024	Chicken Treat Collie (Not Claimable)	\$29.36		\$284.69
27/10/2024	Sizzles Deli Collie (Not Claimable)	\$29.65		\$255.04
3/11/2024	Woolworths Collie - Gatorade & Water for BFB	\$49.00		\$206.04
26/11/2024	Deposit - E-Banking Transfer from savings account: 163273139 Chicken Treat 15/10/2024 & Sizzles Deli 27/10/2024 (not claimable)		\$59.01	\$265.05
19/11/2024	Pak it Computers PTY Collie	\$175.00		\$90.05
22/12/2024	Collie Racing Drive Collie (Speedway)	\$16.00		\$74.05
22/12/2024	Woolworths Collie	\$54.50		\$19.55
24/12/2024	Deposit - E-Banking Transfer from savings account: 163273139 Top up Petty Cash account (Still waiting reimbursement from Collie Shire from November)		\$200.00	\$219.55
15/02/2025	Collie Racing Drive Collie (Speedway)	\$8.00		\$211.56
27/06/2025	Allanson Bushfire Brigade - Payment for Venn Street MAF Burn		675.00	\$886.56
27/06/2025	Deposit - Allanson Bushfire Brigade - Payment for Green Waste Burn at Gibbs Road		\$333.00	\$1,219.56
	Deposit - Shire of Collie 0420375556 - Petty Cash Reimbursement from November		\$224.00	
30/06/2025				
30/06/2025	Closing Balance			\$1,443.56

NOTES

- 1.) Bendigo Bank Signatories: Michael Hart, Robert Head, Jeff Riley
- 2.) Petty Cash Float Amount: \$314.05

DECLARATION

I, Robert Head, the treasurer, hereby move that the 2024-25 financial report for the Harris River Volunteer Bush Fire Brigade be adopted as a true and accurate record of its financial status for the 2024-25 financial year.

Secretary/Treasurer: Robert Head

Date 30.06.2025

Moved: Ben Hart
Second: Jeff Riley

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 - X4 Sets of UHF Handheld radios (Harris 1.4, Worsley 1.4, Cardiff LT and Allanson LT)
 - Fast Fill trailer with pumps hoses etc (Collie Preston)
 - End of FY expenditure completed.
 - New CEO now in place, Phil Anastasakis.
 - New Director now in place, Alex Wiese.
 - CESM undertaking extended leave in September for personal reasons.

Training:

- DFES southwest region training calendar has been released please ensure members are aware if they wish to attend any courses apply via eAcademy, happy to assist in this process.
- On/Off Road driver training, have received quotes back however very pricey, looking at another company now that may be a cheaper option.
- Pre-Season training schedule will be developed, looking at Sept/October. Will try to get around to every brigade to run a desk top exercise using the bushfire model kit.
- Any other training needed or wanted please let me know, if we can enough members interested, we may be able to conduct in town.
- Encourage everyone to jump onto other brigade training days

Mitigation:

- Current MAF application has been includes 7 prescribed burns. With one being completed if we do get any ideal burning windows, we would like to achieve more to alleviate the pressure in spring, these PB need to be completed by the end of the year to be in line with the MAF grant acquittal process.
- High number of grass tree ignitions occurring again, as with previous years, will try to target grass trees around the town boundaries/in proximity to assets. This can be carried out by brigades at any stage.
- Large amount of green waste piles mitigated on behalf of the Shire. (continuing)
- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.

Worsley BFB

ANNUAL GENERAL MEETING

AGENDA

Friday 4th, July 2025

1. OPENING OF THE MEETING @18.22 HRS, By Steven Melvin

2. ATTENDANCE

Attendees Welcomed

Apologies Viv Marshall, Graeme & Chris Genev. Ken Muhleisen

Darren Robinson CBFCO

Attendance sheet attached

3. CONFIRMATION OF THE PREVIOUS MEETING AGM MINUTES

Moved: Noel Clare

Seconded: Rob Rosconi

3.1 Business arising from the previous minutes

Nil arising.

4. OFFICER REPORTS

4.1 Captains Report - Steven Melvin attached

4.2 Treasurers Report – Steven Melvin Attached

4.3 FCO Report – Absent

4.4 Chief Report – Kohdy Flynn provided CBFCO report on behalf of Darren Robinson

4.5 CESM Report – Kohdy Flynn provided CESM report

4.6 Preparedness Facilitators Report - Alison Melvin provided report. Alison and Viv Marshal to take on Tania Roberts Fire Tree communication list.

5. ELECTION OF OFFICERS

All positions are to be declared vacant, any nominations received to be read out, if more than one nomination is received for any position a secret ballot shall take place.

Captain

Nomination/s: Steven Melvin

Successful Position: Steven Melvin

Moved: Marg Robinson Seconded: Noel Clare Carried:

Fire Control Officer:

Nomination/s: Graeme Genev (Nomination acceptance confirmed before meeting)

Successful Position: Graeme Genev

Moved: Steven Melvin

Seconded: John Mataboni

Carried:

1st Lieutenant

Nomination/s: John Mattaboni

Successful Position: John Mattaboni

Moved: Steven Melvin

Seconded: Rob Rosconi

Carried:

2nd Lieutenant

Nomination/s. No nominations received

Secretary

Nomination/s: Marg Robinson,

Successful Position: Secretary Marg Robinson,

Moved:

Alison Melvin

Seconded:

Noel Clare

Carried:

Treasurer

Nomination/s: Kelly Muhleisen

Successful Position: Kelly Muhleisen (To be confirmed)

Moved: Alison Melvin

Seconded: Noel Clare

Carried:

Training Officer

Nomination/s: Ben Syme (Nomination confirmed before AGM)

Successful Position: Ben Syme

Moved: Steven Melvin

Seconded: Marg Robinson

Carried:

Equipment Officer

Nomination/s: John Mattaboni and Rob Rosconi

Successful Position: John Mattaboni and Rob Rosconi

Moved: Marg Robinson

Seconded: Steven Melvin

Carried:

6. GENERAL BUSINESS

Kohdy provided information on the following topics

- Insurance cover for volunteers, with respect to cancer claims
- Mitigation Activity Fund – progress and planned activities

Bush Fire Service awards presented.

7. CLOSURE OF THE MEETING

The meeting was closed at 19.15pm hrs by Steven Melvin

Worsley Bush Fire Brigade

Finacial Statement - 30th June 2025

4601952S1 Savings

1-Jul-24 Opening Balance		\$10,163.13
16-Dec-24 Kitchen Supplies	-34.4	10128.73
16-Dec-24 End of year get together - supplies	-39.36	10089.37
7-Mar-25 SHARES PAID601952 (Merger)	10	10099.37
7-Mar-25 TFR FROM PRODUCT S1 MERGER		10099.37
4-Jun-25 TFR To *****52I30	-8000	2099.37
30-Jun-25 Closing Balance		\$2,099.37

4601952I30 Fixed Term

4-Jun-25 Initial Deposit. Due 4 Dec 25	8000	8000
30/06/2025 Cloaing balance		\$8,000

Worsley BFB 2025 AGM

Captains Report

The 2024/25 season has brought about quite a few changes for our brigade. Not the least was the arrival of new 1.4 and the departure of the LT. Thankfully the LT became a high season appliance in our own shire. I think it clocked up nearly as many KM after we handed it over as it had in its life at Worsley.

The introduction of the new appliance brought about some renewed interest and enthusiasm within the brigade. Everyone was keen to become familiar with the ins and outs of the new appliance. We enjoyed a number of Saturday mornings doing some training and taking the 1.4 bush to test its capability. Having been to a few fires now, and tested by the crew, I am confident to say the 1.4 is a very capable appliance. Added to that we have space for a fridge, with cold drinks and snacks, and no longer do you have to compete for space in the cab with your helmet etc.

The brigade has attended a number of fires this year. In total we had 16 calls. Nine we attended. With the number of calls, everyone has had a chance to head out on the 1.4. Even close to home were Dale and John had to take the unit out on its first real outing. Nothing like a baptism of fire.

As always, I thank everyone for their contribution to the brigade. I respect that others may not be as enthusiastic about going to a fire on the other side of town. But all the same appreciate the effort around the station, training or fellowship.

This coming year will bring some more changes to our brigade. Lawrie and Tania's departure from the community will leave a big hole in the community and the brigade. Their passion and enthusiasm for the community and the Worsley district will be missed. I thank them for their contribution to the brigade as a Lieutenant and Preparedness team leader.

Noel has advised this year that he will retire from active duty. Thank you to Noel for his support and service. I know that he will continue to play an important role looking after our welfare on training days and generally helping out where needed.

With Lawrie moving on and Noel stepping down, it leaves some holes in our organisational structure. I look forward to others stepping up and taking on new roles within our group.

Again, thanks for your support, friendship and commitment.

Regards

Steven Melvin

Captain



BFB Membership and Fire Activity Summary

- There are currently 131 registered members within the Shire's Bush Fire Brigades (BFBs), with numbers remaining steady.
- 89 fires have been recorded within the Shire for the financial year to date, a decrease from 125 fires in the previous financial year.

Requests for External Support

The Shire placed five requests for support from outside its boundaries:

1. Boys Home Road
2. Salvation Road
3. McAlinden Road
4. Collie Preston Road
5. Buckingham

Significant Fires and Deployments

Crews were also deployed to assist with several significant incidents:

1. Shire of West Arthur / Wagin Fire
2. DBCA Hoffman Fire
3. Shire of Capel
4. Bunbury Prison / Airport Area Fire

Fuel reduction

Concerns about another winter with lower-than-average rainfall are placing additional stress on bushland. We've already observed an increase in fire behaviour compared to previous years. This trend underscores the critical importance of teamwork and adhering to L.A.C.E.S. on the fireground to ensure safety. As fire seasons continue to intensify, please remain vigilant and look out for one another.

The Department of Biodiversity, Conservation and Attractions (DBCA) had planned to carry out up to 25,000 hectares of prescribed burning across multiple blocks in the Wellington District. However, due to delays related to cultural heritage permits and unfavourable weather conditions, only 9,000 hectares were completed.

While efforts will resume when conditions improve, the program is significantly behind schedule. This shortfall is expected to have a knock-on effect in the coming years, with increased fuel loads in some areas compared to previous seasons.

General Business

There is a noticeable increase in homelessness and the number of individuals living in bushland and on Shire-managed reserves. This presents significant challenges for the Shire, particularly when undertaking mitigation treatments or responding to fire incidents. The presence of people in these areas complicates operational planning, increases safety risks, and adds complexity to the management of these reserves.

It is encouraging to see continued strong collaboration among all brigades within the Shire. Despite several leadership changes in recent years, this transition has not hindered operations. In fact, it has had a positive impact, with brigades working exceptionally well together both on the fireground and during inter-brigade training exercises. This spirit of cooperation is a valuable asset and is expected to grow even stronger in the years ahead.

As I complete my first year in the role of Collie Fire Chief, I want to extend my sincere thanks to each and every one of you. It has been a steep learning curve, and I could not have managed the responsibilities behind the scenes without your unwavering support and dedication.

While I would love to be on the fireground alongside you more often, work and family commitments sometimes make that difficult. Please know that even when I'm not physically present, I am doing everything I can to support you — whether through securing additional resources, equipment, or providing backup in other ways.

A special thank you to Kohdy, who is always there to support me or step up and lead when I'm unavailable. Your reliability and leadership are deeply appreciated

2025 BRIGADE AGM - CESM REPORT

General:

- Thanks to everyone for their efforts over the season no matter what your roles or how active you were by just getting in and doing what is required it is greatly appreciated the time and commitment that you all spend away from your loved ones.
- Within the Shire there have been 88 fires reported for the FY from all agencies have attended to in some way shape or form. This is down from 120 last FY
- Thanks to those who put their hands up to be deployed and assist neighbouring Shires, deployments constated of West Arthur, Capel, Harvey and Bunbury.
- As a brigade Worsley have attended to 16 incidences, the breakdown of these jobs is also attached.
- Thanks to the brigade for continuing to complete your FIRS reports.
- All appliance servicing has been completed, Reminder to all to try and keep the appliance in a respectable clean and tidy manner, I don't expect the trucks to be cleaned after each turn out but as a minimum rubbish, mud/dust and foot wells swept out.
- Use of the Fire Mapper App, please download, the QR codes are at your brigades.
- Aboriginal Cultural Heritage (ACH) awareness at job.
- After an annual review with inactive members removed, the Worsley brigade now has 18 registered members.

Shire:

- Awaiting the release of the 2025/26 LGGS operational budget. this includes the years operational expenditure and the additional items that were requested for by the Brigades. The Shire has accepted DFES original offer of \$195,640 in operational expenditure, we have also applied for \$8,055 in additional "line 9 Item" to include
 - Amphibio Floating Suction Strainer (Cardiff)
 - X4 Sets of UHF Handheld radios (Harris 1.4, Worsley 1.4, Cardiff LT and Allanson LT)
 - Fast Fill trailer with pumps hoses etc (Collie Preston)
 - End of FY expenditure completed.
 - New CEO now in place, Phil Anastasakis.
 - New Director now in place, Alex Wiese.
 - CESM undertaking extended leave in September for personal reasons.

Training:

- DFES southwest region training calendar has been released please ensure members are aware if they wish to attend any courses apply via eAcademy, happy to assist in this process.
- On/Off Road driver training, have received quotes back however very pricey, looking at another company now that may be a cheaper option.
- Pre-Season training schedule will be developed, looking at Sept/October. Will try to get around to every brigade to run a desk top exercise using the bushfire model kit.
- Trying to secure a grant for Chainsaw training before the saws are rolled out.
- Any other training needed or wanted please let me know, if we can enough members interested, we may be able to conduct in town.
- Encourage everyone to jump onto other brigade training days

Mitigation:

- Current MAF application has been includes 7 prescribed burns. With one being completed if we do get any ideal burning windows, we would like to achieve more to alleviate the pressure in spring, these PB need to be completed by the end of the year to be in line with the MAF grant acquittal process.
- High number of grass tree ignitions occurring again, as with previous years, will try to target grass trees around the town boundaries/in proximity to assets. This can be carried out by brigades at any stage.
- Large amount of green waste piles mitigated on behalf of the Shire. (continuing)
- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.



SHIRE OF COLLIE BFAC 4th September 2025

CESM REPORT

Incidents of Note:

As of 2nd September there has been 10 bushfires reported for the FY within the Shire and 2 car fires. Nothing else of significance to report on.

Mitigation

- Current MAF application has been progressing well, approx. 80% complete with 6 prescribed burns outstanding. Once conditions allow looking to target priority burns first. The outstanding burns that are not complete by December will be rolled over into the next MAF application.
- High number of grass tree ignitions occurring again, as with previous years, will try to target grass trees around the town boundaries/in proximity to assets. This can be carried out by brigades at any stage, thanks to those who have been out targeting those area.
- Green waste piles at the transfer station due to commence shortly (prior to the restricted period) working with Shire officers to organise this.
- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.
- If brigades identify any burns or any requests for burns on private properties are received, happy to assist in these requests.

General Business:

- LGGS- 2025/26 operational budget has now been released **\$195,640** in operating expenditure has been approved.
\$6,477 In additional "line 9 Item" expenditure has also been approved to include:
 - Amphibio Floating Suction Strainer.
 - Fast Fill trailer with pump hoses etc (Collie Preston)**\$754,802 in capital grants have been included:**
 - Submersible Delivery Pump and associated fittings applied for via the LGGS (Worsley)
 - 1.4 Rural Tanker for Harris River BFB (In Principle)
 - Light Tanker for Allanson BFB.
- Collie Preston Shed extension is progressing slowly due to major delays with the builder, earthworks are due to commence 15th September with concrete being poured on 3rd October and the Shed being delivered on the 2nd October. While these works take place the CP 2.4 and shire of Collie LT will need to be housed in alternate locations.



- Currently 131 registered members across the brigades, membership has remained consistent. ACH registered sites within the Shire. Submitting online due diligence checks proving time consuming and challenging with planned prescribed burning areas, extending scheduled mitigation treatments out.

Training:

- Conducting a training needs analysis across the brigades to identify training shortfalls or gaps especially within the leadership roles, meeting will be held with all Captains, FCO, LT's and Training officers to progress training in an effort to support members being upskilled.
- DFES Southwest region training calendar is well underway, please ensure members are aware if they wish to attend any courses apply via eAcademy, happy to assist in this process.
- On/Off Road driver training, ongoing.
- Pre-Season training schedule will be developed, looking at October/November.
- First Aid booked in for the 1st November. (May need to change date due to SW leadership Forum)
- Any other training needed or wanted please let me know, if we can enough members interested, we may be able conduct in town.

Thanks to everyone and all brigade members for all the efforts, there hasn't been any circumstances where we haven't been able to sufficiently man our Appliances to turn out to a job.

I will be going on leave as of the 15th September for a minimum of three weeks but more than likely will be longer, although this is not an ideal time for me to take leave, due to family reasons this is out of my control. During this time, I will be mostly unavailable but will be aware of any jobs that do come in. I have full faith in the Chief, FCO's and all Brigade leaders to tackle anything that may arise, a reminder to reach out to the Southwest RDC and DFES managers if anything major is required.

Lastly, I want to thank and acknowledge everyone for getting the AGMs completed, it was great to see some new members stepping up and being elected to new roles within the brigades, I look forward to working with you all as we move into the new season ahead.



DFES Southwest BFAC report Collie

as of 04/09/2025

Seasonal Bushfire outlook

Despite large parts of the country more likely to receive wetter than normal conditions, there remain parts of the east and west where there remains a heightened risk of fire.

The Outlook for spring 2025 identifies a heightened risk of fire for the Dampier Peninsula, Derby Coast and the Central Kimberley, Little Sandy Desert, and south-eastern Pilbara in Western Australia, the south-eastern agricultural areas of the Murraylands in South Australia, and the south, southwest, central, and southwest Gippsland regions in Victoria.

The higher risk of fire in WA follows increased fuel growth following seasonal rains, coupled with the predicted warmer than normal temperatures and higher likelihood of below average rainfall through spring.

Towards the southeast of Australia, surface moisture hides deeper drying that has resulted from long term rainfall deficiencies that have built over the last 12-18 months. Some places have reported their lowest ever rainfall during this period. If spring rainfall doesn't eventuate, the conditions will rapidly switch to an increased risk of fire.

Training

16 Collie BFB members have been confirmed on DFES regional courses they have applied for. Four members have cancelled their own application or not been supported by the brigade to attend / LG to attend the training, 2 IRS cancellations, 1 First Aid and 1 assist with planned burning. Two applicants were declined for on road driver training due to regional prioritisation.

2025 course cancellations: 4

2025 courses completed: 16

Course	Month	Status	Total Students	Collie LG applications	Collie LG confirmed	Collie LG cancelled	Collie LG declined by DFES
Incident Controller L1	May	Cancelled	9	0			
Assist with Planned Burning	May	Cancelled	2	1			
Remote Area Firefighting	March	Completed	12	0			
Provide First Aid	March	Completed	9	1		1	
Assist with Planned Burning	April	Completed	9	1		1	
Structural Firefighting	May	Completed	9	1	1		
On Road Driving	May	Completed	11	1	1		
Workplace Trainer Assessor	May	Completed	14	0			
AIIMS 2017	May	Completed	19	2	2		
Fire Control Officer	May	Completed	6	4	4		
Pump Operations	June	Completed	10	0			
Advanced Bush Firefighting	June	Completed	16	2	2		
Crew Leader	June	Completed	15	2	2		
On Road Driving	June	Completed	5	1			1
Off Road Driving	June	Completed	6	0			
Incident Reporting Systems	June	Completed	10	2		2	
Bushfire Safety Awareness	July	Completed	10	0			
Firefighting Skills	July	Completed	15	0			
Emergency Driving	August	Completed	6	0			
Sector Commander	August	Completed	9	1	1		
Provide First Aid	August	Planned	12	0			
WAERN Basic and Advanced	August	Planned	15	1	1		
Plantation Firefighting	August	Planned	8	0			
Structural Firefighting	August	Planned	8	0			
On Road Driving	August	Planned	8	1			1
Pump Operations	August	Planned	10	0			
Mental Health First Aid	August	Planned	17	1	1		
Machine Supervision	September	Planned	12	1	1		
Ground Controller	September	Planned	TBC	0			
Plantation Firefighting	September	Planned	TBC	1			
Off Road Driving	October	Planned	TBC	0			
Incident Controller L1	October	Planned	7 - TBC	0			
Provide First Aid	November	Planned	10 - TBC	0			

Aboriginal Cultural heritage (ACH)

DFES SW Superintendent is working with DPLH for points of contact within the Southwest region to aid in fire response queries in areas of ACH, once established the contacts will be advised.

High Season Fleet

DFES SW have managed to keep 2x LT and 1 x 2.4 for mitigation fleet. Should the Shire require them to assist in completed prescribed burns, please reach out.

Works for high season fleet within the Southwest has commenced, with the plan for an appliance to be placed at Collie Preston for the 25/26 season.

DFES Machinery contractors

A review with DFES procurement is currently underway with an attempt to add a few more local contractors onto the DFES procurement list for suitable equipped and experienced machinery / operators in fire suppression. For Collie area this would include TandR contracting and Cardinal's contractors

Pre-season Forum

DFES SW have commenced planning for a pre-season forum to be held at the sanctuary on the 1st of November, invites to be sent in due course.

BGU Management workshop

The SW Region has implemented a brigade management workshop on Saturday 20th September 0900 till 1600hrs at the Bunbury Lighthouse. RSVP with dietary requirements by Monday 25th August 2025 to vmso.southwest@dfes.wa.gov.au or 9780 1953

New Urban Area Officer

Jeremy Willis has been appointed as Area Officer Forrest. Jeremy will be managing the Brunswick, Collie, Harvey, Waroona and Pinjarra Volunteer Fire and Rescue Services. Jeremy comes with 30+ years of firefighting experience. He was an Area Officer in the Goldfields Midlands Region for 6 years and has more recently been working in the DFES State Operations Centre.

Ricky Southgate

Acting District Officer Wellington

Lot 719 South West Highway Bunbury WA 6230

M: 0439515494 / E: Ricky.Southgate@dfes.wa.gov.au



FOR A SAFER STATE

Afternoon Kohdy,

As discussed, I am unable to attend tonight and can't source a proxy.
I would like to extend my sincere apologies to the BFAC.

Attached is a copy of our report and stakeholder liaison maps for the Shire of Collie.

No need for the report to be spoken to, but we would appreciate if the following could be mentioned through the chair:

- The Wellington District looks forward to meeting any new elected members from tonight's session.
- We are grateful to yourself (Kohdy Flynn) for your continued assistance and collaboration in fire management, and we hope you enjoy your well-deserved long service leave.

Kind regards,

Afie Jazreen

Fire Operations Officer / Acting Roads Management Officer

Wellington District - Collie

Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0437 806 867 | E: afie.jazreen@dbca.wa.gov.au

147 Wittenoom St, Collie - 6225

Collie Shire BFAC Meeting, 4th September 2025 Parks and Wildlife DBCA Wellington District Report

1. Burn Options Program 2025-26

Attached are

Wellington District 41 burns in the Burn Options Program (approx. 114,759 ha).
(NOTE. This includes five cells of the Large Scale Mosaic Wellington Northeast Burn- 46,770 ha).

Collie Shire has 22 burns in the Burn Options Program (Approx. 55,975 ha).

- WTN_011 Edward
- WTN_010 Darrell
- WTN_033 Worsley
- WTN_062 Bristol
- WTN_074 Western
- WTN_085 Wellington National Park
- WTN_101 Mungilup
- WTN_117 Arklow
- WTN_123 Windy Ridge
- WTN_130 Denham
- WTN_131 Ross (WTN NE Cell 1)
- WTN_132 Chalk (WTN NE Cell 2)
- WTN_134 Stockyard (WTN NE Cell 4)
- WTN_135 Morgan (WTN NE Cell 5)
- WTN_136 Bednall (WTN NE Cell 6)
- WTN_139 Fleays
- WTN_141 Gervasse
- WTN_142 Leach
- WTN_144 Shotts
- WTN_145 Westralia
- WTN_148 Fleays North
- WTN_151 Hadfield

Notifications to CBFCO/ Shire, private property owners & other stakeholders are currently being distributed.

2. Bushfires 2025-26

Nil fires.

3. District Staff Contacts/ Changes

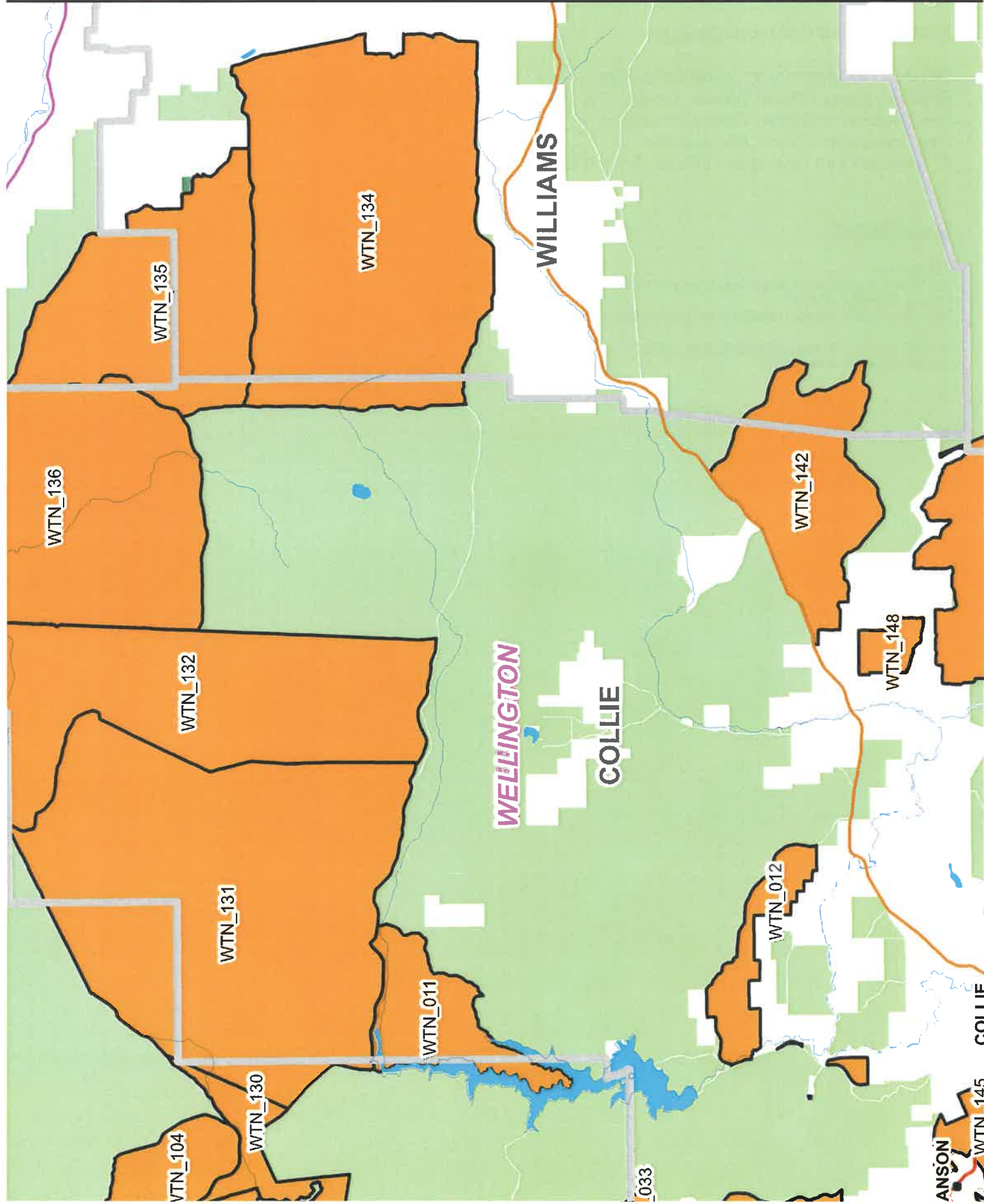
District Fire Coordinator: Jewell Crossberg
Fire Operations Officer: Darren Harvey
Fire Operations Officer: Garth Grimsley
Fire Operations Officer: Afie Jazreen
A/ Assistant Fire Operations Officer: Jayden Cull

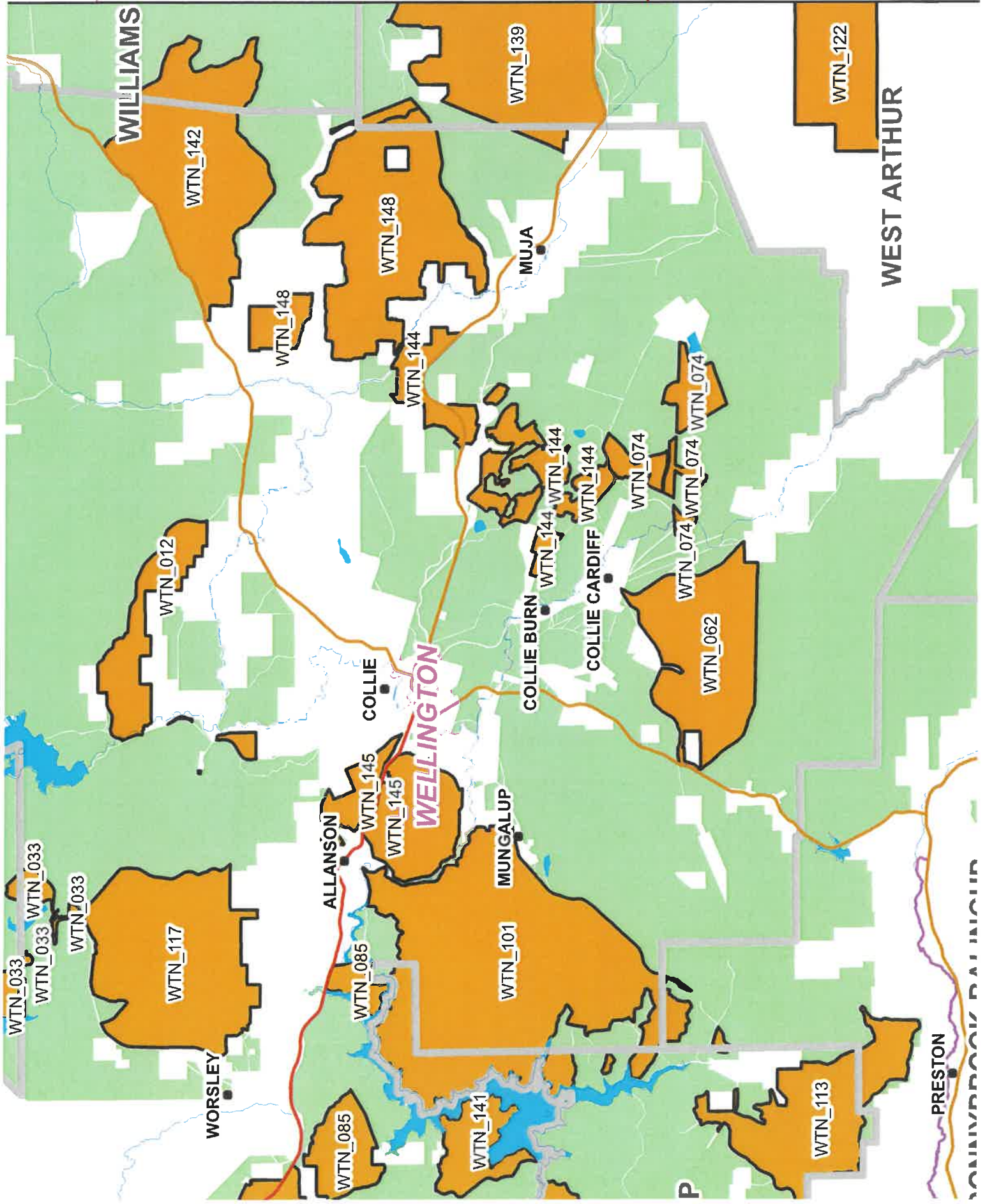
End of Report.

Afie Jazreen

Fire Operations Officer / Acting Roads Management Officer
Wellington District - Collie
Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0437 806 867 | E: afie.jazreen@dbca.wa.gov.au
147 Wittenoom St, Collie - 6225





Legend

- WA Town: ●
- Roads (M): —
- Highway: —
- Hydrogra: —
- DBCA Dis: □
- Local Go: □
- WA Ocea: □
- Reservoir: □
- Lake: □
- 2025-26 f: □
- Interest Tr: □
- Managed: □

1:17
0

Coordinate Syster
Projection: Transvers





Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

**Attachment 7.1
CBFCO Report**

SHIRE OF COLLIE BUSH FIRE BRIGADE

Chief Bush Fire Control Officer — End of Season Report

2025/26 Season

1. Season Overview

The 2025/26 season was one of the busier in recent memory. As of June 2026, the Shire recorded 355 Incidence across all emergency services for the year.

Of those events, 164 were classified as bushfires, representing a significant increase on the previous season. A notable contributor to this rise was the increase in suspicious or deliberately lit fires, which placed considerable pressure on local brigades throughout the season. The commitment shown by volunteers in responding to that demand is acknowledged and appreciated.

Bushfire breakdown:

- 139 small fires (under 1ha)
 - 25 Large fires (over 1ha)
 - 36 Other fires (vehicle/rubbish)
 - 4 inter-agency deployments
-

2. Acknowledgement of Volunteers

The volume and severity of events this season — including numerous fires that reached Emergency Warning level both within the Shire and in surrounding areas — made it a demanding year for all involved.

Special recognition is extended to those who accepted deployment during the season, and to those who contributed time over the Christmas period. The assistance provided during the Boddington fires was well received, with positive reports returned from those who attended. That service is noted and appreciated.

3. AGM Schedule

Brigade	Date	Status
Harris River BFB	29 May 2026	Completed
Allanson BFB	25 June 2026	Completed
Worsley BFB	26 July 2026	Completed
Collie/Preston Road BFB	17 July 2026	Pending
Collie/Cardiff BFB	04 July 2026	Pending

4. Fleet

All appliances have completed end-of-season servicing with Southwest Fire Units. The Allanson 3.4 is to return following season close for minor additional repairs, there was a large amount of metal filings found in the Worsley 1.4 fuel filter, this is to be taken back in after a few kms to identify any new filings, No other major issues were identified through maintenance inspections.

5. Recruitment and Training

Initiatives were undertaken via the DFES Recruitment Campaign. Several new membership applications are currently being processed, with onboarding planned to progress through the off-season.

Winter training will prioritise both new and existing members. Grant applications have been submitted to fund external trainers visiting Collie for courses that are otherwise difficult to access through the DFES portal. No confirmed scheduling is in place at this time.

6. MAF Burning and PP burning

At the commencement of the 2025–26 fire season, several mitigation burns were conducted around the community where moisture content and weather conditions permitted. As the season ended, a combination of unfavourable weather, the absence of a CESM significantly limited burning activity. Completion of these outstanding burns will be a primary focus at the start of the next season, once weather conditions and ground moisture levels are suitable.

7. CESM Position

The position has been vacant for several months, and while recruitment and interviews have been conducted the absence has had a tangible effect on training, equipment management, and PPE procurement — all of which are impacting brigade operations.

Brigade leadership has managed operations as best as possible during this interim period. However, since the departure of the previous CESM, no contact has been received from the Shire — by phone, email, or otherwise. Brigades have effectively been left to self-manage, and this has had a measurable impact on member morale and the sense of organisational support across the volunteer workforce.

This matter is recorded as an identified communication breakdown between the Shire and the Chief position. It is noted not as a criticism, but for the Committee's awareness, with the expectation that effective communication and appropriate support between the Shire and the Chief position will be restored.

Darren Robinson

Chief Bush Fire Control Officer

Shire of Collie





Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

**Attachment 7.2
CESM Report**



SHIRE OF COLLIE BFAC 13th JULY 2026

CESM REPORT

Incidents of Note:

As at 24th June there has been 164 fires reported for the FY within the Shire across all agencies, (breakdown below) this number is significantly up on previous years.

Of significance that placed property/assets under direct threat requiring a multi-agency response including resources from outside the Shire.

- Preston Rd
- Salvation Rd/Boys Home Road Plantations
- McAlinden/Hart Rd

Deployments:

- Boddington Complex
- Shire of Murray
- Shire of Capel

Incident Type	2025/2026
Called Off - No Attendance	4
False Alarm - System Initiated	14
False Call - Good Intent	67
False Call - Malicious	2
Fire - Bushfire (lge)	25
Fire - Bushfire (sml)	139
Fire - Other/Rubbish/Vehicle	36
Fire - Structure	13
Hazardous Situation	3
Natural Hazard	23
Not Reported	3
Rescue & Medical	3
Road Crash & Rescue	20
Search	3
Total	355

I'd like to extend my sincere thanks to all volunteers who have contributed throughout the season, be it on the fireground or in a support capacity. I also wish to acknowledge those who have deployed or made themselves available for deployment outside of the Shire, often at short notice and for extended periods away from your personal lives.

Mitigation

The Shire has successfully secured funding under the next three-year round of the Mitigation Activity Fund Grant Program (MAFGP). The application, approved in December, comprises a total of 114 treatment activities with an overall funding allocation of \$698,279 distributed across the three-year period.

These activities include mechanical works, chemical spraying, access track maintenance, and prescribed burning. To date, no treatments have commenced or been completed, primarily due to delays associated with Department of Planning, Lands and Heritage (DPLH) Aboriginal Cultural Heritage (ACH) approvals, as well as extended internal Shire approval processes.

- Large amount of green waste piles at the Transfer Station mitigated on behalf of the Shire.
- Continuing to work with and support DFES, BRMO'S on mitigating UCL land, with some PB's completed.
- Mitigation works have commenced at the Collie BESS Site; this will continue but is dependent on seasonal conditions.
- Number of private property burn request received, due to delays in obtaining the required sign off's by the Shire, the ideal window to mitigate these properties on a falling hazard has now passed, this will be reviewed when the season allows.

General/Other Business:

- LGGS- 2026/27 operational budget has not yet officially been released however an original offer of **\$193,390ex** in operating funding was offered by DFES, this offer was below last year's allocation, the Shire has submitted a counteroffer of **\$196,000ex**.
\$9,435ex in additional "line 9 Item" expenditure has also been applied for to include:
 - Cordless Tool Pack – Allanson.
 - Backup Generator – Allanson.
 - Replacement Laptops – All Brigades.**\$40,190ex** in Capital expenditure was also applied for to include:
 - Replacement Firewater Tank - Collie Preston.
 - Concrete apron to new shed extension – Collie Preston.
 - Submersible tank pump and associated fittings – Cardiff.
- Appliance Servicing has been completed for the 2025/26 financial year, of note there was a significant amount of metal filings found in the fuel filter of the Worsley 1.4, this will need to be taken back in after some kms have been travelled to see if further investigation is needed, DFES fleet have been made aware of this issue. A high number of in cab-rebreathers and burn over blankets were found to be at their end-of-life date or deemed defective, these should have been identified with regular maintenance checks. The expired/defective items have all been replaced, no other major items were identified across the fleet.
- Worsley Submersible Pump Install was to be completed prior the end of the current FY, this is a capital project and will need to be acquitted, to my knowledge this has yet to be completed and will need to be followed up by the Shire as a priority (if not already complete)



- The Collie Preston Shed extension is 98% complete, all structural and electrical fit out has been completed, some minor flashings are yet to be fitted, the contractor who installed the shed was problematic to deal with which has significantly pro-longed the build, he is now uncontactable.
- Reminder to complete FIRS form for every job attended, this is something that is severely lacking across all brigades, it is imperative that each members attendance on the fire ground is captured correctly, all brigades need to streamline a process for these to be completed.
- Fire Mapper trial licence has now expired, access to this platform is now restricted and cannot be used, this leaves a significant gap for the coming season. Please continue to advocate for the use of this App through your brigades while we work on a solution to this.
- Brigade AGMs are being conducted/concluded, Minutes need to be submitted to the Shire for inclusion in the next BFAC meeting to enable all position to be endorsed by Council, any changes contact details or officer positions need to be submitted to DFES to be reflected correctly in RMS.
- DFES recruitment campaign has now finished, across the Shire 10 potential new members vested an interest in signing up with a Brigade, these members will be vetted and interviewed shortly to deem their suitability. In addition, 5 new members have also stepped up within the Harris River BFB.
- Replacement program for Collie Preston 2.4, Allanson LT, Cardiff LT and Harris River 1.4 all approved in principle via the DFES LGGS Fleet Replacement program, these will all be some time before they are commissioned.
- Currently 106 registered members across the brigades with a few new members to be added.

Training:

- DFES Southwest regional training is well underway, the current calendar is attached to this report. Application for any training can be made via eAcademy, please reach out if any assistance is needed in this process.
- On/Off Road driver training investigation is ongoing.
- Training for all new members will need to be scheduled prior to the onset of the season and preferably prior to any prescribed burning taking place, to enable new members exposure before attendance at an incident. Please canvas any new members to complete the required membership forms and online training modules.

Thanks to all brigade members for all the efforts over the season, there hasn't been any circumstances where we haven't been able to sufficiently man our Appliances to turn out to a job, with a heavy reliance within the Shire on volunteers your work and efforts does not go unnoticed by myself.

I'd also like to acknowledge the Wellington DBCA District for their continued support to the Brigades and myself over the season, both on ground fire crews and officers have been very accommodating in our requests for assistance specifically around machine support, this is imperative in any fire suppression operation, and it is greatly appreciated. I look forward to this strong relationship between DBCA, the Brigades and myself continuing.



My Parting Message:

As you all are now aware, as of April this year and after 11 years working within the Shire, including 9 years as Fire Control Officer, 7 years as Deputy Chief, and most recently 5 years as your CESM, I have now moved on to take up the role of DFES Area Officer Preston.

As I begin this new chapter, I would like to sincerely thank each of you for your dedication, support, and friendship over the past 11 years. It has been a privilege to work alongside such a committed group of volunteers. Together, we have shared many memorable experiences welcoming and mentoring new members, strengthening our brigades, and demonstrating what volunteering in a close-knit community is truly about. Along the way, we have also faced some incredibly challenging and heartbreaking incidents. Those experiences will stay with me for the rest of my life. This role has exposed me to some of the worst moments our communities can endure, much of which goes unseen by the public. At the same time, it has also shown me the very best of our community and the extraordinary commitment, compassion, and professionalism that volunteers display when people need them most.

Volunteering in an emergency services environment is demanding and, at times, dangerous. It is certainly not for everyone. Yet our communities continue to rely on you, the unpaid professionals to respond when needed and help keep them safe. The work you all do often goes unnoticed and is rarely acknowledged, despite the countless hours you dedicate, not only during emergency response but also through patrols, mop-up operations, ongoing training, maintenance, and the many other commitments required to keep your brigades operational.

The good news for some, perhaps not for others is that I haven't gone too far. I'll be remaining in the local community and in my new role, will continue to work closely with the brigades and attend to incidents as required. I look forward to seeing many of you out on the fireground and continuing to support you in a different capacity.

I am confident you will all extend the same support and professionalism to the newly appointed CESM when he commences the role. I wish him every success and know he will be well supported by an outstanding group of volunteers and DFES regional staff.

Once again, thank you for everything you have done, not only for me personally but more importantly, for your community.

Please stay safe, look after and support one another, and I look forward to working with you again in my new role.



South West Region 2026 Training Calendar

Current as at 10/06/2026 - This is a dynamic document, the training calendar and course information is subject to change.

Course applications close 2 weeks prior to the course start date. Please contact the Course Coordinator for questions relating to courses.

Course Name	Course Coordinator	Date	Time	Location
February				
Basic General Rescue	DO Natural Hazards	Sat 7th - Sun 8th Feb	8:00 - 17:00	Bunbury SES
Field Radio Operator	DO Natural Hazards	Sat 21st - Sun 22nd Feb	8:00 - 17:00	Bunbury SES
March				
Labour Day long weekend - 26th of Feb to 2nd of March				
Breathing Apparatus Refresher	DO Bunbury	Mon 9th March	18:30 - 21:00	Eaton-Australind VFRS
Provide First Aid	TSO	Sat 14th March	8:00 - 17:00	Bunbury SES
Breathing Apparatus Refresher	AO Forrest	Wed 18th March	18:30 - 21:00	Brunswick VFRS
Ladder and Single Anchor Roof Safety System	AO Forrest	Sat 21st March	8:00 - 15:00	Waroona VFES
Ladder and Dual Roof Safety System Upgrade (SES)	DO Natural Hazards	Sun 22nd March	8:00 - 17:00	Bunbury SES
Breathing Apparatus Refresher	AO Forrest	Mon 23rd March	17:30 - 21:00	Pinjarra VFRS
Breathing Apparatus Refresher	AO Forrest	Mon 30th March	18:30 - 21:00	Waroona VFES
Breathing Apparatus Refresher	DO Bunbury	Tues 31st March	18:30 - 21:00	Bunbury VFRS
April				
School Holidays - 3rd to 19th of April				
Easter - 3rd to 6th of April				
ANZAC Day long weekend - 25th to 27th of April				
Ladder and Single Anchor Roof Safety System	AO Forrest	Sat 4th April	8:00 - 15:00	Pinjarra VFRS
On Road Driving	DO Bunbury	Sat 11th - Sun 12th April	8:00 - 17:00	Bunbury VFRS
Assist with Planned Burning	BRMO - North	Sat 11th April	8:00 - 17:00	Waterloo BFB
Workplace Trainer Assessor	TSO	Fri 17th - Sun 19th April	8:00 - 17:00	Bunbury SES
Ladder and Single Anchor Roof Safety System	AO Forrest	Sat 18th April	8:00 - 15:00	Harvey VFRS
Incident Reporting Systems (IRS) - Essentials	VMSO	Sat 18th April	8:00 - 17:00	Harvey ESC
May				
Mother's Day - 10th of May				
WA Day long weekend - 30th of May to 1st of June				
South West SES Pre-Season Leadership Forum	DO Natural Hazards	Sat 2nd May	9:00 - 16:00	Harvey ESC
Ladder and Single Anchor Roof Safety System	AO Forrest	Sat 2nd May	8:00 - 15:00	Brunswick Junction VFRS
Community Engagement Facilitator	CPA	Sun 3rd May	8:00 - 17:00	TBA
Structural Firefighting	DO Bunbury	Sat 2nd - Sun 3rd May	8:00 - 17:00	Eaton-Australind VFRS
Breathing Apparatus Refresher	AO Forrest	Tues 5th May	18:30 - 21:00	Collie VFRS
Incident Controller Level 1 (Theory + Practical)	DO Wellington	Fri 8th - Sun 10th May	8:00 - 17:00	Yarloop BFB
Incident Controller Level 1 (Practical)	DO Wellington	Sat 16th May	8:00 - 17:00	Yarloop BFB
Provide First Aid	TSO	Sat 16th May	8:00 - 17:00	Pinjarra VFRS
Ladder and Single Anchor Roof Safety System	DO Bunbury	Sat 16th May	8:00 - 15:00	Eaton Australind VFRS
Storm and Water Damage Operation Ground and Roof	DO Natural Hazards	Sat 16th - Sat 17th May	8:00 - 17:00	Bunbury SES
Breathing Apparatus Refresher	AO Forrest	Wed 20th May	18:30 - 21:00	Harvey VFRS
Property Walk Through Storm and Flood	CPA	Sun 24th May	8:00 - 17:00	TBA
AIIMS 2017	DO Emergency Management	Sat 23rd - Sun 24th May	8:00 - 17:00	Harvey ESC
On Road Driving	DO Bunbury	Thurs 28th - Fri 29th May	8:00 - 17:00	Bunbury VFRS
June				
WA Day long weekend - 30th of May to 1st of June				
Casualty Transfer Systems (Gap)	DO Bunbury	Fri 5th June	18:00 - 21:00	Bunbury VFRS
Remote Area Firefighting Awareness	DO Wellington	Sat 13th June	8:00 - 17:00	Waterloo BFB
Casualty Transfer Systems	AO Forrest	Sat 13th June	8:00 - 17:00	Bunbury VFRS
Ladder and Single Anchor Roof Safety System	AO Forrest	Sat 13th June	8:00 - 17:00	Collie VFRS
Off Road Driving	DO Bunbury	Sat 13th - Sun 14th June	8:00 - 17:00	Eaton-Australind VFRS
Single Operator Rescue (VR)	DO Natural Hazards	Fri 19th - Sun 21st June	8:00 - 17:00	Bunbury SES
Mental Health First Aid	TSO	Sat 20th - Sun 21st June	8:00 - 17:00	Eaton-Australind VFRS
Pump Operations	DO Bunbury	Sat 20th - Sun 21st June	8:00 - 17:00	Bunbury VFRS
Sector Commander	DO Wellington	Sat 20th - Sun 21st June	8:00 - 17:00	Waroona West BFB
Provide Basic Life Support	AO Forrest	Sat 27th - Sun 28th June	8:00 - 17:00	Bunbury VFRS
July				
School Holidays - 4th to 19th of July				
Fire Control Officer	CESM Collie	Sat 4th July	8:00 - 17:00	Waterloo BFB
Ladder and Single Anchor Roof Safety System	DO Bunbury	Sat 4th July	8:00 - 17:00	Bunbury VFRS
Breathing Apparatus	AO Forrest	Sat 4th - Sun 5th July	8:00 - 17:00	Forrestfield Academy
SES Team Leader	DO Natural Hazards	Sat 4th - Sun 5th July	8:00 - 17:00	Bunbury SES
Advanced Bush Firefighting (new course)	DO Wellington	Sat 11th July	8:00 - 17:00	Waroona West BFB
Crew Leader (new course)	DO Wellington	Sun 12th July	8:00 - 17:00	Waroona West BFB
Roof Safety System Builder (SES)	DO Natural Hazards	Sat 18th July	8:00 - 17:00	Bunbury SES
Provide First Aid	TSO	Sat 25th July	8:00 - 17:00	Harvey ESC
Advanced Bush Firefighting	DO Wellington	Sat 25th July	8:00 - 17:00	Waterloo BFB
Crew Leader	DO Wellington	Sun 26th July	8:00 - 17:00	Waterloo BFB
On Road Driving	DO Bunbury	Sat 25th - Sun 26th July	8:00 - 17:00	Eaton-Australind VFRS
August				
Provide First Aid (new course)	TSO	Sat 1st Aug	8:00 - 17:00	Bunbury BFB
Machine Supervision	DO Wellington	Sat 8th Aug	8:00 - 17:00	Waterloo BFB
Vertical Rescue (VR) Rope Rescue Systems	DO Natural Hazards (LSW)	Thurs 6th - 9th Aug	8:00 - 17:00	Margaret River SES
Vertical Rescue (VR) Advanced Vertical Rescue	DO Natural Hazards (LSW)	Thurs 6th - 9th Aug	8:00 - 17:00	Margaret River SES
Road Crash Rescue	AO Forrest	Sat 8th - Sun 9th Aug	8:00 - 17:00	Harvey VFRS
Structural Firefighting	DO Bunbury	Sat 15th - Sun 16th Aug	8:00 - 17:00	Bunbury VFRS
Ground Controller	CESM Harvey	Thurs 20th Aug	17:00 - 22:00	Harvey ESC
Plantation Firefighting	CESM Collie	Sat 22nd Aug	8:00 - 17:00	Waroona West BFB
Community Engagement Facilitator	CPA	Sat 22nd Aug	8:00 - 17:00	TBA
September				
Father's Day - 6th of September				
King's Birthday long weekend - 26th to 28th of September				
School Holidays: 26th of September to 11th of October				

Provide First Aid	TSO	Sat 5th Sept	8:00 - 17:00	Bunbury SES
HAZMAT	AO Forrest	Sat 5th - Sun 6th Sept	8:00 - 17:00	Bunbury VFRS
Firefighting Skills	DO Wellington	Sat 12th - Sun 13th Sept	8:00 - 17:00	Waterloo BFB
Property Walk Through Bushfire	CPA	Sun 13th Sept	8:00 - 17:00	TBA
Pump Operations	AO Forrest	Sat 12th - Sun 13th Sept	8:00 - 17:00	Eaton-Australind VFRS
Internal Structural Firefighting (Part A - Theory)	DO Bunbury	Sat 19th Sept	8:00 - 17:00	Bunbury VFRS
October				
School Holidays: 26th of September to 11th of October				
Sector Commander	DO Wellington	Sat 3rd - Sun 4th Oct	8:00 - 17:00	Waroona West BFB
Off Road Driving	DO Bunbury	Sat 3rd - Sun 4th Oct	8:00 - 17:00	Eaton-Australind VFRS
South West Bushfire Pre-Season Leadership Forum	DO Wellington	Sat 31st Oct	9:00 - 15:00	TBA
Internal Structural Firefighting (Part B - Practical)	DO Bunbury	Sat 31st Oct - Sun 1st Nov	8:00 - 17:00	Forrestfield Academy



DFES General Circular No: 133/2026

CM Folder: D40434

30 June 2026

NEW EXTERNAL STRUCTURAL FIREFIGHTING TRAINING PRODUCT

The Volunteer Structural Firefighting Training Product (DFES0404) has been reviewed, updated and retitled to External Structural Firefighting (DFES1024).

The new External Structural Firefighting training will replace the Structural Firefighting training as of 1 July 2026.

What has changed?

This new course remains a two-day course; however, it requires an approximately 2-hour pre-course review of the Online Student Resource. This aims to allow more time for practical activities during the face-to-face course.

- The content has been updated to reflect current legislation, doctrine, terminology, hazards and techniques.
- The practical content focuses on defensive external firefighting.
- Content covered in the Bushfire Safety Awareness, Firefighting Skills training modules, and Internal Structural Firefighting has been removed.

Changes to Training Programs

External Structural Firefighting will replace the Structural Firefighting course on the:

- VFRS Active Firefighter Training Program
- VFES Active Firefighter Training Program
- BFS Advanced Firefighter Training Program

Volunteer Transition Arrangements:

Volunteers who hold the current DFES0404 Structural Firefighting competency will be required to complete the External Structural Firefighting Competency Transition Online Course.

- Volunteers will be auto enrolled onto the Competency Transition course occurrence in eAcademy
- Successful completion of the online knowledge assessment will result in the new DFES1024 External Structural Firefighting competency

Note: Volunteers will have until 30 June 2028 (two years) to update to the DFES1024 External Structural Firefighting competency.

Trainer Assessor Transition Requirements:

Current Volunteer Structural Firefighting Trainer Assessors will be required to:

- Complete the External Structural Firefighting Competency Transition Online Course
- Complete an online handover of the External Structural Firefighting Training Product (auto enrolment)



- Complete a Training Product Handover Form, acknowledging that they have reviewed the new Training Product and understand the changes

Note: Trainer Assessors will have until 30 June 2027 to transition their endorsement to the new Training Product.

For more information, please contact OperationalTrainingSupport@dfes.wa.gov.au

ANDREW WRIGHT
A/ASSISTANT COMMISSIONER LEARNING AND DEVELOPMENT



Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

**Attachment 7.4
BFAC Report**

Shire of Collie - BFAC Meeting, 13 July 2026

DBCA, Parks and Wildlife Service, Wellington District Report

1. Prescribed Burning

- DBCA Wellington District had a successful 2025/26 burning season.
- Approximately 25000ha treated.
- DBCA will distribute an email containing our 2026/27 Burn Options Program (BOP) over the next few weeks. The email will also request shire endorsement for the inclusion of shire-owned tenure into our burns, as well as to implement DBCA's MRWA approved Traffic Management Plan on shire roads during burning activities.
- Permanent campers/people living rough continues to pose a significant challenge to the effective and efficient implantation of our BOP.
- The link below is a good source to identify potential prescribed burns currently in the DBCA Burn Options Program (BOP).
- When inquiring about a specific area, use the prescribed burn number listed in the website. For example, WTN_146.

[Burn Options Program | Department of Biodiversity, Conservation and Attractions](#)

2. Bushfires

As at 30/06/2026, 131 bushfires recorded on DBCA managed tenure during the 2025/2026 season. 87 of these bushfires were in the Shire of Collie. Almost 70%.

A significant portion of bushfires recorded were caused by arson (approx.. 84%). Thank you to WAPOL, LGA, DFES, and Project Vulcan for the ongoing efforts in combatting this act.

Thank you to the former CESM, CBFCO, BFBs, and VFRS members for your outstanding efforts and support in managing fires both on and off DBCA estate. Your commitment, professionalism, and willingness to assist wherever needed are greatly appreciated and have made a significant contribution to community safety.

3. Staff/ Staff Changes

District Fire Coordinator Collie – Jewell Crossberg. (0427 412 828).

Fire Operations Officer – Darren Harvey (0428 552 793).

Fire Operations Officer – Vacant

A/Fire Operations Officer – Jacoba Webb (0400 968 106)

End of Report.

Jewell Crossberg

District Fire Coordinator

Wellington District - Collie

Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0427 412 828 | E: jewell.crossberg@dbca.wa.gov.au
147 Wittenoom St, Collie - 6225



Shire of
Collie

**Bush Fire Advisory Committee
13 July 2026**

**Attachment 10.1
Annual Firebreak & Fuel Hazard Reduction Notice**

Fire Hazard Reduction Notice 2026/2027

Important: The works outlined below must be completed by 1 December 2026 and maintained in this state up to and including 31 May 2027.

Notice to all owners and occupiers of land within the Shire of Collie

To assist in the control of bushfires, and pursuant to the powers contained in section 33 of the *Bush Fires Act 1954* (the Act) notice is hereby given to all owners and occupiers of land within the Shire of Collie (the Shire), you are required and therefore ordered by the local government to carry out fire prevention work in accordance with the requirements of this Notice, on or before 1 December 2026, and maintain the requirements up to and including 31 May 2027 or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

Failure to comply with this notice is an offence and can result in a penalty of up to \$5,000 or the issue of a \$250 infringement notice and liability for any costs incurred by the Shire in relation to works undertaken on behalf of the landowner. The Shire's Authorised Officers are authorised under the Act and have powers to enter land pursuant to section 14 and section 33 (4) of the Act. The Shire advises that its officers, contractors, vehicles, machinery, and appliances (as the officers deem fit) may carry out the requisitions of this notice that are not complied with by 1 December 2026, and any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

The table below outlines the requirements of land owners and/or occupiers in the Shire of Collie. Please refer to the column that best describes your land size to view your legal responsibilities.

All land with an area of:	Less than 2024m ²	Greater than 2024m ²
Asset Protection Zone (Fuel reduction near all houses, buildings and assets) Maintain a reduced fuel zone around all buildings or assets that extends 20m from the outermost point of the building or asset. - Gutters, roofs, and walls of all buildings to be free of flammable material and maintained. - Fuel load within the 20m zone is to be reduced and maintained to no more than 5 tonnes per hectare (10,000m²), or approximately 10cm litter depth by removing dead branches, leaf litter, twigs, and bark. - Grasses are slashed/mowed and maintained to a height of less than 10cm. - Trees or shrubs within 2m pruned to maintain a 1m horizontal and 5m vertical clearance. - Garden beds are allowed within this area if they are reticulated and maintained.	✓	✓
Bushfire Management Plans Where a property is affected by an approved bushfire management plan, property owners must still comply with all the requirements in the Notice and any additional requirements outlined in that plan.		✓
Firebreaks Install and maintain continuous mineral earth fire breaks that have a minimum horizontal width of 3m and a vertical clearance of 4m, not more than 10m from the property's external boundary perimeter. Plantations require a 15m horizontal and 5m vertical clearance. *An exemption applies if the lot is under 5 Hectares (50,000m ²) and pasture is maintained below 10cm.		✓
Garden refuse and/or household wood stack piles Install and maintain a 2m clearance around all piles of garden refuse and/or wood.	✓	✓
Fuel storage and haystack protection zone Install and maintain a 4m firebreak not closer than 6m around haystacks and immediately around fuel storage tanks or gas cylinders.		✓
Hazard Separation Zone Maintain areas of natural vegetation within 100m of relevant buildings to, at or below 8 tonnes per hectare (10,000m ²) by passive methods of fuel reduction, removing dead branches, leaf litter, twigs, and bark, and reducing grass height to not more than 10cm.		✓
Ungrazed Pastureland Slash, mow, trim (or by other means) grasses to a height no greater than 10cm and remove cuttings/swath across the entire property.		✓
Vacant land – Cleared blocks Slash, mow, trim (or by other means) grasses to a height no greater than 10cm and remove cuttings/swath across the entire property.	✓	
Vacant land – Timbered or Bush Block Reduce and/or maintain all dead flammable material below 8 tonnes per hectare (10,000m ²) by removing dead branches, leaf litter, twigs, and bark.	✓	✓

Inspections, appointments, education and compliance

Landowners/occupiers who would like an early inspection by appointment, for reasons, including dangerous animals, biosecurity, locked gates, or for an explanation on the requirements of this Notice, should contact the Shire Rangers by 1 November 2026. Where inspections by appointment are not requested, Authorised Officers will be inspecting properties for compliance, without further notice from 1 December 2026.

Variation to the Fire Hazard Reduction Notice

If you consider it impractical to meet any requirement of this Notice, you may apply in writing to the Shire for a variation no later than 1 November 2026. Variations will be considered where compliance is not practicable due to site-specific constraints such as topography, gradients, or waterways or due to environmental constraints. A submission for a variation is required annually.

Note: A variation is not an exemption but an application to employ alternative methods of property preparedness to land that you own and/or occupy. If your application is not granted you must comply with all requirements outlined in the Fire Hazard Reduction Notice 2026/2027.

Applications for Variations must be completed on the approved form, available from the Shire website and must provide alternative means of meeting the objectives of the Notice.

Environmental, Clearing and Heritage Considerations

It is the responsibility of the landowner and/or occupier to ensure appropriate environmental and heritage (including Aboriginal Cultural Heritage) due diligence relating to any works required by this Notice is undertaken. Please refer to the Department of Water and Environmental Regulation (DWER), the Department of Planning, Lands and Heritage (DPLH), and/or the Department of Fire and Emergency Services (DFES) websites for further information.

Additional Works

The Shire retains the ability to issue Special Work Orders pursuant to section 33 of the *Bush Fires Act 1954*, to individual landowners should additional works be necessary for a potential fire hazard that may exist on a property. These can be issued at any time during the year.

Definitions

'Asset protection zone' is a low fuel area that is reduced of flammable vegetation and materials surrounding relevant buildings to minimise the likelihood and impact that direct flame contact, radiant heat or ember attack may have on buildings and assets in the event of a bushfire.

'Bushfire management plan' or 'fire management plan' is a plan that may be placed on the certificate of title(s) of land that has been developed as a condition of development or subdivision.

'Firebreak' means a 3m wide area of land cleared and maintained totally clear of all vegetation material (living or dead), with a trafficable surface over which any overhanging vegetation is no less than 4m above ground level, for the primary purpose of access for firefighting appliances.

'Flammable material' means accumulated fuel such as dry grass, leaf litter, twigs, branches, trash, bush, dead trees, firewood, stored fuels and scrub that can be easily ignited or is likely to catch fire and burn. It includes any other thing deemed by an Authorised Officer to be likely to catch fire but excludes living standing trees, growing bushes and plants in gardens and/or lawn areas under cultivation.

'Passive fuel reduction' means lowering the amount of available fuel that will burn under prevailing conditions by means that will not permanently reduce or modify the structure or life cycle of plant, shrub, scrub, or tree communities within a treated area.

'Reticulated' means an area that is watered and maintained, with all vegetation in an alive, green, and non-flammable state.

When and what can I burn?

	GARDEN REFUSE	WOOD OR SOLID FUEL BBQ, CAMP AND COOKING FIRES	GRASS, Paddock, Bonfire, Bush
Restricted Burning Period 2 November to 14 December**	Permit Required Contact your local Fire Control Officer	Allowable* Check Fire Danger Ratings	Permit Required Contact your local Fire Control Officer
Prohibited Burning Period 15 December to 14 March**	PROHIBITED	PROHIBITED	PROHIBITED
Restricted Burning Period 15 March to 31 May**	Permit Required Contact your local Fire Control Officer	Allowable* Check Fire Danger Ratings	Permit Required Contact your local Fire Control Officer

*Cannot be used when the Fire Danger Rating is High or above, or when a Total Fire Ban has been declared.

**Subject to seasonal changes. Please check with the Shire on 9734 9000.

If you require any further information, please contact the Shire of Collie Rangers on 9734 9000, visit collie.wa.gov.au/services/emergency-services/ or scan the QR code.

Phil Anastasakis | Chief Executive Officer



87 Throssell Street

Collie WA 6225

Phone: 9734 9000

Email: colshire@collie.wa.gov.au

Website: collie.wa.gov.au

2026 Notice of WALGA Annual General Meeting

THURSDAY, 17 SEPTEMBER 2026
2:30PM
PERTH CONVENTION AND EXHIBITION CENTRE
21 MOUNTS BAY RD, PERTH WA

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Thursday, 17 September 2026 at 2:30pm.

The AGM is being held in conjunction with the 2026 Local Government Convention (the Convention). Further information about the Convention is available on the [WALGA website](#).

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. **To participate as a Voting Delegate, registration is required.**

VOTING INFORMATION

Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or officers.

Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to 5:00pm on Tuesday, 1 September. However, Delegate registrations can be completed or amended up until the start of the AGM at 2:30pm on Thursday, 17 September.

The link to register Delegates and Proxies will be sent separately. **Please note that this link does not register you for the Local Government Convention.** To register for the Convention, please visit the [WALGA website](#).

Voting process

Voting will be conducted electronically via an app. Further information on voting will be sent to all registered Voting Delegates and Proxies prior to the AGM.

MEMBER MOTIONS

Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM. Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

Closing date

Member motions must be submitted prior to **5:00pm on Thursday, 30 July 2026**.

Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* on the [WALGA website](#) for detailed information on the submission of motions.

MEETING DOCUMENTS

Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days' notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by 5:00pm on Thursday, 16 July.

Agenda

The Chief Executive Officer of WALGA will publish the Agenda for the AGM not less than 30 days prior to the AGM. The Agenda will be published by 5:00pm on Tuesday, 18 August on the WALGA website. All Elected Members and CEOs will be advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Adoption of AGM Standing Orders
4. Confirmation of previous Minutes
5. Adoption of Annual Report
6. Consideration of Executive and Member Motions

MEETING CONDUCT

The AGM will be conducted in accordance with the [WALGA AGM Standing Orders](#).

QUERIES

Please direct all enquiries relating to the registration of AGM Voting Delegates or the submission of Member motions to Habiba Farrag, State Council Governance Officer on (08) 9213 2050 or at associationgovernance@walga.asn.au.



Mayor Mark Irwin
WALGA President



Nick Sloan
WALGA Chief Executive Officer

2026 WALGA Annual General Meeting

Guidelines for the submission of Member Motions

GENERAL PRINCIPLES

The following principles should be followed by Members in the formulation of Member Motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the Motion to the total membership and to Local Government in general. Some Motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the Motion. Will it still be relevant come the AGM or would it be better handled immediately by WALGA?
- The likely political impact and potential media interest of the motion should be carefully considered.
- Due regard should be given to the educational value to Members i.e. does awareness need to be raised on the particular matter?

CRITERIA

Motions will be included in the Agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the [Association Constitution](#));
2. Demonstrate that the issue(s) raised will concern or are likely to concern a substantial number of Local Governments in WA;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws); and
5. Are clearly worded and unambiguous in nature.

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions as per the [Advocacy Positions Manual](#) (as the matter has previously been considered and endorsed by WALGA).

Motions of similar objective:

7. Will be consolidated as a single item.

Prior to the finalisation of the Agenda, the WALGA President and Chief Executive Officer will determine whether Motions submitted by Members abide by the above criteria.

Members submitting Motions will be advised of the determinations.

COUNCIL RESOLUTION

Motions should be submitted with the support of a resolution of Council. When submitting a Motion, the Member Local Government should advise that the Motion has been endorsed by Council.

MOTION TEMPLATE

A Member Motion template has been prepared to assist Local Governments in submitting proposed Motions. The template is available on the [WALGA website](#).

Motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

SUBMISSION

Who can submit a Member Motion

As per clause 22(5) of the Constitution, an AGM Motion may only be submitted by the WALGA State Council or a Member Local Government.

How to submit a Member Motion

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

CLOSING DATE

Motions must be submitted before **5:00pm on Thursday, 30 July 2026**.

SPECIAL URGENT BUSINESS¹

No Motion shall be accepted for debate at the AGM after the closing date unless the Motion:

- relates to special urgent business; and
- is approved for debate by an absolute majority of Delegates.²

Where practicable, prior notice of the special urgent business should be provided to the WALGA President.

The Delegate moving an item of special urgent business is to have sufficient copies of the Motion in writing for distribution to all Delegates at the meeting.

¹ [WALGA AGM Standing Orders](#), clause 8

² "Absolute Majority" means a majority of Voting Delegates whether present and voting or not.



WALGA

Appendix 11.1.C

WALGA

Annual General Meeting

Minutes

Tuesday, 23 September 2025

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA

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1 OPENING

The Chair declared the meeting open at 3:01pm.

2 RECORD OF APOLOGIES

- Shire of Denmark
- Shire of Kojonup
- Shire of Ngaanyatjaraku
- Shire of Peppermint Grove
- Shire of Pingelly
- Shire of Sandstone
- Shire of Trayning
- Shire of Westonia

3 ANNOUNCEMENTS

Nil.

4 ADOPTION OF AGM STANDING ORDERS

The Annual General Meeting Standing Orders were contained within the Agenda.

RESOLUTION

Moved: Cr Paul Kelly, Town of Claremont

Seconded: President Paige McNeil, Shire of Mundaring

That the WALGA Annual General Meeting Standing Orders be adopted with the exception of section 12.5 to allow for the use of mobile phones during the meeting.

CARRIED

5 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the 2024 WALGA Annual General Meeting were contained within the Agenda, along with a report on the action taken on the 2024 AGM resolutions.

RESOLUTION

Moved: Cr Paul Kelly, Town of Claremont

Seconded: President Chris Antonio, Shire of Northam

That the Minutes of the 2024 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.

CARRIED

6 ADOPTION OF ANNUAL REPORT

The 2024-2025 Annual Report, including the 2024-2025 Audited Financial Statements, was distributed to Members separately.

RESOLUTION

Moved: Cr Karen Wheatland, City of Melville

Seconded: President Chris Antonio, Shire of Northam

That the 2024-2025 Annual Report, including the 2024-2025 Audited Financial Statements, be received.

CARRIED

7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

7.1 PROVISION OF MEDICAL SERVICES IN REMOTE AND VERY REMOTE LOCAL GOVERNMENTS

Shire of Lake Grace

MOTION

Moved: President Cr Len Armstrong, Shire of Lake Grace

Seconded: Cr Peter Callaghan, Shire of Gnowangerup

That WALGA calls on the Western Australian Government and WA Grants Commission to:

- 1. increase the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
- 2. recalculate distributions to those Local Governments in remote and very remote locations that are providing block cash payments to attract and retain general practitioners to allow affected Councils to redirect ratepayer funds to Local Government responsibilities.**

AMENDMENT

Moved: Cr Darren King, Shire of Boyup Brook

Seconded: President Cr Les Price, Shire of Cue

To amend point 2 as follows:

- 2. recalculate distributions to those Local Governments ~~in remote and very remote locations~~ that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.**

THE AMENDMENT WAS PUT AND CARRIED

AMENDMENT

Moved: President Cr Kristy D'Aprile, Shire of Katanning

Seconded: Cr Scott Crosby, Shire of Kent

To amend point 1 as follow:

- 1. increase the total funding and then the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
- 2. recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.**

THE AMENDMENT WAS PUT AND CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA calls on the Western Australian Government and WA Grants Commission to:

- 1. increase the total funding and then the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
- 2. recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.**

CARRIED

MEMBER COMMENT

The Shire of Lake Grace is the lead Shire in the “Local Government Rural Health Funding Alliance” which also consists of the Shires of Gnowangerup, Jerramungup, Ravensthorpe, Narembeen, Jerramungup and Kojonup.

The Shire of Lake Grace, on behalf of the Alliance successfully presented a motion at the Australian Local Government Association (ALGA) National General Assembly, calling on the Australian Government to increase Financial Assistance Grants and recalibrate their distribution to better support rural councils funding general practitioner (GP) services. The motion was carried unanimously.

Remote and very remote Local Governments are filling a critical gap in primary healthcare. Local Governments are the third sphere of government yet are delivering on behalf of the State and Commonwealth. These Local Governments are stepping into primary healthcare provision due to insufficient Commonwealth and State financial support to GPs and specific incentives for remote and very remote communities. This is not their legislated responsibility, yet these six Local Governments are contributing over \$1.475 million annually in cash, plus housing, vehicles, and surgeries to attract and retain GPs where there is geographical isolation, small populations and diverse health needs.

The Medical Facilities Cost Adjustor under the Financial Assistance Grants in WA is calculated and distributed by the WA Grants Commission. It recognizes only 82% of a 3-year rolling average, capped at \$85,000–\$100,000. It does not reflect actual costs, which often exceed \$200,000–\$300,000 per GP per community. It then leaves a significant funding gap (e.g. Shire of Kojonup received \$0 despite spending \$250,000 as it was provided to a third party local not-for-profit to engage the GP and Practice).

The Shire of Lake Grace is requesting block funding and a recalculation criterion to remote and very remote local governments, distributed via the Financial Assistance Grants (Medical Facilities Cost Adjustor). This would reduce the unsustainable burden on ratepayer funds, ensure continuity of care and return ratepayer funds to core local government services.

These Local Governments are not creating the problem — rather they are solving it. They are collaborating regionally, implementing multi-site rural generalist models that requires economies of scale as a group, and ensuring reasonable travel distances for locals to GPs. Without their intervention, communities would face worsening health outcomes and risks to their economic viability.

This motion aligns with the top four priorities identified by band 4 WALGA member Local Governments as requiring solutions in 2025.

The comparative Government health spend between major city residents and rural and remote Australia is \$848 per person less in the regions (NRHA). People in the bush are 2.9 times more likely to be hospitalized; 2.8 times more likely to be hospitalized for reasons that are potentially preventable and 2.7 times more likely to die from potentially avoidable causes.¹

Life expectancy in remote areas, compared with major cities is 13 years less for males and 7 years for females.² Telehealth is not a viable substitute for resident GPs — it risks deskilling local clinicians and eroding continuity of care.

The Alliance of Councils has prepared a position paper to raise awareness and suggest a solution to attract and retain GPs in their rural and remote communities, where current Commonwealth and State government policy settings are inadequate.

Reference Document

- [January 2025 Position Paper – Provision of Remote GP Services](#)

SECRETARIAT COMMENT

Access to primary healthcare is the responsibility of the Australian and State Governments. In some rural and remote areas, the current health system does not provide equitable service. Access to primary health is a critical issue for a large proportion of WALGA members. Local Government support of primary healthcare services creates a financial impost and diverts funding from other Local Government services and functions.

In 2023, WALGA commissioned Rural Health West (RHW) to survey WA Local Governments to ascertain the extent to which Local Governments were providing financial or in-kind support to secure primary healthcare services. The [Survey Report](#) provides a comprehensive dataset on the cost, nature, and geographical location of Local Government support, as well as evidence that Local Government support was predominantly focused on General Practice services.

This issue has also been identified as a priority for the sector at a number of forums, including the October 2024 Band 4 Local Governments meeting and the May 2025 Zone meetings. WALGA has also been working with the Local Government Rural Health Alliance in the development of their advocacy.

WALGA has begun a renewed advocacy campaign, with targeted asks of the Australian and State Governments to improve access to primary health services in rural and remote areas, to remove the need for Local Government intervention.

A revised [Rural and Remote Health Advocacy Position](#) aligned to the finding and recommendations of the Survey Report is tabled for the September 2025 State Council. The proposed revisions provide a stronger position on the responsibility of the Australian and

¹ Royal Flying Doctors Service, 2023

² Royal Flying Doctors Service, 2023

State Governments for primary healthcare provision and addressing the cost impost on Local Government, compelled to intervene where the current health system is failing.

The revised position aligns with the wider healthcare reform platform to enable advocacy partnerships and to provide a level of flexibility for the advocacy campaign in response to Government announcements.

The Lake Grace motion and WALGAs ongoing advocacy align on the need for financial reimbursement for Local Government support for essential primary health care services. WALGA's approach, does not specifying how reimbursement to Local Governments should be undertaken, or which Local Governments should be eligible. This approach aims to provide flexibility to achieve the same outcome, such as utilising the upcoming renewal of the National Health Reform Agreement.

7.2 HOMELESSNESS – SHORT-TERM ACCOMMODATION SOLUTIONS

City of Kalgoorlie Boulder

MOTION

Moved: Mayor Glenn Wilson, City of Kalgoorlie Boulder

Seconded: President Ron Chambers, Shire of Esperance

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in regional centres across Western Australia.

AMENDMENT

Moved: Cr Barry Winmar, City of Kwinana

Seconded: Cr Chontelle Stone, City of Cockburn

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in all Local Governments across Western Australia.

THE AMENDMENT WAS PUT AND CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in all Local Governments across Western Australia.

CARRIED

MEMBER COMMENT

Shelter WA's Policy Position on Ending Homelessness in WA highlights the overrepresentation of Aboriginal people in homelessness services and calls for short-stay options and self-determination in service delivery. The motion reinforces the importance of Housing First principles and the need for coordinated responses; specifically, that all governments ensure people with lived experience of homelessness are central to the design and delivery of homelessness services.

The motion highlights a growing disconnect between the practical realities faced by Local Government in the requirement for short-term accommodation for First Nations people in their communities. WALGA's advocacy position on homelessness acknowledges that Local Governments can support responses to homelessness through planning, health, and community development functions, it does not consider them as lead agencies. Local Governments are increasingly forced to lead this space due to the lack of a coordinated state-wide response and support.

Historically, many regional centres and cities have been meeting places for different Aboriginal communities with these areas offering a place where individuals can meet to conduct cultural business, socialise with family and friends, shop, and attend medical and other appointments. While some stay with family and friends, in many cases in overcrowded conditions, others are street present. Additional risks are posed for those with a limited experience of living in larger regional cities.

Homelessness data is typically captured through the Australian Census which does not accurately capture short-term or seasonal homelessness. Discussions with other WA regional Local Governments has identified that significant numbers of remote Aboriginal community members travel to regional centres and cities especially during the summer period. These Local Governments and their stakeholders are ill-equipped to support their needs ranging from temporary culturally appropriate and safe accommodation to food provision.

Typically, when Local Governments step up in this area, state-funded systems often pull back, particularly in regional cities. This is an understandable consequence of under-resourced and failing systems but does not advance efforts to solve street presence or seasonal homelessness.

While Local Governments interact closely with people experiencing homelessness and have valuable local knowledge, they do not have the resources, funding, or specialist workforce to lead homelessness responses especially in regional areas when street present people increase during particular times of the year. In the All Paths Leads to Home, State Government acknowledges this and views Local Governments as key partners in coordinating local, place-based efforts and facilitating referrals to appropriate services.

The State Government, primarily through the Department of Communities, is responsible for leading and funding homelessness responses, including the provision of social and affordable housing and specialist services. It coordinates with other State agencies across justice, health, mental health, and education to address the systemic causes of homelessness — functions that are beyond the capacity and remit of local governments. However, homelessness is not included in this remit as, by definition, the Department provides homes in remote communities.

The State Government recognises that effective responses require partnerships. It seeks to leverage the local knowledge, planning tools, and community connections of Local Governments, while retaining responsibility for funding, policy, and service coordination which does not include short-term accommodation for visiting Aboriginal community members across regional WA.

In 2021, the Australian Local Government Association co-signed a landmark national agreement to close the gap, setting targets in education, employment, health, justice, safety, housing, land and waters, and Indigenous language preservation. The agreement includes a target to increase the proportion of Aboriginal and Torres Strait Islander people living in appropriately sized (not overcrowded) housing to 88%.

The 2021 Census showed there were 122,000 people in Australia experiencing homelessness on Census night – 48 people per 10,000. Aboriginal and Torres Strait Islander people were disproportionately homeless – 307 out of 10,000 Aboriginal and Torres Strait Islander people were experiencing homelessness.

However, neither the Closing the Gap agreement, the Closing the Gap 2024 Annual Report and Commonwealth 2025 Implementation Plan, nor the 2024 National Housing and Homeless Plan Summary Report include any consideration for addressing transitional homelessness – only overcrowding issues.

The City of Kalgoorlie-Boulder recently completed a collaborative, landmark national study on Anti-social Behaviour and Transitional Aboriginal Homelessness. The research project included engagement with local and state government agencies and key providers in over eight locations in Western Australia, the Northern Territory, and South Australia, to assess existing strategies, pinpoint gaps, and explore potential solutions that enhance local government efforts in this regard.

A Housing and Homelessness motion was raised by the City of Kalgoorlie-Boulder at the 2025 Australian Local Government Association (ALGA) National General Assembly in Canberra in July and was approved for submission to the Federal Government for consideration.

SECRETARIAT COMMENT

Aboriginal Short Stay Accommodation (Short Stays) are designed to provide safe, culturally appropriate and affordable short-term accommodation for Aboriginal people who travel to regional centres to access services, or for business, cultural or family reasons.

There are three existing Aboriginal Short Stays operating in regional Western Australia: Broome, Derby and Kalgoorlie. The State Government acknowledges that these Short Stays are in high demand. Planning is underway by the Department of Housing and Works to develop an additional three new Short Stays in Geraldton, Kununurra and Perth.

Short Stays are a response to homelessness. WALGA does not currently have an advocacy position on short-stay accommodation, but does have a [Homelessness Advocacy Position](#). WALGA is currently reviewing the Homelessness Advocacy Position as part of a regular advocacy position review process. To inform the review, WALGA is currently surveying all Local Governments to gather information on the extent of Local Government engagement with homelessness and the extent of services, including accommodation options, available within their Local Government areas.

7.3 REVISION OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 IN RELATION TO THE HOLDING OF AND ATTENDANCE AT MEETINGS BY ELECTRONIC MEANS

Shire of Dardanup

MOTION

Moved: President Cr Tyrrell Gardiner, Shire of Dardanup

Seconded: Cr Ellen Lilly, Shire of Dardanup

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Mayor/President or Deputy Mayor/Deputy President.

AMENDMENT

Moved: Cr Lewis Hutton, City of Joondalup

Seconded: President Cr Rossco Foulkes-Taylor, Shire of Murchison

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow the Local Government to determine the number of meetings that can be attended electronically.

LOST

PROCEDURAL MOTION

Moved: Cr Karen Wheatland, City of Kwinana

Seconded: President Ron Chambers, Shire of Esperance

That the question be now put.

CARRIED

THE SUBSTANTIVE MOTION WAS PUT

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Mayor/President or Deputy Mayor/Deputy President.

LOST

MEMBER COMMENT

The Local Government Administration Regulations 1996 provides as follows:

14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba))

(3) The mayor, president or council cannot authorise a member to attend a meeting (the proposed meeting) under subregulation (2)(b) if the member's attendance at the proposed meeting under that authorisation would result in the member attending more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, under an authorisation under subregulation (2)(b)

Additionally, the regulations also set out:

14D. Meetings held by electronic means (Act s. 5.25(1)(ba))

(2A) The council cannot authorise a meeting (the proposed meeting) to be held under subregulation (2)(c) if holding the proposed meeting under that authorization would result in more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, being held under an authorization under subregulation (2)(c).

(Emphasis added)

Therefore, under the current regulations neither a Council nor a Councillor can hold or attend more than 50% of the meetings electronically.

This motion is proposed in response to the unique circumstances within the Shire of Dardanup, and potentially other local governments, who due to their professional commitments, such as FIFO (Fly In Fly Out), or other circumstances, may be required to work away from the local area for extended period - sometimes up to 50% of their time.

The motion seeks to address the challenges faced by Councillors when taking leave or managing personal, family or work commitments. It aims to ensure that these circumstances do not hinder their ability to effectively represent and serve the community. By supporting this motion, the Council can implement measures that provide flexibility in these situations, ultimately allowing Councillors to fulfil their duties without unnecessary disruption.

The intent of the motion is to ensure that the work of the Council continues to operate effectively and efficiently during periods when individual Councillors may be temporarily unavailable (in person) i.e. having a Councillor/s who works away from time to time or even 50% of the time. This motion will also assist with when Councillors who already work away go on leave or have other family commitments.

By implementing greater flexibility, such as expanding access to remote and electronic Council and Committee meeting participation, the Council can support ongoing engagement, reduce disruption to Council operations, and ensure inclusive representation from a broader demographic of elected members.

The demographic of elected and potential elected members to Shire Councils has changed and is evolving. If we want to encourage participation, we need to adapt to the way we engage and allow engagement.

Financial, physical, employment and locational restrictions need to be taken into account for the engagement ability of elected members to advocate for their rate payer base.

The current percentage provision of remote / electronic meeting ability available, while acceptable for the majority of elected members, is insufficient for the minority of elected members who are engaged, though restriction to contribute through logistical or bureaucratic barriers.

Key considerations should be given to workforce realities i.e. FIFO or workers with demanding employment schedules; diverse demographics, equity in participation and encouraging engagement.

This demographic change includes new mothers and parents of young children, FIFO workers, Shift workers & Disabled or Mobility impaired. All of these groups can and do provide diverse opinions and experience to the overall group of elected members.

SECRETARIAT COMMENT

Regulations 14C and 14D of the *Local Government (Administration) Regulations 1996* were introduced in 2022 to provide flexibility for the sector but reflect an expectation that Local Governments should prioritise in person meetings and in person Council Member attendance. Under regulation 14C a Council or Committee Member may attend a meeting by electronic means only if authorised by the Mayor / President or Council. Electronic attendance cannot be authorised if it would exceed the 50% cap.

It is important that Council Meetings remain accessible for members of the community to attend and participate. In many cases, in person meetings may best achieve this outcome. However, the introduction of livestreaming requirements for Class 1 and 2 Local Governments, and widespread adoption by many smaller Local Governments, has changed the way the community accesses and engages with Council Meetings. In addition, Local Government experience to date indicates that Council Members are able to effectively participate in meetings when attending electronically.

Removing the 50% cap on electronic attendance could enable Councils to make a policy decision regarding the balance of electronic and in person attendance that best meets the expectations of their community and the needs of Council Members. This could support greater diversity in candidates and Council Members and may also assist Local Governments seeking independent persons as members of their Audit Risk and Improvement Committees. Council, and the Mayor or President as the decision maker, would be accountable to the community for the decision to authorise additional electronic attendance.

7.4 RATING EXEMPTION ADVOCACY MOTION

City of Bunbury

RESOLUTION

Moved: Cr Karen Steele, City of Bunbury

Seconded: President Cr Tony Dean, Shire of Nannup

That WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of:

- 1. 75% of the value of rates lost in applying the charitable purposes exemption; or**
- 2. 1% of the total rate revenue of the Local Government.**

CARRIED

MEMBER COMMENT

The City of Bunbury faces significant financial impacts from rate exemptions granted under Section 6.26(2) of the *Local Government Act*, with 443 properties currently exempt due to charitable or religious purposes. This represents a substantial annual revenue loss of \$1.67 million (3.4% of total rates), affecting the City's capacity to deliver community services and facilities.

WALGA has established advocacy positions calling for reform, particularly focusing on the need to review rating exemption categories and address the expanding scope of charitable purpose definitions. Of particular concern is that exemptions have extended beyond their original intention, now encompassing non-charitable commercial activities of charitable organizations.

This matter requires urgent attention as the current system creates an inequitable burden on other ratepayers and impacts the financial sustainability of Local Governments in delivering essential community services.

The City of Bunbury currently has 443 properties with 85 organisations that have a rate exemption under Section 6.26(2) of the *Local Government Act* due to properties being used for charitable or religious purposes. This equates to a loss of rate revenue of \$1,667,522 in 2024/25, or 3.4% of rates which has a significant impact on the City to fund services and facilities for the Bunbury community. Of these properties, 407 (\$1,227,021) are used for charitable purposes.

The following is a comparison with other known Local Governments (as at October 2024).

Council	Number of Rate Exempt Properties	Total Number of Properties	Percentage of Rate Exempt Properties	Loss of Revenue from Rate Exemptions	Total Rate Revenue	Percentage of Loss Revenue
City of Bunbury	443	17,194	2.6%	\$1,667,522	\$49,690,996	3.4%
City of Busselton	171	25,327	0.7%	\$1,296,212	\$64,960,318	2.0%
City of Geraldton	158	19,487	0.8%	\$1,700,000	\$54,080,426	3.1%
Shire of Harvey	44	13,245	0.3%	\$99,000	\$29,482,269	0.3%
City of Wanneroo	374	88,589	0.4%	Not Provided		

WALGA already has four documented Advocacy Positions relating to this matter, the two most applicable being:

2.1.1 Rating Exemptions Review

A broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act 1995; and

2.1.2 Rating Exemptions Charitable Purposes

1. *Amend the Local Government Act 1995 to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997;*
2. *Either:*
 - a. *amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or*
 - b. *establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*
3. *Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act 1995.*

Exemptions under this section of the Act have extended beyond the original intention and now provide rating exemptions for non-charitable purposes, which increase the rate burden to other ratepayers. It is considered that in the absence of amendments to better define 'charitable purposes', that the WA Government considers reimbursement to local governments once exemptions exceed a defined threshold, which could be set based on Local Government band levels.

SECRETARIAT COMMENT

In addition to the WALGA Advocacy Positions 2.1.1 and 2.1.2 as mentioned in the Member comment for this item, WALGA also has the following relevant positions on rating exemptions:

2.1.3 Rating Exemptions – Department of Housing: Leasing to Charitable Organisations

Position Statement	That WALGA advocate to the Minister for Housing to include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.
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2.1.4 Rating Exemptions – Rate Equivalency Payments

Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.
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2.1.5 Rating Restrictions – State Agreement Acts

Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.
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7.5 RATEABILITY OF MISCELLANEOUS LICENSES

Shire of Mount Magnet

RESOLUTION

Moved: President Cr James McGorman, Shire of Mount Magnet

Seconded: President Cr Rossco Foulkes-Taylor, Shire of Murchison

That WALGA:

- 1. Formally oppose any move by the Local Government Minister to introduce amendments to the *Local Government Act* to restrict the application of rates on Miscellaneous Licenses.**
- 2. Develop an advocacy position on sector consultation prior to any amendment to the *Local Government Act*.**
- 3. Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.**

CARRIED

MEMBER COMMENT

The *Local Government Act 1995* s 6.26 (1) sets out the intent that all occupied land utilized for purposes other than charitable, benevolent, or other purposes of the Crown is rateable.

Subsequent to the enactment of the *Local Government Act 1995*, significant amendments were made to the terms of a Miscellaneous License in the *Mining Act 1978* through the *Mining Amendment Act 1998*.

Miscellaneous Licenses are one of a number of tenement types granted in respect to mineral resource recovery by the Department of Local Government, Industry Regulation and Safety (LGIRS). The defined purposes for the grant of a Miscellaneous License is set out in the Mining Regulations 1981 r 42B, of which constitute significant infrastructure and construction necessary for the operations necessary to a mining enterprise.

The *Mining Amendment Act 1998* amended the term of the Miscellaneous license from a 5-year term with further two 5-year possible extensions; to a 21-year term with two possible further 21-year term extensions.

This amendment was made to explicitly facilitate the construction of permanent infrastructure – an evolution that clearly signals a shift in their functional and economic significance.

The introduction of the Fringe Benefits Tax in 1986 had a devastating impact on regional communities across Australia as Fly in Fly out work took hold, and unrated remote work camps replaced local workers, while often increasing traffic on Local Government owned assets such as airports and short stay accommodation intended for tourists, but used to house overflow crews.

Justice Solomon stated in his deliberations that:

"It is also noteworthy that the local government has a substantive role to play in the grant of a miscellaneous licence over any land (including Crown land). Given that a miscellaneous licence is often used for the development of significant infrastructure, the need for the involvement of local government is self-evident. Even a cursory perusal of the items listed in reg 42B indicates that it refers to facilities and infrastructure that would ordinarily be of direct concern to a local government.

It is noteworthy that the role of local government in the granting of other mining tenements is more limited. That feature of the Mining Act 1978 suggests that local government is likely to be more concerned or directly engaged with the activity on a miscellaneous licence than on other mining tenements."

Road Agreements

The Local Government in which a Miscellaneous License is held for the purpose of road construction, will often enter an agreement for maintenance of that road. The agreement is voluntary in basis, however, the cost of drafting and regulating compliance with the agreement is reported by many Local Governments to be both financially and resource hungry.

There have been reports made by Local Governments of agreements taking years to be completed, of costs to take legal action to enforce compliance, and the regular inspections to ensure undertaking are met.

These costs are outside the scope of road agreements and borne by the Local Government.

Much of the resource fields of Western Australia are located in Band 4 Local Governments, in very remote areas. While the Mining Company has access to legal and corporate resources, Local Governments are under-resourced and unequal in the negotiations.

Mining Camps

Significant environmental health services are provided to remote Mining Camps by Local Government, including commercial kitchen licensing, inspection and regulation; sewerage/wastewater treatment systems and monitoring, inspection and compliance; swimming pool inspections including water monitoring; all other services offered to a town-based business, with the cost of distance to travel and the complication of many more residents.

During an epidemic or outbreak of communicable disease, the Local Government in remote areas holds the statutory responsibility for incident control.

This service is increasingly difficult to resource with qualified officers choosing not to live and work remotely.

Mining Camps situated on a Miscellaneous License or Mining Lease have on occasion been approved by the Minister as rateable under the GRV methodology, upon application by the Local Government. This area of land is excised from the tenement for the purpose of the valuation.

The process for this to occur is protracted, requires the Mining Camp to have been operational for 12 months already and is at the discretion of the Minister. The Mining Company is required to provide input to the decision in the interest of fairness.

These already GRV-rated camps would be exempt from any rating of miscellaneous licenses as they have already been excised from the tenement.

Pipelines, powerlines, conveyor systems, tunnel, bridge, aerodrome, communications facilities, power generation and transmission facilities, storage or transportation facility for minerals or mineral concentrates, and pump stations

Each of the above purposes conveys a restricted access to the land on which they are constructed by tourists, small prospectors and local Traditional Owners. In many cases they are constructed on an underlying pastoral property which also pays rates on the same parcel.

Borefield, bore

These purposes require less restriction of access, but are also valued at a lower rate under the *Valuation of Land Act* than other purposes.

On this one piece of land, for each of the purposes above, the pastoral activity is curtailed despite the cost of the pastoral lease remitted to the State Treasury, and the rates to the Local Government.

The rateable value of a Miscellaneous License under the *Valuation of Land Act* is five times the rent on the tenement which is set out in the Mining Regulations 1981. Currently the rent on a Miscellaneous License is \$27 per ha, with the exception of a license granted for the search of ground water which is valued at \$112 per ha.

Rent payable on an underlying exploration license is \$1.55 per ha.

Tenement holder remits to -

- **Treasury** – rent on the exploration license, for the Miscellaneous License, (in addition to royalty applicable on the principle Mining Tenement activity).
- **Local Government** – rates on the exploration license only.

The Pastoralist remits to –

- **Treasury** – rent on the pastoral lease
- **Local Government** – rates on the pastoral lease.

On occasion the Mining Company will provide extra funds through a Community Benefit scheme to a community through philanthropic gifting which is spent in accordance with the ideological values of the board, land access purposes, and often to charities or causes that are outside of the regions in which the minerals are extracted through ESG programs. These donations do not correlate to rigorous statutory Integrated Planning and Reporting process undertaken by the Local Government.

The Local Government is increasingly constrained financially and further burdened by compliance with regulations – particularly in the regions where the minerals are extracted. Service provision that falls within the statutory scope of the State Government is being devolved to Local Government, including housing for State employees, medical services, security to community, provision of agency services such as Transport, Health, Human Services. These are by and large unfunded and under resourced by the State Government.

Planning options are significantly constrained through land banking of Mining Companies with tenements in townsites and on town commons.

Conversely, the GDP provided by the Mining Industry in Australia for quarter 1 of 2025 alone reached \$84.1B.

This inequity of wealth distribution has been evidenced through recent actions taken by Councils to increase rates to adequately fund the deficiency in their budget in accordance with the *Local Government Act* requirements. At that time, the Minister for Local Government publicly stated that the proposal "did not meet the values of consistency, equity and fairness".

In handing down his decision, Justice Solomon concluded with

"It is plain from the terms of the provisions referred to above [s6.26] that the object of imposing rates is to raise revenue for local government to undertake its activities. Specifically, the imposition of rates allows a local government to make up any budget deficiency. The Act thus reflects a direct link between the imposition of rates and the local government's ability to undertake its activities. As noted above, the local government plays a direct role and function in the grant of a miscellaneous licence. Plainly, the more significant the infrastructure proposed to occupy the miscellaneous licence, the greater will be the role played and the activity undertaken by the local government. In my view, a construction that exempts land from rates which is the subject of a miscellaneous licence and is occupied by significant infrastructure, sits most uncomfortably with the plain object of the statutory provisions concerning the local government's power to impose rates.

The second factor stems from the wording of s 6.26(2) itself. The exemptions in s 6.26(2)(a) - (k) relate overwhelmingly to charitable, benevolent, religious and public or civic purposes. That sits harmoniously with the theme of s 6.26(2)(a)(i). A construction that would exempt from rating, land that may be occupied by critical infrastructure facilitating the creation of profits for private interests, runs counter to the charitable and civic theme of s 6.26(2).

In my view, the Shire's construction provides greater harmony with the relevant object of the rating provisions of the LGA. "

The judiciary—our independent and impartial arbiter of legislative intent—has clearly affirmed the rateability of Miscellaneous Licenses, not only through statutory interpretation but also through a reasoned understanding of their practical implications.

To disregard this position through swift legislative action, without sector wide consultation is to undermine the very principles of legal clarity and administrative fairness upon which our governance is built.

The AGM is requested to support the actions taken by the Shire of Mount Magnet to rate Miscellaneous Licenses in accordance with the judgement recently handed down by the Supreme Court, and further request WALGA to undertake a full financial analysis of the cost to the mining industry of this action, and the financial benefit to Local Government in Western Australia.

SECRETARIAT COMMENT

At the time of the distribution of this Agenda, State Council has not considered an item relating to Miscellaneous Licences.

However, item 8.2 in the September 2025 State Council Agenda relates to rating of Miscellaneous Licences. The recommendation in that report is that WALGA:

1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*, and
2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.
3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

This item will be considered by State Council at the meeting on 5 September.

In relation to point 2 of the motion –

As a matter of course WALGA always advocates for consultation on legislative and regulatory amendments, however formalising this position has merit.

In relation to point 3 of the motion –

WALGA would need to determine the scope and cost of this analysis before considering in the context of WALGA's existing budget.

8 CLOSURE

Upon the completion of business, the Chair declared the meeting closed at 4:11pm.

Attachment 1: AGM Standing Orders

WALGA Annual General Meeting Standing Orders

1. INTERPRETATIONS

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

- 1.1 **"Absolute Majority"** means:
a majority of delegates of the Association whether present and voting or not.
- 1.2 **"Association"** means:
all or any part of the Western Australian Local Government Association.
- 1.3 **"Delegate or Deputy Delegate"** means:
those persons duly nominated, from time to time, to represent a Member Local Government at a meeting of the Association.
- 1.4 **"Deputy President"** means:
the Deputy President for the time being of the Association.
- 1.5 **"Meeting"** means:
an Annual or Special General Meeting of the Association.
- 1.6 **"Member Local Government"** means:
a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
- 1.7 **"President"** means:
the President for the time being of the Association.
- 1.8 **"Simple Majority"** means:
a majority of the delegates from the Association that are present and voting.

2. CONDUCT OF MEETINGS

The proceedings and business of meetings of the Association shall be conducted according to these Standing Orders.

3. NOTICE OF MEETING

3.1 Annual General Meeting

The Chief Executive Officer of the Association shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.

3.2 Special General Meeting

A Special General Meeting of the Association is to be held if a request is received by the Association President, in accordance with the requirements of the Association's Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.

3.3 Notice shall be given at the destinations appearing in the records of the Association.

Notice will be deemed to have been delivered immediately if transmitted electronically or on the second working day after posting.

4. QUORUM

4.1 The Association shall not conduct business at a meeting unless a quorum is present.

4.2 At any meeting of the Association greater than one half of the delegates who are eligible to vote must be present to form a quorum.

4.3 The Association is not to transact business at a meeting unless a quorum is present.

4.4 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the Association can be adjourned –

- (a) by the President or if the President is not present at the meeting, by the Deputy President;
- (b) if neither the President nor Deputy President is present at the meeting, by a majority of delegates present;
- (c) if only one delegate is present, by that delegate; or
- (d) if no delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.

4.5 If at any time during a meeting a quorum is not present, the President shall thereupon suspend the proceedings of the meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.

4.6 Notice of a meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.

5. MEETINGS OPEN TO THE PUBLIC

The business of the Association shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.

6. ORDER OF BUSINESS

Unless the Association should decide otherwise, the order of business at meetings of the Association, with the exception of special meetings or an adjourned meeting, shall be as follows:

- (a) Record of attendance and apologies;
- (b) Announcements;
- (c) Confirmation of minutes of previous meetings;
- (d) President's report;
- (e) Financial report for the financial year; and
- (f) Consideration of Executive and Member Motions.

7. VOTING ENTITLEMENTS

- 7.1** Each Member Local Government shall be entitled to be represented at any meeting of the Association.
- 7.2** Only eligible and registered delegates may vote.
- 7.3** A delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4** A delegate unable to attend any meeting of the Association shall be entitled to cast a vote by proxy.
- 7.5** A proxy shall be in writing and shall nominate the person in whose favour the proxy is given, which person need not be a delegate. Proxy authorisations shall be delivered to the Chief Executive Officer of the Association before the commencement of the meeting at which the proxy is to be exercised and shall be signed by the delegate or by the Chief Executive Officer of the Member Local Government that nominated the delegate.

8. SPECIAL URGENT BUSINESS

At any time during a meeting a delegate may, with the approval of an absolute majority, introduce a motion relating to special urgent business that calls for an expression of opinion from the meeting.

In presenting an item of special urgent business, a delegate shall have sufficient copies of the motion in writing for distribution to all delegates present at the

meeting and, where practicable, give prior notice to the President of such intention.

9. PRESIDENT

In the construction of these Standing Orders unless the context requires otherwise, the word "*President*" shall in the absence of the President include the Deputy President or the delegate chosen by resolution to preside at any meeting of the Association.

10. DELEGATE AND DEPUTY DELEGATE

10.1 In the construction of these Standing Orders unless the context requires otherwise, the word "delegate" shall in the absence of the delegate include the deputy delegate.

10.2 A deputy delegate acting in the capacity of a delegate unable to attend a meeting of the Association shall exercise all rights of that delegate.

11. PRESIDENT TO PRESIDE

11.1 The President shall preside at all meetings of the Association, but in absence of the President, the Deputy President shall preside.

11.2 In the absence of the President and the Deputy President, the delegates shall choose by resolution, a delegate present to preside at the meeting.

12. SPEAKING PROTOCOL

12.1 Only registered delegates and members of the Association's State Council shall be entitled to speak at meetings of the Association.

12.2 The first person that is entitled to speak at a meeting who attracts the attention of the person presiding shall have precedence in speaking.

12.3 Speakers are to use the microphones supplied.

12.4 When addressing a meeting, speakers are to:

- (a) rise and remain standing unless unable to do so by reason of sickness or disability;
- (b) address the meeting through the person presiding;
- (c) state their name and Local Government before otherwise speaking;

- (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
 - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.
- 12.5** Mobile phones shall not be switched on while the meeting is in session.
- 13. DEBATE PROCEDURES**
- 13.1** A delegate moving a substantive motion may speak for –
 - (a) 5 minutes in his or her opening address; and
 - (b) 3 minutes in exercising the right of reply.
- 13.2** Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.
- 13.3** No delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
- 13.4** As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
- 13.5** No discussion shall take place on any motion unless it is moved and seconded. Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.
- 13.6** The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 13.7** When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a delegate opposes it or an amendment is proposed.
- 13.8** No more than two delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no delegate speaks on the other side, the motion or amendment may be put to the vote.

- 13.9** Notwithstanding clause 13.7, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put.

Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.

- 13.10** At any time during a debate, but after the conclusion of a delegate's comments, a delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.

14. QUESTIONS

Any delegate seeking to ask a question at any meeting of the Association shall direct the question to the President.

15. POINT OF ORDER

A delegate who is addressing the President shall not be interrupted except on a point of order, in which event the delegate shall wait until the delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the delegate so interrupted may, if permitted, continue.

16. MOTION - SUBSTANCE TO BE STATED

A delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.

17. PRIORITY OF SPEAKERS

If two or more delegates wish to speak at the same time, the President shall decide who is entitled to priority.

18. PRESIDENT TO BE HEARD

Whenever the President signifies a desire to speak during a debate, any delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.

19. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

20. PRESIDENT MAY CALL TO ORDER

The President shall preserve order, and may call any delegate to order when holding an opinion that there shall be cause for so doing.

21. RULING BY PRESIDENT

The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless in any particular case the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.

22. RESOLUTIONS

22.1 Except as otherwise provided in the Association Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a simple majority.

22.2 Any matter considered by the Association at a Special Meeting shall not be passed unless having received an absolute majority.

23. NO DISCUSSION

Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.

24. PERMISSIBLE MOTIONS DURING DEBATE

24.1 When a motion is under debate, no further motion shall be moved except the following:

- (a) that the motion be amended;
- (b) that the meeting be adjourned;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting proceed with the next item of business; or
- (f) that the meeting sits behind closed doors.

24.2 Any delegate who has not already spoken on the subject of a motion at the close of the speech of any other delegate, may move without notice any one of the motions listed in clause 24.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

24.3 When a debate is adjourned, the delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those delegates who have previously spoken (unless the meeting otherwise agrees).

25. RESCISSION OF RESOLUTION

25.1 At the same meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may, by simple majority at the same meeting at which it is passed, rescind or alter a resolution if all delegates who were present at the time when the original resolution was passed are present.

25.2 At a Future Meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders (in which event that shall be the majority required), the Association may rescind or alter a resolution made at an earlier meeting:

- (a) by simple majority, where the delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each delegate at least seven (7) days prior to the meeting; or
- (b) by absolute majority, in any other case.

26. METHOD OF TAKING VOTES

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic key pad voting system.

- 27. DIVISION**
The result of voting openly is determined on the count of official voting cards and, immediately upon a vote being taken, a delegate may call for a division.
- 28. ALL DELEGATES TO VOTE**
- 28.1** At meetings of the Association, a delegate present at the meeting when a question is put shall vote on the question.
- 28.2** Each delegate shall be entitled to exercise one deliberative vote on any matter considered.
- 29. PRESIDENT'S RIGHT TO VOTE**
The President shall have a casting vote only.
- 30. SUSPENSION OF STANDING ORDERS**
- 30.1** In cases of urgent necessity or whilst the Association is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a simple majority of the delegates voting on the question have voted in favour of the motion.
- 30.2** Any delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.
- 31. NO ADVERSE REFLECTION ON ASSOCIATION**
A delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.
- 32. NO ADVERSE REFLECTION ON DELEGATE**
A delegate of the Association shall not reflect adversely upon the character or actions of another delegate nor impute any motive to a delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.
- 33. MINUTES**
- 33.1** The Chief Executive Officer of the Association is to cause minutes of the meeting to be kept and preserved.
- 33.2** The minutes of a meeting are to be submitted to the next Annual or Special General Meeting for confirmation.
- 33.3** Copies of the minutes will be supplied to all delegates prior to the meeting.

WALGA

Annual General Meeting

Minutes

Wednesday, 9 October 2024

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA

1 OPENING

The Chair declared the meeting open at 2:58pm.

2 RECORD OF APOLOGIES

- Shire of Dowerin
- Shire of Carnarvon
- Shire of Merredin
- Shire of Ngaanyatjaraku

3 ANNOUNCEMENTS

Nil

4 ADOPTION OF AGM ASSOCIATION STANDING ORDERS

The Annual General Meeting Association Standing Orders were contained within the Agenda.

RESOLUTION

Moved: President Chris Mitchell JP, Shire of Broome

Seconded: President Cr Laurene Bonza, Shire of Dundas

That the Annual General Meeting Association Standing Orders be adopted.

CARRIED

5 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the 2023 WALGA Annual General Meeting were contained within the Agenda, along with a report on the action taken on the 2023 AGM resolutions.

RESOLUTION

Moved: Cr Karen Wheatland, City of Melville

Seconded: President Chris Antonio, Shire of Northam

That the 2023 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.

CARRIED

6 ADOPTION OF ANNUAL REPORT

The 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, was distributed to Members separately.

RESOLUTION

Moved: President Paige McNeil, Shire of Mundaring

Seconded: President Chris Antonio, Shire of Northam

That the 2023-2024 Annual Report, including the 2023-2024 Audited Financial Statements, be received.

CARRIED

7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

7.1 AMENDMENTS TO THE CAT ACT 2011 - ALLOW LOCAL GOVERNMENTS TO MAKE LOCAL LAWS TO CONTAIN CATS TO THE OWNER'S PROPERTY

Shire of Esperance and Shire of Dardanup

ALTERNATE MOTION

Moved: President Cr Tyrell Gardiner, Shire of Dardanup

Seconded: President Cr Ronald Chambers, Shire of Esperance

That WALGA:

1. Advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:
 - a. Cats are to be confined to the cat owner's residence premises;
 - b. Cats within public places are to be under effective control and not to create a nuisance;
 - c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
 - d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.
2. Develop a model Cat Local Law in consultation with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Feral Cat Working Group that provides for the following:
 - Cats are to be confined to the cat owner's residence premises, unless under effective control;
 - Cats within public places are to be under effective control and not to create a nuisance at all times;
 - Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; and
 - Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

AMENDMENT

Moved: Cr Karen Wheatland, City of Melville

Seconded: Cr Chontelle Stone, City of Cockburn

Insert the words "Subject to Part 1", at the start of Part 2.

THE AMENDMENT WAS PUT AND CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA:

- 1. Advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:**
 - a. Cats are to be confined to the cat owner's residence premises;**
 - b. Cats within public places are to be under effective control and not to create a nuisance;**
 - c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;**
 - d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**
- 2. Subject to Part 1, Develop a model Cat Local Law in consultation with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Feral Cat Working Group that provides for the following:**
 - a. Cats are to be confined to the cat owner's residence premises, unless under effective control;**
 - b. Cats within public places are to be under effective control and not to create a nuisance at all times;**
 - c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; and**
 - d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**

CARRIED

Two Local Governments submitted items on this matter. In accordance with WALGA's criteria for motions, when motions of a similar objective are received, they are to be consolidated.

CONSOLIDATED MOTION

That WALGA advocate to the State Government to make changes to the *Cat Act 2011* to permit local laws to be made to the following effect:

- 1. Cats are to be confined to the cat owner's residence premises;**
- 2. Cats within public places are to be under effective control and not to create a nuisance;**
- 3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;**
- 4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.**

SHIRE OF ESPERANCE SUBMISSION:

MOTION

That WALGA request the State Government make changes to the *Cat Act 2011* to allow Local Governments to make local laws to contain cats to the owner's property.

MEMBER COMMENT

The Joint Standing Committee on Delegated Legislation has advised the Shire of its reasons why a Local Government cannot create a local law to deal with wandering cats or cats that are creating a nuisance.

Local Governments are therefore unable to enact local laws to effectively deal with cats to meet the expectations of the community due to inconsistencies with the *Cat Act 2011*.

Amendments therefore need to be made to the *Cat Act 2011* to allow the effective management of cats.

SECRETARIAT COMMENT

The Motion generally aligns with current [WALGA advocacy](#) in relation to a review of the *Cat Act 2011*.

That the Local Government sector advocates for a commitment from the State Government...to prioritise reforms to the Cat Act 2011, in accordance with the Statutory Review undertaken and tabled in the State Parliament on 27 November 2019.

The 2019 Review included proposals that penalties should be incurred when cats wander/trespass on property without consent or cats should be confined to their property.

SHIRE OF DARDANUP SUBMISSION:

MOTION

That WALGA develop a model Cat Local Law in consultation and agreement with the Department of Local Government, Sport and Cultural Industries, the Joint Standing Committee on Delegated Legislation and the WA Cat Feral Working Group that provides for the following:

1. Cats are to be confined to the cat owner's residence premises, unless under effective control;
2. Cats within public places are to be under effective control and not to create a nuisance at all times;
3. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;
4. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.

MEMBER COMMENT

The Shire of Dardanup in 2022 attempted to bring its local law in line with that of other Local Governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.

At its meeting of 25th of January 2023, the Shire of Dardanup resolved [09-23] as follows:

THAT Council:

1. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed 'Shire of Dardanup Cats Local Law 2023' [Appendix ORD: 12.4.2C] in order to seek community comment.*
2. *Provides a copy of the proposed Local Law and public notice to the Minister for Local Government; and*
3. *After the close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with section 3.12(4).*

The Local Law was advertised, and no public submissions were received. A Submission from the Department of Local Government, Sport and Cultural Industries were received and considered by Council in November 2023. Council resolved [273-23] as follows:

THAT Council:

1. *Receives the submission received from the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Cats Local Law 2023.*
2. *Notes that there were no public submissions received in respect of the Shire of Dardanup Cats Local Law 2023.*
3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Local Law 2023 [Appendix ORD: 12.4.1D] inclusive of the following minor amendments:*
 - *Clause 1.1: Citation changed to italics;*
 - *Clause 1.4: Changed both the citation title and "Government Gazette" to italics.;*
 - *Clause 1.5: In the definition of Act, changed the citation to italics;*
 - *The words ", in the opinion of an authorised person," deleted from Clause 2.1(1); Clause 2.2(1)(b) and Clause 2.4(2).*
 - *Clause 3.1(1) Amended to give clarity that the Shire acknowledges the local law process in the designation of cat prohibited areas by adding the words "after following the process for amending a local law pursuant to the Local Government Act." after the words 'Schedule 3';*
 - *Clause 4.8 Conditions – amend subclause (1)(a) to read: (a) each cat kept on the premises to be kept so as not to create a nuisance; and*
 - *Clause 4.8 Conditions – deletes subclause (1)(b) that read "(b) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);" ; and renumber the following subclauses accordingly.*
4. *Publishes a copy of the adopted local law in the Government Gazette.*
5. *Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.*

6. *After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:*
 - *The title of the local law;*
 - *Summarizing the purpose and effect of the local law;*
 - *Specifying the day on which the local law comes into operation; and*
 - *Advising the location of copies of where the local law may be inspected or obtained.*
7. *Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.*

The Joint Standing Committee in Delegated Legislation (the Committee) considered the Shire of Dardanup Cats Local Law 2023 at its meeting held 13th of March 2024 and outlined that the Committee believed the proposed local law is contrary to the *Cat Act 2011*. The Committee therefore requires that Council agree to undertaking amendments to the Local Law at its meeting on 27th of March 2024 and by 3rd of April 2024.

The Committee requests the following undertakings:

1. *Within 6 months:*
 - *delete the definition of **effective control** in clause 1.5*
 - *delete clause 2.2*
 - *amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 2011*
 - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

Whilst Council in March resolved to undertake the changes required by the Committee, Council in July 2024 when presented with the amendment local law, did not initiate the making of the amendment local law.

Officers have written to the Committee, providing it with the outcome of the Council decision. At the time of writing this report the Committee's response had not yet been received.

There are no direct legal implications of seeking WALGA form a position on the local law, however, should the motion be successful and WALGA is able to convince the State Government of the merits, then the motion may lead to possible changes to State Government Policy and Legislation.

Cat Act 2011

The authority for a Local Government to create a local law under the *Cat Act 2011* is provided in section 79 of the *Cat Act 2011*. The *Cat Act 2011* sets out the requirements inter alia for registration and sterilisation of cats, as well as the requirements for cat management

facilities. The Cat Regulations 2012 set out the requirements for cats to be microchipped and registered, as well as the approval requirements for cat breeders.

In the paragraphs that follow, the Shire of Dardanup will not name any of these Local Governments that have Cat local laws in place, so as to not do these Local Governments in with the Joint Standing Committee on Delegated Legislation (the Committee). The Shire understands that the Committee may require those Local Governments that have local laws with such provisions, to amend these local laws in future, in order to ensure it is in line with the Committee's direction as given to the Shire of Dardanup. For that reason, this report will refer more broadly to other Local Governments within Western Australia that have such local laws.

Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places. There are also Property and Public Places Local Laws, that allow Council's to make designations of areas, by absolute majority and to erect a sign to give effect to such designations.

These provisions seem sensible and require that a cat cannot simply go onto someone else's private property without their permission, that cats are under effective control in public places and are prohibited from entering areas of sensitive ecological values. [The WA Feral Cat Working Group provided the Shire of Dardanup with an information sheet with reference to existing Cat Local Laws \(names of Local Governments redacted\), and a legal opinion received from Castledine Gregory in relation to this. This also includes reference to the WA Labor Party's party Platform for 2023.](#)

WALGA's support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation. By doing this, it will save a lot of frustration for Local Governments having to go through a local law development and/or review process and will also ensure that adequate provisions to control cats are included in the local law. This will assist greatly in dealing with complaints from residents in relation to the nuisances caused by cats and will also assist greatly in enforcement efforts by Local Government rangers.

SECRETARIAT COMMENT

Many Local Governments have made Cat Local Laws prohibiting cats from being on land under the care, control and management of the Local Government, as currently provided for under the *Cat Act 2011*.

It is established through numerous disallowance motions by Parliament's Delegated Legislation Committee that the *Cat Act 2011* does not provide the requisite heads of power for a Local Government to make Cat Local Laws requiring cats to be confined to the owner's residence or being prevented from roaming in any public place throughout the district.

Although not currently achievable, the intent of this Motion can be considered upon successful advocacy for a review of the *Cat Act 2011* and provision of the necessary heads of power that allow Cat Local Laws to prevent cats from wandering.

7.2 ADVOCACY FOR LEGISLATIVE REFORMS TO COUNTER LAND-BANKING

Town of Bassendean

RESOLUTION

Moved: Mayor Kath Hamilton, Town of Bassendean

Seconded: Cr Jennie Carter, Town of Bassendean

That WALGA:

- 1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following:**
 - a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved;**
 - b. development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application.**
 - c. provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant land, where the time conditions on the development application in (b) have not been met.**
 - d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time.**
- 2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.**

CARRIED

MEMBER COMMENT

The Victorian Government recently introduced the ability to tax long term unoccupied residential properties (i.e. a residential property left vacant for six months or more in a year). Victorian Councils welcomed these changes to “Vacant Residential Land Tax” (VRLT) emphasising that it is a significant step forward in addressing longstanding land-banking issues that plague many municipalities.

Tighter controls that prevent the demolition of viable housing stock prior to Development Approvals (DA) assists in closing a loophole, that has to date, increased the numbers of long term unsightly vacant blocks negatively affecting the amenity of suburbs and towns. The introduction of a levy on long term unoccupied residential homes is designed to encourage occupation or rental of those homes. In turn DA approvals that subsequently require the demolition of viable housing stock should require commencement and completion of the new development within reasonable timelines.

This will alleviate the strain on the housing market by avoiding premature demolition with the intention to retain viable housing for occupancy for as long as possible, leading to a positive impact on rental availability and affordability. All of this can be accomplished without negatively affecting the development potential of a site.

Reference Documents

Link to media "New legislation to boost housing supply and combat land-banking" by Shire of Maribyrnong: <https://www.maribyrnong.vic.gov.au/News/New-legislation-to-boost-housing-supply-and-combat-land-banking>.

Link to media "How the world is tackling issue of empty homes" by The Guardian: <https://www.theguardian.com/society/2017/aug/02/how-the-world-is-tackling-issue-of-empty-homes>.

SECRETARIAT COMMENT

Part 1a and 1b

Under Schedule 2 Clause 61 (1) of the Planning and Development (Local Planning Scheme) Regulations 2015 (LPS Regulations) the demolition of a single house, and any associated structure, are exempt from requiring development approval, unless the proposal is located in a heritage-protected place. Further demolition works are regulated by the *Building Act 2011* and the Building Regulations 2012, and thus the removal of a dwelling would require the issuance of a building permit before demolition is undertaken. Local Governments as permit authorities are required to issue building permits within statutory timeframes. There are limited reasons why a Local Government can refuse to issue a building permit, including where the necessary development approval has not been issued. The proposal outlined in the Town of Bassendean's motion would require amendments to both the planning and building regulatory frameworks.

It should also be noted that under the LPS Regulations and State Planning Policy 3.1 Residential Design Codes (SPP3.1) most proposals for single houses are also exempt from requiring development approval. Most proposals for grouped and multiple dwellings do require development approval.

Local Governments are able to limit the validity period of a development approval and a building permit, with substantial commencement being required before the expiry date to ensure the ongoing validity of the approval. Common lengths of approval are 24 and 48 months.

Part 1c

The LPS Regulations Schedule.2, cl.71 provides that an approved development must be substantially commenced...if no period is specified in the approval, within the period of two years commencing on the date the determination is made or the period specified or as approved, with the approval lapsing if development is not substantially commenced within the determined period.

Part (c) of the proposal, appears to seek a modified penalty to be prescribed in Planning and Development Regulation 42, enabling an infringement notice to be issued, where residential development is not substantially commenced before expiry of the approval period.

It should be noted that if the time period for commencement of development expires, the approval expires and the development application process would need to restart if the developer so chooses to proceed. Applying a penalty to an expired application would likely require amendments to the LPS Regulations and potentially the *Planning and Development Act 2005*. The modified penalty under the planning framework is currently set at \$500.

Part 1d

Proposal for mandatory register of unoccupied residential properties

Implementing the proposed register would require legislative amendment and regulatory provisions to enable collection of evidence that a habitable residential property is unoccupied continually for a prescribed period, to inform entry of a property into the register.

Proposal for application of a differential rate to residential improved and long-term unoccupied properties

- Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for “residential improved and vacant” property.
- It is unclear if section 6.33 provisions can be interpreted as enabling Local Government to levy scaled differential rates applicable to specified timeframes that an improved residential property has been unoccupied. This may require confirmation from the Department of Local Government, Sport and Cultural Industries subject to advice from the State Solicitor’s Office. If section 6.33 cannot be interpreted to enable this, then a legislative amendment would be required.

Proposal for a “levy” to be applied to long term unoccupied residential properties.

Local Government Act section 6.16 limits Local Government imposition of fees and charges to goods or services provided the Local Government.

This proposal intends a penalty for long-term unoccupied residential property, which under written law would require legislative amendment to create an offence and prescribe a modified penalty / court proceedings.

7.3 ADVOCACY FOR EXPANSION OF DIFFERENTIAL RATING TO INCLUDE LONG TERM UNOCCUPIED COMMERCIAL BUILDINGS (PROPERTY ACTIVATION LEVY)

Town of Bassendean

RESOLUTION

Moved: Mayor Kath Hamilton, Town of Bassendean

Seconded: Cr Dakota Krispyn, Shire of Harvey

That WALGA:

1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following:
 - a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and
 - b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property;
 - i. is commercially habitable with annual investment in maintenance
 - ii. remains connected to essential services
 - iii. is undergoing periodic compliance checks and,
 - iv. has a plan in place to redevelop or make operational.
 - c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government.
2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.

CARRIED

MEMBER COMMENT

The Northern Territory Government enabled Darwin to apply a "*Property Activation Levy*" to address long term vacant land or unoccupied commercial buildings, endeavouring to activate or beautify properties that generally have a negative impact the overall amenity and vibrancy of streetscapes. The Property Activation Levy incorporates the following:

- Owners of unoccupied commercial property are provided a reasonable grace period to activate their property without incurring the levy.
- Any property meeting the minimum number of listed activation options does not incur the surcharge levy applicable only to long term unoccupied commercial buildings.
- Revenue raised from the Property Activation Levy, is used on revitalisation projects of public places and land.

The purpose of the property activation levy is to encourage owners of unoccupied commercial buildings to activate and maintain their properties to improve commercial precincts with a focus on the following objectives:

- To improve the amenity of commercial precincts for residents, workers and visitors / tourists.
- Support adjoining business operators by encouraging activation of all commercial premises within precincts.
- Improve the liveability, attractiveness, safety and cultural activity of these precincts.
- Encourage the commercial precincts to thrive.

Some of the suggested activation (that must include ongoing maintenance) for unoccupied commercial premises are listed below, noting this list is not exhaustive:

- Inset graphics, art displays or other visual installations on ground level external windows and walls.
- Repaint or retile and improve ground level frontage and associated awnings over the footpath.
- Include rotating shop displays (for example Christmas, Easter, local events) or community spaces, such as for group activities, classes or study areas.
- Where setback from the road reserve exists, undertake improved landscaping.

Reference Documents:

Link to the "*Property Activation Levy*" document is below, and outlines a diverse number of suggested options for the activation and beautification of vacant land or unoccupied mixed use premises:

https://treasury.nt.gov.au/_data/assets/pdf_file/0010/901495/derelict-vacant-property-levy.pdf

SECRETARIAT COMMENT

WALGA's Advocacy Position 2.1.8 Differential Rates is below:

Position Statement	Section 6.33 of the <i>Local Government Act 1995</i> should be reviewed in contemplation of time-based differential rating, to encourage development of land.
Background	Concern at the amount of vacant land remaining in an undeveloped state for an extensive period of time and holding up development opportunities.

Local Government Act section 6.33(1)(b) already enables a differential rate to be levied for a purpose for which the land is held or used as determined by the Local Government e.g. Some Local Governments currently levy a differential rate for "residential improved and vacant" property. This can be extended to "commercial improved" and "commercial undeveloped".

7.4 ACTION ON ASBESTOS FOR WESTERN AUSTRALIA

Shire of Dundas

RESOLUTION

Moved: President Cr Laurene Bonza, Shire of Dundas

Seconded: Cr Erin Sergeant, City of Kwinana

That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs.

CARRIED

MEMBER COMMENT

The Asbestos Safety and Eradication Agency (ASEA) [2024-2030 Strategic Plan](#) identifies, more than in previous plans, the risk posed by the increasing degradation of asbestos and the need for action. State governments are currently considering the plan, but any adoption of the plan must be supported by additional funding and support from Local Governments and their communities.

There are a range of ways that asbestos management impacts Local Governments. In [WALGA's Submission](#) on the ASEA Strategic Plan, it was identified:

Asbestos management is an ongoing and increasing challenge for Local Government, particularly asbestos management during and following emergency events, illegal disposal of asbestos into the environment through Local Government services, and the regulation of the asbestos removal industry.

Local Governments in regional and remote areas face additional significant and complex challenges, including the limited availability and cost of suitably qualified contractors, large areas of asbestos contaminated land requiring remediation and limited ability to fund asbestos removal and communities where property with asbestos is under, or not, insured.

A whole government package of support and funding is needed to address this issue and ensure that communities are not impacted and that asbestos is removed and not just managed through legislation.

The Asbestos National Strategic Plan (ANSP) for the 2024-2030 consultation aims to address the pressing issue of asbestos-related diseases in Australia. However, the current focus of the consultation is primarily on compliance rather than actively pursuing the funding and comprehensive removal of asbestos, which is crucial for safeguarding public health.

Australia grapples with one of the highest rates of mesothelioma globally, primarily caused by asbestos exposure. Western Australia faces a higher incidence rate of mesothelioma compared to other regions, emphasising the urgency of effective asbestos management.

The ANSP endeavours to enhance asbestos awareness and promote its safe management, removal, and disposal nationwide; it is all compliance-based. It aims to eliminate asbestos-related diseases through collaboration between the Australian government, states, and territories. The plan's key objectives include eradicating asbestos-related diseases, supporting affected individuals, and advocating for a global ban on asbestos production and trade.

To implement the ANSP for 2024-2030, the Asbestos and Silica Safety and Eradication Agency (ASSEA) seeks endorsement from states and territories, including Western Australia. Should Western Australia endorse the plan, a jurisdictional action plan aligned with the ANSP would be devised to address state-specific priorities and challenges.

However, the current consultation lacks a strong emphasis on funding and actively pursuing asbestos removal to improve the ANSP and ensure a more comprehensive approach; it's imperative to advocate for increased funding and prioritise the active removal and safe disposal of asbestos across affected areas of Western Australia.

SECRETARIAT COMMENT

The ASEA Strategic Plan has identified an increasing need to take action on asbestos. As the material degrades over time there is an increasing human health risk and costs associated with removal escalate. As identified in the AGM item, WALGA's recent [Submission](#) on the ASEA Strategic Plan noted that Asbestos management is an ongoing and increasing challenge for Local Governments, particularly in regional areas, and additional focus is needed. The approach of providing targeted funding and support would assist regional Local Government to address issues such as limited availability and cost of suitably qualified contractors and ability to fund asbestos removal.

7.5 ADDRESSING THE IMPRACTICALITY OF LOCAL GOVERNMENTS FUNDING DEPARTMENT OF COMMUNITIES AND GOVERNMENT REGIONAL OFFICER HOUSING

Shire of Dundas

RESOLUTION

Moved: President Cr Laurene Bonza, Shire of Dundas

Seconded: President Cr Kirrilee Warr, Shire of Chapman Valley

That WALGA advocates to the State Government for the State Government to fully fund construction and maintenance of Department of Communities (Social) and Government Regional Officer Housing.

CARRIED

MEMBER COMMENT

All remote and regional Local Governments face challenges in attracting and retaining staff which is also true of State Govt Depts, such as Police and the Education Dept. The provision of good housing is critical in attracting staff to these areas. Any Local Governments that are exposed to the boom-bust cycle of mining, face significant challenges related to the funding and provision of the Department of Community and Government Regional Officers' Housing (GROH). The volatile boom and bust cycles of the mining industry creates an even more financially risky environment for Local Governments to invest in housing. Most remote and regional Local Government areas are smaller and have the least capacity to raise funding through rates due their smaller population bases. Budgets are already stretched to provide community infrastructure for these communities.

- Boom and bust cycles in resource-dependent communities: The mining industry is inherently volatile, with periods of rapid growth (booms) followed by significant downturns (busts). This cycle profoundly affects local economies and property values. When Local Governments invest in housing during a boom, they face the risk of property values plummeting during a bust. Currently, the nickel crisis is an example of how quickly and severely property values can decline, leaving Local Governments with significant financial losses and underutilized assets.
- Impractical Investment: Local Governments are not in a position to absorb the financial risks associated with building houses with a long-term, 'lease back' agreement to recover their investment. Housing investments should be stable and predictable, (which is not the case in resource-dependent communities). If smaller Local Governments are seeking to borrow funds for these builds, they are then denied an opportunity to borrow for other community infrastructure projects that may be more of a local priority.
- State Responsibility: The function to supply and maintain Department of Communities and GROH housing in remote communities is a State Govt responsibility and should be funded through state taxes and royalties.

All remote and regional Local Governments urge WALGA to advocate for the State government to fully fund construction and maintenance of Department of Communities and GROH housing. Local Governments should not bear the financial risks associated with the provision of social and State agency housing. Funding of this housing by Local Governments impacts their sustainability and ability to fund their core responsibilities for their communities such as, asset management, staff retention, and roads.

SECRETARIAT COMMENT

The GROH Program provides housing for public sector employees providing essential services in regional and remote locations to attract and retain staff. The Department of Communities uses partnerships to increase supply of GROH housing in addition to its own capital investment and refurbishment programs. Partnerships include build to lease agreements, which Local Governments are eligible to apply to. The Department of Communities also provides subsidised rental accommodation to eligible low-income households across Western Australia commonly referred to as public or social housing. Public housing is owned and managed directly by the Department of Communities. Social housing can be owned and or maintained by a third party, typically Community Housing Providers.

In a 2024 WALGA survey, 100 percent of respondents viewed housing as a major challenge in their Local Government area and 64 percent stating that the lack of Government Regional Officer Housing (GROH) housing is “very challenging” or “extremely challenging”.

Housing supply continues to be a priority issue for both the Australian and State Government. The Australian Government's 2024-2 budget included an additional \$1 billion to states and territories to deliver new housing including for connecting essential services such as water, power, sewerage and roads. This investment underpins the Federal Government commitment to increasing housing supply through the National Housing Accord, Housing Australia Future Fund and Social Housing Accelerator initiatives. The WA Government committed an additional \$43.8 million to the GROH program in the 2024-25 State Budget. The State budget also included \$400 million to expand the Social and Affordable Housing Investment Fund and \$179 million for maintenance of existing social and GROH housing.

WALGA is advocating for the State Government to work with the Local Government sector on the delivery of these investments, including ensuring member views are considered in relation to critical housing need. WALGA's 2025 State Election platform calls for State Government to create a comprehensive long-term strategy to address the entrenched shortage of social, affordable and key worker housing and to undertake a review of the GROH program to improve coordination and responsiveness to regional housing needs and provide Local Government's with greater scope to invest in GROH housing.

7.6 ADVOCACY FOR ACCESSIBILITY

Town of Victoria Park

RESOLUTION

Moved: Mayor Karen Vernon, Town of Victoria Park

Seconded: Cr Jordan Wright, City of Wanneroo

That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.

CARRIED

MEMBER COMMENT

Advocacy for adoption of National Construction Code minimum accessibility standards:

- Several years ago, at the direction of Commonwealth and State Ministers, the Australian Building Codes Board (ABCB) undertook a rigorous consultation process with experts and stakeholders to develop minimum accessibility requirements for Class 1a buildings (houses) and Class 2 sole-occupancy units (apartments) in the National Construction Code (NCC). The objective was to ensure that housing is designed to meet the needs of the community, including those with disability and older Australians.
- In 2021, minimum accessibility provisions were introduced for residential housing and apartments into the NCC based on Liveable Housing Design Guidelines (LHDG) silver standards.
- The NCC 2022 has seven minimum standards ensuring all new homes are accessible, with modifications including step-free entrances and showers, and wider doors and corridors that can accommodate wheelchairs and walking aids.
- The 2023 Disability Royal Commission Report recommended that all states and territories should adopt the minimum LHDG standards as soon as possible.
- In 2024, the ABCB has estimated that the additional cost to implement the minimum accessible design standards is between \$2,900 and \$4,400 per home, depending on the type of dwelling. The features covered by the LHDG standards are not a big ask and our communities will end up with better quality housing that is future-proof.
- To date, the WA Government, along with NSW, are the only states who have not adopted the NCC minimum LHDG silver standards.

SECRETARIAT COMMENT

The National Construction Code (NCC) is a uniform set of technical provisions for the design and construction of buildings and other structures, and plumbing and drainage systems throughout Australia.

The NCC is produced and maintained by the Australian Building Codes Board (ABCB) on behalf of the Commonwealth and all State and Territory government and is given legal effect through legislation at the state and territory level. The NCC is reviewed every 3 years, based on required regulatory practices, industry research, public feedback and policy directions.

The goal of the NCC is to enable the achievement of nationally consistent, minimum necessary standards of relevant safety (including structural safety and safety from fire), health, amenity and sustainability objectives efficiently. The NCC has traditionally included a part focused on access for people with a disability, setting out deemed-to-comply solutions and general building requirements for buildings based on their classification, for class 2-9 buildings. For the 2022 edition of the NCC new requirements titled the 'livable housing design' requirements, based on the Livable Housing Design Guidelines (silver level), were incorporated into both volumes of the NCC.

These requirements apply to all dwelling types, including new Class 1a (single house) buildings. The purpose of these changes was to help increase the stock of housing that is adaptable and better able to meet the needs of older people and people with mobility limitations. The Deemed-to-Comply provision of the new requirements, called the [ABCB Livable Housing Design Standard](#), covers:

- Providing step-free access to the home.
- Making doorways and hallways easier to use for people with reduced mobility.
- Providing extra space in the bathroom and toilet.
- Wall reinforcing in the bathroom and toilet, to make it easier to install grabrails if needed in the future.

The NCC is implemented into Western Australia's building regulatory system through amendments to the Building Regulations 2012, with the NCC 2022 commencing operation in WA on 1 May 2023, following a 12-month transition period. In announcing the implementation of the NCC 2022, the State Government indicated that it had considered the current challenges facing the building and construction industry and as a result decided that some provisions, including energy efficiency, would have a longer transitional period and that the mandatory liveable (accessible) housing provisions would not be applied in Western Australia. In making this determination the Government indicated it would continue to monitor the situation in the building industry and the housing market. New South Wales and South Australia also determined to not support the new requirements. There is no indication, at time of writing, that the State Government has progressed in its consideration of the livable housing design requirements.

WALGA's Building Act and Regulations Advocacy Position

Assessments of the effectiveness of building control systems across Australia have recognised that there is diminishing public confidence in the building and construction industry, and that change is required to ensure buildings are safe and perform to expected standards. Now more than ever the focus is on Local Government building departments to deliver good governance, local leadership and sustainable services that meet the needs of their communities whilst supporting local jobs and economic growth.

The Association has the following endorsed positions:

1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the *Building Act 2011*.
2. Supports mandatory inspections for all classes of buildings, however, Local Government should not be solely responsible for all mandatory inspections.

3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:
 - a. Quality buildings that are cost efficient.
 - b. Functional, safe and environmentally friendly buildings.
 - c. Good decision making in all aspects of building.
 - d. Efficiency and effectiveness in building management, administration and regulation.
 - e. Openness and accountability with respect to all building matters.
 - f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.
4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.
5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.
6. WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.

8 CLOSURE

Upon the completion of business, the Chair declared the meeting closed at 3:51pm.

Attachment 3: Action Taken on Resolutions of the 2024 Annual General Meeting

Resolution	Comment/Update
7.1 Amendments to the <i>Cat Act 2011</i> – Allow Local Governments to make Local Laws to contain cats to the owner's property That WALGA: 1. Advocate to the State Government to make changes to the <i>Cat Act 2011</i> to permit local laws to be made to the following effect: a. Cats are to be confined to the cat owner's residence premises; b. Cats within public places are to be under effective control and not to create a nuisance; c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law. 2. Subject to Part 1, Develop a model Cat Local Law in consultation with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Feral Cat Working Group that provides for the following: a. Cats are to be confined to the cat owner's residence premises, unless under effective control;	State Council endorsed this item in December 2024. WALGA's relevant Advocacy Position (position 2.12.1 Review of the <i>Cat Act 2011</i> and <i>Dog Act 1976</i>) has been updated. Correspondence has been sent to the Minister for Local Government requesting the CAT Act be reviewed to provide Local Governments with the ability to contain cats on an owner's property. In addition, work has commenced on developing a template Cat Local Law to assist Local Government to make local laws to the extent of the current local law-making powers.

b. Cats within public places are to be under effective control and not to create a nuisance at all times; c. Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance; and d. Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute Majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.	
7.2 Advocacy for Legislative Reforms to Counter Land-Banking That WALGA: 1. In line with its 2020-2025 Strategic Plan to provide a Sector Vision that enables Local Governments to be agile enhancing community wellbeing and economic prosperity, develops a draft Advocacy Position for Legislative Reforms to address Land-Banking practices including, but not limited to consideration of the following: a. Prohibiting demolition of habitable housing until a Development Application (DA) has been approved; b. development applications that result in the demolition of existing habitable housing be time limited so that reasonable time periods for project commencement and project completion are conditions of the development application. c. provide Local Authorities with the ability to apply a “penalty fee” over and above any differential rating on vacant	This item was referred by State Council to the Environment Policy Team and the Governance Policy Team for further work in December 2024. Regarding the planning related items within this resolution: The demolition of single houses is generally a form of development exempt from requiring development approval, and only a demolition permit is required for the complete or partial demolition, dismantling or removal of a building or an incidental structure. The current planning and building legislation do not allow the conditioning of approval or refusal of a building permit in a manner proposed by the AGM resolution. In respect to items 1. c and d and item 2, a legal consultant has been contracted to review the legislation and suggest ways to address these recommendations. A combined meeting of the Governance and Environment Policy teams has been scheduled for 12 September 2025 with a view to prepare a State Council Agenda item for the December 2025 meeting.

land, where the time conditions on the development application in (b) have not been met. d. Development of a mandatory register of unoccupied residential properties, with the ability of Local Governments to apply rates or levies on long term unoccupied residential properties, which could increase incrementally over time. 2. Distributes the draft “WALGA Advocacy Position for Legislative Reforms to counter Land-Banking” to all West Australian Local Authorities for comment, and that a subsequent report be provided for consideration by WALGA Zones.	
7.3 Advocacy for Expansion of Differential Rating to include Long Term Unoccupied Commercial Buildings (Property Activation Levy) That WALGA: 1. Explores expanding Item 2.1.8 Differential Rates of its Advocacy Position Statement to consider inclusion of the following: a. Advocating for Local Authorities to have the ability to apply a differential rate to long term unoccupied commercial buildings; and b. Developing legislation that requires commercial property owners to demonstrate that in order to avoid the imposition of a differential rate on unoccupied commercial property the property; i. is commercially habitable with annual investment in maintenance ii. remains connected to essential services	This item was referred by State Council to the Governance Policy Team for further work in December 2024. A legal consultant has been contracted to review the legislation and suggest ways to address these recommendations. A combined meeting of the Governance and Environment Policy teams has been scheduled for 12 September 2025 with a view to prepare a State Council Agenda item for the December 2025 meeting.

iii. is undergoing periodic compliance checks and, iv. has a plan in place to redevelop or make operational. c. Develop legislation that enables Local Government to provide exemptions to the above differential rating based on an approved periodic activation program for the vacant commercial property by the Local Government. 2. Distributes the draft expanded WALGA Advocacy Position for Differential Rates to counter long term unoccupied commercial buildings to all West Australian Local Authorities for comment, and that a subsequent report be made available for consideration by WALGA Zones.	
7.4 Action on Asbestos for Western Australia That WALGA advocates for the state and federal governments to take urgent action to assist Local Governments and their communities in safely removing asbestos, including providing targeting funding programs.	This item was referred by State Council to the Environment Policy Team for further work in December 2024. WALGA is engaging at the State and National level on this issue, including through membership of the WA Interagency Asbestos Group and nationally the Asbestos Safety Eradication Agency reference group and has raised the issues impacting Local Governments in relation to safe removal and disposal, including ensuring statewide options.
7.5 Addressing the Impracticality of Local Governments Funding Department of Communities and Government Regional Officer Housing That WALGA advocates to the State Government for the State Government to fully fund construction and maintenance of Department of Communities (Social) and Government Regional Officer Housing.	This item was referred by State Council to the People and Place Policy Team for further work in December 2024. The People and Place Policy Team considered this item in March and resolved to address the item as part of WALGA's advocacy approach on this issue.

7.6 Advocacy for Accessibility That WALGA develops an Advocacy Position calling for the WA Government to adopt the Liveable Housing Design Standards for accessibility as part of the National Construction Code, consistent with WALGA's 2020-2025 Strategic Plan Sector Vision to enable inclusive Local Governments enhancing community wellbeing and economic prosperity.	This item was referred by State Council to the Environment Policy Team for further work in December 2024. Liveable Housing Design Standard as part of the National Construction Code provides a set of technical provisions that if complied with enable dwellings to better meet the needs of the community, including older people and people with mobility limitations. The code specifies seven minimum standards to ensure all new homes are accessible with modifications including step-free entrances and showers and wider doors and corridors that can accommodate wheelchairs and walking aids. All states enact the NCC through state legislation and regulation. A range of states are taking different approaches in terms of adopting the liveable housing requirements, but at time of writing all states except NSW and Western Australia have adopted the liveable housing provisions. The NCC 2022 only became operational in WA on 1 May 2025. With the appointment of a new Commerce Minister following the 2025 State Election, WALGA again raised the prospects of WA adopting the standard at its meeting with the Minister in July 2025.
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Shire of
Collie

Shire of Collie
Delegations Register 2026/2027

DRAFT IN REVIEW

5 August 2026

REVIEW

Reviewed by	Date approved	References
Council	9 Sep 2025	OCM 9 September 2025 res 9648

DRAFT

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INTRODUCTION

Council is responsible for the overall governance of the Shire's functions. The Chief Executive Officer (CEO) is responsible for the day-to-day management of the administration of the Shire's functions amongst other functions such as advising Council.

Delegation of authority, where allowed, allows for efficient and timely decision making by local governments. Conditions or limitations may be incorporated into delegations such as limiting the circumstances in which a delegation can be exercised or imposing financial or other limits to the delegated power.

The delegation of a power or duty does not preclude a delegator from exercising or performing that power or duty itself or by acting through any employee authorised, by job description or otherwise, to carry out a function as the agent of, and on behalf of, the local government in accordance with approved policies.

A person granted a delegation is not obliged to exercise the delegated power and may, if circumstances indicate, refer the decision back to the delegator. Legislation varies in how delegation of authority is provided for, including limitations, conditions and reporting or review requirements. Reviews of delegations, where required by law, are the responsibilities of the delegator.

Under the Local Government Act 1995 (the Act) and some other legislation, persons affected by specified decisions made under delegated authority have a right under Part 9 Division 1 of the Act to lodge an objection to the decision, which must be considered by Council, and/or to seek a review of the decision by the State Administrative Tribunal.

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1.1 Delegations by Local Government

The Act allows for the local government (Council) to delegate to the Chief Executive Officer the exercise of any of its power or the discharge of any of its duties under the Act (except for matters referred to in section 1.2 below) in order to effectively manage the day-to-day operations of the Shire.

The main consideration for a local government when deciding if it should delegate a power or duty is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented.

Some legislation may restrict the local government to delegating a power or function only to the local government CEO, although some acts provide for the local government to delegate to persons other than the CEO, such as other local government employees or committees.

The CEO may further delegate those powers to other officers only if sub-delegation is permitted by the legislation.

The Act also allows for the CEO to delegate any powers or discharge of any of the CEO's duties to another employee other than the power of delegation itself (s5.44(4)). There is no power other than for the CEO to delegate a power.

The ability to delegate a statutory function, power or duty must be described in a piece of legislation and is known as the power of delegation. It may be stated as a duty, function or power depending on the legislation. Delegations or authorisations may occur under legislation other than the Act, its regulations and the local government's local law including but not limited to:

- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fires Act 1954 and any local law created under that Act*
- *Litter Act 1979*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Caravan Parks and Camping Grounds Act 1995*
- *Control of Vehicle (Off-Road Areas) Act 1978*
- *Building Act 2011*
- *Food Act 2008*

A Council delegation is not required where the legislation confers a specified function or power directly on the CEO or another defined class of authorised persons.

1.2 Matters which cannot be delegated

The following cannot be delegated by Council to the CEO under the Act (s5.43):

- Any power or duty that requires a decision of an absolute majority of the Council
- Accepting a tender which exceeds an amount determined by the local government
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government
- Any of the local government's powers under
 - s.5.98 – Fees etc for council members
 - s.5.98A – Allowance for deputy President
 - s.5.99 – Annual fee for council members in lieu of fees for attending meetings
 - s.5.99A – Allowances for council members
 - s.5.100 – Payment for certain committee members
- Borrowing money on behalf of the local government
- Hearing or determining an objection of a kind referred to in s9.5
- The power under s9.49A(4) to authorise a person to sign documents on behalf of the local government
- Any power or duty that requires the approval of the Minister for the Governor

1.3 Conditions

The following conditions apply to delegations:-

- The delegations commence from 1 September 2025 and remain in place until Council next reviews the delegations
- The Chief Executive Officer as empowered by the *Local Government Act 1995* may delegate these delegations to other officers of Council as authorised by Council resolution and statutes. These sub delegations to other Council officers are not to be sub delegated further to any other officers.
- The Chief Executive Officer is to place constraints and limitations upon delegations as deemed necessary.
- Delegation of decision making powers are to be recorded in the Delegations Register.
- Officers exercising powers given by delegation are to keep records of when the power or duty was exercised, and the persons, or classes of persons directly affected by the exercise of the power or duty.
- The requirements of Financial Interest and other Interest provisions that may imply influence on the officer are to be adhered to at all times, where an officer has such an interest the decision is to be referred to the Chief Executive Officer.

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DELEGATIONS

02 Local Government Act 1995 Delegations

02.1 Council to Committees of Council

Delegation	2.1.1 Audit, Risk & Improvement Committee [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express power or duty delegated	Local Government Act 1995: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Function	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: a. examine the report of the Auditor and determine matters that require action to be taken by the Shire; and b. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. c. Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Delegates	Audit, Risk & Improvement Committee
Conditions	Nil
Express power to subdelegate	Nil. Sub-delegation is prohibited by s.7.1B.
Statutory framework	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees. Audit and Risk Committee Terms of Reference
Record keeping	Audit, Risk & Improvement Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of r.19 of <i>Local Government (Administration) Regulations 1996</i> .
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.1.2 Behaviour Complaints Committee [PUBLISHED, BUT MARKED FOR REMOVAL]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
Express power or duty delegated	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Function	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. 2. Where a finding is made that a breach has occurred, authority to: a. take no further action [MCC.cl.12(4)(a)]; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Delegates	
Conditions	a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy CP1-019 Elected Member Code of Conduct Behaviour Complaints Management Process. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. <u>NOTE TO Conditions (c) AND (d):</u> The purpose of these Conditions is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express power to subdelegate	Nil
Statutory framework	Code of Conduct for Council Members, Committee Members and Candidates
Policy	Council Policy CP1-019 Elected Members Code of Conduct Behaviour Complaints Management
Record keeping	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of r.19 of Local Government (Administration) Regulations 1996.
Date adopted	9 September 2025

Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	9 September 2025

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02.2 Council to CEO

Delegation	2.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing <i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449 Pounds, establishing; poundkeepers and rangers, appointing
Function	1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24] 2. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 3. Authority to authorise persons to commence prosecutions for offences under the <i>Local Government Act 1995</i> and any Local Laws made under the <i>Local Government Act 1995</i> [s.9.24(1)(c) and (2)(b)]. 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 5. Authority to appoint fit and proper persons as poundkeepers or rangers [<i>Misc.Prov.s.449</i>].
Delegates	CEO
Conditions	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Subdelegate conditions	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R. 19 LG (<i>Admin</i>) <i>Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of delegation by Council - condition added and removal of function.	OCM 9 September 2025 Res 9648
22 Dec 2025	Amended delegation	Review of sub delegation by CEO. Removal of one sub delegate position.	---

Delegation	2.2.2 Performing Functions Outside the District
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Function	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Delegates	CEO
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations
Subdelegate conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (<i>Admin</i>) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	9 September 2025

Delegation	2.2.3 Compensation - Damage Incurred when Performing Executive Functions
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of delegation by Council. Function 2 added.	OCM 9 September 2025 res 9648

Delegation	2.2.4 Powers of Entry [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.31 General procedure for entering property s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates	CEO
Conditions	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Community Emergency Services Manager Director Development Services Director Operations Senior Ranger

Subdelegate conditions	Director Operations, Director Development Services Function: 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. Authority to give notice and effect entry by opening a fence [s.3.36]. CEO Conditions: a. Delegated authority under s.3.34(1) and (3) may only be used, where there is risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation. Community Services Manager, Senior Ranger Function 1. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. CEO Conditions Delegated authority under s.3.34(1) and (3) may only be used, where there is risk to public safety or property.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Record keeping	Register of authorised persons and copies of certificates of authorisation to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – amendments as per delegation by Council.	---
9 Sep 2025	Amended delegation	Review of delegation by Council – function 2 added. Council condition a. amended	OCM 9 September 2025 res 9648

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Delegation	2.2.5 Declare Vehicle is Abandoned Vehicle Wreck
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Subdelegate conditions	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns
Policy	Nil
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.6 Confiscated or Uncollected Goods
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Subdelegate conditions	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$5,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995:</i> Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.

Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	2.2.7 Disposal of Sick or Injured Animals
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Subdelegate conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.8 Close Thoroughfares to Vehicles
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Delegates	CEO
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with <i>Land Administration Act 1987</i> s.58.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations

Subdelegate conditions	Function: 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] Conditions: a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with <i>Land Administration Act 1987</i> s.58.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Land Administration Act. 1987</i>
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of delegation by Council – condition C added.	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – sub delegation added.	---

Delegation	2.2.9 Control Reserves and Certain Unvested Facilities
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Collie that the Shire of Collie could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].
Delegates	CEO
Conditions	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R. 19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.10 Obstruction of Footpaths and Thoroughfares
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations

Subdelegate conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added.	---

Delegation	2.2.11 Gates Across Public Thoroughfares
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Each approval provided must be recorded in the Shire of Collie's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.
Record keeping	R19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.12 Public Thoroughfare – Dangerous Excavations
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	9 September 2025
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Delegation	2.2.13 Crossing – Construction, Repair and Removal
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Operations
Subdelegate conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	9 September 2025
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Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added	---

DRAFT

Delegation	2.2.14 Private Works on, over or under Public Places
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures Determination of Bond Value and Conditions Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

DRAFT

Delegation	2.2.15 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.16 Expressions of Interest for Goods and Services
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Delegates	CEO
Conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services and the intention of the Expression of Interest is to enable a restricted tender in accordance with the <i>Local Government Act 1995</i> .
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures
Policy	WALGA Subscription Service – Procurement Toolkit Council Policy CP2-004 Procurement Policy
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates reviewed & sub delegation condition updated	---

DRAFT

Delegation	2.2.17 Tenders for Goods and Services – Call Tenders
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)].
Delegates	CEO
Conditions	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. The proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services

Subdelegate conditions	Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures
Policy	Council PolicyCP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine the extent to which each tender satisfies the criteria for deciding which tender to accept [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 5% [F&G r.21A (a)] 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	CEO

Conditions	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must comply with the adopted Purchasing Policy C3.23 and must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Development Services Director Operations Governance Coordinator Manager Operations Technical Services Co-Ordinator

Subdelegate conditions	Directors: <u>Function:</u> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine the extent to which each tender satisfies the criteria for deciding which tender to accept [F&G r.18(4)]. <u>Conditions:</u> a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. The Tender Evaluation Panel is to consist of a minimum of three panel members with the Director Corporate Services or Governance Coordinator being one of the three panel members. Technical Services Coordinator, Manager Operations, Governance Coordinator: <u>Function:</u> 1. Authority to assess, by written evaluation, tenders that have not been rejected, to determine the extent to which each tender satisfies the criteria for deciding which tender to accept [F&G r.18(4)]. <u>Conditions:</u> The Tender Evaluation Panel is to consist of a minimum of three panel members with the Director Corporate Services or Governance Coordinator being one of the three panel members.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures
Policy	Council Policy CP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R. 19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of delegation by Council – condition increased from \$100,000 to \$250,000.	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates and conditions amended.	---

DRAFT

Delegation	2.2.19 Tenders for Goods and Services - Exempt Procurement [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (exemptions)
Function	1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].
Delegates	CEO

DRAFT

Conditions	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories:- - <table border="1"> <thead> <tr> <th>Category</th><th>Maximum Value for individual contracts</th></tr> </thead> <tbody> <tr> <td>-</td><td>-</td></tr> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td>\$500,000</td></tr> <tr> <td>-</td><td>-</td></tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td>\$500,000</td></tr> <tr> <td>-</td><td>-</td></tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td><td>\$900,000</td></tr> <tr> <td>-</td><td>-</td></tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td><td>\$550,000</td></tr> <tr> <td>-</td><td>-</td></tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office-Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]</td><td>\$500,000*</td></tr> <tr> <td>(2)(h)(ii)</td><td>*as specified in F&G.r.11(2)(h)(ii)</td></tr> <tr> <td>-</td><td>-</td></tr> <tr> <td>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</td><td>\$500,000</td></tr> <tr> <td>-</td><td>-</td></tr> </tbody> </table> b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:- 1. A detailed specification;- 2. The outcomes of market testing of the specification;- 3. The reasons why market testing has not met the requirements of the specification;- 4. Rationale for why the supply is unique and cannot be sourced through other suppliers;- and 5. The expense is included in the adopted Annual Budget.- c. Where the total consideration of a Tender Exempt procurement contract exceeds the value delegated above, the decision is to be referred to Council. <u>Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</u> <u>1. A detailed specification;</u> <u>2. The outcomes of market testing of the specification;</u> <u>3. The reasons why market testing has not met the requirements of the specification;</u> <u>4. Rationale for why the supply is unique and cannot be sourced through other suppliers; and</u> <u>5. The expense is included in the adopted Annual Budget.</u>	Category	Maximum Value for individual contracts	-	-	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000	-	-	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$500,000	-	-	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$900,000	-	-	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$550,000	-	-	Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office-Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	\$500,000*	(2)(h)(ii)	*as specified in F&G.r.11(2)(h)(ii)	-	-	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$500,000	-	-
Category	Maximum Value for individual contracts																														
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WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000																														
-	-																														
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$500,000																														
-	-																														
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$900,000																														
-	-																														
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$550,000																														
-	-																														
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-	-																														
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-	-																														
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees																														

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures
Policy	Council PolicyCP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R. 19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

DRAFT

Delegation	2.2.20 Renewal or Extension of Contracts during a State of Emergency
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$100 000, and • contracts formed through a public tender.
Delegates	CEO
Conditions	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$100,000 or less. f. The CEO cannot sub-delegate this authority.
Express power to subdelegate	Not applicable

Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i>
Policy	Council Policy CP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

DRAFT

Delegation	2.2.21 Procurement Goods or Services required to address a State of Emergency
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Function	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value > \$100,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Delegates	CEO
Conditions	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority
Express power to subdelegate	Not applicable
Statutory framework	<i>Local Government (Functions and General) Regulations 1996</i>
Policy	Council Policy CP2-004 Procurement Policy WALGA Subscription Service – Procurement Toolkit Council Policy
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

DRAFT

Delegation	2.2.22 Procurement of Goods or Services [DRAFT]									
Head of power	02 Local Government Act 1995 Delegations									
Delegator	Local Government									
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO									
Express power or duty delegated	Local Government Act 1995:- s.5.44 CEO may delegate some powers and duties to other employees <u>Local Government Act 1995</u> <u>Incurring a Liability</u>									
Function	Authority to purchase goods and services.									
Delegates	CEO									
Conditions	Authority to purchase goods and services up to \$250,000. Authority to purchase goods and services \$250,000 and above require a Council resolution.									
Express power to subdelegate	Not applicable- <u>Local Government Act 1995</u> <u>s 5.45 (2) Other matters relevant to delegations under this Division</u> <u>Acting Through Provisions</u>									
Subdelegates	Director Corporate Services Director Development Services Director Operations									
Subdelegate conditions	<table><tr><th>Position Title</th><th>Delegated Amount</th></tr><tr><td>Director Corporate Services</td><td>\$125,000</td></tr><tr><td>Director Development Services</td><td>\$125,000</td></tr><tr><td>Director Operations</td><td>\$125,000</td></tr></table> <u>Authorisation for other positions is in accordance with AP019 - Procurement of Goods and Services - Purchasing Authority.</u> <u>- Purchasing to be in accordance with Shire of Collie Procurement Framework and relevant policies and procedures.</u> <u>-</u> Delegated amount in accordance with annual budget thresholds and the approved Responsible Officer. Purchase Orders are to be raised by a Shire Officer and Authorised by another delegated Authorising Shire Officer for capital expenditure above \$5,000 to ensure adequate Separation of Duties. Goods and Services must be confirmed as received by a Verifying Officer. This Verifying Officer must be separate to the Authorising Officer to ensure adequate Separation of Duties.		Position Title	Delegated Amount	Director Corporate Services	\$125,000	Director Development Services	\$125,000	Director Operations	\$125,000
Position Title	Delegated Amount									
Director Corporate Services	\$125,000									
Director Development Services	\$125,000									
Director Operations	\$125,000									

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy CP2-004 Procurement Policy
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Amendments			
Date	Type	Amendment	References
18 Sep 2025	Amended delegation	Review of sub delegation by CEO – Administration and Safety Officer role added.	---
25 Jun 2026	Amended delegation	Removal of sub delegates below director level. Subdelegate authorisation moved to management policy authorisation	---

DRAFT

Delegation	2.2.23 Disposing of Property [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property <i>Local Government (Functions and General) Regulations 1996:</i> R.30 Dispositions of property excluded from Act s.3.58
Function	1. Authority to dispose of property to: a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: a. disposal of land to an adjoining owner, where the market value is less than \$5,000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&G..r.30(2)(e)] d. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e. disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A) f. disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)] g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]
Delegates	CEO

Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget, and in any other case, a Council resolution is required. b. When determining the method of disposal: 1. Where a public auction is determined as the method of disposal: - Reserve price has been set by independent valuation. - Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. 2. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. 3. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: - o Negotiate the sale of the property up to a -10% variance on the valuation; and - o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. 4. A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. 5. A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. 6. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegate conditions	a. Disposal plant, equipment and furniture assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. When determining the method of disposal: - • Where a public auction is determined as the method of disposal:- ◦ Reserve price has been set by independent valuation. ◦ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:- ◦ Negotiate the sale of the property up to a -10% variance on the valuation; and ◦ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. • A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. • A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. • Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes. Delegates must comply with the Administrative Policies and Procedures approved by the CEO.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> - s.3.58 Disposal of Property <i>Local Government (Functions and General) Regulations 1995</i> – r.30 Dispositions of property excluded from Act s. 3.58 <i>Land Administration Act 1987</i> – where Ministerial approval is required before Crown Land may be disposed of.
Policy	Council Policy Disposal of Property
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

DRAFT

Delegation	2.2.24 Acquisition of Interest in Land by Lease or other Short Term Instrument [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.3.59 Commercial enterprises by local governments <i>Local Government (Functions and General) Regulations 1996:</i> r.8A Amount prescribed for major land transactions; exempt land transactions prescribed r.8 Exempt land transactions prescribed
Function	1. Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the Shire of Collie is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)]. 2. Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r.8(1)]: a. without intending to produce a profit to the Local Government; and b. without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.
Delegates	CEO
Conditions	a. Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than 12 months. b. Delegation is limited to acquisitions that are necessary to achieve an objective determined by Council resolution, including objectives identified in the adopted Corporate Business Plan, a Policy or Strategy and for which an associated budget allocation has been included, and is available, in the Annual Budget. NOTE - <u>Examples</u> of acquisitions necessary to achieve an approved objective may include; hire a venue for a community event or short term lease of storage space for equipment while a refurbishment is completed. c. Where the acquisition total consideration value is greater than \$2050,000, the value is to be verified by at least one written valuation obtained from a suitably licensed valuer not more than 3-months prior to the execution of the associated acquisition contract. d. In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$2050,000 or less. e. Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s.9.49A.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> s.3.59 Commercial enterprises by local Government s.9.49A Execution of documents s.6.2 Annual Budget Corporate Business Plan as adopted by Council <i>Local Government (Functions and General) Regulations 1995</i> – Regulations 8A and 8 Residential <i>Tenancy Act 1987</i> <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i>
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

DRAFT

Delegation	2.2.25 Payments from the Municipal or Trust Funds [DRAFT]												
Head of power	02 Local Government Act 1995 Delegations												
Delegator	Local Government												
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express power or duty delegated	Local Government (Financial Management) Regulations1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making												
Function	1. Authority to develop procedures that implement appropriate internal controls and risk mitigation for the authorisation and payment of accounts by any method, including but not limited to; cheques, credit cards, computer encryption devices and passwords, purchasing transaction cards, petty cash systems, etc. 2. Authority to make payments from the municipal or trust funds [r.12(1)(a)].												
Delegates	CEO												
Conditions	Authority to make payments is subject to annual budget limitations.												
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees												
Subdelegates	Director Corporate Services Director Development Services Finance Manager												
Subdelegate conditions	Authority to make payments from the municipal or trust funds [r.12(1)(a)] <table><tr><th>Position Title Authority</th><th>Chq Signing/ Cash Withdraw</th><th>EFT & Payroll</th></tr><tr><td>Director Corporate Services</td><td>Yes</td><td>Yes</td></tr><tr><td>Director Development Services</td><td>Yes</td><td>Yes</td></tr><tr><td>Finance & Business Excellence CoordinatorManager</td><td>Yes</td><td>Yes</td></tr></table> 1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. 3. Payments by Cheque and EFT must be approved jointly by two Delegates, one of whom must be the CEO, Director Corporate & Community Services or Finance & Business Excellence Coordinator Manager. 4. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the Purchase Order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.	Position Title Authority	Chq Signing/ Cash Withdraw	EFT & Payroll	Director Corporate Services	Yes	Yes	Director Development Services	Yes	Yes	Finance & Business Excellence Coordinator Manager	Yes	Yes
Position Title Authority	Chq Signing/ Cash Withdraw	EFT & Payroll											
Director Corporate Services	Yes	Yes											
Director Development Services	Yes	Yes											
Finance & Business Excellence Coordinator Manager	Yes	Yes											

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <i>Local Government (Audit) Regulations 1996</i>
Policy	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of delegation by Council function 1 added.	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - further detail and conditions added	---

Delegation	2.2.26 Defer, Grant Discounts, Waive or Write Off Debts [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of Collie [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Collie [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Collie [s.6.12(1)(c)]
Delegates	CEO
Conditions	a. Write-off a rates or service charge debt up to \$500. b. A debt may only be waived where the write off relates to accrued interest. c. A concession may only be granted where a request is made in writing (except for the writing off minor amounts under \$10 associated with interest). d. <i>Food Act 2008</i> fees for registration, notification and assessment may be waived for applications that are of a charitable or community nature.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Accountant Director Corporate Services Director Development Services Finance Manager Senior Finance Officer

Subdelegate conditions	Position Title	Amount
	Director Corporate Services	\$500
	Finance & Business Excellence Coordinator <u>Manager</u>	\$300
	Accountant	<\$50
	Senior Finance Officer	<\$50
	Director Development Services individual request relating to Animal fees and charges	Up to \$200 per
a. Write-off a rates or service charge debt up to \$500. b. A debt may only be waived where the write off relates to accrued interest. c. A concession may only be granted where a request is made in writing (except for the writing off minor amounts under \$10 associated with interest). d. <i>Food Act 2008</i> fees for registration, notification and assessment may be waived for applications that are of a charitable or community nature		
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns	
Policy	Collection of Rates Debts – refer Delegations: Agreement as to Payment of Rates and Service Charges Recovery of Rates or Service Charges Recovery of Rates Debts – Require Lessee to Pay Rent Recovery of Rates Debts – Actions to Take Possession of the Land	
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records	

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of delegation by Council - functions amended	OCM 9 September 2025 res 9648
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to amounts.	---

Delegation	2.2.27 Power to Invest and Manage Investments [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	All investment activity must comply with the Financial Management Regulation 19C and Council Policy CS3.8.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Finance Manager
Subdelegate conditions	1. Condition in accordance with the investment policy, and in the absence of the Director Corporate & Community Services, the Finance & Business Excellence Coordinator Manager may have the delegated authority as per above. 2. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. 3. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.
Statutory framework	• <i>Local Government (Financial Management) Regulations 1996</i> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) • <i>Local Government Act 1995</i> - s6.14 • <i>Local Government (Financial Management) Regulations 1996</i> – r19, r28 and r49 • <i>The Trustees Amendment Act 1997</i> - Part III Investments
Policy	• Council Policy CS3.8CP2-009 • Australian Accounting Standards
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - conditions added	---

DRAFT

Delegation	2.2.28 Rate Record Amendment
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Function	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Finance Manager
Subdelegate conditions	Requirements of s6.40 if the Act.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.29 Agreement as to Payment of Rates and Service Charges
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. b. Agreements must be consistent with the terms of Council Policy CS3.22.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	a. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. b. Agreements must be consistent with the terms of Council Policy CS3.22.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Council Policy CS3.22
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.30 Determine Due Date for Rates or Service Charges
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Collie [s.6.50].
Delegates	CEO
Conditions	a. Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget. NOTE - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget b. Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	a. Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget. NOTE - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget. b. Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.31 Recovery of Rates or Service Charges
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Finance Manager
Subdelegate conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.32 Recovery of Rates Debts – Require Lessee to Pay Rent
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Collie [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)]
Delegates	CEO
Conditions	Decisions under this delegation must comply with Council Policy CS3.16.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Decisions under this delegation must comply with Council Policy CS3.16.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60
Policy	Council Policy CS3.16
Record keeping	R. 19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.33 Recovery of Rates Debts - Actions to Take Possession of the Land [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function	1. Authority to take possession of land and hold the land as against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Collie [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, services charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Council Policies Financial Hardship Policy 3-16CP2-003 and Debt Recovery Policy CP2-010 and Administration Procedures PR-018 Debt Recovery Sundry Debtors and PR-019 Debt Recovery Rates. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services

Subdelegate conditions	a. Decisions under this delegation must comply with Council Policies Financial Hardship Policy 3-16, CP2-003 and Debt Recovery Policy CP2-010 and Administration Procedures PR-018 Debt Recovery Sundry Debtors and PR-019 Debt Recovery Rates. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>. d. Any action to take possession of the land must be supported by the CEO via a memo and subject to a report to Council to obtain Council endorsement.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995</i> – Part 6, Division 6 Subdivision 6 and Schedule .6.3 prescribe procedures relevant to exercise of authority under this delegation. <i>Local Government (Financial Management) Regulations 1996</i> – regulations 72 - 78 prescribe forms and procedures relevant to exercise of authority under this delegation.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Delegation	2.2.34 Rate Record – Objections
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

DRAFT

Delegation	2.2.35 Extend Time for Lodging an Objection
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.9.5 Objection may be lodged
Function	1. Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R. 19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	2.2.36 Shire of Collie Local Laws
Head of power	02 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO
Express power or duty delegated	<i>Local Government Act 1995</i> <i>Section 3.18 – Performing executive functions under:</i> Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 Shire of Collie Bush Fire Brigades Local Law 2017 Shire of Collie Cemeteries Local Law 2019 Shire of Collie Dogs Local Law 2010 Shire of Collie Extractive Industries Local Law 2015 Shire of Collie Fencing Local Law 2001 Shire of Collie Health Local Law 2001 Shire of Collie Parking Local Laws 2012 Shire of Collie Parking and Parking Facilities Amendment Local Law 2017 Shire of Collie Standing Orders Local Law 2017
Function	Authority to administer and enforce the Shire's Local Laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws and the authority to subdelegate this function.
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Director Development Services Director Operations
Subdelegate conditions	Director Corporate Services Shire of Collie Dogs Local Law 2010 Shire of Collie Cemeteries Local Law 2019 Director Operations Shire of Collie Cemeteries Local Law 2019 Shire of Collie Dogs Local Law 2010 Director Development Services Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 Shire of Collie Bush Fire Brigades Local Law 2017 Shire of Collie Dogs Local Law 2010 Shire of Collie Extractive Industries Local Law 2015 Shire of Collie Fencing Local Law 2001 Shire of Collie Health Local Law 2001 Shire of Collie Parking Local Laws 2012 Shire of Collie Parking and Parking Facilities Amendment Local Law 2017 Conditions on Sub Delegations Nil.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---
22 Sep 2025	Amended delegation	Review of sub delegations by CEO – amendments to Local Laws applicable to each Director.	---

Delegation	2.2.37 2.3.1 Information to be Available to the Public [DRAFT]
Head of power	02 Local Government Act 1995 Delegations
Delegator	CEO
Express power to delegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)].
Delegates	Director Corporate Services
Conditions	Nil <u>In accordance with Shire of Collie policies and procedures.</u>
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

03 Building Act 2011 Delegations

03.1 Council to CEO

Delegation	3.1.1 Grant a Building Permit
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil

Statutory framework	<i>Building Act 2011</i> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor <i>Building Regulations 2012</i> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT Building Services (Registration Act) 2011 – Section 7 Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

DRAFT

Delegation	3.1.2 Demolition Permits
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Development Services Manager Planning & Development
Subdelegate conditions	Nil

Statutory framework	<i>Building Act 2011</i> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011</i> -- Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	3.1.3 Occupancy Permits or Building Approval Certificates
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Development Services Manager Planning & Development
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate. s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

DRAFT

Delegation	3.1.4 Designate Employees as Authorised Persons
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Delegates	CEO
Conditions	Decisions under this delegated authority to be in accordance with r.5 of the <i>Building Regulations 2012</i>. NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is <u>not</u> an approved officer or authorised officer for the purposes of Building Reg. 70
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<i>Building Act 2011:</i> s.97 requires each person designated as an authorised person must have an identity card.
Record keeping	Register of authorised persons and copies of certificates of authorisation to be retained. R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	3.1.5 Building Orders
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if noncompliance
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: a. take any action specified in the order ; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<i>Building Act 2011:</i> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	9 September 2025
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Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - removal of delegation to others.	---

DRAFT

Delegation	3.1.6 Inspection and Copies of Building Records
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Development Services Manager Planning & Development
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> - s.146 Confidentiality
Record keeping	19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

Delegation	3.1.7 Authorise persons to commence proceedings
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	Authority to authorise a person to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Development Services
Subdelegate conditions	Nil
Statutory framework	<i>Building Act 2011</i> - s.146 Confidentiality
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	3.1.8 Referrals and Issuing Certificates
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Act 2011:</i> s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Collie's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Development Services Manager Planning & Development
Subdelegate conditions	Nil
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	amendment to sub delegates by CEO	---

Delegation	3.1.9 Private Pool Barrier – Alternative Solutions [DRAFT]
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a solution to a Building Code pool barrier requirement if satisfied that the solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	Nil <u>Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.</u>
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil <u>Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.</u>
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	3.1.10 Smoke Alarms – Alternative Solutions
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building Surveyor Director Development Services Manager Planning & Development
Subdelegate conditions	Nil.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
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Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	3.1.11 Appoint approved officers and authorised officers
Head of power	03 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

04 Bush Fires Act 1954 Delegations

04.1 Council to CEO and Bush Fire Control Officer

Delegation	4.1.1 Make Request to FES Commissioner – Control of Fire
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Function	Authority to request on behalf of the Shire of Collie that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.2 Prohibited Burning Times - Vary
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	a. Decisions under s.17(7) must be undertaken jointly by both the [President / Mayor] and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.3 Prohibited Burning Times – Control Activities
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 4. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 5. Authority to recover the cost of measures taken by the Shire of Collie or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.4 Restricted Burning Times – Vary and Control Activities
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 7. Authority to recover the cost of measures taken by the Shire of Collie or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)

Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	4.1.5 Control of Operations Likely to Create Bush Fire Danger
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.6 Burning Garden Refuse / Open Air Fires
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Function	- Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of - building or fence, only where satisfied it is not likely to create a fire hazard [s.24F (2)(b)(ii) and (4)]. - Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. - Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. - Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. - Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: - camping or cooking [s.25(1)(a)]. - conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. - Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. - Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	9 September 2025
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Delegation	4.1.7 Fire-Breaks
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Collie: a. clearing of fire-breaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the Shire of Collie. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Collie [s.38 (5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. 4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	Register of appointed persons and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.9 Control and Extinguishment of Bush Fires
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.10 Recovery of Expenses Incurred through Contraventions of this Act
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Collie or those on behalf of the Shire of Collie to do [s.58].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	4.1.11 Prosecution of Offences
Head of power	04 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.59(3) Prosecution of offences
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Delegates	CEO Community Emergency Services Manager Director Development Services Ranger Senior Ranger
Conditions	Community Emergency Services Manager, Senior Ranger and Ranger are limited to function 2 only..
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	R19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

05 Cat Act 2011 Delegations

05.1 Council to CEO

Delegation	5.1.1 Cat Registrations
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Collie's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Customer Service Officer Director Development Services Finance Manager Finance Officer Finance Officer - Rates Ranger Senior Finance Officer Senior Ranger

Subdelegate conditions	Director Development Services & Rangers 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. Customer Service and Finance Officers 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)], Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.
Statutory framework	<i>Cat Regulations 2012</i> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

Delegation	5.1.2 Cat Control Notices
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Function	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Collie's District [s.26].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Development Services Ranger Senior Ranger
Subdelegate conditions	Nil.
Statutory framework	<i>Cat Regulations 2012</i> – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	5.1.3 Approval to Breed Cats [DRAFT]
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37 (1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	<u>Senior Ranger</u> Ranger Director Development Services
Subdelegate conditions	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>
Statutory framework	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.

Delegation	5.1.4 Recovery of Costs – Destruction of Cats
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Development Services Senior Ranger
Subdelegate conditions	Nil
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
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Delegation	5.1.5 Authorise a person to perform Specified functions under the Cat Act 2011
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.73 Prosecutions
Function	Authority to authorise a person to commence a prosecution for an offence against the <i>Cat Act 2011</i> . [s.73(1)(b) & (2)(b)]
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Development Services
Subdelegate conditions	Nil
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	5.1.6 Applications to Keep Additional Cats
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Development Services Senior Ranger
Subdelegate conditions	Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	5.1.7 Reduce or Waiver Registration Fee
Head of power	05 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Function	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Delegates	CEO
Conditions	This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to <u>any class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Development Services
Subdelegate conditions	This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995..
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

05.2 Cat Act Delegations - CEO to Employees

Delegation	5.2.1 Infringement Notices – Extensions and Withdrawals
Head of power	05 Cat Act 2011 Delegations
Delegator	CEO
Express power to delegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Function	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
Delegates	Director Development Services
Express power to subdelegate	Nil
Statutory framework	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	9 September 2025
Adoption references	Delegation from CEO to subdelegate Director Development Services
Last reviewed	9 September 2025

06 Dog Act 1976 Delegations

06.1 Dog Act Delegations Council to CEO

Delegation	6.1.1 Appoint Registration Officer
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.3 Terms Used (Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act)
Function	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	6.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation.
Function	1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$200 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	6.1.3 Refuse or Cancel Registration
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.15(2) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Collie's District [s.15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Statutory framework	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) <i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</i>

Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

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Delegation	6.1.4 Grant Exemption as to Number of Dogs Kept at Premises
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
Function	Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the relevant provisions of the <i>Dog Act 1976</i> and the Shire of Collie Dogs Local Law, including: - Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)]. - Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: - Fencing at the premises must be adequate and - maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. - Registrations for each dog subject of the approved exemption must be current and maintained. - An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the <i>Dog Act 1976</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO amendments to positions with delegation.	---

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Delegation	6.1.5 Kennel Establishments
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Collie Dogs Local Law.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	6.1.6 Recovery of Moneys Due Under this Act
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Statutory framework	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	6.1.7 Dispose of or Sell Dogs Liable to be Destroyed
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	6.1.8 Declare Dangerous Dog
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Subdelegate conditions	Nil
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	6.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the <i>Dog Act 1976</i>
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

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Delegation	6.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

Delegation	6.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration
Head of power	06 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Function	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Express power to subdelegate	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Director Development Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

07 Food Act 2008 Delegations

07.1 Council to CEO

Delegation	7.1.1 Determine Compensation
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Delegates	Director Development Services Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	7.1.2 Prohibition Orders
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	Director Development Services Environmental Health Officer
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
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Delegation	7.1.3 Food Business Registrations
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	Director Development Services Environmental Health Officer
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • <i>Food Act 2008</i> Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express power to subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	7.1.4 Appoint Authorised Officers and Designated Officers
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Delegates	CEO Director Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express power to subdelegate	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.
Statutory framework	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers .
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023

Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	7.1.5 Debt Recovery and Prosecutions
Head of power	07 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Delegates	CEO
Conditions	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

08 Graffiti Vandalism Act 2016 Delegations

08.1 Council to CEO

Delegation	8.1.1 Give Notice Requiring Obliteration of Graffiti
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
22 Dec 2025	Amended delegation	Review of sub delegations by CEO - removal of sub delegation	---

Delegation	8.1.2 Notices – Deal with Objections and Give Effect to Notices
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Local Government Act 1995:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	8.1.3 Obliterate Graffiti on Private Property
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Local Government Act 1995:</i> s.25(1) Local government graffiti powers on land not local government property
Function	Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	8.1.4 Powers of Entry
Head of power	08 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express power or duty delegated	<i>Local Government Act 1995:</i> s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

09 Public Health Act 2016 Delegations

09.1 Council to CEO

Delegation	9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express power or duty delegated	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Delegates	CEO
Conditions	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express power to subdelegate	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to subdelegate
Statutory framework	<i>Criminal Procedure Act 2004</i> – Part 2.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	9.1.2 Enforcement Agency Reports to the Chief Health Officer
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	9.1.3 Designate Authorised Officers
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. Including: a. An Environmental Health Officer or Environmental Health Officers as a class; OR b. A person who is not an Environmental Health Officer or a class of persons who are not Environmental Health Officers, OR c. A mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	a. Subject to each person so appointed being appropriately qualified and experienced [s.25(1)(a)]; and b. A Register (list) of authorised officers being maintained in accordance with s.27.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i>, Chapter XXVI Refer s.252 of the <i>Public Health Act 2016</i>
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. <i>R.19 LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records

Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	9.1.4 Give Enforcement Orders and Issue Clearance Certificates
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.216 Issue of Enforcement Orders s.218 Extension of period of compliance with enforcement order s.223 Certificate of clearance to be given in certain circumstances s.224 Request for assessment
Function	Authority to: 1. Give an enforcement order in accordance [s.216]. 2. Extend the period for compliance specified in the order [s.218]. 3. Give a certificate of clearance (in the Department of Health approved form) where an assessment report of an authorised officer finds the enforcement order has been complied with and there is no longer a serious public health risk to be prevented or mitigated [s.223]. 4. Where requested under s.224, cause an assessment by another authorised officer to be made for the purposes of s.233 (clearance certificate) and give notice of a decision to not give a clearance certificate after assessment [s.224(2)].
Delegates	CEO
Conditions	a. Content of enforcement order must comply with s.217 provisions.
Express power to subdelegate	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority s.217 Contents of enforcement order <i>Criminal Investigation Act 2006</i> , Parts 6 and 13 – refer s.245 of the Public Health Act 2016 <i>The Criminal Code</i> , Chapter XXVI – refer s.252 of the Public Health Act 2016
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025

Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	9 September 2025

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Delegation	9.1.5 Enforcement Orders - Implement and Recover Costs
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.219 Enforcement agency may implement enforcement order s.221 Recovery of costs incurred by or on behalf of enforcement agency
Function	1. Authority to take any action reasonably necessary to implement sufficient compliance with an enforcement order that has not been complied with [s.219(2)]. 2. Authority to sign a certificate stating the amount of any costs and the manner in which they were incurred as evidence of the matters certified [s.221(2)]
Delegates	CEO
Conditions	a. Costs incurred in taking action under s.219 are to be recovered, including recovery in a court of competent jurisdiction [s.221(1)].
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority s.220 Application of Criminal and Found Property Disposal Act 2006 <i>Criminal Investigation Act 2006</i> , Parts 6 and 13 – refer s.245 of the Public Health Act 2016 <i>The Criminal Code</i> , Chapter XXVI – refer s.252 of the Public Health Act 2016
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 September 2025
Adoption references	OCM 9 September 2025 Res 9648
Last reviewed	9 September 2025

Delegation	9.1.6 Dealing with Seized Items
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Function	1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Delegates	Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority s.217 Contents of enforcement order <i>Criminal Investigation Act 2006</i> , Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i> , Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023

Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	9.1.7 Appoint Designated Officer – Information Sharing
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.299 Information Sharing
Function	Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Delegates	Environmental Health Officer
Conditions	Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline, prepared in accordance with s.300.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	<i>Public Health Act 2016</i> s.300 Guidelines relating to information sharing.
Record keeping	Register of Authorisations and copy of Certificate of Authorisation issued to be retained. R.19 LG (Admin) Regs 1996 requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	9 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - changes to delegates.	---

10 Planning and Development Act 2005 Delegations

10.1 Council to CEO

Delegation	10.1.1 Illegal Development
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Function	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2. Give a written direction to the owner or any other person who undertook an unauthorised development: a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	---

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10.2 Local Planning Scheme 6 Council to CEO

Delegation	10.2.1 Development Applications
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Schedule 2, Part 10, cl.82(1) Delegation by local government</i>
Express power or duty delegated	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2</i> cl.18 Advertising structure plan cl.50 Advertising local development plan cl.64 Advertising applications cl.66 Consultation with other authorities cl.68 Determination of applications cl.70 Form and date of determination cl.77 Amending or cancelling applications <i>Planning and Development (Development Assessment Panel) Regulations 2011</i> r.17A Amendment or cancellation of development approval by responsible authority. Shire of Collie Local Planning Scheme 6 cl. 18 'A' Uses cl.36(4) Variation to site and development requirements
Function	1. Interpret and apply the provisions of Local Planning Scheme 6 and any relevant statutory planning framework, including Local and State Planning Policies; 2. To determine development applications by issuing refusals, deemed refusals, approvals with relevant conditions and amendments to development approvals in respect of applications determined under delegated authority.
Delegates	CEO
Conditions	This delegation may be exercised by the delegated officer in the following circumstances only: Development a. To approve any development application for 'P' or 'D' uses and impose reasonable conditions. Subject to compliance with Scheme and Policy requirements. b. To approve any development application for an 'A' use and impose reasonable conditions. c. Subject to compliance with Scheme and Policy requirements and where no valid objections are received during the advertising period. d. To refuse applications where the use is defined under the Scheme, but is an 'X' use under the applicable zone. e. To refuse applications for 'D' uses which do not comply with the provisions of the Local Planning Scheme and/or Deemed Provisions. f. To approve and impose relevant conditions, or refuse, an Application for Development Approval- Home Occupation/ Home Business. g. To approve development applications on local reserves if the proposed development is consistent with the purpose of the Reserve, the Objectives of the Scheme, and any relevant adopted Local Planning Policy. When relating to Council managed land, approval may only be granted where the application relates to an approved lease and is within an approved lease boundary. h. To approve an Application for Development Approval for a "Use Not Listed" that is consistent with the purpose and objectives of the zone, subject to no valid objections

being received during the advertising period.

- i. To approve, or refuse an Application for Development Approval for Advertising Signs.
- j. To approve, or refuse any development applications for outbuildings in all zones which do not comply with the setback, floor area and height requirements of Local Planning Policy 2.1. Approval is subject to no adverse effects being foreseen on the surrounding area and no valid objections being received during the advertising period, if required.
- k. Refer an Application for Development Approval to relevant public authorities or utility service providers for comment. (Cl. 66)
- l. Advertise an Application for Development Approval for public comment. (Cl.64)
- m. Advertise a Structure Plan, Activity Centre Plan or Local Development Plan for public comment and comments from relevant public authorities and service providers (Cl.18, Cl.34, Cl.50)
- n. Modify a development standard or requirements prescribed under Local Planning Scheme No.6 or an adopted Local Planning Policy. Subject to compliance with Cl. 36- Variations to site and development requirements of the Scheme To amend a Development Approval to extend the period within which Development Approval is to be substantially commenced (Cl. 77)

Existing Approvals

- o. To amend or delete any condition to which a development approval is subject (Cl.77). Subject to the Development Approval being issued under delegated authority.
- p. To amend an aspect of a Development Approval which, if amended, would not substantially change the development approved. (Cl.77)
- q. To cancel a development approval. (Cl. 77)

Residential Design Codes

- r. To approve, or refuse the erection or extension/alteration of any single house, ancillary dwelling, outbuilding, external fixture, boundary wall, fence, patio, pergola, verandah, garage, carport or swimming pool that does not meet the deemed-to-comply requirement under State Planning Policy 7.3 Residential Design Codes. Approval is subject to no valid objections being received during the advertising period and the proposal being consistent with Cl. 67 of the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Deemed Provisions.
- s. To approve, or refuse variations to SPP 7.3- Residential Design Codes and Local Planning Policy 2.1 Outbuildings, where the R Codes apply and the proposal does not comply with the setback, floor area, height and material requirements. Approval is subject to no adverse effects being foreseen on the surrounding area and no valid objections being received during the advertising period, if required.

Submissions and Responses to Applications (where Shire is not the determining authority)

- t. To provide a response to applications on behalf of the Shire, where the Shire is not the determining authority. i.e Exploration License, Clearing Permit etc. Subject to the applications not being of the greater public interest and being likely to impact on the surrounding area.
- u. To provide a response on behalf of the Shire to policy changes and reform initiatives which are not Shire policy.
- v. To prepare a Responsible Authority Report for the Regional Joint Development Assessment Panel as required.

Notwithstanding all authorities above, the following condition applies to the exercise of authority:

- a. Any application for subdivision in the opinion of the Chief Executive Officer to be controversial or of public interest to be referred to Council prior to the Shire making its recommendation to the Western Australian Planning Commission or the State Administrative Tribunal.
- b. Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council.

	people interested to be determined by Council. c. All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services Manager Planning & Development
Subdelegate conditions	Director Development Services All conditions on the original delegation also apply to this sub delegation. Manager Planning and Development The delegated officer may only exercise those conditions listed under k, l, m, t, u, and v in the original delegation.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---
25 Jun 2026	Amended delegation	CEO review of sub delegates. Director Development Services and Manager Planning and Development added.	---

Delegation	10.2.2 Subdivision
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995</i> s.5.42 Delegations of some powers or duties to the CEO
Express power or duty delegated	<i>Planning and Development Act 2005, Part 10, Division 2, Section 142</i>
Function	1. Provide advice including the imposition of reasonable conditions, to the Western Australian Planning Commission or the State Administrative Tribunal in relation to applications for subdivision/amalgamation, strata schemes and survey strata schemes; 2. To clear conditions and endorse diagrams of survey as they relate to subdivision approvals; 3. Advertise an application in a local newspaper circulating in the area or notify adjoining/nearby owners of a proposal and invite submissions.
Delegates	CEO
Conditions	a. Any application for subdivision in the opinion of the Chief Executive Officer to be controversial or of public interest to be referred to Council prior to the Shire making its recommendation to the Western Australian Planning Commission or the State Administrative Tribunal. b. Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council. c. All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Development Services
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	R.19 <i>LG (Admin) Regs 1996</i> requires delegates to keep a written record of how and when they exercised the power or discharged the duty and the persons or classes of persons directly affected. The delegate is to ensure that all evidentiary documents meet the requirements of r.19 and are retained in the Shire's records.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Amendments			
Date	Type	Amendment	References
9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	---

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11 Statutory Authorisations and Delegations to Local Government from State Government Entities

11.1 Environmental Protection Act 1986

Delegation	11.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	<i>ENVIRONMENTAL PROTECTION ACT 1986</i> SECTION 20 Delegation No. 52
Express power or duty delegated	EV401 ENVIRONMENTAL PROTECTION ACT 1986 SECTION 20 Delegation No. 52 Pursuant to section 20 of the Environmental Protection Act 1986, the Chief Executive Officer hereby delegates as follows- Powers and duties delegated - All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made - This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the Local Government Act 1995. Pursuant to section 59(1)(e) of the Interpretations Act 1984, Delegation No. 32, dated 4 February 2000 is hereby revoked. Dated this 9th day of January 2004 Approved - FERDINEND TROMP, A/Chief Executive Officer Dr JUDY EDWARDS MLA, Minister for the Environment Extract from Government Gazette dated 19 March 2004; page 919
Delegates	CEO
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	<i>Section 20 Environmental Protection Act 1986</i>
Express power or duty delegated	Instrument of delegation - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— 1. Subregulation 18(13)(b) is not delegated.
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the Local Government Act 1995, my powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Subregulation 18(13)(b) is not delegated.

Delegates	CEO
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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Delegation	11.1.3 Noise Management Plans – Construction Sites
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	<i>Section 20 Environmental Protection Act 1986</i>
Express power or duty delegated	Instrument of delegation Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548 I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the Environmental Protection Act 1986 ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.
Function	I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the <i>Local Government Act 1995</i>; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.
Delegates	CEO
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

11.2 Planning and Development Act 2005

Delegation	11.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A <i>Planning and Development Act 2005</i>
Express power or duty delegated	Instrument of delegation -www.dplh.wa.gov.au I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the <i>Land Administration Act 1997</i> HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule
Function	I, Donald Terrence Redman IWLA, Minister for Lands, a body corporate continued by section 7 (1) of the <i>Land Administration Act 1997</i> HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule
Delegates	CEO
Conditions	See Column 3 of the Schedule
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	11.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	WA Planning Commission
Express power to delegate	<i>Section 16(4) of the Planning and Development Act 2005</i>
Express power or duty delegated	Instrument of Delegation - DEL 2020/01 Powers of Local Governments On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED— A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.
Function	Schedule 1 1. Applications made under section 15 of the <i>Strata Titles Act 1985</i> Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that— a. propose the creation of a vacant lot; b. propose vacant air stratas in multi-tiered strata scheme developments; c. propose the creation or postponement of a leasehold scheme; d. propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>); e. in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to— i. a type of development; and/or ii. land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application. 2. Applications under sections 21 and 22 of the <i>Strata Titles Act 1985</i> Power to determine applications under— a. section 21 of the <i>Strata Titles Act 1985</i>; b. section 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC. 3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Delegates	CEO

Conditions	3. Reporting requirements A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

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11.3 Main Roads Act 1930

Delegation	11.3.1 Traffic Management - Events on Roads
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	<i>Regulation 297(2) of the Road Traffic Code 2000</i>
Express power or duty delegated	Instrument of Delegation - <i>Traffic Management for Events - CODE OF PRACTICE (Pg. 41)</i> Local Government (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction
Function	Local Government (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>; ii. race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction,
Delegates	CEO

Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Policy	Traffic Management for Events CODE OF PRACTICE
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

Delegation	11.3.2 Traffic Management – Road Works
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the <i>Road Traffic Code 2000</i>
Express power or duty delegated	Instrument of delegation - <i>Traffic Management for Works on Roads - CODE OF PRACTICE</i> (Pg. 77 Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Function	Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Policy	Traffic Management for Works on Road CODE OF PRACTICE
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239

Last reviewed	9 September 2025
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11.4 Road Traffic (Vehicles) Act 2012

Delegation	11.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Transport
Express power to delegate	Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i>
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or e. any combination of the above paragraphs (a) to (d);
Function	To perform functions on its behalf under: a. the <i>Local Government Act 1995</i>; b. regulations made under the <i>Local Government Act 1995</i>; c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations, APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES
Delegates	CEO

Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle. This condition 7 is not intended to prevent the use of additional words on the vehicle.
Date adopted	8 August 2023
Adoption references	OCM 8 August 2023 Res 9239
Last reviewed	9 September 2025

AMENDMENTS

Delegation	Date	Type	Amendment	References
2.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995	9 Sep 2025	Amended delegation	Review of delegation by Council - condition added and removal of function.	OCM 9 September 2025 Res 9648
2.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995	22 Dec 2025	Amended delegation	Review of sub delegation by CEO. Removal of one sub delegate position.	Nil
2.2.3 Compensation - Damage Incurred when Performing Executive Functions	9 Sep 2025	Amended delegation	Review of delegation by Council. Function 2 added.	OCM 9 September 2025 res 9648
2.2.4 Powers of Entry	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – amendments as per delegation by Council.	Nil
2.2.4 Powers of Entry	9 Sep 2025	Amended delegation	Review of delegation by Council – function 2 added. Council condition a. amended	OCM 9 September 2025 res 9648
2.2.8 Close Thoroughfares to Vehicles	9 Sep 2025	Amended delegation	Review of delegation by Council – condition C added.	OCM 9 September 2025 res 9648
2.2.8 Close Thoroughfares to Vehicles	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – sub delegation added.	Nil
2.2.10 Obstruction of Footpaths and Thoroughfares	9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added.	Nil
2.2.13 Crossing – Construction, Repair and Removal	9 Sep 2025	Amended delegation	Sub delegation by CEO – sub delegation added	Nil
2.2.16 Expressions of Interest for Goods and Services	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates reviewed & sub delegation condition updated	Nil
2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	9 Sep 2025	Amended delegation	Review of delegation by Council – condition increased from \$100,000 to \$250,000.	OCM 9 September 2025 res 9648

Delegation	Date	Type	Amendment	References
2.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	9 Sep 2025	Amended delegation	Review of sub delegation by CEO – delegates and conditions amended.	Nil
2.2.22 Procurement of Goods or Services	18 Sep 2025	Amended delegation	Review of sub delegation by CEO – Administration and Safety Officer role added.	Nil
2.2.22 Procurement of Goods or Services	25 Jun 2026	Amended delegation	Removal of sub delegates below director level. Subdelegate authorisation moved to management policy authorisation	Nil
2.2.25 Payments from the Municipal or Trust Funds	9 Sep 2025	Amended delegation	Review of delegation by Council function 1 added.	OCM 9 September 2025 res 9648
2.2.25 Payments from the Municipal or Trust Funds	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - further detail and conditions added	Nil
2.2.26 Defer, Grant Discounts, Waive or Write Off Debts	9 Sep 2025	Amended delegation	Review of delegation by Council - functions amended	OCM 9 September 2025 res 9648
2.2.26 Defer, Grant Discounts, Waive or Write Off Debts	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to amounts.	Nil
2.2.27 Power to Invest and Manage Investments	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - conditions added	Nil
2.2.34 Rate Record – Objections	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
2.2.36 Shire of Collie Local Laws	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
2.2.36 Shire of Collie Local Laws	22 Sep 2025	Amended delegation	Review of sub delegations by CEO – amendments to Local Laws applicable to each Director.	Nil
3.1.2 Demolition Permits	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil

Delegation	Date	Type	Amendment	References
3.1.3 Occupancy Permits or Building Approval Certificates	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.5 Building Orders	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - removal of delegation to others.	Nil
3.1.6 Inspection and Copies of Building Records	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
3.1.7 Authorise persons to commence proceedings	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.8 Referrals and Issuing Certificates	9 Sep 2025	Amended delegation	amendment to sub delegates by CEO	Nil
3.1.9 Private Pool Barrier – Alternative Solutions	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
3.1.10 Smoke Alarms – Alternative Solutions	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
5.1.1 Cat Registrations	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
5.1.5 Authorise a person to perform Specified functions under the Cat Act 2011	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.3 Refuse or Cancel Registration	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
6.1.4 Grant Exemption as to Number of Dogs Kept at Premises	9 Sep 2025	Amended delegation	Review of sub delegation by CEO amendments to positions with delegation.	Nil
6.1.5 Kennel Establishments	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.6 Recovery of Moneys Due Under this Act	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.7 Dispose of or Sell Dogs Liable to be Destroyed	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil

Delegation	Date	Type	Amendment	References
6.1.8 Declare Dangerous Dog	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
6.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
8.1.1 Give Notice Requiring Obliteration of Graffiti	22 Dec 2025	Amended delegation	Review of sub delegations by CEO - removal of sub delegation	Nil
9.1.7 Appoint Designated Officer – Information Sharing	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - changes to delegates.	Nil
10.1.1 Illegal Development	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation.	Nil
10.2.1 Development Applications	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil
10.2.1 Development Applications	25 Jun 2026	Amended delegation	CEO review of sub delegates. Director Development Services and Manager Planning and Development added.	Nil
10.2.2 Subdivision	9 Sep 2025	Amended delegation	Review of sub delegation by CEO - amendments to positions with delegation	Nil

15 July 2026

Phil Anastasakis
Chief Executive Officer, Shire of Collie
87 Throssell St
COLLIE WA 6225

Dear Phil,

RE: BUNBURY GEOGRAPHE TOURISM PARTNERSHIP SUBCOMMITTEE

On the 27th March 2026, the Bunbury Geographe Group of Council (BGGC) resolved to establish the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee of the Board.

The intent of the BGTP will be to continue to build on the good work that has been done over more than a decade in establishing the BunGeo brand and promoting tourism, development and visitation to our region.

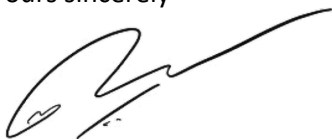
As part of the resolution in establishing the Committee, the group further resolved to invite the Shire of Collie as a member of the Committee, to continue participating and contributing towards the objectives of the BGTP.

The Group is currently awaiting finalisation of the Member Councils' budgets and once all contributions are confirmed, the intention is to appoint a part-time BGTP Officer to coordinate day-to-day activities, including coordinating the working group, management of the website, social media, and other promotional initiatives.

We kindly request that you confirm your interest and willingness to participate and/or contribute to the BGTP Subcommittee, and advise which two officers you wish to nominate as your representatives, no later than Friday, 24 July 2026.

Please contact Marie Vitanza, Executive Assistant to the CEO & Shire President on (08) 9724 0306 or via email CEO.EA@dardanup.wa.gov.au.

Yours sincerely



MR THEO NAUDÉ
Acting Chief Executive Officer



1st July 2026

Dear Ian and Phillip,

Re: Invitation to Partner in the South West Sports Awards

I am writing to invite your municipality to join Bunbury and Busselton in establishing and hosting the inaugural **South West Sports Awards** – a celebration of the extraordinary athletic talent, sporting excellence, and community spirit that defines our region.

Previously the City of Bunbury and the Shires of Harvey, Dardanup, Capel, and Collie combined to present the Bunbury Geographe Sports Awards. We would like to include all South West municipalities to make this year's even better. Here's the link to last year's awards – [Bunbury Geographe Sports Awards 2025](#).

The South West of Western Australia has long been a breeding ground for exceptional athletes and passionate sports communities. Yet there has been no unified platform to celebrate and recognise the individuals, teams, and organisations that make our region proud. This awards program seeks to change that.

The Opportunity

We envision the South West Sports Awards as:

- An annual celebration honouring outstanding athletes across all codes and levels
- Recognition of coaching excellence, volunteer contributions, and community clubs
- A shared initiative that raises the profile of sport throughout our region
- An opportunity to inspire the next generation of champion

Your Partnership

Bunbury and Busselton extend this invitation to work collaboratively with fellow South West municipalities. Bunbury is all set to host the inaugural award in November this year. Whether your community hosts events, nominates candidates, provides sponsorship support, or participates in the planning committee, your involvement would be invaluable.

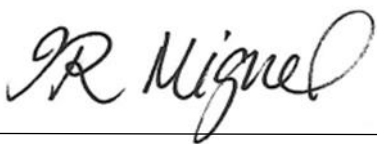
Next Steps

We are organising the 2026 South West Sports Awards now. It will be held at the Mantra Bunbury Lighthouse ballroom on Saturday the 14th November 2026, and we will be opening nominations soon. We'd like to include your sporting legends in this momentous evening.

I would welcome the opportunity to discuss this initiative with you further. Should your Council wish to participate, please contact eamayor@bunbury.wa.gov.au at your earliest convenience so we may schedule an initial working meeting.

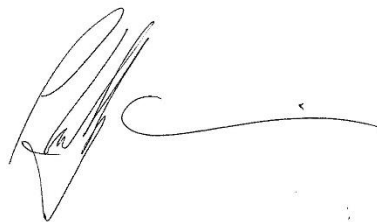
Together, we can create something that celebrates the best of the South West.

Yours sincerely,



Jaysen de San Miguel

MAYOR, CITY OF BUNBURY



Phill Cronin

MAYOR, CITY OF BUSSELTON

SOUTH WEST SPORTS AWARDS



REGIONAL PARTNERSHIP



PROUDLY SUPPORTED BY





INTRODUCTION

We are thrilled to present you with an exciting opportunity to support the South West Sports Awards. This prestigious event aims to recognise and celebrate the outstanding achievements and contributions in our South West sports community.

As a valued Partner, your support will showcase your LGA's commitment to your local sports community and provide you with numerous benefits and exposure within the sports community.



Saturday, 14 November 2026



Mantra Lighthouse
2 Carey St Bunbury

REGIONAL PARTNERSHIP OVERVIEW



PURPOSE

The Awards are a collaborative initiative to acknowledge the achievements of athletes while recognising the essential contribution of coaches, officials, volunteers, clubs and sporting organisations that make community sport possible.

BENEFITS

Regional Local Government Partners receive:

- Recognition as an official Regional Partner of the South West Sports Awards.
- Eligibility for athletes, teams and clubs within your local government area to be nominated.
- Logo inclusion across event marketing and promotional materials.
- Acknowledgement during official event proceedings.
- Opportunity to display promotional material at the Awards.
- Two complimentary tickets to the Awards Gala.
- Representation on the Awards Planning Committee.
- Opportunity to contribute to the ongoing development of the Awards.

MARKETING AND PROMOTION

MARKETING REACH

Our marketing strategy will include a combination of online and offline efforts to reach the target audience. This includes all 550 sports clubs within the South West with over 65,000 members that have an ever expanding reach through their families, spectators and local communities.

The event will be marketed through the a wide variety of promotional avenues including to over 350,000 followers across LGA social media and showcased on the City promotional LED screens.



my community
directory

PROMOTION SCHEDULE

The promotion schedule will include regular updates on all social media channels, targeted promotional campaigns, newspaper and email newsletters to all sports clubs and sport and recreation facilities.

Post event promotion will continue through social media and on the South West Sports Awards website.

OPTIONS



Join us in celebrating the remarkable achievements and contributions of our local sports community and make a lasting impact.

Becoming a Regional Partner will not only support this prestigious event but also ensure athletes within your LGA are eligible to nominate and contribute to the growth and development of sport in the South West.

Participating local governments are invited to select one of the following partnership options.

PARTNERSHIP OPTIONS

GOLD

- Recognition as a Regional Partner
- Eligibility for local athletes & teams
- Logo on event materials
- Media acknowledgement
- Event day promotional material
- Representation on Planning Committee
- Two complimentary tickets

\$2,500

SILVER

- Recognition as a Regional Partner
- Eligibility for local athletes & teams
- Logo on event materials
- Media acknowledgement
- Two complimentary tickets

\$2,000



THANK YOU

Thank you for considering this proposal.
We are excited about celebrating and
acknowledging our local sports community
and those who put their heart and soul into it
every week, every year.

We hope you come along for the ride!

City of Bunbury 

(08) 9792 7021 

doneill@bunbury.wa.gov.au 

Development Approval Application and Environmental Management Plan

LOT 1123, 81 LAWSON ROAD, PALMER
SHIRE OF COLLIE



REPORT PREPARED BY
LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD

Lot 1123, 81 Lawson Road, Palmer, Shire of Collie

Development Approval Application and Environmental Management Plan

Version Reference: 0.1

Date: August 2025

Prepared by Lundstrom Environmental Consultants Pty Ltd for ACPH Civil and Plant Hire

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Version Register

Version No.	Description	Author	Reviewed by	Date
0.1	Report	V.G.	M. L	August 2025

Front cover image: *Google Earth Imagery Sep 2023*

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Appendix 1: Development Approval Application Form
Appendix 2: Certificate of Title
Appendix 3: Authorisation Letter and Letter of No objection
Appendix 4: Water Management Plan
Appendix 5: Weed Management Plan
Appendix 6: Dust Management Plan
Appendix 7: Noise Management Plan
Appendix 8: Dieback Management Brochure

1 INTRODUCTION

The purpose of this report is to provide all the necessary information required in support of a Development Approval (DA) application (Appendix 1) by the proponent, ACPH Civil and Plant Hire, in relation to a proposed gravel extraction operation on Lot 1123 Lawson Road, Palmer in the Shire of Collie.

This application is to extract gravel within proposed Stage 2 with a total area of 6.8ha. This area is to the south of the current approved Stage 1 (12.2ha) which has now almost been completed. Rehabilitation within Stage 1 has taken place on a progressive basis.

This report sets out the details required by the Shire of Collie for ongoing extraction of laterite gravel on Stage 2 of the property together with maps. It also provides an environmental assessment of the proposal and environmental management plans.

2 PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

The property is situated approximately 1km north of the intersection of Lawson Road and Collie-Williams Road and approximately 10km Northeast of Collie. A locality plan is included as Figure 1. The property description and ownership are summarised in Table 1.

Table 1. Property description

Property Description:	Lot 1123
	81 Lawson Road, Palmer
	Shire of Collie
Lot 1123:	
Deposited Plan	232895
Volume	1306
Folio	963
Area:	40.5078ha
Ownership	

The Certificate of Title is attached as Appendix 2 and Authorisation letter and Letter of No Objection as Appendix 3.

The site is currently surrounded by low quality farmland to the west and south and on the east and north by the State Forest and the current gravel operation.

3 DESCRIPTION OF THE SITE AND ITS SURROUNDS

3.1 PRESENT LAND USE

The surrounding farm lots are currently used for sheep and cattle grazing and the lot 1123 is surrounded by public State Forest to the east and north. Approximately 12.2ha of the 40ha lot 1123 is currently being used for gravel extraction and the remainder is still used for cattle and sheep grazing by the landowner. The gravel extraction operations have occurred on the site since 2009.

Figure 2 illustrates the land use of the property and its immediate surrounds.

3.2 TOPOGRAPHY

The elevation of the subject area ranges between 301m AHD and 284m AHD, and generally falls from east towards south-west of gravel pit towards the farm dam and to south.

Current slopes across the proposed extraction area range between approximately 1:31 (3.2%) and 1:10 (10%).

3.3 SURFACE WATER, DRAINAGE AND WETLANDS

The property is situated within a *Rights in Water Irrigation Act 1914* (RIWI) Surface Water area and Irrigation district (Collie River Irrigation District Sub-Area No 2) overseen by DWER (Landgate 2023). The site lies in the Wellington Dam Collie River Catchment within the Collie River Basin of the Southwest division. The Collie River runs approximately 685m south from the nearest boundary of Stage 2 (Landgate 2023).

There is no permanent expression of surface water in the proposed new area. There are two tributaries flowing from the west of Lot 1123, merging further south-west, to flow into the Collie River.

The site does not fall in a Public Drinking Water Source Area (Landgate 2023).

Details of the methods that will be used to manage stormwater and off-site sedimentation are discussed in Section 5.5 of this report.

3.4 GEOLOGY AND SOILS

The landform is deeply dissected laterite plateau, bedrock geology of deeply weathered mantle over granite rocks. The soil characteristic is loamy gravel, duplex sandy gravel, red and brown loamy earth (often friable), shallow and deep sandy gravel, wet and semi-wet soils and loamy duplex (Landgate 2023).

Caprock thickness varies from 2 to 3m, and maximum excavation depths are approximately 1 to 3m below current ground level.

The surface laterite is underlain by deeply weathered granitic rocks of the Yilgarn Craton (GeoVIEW 2023).

3.5 GROUNDWATER HYDROLOGY

Limited groundwater occurs at approximately 20 metres below the proposed final ground surface, which exceeds the minimum required clearance under current regulatory policies and guidelines (DWER 2019).

3.6 VEGETATION

The Proposed Stage 2 does not have existing native vegetation. There is a cluster of vegetation to the west, and state forest to the east and further north of the proposed Stage 2. There is no clearing proposed during the operation, and the surrounding native vegetation will not be disturbed or impacted during the extractive operations. The gravel pit will be rehabilitated to pasture and will be used for grazing.

Lot 1123 comes under the Dwellingup vegetation Complex. Native vegetation around the extraction areas will be not disturbed by the extractive activities.

3.7 ENVIRONMENTALLY SENSITIVE AREAS

An Environmentally Sensitive Area (ESA) is an area where the vegetation has high conservation value and cannot be cleared. ESAs are declared by the Minister in the Environmental Protection (Environmentally Sensitive Areas) Notice 55 (2005) under section 51B of the Environmental Protection Act 1986. There are no Environmentally Sensitive Areas (ESA) as defined by the Clearing Regulations (DWER, 2019a) within or adjacent to the proposed extraction area.

3.8 CURRENT ZONING AND EXISTING INFRASTRUCTURE

The area is zoned as “Rural” in terms of the Shire of Collie Planning Scheme 6.

A small crib house and toilet facility exists on the northern boundary of the existing pit on Lot 1123.

3.9 BUSHFIRE PRONE AREAS

About one third of the proposed Stage 2 area falls within a bushfire prone area (Figure 2) as designated by the Fire and Emergency Services (FES) Commissioner on 1 June 2018. However, the threat of bushfire from this operation is considered low. The development area is on cleared agricultural land.

3.10 CLOSEST RESIDENCES

The Environmental Protection Authority (EPA) draft Environmental Assessment Guidelines “Separation distances between Industrial and sensitive land uses” lists the generic buffer for extractive industries where “grinding and milling works but no blasting” are proposed as 500 to 1 000m, depending on the type of processing (EPA, 2015).

The closest structures to the outer boundaries of the extraction areas are identified and mapped on Figure 2. There are three structures located within 1km of the proposed extraction areas as shown in Table 2. There are three structures within 1km of the closest boundary of the gravel operation area. Structure 1, 2 and 3 listed in the table 2 are owned by the owner Michael Britten and are not considered to be sensitive receptors. The position of the crusher has been kept as far away as possible from structure 1 and has been placed in Stage 1. The gravel extraction operation on Lot 1123 has been carrying on since 2009; the owner has no objections to the operations, please see Letter of

No-Objection attached as Appendix 3. Structure 4 is a sensitive receptor; however, it is more than 1km from the closest boundary of Stage 2 and will not be impacted by the proposed gravel extraction operation.

Table 2. Structures Within 1km Radius of Proposed Extraction Area

Reference No. on Figure 2	Lot no.	Owner	Residential Status	Distance to closest boundary of Gravel operation area (metres)	Distance to the Crusher position (metres)
Structure 1	1123	[REDACTED]	Spare house, occasionally used by family members	105 SW	528 SW
Structure 2	345	[REDACTED]	Shed	325 SW	755 SW
Structure 3	763	[REDACTED]	Owner's residence	753 NW	972 NW
Structure 4	73	[REDACTED]	Unknown	1048 SW	1476 SW

The crusher position is further away from the structures and will be screened by the overburden and topsoil stockpile 2m high along the edges of extraction area and product stockpile 5m high positioned around the crusher. The closest sensitive premises is Structure 1 which is 528 m.

Further mitigations to manage dust and noise will be discussed in Dust Management Plan and Noise Management Plan.

4 THE DEVELOPMENT PROPOSAL

4.1 CURRENT GRAVEL EXTRACTION

Prior to 2009, Lot 1123 was used for cattle sheep grazing and from 2009 till now, has been mined for gravel on the northern side as shown in Figure 2.

4.2 PROPOSED GRAVEL EXTRACTION

ACPH propose to extract gravel from Stage 2, of the total are 6.8ha in two separate stages (Area 1 – 3.3ha and Area 2 – 3.5ha), as shown in Figure 3. The feature survey of the current land surface is attached as Appendix 9. The excavation will proceed to a maximum depth of approximately three metres. This DA application is for 5 years.

The Development Approval is required, for the purpose of undertaking the following activities on the land:

- Within each area of extraction, approximately 100mm of topsoil will be removed from the extraction area prior to the commencement of each area, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no more than 2 m high and 12m wide, with batter of 1:3 metres.
- Within each current stage of extraction, a bulldozer will rip and blade material to a raw material stockpile. Overburden stockpiles will be placed along the edges of the extraction area.
- The raw material will be loaded into the 20T jaw crusher and once processed, it will be automatically fed into the screening plant to grade the material depending on size required, after which a stacker creates a product stockpile. The product stockpile will be no more than 5m high and 30m wide, with batter of 1:3 metres.
- The excavation campaign which includes the removal of topsoil and overburden, excavation, crushing and screening stockpiling of gravel resource, will occur for 8 weeks during the summer months and material is stockpiled for future use.
- Cartage campaigns involve the removal of material from stockpiles, loading of trucks by front end loader and cartage by road trucks to mainly civil construction sites of private local sales. Cartage operations casually occur 6 days per week November to May.
- A mobile crushing and screening plant will process the material for approximately 8 weeks per year on site. Trucks will enter the pit and be loaded from the stockpile by a front-end loader.
- Overburden and Product stockpiles will be placed in such a way, that they will act as a noise buffer between the crusher and the sensitive receptors.
- Extraction activity will proceed to a depth of no more than 3m.
- Once extraction in the active area has been completed, topsoil will be respread, and the area ripped on the contour. Batters will be smoothed to 1:4 and the base of the pit levelled out.
- The extraction will be conducted as per the proposed areas of extraction shown in Table 3 and Figure 3. Each area of extraction will be progressively rehabilitated back to pasture after completion of extraction activities. This ensures that the area of disturbed land is kept to a practical minimum.
- To minimise open areas exposed to wind erosion as far as practicable, annual assessment of areas suitable for stabilisation will be completed, and soil stabilisation works will be carried out.
- Trucks will enter the pit from via Norm Road and be loaded from the stockpile by a front-end loader.

- Measures to limit noise and dust from the operations are discussed separately in 5.6 and 5.7 below.
- Rehabilitation and stormwater management measures will be implemented.
- There will be no blasting in this operation.
- Batters of 1:4 will be maintained throughout the operation. Where possible, topsoil will be replaced and seeded with pastures on a progressive basis, in fully extracted areas, prior to the commencement of winter, to blend with the existing landscape as much as possible. The end use of the site is for grazing.

Table 3 below summarises the actions that are to take place on the property over the next 5-year licence period (2025 to 2030) and are illustrated on Figure 3.

Table 3. Estimated Proposed Stages of Extraction

Stage (Gravel)	Action	2025	2026	2027	2028	2029	2030
Area 1	Strip, Crush and Stockpile from 3.3ha area						
Area 1	Load and Truck out						
Area 1	Progressive Rehabilitation of approx. 3.3ha						
Area 2	Strip, Crush and Stockpile from a 3.5ha area						
Area 2	Load and Truck out						
Area 2	Progressive Rehabilitation of approx. 3.5ha						
All	Monitoring and Maintenance						

4.4 SITE ACCESS AND EGRESS ROADS

Site access and egress is established off Norm Road (Figure 2).

4.5 ESTIMATED TRAFFIC TO BE GENERATED

Operating times will be 7am to 6 pm Monday to Friday and 7am to 4pm on Saturdays, excluding public holidays, November to May. No crushing will take place on Saturdays.

The following estimates are made:

- Estimated annual gravel removal: up to 74,000 tonnes
- Number of working days per month: 22days
- Vehicle payloads (GAV's¹):
 - Semi (30 tonnes)
 - Six-Wheeler (20 tonnes)
- Proportional use: 30 tonner (50%), 20 tonners (50%)

It is estimated that on average a maximum of 12 trucks (out and in) movement will occur per day. Trucking gravel offsite can vary because of orders. On average, gravel is carted off site 1 day a week for small orders and large could be for a week averaging 4-5 times a year.

4.2.1 Condition of Norm Road

Norm Road is an unsealed road and is currently in a good condition, mainly used by log trucks as well as local traffic. ACPH conducts grading of the Norm Road as per requirement, on average 3 to 4 times a year. Development Approval condition of the previous Stage 1 required detailed design for upgrades/works to the intersection of Norms Road and Collie-Williams Road, including bitumen sealing of the first 50 metres from the Collie-Williams Road, in consultation with Main Roads WA. This work has been completed.

4.2.2 School Bus Schedules

Information about the school bus route and timing on Norm Road is obtained from South Central school bus services of Public Transport Authority of Western Australia. There is one school bus route that travels on Norm Road at around 8AM in the morning and 4PM in the afternoon. There is communication and understanding between the school bus driver and ACPH and trucking is avoided around the school bus times. ACPH makes sure there is no trucking 15 minutes before and after the school bus timings.

5 POTENTIAL NEGATIVE ENVIRONMENTAL IMPACTS AND PROPOSED MANAGEMENT

Short-term negative environmental impacts are to be expected in the process of all mining actions. These can largely be mitigated over the medium to long term provided that operating procedures are in accordance with acceptable standards and that rehabilitation measures are implemented as proposed. The following listed potential impacts are used as a checklist to ensure that all potential major impacts are addressed.

5.1 FLORA AND FAUNA

The Britten gravel pit comes under the Dwellingup vegetation complex. Native vegetation around the extraction areas will be not disturbed by the extractive activities.

The gravel extraction has been carried out since 2009 and no native vegetation is present in the pit area. Therefore, no clearing will take place and it is unlikely there will be significant impact to indigenous flora and fauna.

5.2 WEEDS

ACPH will implement a weed management plan as is described in Appendix 5 of this report.

5.3 ALTERATION OF THE LAND SURFACE

After extraction, the land surface will be approximately 3 metres lower than the original, apart from the batters which will be at a maximum gradient of 1:4. The battered slopes for each stage of the excavation works will be contained within the designated boundaries of each stage.

5.4 VISUAL IMPACT

It has been identified through liaison with the Shire of Collie that some visual impact from the north western edge of the pit, may be incurred from the residences situated to the south-west of the pit. In order to mitigate this, it is proposed to plant a tree belt of fast growing eucalypts to close the gap between existing tree belts. In addition a three metres bund will be pushed up inside of the pit parallel to the pit boundary as illustrated on Figure 3. The combination of these three measures will provide sufficient screening from affected residences.

Whilst a short-term visual impact will occur, once rehabilitation has been completed and pasture regrown, there will be little evidence that extraction has taken place. The end use of the rehabilitated gravel pit will be grazing.

Norm Road passes through State Forest and is effectively sheltered by trees on both sides. The only area visible is the entrance to the Lot 1123 off Norm Road.

5.5 WATER

5.5.1 Water Management

In all mining operations the potential exists for impacts to be incurred on surrounding water resources, or by storm water erosion of exposed areas. This is dependent on the slopes associated

with the site, the nature of the ground materials and the proximity of the site to sensitive receptors such as productive aquifers, wetlands, lakes, or rivers.

A Water Management Plan has been prepared and is included as Appendix 4 of this report.

5.5.1.1 Surface Water Management

There is no permanent expression of surface water such as lakes, wetlands, dams, rivers or creeks, and no major surface drainage lines have been identified within the extraction area.

There are two tributaries flowing west of Lot 1123, merging further south-west, to flow into the Collier River as shown in Figure 2. The nearest tributary is about 150m from the pit boundary. These tributaries will not be disturbed by the gravel extraction.

5.5.1.2 Stormwater Management

Stormwater management is an important issue on this site and the management measures proposed are as follows:

- Any surface runoff from unmined areas outside the extraction areas will be diverted around the workings by means of diversion bunds placed around the boundaries of the operational stage.
- The runoff generated by direct rainfall onto the working stage will be managed using a number of measures which include:
 - Stormwater detention ponds to be constructed at the base of each sub catchment as defined in the water management plan, whilst it is being worked, with all stormwater generated by rainfall onto the being directed to them by the use of rip lines and material stockpiles. Detention ponds will serve as effective silt traps in times of high surface runoff. Runoff and detention pond sizing is calculated in the Water Management Plan (Appendix 4).
 - Strategically placed stockpiles to reduce water flow within the extraction area.
 - Topsoil stockpile will be positioned in a gently sloped area along the stage boundary, and it will stabilise quickly, which will prevent any sedimentation.
 - Product (gravel) stockpile will act as a barrier to the storm water flow, and any water escaping will be captured by the constructed detention ponds.
- On completion of the extraction stage, contour banks will be constructed with an average fall of 0.4% and within a range of 0.2 and 0.5%. The contour bunds will be spaced according to contour design guidelines (See Water Management Plan in Appendix 4).

5.5.1.3 Groundwater Management

The project does not involve abstracting groundwater for operational purposes. No groundwater will be exposed by this development since extraction will only lower the ground level by three metres, and the floor of the pit will not intersect the limited groundwater that may occur at 10 or more metres.

Due to the low scale nature of the operations, no groundwater contamination is anticipated. No fuel or lubricant storage will occur on the site.

Refuelling will take place using a mobile refuelling vehicle which is equipped with a “snap-on snap-off, fast-fill and auto shut-off” facility. Plant will be refuelled each morning, leaving the vehicles almost empty overnight.

Refuelling or any activities that carry a risk of spills will be carried away from the detention basins and stormwater flow paths. No major servicing, which could lead to fuel and oil spills, will take place on

the site. Contaminated material resulting from any minor spills will be extracted and disposed of offsite at an appropriate landfill facility.

ACPH will implement a Hydrocarbon Spill Response outlining their procedures for controlling, recovering, treating, and reporting hydrocarbon spills (See Water Management Plan in Appendix 4).

5.6 NOISE

The proposed development will generate some operational noise during periods of stripping/crushing/screening etc in the case of gravel extraction, but this will be limited to approximately 8 weeks per annum.

As detailed in Section 3.10 and Appendix 7 there are three structures within 1,000m of the proposed operations, located mostly towards the southwest. All the lots within 1000m are owned by the owner of 1123. The gravel extraction operations on Lot 1124 are going on since 2009 and have not caused any issues in the past with dust and noise. The Letter of No Objection from the owner is attached as Appendix 3.

Mitigation measures will be implemented which will limit the impact of operational noise. A Noise Management Plan has been prepared and is included as Appendix 7 of this report.

5.7 DUST

There is potential for dust to be generated when conditions are dry and there are strong winds during the initial stages of the proposed operation. Proposed measures to limit the impact of dust on amenity, human health and environmental values are contained in a Dust Management Plan included as Appendix 6.

5.8 DIEBACK

5.8.1 Potential Impacts

Previous assessment of the dieback status of the site could not be ascertained due to the historical clearing that had occurred on site. The proposed extraction is classified as "Low Confidence Uninfested" and are managed as per the guidelines applicable for this classification (Dieback Working Group, 2010). ACPH has prepared a brochure for management of dieback which is included as Appendix 8.

5.8.2 Dieback Management

The following management measures will be put in place to minimise future spread of dieback:

- The properties will be always fenced.
- Access to the properties will be via a single entrance gate.
- All machinery, trucks and other vehicles will arrive in a clean condition free of soil and organic matter that may contain dieback fungus.
- Any soil and plant material brought to the site for rehabilitation purposes should be from dieback free sources.
- Employees and contractors working on the site will be informed of the purpose of the above measures and their responsibilities in relation to dieback prevention.

- The site will not be worked during wet periods.

5.9 HERITAGE SITES

A search of the Department of Planning, Lands and Heritage (DPLH) Aboriginal Heritage Inquiry System (AHIS) shows one registered Site 16713, Collie River Waugal, around 1km south-west of Lot 1123. This site is classified as a mythological, natural feature and water source (DPLH 2023). This site will not be disturbed or impacted by the extractive industry operations.

There are no registered sites or other heritage sites within the proposed extraction area. If during the works, an aboriginal cultural heritage site is discovered, the proponent will immediately advise the Department of Aboriginal Affairs and abide by the *Aboriginal Heritage Act 1972*.

5.10 ACID SULPHATE SOILS

A search of the CSIRO's Australian Soil Resource Information System (ASRIS) database identified the area has been provisionally classified as having an extremely low probability of occurrence for acid sulphate soils (CSIRO 2023).

5.11 FIRE MANAGEMENT

Fire management will be implemented in accordance with Shire of Collie's Local Planning Scheme 6.

5.11.1 Fire Risk

The rainfall pattern for the area is such that the majority of the rain falls in late autumn to early spring. This rainfall supports substantial vegetation growth which dries off in summer/early autumn.

Bush fires in the area are generally fast moving, with many fires running up the trees into the canopy, sending out embers to start spot fires ahead of the main ground fire, making suppression and containment difficult. Smoke is a major hindrance to fire fighters in such fast-moving fires.

Fire risk assessment for the proposed development will consider existing site conditions (WA Planning Commission & FESA 2010), which include:

- Topography and slope with reference to accessibility
- Remnant vegetation cover and likely revegetation
- Surrounding land use patterns

The bush fire risk level for the proposed development area is Low-Medium, as the areas of proposed operations are cleared. The bush fire risk levels for the surrounding remnant vegetation are rated as Extreme and Low-Medium in cleared areas.

5.11.2 Water Supplies

A water tanker will be available for firefighting operations off site when bush fires are close by, and water availability is at the discretion of ACPH management. A 15kl water cart will be always on site, during the proposed extraction activities. ACPH will continue to obtain water for dust suppression and bushfire management from commercial water source during the lifecycle of the proposed extraction operations. Water for dust suppression will be obtained from commercial water source in the local area. The applicant ACPH, has obtained a Water Corporation cad to obtain water from a hydrant standpipe.

Approximately 2000kl of water will be required every year for the proposed extraction activities and bushfire management.

5.11.3 Contacts

The Site Supervisor will be the main point of contact for any fire related queries. The Supervisor's contact number will be displayed on the sign at the main access gate.

5.11.4 Actions in the Event of a Bush Fire on Site

The following actions will be taken in the event of a bush fire.

- All personnel on site will be notified immediately of fire.
- Fire will be reported to FESA Operations by ringing '000' and providing all known details on the fire including location, type of vegetation burning, intensity, smoke level.
- If safe to do so, onsite personnel and equipment will be used to extinguish the fire using fire extinguishers, water cart, plant, and equipment.
- Personnel and equipment will be relocated to a safe area.
- A fire break will be created around the fire, if possible, only if it is safe to do so. Any personnel or equipment will not be put at risk.
- On arrival of Fire Brigade, site supervisor will take directions from the most senior Brigade Officer (Incident Controller) on site. ACPH personnel will follow their own chain of command (site supervisor/team leader).
- Mobile phones will be available to all operators.
- Fire extinguishers will be fitted to all plants.
- The water cart will be fitted with a fire hose facility.

6 REHABILITATION

6.1 PROPOSED REHABILITATION MEASURES

Rehabilitation of the completed areas will be progressive with the entire area being returned to pastures. The end use of the rehabilitated area will be farming.

The following steps will be implemented:

- All batters behind the active working face will be contoured to achieve a slope of no more than 1:4.
- Final land surface will have the same grade as the original surface but will be approximately 3m lower.
- Stockpiled topsoil/overburden will be re-spread over completed area.
- The pit floor will be ripped along the contour, at 6m intervals, to a depth of 0.5 to 1m to relieve compaction, improve infiltration, attenuate stormwater runoff, and facilitate rapid root penetration.
- Stormwater attenuation embankments will be constructed as discussed in Section 5.5.1.2 above.
- Stormwater infrastructure is to remain post extraction to assist in the control of flow velocity where downstream erosion problems are present, until pasture is sufficiently established.
- Detention ponds will be removed/filled in once the rehabilitation is complete.
- All areas will be seeded with appropriate pasture species.
- Rehabilitation work will only be carried out just prior to or during the wet season.
- Completion of rehabilitation for each stage within three years of extraction being completed as shown in Figure 3.
- Regular monitoring will be undertaken over the licence period as is described in Section 6.3 below.

6.2 MONITORING AND MAINTENANCE

Monitoring of rehabilitated areas will ensure that any area requiring remedial work is identified. Monitoring will be carried out on an annual basis to assess:

- The physical stability of the landform in the rehabilitated area.
- The success of sown pasture grasses.
- The emergence of weeds.

Monitoring will continue until the completion criteria presented in section 6.3 have been fulfilled. Maintenance procedures will be carried out where necessary and will include:

- Repair of any erosion damage.
- Seeding areas that may not have regenerated.
- Weed control.

6.3 COMPLETION CRITERIA

Completion criteria should be set at a high enough standard to ensure that the overall objectives of the rehabilitation have been met. These criteria should allow for efficient reporting and auditing so that rehabilitation works can be tracked and finalised within an appropriate timeframe.

The completion criteria proposed for extractive operations on Lot 1123 are presented in Table 4.

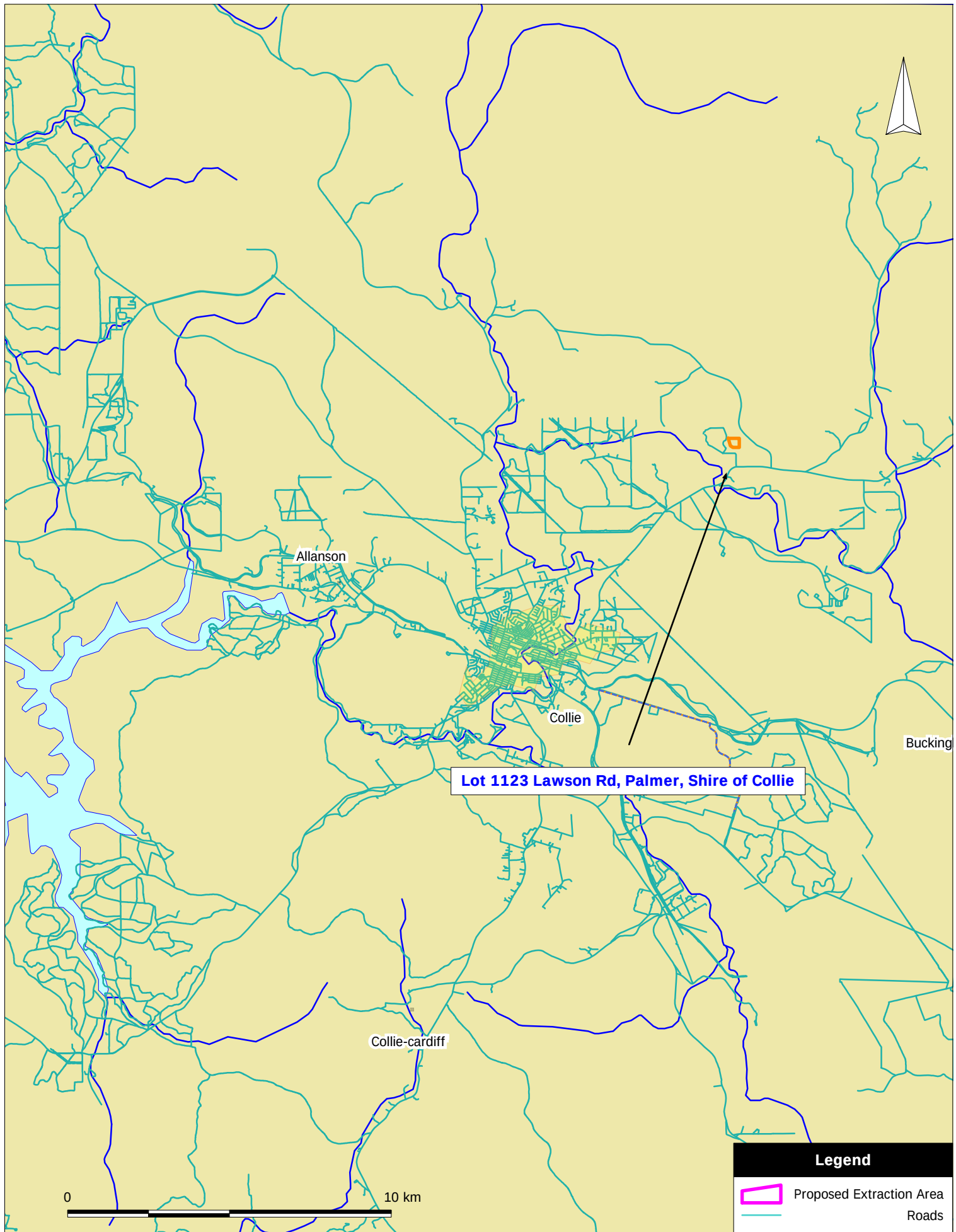
Table 4. Closure Criteria, objectives, and Interim Targets

Criteria	Objective	Interim Targets
a) Safety	The site is safe to humans.	Site is safe to humans during operations.
b) Sustainability	The site is sustainable in the long term without additional management inputs.	On-going Management of short-term impacts.
c) Suitability	The site is suitable for the agreed land uses.	On-going Management of short-term impacts.
d) Visual amenity and heritage	The rehabilitated extraction area blends into the surrounding environment.	On-going Management of short-term impacts.
e) Off-site impacts	Significant adverse off-site impacts are prevented.	Significant adverse off-site impacts are prevented.
f) Hydrology	a. Site hydrology does not prevent the establishment of desired vegetation.	Stormwater is contained within the site during operations.
	b. Site hydrology does not reduce the stability of the landform.	Identification and mitigation of any hydrology related issues during operations.
	c. Stormwater is contained within the site.	
g) Soils and stability	a. Soil profiles and structures are sufficient to ensure vegetation establishment.	Topsoil is respread in all rehabilitation areas.
	b. The landform is stable.	Identification and mitigation of potential erosion scars and scours during operations.
h) Vegetation	a. Pasture grasses cover the entire site after completion of the extraction phase.	After one year pasture grasses over 30% of target area increasing by 20% per annum thereafter.
	b. Pasture grass cover is sufficiently resilient to sustain grazing pressure.	
i) Weeds	a. Declared pest weeds are absent.	Declared weed species removed systematically during operations.
	b. The level of weed species should not be detrimental to the planted seedlings.	

7 REFERENCES

- CSIRO (2023). Australian Soil Resource Information System (ASRIS). [Online], <http://www.asris.csiro.au>. Accessed May 2023.
- Department of Planning, Lands and Heritage (DPLH) (2023). Aboriginal Heritage Inquiry System (AHIS). Website: <https://maps.daa.wa.gov.au/AHIS/> Accessed May 2023.
- Department of Water and Environmental Regulation (DWER) (2019). Water quality protection note no.15. Basic raw material extraction. Accessed: May 2023
- Dieback Working Group (2010). Management of Phytophthora Dieback in Extractive Industries. Best Practice Guidelines. Available on <http://www.dec.wa.gov.au>
- Dieback Public Map (2023) Project Dieback website: <https://dieback.net.au/dieback-public-map/>
- Environmental Protection Authority (EPA) (2015). Draft Environmental Assessment Guidelines for Separation distances between industrial and sensitive land uses. Western Australia, September 2015.
- Landgate (2023). Lot 1123 Lawson Road, Palmer, Shire of Collie. [Online] <https://maps.slip.wa.gov.au/landgate/locate/>. Accessed: May 2023.
- Water and Rivers Commission (now DWER). (2001). Position Statement: Wetlands.

FIGURES



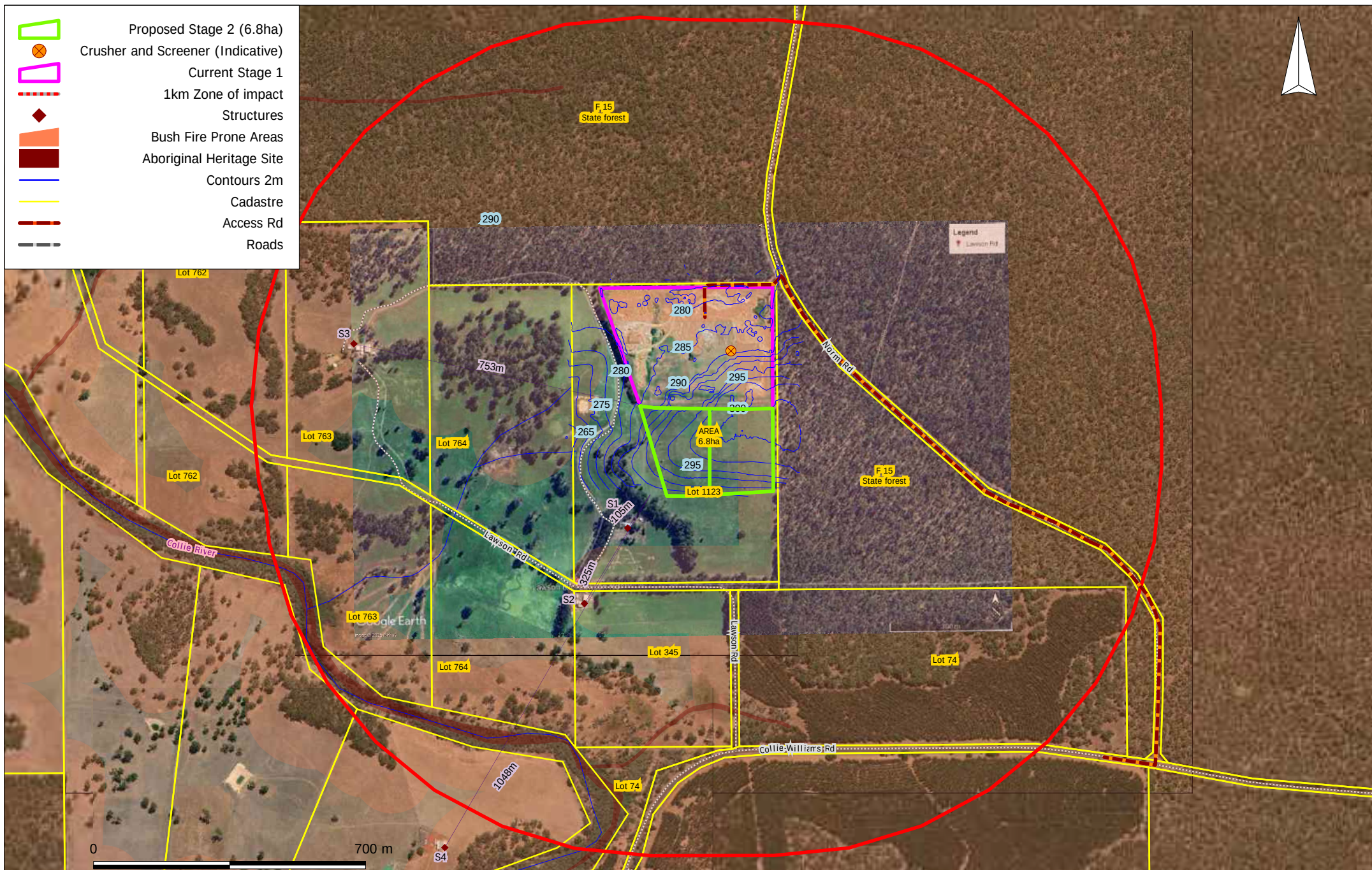
**Lundstrom Environmental
Consultants Pty Ltd**

Applecross WA 6153
Mob: 0417934863
admin@lundstrom-environmental.com.au

Scale: 1:150000
Original Size: A4
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd,
Palmer, Collie

**Figure 1:
Locality Plan**

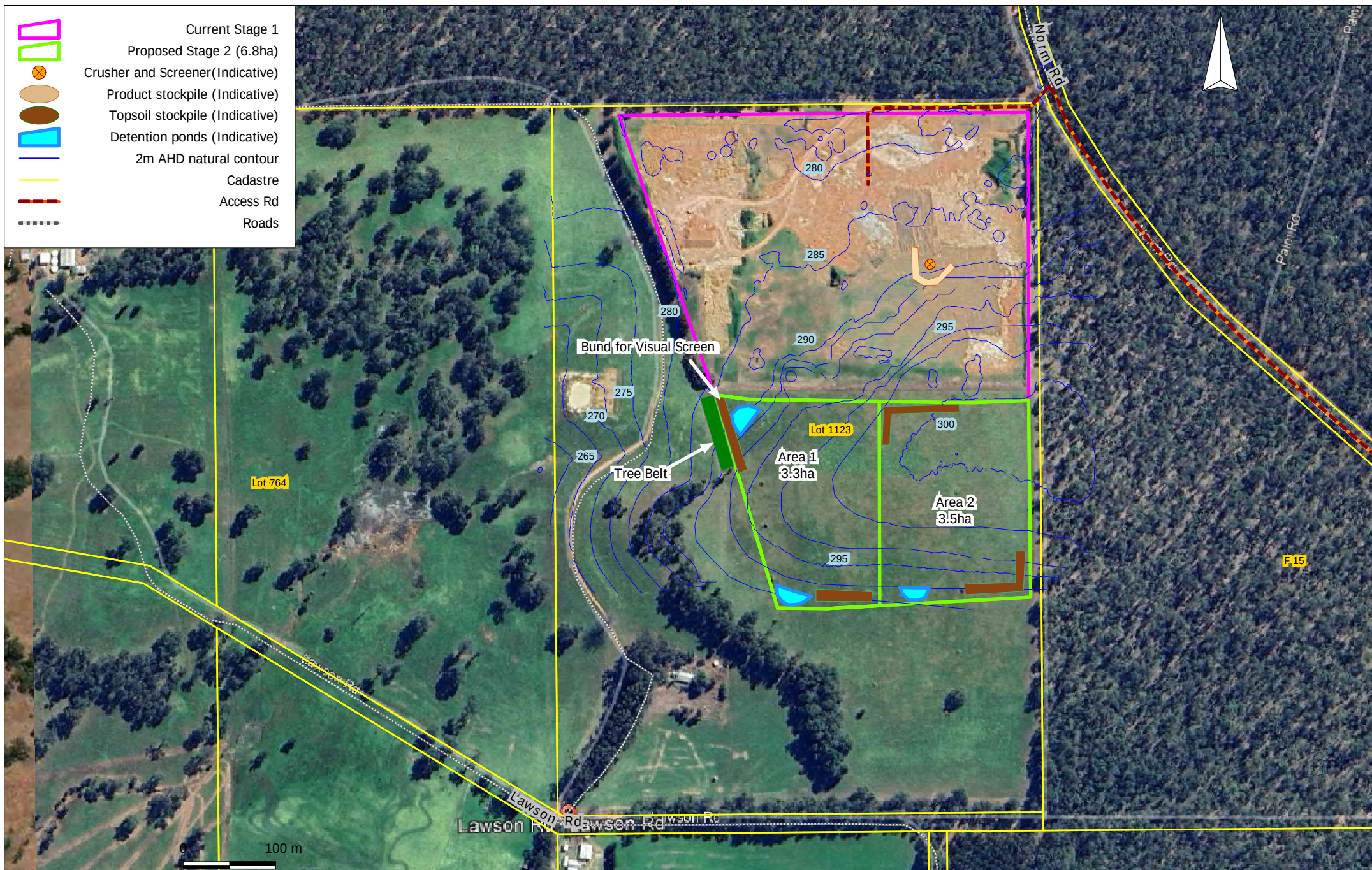


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Scale: 1:12000
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collie

**Figure 2:
Site and Surrounds**



**Lundstrom Environmental
Consultants Pty Ltd**

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Scale: 1:5200
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collier

Figure 3:
**Proposed Extraction
Operations**

APPENDIX 1:

DEVELOPMENT APPROVAL APPLICATION FORMS

DEVELOPMENT APPLICATION GUIDE

This guide has been provided to help you submit a complete and correct application for development approval to enable the Development Services team to properly assess your proposal and arrive at a fair determination. It applies to all development within the Shire requiring development approval under the relevant clauses set out in Local Planning Scheme No. 6 (LPS 6) and Schedule 2 - Deemed Provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The development application must consist of the following (unless otherwise agreed):

- A completed **Application for Development Approval Form**.
- A **Covering Letter** addressed to the Chief Executive Officer detailing the development proposal and addressing any important issues.
- A completed **Development Application Checklist**.
- Two copies of a full **site plan**, **floor plan** and **elevation** drawings of all aspects (views) of the proposal. One stamped set will be returned to you at the completion of the development assessment process.
- Payment of the relevant **Development Application Fees**, as set out in the *Planning and Development Regulations 2009* or prescribed under the *Local Government Act 1995*.
- any other plans or information that the local government reasonably requires.

Under the *Planning and Development Act 2005* the period allowed for the Shire to assess an application for development approval is 60 or 90 days, depending on whether or not public consultation is required for the application.

Please note that “the clock stops” if sufficient information has not been provided to enable assessment of the development application. If insufficient information has been provided you will be informed in writing as soon as practical after receiving your application.

The period between a request for further information and the time the information is provided to the satisfaction of the Shire Planner is not counted in the period allowed for assessment of the development application.

Similarly, the clock does not start, nor does the processing of the application commence, until the application is complete. If your application is not complete, you will be notified by the Shire’s Planner within 7 days of lodgment.



APPLICATION FOR DEVELOPMENT APPROVAL FORM

Owner/s details				
Name/s: [REDACTED]				
Residential Address: [REDACTED]				
ABN (if applicable): [REDACTED]				
Phone: (work): (mobile):		(home):	Fax:	E-mail: [REDACTED]
Contact person: [REDACTED]				
Signature: [REDACTED]				Date:
Signature:				Date:
The signatures of all of the owner(s) is required on all applications. This application will not proceed without that signature and may not be signed by an unauthorised person.				
For the purpose of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).				
Applicant details (if different from owner)				
Name:				
Address:				
Phone: (work): (mobile):		(home)	Fax:	E-mail: [REDACTED]
Contact person for correspondence:				
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. ☐ Yes ☐ No				
Signature: [REDACTED]				Date:
Property details				
Lot No:	House/Street No:	Location No:		
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:		
Title Encumbrances (Easements, restrictive covenants): Attach relevant documents.				
Street name:		Suburb:		
Nearest street intersection:				
Proposed Development				
Nature of development: ☐ Works ☐ Use ☒ Works and Use				

Is an exemption from development claimed for part of the development? ☐ Yes ☐ No
If yes, is the exemption for: ☐ Works ☐ Use
Description of proposed works and/ or land use: Proposed extraction of gravel only with the prime user being ACPH
Description of exemption claimed (if relevant):
Nature of any existing buildings and/ or land uses: Existing Location is currently used fro grazing cattle and gravel extraction. There are no existing buildings.
Approximate cost of proposed development:
Estimated time of completion: 5 years

DEVELOPMENT APPLICATION CHECKLIST

This checklist is to ensure that development applications are complete before they are accepted and registered as received applications. The reasons for requiring complete applications include:

1. The information is required under the Shire of Collie's Local Planning Scheme No. 6 and therefore required by law.
2. Assessment cannot be carried out by a planning officer until all information is received;
3. Completed information reduces delays.

Required Information		Please Tick
1.	Application for Development Approval form completed and signed by <u>all</u> of the owner/s of the land and the applicant (if different from the owner)	
2.	Payment of the appropriate development application fee (refer to Planning Fees Schedule [attached])	
3.	Detailed written statement in the form of a letter to the CEO in support of the proposal including: • Full details of the use/development • Compliance with Local Planning Scheme/R-Codes/Policies • Justification for any proposed variations to development requirements.	
4.	A copy of the Certificate of Title (CT) no more than six (6) months old. A copy of the CT can be ordered online from Landgate for \$25.70. Further documents which may also be purchased from Landgate (such as Survey plan and Caveat details) may be requested in order to assess the application.	
5.	(a) Two (2) copies of a plan or plans showing the following- (i) the location of the site including street names, lot numbers, north point and the dimensions of the site; (ii) the existing and proposed ground levels over the whole of the land the subject of the application; (iii) the location, height and type of all existing structures and environmental features, including watercourses, wetlands and native vegetation on the site; (iv) the structures and environmental features that are proposed to be removed; (v) the existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site; (vi) the existing and proposed means of access for pedestrians and vehicles to and from the site;	

	(vii) the location, number, dimensions and layout of all car parking spaces intended to be provided; (viii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas; (ix) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the open storage or trade display area; (x) the nature and extent of any open space and landscaping proposed for the site; and (b) plans, elevations and sections of any building proposed to be erected or altered and of any building that is intended to be retained; and (c) a report on any specialist studies in respect of the development that the local government requires the applicant to undertake such as site surveys or traffic, heritage, environmental, bushfire attack level assessment, engineering or urban design studies; and (d) any other plan or information that the local government reasonably requires. All plans and details must be legible, drawn to scale and include the lot and street address and owners details	
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Applications that are accompanied by the complete package of information as detailed above, including this Checklist, and signed by the Applicant below will be processed more efficiently and expediently.

Applicants Signature/s

Printed Name

Date

Notes:

1. *The above information is required to enable an initial assessment of the application only.*
2. *If required, the Shire may make a further request for additional supporting information to facilitate the assessment process. Compliance with the checklist does not necessarily mean that the proposal will be approved.*
3. *This is **not** an application for a Building Permit. A Separate application for a Building Permit must be made and granted before development commences.*

**Schedule of Planning Fees
Planning and Development Regulations 2009
2023/24**

(N.B. this is a guide only. For current fees and charges, please refer to the Shire of Collie's Fees & Charges)

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
1.	Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development (excluding GST) is —	
	(a) not more than \$50 000	\$147
	(b) more than \$50 000 but not more than \$500 000	0.32% of the estimated cost of development
	(c) more than \$500 000 but not more than \$2.5 million	\$1 700 + 0.257% for every \$1 in excess of \$500 000
	(d) more than \$2.5 million but not more than \$5 million	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	\$12 633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	\$34 196
2.	Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3a.	Residential Design Code (R-Code) Variation (Minor)	\$147
3b.	Residential Design Code (R-Code) Variation (Major)	\$294
4.	Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
5.	Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 4 plus, by way of penalty, twice that fee
5A.	Determining an application to amend or cancel development approval	\$295
6.	Providing a subdivision clearance for —	
	(a) not more than 5 lots	\$73 per lot
	(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot
	(c) more than 195 lots	\$7 393
7.	Determining an initial application for approval of a home business/ occupation where the activity has not commenced	\$222
8.	Determining an initial application for approval of a home business/ occupation where the activity has commenced	The fee in item 7 plus, by way of penalty, twice that fee

Item	Planning Service	Maximum fee
Part 1 – Statutory Fixed Fees		
9.	Determining an application for the renewal of an approval of a home business/ occupation where the application is made before the approval expires	\$73
10.	Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 9 plus, by way of penalty, twice that fee
11.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295
12.	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 11 plus, by way of penalty, twice that fee
13.	Providing a zoning certificate	\$73
14.	Replying to a property settlement questionnaire	\$73
15.	Providing written planning advice	\$73
Part 2 – Maximum Fees: Scheme Amendments, Structure Plans and Local Development Plans (incl. gst)		
1.	Request to Initiate Scheme Amendment	\$360
2.	Processing Fee – Basic (Unless lodgment is only required to comply with the relevant Act or Regulations)	\$1 745
3.	Processing Fee – Standard (Note: Unused Fees to the maximum value of \$500 may be refunded to applicant upon consideration of request if the proposal is not approved/ initiated)	\$1 745
4.	Processing Fee - Complex	\$3 385
5.	Lodgment of Structure Plans and Local Development Plans	\$1 056 (Initial charge, based on 12hrs; final charge is subject to hours required on application)
6.	Director/ Shire Planner	\$88 per/hour
7.	Environmental Health Officer	\$37 per/hour
8.	Administrative Assistance	\$30 per/hour
Part 3 – Council Fees		
1.	Advertising required for all 'A' use classes, and any discretionary 'D' uses, Home Based Businesses, and contentious issues as required	\$155 (For advertising up to 14 days maximum of 1 newspaper circulation) \$310 (For advertising up to 21 days, minimum of 2 newspaper circulations)
2.	Advertising for longer than 21 days E.g. Scheme Amendments, Changes to Crown Reserves – Road closures, road dedications, vesting, change of purpose.	Cost plus 10%
3.	Issue of Section 40 Certificate (Liquor Act)	\$155
4.	Lodgment of a Notification on Title	\$175
5.	South West Joint Design Review Panel Sitting Fees	\$2 100 per meeting



ADDITIONAL INFORMATION FOR DEVELOPMENT APPROVAL FOR ADVERTISEMENTS

[cl. 86]

Note: to be completed in addition to the Application for Development Approval form if the proposal includes commercial signage

1.	Description of property upon which advertisement is to be displayed including full details of its proposed position within that property:		
2.	Details of proposed sign:		
	(a)	Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other):	
	(b)	Height:	Width: Depth:
	(c)	Colours to be used:	
	(d)	Height above ground level —	
		(to top of advertisement): (to underside):	
	(e)	Materials to be used:	
		Illuminated: Yes / No If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:	
3.	Period of time for which advertisement is required:		
4.	Details of signs (if any) to be removed if this application is approved:		
	Note:	This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.	
	Signature of advertiser(s): (if different from land owners)		
	Date:		

APPENDIX 2

CERTIFICATE OF TITLE

WESTERN



AUSTRALIA

REGISTER NUMBER

1123/DP232895DUPLICATE
EDITION**N/A**

DATE DUPLICATE ISSUED

N/A

VOLUME

1306

FOLIO

963

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 1123 ON DEPOSITED PLAN 232895

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

(T G709996) REGISTERED 11/2/1998

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. G709999 MORTGAGE TO BANK OF WESTERN AUSTRALIA LTD REGISTERED 11/2/1998.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1306-963 (1123/DP232895)
PREVIOUS TITLE: 1242-711
PROPERTY STREET ADDRESS: 81 LAWSON RD, PALMER.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF COLLIE

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF WELLINGTON LOCATION 1123 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 1123 ON DEPOSITED PLAN 232895 ON 24-APR-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

APPENDIX 3

AUTHORISATION LETTER AND LETTER OF NO OBJECTION

2nd June 2023

TO WHOM IT MAY CONCERN

I, [REDACTED], am the registered owner of [REDACTED]
[REDACTED] Shire of Collie WA, 6225.

I hereby grant permission for ACPH Civil and Plant Hire and their consultant, Lundstrom Environmental Consultants Pty Ltd, to make application for all the necessary licences and permits, and authorise them to access, and extract gravel on the property.

[REDACTED]

Lot 1123
Lawson Road
Palmer
WA 6225
Shire of Collie

To Whom It May Concern

I, [REDACTED] confirm that I am the owner of [REDACTED]
[REDACTED] and that I have been approached by ACPH Civil and Plant Hire of Patstone
Road Collie, regarding my sensitivity to dust and noise from their gravel extraction
operations on lot 1123 Lawson Road, Palmer.

I wish to confirm that I have no objection to this proposed extraction.

[REDACTED]

Signature and Date

APPENDIX 4

WATER MANAGEMENT PLAN



LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD

ACN 600 398 945

896 Canning Hwy
Applecross
WA 6153

Mob: 0417934863
email: admin@lundstrom-environmental.com.au
www.Lundstrom-Environmental.com.au

WATER MANAGEMENT PLAN **Prepared for ACPH Civil and Plant Hire** **Lot 1123, 81 Lawson Road, Palmer** **Shire of Collie**

1. INTRODUCTION

This Water Management Plan (WMP) has been prepared for the purpose of a Development Approval (DA) application for renewal of gravel extraction on 81 Lawson Road, Palmer, Shire of Collie.

This WMP should be read in conjunction with the report entitled *“Development Approval Application and Environmental Management Plan Lot 1123, 81 Lawson Road, Palmer, Shire of Collie”*, prepared for ACPH Civil and Plant Hire by Lundstrom Environmental Consultants Pty Ltd in August 2025.

1.1 PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

Property Description: Lot 1123, 81 Lawson Road,
Palmer
Shire of Collie

Ownership: ACPH Civil and Plant Hire

The property is situated approximately 1km north of the intersection of Lawson Road and Collie-Williams Road and approximately 10km Northeast of Collie. The site is currently surrounded by low quality farmland to the west and south and on the east and north by the State Forest.

1.2 HISTORIC AND PRESENT LAND USE

The surrounding farm lots are currently used for sheep and cattle grazing and the lot 1123 is surrounded by public State Forest to the east and north, as shown in Figure 1. The gravel extraction operations have occurred on the site since 2009. Approximately 12.2ha of the 40ha lot 1123 has now almost been completed for gravel extraction and the remainder is still used for cattle and sheep grazing by the landowner.

The area is zoned as “Rural” in terms of the Shire of Collie Planning Scheme 6. A small crib house and toilet facility exists on the northern boundary of the current Stage 1, on Lot 1123.

2. THE DEVELOPMENT PROPOSAL

2.1 PROPOSED EXTRACTION ACTIVITIES

ACPH propose to extract gravel from Stage 2, of the total area 6.8ha in two stages (Area 1 – 3.3ha and Area 2 – 3.5ha), as shown in Figure 2. The excavation will proceed to a maximum depth of approximately three metres. This DA application is for 5 years.

The Development Approval is required, for the purpose of undertaking the following activities on the land:

- Within each area of extraction, approximately 100mm of topsoil will be removed from the extraction area prior to the commencement of each area, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no more than 2 m high and 12m wide, with batter of 1:3 metres.
- Within each current stage of extraction, a bulldozer will rip and blade material to a raw material stockpile. Overburden stockpiles will be placed along the edges of the extraction area.
- The raw material will be loaded into the 20T jaw crusher and once processed, it will be automatically fed into the screening plant to grade the material depending on size required, after which a stacker creates a product stockpile. The product stockpile will be no more than 5m high and 30m wide, with batter of 1:3 metres.
- The excavation campaign which includes the removal of topsoil and overburden, excavation, crushing and screening stockpiling of gravel resource, will occur for 8 weeks during the summer months and material is stockpiled for future use.
- Cartage campaigns involve the removal of material from stockpiles, loading of trucks by front end loader and cartage by road trucks to mainly civil construction sites of private local sales. Cartage operations casually occur 6 days per week November to May.
- A mobile crushing and screening plant will process the material for approximately 8 weeks per year on site. Trucks will enter the pit and be loaded from the stockpile by a front-end loader.
- Overburden and Product stockpiles will be placed in such a way, that they will act as a noise buffer between the crusher and the sensitive receptors.
- Extraction activity will proceed to a depth of no more than 3m.
- Once extraction in the active area has been completed, topsoil will be respread, and the area ripped on the contour. Batters will be smoothed to 1:4 and the base of the pit levelled out.
- The extraction will be conducted as per the proposed areas of extraction shown in Table 1 and Figure 2. Each area of extraction will be progressively rehabilitated back to pasture after completion of extraction activities. This ensures that the area of disturbed land is kept to a practical minimum.
- To minimise open areas exposed to wind erosion as far as practicable, annual assessment of areas suitable for stabilisation is completed, and soil stabilisation works is carried out.
- Trucks will enter the pit from via Norm Road and be loaded from the stockpile by a front-end loader.
- Rehabilitation and stormwater management measures will be implemented.
- There will be no blasting in this operation.
- Batters of 1:4 metres will be maintained throughout the operation. Where possible, topsoil will be replaced and seeded with pastures on a progressive basis, in fully extracted areas, prior to

the commencement of winter, to bend with the existing landscape as much as possible. The end use of the site is for grazing.

Table 1 below summarises the actions that are to take place on the property over the next 5-year approval period (2025 to 2030) and are illustrated on Figure 2.

Table 1: Estimated Stages of the Extraction Operation

Stage (Gravel)	Action	2025	2026	2027	2028	2029	2030
Area 1	Strip, Crush and Stockpile from 3.3ha area						
Area 1	Load and Truck out						
Area 1	Progressive Rehabilitation of approx. 3.3ha						
Area 2	Strip, Crush and Stockpile from a 3.5ha area						
Area 2	Load and Truck out						
Area 2	Progressive Rehabilitation of approx. 3.5ha						
All	Monitoring and Maintenance						

3. EXISTING ENVIRONMENT

3.1 TOPOGRAPHY, HYDROLOGY AND WETLANDS

The elevation of the subject area ranges between 301m AHD and 284m AHD, and generally falls from north-east towards the south-west of the gravel pit, towards the farm dam to south.

Current slopes across the proposed extraction area range between approximately 1:31 (3.2%) and 1:10 (10%).

The property is situated within a *Rights in Water Irrigation Act 1914* (RIWI) Surface Water area and Irrigation district (Collie River Irrigation District Sub-Area No 2) overseen by DWER (Landgate 2023). The site lies in the Wellington Dam Collie River Catchment within the Collie River Basin of the Southwest division. The Collie River runs approximately 685m south from the nearest boundary of Stage 2 (Landgate 2023).

There is no permanent expression of surface water in the Britten gravel pit. There are two tributaries flowing from the west of Lot 1123, merging further south-west, to flow into the Collie River.

The site and does not fall in a Public Drinking Water Source Area (Landgate 2023).

Details of the methods that will be used to manage stormwater and off-site sedimentation are discussed later in this report.

3.2 GEOLOGY AND SOILS

The landform is deeply dissected laterite plateau, bedrock geology of deeply weathered mantle over granite rocks. The soil characteristic is loamy gravel, duplex sandy gravel, red and brown loamy earth (often friable), shallow and deep sandy gravel, wet and semi-wet soils and loamy duplex (Landgate 2023).

Caprock thickness varies from 2 to 3m, and maximum excavation depths are approximately 1 to 3m below current ground level.

The surface laterite is underlain by deeply weathered granitic rocks of the Yilgarn Craton (GeoVIEW 2023).

3.3 GROUNDWATER HYDROLOGY

Limited groundwater occurs at approximately 20 metres below the proposed final ground surface, which exceeds the minimum required clearance under current regulatory policies and guidelines (DWER 2019).

The Site is not situated within the *Rights in Water Irrigation Act 1914*(RIWI) Groundwater Proclamation Area (Landgate 2023).

3.4 RAINFALL

One of the closest weather stations is Collie East (Station 009994) and it has a mean annual rainfall of 704.5mm. The wettest months are June, July and August and the driest months are December, January, and February. The station has been recording rainfall since 2002. The highest recorded annual rainfall was 930mm in 2021 and the lowest was 390mm in 2010.

Table 2 shows the mean monthly and annual rainfall for Collie East.

Table 2: Mean Rainfall Data (mm) for Collie East for Period (Station 009994) 2002 to 2025 (BoM 2025)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
15.9	11.1	18.2	40.8	89.7	96.6	134.0	116.0	86.1	39.7	24.3	17.5	704.5

Rainfall intensity has been calculated using the Bureau of Meteorology (BoM) Rainfall Intensity-Frequency-Duration (IFD) data system (BoM 2025), which provides the 2hr 10% Annual Exceedance Probability (AEP) as 33.3mm. The DWER recommends that surface water runoff produced within the mined area from this rainfall event should be contained within the pit (DWER 2019). This aspect is discussed later in this document.

4. WATER MANAGEMENT

In all extraction operations the potential exists for impacts to be incurred on surrounding water resources, or by stormwater erosion of exposed areas. The planned surface water management actions for this site will be designed such that the nearby tributaries of the Collie River will not be impacted by the proposed extractive activities.

4.1 Surface Water Management

Surface water management will be based on the Department of Water Guideline, “Water Quality Protection Note No. 15” (DWER 2019) which considers both runoff within the extraction area and runoff from adjacent catchments.

During periods of heavy rainfall, stormwater runoff can be generated. Stormwater detention ponds will be installed to store accumulated runoff for the 2-hour 10% AEP rainfall event (ponds shown on Figure 3), with the stormwater generated being directed to the detention ponds via rip lines. These will serve as effective silt traps in times of high surface runoff. Where possible, overburden stockpiles will be used to control stormwater runoff during these periods. Stockpiles will be strategically placed to reduce water flow within the extraction area. Topsoil stockpiles will be positioned in a gently sloped area along the stage boundary. Topsoil stockpiles stabilise quickly, and erosion from these is limited. However, if not stabilised naturally, polymer-based stabilizer will be used. Product (gravel) stockpiles will act as a barrier to the storm water flow, and any water escaping the product stockpile will be captured by the constructed detention ponds.

Runoff generated within each sub-catchment for the 2hr 10% Annual Exceedance Probability (AEP) rainfall event has been calculated using the Rational Method as detailed in Table 3.

Storm-water management infrastructure (detention ponds and contour bunds) will be designed to manage, at minimum, this runoff until such time as the land surface has recovered sufficiently for these structures to be removed.

Runoff from areas outside the extraction areas will be diverted away using diversion (cut-off) bunds. Contour bunds within each sub-catchment will help direct surface water flow towards detention ponds and prevent uncontrolled flow of surface water from mined areas to nearby streams.

As part of the rehabilitation process, the ground will be ripped along the contour at 6m intervals prior to fertilisation and seeding. This leaves a depression and low bund which will attenuate surface water flows and prevent soil erosion during the period that pasture grasses are becoming established. Contour bunds will be installed as shown on Figure 3¹ and described in 4.1.2 below. Surface water detention ponds and cut-off bunds will be retained until vegetation ground cover is sufficient to stabilise the ground surface and prevent erosion.

Regular monitoring of the erosion control measures will be undertaken, and repairs implemented where necessary throughout the licence period or longer if necessary.

Note: ¹ Contour bund locations shown on Figure 3 are indicative only and detailed layout should be implemented by an experienced surveyor.

Table 3: Surface Water Management Areas, Runoff Volumes and Detention Pond Dimensions

Sub-catchment	Total Area (ha)	Extraction Area (ha)	Undisturbed Area (ha)	Design Storm Runoff* m ³	# Detention Ponds	Detention Pond Storage (m ³)	Detention Pond Area (With 2m depth) (m ²)
1	1.72	1.72	0.00	457.4	D1	457.4	230
2	1.53	1.53	0.00	407.6	D2	407.6	205
3	3.53	3.53	0.00	939.7	D3	939.7	470
TOTAL	6.8	6.8	0.00	1804.7	3	1804.7	905
*Calculated by Rational Method with a 2hr 10% AEP of 33.3mm obtained from the Bureau of Meteorology (BoM) website (BOM 2025). Runoff coefficients used for Rational Method calculations were 0.8 for disturbed areas and 0.3 for undisturbed areas.							

4.1.1 Stormwater Detention Ponds

As each sub catchment area, stormwater detention ponds will be excavated deeper than the workings (but within the extraction area) with the capacity to hold at least a 2hr 10% AEP storm event. D1, D2 and D3 detention ponds will be constructed in sub catchment 1, 2 and 3 respectively. The positions of these detention ponds are shown in Figure 3 and the storage capacities listed in Table 3 above.

4.1.2 Contour Bank/Bund Design

Basic design parameters for the contour bunds that will be used for stormwater management on this property have been taken from the Queensland Department of Environment and Resource Management guideline, attached to this management plan as Annexure 1.

Contour bank design is dependent on the following factors:

- Land-use after rehabilitation
- Slope
- Soil erodibility

In this case, the site will be returned to its former agricultural land use post-extraction. The proposed contour bank type in this situation is "narrow-based" i.e., approximately 4m across.

Slopes on Sub catchments 1, 2 and 3 averages between 3% to 10%, hence according to the contour bund design guidelines (Annexure 1), it is recommended that contour banks are spaced approximately 30m to 45m apart, and with a fall within a range of 0.2 and 0.5%.

4.2 Runoff Management

Runoff from areas outside the defined stages will largely be diverted away naturally and by means of diversion bunds around the boundaries of the operational stage.

No un-managed surface water runoff will be allowed flow outside the defined extraction area.

In addition to the construction of the storm water detention ponds described above the following measures are proposed to achieve onsite management of surface water runoff from the proposed EIL working:

- As each extraction area is completed, narrow-based contour bunds will be constructed to a grade of between 0.2 to 0.5%. Contour bund design methodology as discussed in 4.1.2 above.
- Cut-off or diversion bunds will be formed along the boundary of the proposed area, to prevent runoff entering the mined area.
- Drainage within the extraction area must be retained within the pit. Hence, the site supervisor will undertake a daily site inspection to ensure drainage is not impacting adjacent properties.
- In case of contamination or discharge, an incident report will be completed, and investigation undertaken by the operations and/or OH&S Manager.
- Site boundaries will be carefully monitored on a fortnightly basis or during heavy rainfall to ensure no water flow is observed into the surrounding sensitive environmental and human receptors.
- Daily visual inspections of stockpiles and bunds will be conducted. If an erosion incident is noted, work will stop until the incident has been assessed and prevention control measures implemented.
- Stockpiles will be strategically placed to reduce water flow within the extraction area. Topsoil stockpile will be positioned in a gently slopped area along the stage boundary;

topsoil stockpile stabilizes quickly, which will prevent any sedimentation. However, if not stabilized naturally, polymer-based stabilizer will be used.

- Product (gravel) stockpile will act as a barrier to the storm water flow, and any water escaping the product stockpile will be captured by the constructed detention ponds.
- The overflows of the sumps will have silt curtains to address the potential for sedimentation discharge properties.
- Initial post mining rehabilitation will involve the construction of contour bunds to control the flow of stormwater (including particulate matter) over the EIL area.

4.3 Groundwater Management

The project does not involve abstracting groundwater for operational purposes. No groundwater will be exposed by this development since extraction will only lower the ground level by three metres, and the floor of the pit will not intersect the limited groundwater that may occur at 10 or more metres.

Due to the low scale nature of the operations, no groundwater contamination is anticipated. No fuel or lubricant storage will occur on the site.

Refuelling will take place using a mobile refuelling vehicle which is equipped with a “snap-on snap-off, fast-fill and auto shut-off” facility. Plant will be refuelled each morning, leaving the vehicles almost empty overnight.

Refuelling or any activities that carry a risk of spills will be carried away from the detention basins and stormwater flow paths. No major servicing, which could lead to fuel and oil spills, will take place on the site. Contaminated material resulting from any minor spills will be extracted and disposed of offsite at an appropriate landfill facility.

ACPH will implement a Hydrocarbon Spill Response outlining their procedures for controlling, recovering, treating, and reporting hydrocarbon spills, attached to this management plan as Annexure 2.

4.4 Water Supplies for Bushfire Management

A water tanker will be available for firefighting operations off site when bush fires are close by, and water availability is at the discretion of ACPH management. A 15kl water cart will be always on site, during the proposed extraction activities. ACPH will continue to obtain water for dust suppression and bushfire management from commercial water source during the lifecycle of the proposed extraction operations.

Approximately 2000kl of water will be required every year for the proposed extraction activities and bushfire management.

4.5 Monitoring and Management Measures

After pit closure and rehabilitation, monitoring of rehabilitated areas will ensure that any areas requiring remedial work are identified. Monitoring will be carried out on an annual basis to assess the:

- Physical stability of the landform in the rehabilitated areas.
- Success of pasture grasses.
- Emergence of weeds.

Monitoring will continue until the completion criteria have been fulfilled. Maintenance procedures will be carried out where necessary and may include:

- Repair of any erosion damage.
- Seeding areas that may not have regenerated.
- Weed control.

5. ACID SULFATE SOILS

A search of the CSIRO's Australian Soil Resource Information System (ASRIS) database identified the area has been provisionally classified as having an extremely low probability with for acid sulfate soils (CSIRO 2023).

6. REFERENCES

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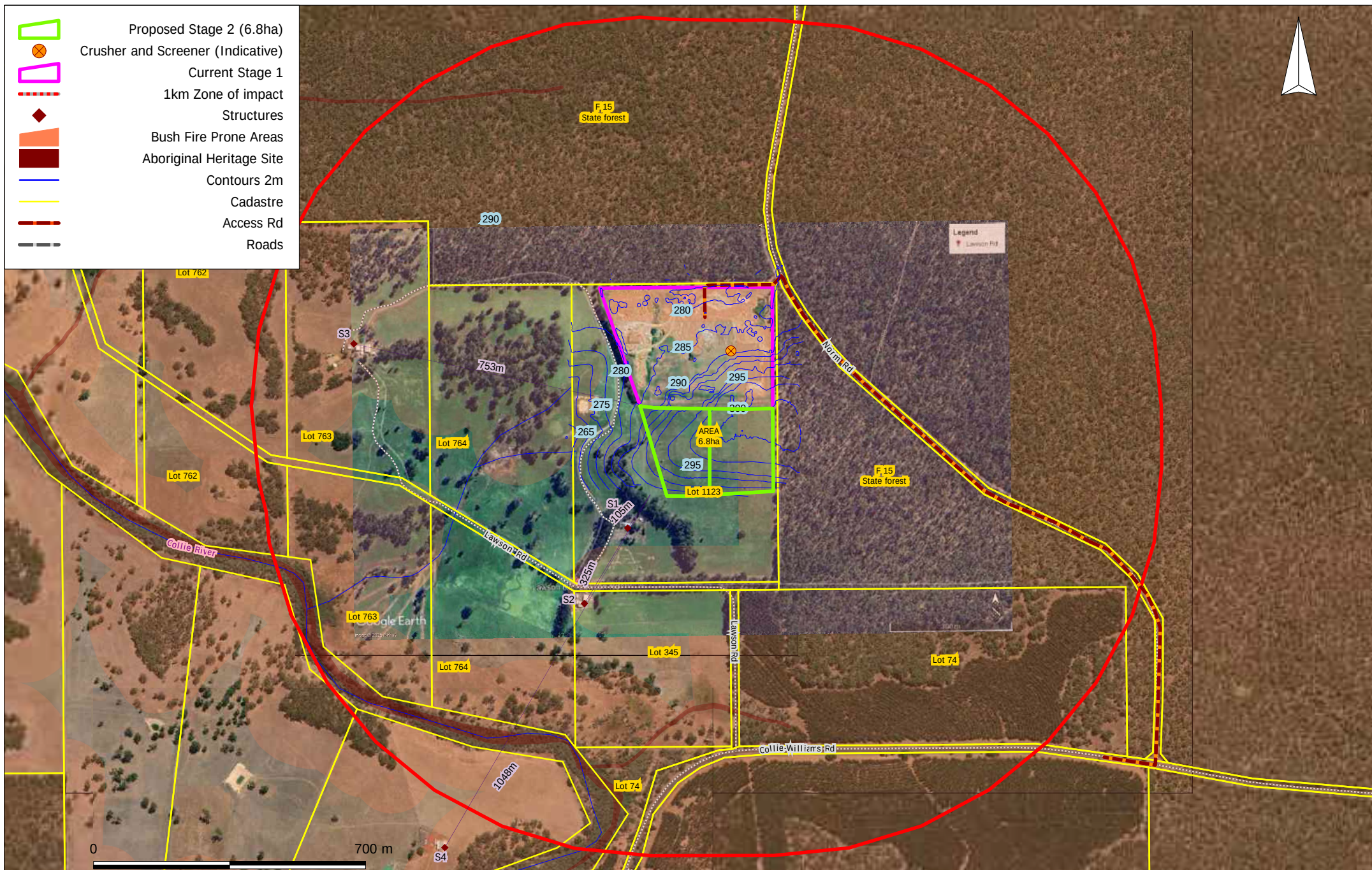
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FIGURES



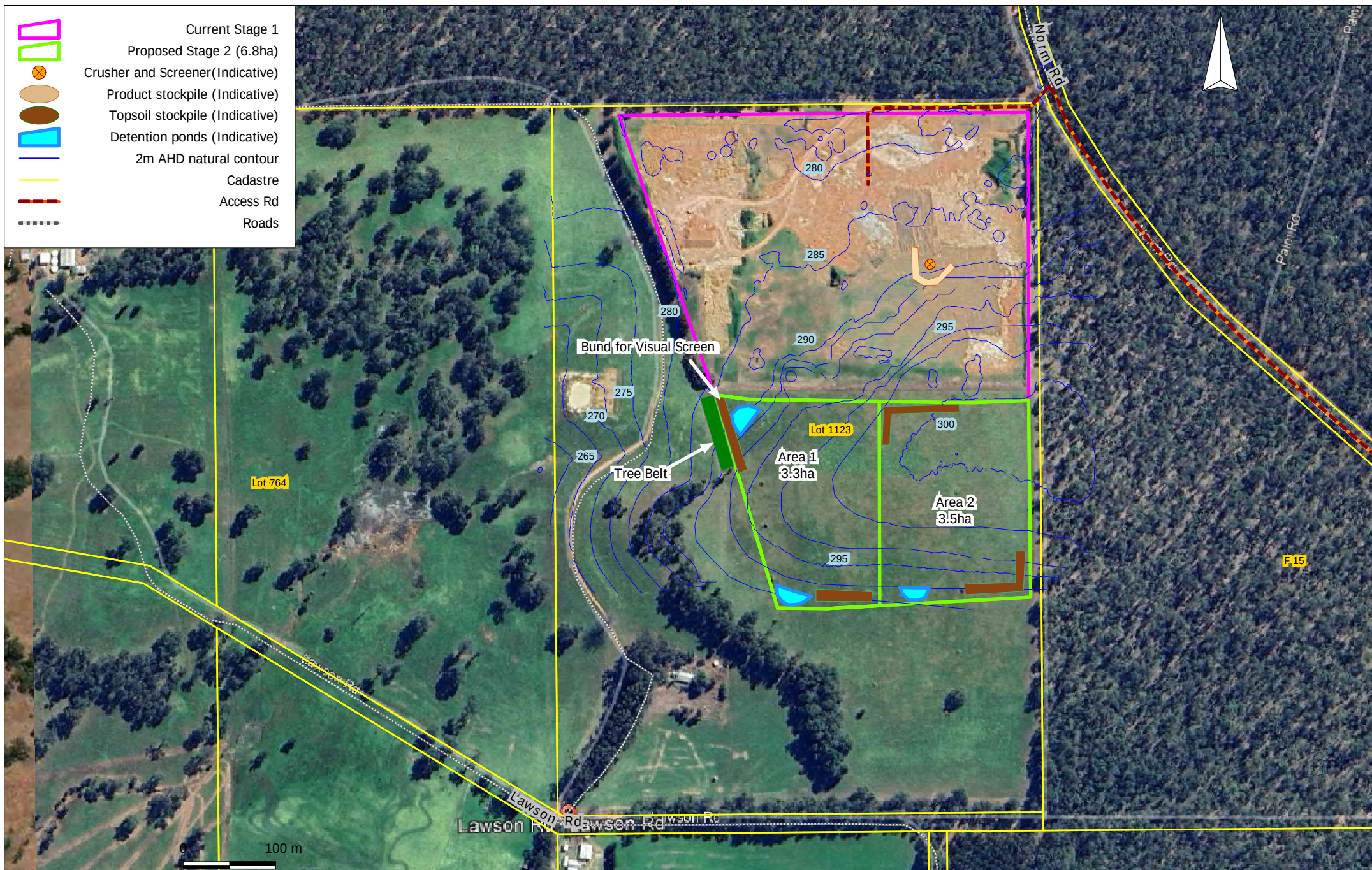
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Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collie

**Figure 1:
Site and Surrounds**



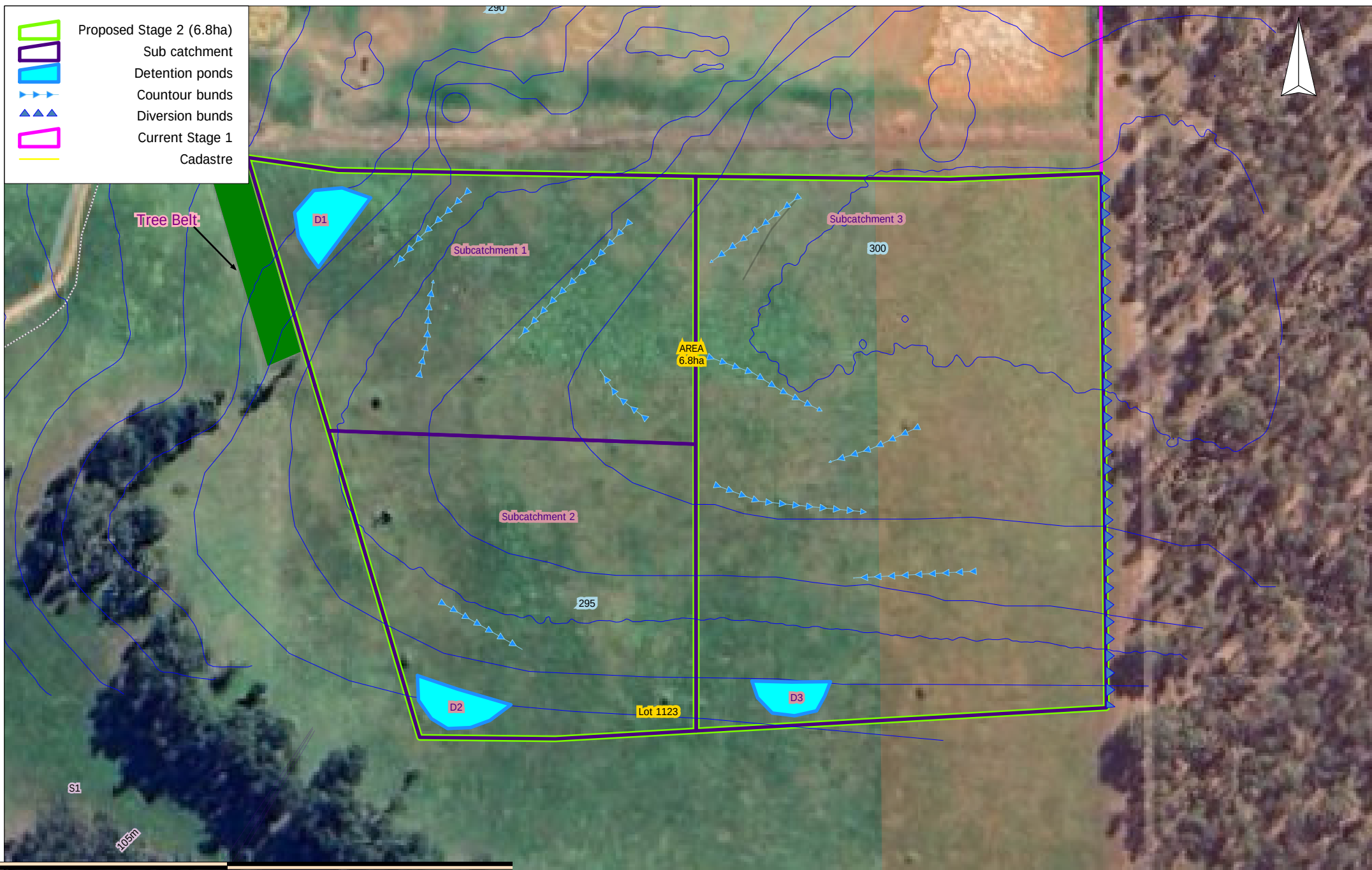
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Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collier

**Figure 2:
Proposed Extraction
Operations**



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Scale: 1:1900
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collie

**Figure 3:
Stormwater MP**

Annexure 1

Contour bank specifications

Contour banks, combined with effective stubble management, are recommended to control erosion on sloping land used for growing crops.

Before building contour banks, decisions have to be made about the:

- gradient in the bank channel
- length of the banks
- spacing of the banks
- proposed bank shape and dimensions.

Contour bank specifications vary with the land slope. Most broad-acre cropping areas in Queensland are under three per cent. Slopes of up to eight per cent are cropped on the eastern Darling Downs, inland Burnett and the Atherton Tableland. Some horticultural crops in coastal areas are grown on steeper slopes.

Gradients

Contour bank gradients are normally expressed as a percentage. A bank with a gradient of 0.2 m in 100 m would have a gradient of 0.2 per cent. Selecting suitable gradients for contour banks has to be a compromise. If gradients are too high, bank channels with bare soil may erode. If gradients are too low, banks lined with crops may overtop or there may be excessive pondage in the bank following run-off.

Recommended contour bank gradients are shown in Table 1. Gradients are highest on steeper land where banks are shorter and have less capacity than banks on low sloping land. It is normal practice for a contour bank to be constructed to the same capacity for its entire length. Since the amount of run-off to be carried increases with the length of the contour bank, variable gradients can be used along a contour bank channel.

Table 1. Gradients for contour banks

Land slope (%)	Contour bank gradients (%)		
	Top section	Middle section	Outlet section
2	0.15	0.15	0.2
3–5	0.2	0.25	0.3
5–10	0.3	0.4	0.5

In intensive cropping areas (e.g. sugar cane), parallel contour bank systems are preferred. Such systems require flexibility in contour bank gradients. Gradients can be modified over short distances to improve workability of the layout. If the channel is permanently grassed, higher gradients can be used.

Gradients at bank outlets may need to be increased for the last 30 m if the waterway is stable and well grassed or the banks empty into an adjacent grassed area.

Length

Table 2 provides a guide to maximum bank lengths based on land slope. It is based on well maintained contour banks and the minimum contour bank spacings normally recommended on such slopes. It assumes that run-off is travelling in the one direction in the contour bank channel. On steeper landscapes, average contour bank lengths are likely to be shorter because the distance between natural drainage lines is less than on low slopes.

Table 2. Recommended maximum bank lengths for various land slopes and single contour bank spacing

Land slope (%)	Maximum bank length (metres)
1	2500
1.5	2000
2	1750
3	1500
4	1000
5	750
6	600
7	450
8	400
9	350
10	300

Spacing

There are no strict rules that determine the correct spacing for a particular situation. The concept of a single and double spacing has been used to allow variations in contour bank spacings—depending on the average conditions likely to be experienced in a paddock (Table 3).

Single spacings should be used where paddocks are seriously eroded and lower levels of ground cover are likely. Double spacings can be used where there is minimal erosion and high levels of cover are to be maintained. Spacings between single and double can be chosen when there is a need to compromise. For example, in the Central Highlands where high rainfall intensities often occur and dry seasons often lead to low cover levels.

Table 3. Recommended contour bank spacings

Slope (%)	Single spacing		Double spacing	
	VI (m)	HI (m)	VI (m)	HI (m)
1	0.9	90	1.8	180
2	1.2	60	2.4	120
3	1.4	45	2.8	90
4	1.6	40	3.2	80
5	1.8	36	3.6	72
6	1.9	32	3.8	64
7	2.1	30	4.2	60
8	2.4	30	4.8	60
9	2.7	30	5.4	60
10	3.0	30	6.0	60

VI = Vertical interval; HI = Horizontal interval

Shape and dimensions

Narrow-based banks normally have batters of 1:3 (VI:HI) while broad-based banks may have batters varying from 1:4 to 1:8 (VI:HI). The amount of soil required to build a bank increases significantly as the bank batter becomes flatter.

The amount of run-off a contour bank has to handle depends on its length, the distance between banks, rainfall intensity, and the condition of the soil surface in terms of its ability to produce run-off.

Contour banks must be able to handle vastly different conditions in the channel. They vary from a smooth and bare channel (comparable to a highway) to one with a growing crop or standing stubble (comparable to a traffic jam).

Table 4. How flow depth affects velocities and flow rates in contour banks

Depth of flow in the channel (m)	Conditions in the contour bank channel			
	Standing wheat stubble		Bare cultivated channel	
	Velocity (m/s)	Flow rate (m ³ /s)	Velocity (m/s)	Flow rate (m ³ /s)
0.2	0.08	0.14	0.38	0.72
0.3	0.10	0.35	0.48	1.74
0.4	0.11	0.67	0.57	3.35
0.5	0.13	1.13	0.65	5.65

This data is based on a contour bank on a land slope of two per cent and a gradient of 0.2 per cent with the same shape as shown in Figure 1.

If necessary, a suitable design can be obtained by preparing a spreadsheet as shown in Table 4 (based on Mannings formula for a typical contour bank cross section). For a given cross section shape, velocities and flow rates can be compared for different flow depths and different channel conditions.

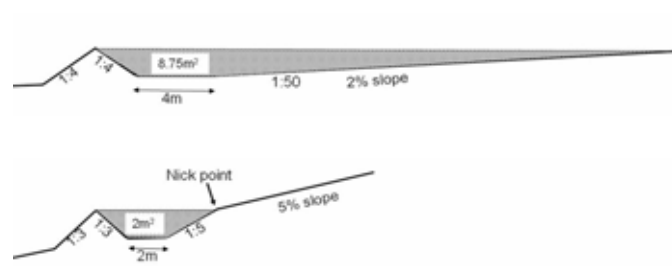
Erodible velocities (0.5–0.6 m/s) may occur once the depth of flow in a bare channel exceeds 0.3 m. However, when the channel has standing stubble a flow depth of 0.5 m will only be flowing at 0.13 m/s.

Contour banks are not normally individually designed. A bank that can handle a depth of flow of 0.4 to 0.5 m will provide satisfactory capacity for typical contour bank layouts. To accommodate such a flow, a contour bank needs to be constructed to a height of 60 to 70 cm to allow for settlement and some freeboard.

Table 5 shows some typical contour bank cross sections with a height of 0.5 m on slopes ranging from 2–5 per cent. Note how the capacity of a contour bank for a given height is very dependent on the land slope.

Table 5. Contour bank specifications for banks of a height of 0.5 m on a range of slopes

Land slope %	Batter on bank	Batter on inlet into channel	Bottom width (m)	Cross sectional area (m ²)
2	1:4	1:50	4	8.75
3	1:4	1:20	4	5.00
4	1:3	1:10	2	2.63
5	1:3	1:5	2	2.00

**Figure 1. Contour bank cross sections for banks 0.5m high on a 2 per cent and a 5 per cent slope.**

Further information

For further information visit the DERM website <www.derm.qld.gov.au> and refer to *Soil conservation measures—design manual for Queensland* (Chapter 9), and the following fact sheets:

- L202—*Maintaining contour banks*
- L13—*Erosion control in cropping land*
- L35—*Run-off control measures for soil conservation.*

July 2010
L205

For general enquiries contact the
Queensland Government call centre 13 13 04
or visit www.derm.qld.gov.au

Annexure 2

ACPH Civil and Plant Hire

Hydrocarbon Spill Management Plan

Purpose:

The purpose of this document is to describe the measures that ACPH Civil and Plant Hire will implement in order to limit the impact of any hydrocarbon spills that may take place on any of their extraction and waste fill sites.

Proposed Measures:

The following preventative measures will be implemented:

- No fuel will be stored on site and all plant and equipment will be refuelled by a mobile fuel truck, as and when required. Refuelling is done in the morning and plant and equipment is empty during the night.
- Refuelling or any activities that carry a risk of spills will be carried out away from the detention basins and stormwater flow paths.
- All major servicing of plant and equipment will take place at the workshops off site.
- Refuelling trucks are fitted with automatic snap-off fuel nozzles, thus preventing overfilling and spillage.
- Operators/drivers are provided instruction on the need for hydrocarbon pollution prevention when induction courses are given.

The following actions will be taken in the event of a spill occurring:

- Stop the spill source immediately if it is safe to do so.
- Contain the spill and prevent any contact with water bodies and drains.
- Clean up the spill by digging up the contaminated soil and transporting it to a licensed waste disposal site. Replace the excavated material with clean fill.

- If possible a photographic record of the procedure should be kept.
- Report the incident to the Quarry Manager.

APPENDIX 5

WEED MANAGEMENT PLAN



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WEED MANAGEMENT PLAN

Prepared for ACPH Civil and Plant Hire
Lot 1123, 81 Lawson Road, Palmer
Shire of Collie

1. INTRODUCTION

This Weed Management Plan (WMP) has been prepared in accordance with guidelines published by the Department of Agriculture and Food (DAF) (DAF 2014). This WMP should be read in conjunction with the report entitled "*Development Approval Application and Environmental Management Plan Lot 1123, 81 Lawson Road, Palmer, Shire of Collie*", prepared for ACPH Civil and Plant Hire by Lundstrom Environmental Consultants Pty Ltd in August 2025.

1.1 Locality and Ownership

Locality: 1123, 81 Lawson Road,
Palmer
Shire of Collie

Ownership: ACPH Civil and Plant Hire

Figure 1 shows the site and its surrounds and indicates the renewal extraction area covered by this application.

1.2 Development Proposal

ACPH Civil and Plant Hire propose to extract gravel from Stage 2, of the total area 6.8ha in two stages (Area 1 – 3.3ha and Area 2 – 3.5ha), as shown in Figure 1. Excavation will proceed to a maximum depth of approximately three metres. This DA application is for 5 years.

2. RESPONSIBILITIES

ACPH Civil and Plant Hire accepts responsibility for weed management within Zones A and B (as identified in Section 4.1 of this report) and any areas identified within the conditions of approval set by the Shire of Collie.

3. CURRENT WEED STATUS OF THE PROPERTY

At present there are no declared weeds on the property.

4. PROPOSED WEED MANAGEMENT ACTIONS

The following is a general description of the actions that will be implemented by ACPH Civil and Plant Hire for weed management:

4.1 Weed Management Zones on the Subject Land

For the purpose of this WMP, the subject land has been allocated zones as follows:

Zone A: This is all the land within the quarry and includes the base of the excavation, roadways and stockpiles of topsoil, overburden and all product stockpiles.

Zone B: This is all land that is at natural level which extends 100m beyond the perimeter of the quarry and includes any stockpiles or overburden created by the excavation and rehabilitated areas.

4.2 Weed Emergence Monitoring

Monitoring of the emergence of weeds in Zones A and B will be undertaken by an experienced and licensed weed management contractor on a six-monthly basis i.e. after the first seasonal rains and at the end of spring. In addition, ACPH Civil and Plant Hire personnel on the site will be instructed to report any infestations that may occur on other occasions. Based on the type of weeds that emerge, a control plan will be formulated by the licensed weed management contractor.

4.3 Import and Export of Weeds

ACPH Civil and Plant Hire will ensure that all plants and equipment are clean and free of any soil when moving any equipment to or from the site. ACPH Civil and Plant Hire will also ensure that any quarry products imported to the site will be free of weeds.

4.4 Weed Control Program

If a weed infestation occurs within Zones A or B, the licensed weed management contractor will apply the appropriate method of control, in accordance with the guidelines published by the DAF, whether chemical or mechanical, at the appropriate time. The weed management contractor will keep a record of all treatments.

5. REFERENCES

Department of Agriculture and Food (DAF) (2014). *Department of Agriculture and Food WA guidelines for weed control procedures for extractive industries licence*.

FIGURES

APPENDIX 6

DUST MANAGEMENT PLAN



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DUST MANAGEMENT PLAN **Prepared for ACPH Civil and Plant Hire** **For Lot 1123, 81 Lawson Road, Palmer** **Shire of Collie**

1. INTRODUCTION

This Dust Management Plan (DMP) has been prepared in accordance with guidelines published by the Department of Environment and Conservation (DEC) (Jan. 2011), now the Department of Water and Environmental Regulation (DWER). This Dust Management Plan should be read in conjunction with the report entitled *“Development Approval Application and Environmental Management Plan Lot 1123, 81 Lawson Road, Palmer, Shire of Collie”*, prepared for ACPH Civil and Plant Hire by Lundstrom Environmental Consultants Pty Ltd in August 2025.

The objectives of this DMP are as follows:

- To describe the nature of the proposed operation;
- To identify any sources of dust that might arise from these operations;
- To identify the proximity of any sensitive premises in this regard;
- To identify measures that will limit the generation of dust from the operations;
- To identify measures that will limit the impact of dust on sensitive premises.

2. SITE BACKGROUND

Locality: Lot 1123, 81 Lawson Road, Palmer, Shire of Collie
Ownership: ACPH Civil and Plant Hire

The property is situated approximately 1km north of the intersection of Lawson Road and Collie-Williams Road and approximately 10km northeast of Collie. The site is currently surrounded by low quality farmland to west and south and on the east and north by the State Forest.

Figure 1 is a recent aerial photograph showing the property and its surrounds. Figure 2 indicates the proposed operations areas covered by this application.

2.1 Land Use

The surrounding farm lots are currently used for sheep and cattle grazing and lot 1123 is surrounded by public State Forest to the east and north. Approximately 12.2ha of the 40ha of lot 1123 has now almost been completed for gravel extraction and the remainder is still used for cattle and sheep grazing by the landowner.

The gravel extraction operations have occurred on the site since 2009. The area is zoned as “Rural” in terms of the Shire of Collie Planning Scheme 6. A small crib house and toilet facility exists on the northern boundary of the on Lot 1123.

2.2 Geology and Soils

A thin layer of farmland quality topsoil with depth approximately 100mm, overlies sandy gravels and laterite. The underlying geology of deeply weathered granitic rocks of the Yilgarn Craton (GeoVIEW 2023).

The landform is deeply dissected laterite plateau, bedrock geology of deeply weathered mantle over granite rocks. The soil characteristic is loamy gravel, duplex sandy gravel, red and brown loamy earth (often friable), shallow and deep sandy gravel, wet and semi-wet soils, and loamy duplex (Landgate 2023).

Caprock thickness varies from 2 to 3m, and maximum excavation depth are approximately 1 to 3m below current ground level.

2.3 Nuisance Potential of materials

The crushed material texture is predominantly gravel with moderate amounts of sand and trace amounts of fines (clays and silts), with grain size distribution (ISO 14688-1) being approximately as follows:

Gravel (>2.0mm):	45%
Sand (0.063<2.0mm):	16%
Fines (Silt & Clay; <0.063mm):	5.5%

(The particle size analysis laboratory report is included as Annexure 3)

During strong winds the potential exists for fine particles (including fine sand) to become airborne especially when they are disturbed by excavation activities.

In its in-situ state, the laterite is a cemented pisolitic material and has no loose fines. However, during the crushing operation very fine particles of less than PM50 (particulate matter with diameter 50 micrometers) are produced as fugitive dust and require suppression as is discussed in Section 4 below.

It is estimated from the particulate size distribution graph shown in Annexure 3, that the potential for total suspended particles (TSP) less than PM50 is approximately 7.5%. Mitigation measures are discussed in Section 4 below.

Potentially significant sources of airborne particulates from the site have been assessed as being limited to:

- Dust lift-off from exposed extraction areas or rehabilitated surfaces
- Dust lift-off from stockpiles (topsoil and extracted product)
- Dust lift-off from haul roads and tracks resulting from light vehicle and heavy earthmoving traffic
- Dust generation from crushing and screening processes, loading and transportation of extracted material.

The majority of airborne particulates from the site are likely to be visible dust.

Mitigation measures for the operations are discussed in Section 4 below.

2.4 Potentially Sensitive Receptors

The Environmental Protection Authority (EPA) draft Environmental Assessment Guidelines “Separation distances between Industrial and sensitive land uses” lists the generic buffer for extractive industries where “grinding and milling works but no blasting” are proposed as 500 to 1 000m, depending on the type of processing (EPA, 2015).

The operation is considered “low scale”, as the total extraction area is 6.8ha, with approximately 3.3ha being disturbed initially then rehabilitated, and the next 3.5ha being disturbed thereafter. A 500m buffer would be adequate for sensitive receptors.

The closest structures to the outer boundaries of the extraction area are identified in Figure 1. There are three structures located within 1km of the proposed extraction area as shown in Table 1.

Table 1: Structures within 1km radius of the proposed extraction area

Reference No. on Figure 1	Lot no.	Owner	Residential Status	Distance to closest Gravel operation area (metres)	Distance to the Crusher position (metres)
Structure 1	1123	[REDACTED]	Spare house, occasionally used by family members	105 SW	528 SW
Structure 2	345	[REDACTED]	Shed	325 SW	755 SW
Structure 3	763	[REDACTED]	Owner's residence	753 NW	972 NW
Structure 4	73	[REDACTED]	Unknown	1048 SW	1476 SW

There are three structures within 1km of the closest boundary of the gravel operation area. Structures 1, 2 and 3 listed in the Table 1 are occupied or tenanted by the owner [REDACTED]. The gravel extraction operation on Lot 1123 has been carrying on since 2009; the owner has no objections to the operations, please see Letter of No-Objection attached as Appendix 3. Structure 4 is a sensitive receptor; however, it is more than 1km from the closest boundary of Stage 2 and will not be impacted by the proposed gravel extraction operation.

The crusher position is further away from the structures and will be screened by the overburden and topsoil stockpile 2m high along the edges of extraction area and product stockpile 5m high positioned around the crusher.

2.5 Prevailing Winds

Wind rose for station Collie (8.8km) is obtained from DWER and wind roses for station Collie East (7.6km) are obtained from Willy Weather website and is attached as Annexure 1.

The wind roses from 2018 to 2023 show that prevailing winds are from the south-west. Only Structure S3 is to the west, but it is greater than 700m away from the pit. The closest residence is not windward of the pit. Hence the 'Isolated land uses affected by one wind direction' has been selected in the site risk assessment (Annexure 2).

The Wind roses have been included in Annexure 1.

3. PROPOSED WORKS AND POTENTIAL IMPACTS

ACPH propose to extract gravel from Stage 2, of the total area 6.8ha in two stages (Area 1 – 3.3ha and Area 2 – 3.5ha), as shown in Figure 2. The excavation will proceed to a maximum depth of approximately three metres. This DA application is for 5 years.

The Development Approval is required, for the purpose of undertaking the following activities on the land:

- Within each area of extraction, approximately 100mm of topsoil will be removed from the extraction area prior to the commencement of each area, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no more than 2 m high and 12m wide, with batter of 1:3 metres.
- Within each current stage of extraction, a bulldozer will rip and blade material to a raw material stockpile. Overburden stockpiles will be placed along the edges of the extraction area.
- The raw material is loaded into the 20T jaw crusher and once processed, it is automatically fed into the screening plant to grade the material pending on size required, after which a stacker creates a product stockpile. The product stockpile will be no more than 5m high and 30m wide, with batter of 1:3 metres.
- The excavation campaign which includes the removal of topsoil and overburden, excavation, crushing and screening stockpiling of gravel resource, will occur for 8 weeks during the summer months and material is stockpiled for future use.
- Cartage campaigns involve the removal of material from stockpiles, loading of trucks by front end loader and cartage by road trucks to mainly civil construction sites of private local sales. Cartage operations casually occur 6 days per week November to May.
- A mobile crushing and screening plant will process the material for approximately 8 weeks per year on site. Trucks will enter the pit and be loaded from the stockpile by a front-end loader.
- Overburden and Product stockpiles will be placed in such a way that they will act as a noise buffer between the crusher and the sensitive receptors.
- Extraction activity will proceed to a depth of no more than 3m.
- Once extraction in the active area has been completed, topsoil will be respread, and the area ripped on the contour. The batters will be smoothed to 1:4 and the base of the pit levelled out.
- The extraction will be conducted as per the proposed stages of extraction shown in Figure 2. Each stage is progressively rehabilitated back to pasture after completion of extraction activities. This ensures that the area of disturbed land is kept to a practical minimum.
- To minimise open areas exposed to wind erosion as far as practicable, annual assessment of areas suitable for stabilisation is completed, and soil stabilisation works is carried out.
- Trucks will enter the pit from via Norm Road and be loaded from the stockpile by a front-end loader.
- Rehabilitation and stormwater management measures will be implemented.
- There will be no blasting in this operation.
- Batters of 1:4 will be maintained throughout the operation. Where possible, topsoil will be replaced and seeded with pastures on a progressive basis, in fully extracted areas, prior to the commencement of winter, to bend with the existing landscape as much as possible. The end use of the site is for grazing.

3.1 Plant and Equipment to be used

Equipment to be used in these operations includes:

- D10 Bulldozer
- Large Front-End Loader (CAT 980 or equivalent)
- 20T jaw crusher
- 20T screening plant

- Excavators
- Semi (30 tonnes)
- Six-Wheeler (20 tonnes)

3.2 Summary of Mining Actions

Table 2 provides a description of all activities, their duration, aspect and an assessment of potential for dust impacts.

Table 2: Aspects and Impacts of Dust Generating Activities

Activity	Duration	Aspect	Impact
Topsoil Stripping and stockpiling	Up to 8 weeks per annum	Disturbance of grass and soil exposes ground to wind erosion	Dust may create an amenity issue with nearby residents.
Rip and blade laterite to crusher site	Up to 8 weeks per annum	Actions may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Crushing, screening and stockpiling of gravel	Up to 8 weeks per annum	Crushing and screening actions may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Loading of trucks from stockpiles	5 years at a maximum of 12 (In and out) loaded trucks per day.	Loading of gravel may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Transport of gravel from site	5 years at a maximum of 12 (In and Out) loaded trucks per day.	Dust could escape from trucks in transit	Amenity, health or traffic safety issue
Rehabilitation of completed stages	Up to 3 weeks per year from 2025 to 2030.	Disturbance of topsoil could release dust into the atmosphere	Dust may create an amenity issue with nearby residents

3.3 Site Risk Assessment and Classification

Based on the risk assessment conducted (Annexure 3), the classification derived is “Medium risk” (Classification 3). Measures for managing dust impacts are discussed in Section 4 below. A Letter of No-Objection from the owner of all the 3 structures within 1km of the extraction area boundary is attached as Appendix 3 to the main report.

4. MEASURES PROPOSED FOR MANAGING DUST

This report has identified the potential dust generating activities associated with the proposed development and has also identified the potentially sensitive receptors. The measures that are proposed to manage dust impacts are listed below:

- A 15kl water cart will be on site during periods when the internal access road is being constructed, material is being moved or crushing is being conducted. When dust is caused to occur during these periods, the water cart will be employed to damp down the areas of concern.
- Water for dust suppression will be obtained from commercial water source in the local area. The applicant ACPH, has made an application to Water Corporation for a hydrant standpipe.
- If necessary, loads will be dampened prior to loading/unloading.
- If dust can be seen to be carried outside the Site, the source of dust will be identified, and measures implemented to prevent or minimize further dust emissions.

- If there are high winds and conditions are dusty, then operations will be stopped until such time as adequate wetting down has occurred, or conditions have changed.
- Crushing and stockpiling activities will be in topographic low points with raw and processed stockpiles arranged such that windbreaks are created to further prevent impacts from fugitive dust.
- A polymer-based spray-on-soil stabilizer will be applied to topsoil and overburden stockpiles if they do not stabilize by crusting and grass re-growth.
- Handling of materials will be kept to a minimum.
- Internal roads will be surfaced with gravel. A 20km per hour speed limit will always apply to trucks on these internal roads.
- Unsealed roads being used for heavy vehicle traffic within the operational area will be treated with dust suppressant additives such as Erosionex where appropriate.
- Truck loads will always be covered by tarpaulins and dampened when fully loaded, prior to leaving the extraction area, so that no dust is generated in transit.
- Only up to 3.3ha of land will be extracted at a time; the next 3.5ha will be disturbed after and whole areas will be progressively rehabilitated back to pasture after completion of extraction activities as shown in Figure 2. This will ensure that the area of disturbed land is stabilized, and the disturbed area exposed at any time is kept to a practical minimum to prevent dust emission.
- Employees and contractors working on site will be provided with information on how to minimise dust emissions.
- No burning of waste will occur.
- When the site is not in operation, the dust management plan will continue to be implemented by the Operations Manager.
- A notice will continue to be erected at the front gate that provides emergency contact details for the Operations Manager.
- A complaints system will continue to be in place, and these will be recorded by the Operations Manager and acted on promptly.
- Visual monitoring will be undertaken to confirm dust management measures are effectively maintaining dust emissions at acceptable levels.

5. REFERENCES

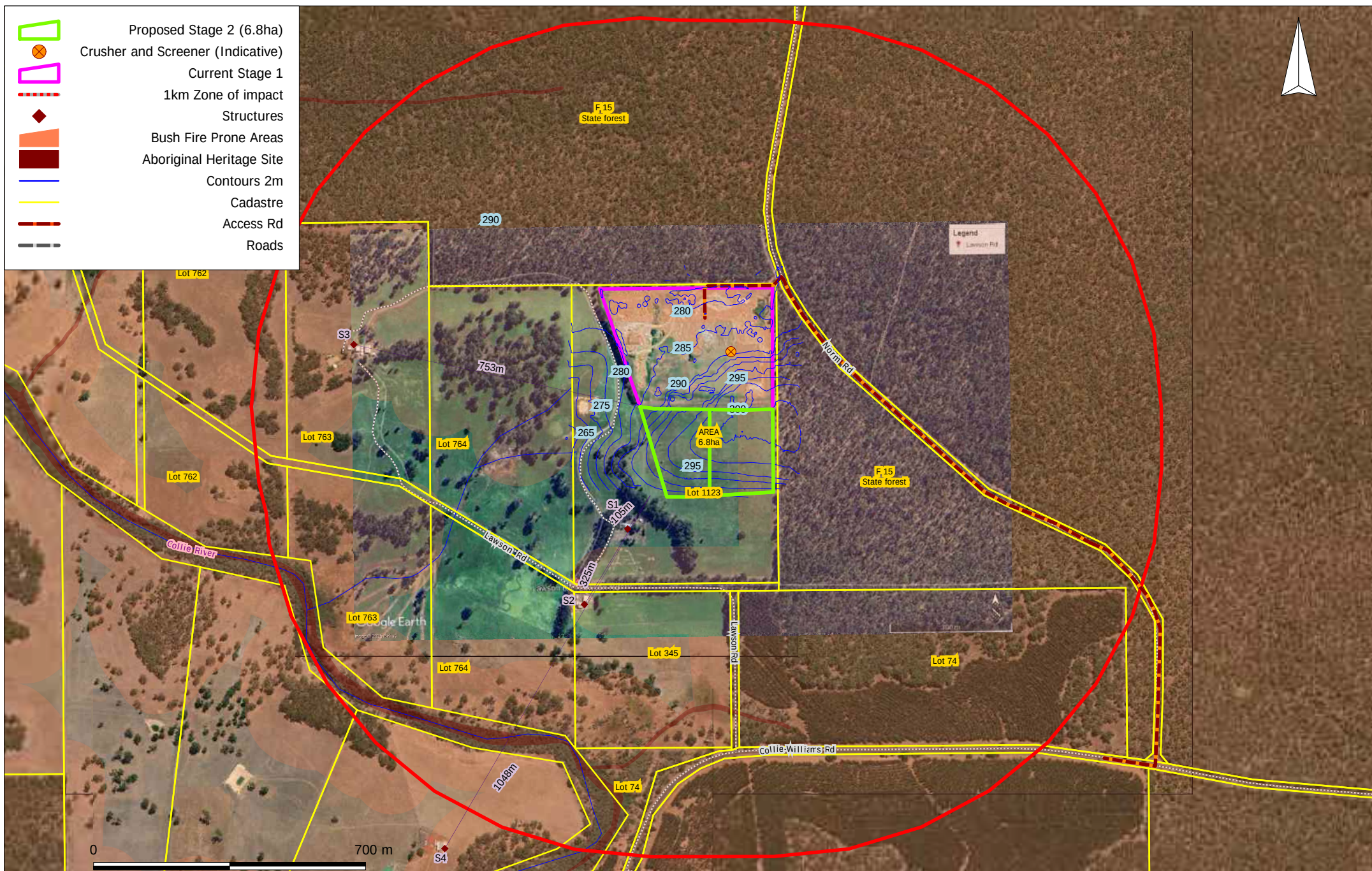
Department of Environment and Conservation (DEC) (2011). A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities.

Environmental Protection Authority (EPA) (2015). Draft Environmental Assessment Guidelines for Separation distances between industrial and sensitive land uses. Western Australia, September 2015.

Landgate (2023). Lot 1123 Lawson Road, Palmer, Shire of Collie. [Online] <https://maps.slip.wa.gov.au/landgate/locate/>. Accessed: May 2023.

Willy Weather (2023). Collie-east weather station Wind Rose, south-west, WA. Accessed: May 2023.

FIGURES



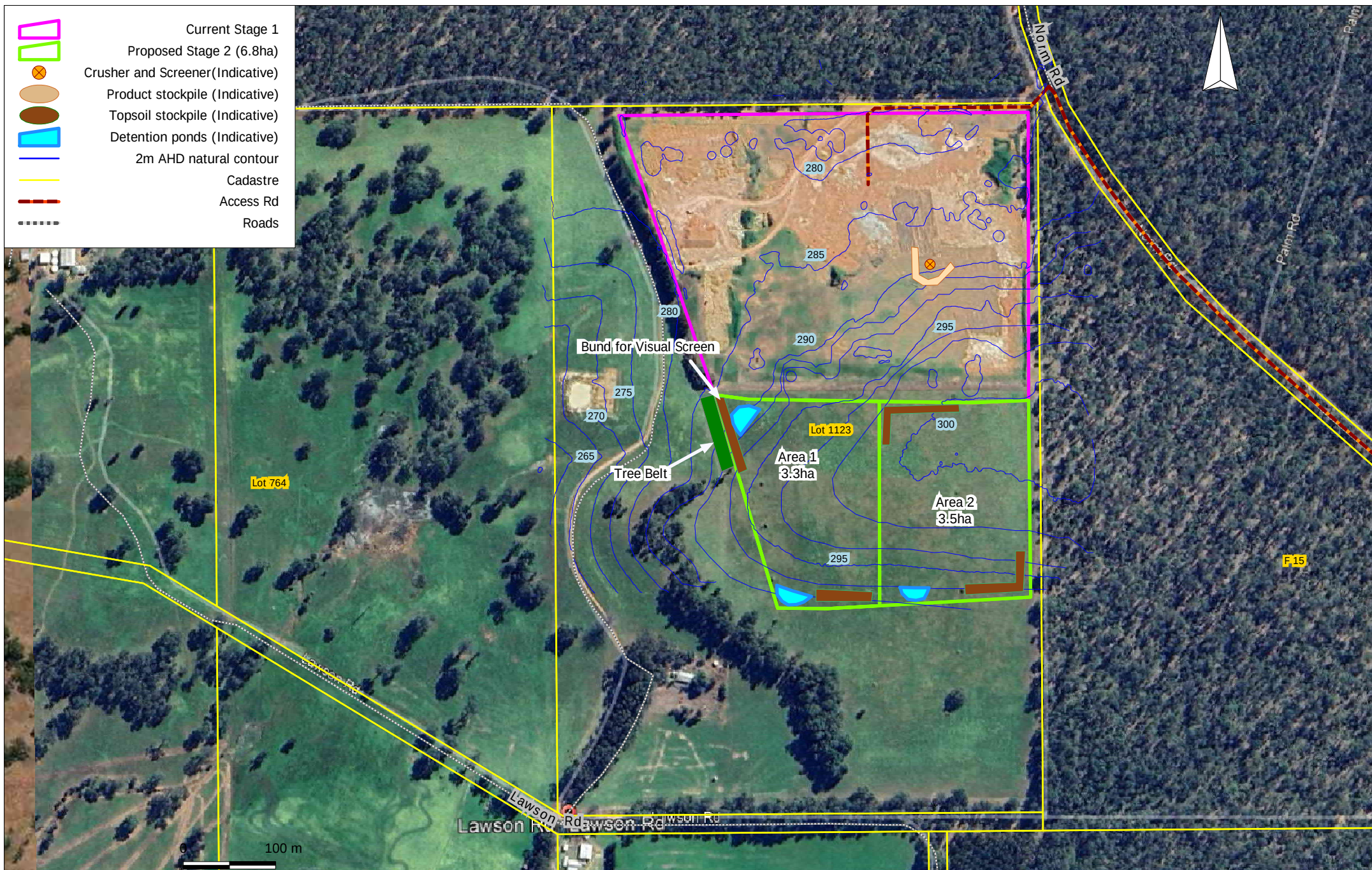
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Scale: 1:12000
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collie

**Figure 1:
Site and Surrounds**



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Scale: 1:5200
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collier

Figure 2:
**Proposed Extraction
Operations**

ANNEXURE 1

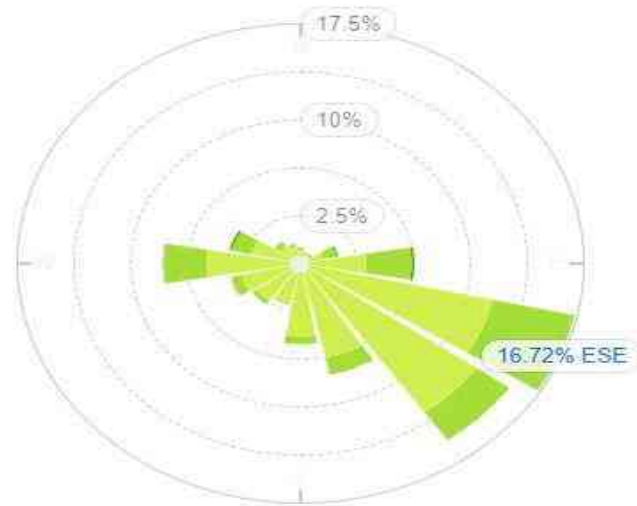
Wind roses

Wind Rose

5 Years ▼

December ▼

Dec 2018 to Dec 2023



Calm

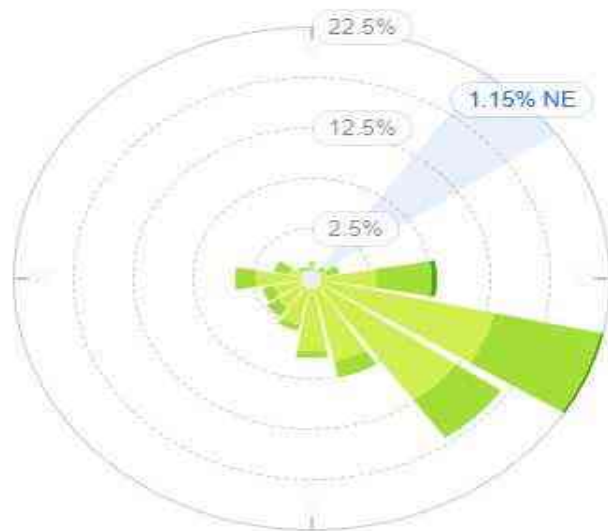
Moderate

Wind Rose

5 Years ▼

January ▼

Jan 2018 to Jan 2023



Calm

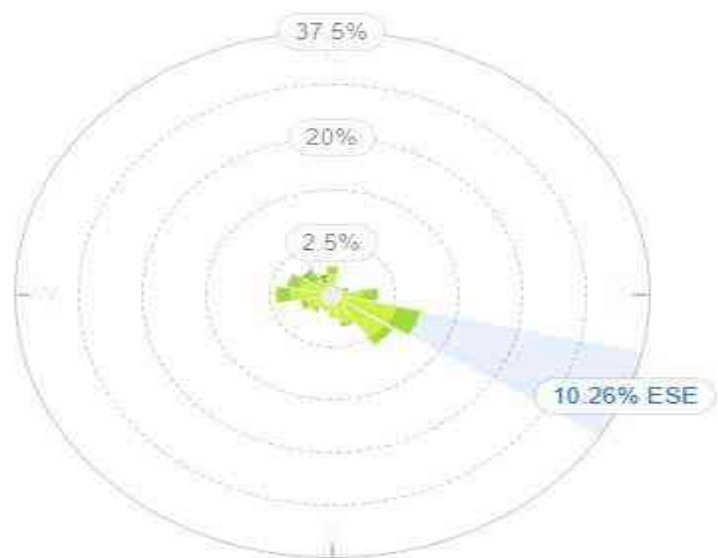
Fresh

Wind Rose

5 Years

All Months

Jan 2018 to Dec 2023



Calm

Fresh

ANNEXURE 2

Site Classification Assessment Chart

Appendix 1: Site risk assessment/classification for activities generating uncontaminated dust

Sheet 1: Site classification assessment chart

Part A. Nature of site

Item	Score options				Allocated score
1. Nuisance potential of soil. when disturbed	Very low1	Low.....2	Medium.....4	High.....6	2
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened.....1	Medium screening....6	Little screening.....12	Exposed and wind prone.....18	12
3. Area of site disturbed by the works	Less than 1ha.....1	Between 1 and 5ha..3	Between 5 and 10ha.....6	More than 10ha.....9	3
4. Type of work being done	Roads or shallow trenches.....1	Roads, drains and medium depth sewers.....3	Roads, drains, sewers and partial earthworks.....6	Bulk earthworks and deep trenches.....9	9
TOTAL score for Part A					26

Part B. Proximity of site to other land uses

Item	Score options				Allocated score
1. Distance of other land uses from site	More than 1km.....1	Between 1km and 500m.....6	Between 100m and 500m.....12	Less than 100m.....18	12
2. Effect of prevailing wind direction (at time of construction) on other land uses	Not affected.....1	Isolated land uses affected by one wind direction.....6	Dense land uses affected by one wind direction.....12	Dense/ sensitive land uses highly affected by prevailing winds.....18	6
TOTAL score for Part B					18

SITE CLASSIFICATION SCORE (A X B) = 468

Sheet 3: Notes relating to 'site assessment classification chart'

1. The site assessment chart is used to differentiate between Classifications 1, 2, 3 and 4, as defined within these guidelines. Classifications 2 and 3 are subject to Note 4, below.
2. Sites may be divided into two or more classifications depending mainly on the proximity of existing land uses.
3. In assessing the relevant score level, the 'effect of prevailing winds' must be carefully considered. While houses, commercial areas, market gardens, schools and factories have high sensitivity ratings, roads, parks and recreational areas have lower sensitivity ratings.
4. Construction during dry period (1 October — 31 March).
 - (a) Where other land uses are within 100 metres of the site:
 - (i) sites assessed as Class 3 will automatically become Class 4, and
 - (ii) sites assessed as Class 2 will automatically become Class 3.
 - (b) Where other land uses are situated between 100 metres and 500 metres from the site, an on-site re-evaluation of Class 3 sites shall be conducted by the engineer for the developer, the local government or the DEC to determine the extent of additional Class 4 requirements considered necessary (if any).

Sheet 4: Dust management and monitoring requirements for each site classification score

Based on the total score obtained from the 'SITE CLASSIFICATION ASSESSMENT CHART' and notwithstanding any allowance for special site conditions during the dry period. (refer to Note 4. Appendix 1) the following site classification will apply:

Site classification 1 — under 199; **Site classification 2** — 200 to 399; **Site classification 3** — 400 to 799; and **Site classification 4** — over 800.

Note:

- Unique sites may need special assessment
- It is essential that any contracts for construction work on site include the relevant contingency arrangements appropriate for the site classification

Classification 1 (score under 199, considered negligible risk)

Provisions:

- None required.

Contingency arrangements:

- None required.

Classification 2 (score between 200 and 399, considered low risk)

Provisions:

- The developer shall supply a contingency plan to the local government, which shall detail the activities to be undertaken should dust impacts occur.

Contingency arrangements:

- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust suppression.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum.

Monitoring requirements:

- Complaints management system in place (complaints recorded and acted on promptly).
- Notice to be erected at the site, providing contact details of the person to be contacted and works.

Classification 3 (score between 400 and 799, considered medium risk)

Provisions:

- Appropriate wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum to prevent exceedence of dust standards (see Section 4.4.2).
- The engineer for the developer shall maintain close control of works with dust creating potential (for example, allowable length of open trenching).
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10.000 litres capacity per 7.5 hectares of disturbed site, or other suitable alternatives, shall be available to commence watering on the site within 18 hours of being required to do so by the engineer for the developer/local government/DEC.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- If dust-related complaints are generated due to activities on the site, the developer may be required by the local government or an authorised DEC officer to distribute advisory notices to adjoining land occupiers within 48 hours. A notice form is provided in Sheet 5 of Appendix 1.
- If dust-related complaints are generated due to material which has been excavated for trenching, the developer shall ensure this material is stabilised within 48 hours of being requested to do so by the engineer for the developer, local government or an authorised DEC officer.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

- Site dust management system in place.
- On-site dust monitoring against short term criteria.
- Off-site (compliance) dust monitoring at site boundary (if close to sensitive receptors) or at sensitive receptors. See Section 4 and Appendix 4.
- Complaints management system in place (complaints recorded and acted on promptly).
- Exceedences to be reported to the relevant authority — DEC, Local Government or DOH.
- Notice to be erected at the site, providing contact details of the person to be contacted regarding the works.

Classification 4 (score over 800, considered high risk)

Provisions:

- Advisory notices shall be issued to adjoining land occupiers, the local government and the DEC at least 48 hours before site works commence. The notices shall include the name of the developer, engineer for the developer, Contractor/s, contract period, contact telephone numbers of the site engineer and local government environmental health officer as detailed in Sheet 5 of Appendix 1.
- Fencing to the extent and in locations agreed to by the developer and local government shall be erected before any part of the site surface is disturbed.

Note: This provision does not necessarily mean that the total site boundary is to be fenced. The fence is to be installed to an extent which will protect adjacent land uses and in most cases should be erected on the edge of the area which will be disturbed rather than on the site boundary.

- An amount of wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- The nominated wind fencing is to remain in position until the disturbed surface is stable.
- Surface stabilisation is to be applied to the disturbed area of each section of the site upon completion of the works in that section.
- The engineer for the developer shall maintain strict control of works with dust-creating potential. Material which has been excavated for trenching shall be stabilised if the trench is to be left exposed for longer than 72 hours.
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10 000 litres capacity per 5 hectares of disturbed site, or an appropriate alternative, shall be available to commence immediate watering on the site.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Additional wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

As for Classification 3.

ANNEXURE 3

Particle size analysis laboratory report



SOIL CLASSIFICATION TEST REPORT

Sheet 1 of 6

Report No.	22 BY 141-142/1	Field No.	N/A	Project No.	N/A
Date Sampled	28/04/2022	Date/s Tested	11-13/05/2022		
Local Govt Authority	Collie				
Road	Collie Williams Road 10.0 SLK				
Location	ACPH Britten Pit				

Sample No.	22 BY 141	22 BY 142		
Reference No.				
Depth, (mm)	S/P	S/P		
Sample Location	West Side of Stockpile	North Side of Stockpile		
Field Description	Sandy Gravel	Sandy Gravel		
Proposed Use	Base Course	Base Course		

PSD WA 115.1	Sampling Method:	WA 100.1	Preparation Method:	WA 105.1
Percent Retained on Sieve Size 37.50 mm	0	0		

Sieve Size (mm)	% Passing	% Passing		
125.00	-	-	-	-
106.00	-	-	-	-
75.00	-	-	-	-
53.00	-	-	-	-
37.50	100	100	-	-
26.50	-	-	-	-
19.00	99	98	-	-
13.20	-	-	-	-
9.50	66	71	-	-
6.70	-	-	-	-
4.75	44	46	-	-
2.36	29	30	-	-
1.18	22	22	-	-
0.600	20	19	-	-
0.425	19	18	-	-
0.300	18	17	-	-
0.150	14	13	-	-
0.075	10	9	-	-
0.0135	6	5	-	-
LL WA 120.2 (%)	26	25	-	-
PL WA 121.1 (%)	15	16	-	-
PI WA 122.1 (%)	11	9	-	-
LS WA 123.1 (%)	3.5	3.5	-	-

GROUP SYMBOL AS 1726 - Tables 9 & 10 (Laboratory classification elements only)	GP-GC	GP-GC		
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Comments / Distribution TRIM File No. 22/349 MM: T Spivey TOM: S Arnold	Approved Signatory Name KLEYN Chris (TOM) Function Technical Officer Date 2/06/2022
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Document:71/05/115.1_15 Issue:05/11/2020 D14#628373

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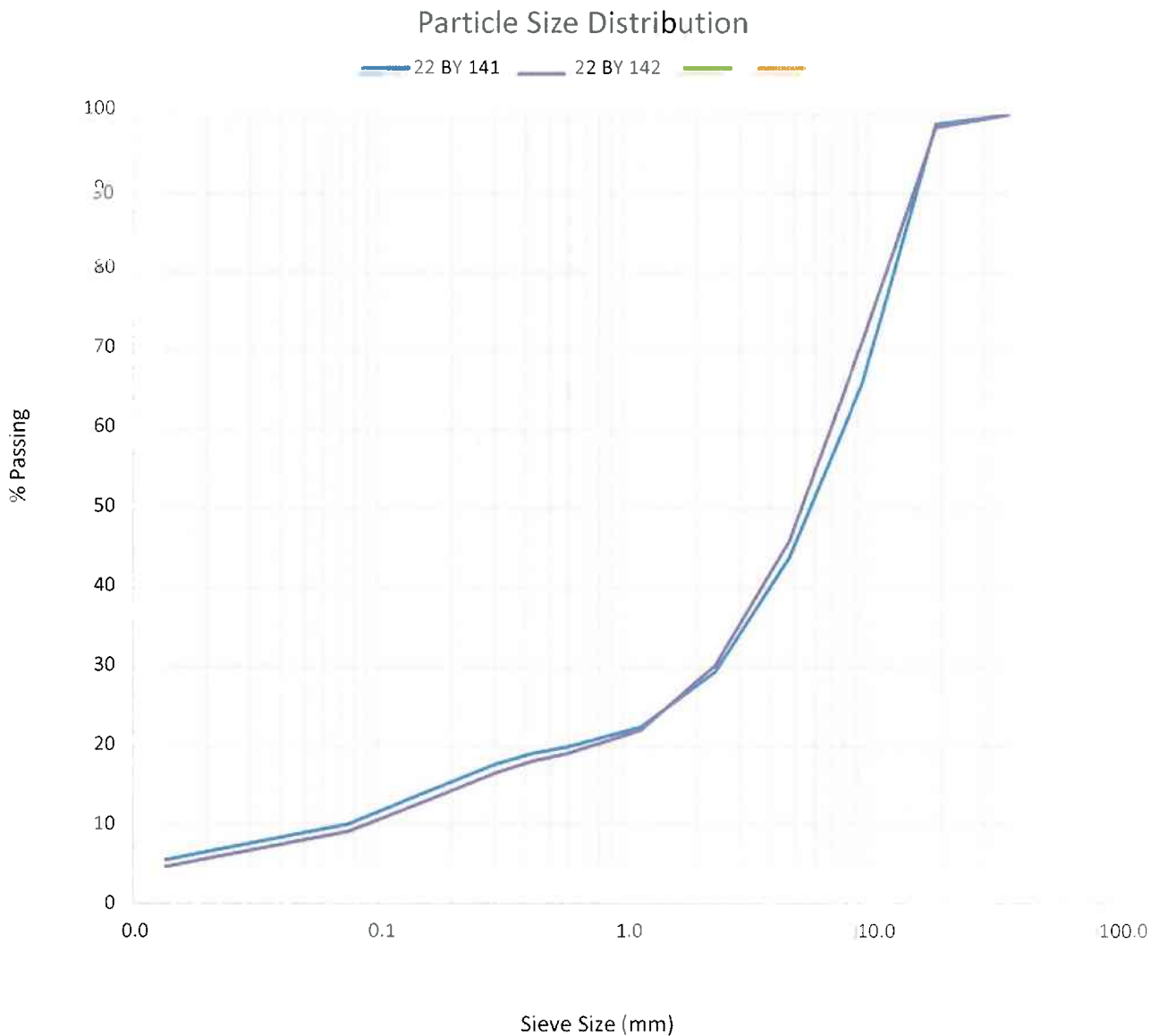


Accredited for compliance with ISO/IEC 17025 - Testing
ACCREDITATION No. 1989 SITE No. 2033

SOIL CLASSIFICATION TEST REPORT

Sheet 2 of 6

Report No. 22 BY 141-142/1



Document:71/05/115.1_15 Issue:16/09/2019 D14#628373

MAIN ROADS Western Australia

South West Region

Robertson Drive

PO Box 5010

BUNBURY WA 6231

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mainroads
WESTERN AUSTRALIA

Dry Density/Moisture Content Relationship Test Report

Sampling Method: WA 100.1

Preparation Method: WA 105.1

Sheet 3 of 6

Report No.	22 BY 141-142/1	Reference No.	N/A	Field No.	N/A
Date Sampled	28/04/2022	Date Received	28/04/2022	Date/s of Test	10-11/05/2022
Proposed Use	Base Course		Project No.		
Local Govt Authority	Collie				
Road	Collie Williams Road 10.0 SLK				
Section	ACPH Briten Pit				
			Curing Period		Stabiliser Added
			(Days)	(Hrs)	
Sample No.	Location	Depth (mm)	Water	Stabiliser	%
22 BY 141	West Side of Stockpile	S/P	0.74	-	-
				-	-
				-	-

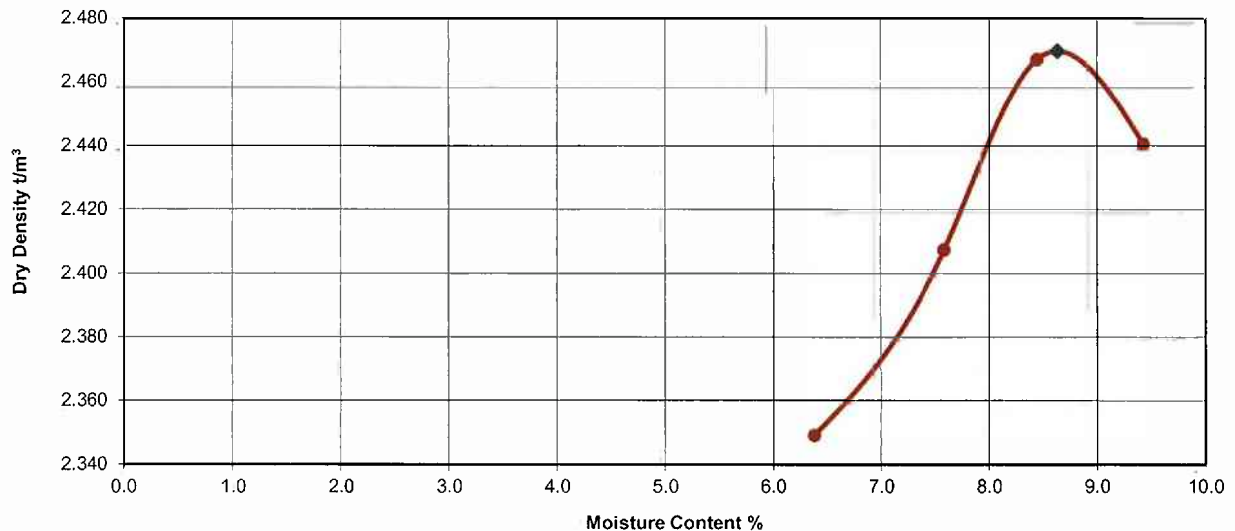
Moisture Content ☒ WA 110.1 ☐ WA 110.2

Stabiliser Used

Not Applicable

Field Description Sandy Gravel

DD / MC Relationship



Sample Number	22 BY 141			
Test Method	WA 115.2, WA 133.1			
Maximum Dry Density t/m³	2.471			
Optimum Moisture Content %	8.7			
Percentage Retained %	37.5 mm	0		
Percentage Retained %	19.0 mm	1		

Comments / Distribution

TRIM File No. 22/349

MM; T Spivey

TOM: S Arnold

Approved Signatory

Name KLEYN Chris (TOM/A)
Function Technical Officer Materials
Date 2/06/2022

Document:71/05/132.1_8 Issue:22/02/2022 TRIM:D14#628388

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ACCREDITATION No. 1989 SITE No. 2033

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COMPETENCE



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WESTERN AUSTRALIA

MAXIMUM DRY COMPRESSIVE STRENGTH TEST REPORT

Sheet 4 of 6

Report No.	22 BY141-142/1	Reference No.	N/A	Field No.	N/A
Date Sampled	28/04/2022	Date Received	28/04/2022	Date/s of Test	10-11/05/2022
Local Govt Authority	Collie	Project No.			
Road	Collie Williams Road 10.0 SLK				
Location	ACPH Britten Pit West Side of Stockpile				
Proposed Use	Base Course				
Field Description	Sandy Gravel				

Sampling Method: WA 100.1

Moisture Content Method: WA 110.1 Convection

Test Method		WA 140.1
Maximum Dry Compressive Strength	kPa	6930
Moisture Content at Maximum Dry Compressive Strength	%	8.5
Sample No.		22 BY 141

Comments / Distribution
TRIM File 22/349
MM: T Spivey
TOM: S Arnold

Approved Signatory

Name KLEYN Chris (TOM/A)
Function Technical Officer Materials
Date 2/06/2022

Document:71/05/132.1A_4 Issue:16/12/2020 TRIM:D14#628390

MAIN ROADS Western Australia



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South West Region

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WESTERN AUSTRALIA

MAXIMUM DRY COMPRESSIVE STRENGTH TEST REPORT

Sheet 5 of 6

Report No.	22 BY141-142/1	Reference No.	N/A	Field No.	N/A
Date Sampled	28/04/2022	Date Received	28/04/2022	Date/s of Test	10-11/05/2022
Local Govt Authority	Collie	Project No.			
Road	Collie Williams Road 10.0 SLK				
Location	ACPH Britten Pit North Side of Stockpile				
Proposed Use	Base Course				
Field Description	Sandy Gravel				

Sampling Method: WA 100.1

Moisture Content Method: WA 110.1 Convection

Test Method		WA 140.1
Maximum Dry Compressive Strength	kPa	6240
Moisture Content at Maximum Dry Compressive Strength	%	7.5
Sample No.		22 BY 142

Comments / Distribution

TRIM File:22/349

MM: T Spivey

TOM: S Arnold

Approved Signatory

Name KLEYN Chris (TOM/A)

Function Technical Officer Materials

Date 2/06/2022

Document:71/05/132.1A_4 Issue:16/12/2020 TRIM:D14#628390

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ACCREDITATION No. 1989 SITE No. 2033



CALIFORNIA BEARING RATIO OF REMOULDED SPECIMENS TEST REPORT

WA 141.1

Sampling Method: WA 100.1

Sheet 6 of 6

Report No.	22 BY 141-142/1	Reference No.	Not Applicable	Field No.	N/A
Date Sampled	28/04/2022	Date Received	28/04/2022	Date/s of Test	10-17/04/2022
Local Govt Authority	Collie				
Road	Collie Williams Road 10.0 SLK				
Location	ACPH Britten Pit West Side of Stockpile				
Proposed Use	Base Course				
Project No.	N/A	Depth	S/P	mm	
Field Description	Sandy Gravel				

Sample No.	22 BY 141
Condition	Soaked
Period of Curing	days 0.97
% Retained 19 mm Sieve	WA 115.2 % 1
Material Retained 19 mm Sieve (Excluded/Replaced)	Excluded
Maximum Dry Density	t/m ³ 2.471
Optimum Moisture Content	% 8.7

Test Conditions of Specimen

Surcharging of Specimen	kg 4.50
Period of Soaking	days 3.94

Compactive Effort Used in Moulding Specimen

Blows, layers, kg hammer	12 5 4.9
--------------------------	----------

Test Results

Dry Density

Specimen at Compaction	t/m ³ 2.369
Specimen after Soaking	t/m ³ 2.369

Dry Density Ratio

Desired Dry Density Ratio	% 96.0
Specimen at Compaction	% 95.9
Specimen after Soaking	% 95.9

Moisture Content

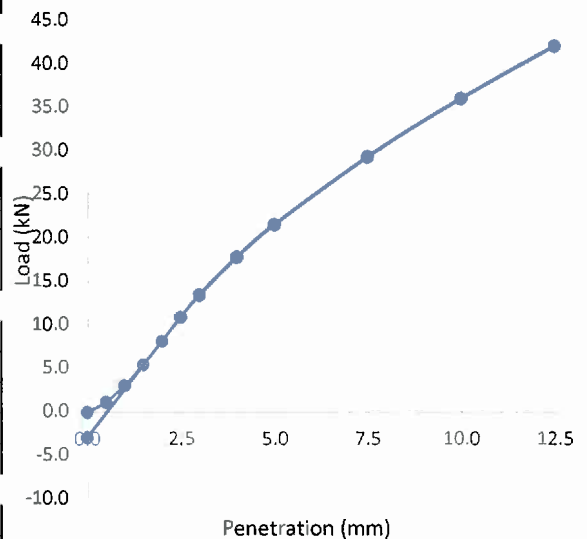
Specimen at Compaction	% 8.8
Specimen after Soaking	% 10.4
Top 30 mm Layer of Specimen After Penetration	% 9.5
Remainder of Specimen After Penetration	% 9.5

Moisture Ratio

Desired Moisture Content Ratio	% 100.0
Specimen at Compaction	% 100.9
Specimen after Soaking	% 119.4
Top 30 mm Layer of Specimen After Penetration	% 108.9
Remainder of Specimen After Penetration	% 109.3

Specimen Swell	% 0.0
California Bearing Ratio	% 120
Penetration	mm 5.0

Load / Penetration Relationship



Comments / Distribution

TRIM File Nc 22/349

MM: T Spivey

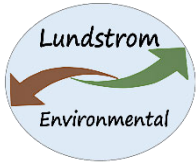
TOM: S Arnold

Approved Signatory

Name KLEYN Chris (TOM)
Function Technical Officer Materials
Date 2/06/2022

APPENDIX 7

NOISE MANAGEMENT PLAN



LUNDSTROM ENVIRONMENTAL CONSULTANTS Pty Ltd

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896 Canning Hwy
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NOISE MANAGEMENT PLAN **Prepared for ACPH Civil and Plant Hire** **For Lot 1123, 81 Lawson Road, Palmer** **Shire of Collie**

1. INTRODUCTION

This Noise Management Plan (NMP) has been prepared in accordance with guidelines published by the Environmental Protection Authority (EPA, 2007). Noise will be managed under Part V of the *Environmental Protection Act 1986* (EP Act) and subsidiary regulations, including *Environmental Protection (Noise) Regulations 1997*.

This NMP should be read in conjunction with the report entitled “*Development Approval Application and Environmental Management Plan Lot 1123, 81 Lawson Road, Palmer, Shire of Collie*”, prepared for ACPH Civil and Plant Hire by Lundstrom Environmental Consultants Pty Ltd in August 2025.

The objectives of this NMP are as follows:

- To describe the nature of the proposed operation;
- To identify any sources of noise that might arise from these operations;
- To identify the proximity of any sensitive premises in this regard;
- To identify measures that will limit the generation of noise from the operations;
- To identify measures that will limit the impact of noise on sensitive premises.

2. SITE BACKGROUND

2.1 Locality and Ownership

Locality: Lot 1123, 81 Lawson Road,
Palmer
Shire of Collie

Ownership: ACPH Civil and Plant Hire

The property is situated approximately 1km north of the intersection of Lawson Road and Collie-Williams Road and approximately 10km northeast of Collie. The site is currently surrounded by low quality farmland to the west and south and on the east and north by State Forest.

Figure 1 shows the site and surrounds, and Figure 2 indicates the proposed extraction operation area covered by this application.

2.2 Land Use

The surrounding farm lots are currently used for sheep and cattle grazing and lot 1123 is surrounded by public State Forest to the east and north. Approximately 12.2ha of the 40ha of lot 1123 has now almost been completed for gravel extraction and the remainder is still used for cattle and sheep grazing by the landowner. The gravel extraction operations have occurred on the site since 2009.

The area is zoned as “Rural” in terms of the Shire of Collie Planning Scheme 6. A small crib house and toilet facility exists on the northern boundary of the Stage 1, on Lot 1123.

3. PROPOSED WORKS AND POTENTIAL IMPACTS

3.1 Proposed Extraction Activities

ACPH propose to extract gravel from Stage 2, of the total area 6.8ha in two stages (Area 1 – 3.3ha and Area 2 – 3.5ha), as shown in Figure 3. The excavation will proceed to a maximum depth of approximately three metres. This DA application is for 5 years.

The Development Approval is required, for the purpose of undertaking the following activities on the land:

- Within each area of extraction, approximately 100mm of topsoil will be removed from the extraction area prior to the commencement of each area, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no more than 2 m high and 12m wide, with batter of 1:3 metres.
- Within each current stage of extraction, a bulldozer will rip and blade material to a raw material stockpile. Overburden stockpiles will be placed along the edges of the extraction area.
- The raw material will be loaded into the 20T jaw crusher and once processed, it will be automatically fed into the screening plant to grade the material depending on size required, after which a stacker creates a product stockpile. The product stockpile will be no more than 5m high and 30m wide, with batter of 1:3 metres.
- The excavation campaign which includes the removal of topsoil and overburden, excavation, crushing and screening stockpiling of gravel resource, will occur for 8 weeks during the summer months and material is stockpiled for future use.
- Cartage campaigns involve the removal of material from stockpiles, loading of trucks by front end loader and cartage by road trucks to mainly civil construction sites of private local sales. Cartage operations casually occur 6 days per week November to May.
- A mobile crushing and screening plant will process the material for approximately 8 weeks per year on site. Trucks will enter the pit and be loaded from the stockpile by a front-end loader.
- Overburden and Product stockpiles will be placed in such a way, that they will act as a noise buffer between the crusher and the sensitive receptors.
- Extraction activity will proceed to a depth of no more than 3m.
- Once extraction in the active area has been completed, topsoil will be respread, and the area ripped on the contour. Batters will be smoothed to 1:4 and the base of the pit levelled out.
- The extraction will be conducted as per the proposed areas of extraction shown in Table 1 and Figure 2. Each area of extraction will be progressively rehabilitated back to pasture after completion of extraction activities. This ensures that the area of disturbed land is kept to a practical minimum.
- To minimise open areas exposed to wind erosion as far as practicable, annual assessment of areas suitable for stabilisation is completed, and soil stabilisation works is carried out.
- Trucks will enter the pit from via Norm Road and be loaded from the stockpile by a front-end loader.
- Rehabilitation and stormwater management measures will be implemented.
- There will be no blasting in this operation.

- Batters of 1:4 metres will be maintained throughout the operation. Where possible, topsoil will be replaced and seeded with pastures on a progressive basis, in fully extracted areas, prior to the commencement of winter, to bend with the existing landscape as much as possible. The end use of the site is for grazing.

Table 1 provides a description of all activities, their duration, aspect and an assessment of potential for noise impacts.

Table 1: Summary of Noise Generating Activities

Activity	Duration	Equipment to be used	Comments
Strip and stack topsoil. Rip and blade laterite to crusher sites.	Up to 8 weeks per annum	D10 Bulldozer CAT 980 front end loader (FEL)113dB(A)	Initial impact on the closest residents within 1km will be moderate, but this will decrease, as the stockpile of topsoil will be pushed to edges of proposed extraction area. As well as crushing and screening plant will be surrounded by product stockpile attenuating noise from the plant.
Crushing, screening and stockpiling of gravel	Up to 8 weeks per annum	20T jaw crusher 20T screening plant Excavators	The crushing and screening plant will be surrounded by the product stockpiles, thereby attenuating noise from the plant. Late model equipment will be utilised with reduced noise level outputs.
Loading of trucks from stockpiles.	A maximum of 12 (in and out) loaded trucks out per day.	Semi (30 tonnes) Six-Wheeler (20 tonnes) CAT 980 FEL	Loading area surrounded by stockpiles. Machine reverse alarms with lower frequency output units will be utilized.
Rehabilitation of completed stages.	Up to 3 weeks per year from 2025 to 2030.	D9/D10 Bulldozer CAT 980 FEL	Moderate noise levels for limited period.

3.2 Potential Sensitive Receptors

3.2.1 Residential Dwellings

The Environmental Protection Authority (EPA) draft Environmental Assessment Guidelines “Separation distances between Industrial and sensitive land uses” lists the generic buffer for extractive industries where “grinding and milling works but no blasting” are proposed as 500 to 1 000m, depending on the type of processing (EPA, 2015). The operation is considered “low scale”, as the total extraction area is 6.8ha, with approximately 3.3ha being disturbed initially then rehabilitated, and the next 3.5ha being disturbed thereafter. A 500m buffer would be adequate for sensitive receptors.

The closest structures to the outer boundaries of the extraction area are identified in Figure 1. There are three structures located within 1km of the proposed extraction area as shown in Table 2.

There are three structures within 1km of the closest boundary of the gravel operation area. Structure 1, 2 and 3 listed in the table 2 are owned by the owner Michael Britten and are not considered to be a sensitive receptor. The gravel extraction operation on Lot 1123 has been carrying on since 2009; the owner has no objections to the operations, please see Letter of No-Objection attached as Appendix 3. Structure 4 is a sensitive receptor;

however, it is more than 1km from the closest boundary of Stage 2 and will not be impacted by the proposed gravel extraction operation.

Table 2: Structures within 1km radius of the proposed extraction area

Reference No. on Figure 1	Lot no.	Owner	Residential Status	Distance to closest Gravel operation area (metres)	Distance to the Crusher position (metres)
Structure 1	1123	[REDACTED]	Spare house, occasionally used by family members	105 SW	528 SW
Structure 2	345	[REDACTED]	Shed	325 SW	755 SW
Structure 3	763	[REDACTED]	Owner's residence	753 NW	972 NW
Structure 4	73	[REDACTED]	Unknown	1048 SW	1476 SW

The crusher position is further away from the structures and will be screened by the overburden and topsoil stockpile 2m high along the edges of extraction area and product stockpile 5m high positioned around the crusher.

4. NOISE ASSESSMENT

The operations have not caused any issues in the past with noise. The proposed development will generate some operational noise during periods of stripping, crushing, and screening, but this will be limited to approximately 8 weeks per year. Mitigation measures will be implemented which will limit the impact of operational noise.

Noise attenuation measures will be implemented as mentioned below:

- Hours of operation will be restricted to between 0700 and 1800 on weekdays and between 0700 and 1600 on Saturdays, excluding public holidays, November to May. No crushing will take place on Saturdays.
- 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 sensitive receptor Structure 4. The closest sensitive premises is Structure 1 which is 528 m away from the crusher, as shown in Figure 1.
- The topsoil and product stockpiles positions are as shown in Figure 2 and 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 as shown in Figure 2 and will be no more than 3m high and 18m wide, with the batters of 1:3 metres.
- The product stockpile will be no more than 5 metres high, and 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.

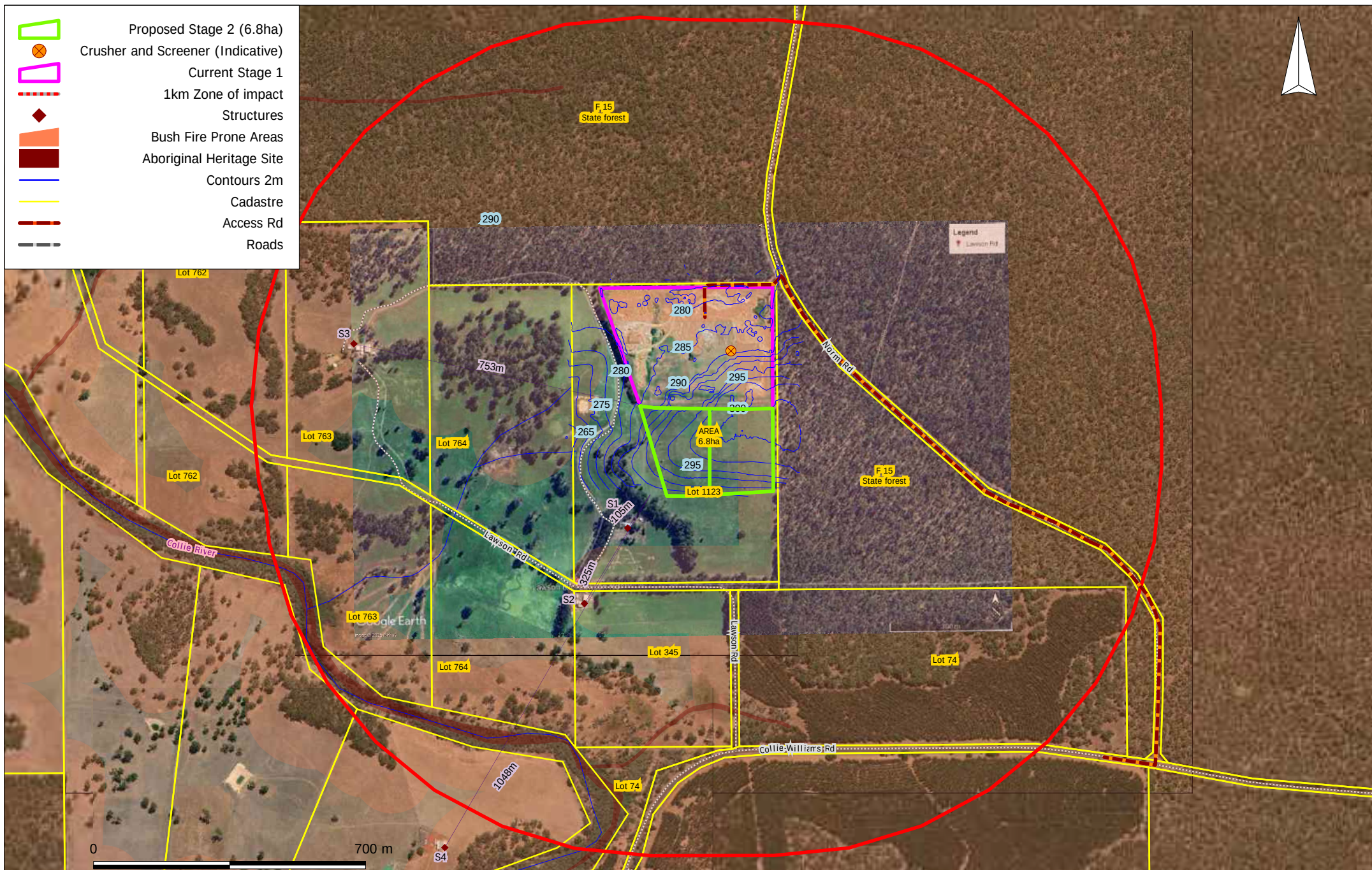
7. The product stockpile will maximize the buffering of noise that might occur from the loading of trucks after mining operations have ceased.
8. The red 'earthy' colour of the crushed gravel tends to blend in with the natural environment, limiting the visual impact of the proposed stockpiles.
9. Only broad band reversing warning devices (croakers) will be utilised on all heavy machinery and trucks.
10. If a D10 dozer is to be used for the operations, it is to be fitted with CAT noise suppression.
11. All plant will be maintained in good condition with efficient mufflers and noise shielding.
12. A complaints register will be implemented, with any complaints being formally recorded.
13. 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.

5. REFERENCES

Environmental Protection Authority (EPA) (2015). Draft Environmental Assessment Guidelines for Separation distances between industrial and sensitive land uses. Western Australia, September 2015.

Landgate (2023). Lot 1123 Lawson Road, Palmer, Shire of Collie. [Online] <https://maps.slip.wa.gov.au/landgate/locate/>. Accessed: May 2023.

FIGURES



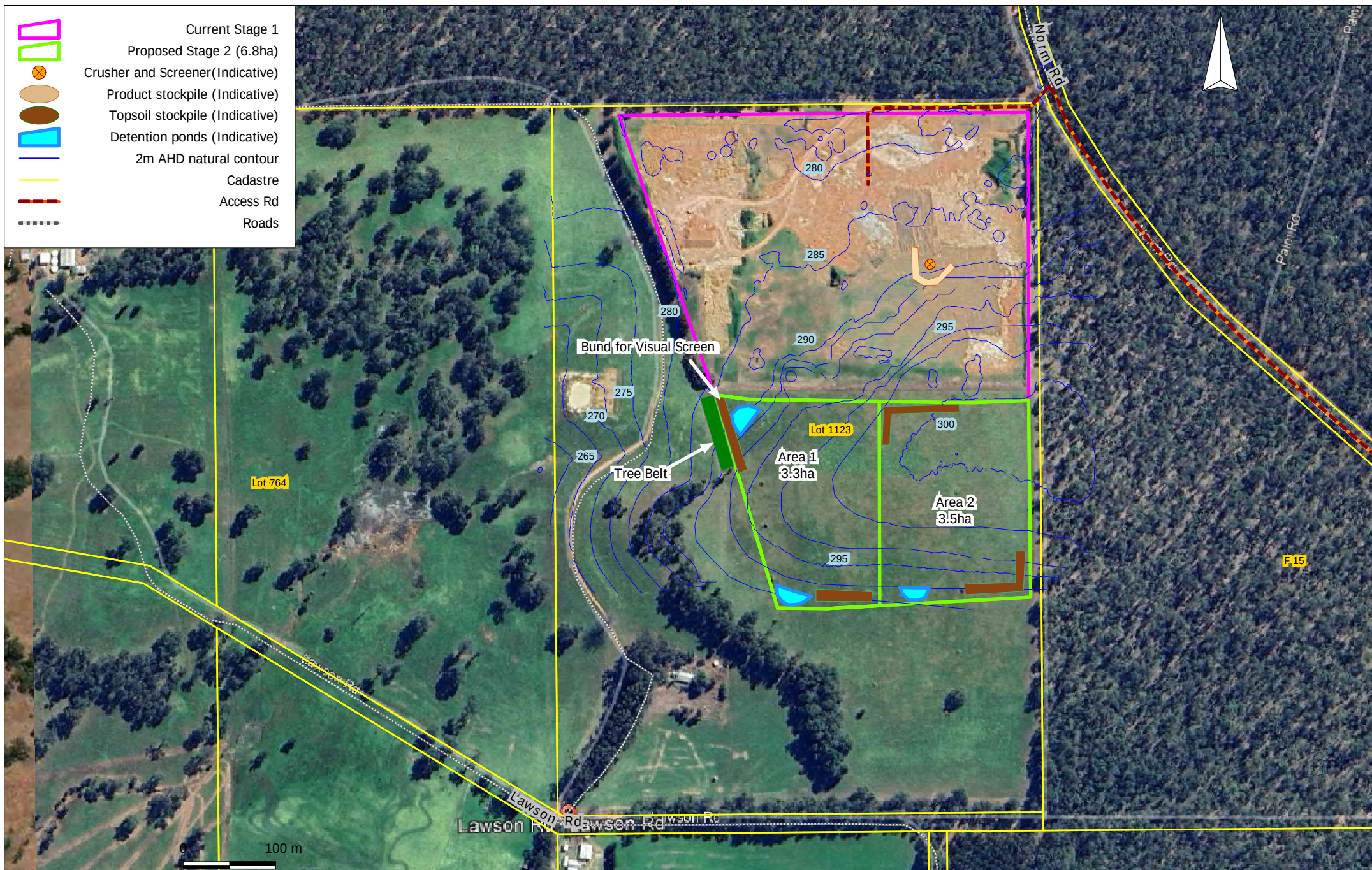
**Lundstrom Environmental
Consultants Pty Ltd**

Applecross WA 6153
Mob: 0417934863
admin@lundstrom-environmental.com.au

Scale: 1:12000
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collie

**Figure 1:
Site and Surrounds**



**Lundstrom Environmental
Consultants Pty Ltd**

Applecross WA 6153
Mob: 0417934863
admin@lundstrom-environmental.com.au

Scale: 1:5200
Original Size: A4
Air Photo Source: Google Earth Sept 2023
Datum: GDA94
Projection: Australia MGA94 (50)

Client: ACPH
Project: Gravel Extraction
Location: Lot 1123 Lawson Rd, Palmer, Collier

Figure 2:
**Proposed Extraction
Operations**

APPENDIX 8

DIEBACK MANAGEMENT BROCHURE

*PHYTOPHTHORA DIEBACK AND
EXTRACTIVE INDUSTRIES INFORMATION
BROCHURE
for*

ACPH Civil and Plant Hire

What is *Phytophthora* Dieback?

Phytophthora dieback is a soil-borne fungal pathogen that kills a wide range of plant species in the southwest of WA by destroying their root systems. There are many species of *Phytophthora* that occur worldwide. Although most *Phytophthora* species can cause plant disease, *Phytophthora cinnamomi* is the most frequently isolated *Phytophthora* species from native plant communities in WA's south west.

Impact of *Phytophthora* Dieback

Phytophthora Dieback occurs in all Southern Australian States and has had a significant impact on the biodiversity of native plants and animals from WA. It sometimes occurs in the nursery, mining, and forestry industries in WA.

According to CALM (2003), a conservative estimate places approximately 15-20% of the Jarrah forest as infested by *Phytophthora cinnamomi*. Furthermore, approximately 60% of the shrubland, *Banksia* woodland and Mallee woodland in the Stirling Range National Park are infected by the pathogen. Similarly, 70% of the *Shannon* and *D'Entrecasteaux* National Parks are also affected by *Phytophthora cinnamomi*.

Managing *Phytophthora* Dieback

The movement of large volumes of soil is a significant risk in terms of spreading *Phytophthora* dieback. The extractive industry has the opportunity to reduce the rate of spread of *Phytophthora* dieback by taking steps to minimise the accidental spread of the pathogen, with extraction in the >400 mm rainfall zone at greatest risk of spreading the pathogen.

In particular, operations occurring near native plant communities dominated with *Banksia* species and other Proteaceae may be at high risk. Different types of extracted materials have their different levels of inherent risk with regards to the likelihood of being infested with *Phytophthora* dieback and therefore these differences need to be taken into account. For

example, sand and gravel which carries organic matter or topsoil can be infested *with Phytophthora*, whereas limestone and hard rock are normally dieback free.

Plants Susceptible to *Phytophthora* Dieback

Banksias, *proteas*, grass-trees and jarrah are amongst the plants that are highly susceptible to *Phytophthora* impacts, as are over 2,300 other native plants and some exotic plants. This includes 40% of WA's threatened flora.

The Dieback Working Group website provides a list of both susceptible and resistant species at <https://www.dwg.org.au>

Disturbed native vegetation, farmland, urban and other similar areas are not normally able to be assessed for the presence of *Phytophthora*, so if you have concerns with the use of particular extracted materials next to native vegetation or exotic plants, please contact either the Department of Biodiversity Conservation & Attractions or the Dieback Working Group.

Best Practice Management Techniques

Various practices are described by the Dieback Working Group¹ and are used by ACPH Civil and Plant Hire to minimise the risk of their operations acting as a vector for the transfer of the pathogen. The techniques described in this document are by no means all- encompassing but provide a summary.

Many resource sites, including ACPH Civil and Plant Hire site on Lawson Road, Palmer, are considered to be "excluded (not assessable)" for the presence of *Phytophthora* dieback, because they are located on areas of cleared vegetation. However, all of ACPH Civil and Plant Hire sites, including Lawson Road , are chosen because they present a minimal risk of dieback being present, including being elevated, and mostly containing species not favoured by *Phytophthora* such as pasture. Resources are then extracted, processed and managed according to best practice to provide the lowest possible *Phytophthora* risk.

Summary of Best Practice Techniques used by ACPH Civil and Plant Hire

- Training of staff on *Phytophthora* Dieback and management.
- No unauthorised entry is permitted.
- Vehicles must be "clean on entry"
- Areas are identified as follows:
 - Extraction and processing areas
 - Roads, including haul roads
 - Turn around points
 - Hygiene – quarantine points
 - Storage and stockpile areas
 - Water sources
- Surface water is contained on site.
- Stockpile areas are hard and well drained.
- Vehicles must be "clean on exit".
- Site and activities are secured by fencing, signage, training and other methods.
- Separate excavation and loading areas.
- Signs illustrate the status and measures required are used as applicable.
- Dieback free water is used.
- Customers are notified of the Dieback status of the site and the resource.
- Stockpiles are regularly checked for organic matter or topsoil contamination.

**ACPH Civil and Plant Hire
Lot 2041 Patstone Rd, Collie WA 6225**

INFORMATION FOR THIS BROCHURE HAS
BEEN OBTAINED FROM:
Dieback Working Group.
Management of *Phytophthora* Dieback
in Extractive Industries.



Department of Planning,
Lands and Heritage

Location Plan- Lot 1123, No.81 Lawson Road, Palmer

Legend



1: 72,224



3.7 0 1.83 3.7 Kilometers

Date produced: 26-Jul-2023

This map is a user generated static output from PlanWA (a public interactive mapping tool provided by the Department of Planning, Lands and Heritage and accessed via wa.gov.au) and is for reference only.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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Notes

SCHEDULE OF PUBLIC SUBMISSIONS

P065/25 Application for Development Approval- Extractive Industry- Lot 1123, 81 Lawson Road, Palmer

No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
1	I-25-8544	- Ok with the proposal more broadly and conditions. - I would prefer no weekend activities other than cartage. - Please ensure the dust mitigation is undertaken. - Please ensure both the rehab of Area 1 and Area 2 is completed in a timely manner as per the proposal. - As a summer operation please ensure bushfire mitigation and control in the event of an incident is comprehensive.	Noted Noted Noted Noted Noted	Comments noted. In relation to point 2, the applicant has confirmed the hours of operation are as follows: - Monday to Friday 7:00am to 6:00pm. - Saturday 7:00am to 4:00pm. - -No activities are to occur on Sunday or Public Holidays and crushing is not to be undertaken 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. In relation to point 5, although a portion of Stage 2 is within a Bushfire Prone Area, gravel extraction is not a sensitive or vulnerable land use and therefore an assessment

				against State Planning Policy 3.7 – Bushfire is not required. Nonetheless, the gravel extraction operation and subject site will need to comply with the requirements of the <i>Bush Fires Act 1954</i> , including Firebreak Orders and restricted / prohibited burning periods.
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SCHEDULE OF AGENCY SUBMISSIONS

P065/25 Application for Development Approval- Extractive Industry- Lot 1123, 81 Lawson Road, Palmer

No.	Submitter	Nature of Submission	Applicant Comments	Officer Comments
1	Department of Biodiversity, Conservation and Attractions	<u>DBCA-managed land</u> The northern and eastern boundaries of Lot 1123 are adjacent to the Harris River State Forest, which is managed by DBCA. There should be no direct or indirect impacts, including fire management, drainage, erosion, wandering stock, weed spread and/or Phytophthora dieback spread from the proposed extraction site or haulage route into the adjacent State forest. Surface water run-off and drainage from the haulage route should be designed to flow away from the State forest. The Lot 1123 northern and eastern boundary fencing should be maintained in good	Noted Noted	Comments noted. The boundary of Stage 2 has been positioned to avoid native vegetation growing along the ridge which sited to the south west of Area 1. The application includes a Water Management Plan, Weed Management Plan and Dieback Management Brochure to ensure the protection of environmental assets.

		condition to prevent vehicles accidentally entering the adjacent State forest. <u>Retained vegetation</u> The proposed extraction area is within close proximity to retained native vegetation. DBCA recommends that a demarcated 10-metre minimum buffer be located outside the tree crown drip zone of the retained vegetation. DBCA recommends that stockpiles are located outside the boundary setback areas to minimise potential soil spread impacts to the adjacent DBCA managed land.	Noted	
2	Department of Water and Environmental Regulation	The Department has identified that the proposal has the potential for impact on the environment and water resource values management. Key issues and recommendations are provided below, and these matters should be addressed: • Issue 1: The proposed operations may be categorised as Prescribed Premises under the <i>Environmental Protection Regulations 1987</i> • Advice 1: The following is advised: - o .a) Crushing and screening: the applicant is advised to lodge an application for a works approval (or licence) with DWER under the EP Act for the proposed crushing and screening related to the extraction activity - o .b) the applicant is to refer to the Industry Regulation Guide to Licensing available at	Noted Noted Noted	Comments noted. The requested conditions and advice notes are recommended to form part of the approval.

		http://www.der.wa.gov.au/our-work/licences-and-works-approvals and to contact DWER regarding works approvals and licenses at info@dwer.wa.gov.au or 6364 7000 • Issue 2: Groundwater interception • Advice 2: The following is advised: - o Recommended condition: “The maximum pit floor depth shall not be below the 3m excavation depth proposed and no dewatering works are to be undertaken without DWER consultation. The Local Government is to be notified within 24 hours if the water table is intercepted.” • Issue 3: Stormwater management • Advice 3: The following is advised: - o .a) Recommended condition: The Stormwater Management measures provided in the Water Management Plan (Appendix 4 of the Stage 2 Lundstrom EMP) are to be approved and implemented to the satisfaction of the Shire, consistent with WQPN 15 - o .b) Advice Note: The Stormwater Management measures to be implemented shall cover the proposed extraction area, taking into account, but not limited to, the following details: ▪ sediment and erosion control ▪ ensuring the gravel pits are internally draining	Noted Noted	
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		▪ ensuring adequate monitoring and maintenance until such time the land is adequately rehabilitated • Issue 4: Water supply • Advice 4: Recommended condition: The proponent is to quantify their water requirements for all aspects of the proposed extraction and provide evidence of a secure water source (commercial source details), to the satisfaction of the Shire • Issue 5: Environmental risks • Advice 5: Recommended condition: The proposed extraction is to be implemented in accordance with DWER's Water quality protection note (WQPN) no. 15 'Basic raw materials extraction' (July 2019) where appropriate to the site situation to ensure environmental risks are appropriately mitigated • Issue 6: Staging Plan • Advice 6: Recommended condition: Extraction must be undertaken in accordance with the agreed staging plan, as approved by the local government. Commencement of the subsequent extraction stage shall be subject to the previous extraction site having substantially commenced rehabilitation • Issue 7: Rehabilitation Plan and final landform	Noted Noted Noted	
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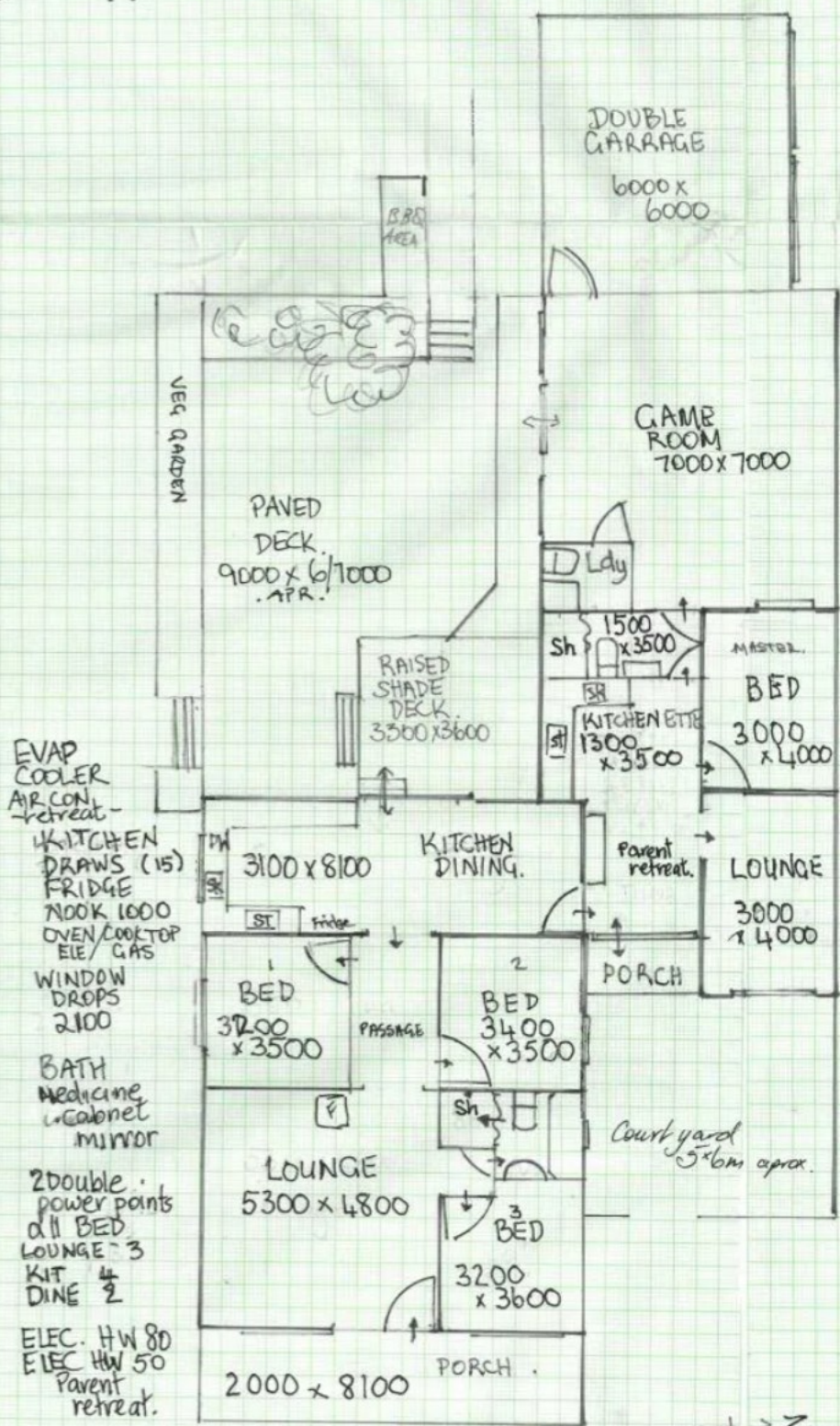
		• Advice 7: Recommended condition: The rehabilitation measures contained within Section 6 of the Lundstrom EMP is to be approved and implemented to the satisfaction of the Shire consistent with WQPN 15 and the Guidelines for Preparing Mine Closure Plans¹. The proponent is to adhere to the agreed intended staging and ensure successful rehabilitation to the final landform and landuse. Management and compliance reporting shall be included to ensure successful implementation • Issue 8: Fuel and chemical management • Advice 8: Recommended condition: 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) • Issue 9: Dieback management plan • Advice 9: Recommended condition: The dieback management measures in Section 5.8.2 of the Lundstrom EMP and the Dieback Management Brochure (Appendix 8) is to be approved, and implemented to the satisfaction of the Shire, in consultation with DBCA, consistent with the Best Practice Guidelines for Management of	Noted Noted Noted	
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		Phytophthora Dieback in the Basic Raw Materials Industries. • Issue 10: Country Areas Water Supply Act 1947 (CAWS Act) • Advice 10: The following advice note be included: - o “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.” The Department notes that dust and noise advice is not required. Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals. In the event that the applicant determines that a works approval or licence application is required under Part V of the Environmental Protection Act 1986 (EP Act), the advice provided in this communication does not prejudice and must not be considered to infer the outcome of the EP Act licence and works approval process.	Noted Noted	
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3	Department of Mines, Industry Regulation and Safety	Although EIL's fall outside the <i>Mining Act 1978</i>, information on mineral resources, including basic raw materials, is of importance to the Geological Survey and Resource Strategy Division, within the Department of Mines, Petroleum and Exploration (DMPE). The information is used in our MINEDEX database, which is a source of information for our State-wide resource mapping system - GeoView. The locations and status of basic raw material extraction sites are also valuable inputs to our resource assessment and land use planning role. Our aim is for the database to be a comprehensive and up-to-date source of information on all mining-related activities throughout the State. It is a database that is used to inform other government agencies, as well as the general public, of the location of mines and mineral resources. You are encouraged to use it whenever researching information on mineral or petroleum resources, and including basic raw materials. Thank you for the opportunity to note this proposal. DMPE has determined this proposal for an extension to stage 2 for gravel extraction raises no significant new issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials, however take	Noted Noted Noted	Comments noted.
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GARDEN
SHED.
12m²
approx.



→ Z

193 Steere Street North Collie

Short Term Stay (“Airbnb”) Operational Plan

Owners: Willie Kean Wei Ooi and Melatiah Indah Niramlasari.

Summary and purpose

This Operational Plan is designed for an Airbnb or similar short-term rental accommodation property. It sets out the practical operating rules, guest obligations, management procedures, and compliance records required to protect guest safety, neighbourhood amenity, and responsible property use.

Key issues address noise, privacy, sufficient amenities, strict compliance with all Shire requirements as per their Short Term Stays policies.

1. Property and Approval Details

Item	Details
Property address	193 Steere Street North Collie
Property type	Single House
Number of bedrooms	5
Maximum approved guests	10
Approved parking bays	Up to 6+ unmarked bays: 4 on the cross over off Vincent Street including 2 bays in Garaged spaces and 2 spaces in front of the garages on the cross over. Two + possible bays. Note there are no footpaths on the verge of the property. 2 or more additional parking space located at the back of the house by the laneway behind a locked coded padlock gate.
STRA registration number	STRA6225P96VA7M1
Local government	P045/26

approval reference	
Owner contact	Willie Kean Wei Ooi, [REDACTED]
Property manager contact	Melatih Indah Nirmalasari [REDACTED] [REDACTED]

2. Management Responsibilities

- The appointed property manager must be available to respond to guest issues, neighbour complaints, safety concerns, and urgent maintenance matters during each stay.
- The manager must keep current contact details visible to guests and, where required, visible from outside the property.
- The manager must maintain a complaints register, booking records, cleaning records, maintenance records, and evidence of compliance with short-term rental registration requirements.
- The property must not be occupied above the approved maximum guest limit at any time.
- Guests must receive the house rules, check-in instructions, emergency procedures, waste instructions, and parking requirements before arrival.

3. Guest Arrival and Departure Procedure

- Guests will receive arrival instructions only after the booking is confirmed and house rules are accepted.
- Check-in time: 3pm. Check-out time: 11am.
- Guests must confirm the number of staying guests before arrival.
- Guests must park only in approved onsite parking areas and must not obstruct driveways, footpaths, neighbouring properties, or public roads.
- On departure, guests must remove personal belongings, place rubbish in the correct bins, turn off appliances, lock doors and windows, and return keys or access devices as instructed.

4. Code of Conduct for Guests

- Guests must behave lawfully, respectfully, and responsibly at all times.
- Parties, events, unauthorised gatherings, and commercial activities are not permitted unless expressly approved in writing.
- Quiet hours apply from 10 pm to 8 am, or as required by local regulations.
- Outdoor areas, patio areas, games room, and entertainment areas must be used in a way that does not disturb neighbours.

- Guests must not exceed the approved number of occupants or invite additional overnight guests without prior approval.
- Smoking or vaping is permitted only in designated outdoor areas. Strictly no smoking inside the house.
- Guests are responsible for the behaviour of all visitors, children, and pets associated with their booking. Pets are not allowed unless approved by the property manager, service pets are permissible.
- Guests must not park on the verges on both Steere Street and Vincent Street. Parking must be strictly in the garage bays and the immediate crossover bays maximum 4 car bays on the Vincents street side. Additional parking is accessible in the back coded locked gate through the laneway on the property back yard
- Strict no party or entertainment events policy. This will be monitored by 4 external cameras motion detection of people coming and going from the property. Each camera covers every entry point into the property.
- Instructions on short term booking site and house rules instructing not cross over property boundaries or disturb neighbours. Not to use neighbours driveways and to remain within property boundaries.

5. Noise Management Plan

- Guests must keep noise to a reasonable level at all times, especially during quiet hours.
- Amplified music, loud outdoor conversations, shouting, and disruptive behaviour are not permitted.
- The manager will contact guests promptly if a noise complaint is received.
- If guests fail to comply after a warning, the manager may attend the property, issue a final direction, cancel the stay, or report the matter to the relevant authority where appropriate.
- Repeated noise complaints will be recorded and may result in refusal of future bookings.
- Noise will monitored via 4 external cameras which have audio capabilities.

6. Parking and Transport Plan

- Approved guest parking is limited to: 6 possible bay locations. Up to 4 bays by the cross over on Vincents street including 2 garaged bays, 2 bays behind. 2 or more bays at the back of the house behind the gate on the lawn within the property boundaries, gates is locked with coded padlock.
- Strictly no parking on the verges of Steere or Vincents street with no parking signs on the verges.
- Instructions on parking to be part of house rules and within short stay sites.
- Have external cameras on the verges front and side to monitor if guests park on the verge, owners and operator will be notified.

- Vehicles must remain within the property boundary or approved parking areas.
- Guests must not park on lawns or neighbouring driveways, or in a manner that obstructs traffic.
- Guests using rideshare, taxis, bikes, scooters, or public transport must do so safely and without disturbing neighbouring properties.
- Boats, caravans, trailers, and additional vehicles are not permitted unless approved before arrival and to be parked with the property using the rear gates.

7. Waste Management Procedure

- Guests must place general waste, recycling, and organics in the correct bins as labelled at the property.
- The manager or cleaner must ensure bins are presented for collection on the correct collection day and returned to the property after collection.
- Overflow rubbish must not be left outside bins, on verges, or in common areas.
- If additional rubbish is generated, the manager must arrange lawful removal from the property.
- Waste instructions must be displayed inside the property and included in the guest welcome information.

8. Pets Policy

- Pets are permitted only if approved before booking confirmation.
- Maximum number of pets: 3.
- Pets must not be left unattended at the property unless expressly permitted and safe to do so.
- Guests must clean up after pets immediately and prevent barking or other nuisance behaviour.
- Pets must not damage furniture, gardens, fencing, neighbouring property, or common areas.
- Additional cleaning or repair costs caused by pets may be charged to the guest where permitted by the booking terms.

9. Complaints Handling Procedure

1. Complaint received by phone, email, platform message, neighbour contact, or authority notification.
2. Manager records the date, time, complainant details, issue raised, and booking reference.
3. Manager contacts the guest and instructs corrective action where required.
4. Manager monitors resolution and attends the property if the matter is urgent or unresolved.
5. Final outcome is recorded in the complaints register, including any follow-up action or prevention measure.

10. Emergency and Safety Procedure

- Emergency contact numbers must be displayed prominently inside the property.
- An evacuation diagram must be displayed showing exits, assembly area, fire extinguisher location, first aid kit location, and the direction of north.
- All exits must remain clear and accessible at all times.
- Smoke alarms, fire extinguishers, electrical safety devices, locks, lighting, and pool or spa safety equipment must be checked regularly.
- If the property is in a bushfire prone area, a Bushfire Emergency Plan should be prepared and displayed where required by local or state rules.
- Guests must immediately notify the manager of hazards, damage, injuries, security concerns, or emergency incidents.

11. Cleaning, Maintenance, and Inspection Plan

- The property must be cleaned between each stay according to the cleaning checklist.
- Linen, towels, kitchenware, bathrooms, floors, outdoor areas, bins, and high-touch surfaces must be checked before guest arrival.
- Maintenance issues must be recorded, prioritised, and repaired promptly.
- Safety equipment must be inspected on a scheduled basis and after any reported issue.
- The manager should complete a periodic property inspection to confirm the property remains suitable for short-term rental use.

12. Compliance Records

Record	Responsible person	Review frequency
STRA registration and approval documents	Owner / Manager	Annually or when changed
Guest booking records	Manager	Each booking
Complaints register	Manager	Each complaint
Cleaning checklist	Cleaner / Manager	Each stay
Maintenance log	Manager	As required
Emergency equipment inspection	Manager	Annually or if notified of an issue
Waste collection schedule	Manager / Cleaner	Weekly or as scheduled

SCHEDULE OF SUBMISSIONS
P045/26 – 193 Steere Street Collie

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
1	I-26-5496	I don't want 193 Steere St to become a holiday house as I have concerns about the neighbourhood safety. As there will be strangers in the house all the time and they don't care about what they do because they will be there only a short time and different people all the time. I am a mature aged lady with multiple disabilities and live by myself. My support is with me during the day only. I am also concerned about my privacy as the house in question looks directly into my back yard. I want to be comfortable in my own back yard. Will not be with strangers around.	Neighbourhood Safety The property will not operate as an unmanaged "party house" or high-turnover holiday venue. The property will enforce a strict no party policy. It will be run as a professionally managed, low-impact short-stay dwelling with strict controls in place: • Verified guests only – All guests are identity-verified prior to booking. • Careful guest selection - we are concerned for the well being of the property and would only selected highly rated guests, that have been either recommended by other short term stay providers or have received a five star rating. No first time short term stay guests will be accepted. • Clear house rules – Noise, parties, and disruptive	The operational management plan demonstrates adequate controls to manage the safety concerns raised. While the privacy concerns are noted, there is sufficient separation between adjoining and adjacent properties to mitigate visual privacy concerns.

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			behaviour are strictly prohibited. • Immediate management response – The property care-taker is a local and available 24/7 to address any issue promptly. • Security measures – External security lighting and surveillance of entry points (not facing neighbouring properties) ensure safe and accountable use. Also installed 4 external cameras with audio / sound detection capability at each of the entry points to the property. We will monitor for any detection of crowd /party and noise levels as well. Furthermore we monitor for safety and security to makes sure only guests as per their profile check in and no unusual or abnormal behaviour / or irregularities. • Low occupancy – The house is intended for small groups such as visiting professionals, working	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			contractors, families, and regional travellers, not large gatherings. We feel that the property is well suited to accommodate locum staff (nurses, doctors, operations staff and St John of God staff e.g. Paramedics from outside of Collie) for the hospital or for families with loved ones under the care of the hospital across the road. We feel this is necessary for the hospital's function and direct community benefit having short stay accommodation available and we intend to prioritised this house for the hospital's needs. Short-stay accommodation is common across the Shire and, when properly managed, does not increase neighbourhood crime or safety risks. The management model for 193 Steere Street is specifically designed to minimise impact and maintain the quiet residential character of the area. Privacy Concerns	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			I understand the neighbour's desire for privacy in her backyard. The proposal includes measures to ensure her comfort is protected: • Window curtains and screening will be installed to prevent any direct line-of-sight into neighbouring yards. • Guests are instructed to respect neighbouring properties and not enter or approach boundary areas. • Outdoor areas are positioned away from the boundary, reducing any potential overlooking or noise. These steps ensure that the neighbour's privacy is maintained and that she can continue to enjoy her backyard without disruption. Respect for Vulnerable Residents I acknowledge the neighbour's personal circumstances and want to reassure her that the property will be operated with sensitivity to the needs of nearby residents. The management approach prioritises:	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			• Quiet enjoyment for neighbours • Strict behavioural expectations for guests • Rapid intervention if any issue arises The intention is to integrate the short-stay accommodation seamlessly into the neighbourhood without causing distress or inconvenience. Conclusion The concerns raised are understandable, and the proposed management plan directly addresses each of them. With professional oversight, strict guest controls, privacy measures, and a commitment to maintaining neighbourhood amenity, the short-stay use of 193 Steere Street will not adversely affect safety, privacy, or the peaceful enjoyment of surrounding homes. I remain committed to working cooperatively with the Shire and neighbours to ensure the property is operated responsibly and respectfully.	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
2.	I-26-5498	- Privacy issues – block/house overlooks mine. - Noise. - People using my driveway to access that property as they don't want to drive around the corner where that houses driveway is. - People coming and going all hours.	Thank you for the opportunity to respond to the concerns raised regarding the proposed short-stay accommodation. I appreciate the neighbour's desire for privacy, safety and quiet enjoyment of their property, and I address each concern directly below. 1. Privacy – Concern About Overlooking The property will be managed to ensure neighbouring privacy is protected: • Window screening will be installed to prevent any direct overlooking into adjoining yards. • Guests are instructed not to approach boundary areas and to respect neighbouring properties at all times. • Outdoor areas are positioned away from the boundary, reducing any potential visibility or disturbance. These measures ensure the neighbour's backyard privacy is preserved.	While the privacy concerns are noted, there is sufficient separation between adjoining and adjacent properties to mitigate visual privacy concerns. There are adequate controls within the Operational Management Plan to address noise concerns, however a condition will be recommended to ensure the contact information of the property manager are available for any concerns of non-compliance to be raised directly. The vehicle access arrangements have been noted, and modification has been proposed to restrict vehicle access and parking solely to Vincent Street, and to limited access to the rear of the property through the existing Right-of-Way. It is not anticipated that any vehicle movements from this property will be greater than that imposed through standard residential usage of the existing single house.

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			2. Noise Concerns The short-stay accommodation will operate under strict noise and behaviour rules: • Strictly No parties, gatherings or loud activities or events are permitted. • Quiet hours are enforced, consistent with Shire regulations. The quiet times are from 10 pm to 8 am. • Immediate management response is available 24/7 should any issue arise, there is a nearby care taker that respond to issues or complaints. • The property is intended for small groups such as visiting professionals, families and regional travellers, not high-impact holidaymakers. • 4 external cameras to monitor people movement in and out of the property access areas or if there are gatherings and noise levels.	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			With professional oversight, noise impacts will be minimal and well-controlled. 3. Use of Neighbour's Driveway The concern about guests using the neighbour's driveway is understood and will be addressed clearly: • Guests will receive explicit instructions on arrival and in booking materials that they must use the designated driveway only. • Signage can be installed to reinforce correct access. • Any breach will result in immediate corrective action by the owners. This ensures the neighbour's driveway remains private and respected. 4. People Coming and Going at All Hours Short-stay accommodation does not involve constant high-traffic movement: • Check-in and check-out times are standardised, reducing late-night arrivals. • The property is designed for low-turnover, low-impact	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			stays, not rapid guest cycling. Professional management ensures predictable, orderly guest behaviour. Movement to and from the property will be comparable to normal residential use. Conclusion The concerns raised are understandable, and the proposed management plan directly addresses each of them. With privacy screening, strict noise controls, clear access instructions, and professional oversight, the short-stay use of 193 Steere Street will not adversely affect neighbouring amenity. The intention is to operate the property responsibly, respectfully, and in full alignment with Shire expectations.	



Appendix 14.1.A

Monthly Financial Report

For the period ended 30 June 2026



SHIRE OF COLLIE

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 June

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF COLLIE
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE
FOR THE PERIOD ENDED 30 JUNE 2026

	2025/26 YTD Actual	2025/26 Forecast	2025/26 Budget	2025/26 YTD Budget	2024/25 Actual
Revenue	\$		\$		\$
Rates	8,138,565	8,147,811	8,125,428	8,125,428	7,718,980
Grants, subsidies and contributions	5,146,607	4,867,803	3,437,731	3,437,731	4,352,890
Fees and charges	2,965,377	3,140,070	2,818,949	2,818,949	2,748,017
Interest revenue	295,258	344,185	323,755	323,755	348,451
Other revenue	200,651	193,676	354,221	354,221	338,210
	16,746,458	16,693,545	15,060,084	15,060,084	15,506,548
Expenses					
Employee costs	(6,086,751)	(7,160,935)	(7,554,533)	(7,554,533)	(6,875,140)
Materials and contracts	(5,655,966)	(5,295,256)	(5,338,528)	(5,338,528)	(4,938,045)
Utility charges	(712,480)	(635,201)	(655,859)	(655,859)	(646,790)
Depreciation	(2,870,056)	(2,909,848)	(2,932,710)	(2,932,710)	(3,567,457)
Finance costs	(52,457)	(61,280)	(59,965)	(59,965)	(226,181)
Insurance	(288,221)	(343,156)	(347,676)	(347,676)	(359,059)
Other expenditure	(540,319)	(771,760)	(810,002)	(810,002)	(758,433)
	(16,206,250)	(17,177,436)	(17,699,273)	(17,699,273)	(17,371,105)
	540,208	(483,891)	(2,639,189)	(2,639,189)	(1,864,557)
Capital grants, subsidies and contributions	56,469	104,000	1,501,421	1,501,421	180,568
Profit on asset disposals	21,600		0	0	0
Loss on asset disposals	(25,343)		0	0	(16,521)
	52,726	104,000	1,501,421	1,501,421	164,047
Net result for the period	592,934	(379,891)	(1,137,768)	(1,137,768)	(1,700,510)
Other comprehensive income for the period					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Changes in asset revaluation surplus	0		0	0	0
Share of comprehensive income of associates accounted for using the equity method	0		0	0	0
Total other comprehensive income for the period	0	0	0	0	0
Total comprehensive income for the period	592,934	(379,891)	(1,137,768)	(1,137,768)	(1,700,510)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE PERIOD ENDED 30 JUNE 2026

	2025/26 YTD Actual	2025/26 Forecast	2025/26 Budget	2025/26 YTD Budget	2024/25 Actual
Revenue	\$	\$	\$		\$
Governance	79,365	77,500	49,500	49,500	305,587
General Purpose Funding	12,440,245	12,369,043	10,815,602	10,815,602	11,332,409
Law, order, public safety	793,412	640,341	626,032	626,032	807,640
Health	22,088	20,130	20,130	20,130	16,331
Education and welfare	23,800	34,285	13,285	13,285	72,727
Housing	5,346	11,293	6,293	6,293	6,537
Community amenities	2,379,132	2,377,887	2,261,992	2,261,992	1,756,237
Recreation and culture	272,284	254,452	285,424	285,424	360,612
Transport	185,780	176,750	187,638	187,638	185,947
Economic services	370,692	512,588	447,588	447,588	375,826
Other property and services	174,314	219,276	346,600	346,600	286,695
	16,746,458	16,693,545	15,060,084	15,060,084	15,506,548
Expenses					
Governance	(1,019,348)	(1,170,543)	(1,338,444)	(1,338,444)	(853,077)
General Purpose Funding	(335,783)	(361,450)	(185,350)	(185,350)	(156,138)
Law, order, public safety	(1,234,352)	(1,483,436)	(1,558,209)	(1,558,209)	(1,022,830)
Health	(152,137)	(155,637)	(108,077)	(108,077)	(206,466)
Education and welfare	(71,188)	(89,470)	(89,470)	(89,470)	(151,114)
Housing	(35,180)	(28,769)	(6,569)	(6,569)	(5,383)
Community amenities	(3,550,630)	(3,711,739)	(3,372,899)	(3,372,899)	(4,210,680)
Recreation and culture	(4,312,013)	(4,241,889)	(4,817,186)	(4,817,186)	(3,752,686)
Transport	(4,154,602)	(4,428,431)	(4,819,603)	(4,819,603)	(3,963,212)
Economic services	(899,477)	(1,030,875)	(1,071,316)	(1,071,316)	(894,781)
Other property and services	(466,883)	(475,197)	(332,150)	(332,150)	(2,154,738)
	(16,231,593)	(17,177,436)	(17,699,273)	(17,699,273)	(17,371,105)
	514,865	(483,891)	(2,639,189)	(2,639,189)	(1,864,557)
Non Operating					
Capital grants, subsidies and contributions	56,469	104,000	1,501,421	1,501,421	180,568
Profit on asset disposals	21,600		0	0	0
Loss on asset disposals			0	0	(16,521)
	78,069	104,000	1,501,421	1,501,421	164,047
Net result for the period	592,934	(379,891)	(1,137,768)	(1,137,768)	(1,700,510)
Other comprehensive income for the period					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Changes in asset revaluation surplus	0	0	0	0	0
Share of comprehensive income of associates accounted for using the equity method	0	0	0	0	0
Total other comprehensive income for the period	0	0	0	0	0
Total comprehensive income for the period	592,934	(379,891)	(1,137,768)	(1,137,768)	(1,700,510)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

	2024/25 Actual	2025/26 Budget	2025/26 YTD Budget	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a)	(b)	(c)	(b) - (a)	((b) - (a))/(a)		
	\$	\$	\$	\$	%		
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	7,718,980	8,052,978	8,052,978	8,138,565	85,587	1.06%	▲
Grants, subsidies and contributions	4,352,890	3,437,731	3,437,731	5,146,607	1,708,876	49.71%	▲
Fees and charges	2,748,017	2,818,949	2,818,949	2,965,377	146,428	5.19%	▲
Interest revenue	348,451	323,755	323,755	295,258	(28,497)	(8.80%)	▼
Other revenue	338,210	354,221	354,221	200,651	(153,570)	(43.35%)	▼
	15,506,548	14,987,634	14,987,634	16,746,458	1,758,824	11.74%	
Expenditure from operating activities							
Employee costs	(6,875,140)	(7,510,236)	(7,510,236)	(6,086,751)	1,423,485	18.95%	▲
Materials and contracts	(4,938,045)	(5,478,277)	(5,478,277)	(5,655,966)	(177,689)	(3.24%)	▼
Utility charges	(646,790)	(664,570)	(664,570)	(712,480)	(47,910)	(7.21%)	▼
Depreciation	(3,567,457)	(2,932,710)	(2,932,710)	(2,870,056)	62,654	2.14%	▲
Finance costs	(226,181)	(59,965)	(59,965)	(52,457)	7,508	12.52%	▲
Insurance	(359,059)	(351,176)	(351,176)	(288,221)	62,955	17.93%	▲
Other expenditure	(758,433)	(630,199)	(630,199)	(540,318)	89,881	14.26%	▲
Loss on asset disposals	(16,521)	0	0	(25,343)	(25,343)	0.00%	▼
	(17,387,626)	(17,627,133)	(17,627,133)	(16,231,592)	1,395,541	7.92%	
				6,000			
Non cash amounts excluded from operating activities	2(c) 4,483,814	2,940,013	2,940,013	2,895,399	164,335	(1.52%)	▲
Amount attributable to operating activities	2,602,736	300,514	300,514	3,410,265	3,109,751	1034.81%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	180,568	1,501,421	1,501,421	104,000	(1,397,421)	(93.07%)	▼
Proceeds from disposal of assets	0	186,600	186,600	21,600	(165,000)	(88.42%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	7,081	14,744	14,744	44,867	30,123	204.31%	▲
	187,649	1,702,765	1,702,765	170,467		(89.99%)	
Outflows from investing activities							
Right of use assets recognised	0	0	0	(40,827)	(40,827)	0.00%	▼
Acquisition of property, plant and equipment	(660,804)	(2,589,500)	(2,589,500)	(992,001)	1,597,499	61.69%	▲
Acquisition of infrastructure	(2,287,267)	(937,270)	(937,270)	(215,431)	721,839	77.02%	▲
Payments for financial assets at amortised cost - self supporting loans	(500,000)	0	0	0	0	0.00%	▼
	(3,448,071)	(3,526,770)	(3,526,770)	(1,248,259)	2,278,511	64.61%	
Non-cash amounts excluded from investing activities	2(c) 0	0	0	40,827	40,827	0.00%	▲
Amount attributable to investing activities	(3,260,422)	(1,824,005)	(1,824,005)	(1,036,965)	787,040	43.15%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	500,000	0	0	0	0	0.00%	▼
Transfer from reserves	97,500	2,142,602	2,142,602	1,766,611	(375,991)	(17.55%)	▼
	597,500	2,142,602	2,142,602	1,766,611	(375,991)	(17.55%)	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(33,369)	(37,303)	(37,303)	(16,411)	20,892	56.01%	▲
Repayment of borrowings	(210,322)	(213,666)	(213,666)	(213,665)	1	0.00%	▼
Transfer to reserves	(938,696)	(427,071)	(427,071)	(5,503,034)	(5,075,963)	(1188.55%)	▼
	(1,182,387)	(678,040)	(678,040)	(5,733,110)	(5,055,070)	(745.54%)	
Amount attributable to financing activities	(584,887)	1,464,562	1,464,562	(3,966,499)	(5,431,061)	(370.83%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 2,930,455	94,740	94,740	1,687,882	1,687,882	1681.59%	▲
Amount attributable to operating activities	2,602,736	300,514	300,514	3,410,265	3,109,751	1034.81%	▲
Amount attributable to investing activities	(3,260,422)	(1,824,005)	(1,824,005)	(1,036,965)	787,040	43.15%	▲
Amount attributable to financing activities	(584,887)	1,464,562	1,464,562	(3,966,499)	(5,431,061)	(370.83%)	▼
Surplus or deficit after imposition of general rates	1,687,882	35,811	35,811	94,683	58,872	164.40%	▲

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2026

	Actual 30 June 2025	Actual as at 30 June 2026	Forecast 30 June 2026
	\$	\$	\$
CURRENT ASSETS			
Cash and cash equivalents	4,965,730	7,794,926	6,292,647
Trade and other receivables	3,371,899	3,555,448	3,618,042
Other financial assets	119,267	213,715	119,267
Inventories	15,348	131,361	68,291
Other assets	482,824	140,014	135,000
TOTAL CURRENT ASSETS	8,955,069	11,835,464	10,233,247
NON-CURRENT ASSETS			
Trade and other receivables	671,179	671,179	671,179
Other financial assets	490,676	490,676	445,809
Property, plant and equipment	27,805,525	27,846,351	27,980,378
Infrastructure	159,655,272	157,880,348	157,726,357
Right-of-use assets	16,409	57,236	40,827
TOTAL NON-CURRENT ASSETS	188,639,061	186,945,790	186,864,550
TOTAL ASSETS	197,594,130	198,781,254	197,097,797
CURRENT LIABILITIES			
Trade and other payables	1,644,015	1,377,563	1092679
Contract liabilities	1,369,120	1,524,534	2007140
Lease liabilities	9,302	31,048	16411
Borrowings	213,665	213,665	215262
Employee related provisions	798,864	778,438	778438
TOTAL CURRENT LIABILITIES	4,034,965	3,925,248	4,109,930
NON-CURRENT LIABILITIES			
Lease liabilities	7,829	7,697	31709
Borrowings	1,210,174	1,063,500	994790
Employee related provisions	140,364	140,364	140363
Other provisions	4,019,700	4,019,700	4019700
TOTAL NON-CURRENT LIABILITIES	5,378,068	5,231,261	5,186,562
TOTAL LIABILITIES	9,413,033	9,156,509	9,296,492
NET ASSETS	188,181,096	189,624,745	187,801,305
EQUITY			
Retained surplus	35,654,430	34,095,110	32468215
Reserve accounts	4,304,513	7,339,027	7110936
Revaluation surplus	148,222,153	148,222,153	148222153
TOTAL EQUITY	188,181,096	189,656,290	187,801,304

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

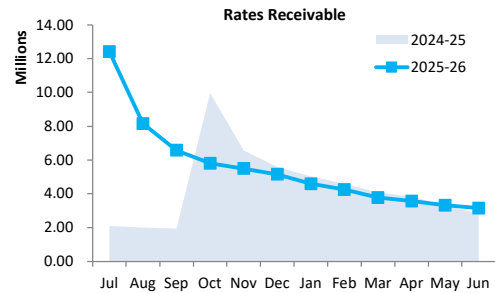
The material variance adopted by Council for the 2025-26 year is \$50,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	85,587	1.06%	▲
Due to Interim Rating			
Grants, subsidies and contributions	1,708,876	49.71%	▲
Financial Assistance Grants of \$2,348,282 received in Advance			
Fees and charges	146,428	5.19%	▲
Includes over budget legal fees recouped \$189k due to debt collection program, and cemetery fees offset by below budget collection of fees from Transfer station/ Pool.			
Other revenue	(153,570)	(43.35%)	▼
\$142k relates to workers compensation being less than budgeted, and General insurance claims lower than budgeted by \$27k all offset by unbudgeted EV Charging revenue received \$9k			
Expenditure from operating activities			
Employee costs	1,423,485	18.95%	▲
Due to staff vacancies during the year.			
Materials and contracts	(177,689)	(3.24%)	▼
Mostly relating to legal expenses incurred for debt recovery, which are recouped from rate payer.			
Depreciation	62,654	2.14%	▲
Under review as part of EOY process to ensure all assets correctly depreciated.			
Finance costs	7,508	12.52%	▲
Interest charges under review as part of EOY process			
Insurance	62,955	17.93%	▲
Due to overhead misallocation with Materials and Contracts \$73k to be corrected			
Other expenditure	89,881	14.26%	▲
Workers compensation claims lower than budgeted, in addition to underspend on budgeted community grants year to date			
Non cash amounts excluded from operating activities	164,335	(1.52%)	▲
Mostly depreciation related which will be reviewed as part of EOY process			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,397,421)	(93.07%)	▼
Grant reconciliation and allocation as at 30 June to be finalised			
Proceeds from disposal of assets	(165,000)	(88.42%)	▼
Only two motor vehicles replaced, remainder deferred until 26/27.			
Proceeds from financial assets at amortised cost - self supporting loans	30,123	204.31%	▲
Outflows from investing activities			
Acquisition of property, plant and equipment	1,597,499	61.69%	▲
Projects carried over into 26/27 financial year			
Acquisition of infrastructure	721,839	77.02%	▲
Projects carried over into 26/27 financial year			
Inflows from financing activities			
Transfer from reserves	(375,991)	(17.55%)	▼
Outflows from financing activities			
Payments for principal portion of lease liabilities	20,892	56.01%	▲
Under review as part of EOY process			
Transfer to reserves	(5,075,963)	(1188.55%)	▼
\$950k transferred from Municipal funds to unspent grants Reserve in relation to the heated swimming pool grant, in addition to advance FAGS payment			
Surplus or deficit at the start of the financial year	1,687,882	1681.59%	▲
Higher surplus than originally anticipated due to more grants income in 2025 than originally forecast.			
Surplus or deficit after imposition of general rates	58,872	164.40%	▲

DRAFT

7 RECEIVABLES

Rates receivable	30 June 2025	30 Jun 2026
	\$	\$
Opening arrears previous year	2,170,551	2,833,181
Levied this year	7,718,980	8,138,565
Less - collections to date	(7,056,350)	(7,821,988)
Gross rates collectable	2,833,181	3,149,758
Allowance for impairment of rates receivable	0	0
Net rates collectable	2,833,181	3,149,758
% Collected	71.4%	71.3%



Receivables - Rates	Credit	25/26	24/25	23/24	22/23+	Total
	\$	\$	\$	\$	\$	\$
Receivables - Rates (Pensioners)*	(183,769)	58	182,402	147,501	643,886	790,079
Receivables - Rates (Non-Pensioners)	(425,347)	68,025	1,322,016	513,290	881,694	2,359,679
Receivables - Rates Total	(609,115)	68,084	1,504,418	660,792	1,525,580	3,149,758
Percentage	(19.3%)	2.2%	47.8%	21.0%	48.4%	

* Note - Deferred rates at 30 June is \$671,178

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,539)	77,299	10,095	195	186,705	272,755
Percentage	(0.6%)	28.3%	3.7%	0.1%	68.5%	
Balance per trial balance						
Trade receivables						272,755
Security Bonds						6,000
GST receivable						164,335
Allowance for impairment of receivables from contracts with customers						(51,558)
Total receivables general outstanding						391,532

Amounts shown above include GST (where applicable)

KEY INFORMATION

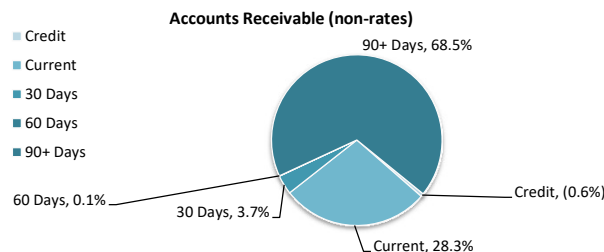
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Receivables - general - further breakdown of over 90 days outstandings

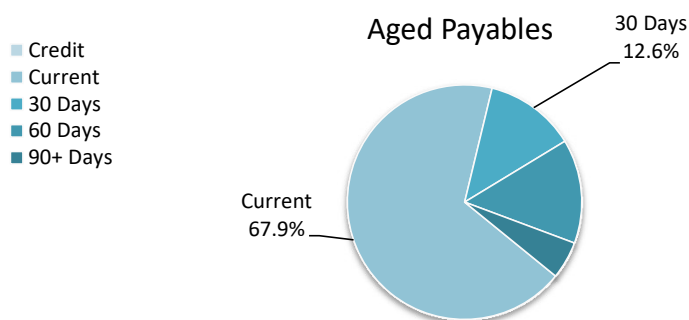
Recoup from Sporting Bodies	2,435.55
Commercial Waste fees	34,204.45
Sundry Revenue - Governance	12,138.22
Firebreak works	26,046.79
Transfer Station fees	13,798.00
Cemetery Charges	2,496.00
Untidy Sites	24,730.27
Regional Roads - Main Roads	63,664.70
other	7,191.02
	186,705.00

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	92,722	17,135	19,549	7,068	136,474
Percentage	0.0%	67.9%	12.6%	14.3%	5.2%	
Balance per trial balance						
Sundry creditors						136,474
Other payables						724,300
Bonds and deposits held						457,601
Accrued expenses						14,318
Total payables general outstanding						1,342,863
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Appendix 14.2.A

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
Electronic Funds Transfer							
18/06/2026	EFT	EFT41587	AS#20260523	AQUATIC SERVICE WA PTY LTD	ATTEND SITE AND INSPECT LAP FILTER 1 & 2	BENMUNI	1,496.00
18/06/2026	EFT	EFT41588	00006954	COLLIE TOWING	STANDING ORDER FOR TOWING OF VEHICLES FY 25-26	BENMUNI	150.00
18/06/2026	EFT	EFT41589	778516	ARROW BRONZE	PURCHASE OF A NICHE WALL PLAQUE AND DELIVERY.	BENMUNI	353.40
18/06/2026	EFT	EFT41590	OP7565	AIR LIQUIDE WA PTY LTD	MONTHLY GAS CLYINDER RENTAL FOR DEPOT WORKSHOP 01/05/2026-31/05/2026	BENMUNI	28.16
18/06/2026	EFT	EFT41591	SI-0011984	ACCESS WELLBEING SERVICES (Centrecare Inc)	ACCESS WELLBEING EAP SERVICES 21/04/2026	BENMUNI	187.00
18/06/2026	EFT	EFT41591	SI-0012133	ACCESS WELLBEING SERVICES (Centrecare Inc)	ACCESS WELLBEING EAP SERVICES 19/05/2026	BENMUNI	187.00
18/06/2026	EFT	EFT41592	1323238	Allpest T/A Ausmic Pest Control	YEARLY TERMITE INSPECTION - GOODS SHED	BENMUNI	550.00
18/06/2026	EFT	EFT41593	GT47632	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 10/05/2026 - 23/05/2026	BENMUNI	3,107.87
18/06/2026	EFT	EFT41594	INV-366061-Q5X8Q1	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY	BENMUNI	747.00
18/06/2026	EFT	EFT41595	44856.2POU	BOQ FINANCE (AUST) LIMITED	PAYOUT OF LEASE 800-0044856-002 ICT EQUIPMENT TO TRANSFER OWNERSHIP TO SHIRE	BENMUNI	23,001.00
18/06/2026	EFT	EFT41596	00008158	COLLIE AUTO ELECTRICS	SUPPLY & FIT AC COMPRESSOR AND DRIER TO RECEIVER TO TRACTOR	BENMUNI	2,000.00
18/06/2026	EFT	EFT41597	INV-1558	SCOTT CHRISTINGER	SUPPLY & INSTALL SECURITY LIGHT FITTINGS TO FEMALE TOILETS & RECEPTION AREA	BENMUNI	2,112.00
18/06/2026	EFT	EFT41597	INV-1559	SCOTT CHRISTINGER	CALL OUT TO CHECK POWER LOSS	BENMUNI	308.00
18/06/2026	EFT	EFT41597	INV-1576	SCOTT CHRISTINGER	DIAGNOSE FAULT WITHIN CAR PARK LIGHTING	BENMUNI	154.00
18/06/2026	EFT	EFT41597	INV-1575	SCOTT CHRISTINGER	DIAGNOSE AND REPAIR FAULT TO EXTERNAL WALL LIGHTS	BENMUNI	1,692.35
18/06/2026	EFT	EFT41598	21910178	CLEANAWAY PTY LTD	RECYCLING COLLECTION AT THE TRANSFER STATION - MAY 26	BENMUNI	15,275.21
18/06/2026	EFT	EFT41598	21914918	CLEANAWAY PTY LTD	CUSTOMER SERVICE CENTRE MAY 2026, CLEANAWAY BIN REPAIRS AND REPLACEMENTS MAY 2026, V	BENMUNI	90,683.78
18/06/2026	EFT	EFT41599	INV-36467	CROSS SECURITY SERVICES	20 X HID SECURITY FOBS FOR ADMIN BUILDING ACCESS CONTROL SYSTEM.	BENMUNI	286.00
18/06/2026	EFT	EFT41600	16792	COMFORTSTYLE COLLIE	BASIC FURNITURE - BEDS AND MATTRESSES FOR STAFF ACCOMMODATION	BENMUNI	1,266.00
18/06/2026	EFT	EFT41600	16817	COMFORTSTYLE COLLIE	TABLE, 3 SCREENS, 6 CHAIRS, 7 DESKS AND RUBBISH REMOVAL	BENMUNI	7,031.00
18/06/2026	EFT	EFT41600	16832	COMFORTSTYLE COLLIE	LOUNGE - STAFF HOUSING	BENMUNI	1,120.00
18/06/2026	EFT	EFT41600	16936	COMFORTSTYLE COLLIE	SEVEN TABLES AND ASSEMBLY	BENMUNI	3,903.00
18/06/2026	EFT	EFT41601	480474401	COLLIE COMMUNITY PUBLISHERS (CRV BULLETI	MONTHLY BULLETIN UPDATE - MAY 2026	BENMUNI	440.00
18/06/2026	EFT	EFT41602	3684466	CLEANAWAY CO PTY LTD	PAINT, LAMP, LITHIUM AND ALKALINE BATTERIES, GAS CYLINDER AND AEROSOL PICK UP	BENMUNI	7,357.59
18/06/2026	EFT	EFT41603	00000229	COLLIE CONCRETING PTY LTD	REMEDiate FOOTPATH AND INSTALL MOUNTABLE KERBING TO CNR OF CABLE & MOORE STREETS	BENMUNI	3,850.00
18/06/2026	EFT	EFT41604	INV-0897	TIM MCINNES T/A CAPE GUTTER CLEAN	COLLIE PCYC BUILDING VACUUM CLEAN GUTTERS	BENMUNI	3,476.00
18/06/2026	EFT	EFT41604	INV-0908	TIM MCINNES T/A CAPE GUTTER CLEAN	VACUUM CLEAN GUTTERS - BFB- PRESTON ROAD, ALLANSON, HARRIS RIVER, COLLIE BURN , CARDIF	BENMUNI	1,716.00
18/06/2026	EFT	EFT41605	5169132	CHARGEFOX PTY LTD	CONNECTOR MANAGEMENT FEES - 4039 FROM 01/05/2026 - 31/05/2026	BENMUNI	61.66
18/06/2026	EFT	EFT41606	230339	THE COLLIE PROPERTY TRUST (CLUB HOTEL MC WINE - PAINT AND SIP AT LIBRARY 13 FEB 2026		BENMUNI	76.93
18/06/2026	EFT	EFT41607	00007067	CHAPPELL LANDSCAPING	GLYSOPHATE	BENMUNI	480.00
18/06/2026	EFT	EFT41608	16062026	TRUSTEE FOR CPINC DISCRETIONARY TRUST	STAFF RENTAL ACCOMMODATION: PERIOD 22.06.2026 - 26.07.2026	BENMUNI	3,250.00
18/06/2026	EFT	EFT41609	1592026	LANDGATE	PROCUREMENT OF CERTIFICATE OF TITLE, PROCUREMENT OF MEMORIAL NOTIFICATIONS	BENMUNI	130.40
18/06/2026	EFT	EFT41610	35WA1466931	DORMAKABA AUSTRALIA PTY LTD	RELOCATE THE RESET SWITCH ON THE FRONT ADMIN DOOR	BENMUNI	467.50
18/06/2026	EFT	EFT41611	INV-0879	DELOS DELTA	CONSULTANCY - ECONOMIC DEVELOPMENT & TOURISM STRATEGY (S32 PARTNERSHIP)	BENMUNI	7,081.80

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
18/06/2026	EFT	EFT41612	BSL MAY 2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUST BUILDING PERMITS - MAY 2026		BENMUNI	4,531.49
18/06/2026	EFT	EFT41613	1039	EVERGREEN HOUSE TRANSFORMERS	TOTAL DEMOLITION AND REMEDIATION OF ALL STRUCTURES AT LOT 150 (#26) MARY STREET	BENMUNI	15,600.00
18/06/2026	EFT	EFT41614	INV-4451	COLLIE SHOELAND	ARGLE ZIP BOOT SIZE 7 BLACK	BENMUNI	290.00
18/06/2026	EFT	EFT41615	SI-00128347	Greenway Turf Solutions Pty Ltd	FERTILISER & INSECTICIDE SPRAYING/APPLICATION	BENMUNI	6,265.60
18/06/2026	EFT	EFT41616	3400	HARMONIC ENTERPRISES PTY LTD T/AS HARMO FORTIGATE-80F 1 YEAR UNIFIED THREAT PROTECTION (UTP) 14/06/26 - 16/09/27		BENMUNI	2,609.20
18/06/2026	EFT	EFT41617	00121895	CONNECT CCS	OVERCALLS FEE FOR CONTRACT CA0184 MAY 2026	BENMUNI	806.74
18/06/2026	EFT	EFT41618	B0427	KOOL KREATIVE	WNP PROMOTIONAL SIGN - GRAPHIC DESIGN (S32 PARTNERSHIP)	BENMUNI	687.50
18/06/2026	EFT	EFT41619	48130	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA LG PRO ADVERT - DCS		BENMUNI	180.00
18/06/2026	EFT	EFT41619	48134	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA LOCAL GOVERNMENT PROFESSIONALS WEBSITE - VACANCY ADVERTISEMENTS:		BENMUNI	180.00
18/06/2026	EFT	EFT41620	H6686	LO-GO APPOINTMENTS	RELIEF RANGER 8-WEEK ASSIGNMENT,	BENMUNI	2,975.17
18/06/2026	EFT	EFT41620	H6752	LO-GO APPOINTMENTS	RELIEF RANGER 8-WEEK ASSIGNMENT,	BENMUNI	3,368.95
18/06/2026	EFT	EFT41620	H6783	LO-GO APPOINTMENTS	RELIEF RANGER 8-WEEK ASSIGNMENT,	BENMUNI	2,975.17
18/06/2026	EFT	EFT41620	H6784	LO-GO APPOINTMENTS	ACTING DIRECTOR CORPORATE SERVICES, TEMPORARY ASSIGNMENT , 4-6 WEEKS	BENMUNI	4,934.34
18/06/2026	EFT	EFT41620	H6857	LO-GO APPOINTMENTS	RELIEF RANGER 8-WEEK ASSIGNMENT,	BENMUNI	3,412.70
18/06/2026	EFT	EFT41620	H6891	LO-GO APPOINTMENTS	EXTENSION LO-GO ASSIGNMENT - RELIEF RANGER	BENMUNI	3,631.46
18/06/2026	EFT	EFT41620	H6928	LO-GO APPOINTMENTS	EXTENSION LO-GO ASSIGNMENT - RELIEF RANGER	BENMUNI	3,631.46
18/06/2026	EFT	EFT41620	H6962	LO-GO APPOINTMENTS	EXTENSION LO-GO ASSIGNMENT - RELIEF RANGER	BENMUNI	2,975.17
18/06/2026	EFT	EFT41621	10977	LIVING SPRINGS WATER PTY LTD	ADMIN OFFICE - SPRINGWATER DELIVERY 01/04/2026 - 30/04/2026	BENMUNI	168.00
18/06/2026	EFT	EFT41621	12147	LIVING SPRINGS WATER PTY LTD	ADMIN OFFICE - SPRINGWATER DELIVERY 01/05/2026 - 31/05/2026	BENMUNI	112.00
18/06/2026	EFT	EFT41622	151921	MCLEODS LAWYERS	REQUEST FOR LEGAL TEMPLATES FOR STORAGE OF MATERIALS	BENMUNI	627.22
18/06/2026	EFT	EFT41623	85123472	IXOM OPERATIONS PTY LTD	POOL CHEMICAL SERVICE FEE 01.05.26 - 31.05.26	BENMUNI	16.86
18/06/2026	EFT	EFT41624	630100023	OFFICEWORKS (ON LINE ORDERS ONLY)	LIBRARY STATIONERY, LOCAL HISTORY STATIONERY	BENMUNI	978.66
18/06/2026	EFT	EFT41625	JB01645	PHOENIX GLASS	REPLACE WINDOW AND SECURITY SCREEN ON SOCCER CLUB ROOMS DUE TO BREAK IN	BENMUNI	985.00
18/06/2026	EFT	EFT41626	32455	DOWN SOUTH WHOLESALE BUNBURY (THE TRU	CLEANING SUPPLIES	BENMUNI	817.50
18/06/2026	EFT	EFT41627	26-00000944	J & J Swan Pty Ltd T/A Partners in Safety	SAFETY SUPPLIES	BENMUNI	979.10
18/06/2026	EFT	EFT41627	26-00000906	J & J Swan Pty Ltd T/A Partners in Safety	SAFETY BOOTS FOR STAFF MEMBER (DEPOT)	BENMUNI	230.00
18/06/2026	EFT	EFT41628	INV-20797	P & S GRIGGS PLUMBING	INSTALL HOT WATER SYSTEM AT POOL	BENMUNI	2,500.00
18/06/2026	EFT	EFT41629	INV-44257	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTR	SKYTRUST INTELLIGENCE SYSTEM (AGREEMENT - I-24-2674) - MONTHLY SUBSCRIPTION	BENMUNI	493.90
18/06/2026	EFT	EFT41630	I00000039235	REUBEN'S NEWSAGENCY	PHOTOCOPIER PAPER FOR THE COLLIE SES UNIT.	BENMUNI	249.75
18/06/2026	EFT	EFT41630	FEB 26 ADMIN	REUBEN'S NEWSAGENCY	NEWSPAPERS FOR ADMIN FOR FEB 2026	BENMUNI	17.60
18/06/2026	EFT	EFT41630	MAY 26 LIB	REUBEN'S NEWSAGENCY	LIBRARY PAPERS MAY 2026,	BENMUNI	122.30
18/06/2026	EFT	EFT41631	C47280	SOUTHERN LOCK & SECURITY	DORMAKABA 8600 ROUND ROSE LEVER 33 SCP	BENMUNI	136.24
18/06/2026	EFT	EFT41632	2633#5	COLLIE MOWERS AND MORE	STARTER CORD 3.5MM	BENMUNI	4.90
18/06/2026	EFT	EFT41632	2649#4	COLLIE MOWERS AND MORE	WORKSHOP CONSUMABLES & LABOUR	BENMUNI	80.00
18/06/2026	EFT	EFT41633	SOS698658	SOS OFFICE EQUIPMENT	MONTHLY SERVICE AND PHOTOCOPIER BILLING FOR SES PRINTER	BENMUNI	243.81

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
18/06/2026	EFT	EFT41634	3499	SOUTH WEST AUTO PANEL REPAIRS	REPAIR OF THE 2025 ISUZU MUX 104CO	BENMUNI	12,771.96
18/06/2026	EFT	EFT41635	750854	SCOPE BUSINESS IMAGING	LIBRARY PHOTOCOPIER SERVICE PLAN AND SUPPORT	BENMUNI	115.51
18/06/2026	EFT	EFT41635	750853	SCOPE BUSINESS IMAGING	ADMIN PHOTOCOPIER SERVICE PLAN AND SUPPORT	BENMUNI	850.17
18/06/2026	EFT	EFT41635	755321	SCOPE BUSINESS IMAGING	ADMIN PHOTOCOPIER SERVICE PLAN AND SUPPORT	BENMUNI	1,240.59
18/06/2026	EFT	EFT41635	755322	SCOPE BUSINESS IMAGING	LIBRARY PHOTOCOPIER SERVICE PLAN AND SUPPORT	BENMUNI	150.63
18/06/2026	EFT	EFT41635	755323	SCOPE BUSINESS IMAGING	ROCHE PARK PHOTOCOPIER LEASE AND SUPPORT PLAN,	BENMUNI	111.83
18/06/2026	EFT	EFT41635	760030	SCOPE BUSINESS IMAGING	ADMIN PHOTOCOPIER SERVICE PLAN AND SUPPORT	BENMUNI	1,057.28
18/06/2026	EFT	EFT41635	760031	SCOPE BUSINESS IMAGING	LIBRARY PHOTOCOPIER SERVICE PLAN AND SUPPORT	BENMUNI	145.49
18/06/2026	EFT	EFT41635	760032	SCOPE BUSINESS IMAGING	ROCHE PARK PHOTOCOPIER LEASE AND SUPPORT PLAN,	BENMUNI	31.60
18/06/2026	EFT	EFT41636	25865	SANDGROPER CONTRACTING PTY LTD	DRAINAGE CLEANOUT	BENMUNI	5,521.02
18/06/2026	EFT	EFT41637	CFINV100757	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	FREIGHT FOR DELIVERY FROM T-QUIP	BENMUNI	66.62
18/06/2026	EFT	EFT41637	CFLINV101145	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	FREIGHT FOR DELIVERY FROM BUNBURY MACHINERY -	BENMUNI	20.35
18/06/2026	EFT	EFT41638	INV-0330	SHAH & PATEL PTY LTD - T/A SIZZLES DELI	LUNCH FOR THE GREEN WASTE BURNING AT TRANSFER STATION	BENMUNI	314.10
18/06/2026	EFT	EFT41639	10226408	WINC AUSTRALIA PTY LTD	STATIONERY & OFFICE SUPPLIES	BENMUNI	695.48
18/06/2026	EFT	EFT41640	CI-3784	FIRECORE SOLUTIONS	WATER PARK CONTAINER SCHEDULED SERVICING	BENMUNI	11.00
18/06/2026	EFT	EFT41641	575456	THOMSON AUTO PARTS	FUEL SYSTEM TREATMENT 200ML	BENMUNI	26.00
18/06/2026	EFT	EFT41641	575488	THOMSON AUTO PARTS	ENVIRO+ENG OIL 5W 40 7L, RG COLORADO SERVICE KIT	BENMUNI	179.00
18/06/2026	EFT	EFT41641	575500	THOMSON AUTO PARTS	24V GLOBE 75/70	BENMUNI	22.00
18/06/2026	EFT	EFT41642	150126#6	T-QUIP	PARTS FOR PARUZZO PANTHER	BENMUNI	68.98
18/06/2026	EFT	EFT41643	INV-0086	SUPERKINGS HOTELS PTY LTD T/A THE COLLIEF	CATERING FOR COUNCIL MEETING	BENMUNI	390.00
18/06/2026	EFT	EFT41644	TA22690-083	TELAIR PTY LTD	NETWORK DATA AND VOICE SERVICES FOR ALL SITES	BENMUNI	3,459.67
18/06/2026	EFT	EFT41645	PI2321074	WESTRAC EQUIPMENT PTY LTD	PARTS FOR COMPACTOR	BENMUNI	207.54
18/06/2026	EFT	EFT41646	12068	COLLIE BIN HIRE	TWICE WEEKLY PUMP OUT AND REFILL WITH WATER 4 PORTABLE TOILETS AT BLACK DIAMOND	BENMUNI	1,568.16
18/06/2026	EFT	EFT41646	12094	COLLIE BIN HIRE	PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY FROM 03/09/2025 TO 30/06	BENMUNI	924.00
18/06/2026	EFT	EFT41646	12144	COLLIE BIN HIRE	TWICE WEEKLY PUMP OUT AND REFILL WITH WATER 4 PORTABLE TOILETS AT BLACK DIAMOND	BENMUNI	1,940.60
18/06/2026	EFT	EFT41646	12228	COLLIE BIN HIRE	TWICE WEEKLY PUMP OUT AND REFILL WITH WATER 4 PORTABLE TOILETS AT BLACK DIAMOND,	BENMUNI	862.49
18/06/2026	EFT	EFT41646	12263	COLLIE BIN HIRE	PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY FROM 03/09/2025 TO 30/06	BENMUNI	1,016.40
18/06/2026	EFT	EFT41646	12267	COLLIE BIN HIRE	PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY FROM 03/09/2025 TO 30/06	BENMUNI	556.60
18/06/2026	EFT	EFT41647	221600	WREN OIL	PUMP OUT OF BULK WASTE OIL AT WASTE TREATMENT STATION 01/07/2025 - 30/06/2026	BENMUNI	385.00
25/06/2026	EFT	EFT41648	011131978696	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION FOR 2026-2027 FOR ALL VEHICLES	BENMUNI	16,842.35
25/06/2026	EFT	EFT41649	#CI1674684	DEPARTMENT OF COMMUNITIES	RETURN OF UNSPENT GRANT MONEY FOR YOUTH WEEK 2025-26	BENMUNI	673.20
25/06/2026	EFT	EFT41650	A1832	JASON PETER BIRCHENALL	RATES REFUND	BENMUNI	942.20
25/06/2026	EFT	EFT41651	31032026	ALAN LAMB	ARIC MEETING ATTENDANCE 31/03/2026	BENMUNI	572.32
25/06/2026	EFT	EFT41651	22062026	ALAN LAMB	ARIC MEETING ATTENDANCE 22/06/2026	BENMUNI	572.32
25/06/2026	EFT	EFT41652	GT46903	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 29/03/2026 - 11/04/2026	BENMUNI	3,107.88

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
25/06/2026	EFT	EFT41652	GT47387	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 26/04/2026 - 09/05/2026	BENMUNI	3,107.88
25/06/2026	EFT	EFT41652	GT47870	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 24/05/2026 - 06/06/2026	BENMUNI	3,107.88
25/06/2026	EFT	EFT41653	2706/01219006	BUNNINGS BUILDING SUPPLIES	SPECRITE 2700 X 600 X 21 OAK TIMBER ACOUSTIC PANEL	BENMUNI	282.15
25/06/2026	EFT	EFT41654	401566057	BULLIVANTS	APRIL INSPECTIONS & TAGGING	BENMUNI	1,316.39
25/06/2026	EFT	EFT41655	163057	BROWN'S TYRES PTY LTD	140024A 14.00-24 ADVANCE GRADER, OR24 24'ORING,	BENMUNI	1,765.00
25/06/2026	EFT	EFT41655	163083	BROWN'S TYRES PTY LTD	23525DCR - 23.5R25 DOUBLECOIN REM2, ZFOTR - FIT OTR TYRE, OR 25 O-RING,	BENMUNI	4,468.00
25/06/2026	EFT	EFT41656	INV-1609	SCOTT CHRISTINGER	LIGHTING UPGRADES TO RECEPTION AREA AND FOYER INCLUDING LIGHTING REPAIRS.	BENMUNI	3,572.25
25/06/2026	EFT	EFT41656	INV-1577	SCOTT CHRISTINGER	REPLACE FLOOD LIGHT TO WHITE WINDSOCK AT AIRPORT	BENMUNI	385.00
25/06/2026	EFT	EFT41657	INV2308626	STATEWIDE BEARINGS	1/2 NITTO QUICK CONNECT COUPLI	BENMUNI	26.95
25/06/2026	EFT	EFT41658	283197	PETE'S	KING GEE K54025 YELLOW NAVY , KING GEE K13005 NAVY, LOGOS & EMBROIDERY	BENMUNI	452.55
25/06/2026	EFT	EFT41658	283273	PETE'S	DNC 3318 DENIM, KING GEE 0339 DENIM	BENMUNI	204.90
25/06/2026	EFT	EFT41658	283344	PETE'S	JB 6DNH YELLOW/NAVY S UNIFORM, EMBROIDERY UNIFORM	BENMUNI	68.90
25/06/2026	EFT	EFT41658	283342	PETE'S	KING GEE K13005 NAVY UNIFORM	BENMUNI	179.90
25/06/2026	EFT	EFT41658	284190	PETE'S	KING GEE K13005 NAVY, KING GEE K54025 YELLOW/NAVY, BISLEY BK6975 YELLOW/NAVY, JB 6HZF YEL	BENMUNI	504.40
25/06/2026	EFT	EFT41658	284488	PETE'S	SHIRE ISSUE WINTER JUMPER	BENMUNI	68.90
25/06/2026	EFT	EFT41659	INV-4484	COLLIE CHAMBER OF COMMERCE & INDUSTRY	SOCIAL NETBALL UMPIRE PAYMENTS	BENMUNI	960.00
25/06/2026	EFT	EFT41660	3850	COLLIE AGRICULTURAL SOCIETY	ANNUAL CONTRIBUTION 2025- COLLIE SHOW	BENMUNI	4,000.00
25/06/2026	EFT	EFT41661	A1540	CRESCENT CONVEYANCERS	RATES REFUND	BENMUNI	722.65
25/06/2026	EFT	EFT41662	480474463	COLLIE COMMUNITY PUBLISHERS (CRV BULLETI	MONTHLY BULLETIN UPDATE - FEBRUARY 2026,	BENMUNI	440.00
25/06/2026	EFT	EFT41662	480474454	COLLIE COMMUNITY PUBLISHERS (CRV BULLETI	MONTHLY BULLETIN UPDATE - MARCH 2026,	BENMUNI	440.00
25/06/2026	EFT	EFT41662	480474488	COLLIE COMMUNITY PUBLISHERS (CRV BULLETI	MONTHLY BULLETIN UPDATE - APRIL 2026,	BENMUNI	440.00
25/06/2026	EFT	EFT41663	00000238	COLLIE CONCRETING PTY LTD	REDIRECTION OF THE STORMWATER FROM THE TIP SHOP AWAY FROM THE WASTE TRANSFER PAD	BENMUNI	6,524.38
25/06/2026	EFT	EFT41664	2466586	CLEANAWAY DANIELS SERVICES PTY LTD	EXCHANGE 2240LTR SHARPS BIN, SUPPLY 1.4LTR BIO SHARPS DISPOSABLE CONTAINERS	BENMUNI	701.16
25/06/2026	EFT	EFT41664	2474528	CLEANAWAY DANIELS SERVICES PTY LTD	EXCHANGE 2240LTR SHARPS BIN	BENMUNI	7.59
25/06/2026	EFT	EFT41664	2482332	CLEANAWAY DANIELS SERVICES PTY LTD	EXCHANGE 2240LTR SHARPS BIN	BENMUNI	27.50
25/06/2026	EFT	EFT41665	5012959	CHARGEFOX PTY LTD	CONNECTOR MANAGEMENT FEES - 4039 FROM 01/04/2026 - 30/04/2026	BENMUNI	62.70
25/06/2026	EFT	EFT41666	2025142	JANG DEVELOPMENT PTY LTD T/A CHANGING SF	REFUND FOR BUILDING APPLICATION 2025142 FOR BCITF	BENMUNI	62.90
25/06/2026	EFT	EFT41667	31032026	DAVID RANSOM	ARIC MEETING ATTENDANCE 31/03/2026	BENMUNI	450.00
25/06/2026	EFT	EFT41667	22062026	DAVID RANSOM	ARIC MEETING ATTENDANCE 22/06/2026	BENMUNI	450.00
25/06/2026	EFT	EFT41668	A1566	ELIZABETH MARY CRAWFORD	RATES REFUND	BENMUNI	747.65
25/06/2026	EFT	EFT41669	161085	DEPARTMENT OF FIRE AND EMERGENCY SERVI	2025/26 ESL Q4	BENMUNI	55,612.80
25/06/2026	EFT	EFT41670	INV-002069471	FLICK ANTICIMEX PTY LTD	TERMITE INSPECTION	BENMUNI	1,697.82
25/06/2026	EFT	EFT41671	INVFG0058900	FOUNDER ENTERPRISES PTY LTD.	GRADER BLADE	BENMUNI	553.74
25/06/2026	EFT	EFT41672	10062026	GEMMA BUCKLE	SPORTING SCHOLARSHIP 2026	BENMUNI	250.00
25/06/2026	EFT	EFT41673	INV008276	GREENACRES TURF GROUP	SUPPLY & INSTALLATION OF APPROX. 1,500M2 STING NEMATODE FREE INSTANT VILLAGE GREEN	BENMUNI	54,375.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
25/06/2026	EFT	EFT41674	199056014	HENDERSON HARDWARE	EYE BOLT GALVANISED12X250MM, CHAIN GALV 5/16 8MM 12M	BENMUNI	104.10
25/06/2026	EFT	EFT41674	199056062	HENDERSON HARDWARE	KEY CUT SINGLE SIDE	BENMUNI	18.00
25/06/2026	EFT	EFT41674	101012890	HENDERSON HARDWARE	TEK SCREW 12G X 45MM MACSWIM, SCREW S/DRILLING B/HEAD 8G X 12	BENMUNI	24.25
25/06/2026	EFT	EFT41674	199056119	HENDERSON HARDWARE	SHACKLE D GAL 8MM WLL 750KG AS2741	BENMUNI	7.80
25/06/2026	EFT	EFT41674	199056122	HENDERSON HARDWARE	SCREW S/D B/H 8X25MM, 12 PCE JOBBER REFILL SET	BENMUNI	28.45
25/06/2026	EFT	EFT41674	199056244	HENDERSON HARDWARE	DRILL MASONARY STD FIXING, END PLUG BARB 25MM	BENMUNI	15.20
25/06/2026	EFT	EFT41674	199056481	HENDERSON HARDWARE	AUGER BIT SCOTCH PATTERN 12MM X 305MM	BENMUNI	32.30
25/06/2026	EFT	EFT41674	199056530	HENDERSON HARDWARE	BOLT & NUT HEX 8MMX40MM, WASHER 10MM GALV H/D	BENMUNI	4.60
25/06/2026	EFT	EFT41674	199056828	HENDERSON HARDWARE	FILTER CARTRIDGE EXTRUDED 10' 10UM MAINS WATER	BENMUNI	19.50
25/06/2026	EFT	EFT41674	199056852	HENDERSON HARDWARE	BARREL BOLT 150MM	BENMUNI	39.00
25/06/2026	EFT	EFT41674	101013104	HENDERSON HARDWARE	WASHER SQUARE GAL 40X40X3 M10	BENMUNI	3.30
25/06/2026	EFT	EFT41674	101013112	HENDERSON HARDWARE	COACH SCREW 10MM X 100MM HEX GALV	BENMUNI	2.70
25/06/2026	EFT	EFT41674	199056997	HENDERSON HARDWARE	CABLE JOINER SCOTCH LOCK	BENMUNI	21.00
25/06/2026	EFT	EFT41674	199057077	HENDERSON HARDWARE	PLUG END BARBED 25MM, CONNECTOR MALE BARBED 1 1/4'X 1 1/4' BSP, CAP POLY 1 - 1 1/4' BSP	BENMUNI	11.25
25/06/2026	EFT	EFT41674	199057179	HENDERSON HARDWARE	CAP PUSH ON DWV PVC 150MM	BENMUNI	6.50
25/06/2026	EFT	EFT41674	199057201	HENDERSON HARDWARE	END PLUG 19MM, HOSE CLAMP 12-22	BENMUNI	3.10
25/06/2026	EFT	EFT41674	199057535	HENDERSON HARDWARE	HOSE CLAMP 2PK TORO 12-22, HOSE CLAMP 12-22	BENMUNI	14.50
25/06/2026	EFT	EFT41674	199057539	HENDERSON HARDWARE	JOINER METRIC 25X256.07	BENMUNI	14.50
25/06/2026	EFT	EFT41674	199057553	HENDERSON HARDWARE	S&J SECATEURS BYPASS SOFTGRIP	BENMUNI	25.00
25/06/2026	EFT	EFT41674	199057554	HENDERSON HARDWARE	JOINER METRIC 25X256.07	BENMUNI	14.50
25/06/2026	EFT	EFT41674	199061200	HENDERSON HARDWARE	RATCHET CLAMP 13MM BAG 20	BENMUNI	7.50
25/06/2026	EFT	EFT41674	199061323	HENDERSON HARDWARE	230MM TRADECUT CONTINUOUS DIAMOND BLADE	BENMUNI	56.25
25/06/2026	EFT	EFT41674	199061542	HENDERSON HARDWARE	COUPLING PVC 20MM	BENMUNI	1.40
25/06/2026	EFT	EFT41674	199061621	HENDERSON HARDWARE	SCREW BATTEN GALV 14G X 75MM, DRIVER BIT HEX 5X50MM	BENMUNI	27.00
25/06/2026	EFT	EFT41674	199061622	HENDERSON HARDWARE	POWER GRIP 3ML ALL PLASTICS	BENMUNI	14.50
25/06/2026	EFT	EFT41674	199061650	HENDERSON HARDWARE	CYCLONE SPADE LONG HANDLE	BENMUNI	59.92
25/06/2026	EFT	EFT41674	199061970	HENDERSON HARDWARE	POLYRISER 310MM X 20BSP	BENMUNI	6.50
25/06/2026	EFT	EFT41674	199062142	HENDERSON HARDWARE	RISER POLY 600MM X 1/2' BSPM, JOINER METRIC 25X256.07	BENMUNI	33.40
25/06/2026	EFT	EFT41674	199062144	HENDERSON HARDWARE	KEY CUT SINGLE SIDED COLOURED	BENMUNI	33.00
25/06/2026	EFT	EFT41674	199062261	HENDERSON HARDWARE	STRIP SPRAY 2 X 20 DEG BLUE PK 10	BENMUNI	12.20
25/06/2026	EFT	EFT41674	199062290	HENDERSON HARDWARE	T-REX CRYSTAL CLEAR	BENMUNI	25.10
25/06/2026	EFT	EFT41674	199062358	HENDERSON HARDWARE	PRIMING FLUID RED 500MM PLUMMAS	BENMUNI	32.40
25/06/2026	EFT	EFT41674	101014767	HENDERSON HARDWARE	PADLOCK 130 MASTERS PK4	BENMUNI	41.65
25/06/2026	EFT	EFT41674	199062600	HENDERSON HARDWARE	CUTTING DISC SS 125MM X 1MM	BENMUNI	53.00
25/06/2026	EFT	EFT41674	101014786	HENDERSON HARDWARE	SUNPROOF GLOSS ACCENT 4L, TINT - ALL COLOURS	BENMUNI	96.90

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
25/06/2026	EFT	EFT41674	199062581	HENDERSON HARDWARE	ANT DUST 500G, RISER POLY 50MMX15BSP, ADAPTOR M&F 15BSP	BENMUNI	14.65
25/06/2026	EFT	EFT41674	199062776	HENDERSON HARDWARE	GRAFFITI REMOVER 750ML, BRUSH SCRUB SINGLE WING	BENMUNI	49.25
25/06/2026	EFT	EFT41674	199062852	HENDERSON HARDWARE	BIT IMPACT POWER SQR RECESS	BENMUNI	3.35
25/06/2026	EFT	EFT41674	199063159	HENDERSON HARDWARE	CHAIN GALV 3/8 10MM	BENMUNI	116.88
25/06/2026	EFT	EFT41674	199063283	HENDERSON HARDWARE	SHOVEL LONG HANDLE DEEP HOLE CYCLONE	BENMUNI	55.00
25/06/2026	EFT	EFT41674	101014941	HENDERSON HARDWARE	WIRE MIG GASLESS .09MM 4.5KG ROLL PLATINUM	BENMUNI	104.00
25/06/2026	EFT	EFT41674	199063384	HENDERSON HARDWARE	KEY ANTI VANDAL FIX A TAP UNIVERSAL	BENMUNI	17.10
25/06/2026	EFT	EFT41674	199063655	HENDERSON HARDWARE	125MM DOUBLE ROW DIAMOND	BENMUNI	99.00
25/06/2026	EFT	EFT41674	199063965	HENDERSON HARDWARE	DRILL MASONARY SING BRICK 10.00MM	BENMUNI	11.15
25/06/2026	EFT	EFT41674	199063948	HENDERSON HARDWARE	SCREWBOLT 10 X 150 GALV HEX	BENMUNI	22.80
25/06/2026	EFT	EFT41674	101015029	HENDERSON HARDWARE	CAP THREADED 1/2', TEFLON TAPE 15MM M101	BENMUNI	5.75
25/06/2026	EFT	EFT41674	199064700	HENDERSON HARDWARE	CABLE TIE STANDARD 370MM X 4.8MM BLACK 25PK, GRIPPLE	BENMUNI	111.80
25/06/2026	EFT	EFT41674	101015126	HENDERSON HARDWARE	TINT - ALL COLOURS, PAINT SUNPROOF EXT L/S ACCENT 4L	BENMUNI	100.88
25/06/2026	EFT	EFT41674	199064918	HENDERSON HARDWARE	TIE WIRE 2.0MM X 20M	BENMUNI	8.00
25/06/2026	EFT	EFT41674	199064959	HENDERSON HARDWARE	NUTSETTER IMPACT 5/16 65MM, TEK SCREW GALV 10GX16MM PK 100 W/S	BENMUNI	22.70
25/06/2026	EFT	EFT41674	199064970	HENDERSON HARDWARE	LUBRICANT LANOLIN MX4 300G INOX	BENMUNI	13.15
25/06/2026	EFT	EFT41674	199065000	HENDERSON HARDWARE	GARDEN SPRAYER 8L	BENMUNI	53.00
25/06/2026	EFT	EFT41674	199065220	HENDERSON HARDWARE	RISER THREADED 1/2X1/2IN 300M	BENMUNI	3.70
25/06/2026	EFT	EFT41674	101015209	HENDERSON HARDWARE	CABLE TIE STANDARD 370MM X 4.8MM BLACK 25PK	BENMUNI	19.50
25/06/2026	EFT	EFT41674	199065534	HENDERSON HARDWARE	FILTER CARTRIDGE EXTRUDED SUM 10' MAINS WATER	BENMUNI	39.00
25/06/2026	EFT	EFT41674	199065608	HENDERSON HARDWARE	CUTTING DISC 125X3X22	BENMUNI	15.25
25/06/2026	EFT	EFT41675	3445	HARMONIC ENTERPRISES PTY LTD T/AS HARMO IT SUPPORT - MONTHLY MANAGED SERVICES BY HARMONIC IT		BENMUNI	8,564.60
25/06/2026	EFT	EFT41676	INV-2089	THE TRUSTEE FOR THE CHITTY FAMILY TRUST A QUARTERLY INSPECTION OF DEPOT WORKSHOP HOISTS		BENMUNI	1,302.40
25/06/2026	EFT	EFT41677	00121518	CONNECT CCS	OVERCALLS FEE FOR CONTRACT CA0184 MAR 2026	BENMUNI	1,025.20
25/06/2026	EFT	EFT41678	635568	JAPANESE TRUCK & BUS SPARES PTY LTD	TE093C 3575252001 STEP UPPER RHS ALLOY GROD 0	BENMUNI	829.75
25/06/2026	EFT	EFT41679	A2651	KRYSTIE RENAE WOOD	RATES REFUND	BENMUNI	100.00
25/06/2026	EFT	EFT41680	5077	MOORE AUSTRALIA PTY LTD	2026 MOORE TAX NUTS AND BOLTS - TAX WORKSHOP	BENMUNI	1,045.00
25/06/2026	EFT	EFT41680	5098	MOORE AUSTRALIA PTY LTD	1 X 2026 WALGA TAX WEBINAR -	BENMUNI	924.00
25/06/2026	EFT	EFT41681	062-219712	JARDINE LLOYD THOMPSON T/A JLT	HALF YEARLY CONTRIBUTION RISK COORDINATOR PROGRAM	BENMUNI	8,541.50
25/06/2026	EFT	EFT41682	414055172	NUTRIEN WATER	GENERAL RETIC MATERIALS FOR MAINTENANCE DURING WINTER	BENMUNI	863.34
25/06/2026	EFT	EFT41683	1538	OLD MACDONALDS TRAVELLING FARMS WA SOL PETTING ZOO		BENMUNI	1,051.00
25/06/2026	EFT	EFT41684	630286803	OFFICEWORKS (ON LINE ORDERS ONLY)	LIBRARY CHILDREN'S CRAFT SUPPLIES AND RESOURCES	BENMUNI	240.35
25/06/2026	EFT	EFT41684	630286564	OFFICEWORKS (ON LINE ORDERS ONLY)	LIBRARY CHILDREN'S CRAFT SUPPLIES AND RESOURCES	BENMUNI	30.00
25/06/2026	EFT	EFT41685	666	OZARB TREE SERVICE	EMERGENCY CALL OUT PORTER ST FALLEN TREE	BENMUNI	990.00
25/06/2026	EFT	EFT41685	669	OZARB TREE SERVICE	REMOVAL OF DANGEROUS TREE AT WILSON PARK VERGE	BENMUNI	1,300.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
25/06/2026	EFT	EFT41686	30939	DOWN SOUTH WHOLESALE BUNBURY (THE TRU CLEANING SUPPLIES		BENMUNI	916.30
25/06/2026	EFT	EFT41686	33098	DOWN SOUTH WHOLESALE BUNBURY (THE TRU CLEANING SUPPLIES		BENMUNI	147.95
25/06/2026	EFT	EFT41687	260445981	PRIME SUPPLIES	TOOLS	BENMUNI	2,027.00
25/06/2026	EFT	EFT41687	240737475	PRIME SUPPLIES	TOOLS	BENMUNI	596.20
25/06/2026	EFT	EFT41688	26-00001111	J & J Swan Pty Ltd T/A Partners in Safety	SAFETY WORK BOOTS	BENMUNI	469.95
25/06/2026	EFT	EFT41689	2462	COLLIE MOWERS AND MORE	STARTER ROPE 2.8MM PER METRE, WORKSHOP CONSUMABLES, LABOUR	BENMUNI	84.00
25/06/2026	EFT	EFT41689	2463	COLLIE MOWERS AND MORE	TRADE LABOUR	BENMUNI	35.00
25/06/2026	EFT	EFT41689	2464	COLLIE MOWERS AND MORE	WORKSHOP CONSUMABLES, LABOUR	BENMUNI	55.00
25/06/2026	EFT	EFT41689	2474	COLLIE MOWERS AND MORE	GUTTER KIT 4241 007 1003, NGK BPMR7A SPARK PLUG	BENMUNI	93.00
25/06/2026	EFT	EFT41689	2475	COLLIE MOWERS AND MORE	FLUE 8IN GALV OUTER	BENMUNI	40.00
25/06/2026	EFT	EFT41689	2481	COLLIE MOWERS AND MORE	CUBE COST 15/20L, HYPOCLEAR LIQ CHLORINE 20L CUBE	BENMUNI	34.00
25/06/2026	EFT	EFT41689	2503	COLLIE MOWERS AND MORE	MOWING HEAD AUTOCUT 27-2, MOWING HEAD AUTOCUT 27-2	BENMUNI	80.00
25/06/2026	EFT	EFT41689	2520	COLLIE MOWERS AND MORE	HONDA BLADE PAIR BLD6327W L1283 21H01, HONDA BLADE PAIR BLD6327W L1283 21H01	BENMUNI	24.00
25/06/2026	EFT	EFT41689	2658#5	COLLIE MOWERS AND MORE	SPARK PLUGS	BENMUNI	18.50
25/06/2026	EFT	EFT41689	2671	COLLIE MOWERS AND MORE	CHAIN 3610 PICCO MINI 55 LINK BOX	BENMUNI	99.00
25/06/2026	EFT	EFT41690	R63752	STATION MOTORS	CAR SERVICE 104CO	BENMUNI	591.20
25/06/2026	EFT	EFT41690	R64311	STATION MOTORS	SERVICE CO107 MAZDA CX5	BENMUNI	435.17
25/06/2026	EFT	EFT41690	R64392	STATION MOTORS	REPLACE CLUTCH ON COLORADO CO702	BENMUNI	3,369.00
25/06/2026	EFT	EFT41691	TR26051203	SPROCKETS ADVENTURES PTY LTD T/A COLLIE	SUPPLY OF 1 X 2025 PLAQUE- WALL OF FAME IN THE RECREATION CENTRE	BENMUNI	15.00
25/06/2026	EFT	EFT41692	INV-7324	COLLIE SIGNFX	PROCUREMENT OF SIGNAGE FOR WASTE TRANSFER STATION	BENMUNI	544.50
25/06/2026	EFT	EFT41693	575655	THOMSON AUTO PARTS	PARTS	BENMUNI	155.80
25/06/2026	EFT	EFT41693	575722	THOMSON AUTO PARTS	PARTS	BENMUNI	72.00
25/06/2026	EFT	EFT41693	575764	THOMSON AUTO PARTS	PARTS	BENMUNI	11.00
25/06/2026	EFT	EFT41694	3464824	TYREPOWER	ROVELO 265/70R19.5 143/141J 18PR RAR26 - TYRE,	BENMUNI	480.00
25/06/2026	EFT	EFT41694	3466901	TYREPOWER	SERVICE CALL TO WASTE FACILITY - CHECK LOADER TYRE	BENMUNI	65.00
25/06/2026	EFT	EFT41695	SI1903131	WESTRAC EQUIPMENT PTY LTD	250 HOUR SERVICE ON COMPACTOR AT WTS	BENMUNI	920.37
25/06/2026	EFT	EFT41695	PI2400108	WESTRAC EQUIPMENT PTY LTD	205-4058 GAGE - OIL LEVE OTHER	BENMUNI	139.65
25/06/2026	EFT	EFT41696	12322	COLLIE BIN HIRE	SKIP HIRE MINNINGUP, BLACK DIAMOND & DEPOT 01/10/2025 - 30/06/2026	BENMUNI	580.80
25/06/2026	EFT	EFT41696	12325	COLLIE BIN HIRE	PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY FROM 03/09/2025 TO 30/06/2026	BENMUNI	924.00
25/06/2026	EFT	EFT41697	26-00008168	WORK CLOBBER	EMBROIDERY - RANGER SHIELD	BENMUNI	901.40
25/06/2026	EFT	EFT41698	0196 9006815463	WATER CORPORATION	9006815463 156 THROSSSELL ST COLLIE WATER USE AND SERVICE CHARGE 26/03/2026-29/05/2026	BENMUNI	2,617.84
25/06/2026	EFT	EFT41698	0152 9006846155	WATER CORPORATION	9006846155 WELLINGTON BVD WATER USE AND SERVICE CHARGE 26/03/2026 - 29/05/2026	BENMUNI	2,836.96
25/06/2026	EFT	EFT41698	0157 9006815439	WATER CORPORATION	9006815439 LOT 2883 THROSSSELL ST COLLIE WATER USE AND SERVICE CHARGE 26/03/2026 - 29/05/2026	BENMUNI	491.25
25/06/2026	EFT	EFT41698	0208 9006823797	WATER CORPORATION	9006823797 BRIDGE ST WATER USE AND SERVICE CHARGE 25/03/2026 -25/05/2026	BENMUNI	918.01
25/06/2026	EFT	EFT41698	0141 90068719475	WATER CORPORATION	9008719475 GIBBS RD COLLIE LOT 500 501 WATER USE AND SERVICE CHARGE 25/03/2026 - 29/05/2026	BENMUNI	574.69

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
25/06/2026	EFT	EFT41699	1327497	WATTLEUP TRACTORS BUNBURY	DIAPHRAGM-PULSATOR BP P	BENMUNI	16.20
25/06/2026	EFT	EFT41699	1331374	WATTLEUP TRACTORS BUNBURY	AI410-51 SPOTJET SPRAY GUN (SR 19.1)	BENMUNI	62.00
25/06/2026	EFT	EFT41700	39	WEED PEST & VERMIN CONTROL - NEIL FRASER	CHEMICAL CONTROL OF WEEDS AT COLLIE AIRPORT	BENMUNI	1,804.00
01/07/2026	EFT	EFT41701	00043860	ACES (Animal Care & Equipment Services)	3 X DOG HANDLING GLOVES	BENMUNI	354.00
01/07/2026	EFT	EFT41702	170	WA AUSTRALIAN SERVICES UNION WA (ASU)	PAYROLL DEDUCTIONS/CONTRIBUTIONS	BENMUNI	157.00
01/07/2026	EFT	EFT41703	00006906	COLLIE TOWING	WHITE NISSAN NAVARA - NO REGO, WHITE DUAL AXEL CARAVAN - NO REGO, HYUNDAI EXCEL - 1DLJ14	BENMUNI	409.99
01/07/2026	EFT	EFT41704	170	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	BENMUNI	41,955.00
01/07/2026	EFT	EFT41705	GT48112	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 07/06/2026 - 20/06/2026	BENMUNI	3,107.87
01/07/2026	EFT	EFT41706	INV-5026	BUSY BEE DRY CLEANERS	COUNCIL - DRY CLEANING	BENMUNI	40.70
01/07/2026	EFT	EFT41706	INV-5261	BUSY BEE DRY CLEANERS	COUNCIL - DRY CLEANING	BENMUNI	25.30
01/07/2026	EFT	EFT41707	INV-1613	SCOTT CHRISTINGER	CHECK FAULTY LIGHTS AT ROCHE PARK	BENMUNI	231.00
01/07/2026	EFT	EFT41707	INV-1610	SCOTT CHRISTINGER	REPAIR LIGHTS IN SOLDIERS PARK INCLUDING TOILET BLOCK	BENMUNI	1,006.50
01/07/2026	EFT	EFT41708	INV-8318	CLOUD PAYMENT GROUP	COURT FILING AND LEGAL FEES	BENMUNI	6,181.46
01/07/2026	EFT	EFT41709	77971056	LANDGATE	SCHEDULE NO G2026/4 - 14/02/2026-27/02/206	BENMUNI	67.41
01/07/2026	EFT	EFT41709	78073333	LANDGATE	SCHEDULE NO G2026/5 - 28/02/2026-27/03/2026	BENMUNI	33.13
01/07/2026	EFT	EFT41709	78117346	LANDGATE	SCHEDULE NO G2026/6 - 28/03/2026-24/04/2026	BENMUNI	108.98
01/07/2026	EFT	EFT41709	78158089	LANDGATE	SCHEDULE NO G2026/7 - 25/04/2026-08/05/2026	BENMUNI	474.54
01/07/2026	EFT	EFT41709	78180600	LANDGATE	RUV VALUATION ROLL 2025-2026	BENMUNI	8,002.79
01/07/2026	EFT	EFT41709	78180601	LANDGATE	UV VALUATION ROLL 2025-2026	BENMUNI	1,374.46
01/07/2026	EFT	EFT41709	78205002	LANDGATE	MINING TENEMENT ROLL 2025-2026	BENMUNI	1,150.25
01/07/2026	EFT	EFT41709	78249157	LANDGATE	SCHEDULE NO G2026/8, G2026/9 - 09/05/2026-05/06/2026, 06/06/2026-19/06/2026	BENMUNI	129.20
01/07/2026	EFT	EFT41710	94208	DELNORTH PTY LTD	SF13D2 STEEL FLEX 1300MM WHITE GUIDE POST ETC	BENMUNI	5,570.44
01/07/2026	EFT	EFT41711	29062026	DARREN ROBINSON	BUSHFIRE BRIGADE HONORARIUM PAYMENT	BENMUNI	1,000.00
01/07/2026	EFT	EFT41712	00021616	EVERLON BRONZE	PURCHASE OF TWO (2) MAS PLAQUES FOR THE GRANITE MEMORIAL UNIT INCLUDING DELIVERY.	BENMUNI	963.05
01/07/2026	EFT	EFT41713	170	EASIALARY PTY LTD	PAYROLL DEDUCTIONS/CONTRIBUTIONS	BENMUNI	800.68
01/07/2026	EFT	EFT41714	21337381	FULTON HOGAN INDUSTRIES PTY LTD	2 X PALLETS COLD ASPHALT FOR MINOR ROAD REPAIRS	BENMUNI	4,012.80
01/07/2026	EFT	EFT41715	29062026	KOHDY JAMES FLYNN	BUSHFIRE BRIGADE HONORARIUM PAYMENT	BENMUNI	1,000.00
01/07/2026	EFT	EFT41716	AUINV0042752	BUCHER MUNICIPAL	HOSE 6004-1-C	BENMUNI	2,364.02
01/07/2026	EFT	EFT41717	676	OZARB TREE SERVICE	REMOVE 3 X LARGE HEAVY LEANING TREES	BENMUNI	3,200.00
01/07/2026	EFT	EFT41718	26-00000637	J & J Swan Pty Ltd T/A Partners in Safety	PLEASE PROVIDE X4 EXPIRED/REPLACEMENT SAFETY HARNESSSES FOR THE COLLIE SES UNIT	BENMUNI	634.36
01/07/2026	EFT	EFT41719	1736553	THE PRINT SHOP BUNBURY	ENVELOPE ORDER - RATES NOTICES	BENMUNI	1,248.50
01/07/2026	EFT	EFT41720	INV-20677	P & S GRIGGS PLUMBING	REPLACE BACKFLOW DEVICE, DUE TO VANDALISM AND THEFT	BENMUNI	1,053.96
01/07/2026	EFT	EFT41720	INV-20676	P & S GRIGGS PLUMBING	REPAIR OR REPLACE 2 LADY'S TOILETS UPSTAIRS IN COUNCIL CHAMBERS	BENMUNI	193.97
01/07/2026	EFT	EFT41720	INV-21227	P & S GRIGGS PLUMBING	RUNNING P/O FOR MAY & JUNE GENERAL MAINTENANCE ON PUBLIC TOILETS AND DUMP POINTS	BENMUNI	968.00
01/07/2026	EFT	EFT41720	INV-21230	P & S GRIGGS PLUMBING	RUNNING P/O FOR MAY & JUNE GENERAL MAINTENANCE ON PUBLIC TOILETS AND DUMP POINTS	BENMUNI	132.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
01/07/2026	EFT	EFT41721	I39807	PAULL AND WARNER RESOURCES PTY LTD T/AS FOR THE ANNUAL SERVICE/ RECTIFICATION OF FAULTS ON THE HARRIS RIVER 1.4 FIRE APPLIANCE.		BENMUNI	5,542.39
01/07/2026	EFT	EFT41722	SOS705298	SOS OFFICE EQUIPMENT	MONTHLY SERVICE AND PHOTOCOPIER BILLING FOR SES PRINTER	BENMUNI	71.06
01/07/2026	EFT	EFT41723	INV-24796	SCAVENGER SUPPLIES Pty Ltd	PROVIDE 8X REPLACEMENT BLANKETS FOR THE ALLANSON, CARDIFF & HARRIS RIVER FIRE APPLIANC	BENMUNI	3,476.00
01/07/2026	EFT	EFT41724	INV-7342	COLLIE SIGNFX	SIGNAGE FOR WALLSEND GROUNDS ABLUTIONS	BENMUNI	220.00
01/07/2026	EFT	EFT41725	CI-3926	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	11.55
01/07/2026	EFT	EFT41725	CI-3928	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	46.20
01/07/2026	EFT	EFT41725	CI-3930	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	455.40
01/07/2026	EFT	EFT41725	CI-3932	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	274.45
01/07/2026	EFT	EFT41725	CI-3927	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	524.15
01/07/2026	EFT	EFT41725	CI-3929	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	57.75
01/07/2026	EFT	EFT41725	CI-3931	FIRECORE SOLUTIONS	FIRE EQUIPMENT INSPECTIONS AND COMPLIANCE MAINTENANCE WORKS - SHIRE BFB AND SES	BENMUNI	277.20
01/07/2026	EFT	EFT41725	575589	THOMSON AUTO PARTS	PROCURE A NEW AIR COMPRESSOR TO REPLACE THE ONE THAT WAS STOLEN.	BENMUNI	1,100.00
01/07/2026	EFT	EFT41725	575797	THOMSON AUTO PARTS	PEN ENGRAVING TOOL	BENMUNI	60.01
01/07/2026	EFT	EFT41727	150816#21	T-QUIP	PARTS FOR PARUZZO PANTHER	BENMUNI	76.45
01/07/2026	EFT	EFT41728	40264	TALIS CONSULTANTS	WATER SAMPLING & ANALYSIS AT GIBBS ROAD LANDFILL FACILITY	BENMUNI	11,430.65
01/07/2026	EFT	EFT41729	INV-0198	TDC CONTRACTORS	CLEAN FILL CARTAGE FOR WASTE TRANSFER FACILITY	BENMUNI	14,850.00
01/07/2026	EFT	EFT41730	B00168126	URBIS PTY LTD	SHIRE OF COLLIE - INFILL HOUSING - TOOL KIT	BENMUNI	7,150.00
01/07/2026	EFT	EFT41731	804066	COLLIE RIVER VALLEY MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL	BENMUNI	319.00
01/07/2026	EFT	EFT41732	INV-2037	VISIMAX	MICROCHIP READER, WARNING NOTICE BOOKS, LG ACT INFRINGEMENT BOOKS	BENMUNI	1,261.32
01/07/2026	EFT	EFT41732	INV-2056	VISIMAX	VEHICLE TOWING STICKER BOOKS, 10 X CUSTOM BOOKS	BENMUNI	869.88
03/07/2026	EFT	EFT41733	514848800	COLLIE COMMUNITY PUBLISHERS (CRV BULETI	COMMUNITY REPRESENTATIVES FOR COMMITTEES, ADVISORY AND WORKING GROUPS. - ADVERT:	BENMUNI	306.90
03/07/2026	EFT	EFT41733	514847182	COLLIE COMMUNITY PUBLISHERS (CRV BULETI	COMMUNITY REPRESENTATIVES FOR COMMITTEES, ADVISORY AND WORKING GROUPS. - ADVERT:	BENMUNI	204.60
03/07/2026	EFT	EFT41734	INITV043311	IT VISION SOFTWARE PTY LTD (Ready Tech)	END OF FINANCIAL YEAR SERVICE PACK - OPTION 3	BENMUNI	3,025.00
03/07/2026	EFT	EFT41735	630100309	OFFICEWORKS (ON LINE ORDERS ONLY)	STATIONERY SUPPLIES	BENMUNI	397.00
03/07/2026	EFT	EFT41736	72514	PLANNING INSTITUTE OF AUSTRALIA	ONE ATTENDEE TO THE PLANNING INSTITUTE OF AUSTRALIA - WA REGIONAL CONFERENCE	BENMUNI	375.00
03/07/2026	EFT	EFT41736	72513	PLANNING INSTITUTE OF AUSTRALIA	ONE ATTENDEE TO THE PLANNING INSTITUTE OF AUSTRALIA - WA REGIONAL CONFERENCE	BENMUNI	375.00
03/07/2026	EFT	EFT41737	INV-44758	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTR	SKYTRUST INTELLIGENCE SYSTEM (AGREEMENT - I-24-2674) - MONTHLY SUBSCRIPTION,	BENMUNI	493.90
03/07/2026	EFT	EFT41737	INV-45261	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTR	SKYTRUST INTELLIGENCE SYSTEM (AGREEMENT - I-24-2674) - MONTHLY SUBSCRIPTION,	BENMUNI	493.90
03/07/2026	EFT	EFT41738	526472-286	TELAIR PTY LTD	STANDING ORDER FOR TELAIR MOBILE PHONE DATA AND VOICE CHARGES	BENMUNI	685.99
03/07/2026	EFT	EFT41739	INV-0335	TAILORED GRAZING	SOUTH WEST COUNTRY ZONE MEETING - 10 JUNE 2026	BENMUNI	600.00
09/07/2026	EFT	EFT41740	INV-6380	COLLIE SALVAGE & HARDWARE	SUPPLIES	BENMUNI	1,389.53
09/07/2026	EFT	EFT41740	INV-6544	COLLIE SALVAGE & HARDWARE	SUPPLIES	BENMUNI	186.90
09/07/2026	EFT	EFT41740	INV-6545	COLLIE SALVAGE & HARDWARE	SUPPLIES	BENMUNI	412.95
09/07/2026	EFT	EFT41740	INV-6543	COLLIE SALVAGE & HARDWARE	SUPPLIES	BENMUNI	573.75
09/07/2026	EFT	EFT41741	SHCO2026001	PATHWEST	PATHOLOGY TESTING	BENMUNI	110.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
Payment by Petty Cash							
01/07/2026	CHQ	72602	RP JUN 26	SHIRE OF COLLIE - PETTY CASH	SUPPLIES	BENMUNI	198.90
Payments made by direct debit							
24/06/2026	DD	DD34278.1	1014770847	AUSTRALIA POST	ADMIN POSTAGE - MAY 2026	BENMUNI	173.60
24/06/2026	DD	DD34279.1	1014769255	AUSTRALIA POST	POSTAGE - LIBRARY MAY 2026	BENMUNI	151.05
06/07/2026	DD	DD34315.1	06072026	Loacal Group Pty Ltd t/as LJ Hooker Property SW	RENTAL AGREEMENT - 2A PENDLETON STREET, COLLIE	BENMUNI	600.00
13/07/2026	DD	DD34316.1	13072026	Loacal Group Pty Ltd t/as LJ Hooker Property SW	RENTAL AGREEMENT - 2A PENDLETON STREET, COLLIE	BENMUNI	600.00
07/07/2026	DD	DD34317.1	873645	FLEETCARE PTY LTD	COMMUNITY EMERGENCY SERVICES MANAGER VEHICLE LEASE	BENMUNI	2,716.07
08/07/2026	DD	DD34319.1	08072026	3E ADVANTAGE PTY LTD	DEPOT PHOTOCOPIER LEASE JULY 2026	BENMUNI	181.50
03/07/2026	DD	DD34320.1	03072026	FINRENT PTY LTD	PLOTTER LEASE JULY 2026	BENMUNI	402.59
01/07/2026	DD	DD34321.1	LMB1308636	LES MILLS ASIA PACIFIC	LES MILLS SIGNATURE PARTNERSHIP PACKAGE AS PER CONTRACT	BENMUNI	754.58
22/06/2026	DD	DD34323.1	22062026	IINET CONNECT BETTER	NBN25 SATELLITE MONTHLY CHARGE	BENMUNI	224.95
07/07/2026	DD	DD34325.1	INV-46055	DIGIT BOOKS PTY LTD	PAYROLL PROCESSING JUNE 2026	BENMUNI	2,678.50
21/06/2026	DD	DD34277.1	9432663136	AMPOL	DIESEL DELIVERY 3000L		9,352.20
21/06/2026	DD	DD34277.1	9437210073	AMPOL	DIESEL DELIVERY 4000L ,		6,577.23
Payroll							
18/06/2026	EFT		SHIRE PAYROLL	SHIRE PAYROLL	PAYROLL PPE 14.06.2026	BENMUNI	152,108.25
					INCLUDING BELOW REIMBURSEMENTS		
					STAFF REIMBURSEMENT ROCHE PARK FITNESS CLASSES SUBSCRIPTIONS		290.40
					STAFF REIMBURSEMENT FOR FUEL		116.69
					STAFF REIMBURSEMENT FOR SES FOOD DURING STORM		244.74
02/07/2026	EFT		SHIRE PAYROLL	SHIRE PAYROLL	PAYROLL PPE 28.06.2026	BENMUNI	150,237.15
					INCLUDING BELOW REIMBURSEMENTS		
					STAFF REIMBURSEMENT ROCHE PARK FITNESS CLASSES SUBSCRIPTIONS		257.87
19/06/2026	DD	DD34271.1		Precision Administration Services Pty Ltd (BEAM)	SUPERANNUATION PAYABLE FOR PPE 14.06.2026	BENMUNI	29,602.32
03/07/2026	DD	DD34289.1		Precision Administration Services Pty Ltd (BEAM)	SUPERANNUATION PAYABLE FOR PPE 29.06.2026	BENMUNI	29,758.84
							1,042,033.45

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Appendix 14.2.B

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
Payments made by purchasing card							
21/06/2026		DD34276.1	0001684748	AMPOL CARD	- 106CO		115.61
21/06/2026		DD34276.1	0001684748	AMPOL CARD	- WORKSHOP		128.81
21/06/2026		DD34276.1	0001684748	AMPOL CARD	- 102CO		159.73
21/06/2026		DD34276.1	0001684748	AMPOL CARD	- 105CO		284.99
21/06/2026		DD34276.1	0001684748	AMPOL CARD	- 107CO		657.53
21/06/2026		DD34276.1	0001684748	AMPOL CARD	- CEO		700.49
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1EFB204)		193.99
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1EOB212)		80.57
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(CO31241)		5.50
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1DAN765)		64.83
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(CO20218)		5.50
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1CXV789)		5.50
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1DCF765)		109.71
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(CO17526)		231.42
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1HAA346)		454.15
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1IWU118)		91.89
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1EZE593)		39.50
06/07/2026		DD34318.1	88	WRIGHT EXPRESS AUSTRALIA PTY LTD	(1HXV736)		5.50
Payment made by credit card							
14/07/2026		DD34326.1	5228	BENDIGO BANK CREDIT CARD	2026 FINANCIAL REPORTING - TEMPLATE AND DOCUMENTATION		1,815.00
14/07/2026		DD34326.1	FJ067WJ6U	BENDIGO BANK CREDIT CARD	COFFEE MACHINE FOR LUNCHROOM		599.00
14/07/2026		DD34326.1	29062026	BENDIGO BANK CREDIT CARD	CREDIT CARD FEE		4.00
							5,753.22

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9808	13-Jul-26	14.3	Accounts Paid – 16 May to 15 June 2026	That Council receives the List of Accounts paid for the period 16 May 2026 to 15 June 2026 as presented in Appendix 14.3.A totalling \$1,310,361.78.	Closed since last meeting	FM	No further action required
9807	13-Jul-26	14.2	Financial Management Report – May 2026	That Council receive the Financial Management Report for 31 May 2026 as presented in Appendix 14.2.A.	Closed since last meeting	FM	No further action required
9806	13-Jul-26	14.1	Budget Amendment for Rates Instalment Dates	That Council: 1.Pursuant to sections 6.2, 6.45 and 6.50 of the Local Government Act 1995, approve an amendment to the 2026/27 Budget to amend the due dates for payment of rates by instalments to the following: a.First quarterly instalment - 24 August 2026; b.Second quarterly instalment - 26 October 2026; c.Third quarterly instalment - 4 January 2027; and d.Fourth quarterly instalment - 8 March 2027. 2.Note the updates by the State Government to the application fees under the Building Regulations 2012, with the published 2026/27 Schedule of Fees & Charges to be updated to reflect these changes.	Closed since last meeting	GovC	Budget updated
9804	13-Jul-26	10.1	Audit Risk and Improvement Committee – 22 June 2026 Committee Recommendations	That Council endorse the 2026 Work Health and Safety Framework.	Closed since last meeting	WHS	No further action required
9803	13-Jul-26	10.1	Audit Risk and Improvement Committee – 22 June 2026 Minutes	That Council receives the Minutes of the Audit Risk and Improvement Committee Meeting held on 22 June 2026 as presented in Appendix 10.1.A.	Closed since last meeting	GC	No further action required
9802	13-Jul-26	8.1	Ordinary Council Meeting – 9 June 2026	That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 9 June 2026.	Closed since last meeting	GC	No further action required
9800	13-Jul-26	13.1a	Proposed Home Business – 150 Booth Street, Collie	That Council approve the Development Application P017/26 for a Home Business (Graphic Design) at 150 Booth Street, Collie, 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.Prior to lodging an application for a building permit, updated development plans must be submitted to and approved by the Shire of Collie to show: a.Home business studio setback not less than 5 metres from the west side boundary. 4.The Home Business activities shall only be undertaken in the studio endorsed by Council on the approved plan(s). Any variation to the approved Home Business, including a change in the areas of the home used for the business, a variation in the nature of the business, relocation of the Home Business to a different address, or expansion of the business's operating hours, will require a new Development Approval.	Closed since last meeting	MPD	

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
	13-Jul-26	13.1b	Proposed Home Business – 150 Booth Street, Collie	5.The approved Home Business may operate for a period of not more than 12 months before this Approval shall be renewed. This renewal shall include the payment of fees as indicated in the Council's Schedule of Planning Fees and Charges. 6.Hours of operation shall be limited to: a.Monday to Friday from 9:00am to 4:00pm b.Saturday: closed; and c.Sunday and Public Holidays: closed. 7.The operation of the home business is restricted to the applicant, Darcy Mandry, who must remain a permanent occupant of the dwelling on the land. The operation of the home business by any other person or on any other land is not permitted by this approval. This approval cannot be transferred to any other person without the prior approval of the Shire of Collie. 8.No more than one (1) client is permitted to visit the premises at any given time. 9.The Home Business shall not have more than 4 customer visits per day. All visits by customers shall be by appointment only. 10.The business shall not employ more than 2 people who are not members of the occupier's household. 11.The business shall not involve the retail sale, display or hire of goods of any nature. 12.The parking of vehicles in association with the Home Business must be contained within the subject lot. 13.Before the development is occupied, the landscaped area(s) shown on the approved development plan(s) and must be planted, reticulated and thereafter maintained to the satisfaction of the Shire of Collie.	Closed since last meeting		

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9790b	09-Jun-26	11.1	Annual Budget 2026/27	•Option 2 (Four Instalments) -First instalment to be made on or before the due date of 24 August 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges; -Second quarterly instalment to be made on or before the due date of 24 October 2026, or 2 months after the due date of the first instalment, whichever is later; -Third quarterly instalment to be made on or before the due date of 17 December 2026, or 35 days after the due date of the second instalment, whichever is later; and -Fourth quarterly instalment to be made on or before the due date of 17 February 2027, or 35 days after the due date of the third instalment, whichever is later. C.Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates and charges (and service charges) through an instalment option of \$18.00 for each instalment after the initial instalment is paid (\$54.00 for four (4) instalment option). D.Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.0% where the owner has elected to pay rates and charges (and service charges) through an instalment option. E.Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 10.0% for rates and charges (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.	Closed since last meeting	FM	
9705	09-Dec-25	13.3	Update on Feasibility of Co-location - Collie Visitor Centre, Coalfields Museum and Historical Research Centre	That Council: 1.Receive the proposal to co-locate the Collie Visitor Centre, Coalfields Museum, and Historical Research Centre. 2.Note the intention of the Shire of Collie, Coalfields Museum, Historical Research Centre and Collie Visitor Centre to work together to complete the following project stages by July 2026, subject to the available funding: a.the project definition; b.pre-concept design; c.concept design; and d.schematic design..	Closed since last meeting	DDS	Slavins Architects have been engaged by the Museum and are working on project definition, pre-concept, concept, and schematic design, inclusive of cost and compliance advice. Report is included in July OCM Agenda.
9664	14-Oct-25	12.1	MRWA Route Determination Application – Gastaldo Road	That Council approach Main Roads Western Australia to request the relocation of the 80km speed sign on Gastaldo Road from SLK 0.65 to SLK 2.35.	Closed since last meeting	DO	Main Roads has confirmed approval to extend the existing 80 km/h speed zone on Gastaldo Road to SLK 2.00, representing an additional 1.28 km of reduced speed zone.

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9805	13-Jul-26	13.2	Draft Trading in Public Places Policy (CP3-002)	That Council 1.Endorse the advertising of draft Trading in Public Places Policy (CP3-002) for public comment for a period of 28 days. 2.Notes that draft Trading in Public Places Policy (CP3-002) will be subject to a further report to Council after the completion of the public advertising period.	Open	MPD	Advertised.
9801	13-Jul-26	13.3	Concept Design for the Co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre	That Council 1.Receive and endorse the preliminary concept design for co-location of the Coalfields Museum and Historical Research Centre and Collie Visitor Centre on Reserve 47293; 2.Note a.The concept design allows for the retention of two locomotives on the lower level of Reserve 47293 and does not include additional roofed coverage for the retained W Class locomotive; b.The location of the locomotive known as 'Polly' remains unchanged near the entry to the Collie Visitor Centre on Throssell Street; c.Restoration or protective work on any of the four locomotives on Reserve 47293 may require their relocation to another site. If this is required, a report will be provided to Council, accompanied by a business case outlining costs, funding sources, and the return location of the locomotive(s); d.A Councillor workshop will be scheduled in August 2026 to support Council feedback for incorporation into the final concept design; and e.A further report will be presented to Council, providing Council the opportunity to consider the final concept design.	Open	DDS	Workshop being planned. Proposed Tuesday 25 August 4:00pm.
9795	09-Jun-26	13.1	Short-Term Rental Accommodation Scheme Amendment	That Council, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Regulation 50(2)(a) and 50(3)(b), resolves to: 1.Note the submissions received during the advertising period. 2.Support with modification of the proposed Scheme Amendment No.3 to the Shire of Collie Local Planning Scheme No. 6 as per Attachment 13.1.B. 3.Submit the advertised scheme amendment documentation and schedule of submissions to the Western Australian Planning Commission. 4.Following approval of the amendment by the Minister for Planning and Lands, Housing and Works and Health Infrastructure, execute the amendment documents and provide copies to the Western Australian Planning Commission for endorsement.	Open	MPD	Submitted to WAPC for consideration.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9778	12-May-26	11.4	Draft Annual Budget 2026/27	That Council 1.Endorse the Shire of Collie 2026/27 Draft Budget, inclusive of the following elements: a.Operating Income and Expenditure presented in Schedules 3 to 14, as contained in Appendix 11.4.A, which includes the following: •Statement of Financial Activity by Nature and Program; •Statement of Financial Activity showing an amount required to be raised from rates for 2026/27 of \$8,534,575 as amended; •Revenue generated from the Schedule of Fees and Charges for 2026/27; •Notes to and Forming Part of the Budget; and •Budget Program Schedules. b.Asset Capital Expenditure, including New, Upgrade and Renewal capital works. c.Rating Strategy. d.Reserve Transfers and Loans as outlined in the Reserves Management Strategy and Loan Management Strategy. 2.Request the Chief Executive Officer to investigate Hodgson Terrace and Bradbury Road.	Open	DO	Report to be provided on Hodgson Terrace and Bradbury Road to a future meeting. Footpath grant opportunities are being investigated.
9767	14-Apr-26	11.8	Local Government Act 1995 Reforms – Amendment to Code of Conduct	That Council 1)Adopts the amended Code of Conduct for Council Members, Committee Members and Candidates as provided in Appendix 11.8.A. 2)Notes a further report on the review of Council Policy CP1-019 Elected Members Code on Conduct Behaviour Complaints Management Process will be presented to the June Ordinary Council Meeting.	Open	GovC	Policy review deferred to September.
9761	14-Apr-26	11.3	Rating Strategy 2026/27-2035/36	That Council: 1.In line with forecast growth: a)Endorse a projected base rate revenue increase of 4.5% for the 2026/27 budget. b)Endorse a projected base rate revenue increase of 4.5%, 4.5%, 4.5% and 4.5% for the four year Corporate Business Plan. c)Endorse a projected base rate revenue increase of 4.5% for years five to fifteen of the Long Term Financial Plan. 2.Endorse the Rating Strategy 2026/27 to 2035/36 as the Shire of Collie Rates & Revenue Policy (Appendix 11.3.A) including the proposed introduction of Differential Rating from the 2027/28 financial year. 3.Endorse the establishment of the following proposed 6 Differential Rates across 11 Rating Categories from 2027/28: a)RESIDENTIAL (including Residential Vacant) b)COMMERCIAL (including Commercial Vacant) c)INDUSTRIAL (including Industrial Vacant) d)RURAL RESIDENTIAL (including Rural Residential Vacant) e)ACCOMMODATION f)UV Rural (including Mining) 4.Hold future public workshops to explain the differential rating strategy	Open	DCS	Incorporated into LTFP and annual budget process. Public workshop to be held. This resolution will not be updated until February 2027, following a public workshop in December 2026.
9749	10-Mar-26	15.1	Collie Roundhouse	That the CEO request the National Trust to provide an update to Council on the current status and future of the iconic Collie Roundhouse	Open	CEO	Response pending. No additional updates have been received from the National Trust.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9736a	10-Mar-26	11.2.a	Appointment of Community Members to Committees and Reference Groups	Officer's Recommendation: That Council: 1.Endorse the following community member appointments: a)Community Safety & Crime Prevention Committee Appoints the following members as community representatives to the Community Safety & Crime Prevention Committee in accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995 and the Terms of Reference: •Jill Dyson •Ronald Donoghue •representative of the WA Police Service •representative of the Department of Communities •representative of the Collie Police and Community Youth Centre •representative of the Collie Chamber of Commerce and Industry Inc. b)Collie Townscape Reference Group Appoints the following as community representatives to the Collie Townscape Reference Group in accordance with the Terms of Reference: •Yolanda Cool •Colin Smout •Tamsin Emmett c)Collie Environment & Waterways Reference Group Appoints the following as community representatives of the Collie Environment and Waters Reference Group in accordance with the Terms of Reference: •Hana Smith •Alison Melvin •Nola Green.	Open	GovC/CDO/Dev Services Admin	Persons appointed advised. EOI for Christmas Decoration Working Group to be advertised in July with a report to Council in August.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9736b	10-Mar-26	11.2.b		d)Events and Awards Reference Group Appoints the following as community representatives of Events and Awards Reference Group in accordance with the Terms of Reference: Australia Day Awards •Nola Green •Evan Mandry •Tom Reardon Sports •Hayley Digney •Jay Hewson •Jamie Maloney e)Collie Disability Access & Inclusion Reference Group Appoints the following as community representatives of Collie Disability Access & Inclusion Reference Group in accordance with the Terms of Reference: •Ronald Donoghue •Jodie Pilatti •Luke Horridge •Skye Strahan •Terri Watts 2.Christmas Decorations Working Group a)Establishes the Collie Christmas Decorations Reference Group. b)Appoints the following elected member as a member of the Collie Christmas Decorations Reference Group: Cr Smith c)Calls for expression of interest for other members to be appointed in accordance with the Terms of Reference at a future meeting of Council.	Open	GovC/CDO/Dev Services Admin	Persons appointed advised. EOI for Christmas Decoration Working Group to be advertised in July with a report to Council in September.
9732	10-Feb-26	15.1	Reward for Information Relating to Theft and Vandalism	That the CEO 1)Offers a reward of \$1,000 for information which leads to a conviction for the defacing of the cenotaph in Soldiers Park last weekend. 2)Prepare a report and draft Vandalism and Theft Reward Policy for Council's consideration.	Open	DDS/CESM	Reward has been offered. Report being prepared through Community Safety and Crime Prevention Committee. First meeting proposed to be held in September.
9719	23-Dec-25	6.3	Fire Damage House Shire to Act in Default of Owner Lot 150 (26) Mary Street Collie	That Council authorises: 1. The Shire to act in default of the owner to demolish the house and clean the land at Lot 150 (26) Mary Street Collie in accordance with section 140 of the Health (Miscellaneous Provisions) Act 1911. 2. Pursuant to Section 6.8 (1) of the Local Government Act, approve amendments to the 2025/2026 Budget to fund the works, to the value of \$76,000, through Municipal funds and to recognise recoverable income, resulting in a nil impact on the budgeted surplus. 3. The use of Cloud Payment Group to assist the Shire in recovering the costs against land.	Open	DDS	The job has been awarded and approvals have been received.Contractors have been advised that works will be completed on or around 17 August.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9713	09-Dec-25	20.4	Industrial Land	That Council: 1. Receive the Industrial Land report dated 9 December 2025. 2. Authorise the Chief Executive Officer to implement the Confidential recommendation contained within the 9 December 2025 Behind Closed Doors Report 20.4.	Open	CEO	Acquisition value included in the draft 2026/27 Budget. DevelopmentWA are progressing the contract of sale.
9706	09-Dec-25	14.1	Disposal of Properties to Recover Rates – Various Assessments	That Council utilise CLOUD PAYMENT GROUP to sell the properties and / or the parcels of land attached to: •Assessment A37 •Assessment A743 •Assessment A744 •Assessment A745 •Assessment A2131 •Assessment A2713 •Assessment A2860 due to non-payment of rates and services for a period of three years or more, under Section 6.64 of the Local Government Act 1995.	Open	CEO/DCS	Payment in full has been received on one property. Further report to be provided to the September Council Meeting.
9691	11-Nov-25	12.2	Proposed Twelve (12) Month Trading Undertaking – Sale of Sand	That Council: 1.Endorse the establishment of a twelve (12) month trial Trading Undertaking for the sale of sand from Premier Coal (Pit 4), commencing 1 January 2026 and ceasing 31 December 2026; 2.Authorise the Chief Executive Officer to liaise with Premier Coal to confirm any restrictions, WH&S and other requirements under Sand Extraction Licence PCL-PC-4072, and apply for the relevant permissions; 3.Endorse the introduction of a new Shire of Collie Fee and Charge for the “Sale of Sand at \$15.00 per tonne”, with the new Fee and Charge to apply from 1 January 2026; 4.In accordance with S6.2 of the Local Government Act 1995, give local public notice of its intention to introduce a new Shire of Collie Fee and Charge for the “Sale of Sand at \$15.00 per tonne”; 5.Endorse the implementation of unbudgeted operational control measures associated with the Trading Undertaking including weighbridge verification, pre-extraction notification, relevant supervision, and passive surveillance; 6.Endorse the commissioning of a volumetric survey to confirm total sand availability at Premier Coal (Pit 4) and set extraction limits; 7.Endorse the allocation net revenue (sales income less expenditure) from the sale of sand being allocated to the Building Reserve; and 8.Note that the findings from the Trading Undertaking trial will inform a formal Business Case to be developed and considered by Council at the December 2026 Council meeting.	Open	DO	Arrangements are being put in place to enable the trial to proceed. Delayed due to staff resourcing.
9689	11-Nov-25	11.6	Lease Renewal and Extension – Collie Racing Drivers Association (Speedway)	That Council supports: 1.The excision of 30m x 315.37m of land from Unallocated Crown Land PIN 547520 for inclusion into adjoining Reserve 30627, subject to the Collie Racing Drivers Association Inc meeting all costs incurred by the Shire of Collie. 2.The renewal of the lease of Reserve 30627, incorporating the proposed extension, to the Collie Racing Drivers Association Inc for a period five years with an option to renew for a further term of five years.	Open	GC	Collie Racing Drivers Association advised. DPLH to finalise the excision. Changes to the land boundaries should be finalised in August.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9669	14-Oct-25	20.2	Renergi Project Update	That Council: 1.Receive the Renergi Waste to Energy Plant advice from McLeods Lawyers dated 9 October 2025. 2.Authorise the Chief Executive Officer to implement the Confidential recommendation contained within the 14 October 2025 Behind Closed Doors Report 20.2.	Open	CEO	Updated draft lease and operating agreement provided to Renergi for further comment. Subsequent meetings have occurred.
9655	09-Sep-25	20.1	Special Projects Director	That Council: 1.Endorse the creation of the Special Projects Director position; 2.Authorise the Chief Executive Officer to recruit and negotiate the terms of appointment a through a 3-5 year Contract of Employment; 3.Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase employee costs through the employment of a Special Projects Director of \$134,750; and 4.Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase grants and contributions income associated with the employment of a Special Projects Director of \$134,750.	Open	CEO	Recruitment to commence following finalisation of funding agreements.
9640	12-Aug-25	12.1	Tender 01/2025 Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound	That Council: 1.Resolves not to accept any of the tender submissions for Tender 01/2025 'Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound', based on the Evaluation Panel Report recommendation detailed in Confidential Attachment 12.1.A – Tender Evaluation Report; and 2.Request the Chief Executive Officer to investigate and provide further information and costings on alternative options.	Open	DO	Further information on alternative options workshopped with Council in May. Future report to be provided to Council in September.
9558	11-Mar-25	10.2	Audit Committee Meeting – 11 March 2025	That Council support the Audit Committee's request to receive a report on the current Water Corporation water consumption invoices and locations to assess whether seasonal water consumption or leakage is the cause of current expenditure levels.	Open	DCS	Some information presented to ARIC Meeting held 31 March 2026. Item deferred pending further information to be provided.
9528	10-Dec-24	14.1	Rotary Fire Tower Restoration Project - Reserve 30555 Coombes Street, Collie	That Council authorise the Chief Executive Officer entering into a Facility User Agreement with the Rotary Club of Collie over a portion of Reserve 30555 Coombes Street, Collie for the purposes of storage and restoration of the Stage 1 Hut element of the Munro Fire Tower Project, at no charge for a period not exceeding 3 years, unless otherwise extended by Council. This agreement does not in any way indicate support for the project beyond Stage 1.	Open	CEO/DO	Hut has been stored at Coombes Street. Feasibility of main structure is being reviewed by Rotary.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9425	11-Jun-24	13.1	Collie Town Centre Special Purpose Parking	That Council resolves pursuant to the Shire of Collie Parking Local Law to: a) note the responses received during further targeted consultation with stakeholders in the Town Centre; b) designate a taxi only between the hours of 6pm – 6am on-street parking bay on Throssell Street in a suitable location between the Crown and Victoria Hotels; c) designate the existing loading bay opposite the Boulevard Shopping Centre as a dual taxi parking and loading bay on Forrest Street; d) designate an Australian Standard compliant on-street disabled bay on Throssell Street opposite 123 Throssell Street, following undertaking consultation with Main Roads WA and report back to Council; e) direct officers to undertake further investigations relating to other recommendations raised in the report back to Council as a subsequent stage of the parking review.	Open	TP/DDS	Point e) to be finalised in late 2026 or early 2027.
9380	12-Mar-24	13.3	Collie Airfield Master Plan	That the Council: 1. adopts the Collie Airfield Master Plan; 2. instruct CEO to investigate project planning for the implementation of the Collie Airfield Master Plan.	Open	DDS	Actions are underway to progress land tenure arrangements for the site.
9259	12-Sep-23	14.3	Proposed Road Widening – Christie Street, Collie	That the Council resolve to authorise necessary actions to widen the road reserve adjacent lot 1173; 16 Christie Street, Collie.	Open	DO	Arrangements are being made to undertake the required survey.