



Shire of
Collie

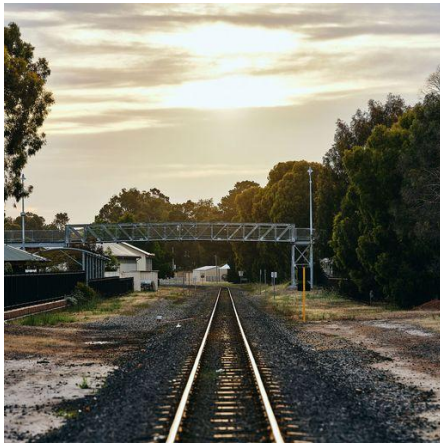
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 10 February 2026



Our Vision

Collie - *A progressive community, rich in opportunities and as diverse as its heritage and landscape.*

Our Values

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

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

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

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

Acknowledgement of Country

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

NOTICE OF MEETING

Please be advised that the



Ordinary Meeting of Council

commencing at **6:00pm**

will be held on

Tuesday, 10 February 2026

in Council Chambers at 87 Throssell Street, Collie
WA.

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

Phil Anastasakis
Chief Executive Officer

4 February 2026

DISCLAIMER

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

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

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

DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

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

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

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

Name (Please Print)

Signature

Date

NB

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

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

Office Use Only:

Date/Initials

1. Particulars of declaration given to meeting

2. Particulars recorded in the minutes

3. Signed by Chief Executive Officer

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

- 5.23. (1) Subject to subsection (2), the following are to be open to members of the public
- (a) all Council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following --
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal --
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to --
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
 - (g) information which is the subject of a direction given under section 23 (1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

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

[illegible]

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 10 February 2026 commencing at 6:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

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

2. PUBLIC QUESTION TIME

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

Council consideration towards the Public:

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

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DISCLOSURE OF FINANCIAL INTEREST

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

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

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

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

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

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**8.1 Ordinary Council Meeting – 9 December 2025****Officer's Recommendation:**

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 9 December 2025.

8.2 Special Council Meeting – 23 December 2025**Officer's Recommendation:**

That Council confirms the Minutes of the Shire of Collie Special Meeting of Council held on 23 December 2025.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil.

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

Nil.

11. CEO REPORTS

11.1 Corporate Business Plan Quarterly Progress Report – October to December 2025

Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/001
Appendices:	Appendix 11.1.A – Corporate Business Plan – Quarterly Progress Report October to December 2025
Voting Requirement	Simple Majority

Report Purpose

To receive a quarterly report on the progress of actions set out in the Corporate Business Plan 2022/23 – 2026/27.

Officer's Recommendation:

That Council receives the Corporate Business Plan Quarterly Report, October to December 2025 as contained in Appendix 11.1.A.

Background:

In 2012 the Western Australian State Government introduced the Integrated Planning and Reporting Framework, requiring each Local Government to have a Strategic Community Plan, a Corporate Business Plan and other informing strategies in place to ensure the future provision of services and facilities is sustainable for local communities. The Strategic Community Plan expresses the long term aspirations of the community and is the overarching document that sets out the community's vision, aspirations and values over the next 10 years.

Council adopted its Strategic Community Plan 2022 in December 2022 and Corporate Business Plan 2022/23 – 2026/27 in March 2023. The Corporate Business Plan 2022/23-2026/27 has been reviewed and updated in April 2024 and May 2025.

The Corporate Business Plan 2022/23 – 2026/27 sets out the various actions that will give effect to the Strategic Community Plan. The two documents are structured to provide:

Strategic Community Plan:	5 Themes 9 Objectives 27 Strategic Priorities
Corporate Business Plan:	51 Action

A quarterly progress report is an effective means to update Council and the community on progress against agreed priority actions.

A full review of the Strategic Community Plan and Corporate Business Plan will be undertaken during the first half of the 2026.

Statutory and Policy Implications:**Local Government Act 1995.****5.56. Planning for the future**

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996**19C. Strategic Community Plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*

19DA. Corporate Business Plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Budget Implications:

Resourcing to deliver on the terms of the Corporate Business Plan 2022/23 – 2026/27 are provided for in annual budget allocations.

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:

The Strategic Community Plan was subject to communications through the community engagement process. This Report will be published on the Shire website.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.3	To share a quarterly achievements report against community strategic priorities.
Actions	5.1.3.1	Publish quarterly progress reports

Relevant Precedents:

The Strategic Community Plan and Corporate Business Plan are adopted in accordance with the terms of the Act and Regulations. Reporting against these plans is scheduled to occur quarterly.

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	Corporate Business Plan Quarterly Progress Report – October to December 2025	
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)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Reputational	Not meeting the objectives included in the Corporate Business Plan could impact the Shire’s image and reputation.

Comment:

The Quarterly Report is designed to provide information on the progress of key projects in the Corporate Business Plan 2022/23-2026/27.

The Report identifies the status of each of the 51 actions for the period October to November 2025. Overall, the report shows positive progress of actions with 37 tasks recorded as on track or complete, 10 items are listed as behind target or at risk, 3 pending, 0 marked as critical and 1 as deferred or not proceeding.

Council is requested to receive the Quarterly Report.

12. OPERATIONS REPORTS

Nil.

13. DEVELOPMENT SERVICES REPORTS

13.1 Local Planning Policy CP3-001 – Workforce Accommodation - Consent to Advertise	
Reporting Department:	Development Services
Reporting Officer:	David Quelch - Manager Development Services
Accountable Manager:	Alex Wiese - Director Development Services
Legislation	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
File Number:	LUP/033
Appendices:	Appendix 13.1.A <i>Draft Local Planning Policy CP3-001 Workforce Accommodation</i>
Voting Requirement	Simple Majority

Report Purpose:

For Council to approve for public advertising a draft Local Planning Policy on Workforce Accommodation (Local Planning Policy CP3-001)

Officer's Recommendation:

That Council:

- 1. Authorise the CEO to advertise for public comment, the draft Local Planning Policy CP3-001 Workforce Accommodation for a period of 21 days in accordance with Schedule 2, Part 2, Clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015;*
- 2. Subject to no substantive written submissions being received during the advertising process, proceed with the policy without modification;*
- 3. Subject to 2. above, authorise the CEO to publish the Local Planning Policy CP3-001 – Workforce Accommodation; and*
- 4. Note that should one or more substantive submissions be received by the Shire, consideration of Local Planning Policy CP3-001 – Workforce Accommodation returns to Council for review and a decision to proceed or not proceed.*

Background:

The 'Just Collie Transition Package and Plan', initiated by the Western Australian government in 2021, aims to transition the Collie economy away from its dependence on coal by investing to attract major projects and to bring new industries to town. The transition phase is forecast to result in periodic increases in construction activity associated with approved renewable energy and industrial developments, and significantly increase demand for workforce accommodation. As an early response, Collie Hills Village has expanded to more than 300 rooms, and local hotels and motels have invested to meet demand. However, as the transition has gained momentum, Collie has begun to experience shortages of both short-term and permanent accommodation. This has led to the Shire of Collie receiving an increase in

enquiries about new workforce accommodation developments.

The experience of other regional cities and towns in Western Australia shows that integrating workforce accommodation into communities is a complex issue that generates considerable interest among residents. A key approach councils take is to adopt a local planning policy that guides (and provides additional detail on) the merits-based assessment of workforce development applications, focusing on factors such as time limits for approvals, demand, reciprocal benefits and community integration. Examples of local governments that have adopted workforce accommodation policies include: - Karratha, Port Hedland, Kalgoorlie-Boulder, Narrogin, Wyndham-East Kimberley, Kul-in, Dandaragan and Chapman Valley.

Statutory and Policy Implications:

The preparation and adoption of a Local Planning Policy is made in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations).

Under Schedule 2, Part 2 of the Deemed Provisions of the Regulations, the Shire must have regard to a local planning policy in determining a development application.

LPS6

Under LPS6, Workforce Accommodation is an 'A' use in the land zoned 'Rural'. An 'A' use is defined as a land use that is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions. Clause 32.17 requires applications for Workforce accommodation to address the following

- a) Applications for development approval for Workforce accommodation shall address the following, to the satisfaction of the local government:
 - (i) the demonstrated need for workers' accommodation necessary for the continued operation of an industry;
 - (ii) the suitability of the site to be developed for the proposed use;
 - (iii) the suitable siting of the land use in the context of surrounding existing and proposed land uses to avoid landscape impacts and land use conflicts;
 - (iv) all services to the dwellings from the lot boundary (including access and egress by vehicles and pedestrians) are to be shared, where applicable;
 - (v) be located to minimise any amenity impacts from noise, dust, odour and light spill from the predominant land use; (vi) maintain the amenity of the locality;
 - (vi) comply with the development standards of this Scheme or any R-code standards applicable;
 - (vii) appropriate facility design and use including provision and/or access to recreation, entertainment and community services; and
- b) The preparation and implementation of a Workforce Management Plan outlining how the workforce will be managed on the site may be required to the satisfaction of the local government.

Budget Implications:

There are no budget implications that arise from this report.

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:

The draft policy will be advertised to the public in accordance with Clause 4 of the Regulations for a minimum period of 21 days.

The advertising of draft LPP CP3-001 satisfies the following objectives of Council Policy CS 1.7:

1. *Providing regular and consistent communication on Council's projects and activities to all stakeholders;*
2. *Creating a positive and professional image for the Shire of Collie through open, transparent communication and increased awareness of Council's projects and activities; and*
3. *Fostering meaningful community consultation processes in Council's activities.*

If any submissions are received on draft LPP CP3-001 these will be presented to Council for review and consideration.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	3	Our Built Environment
Objective:	3.1	Sound land planning and building strategies and schemes

Relevant Precedents:

Nil.

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	Local Planning Policy CP3-001 – Workforce Accommodation - Consent to Advertise	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Shire's adoption of Local Planning Policy CP3-001 - Workforce Accommodation	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	Reduce the rate of revenue over time
	Reputational	The Shire of Collie develops a reputation and is seen as a drive-in, drive-out (DIDO) town

Comment:

Providing workforce accommodation for drive-in/drive-out or fly-in/fly-out workers is a necessary part of the accommodation mix in many regional areas, including Collie, to support business and industry growth. However, incorporating and managing workforce accommodation within communities to mitigate negative impacts is a complex challenge. It follows that local planning frameworks (including schemes) should therefore be flexible enough to respond to demand for workforce accommodation; however, officers assert that this should not come at the expense of growing a sustainable, permanent residential population.

The planning mechanism available to the Shire to ensure that workforce accommodation does not become entrenched in a way that detracts from the mid-to-long term growth and sustainability of the community, through the adoption of local planning policy.

As such, draft Local Planning Policy CP3-001 Workforce Accommodation (refer to Appendix 13.1.1). has been developed for advertising following a review of other local government policies on this matter.

Draft CP3-001 aims to:

- Support temporary accommodation for major, fixed-duration construction projects where local employment and housing options are insufficient;
- Discourage the use of short-stay or camp-style facilities solely for drive-in-drive-out (DIDO) workforces, particularly where local alternatives exist;
- Ensure community amenity and local economic benefit by requiring facilities to be integrated into the local area and support local businesses;
- Provide clear performance criteria to enable the preparation and assessment of proposals which are appropriately designed commensurate to their location;
- Promote social integration by enabling workers to participate in community life, local commerce, and Shire services;
- Recognise workforce accommodation as a temporary use, with appropriate planning controls to ensure facilities do not become permanent by default;
- Require pre-planned transition pathways, ensuring land is reused or redeveloped promptly once workforce accommodation is no longer needed; and
- Encourage permanent housing solutions for long-term operational workers within the Shire.

Collie produces all of the state's coal and is the hub of power generation for Western Power's south-west interconnected system. However, WA's energy system is now shifting from traditional generation to increased reliance on new large and small scale renewable energy and storage. Consequently, the Just Transition Working Group (JTWG) was formed in December 2020 and the WA Government released the 'Collie's Just Transition Plan' which seeks to create a strong and sustainable future for Collie as it shifts away from a dependence on coal and coal-fired energy production. The 'Collie Transition Package' includes more than \$547 million of funding toward the ongoing transition of the Collie region as it moves away from emissions-intensive industries.

It is anticipated that the 'Collie's Just Transition Package and Plan' will increase the number of renewable energy projects and associated industrial development, as well as the establishment of new industries. Key projects already planned or underway include the Neon, Empowered and Synergy BESS developments, Green Steel WA's proposed steel recycling mill, Magnium's proposed Pilot Plant and International Graphite's proposed progressing facility. The construction phase for these projects and others is forecast to generate significant short-term employment at a time when there is already a shortage of accommodation.

At present there has only been one approval for workforce accommodation in the Shire of Collie, being the DAP (P075/23) approval for 'workforce accommodation and tourist development' at Lot 8 Collie Williams Road, Palmer issued on 24 April 2024. This approval resulted in the expansion of the existing Collie Hills Accommodation Village, which has been operational since 2007 and is located about 6km north-east of the Collie Townsite and less than 5km from the Coolangatta Industrial Estate. This facility is not expected to be able meet future demand, and in addition, the Shire received several enquiries about the possible construction of new workforce accommodation facilities.

Given the above and the current shortage of traditional housing supply in Collie, planning officers recommend strengthening the Shire's planning framework by adopting a planning policy that imposes conditions on workforce development approvals to balance the positive and negative impacts.

It is also important to note that both Council and Development Assessment Panel decisions are appealable to the State Administrative Tribunal. In these instances, local planning policies can play a key role in determining the outcome of the merits assessment of workforce accommodation proposals. To this point, McLeod Lawyers has published an article advising that local governments that wish to impose time-limited approvals for workforce accommodation should preferably ensure that an adopted planning policy provides a policy framework to support the imposition of such a condition.

The adoption of the CP3-001 will allow Council and or the State Development Assessment Panel(s) (DAP) to consider and or impose;

- Time limit approvals of up to 10 years, subject to specific additional requirements that aim to improve built form outcomes for the Shire and community.
 - This also includes time limit approvals for increased floor area and bed numbers of existing facilities.
- How the design, layout and amenity of the proposed facility aligns with the intended use and impact. This includes an evaluation of room typology and layout, mix of accommodation types, onsite amenities and communal spaces, and integration with the streetscape and surrounding area.
- Ensure major projects consider existing settlements to accommodate workers as part of a workforce model. Demonstrate the need for new workforce accommodation, or an increase in the number of beds, in the context of workforce accommodation provision across the Shire and in response to industry demand, including cumulative impacts of multiple workforce accommodation developments.
- Consider overall design principles to ensure development is compatible with local rural character and amenity, including built form, materials and finishes, building orientation, landscaping, fencing, awnings/walkways, car parking, facilities/services, signage and presentation.
- Mandatory requirement for a Management Statement addressing property maintenance, site access, emergency management and security measures.

- Ensure all workforce accommodation proposals provide well-designed communal spaces that support liveability, social interaction and resident well-being. This includes consideration of the scale and quality of shared facilities, internal and outdoor amenity, landscape design and leisure and recreation facilities.
- Allow Council to consider a range of other matters, including social impact and community integration, appropriate contributions to the community and compensatory benefits that strengthen community services and amenities elsewhere in the Shire.

To deliver on the most important objective of the Shire's current Community Strategic Plan to grow the local economy and deliver development that will sustain our town, it is recommended that Council endorse the LPP6 for advertising, and if no submissions are received, proceed with the policy without modification. If submissions are received via the advertising process, Council is informed that the policy and submission(s) will be re-presented to Council for consideration and a decision.

If adopted, the CP3-001 will set out the Council's position on workforce accommodation and provide additional guidance on the assessment and decision-making for Workforce Accommodation development applications under LPS6.

14. CORPORATE SERVICES REPORTS

14.1 Asset Management Policy	
Reporting Department:	Corporate Services
Reporting Officer:	Xandra Curnock – Director Corporate and Community Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	FIN/027
Appendices:	Appendix 14.1.A –CP2-001 Asset Management Policy
Voting Requirement:	Simple Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the Local Government Act 1995.

Council is requested to adopt the Asset Management Policy (refer to Appendix 14.1A – CP2-001 Asset Management Policy).

Officer's Recommendation:

That Council:

- 1. Adopts the Asset Management Policy as set out in Appendix 14.1.A – CP2-001 Asset Management Policy.*
- 2. Delete existing Council Policy OP1.24 –Asset Management Policy.*

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie to undertake a full review of Council Policies later in the 2025/2026 year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation and/or higher priority.

This policy has been designed to ensure that the Shire's assets support the community's needs and expectations, deliver financially sustainable service outcomes, and provide appropriate service levels for present and future stakeholders.

The policy will also provide clear direction as to how the Shire as custodians of community assets were managed those assets within a consistent management framework that is aligned to International Standard AS/NZS/ISO 55000:2024, integrated with Shire's business practices, and consistent with the State Governments integrated planning and reporting requirements.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

2.7. Role of council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law.*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Budget – Whole of Life Cost:

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

Communications Requirements:

No consultation is required in relation to this report. The Code of Conduct has been published on the Shire website and is made available to all Councillors, Committee Members and Candidates.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Council previously considered and adopted an Asset Management Policy in September 2024.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Review and adopt the Asset Management Policy.	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
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)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	Failure to manage assets, resulting in increased replacement or maintenance costs.
	Reputational	The Shires reputation could be viewed negatively for not undertaking regular reviews of policies of Council.

Comment:

The Asset Management Policy provides a guideline and assistance for Council and Shire employees.

14.2 Community Financial Support Policy

Reporting Department:	Corporate Services
Reporting Officer:	Tamsin Emmett – Community Development Officer
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	FIN/027
Appendices:	Appendix 14.2.A – CP2-002 Community Financial Support Policy Appendix 14.2.B - Contribution Request form CONFIDENTIAL – Appendix 14.2.C - Historical Financial Contributions
Voting Requirement:	Simple Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the Local Government Act 1995.

Council is requested to adopt the Community Financial Support Policy (refer to Appendix 14.2.A –CP2-002 Community Financial Support Policy).

Officer's Recommendation:

That Council:

- Adopts the CP2-002 Community Financial Support Policy as presented in Appendix 14.2.A; and*
- Notes that while the policy is in effect upon adoption, the requirement for contributions exceeding \$50,000 to include an audit report, financial history and forecasts will apply to funding issued for the 2026/2027 financial year onwards, recognising that the 2025/2026 budget has already been endorsed.*

Background:

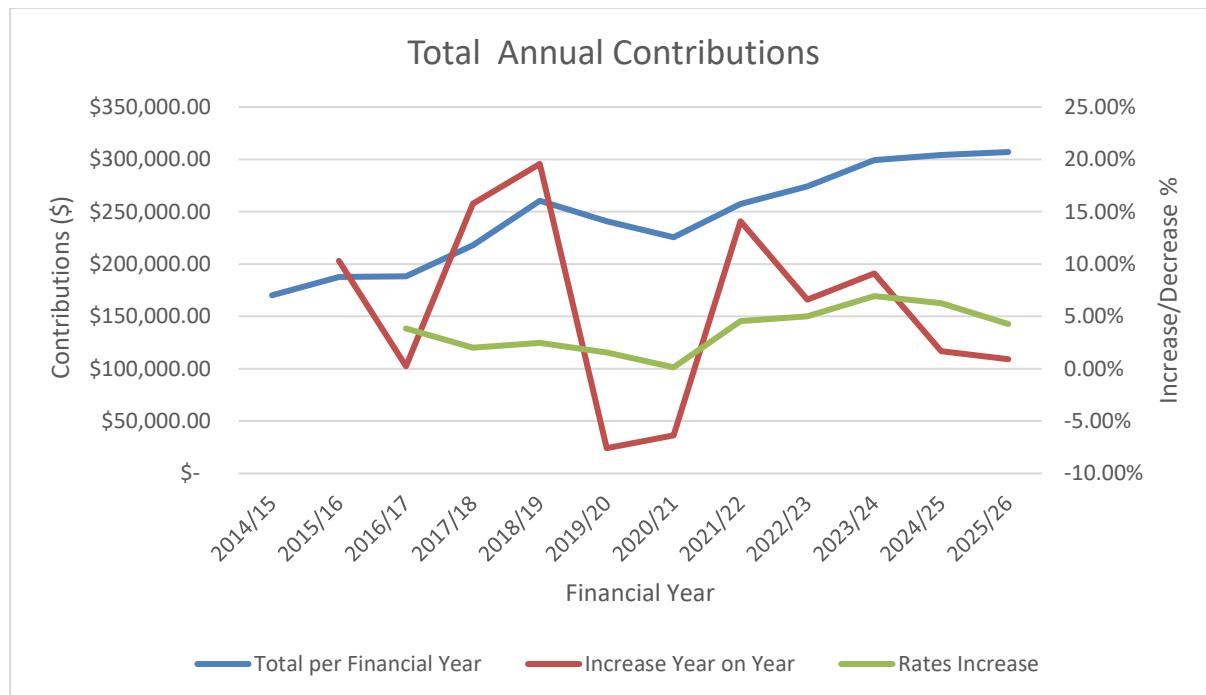
The Shire of Collie has a strong history of financially supporting local community groups, cultural organisations, events, and public facilities through structured annual contributions.

An analysis of historical data shows that over \$2.93 million has been allocated to community groups and programs since 2014/2015. Major recurring beneficiaries include the Collie Art Gallery, Visitor Centre operating grants, the Museum Operating Grant, and community events such as the Collie Show, Rotary's Apprentice of the Year, and the Christmas Pageant.

A review of annual allocations reveals notable peaks and troughs across the period, influenced by operational budgets, emerging priorities, and community demand. The chart below illustrates the total annual contributions between 2014/2015 and 2025/2026 not including the community grants from the Small Community Grant Funding Program that ceased in 2020.

However, it is important to note that historically there has been minimal reporting or acquittal of funds by many funding recipients, making it difficult to evaluate the long-term community

impact or return on investment of these contributions. The updated policy framework seeks to address this gap through improved accountability requirements for future funding rounds.



Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

2.7. Role of council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*

- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law.*

Budget Implications:

There are no immediate budget impacts. Any approved contributions are considered as part of Council's annual budget deliberations.

Communications Requirements:

The policy will be published on the Shire's website, and relevant community groups will be informed of the changes and provided with a copy of the updated policy.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

No formal Community Financial Support Policy has previously existed.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Review and adopt the Community Financial Support Policy.	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
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)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	Failure to manage cashflow due to increased contributions and funding to community.
	Reputational	The Shires reputation could be viewed negatively for not undertaking regular reviews of policies of Council.

Comment:

The revised Community Financial Support Policy provides a balanced, transparent, and strategic framework for supporting community-led initiatives. By applying enhanced financial reporting thresholds to future funding rounds, the Shire maintains its support for community groups while ensuring responsible stewardship of public funds. The policy reinforces the Shire’s commitment to transparency, fairness, and collaboration with the community.

14.3 Financial Hardship Policy

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	FIN/027
Appendices:	Appendix 14.3.A – CP2-003 Financial Hardship Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the Local Government Act 1995.

Council is requested to adopt the Financial Hardship Policy (refer to Appendix 14.3A – CP2-003 Financial Hardship Policy)

Officer's Recommendation:

That Council adopts the CP2-003 Financial Hardship as set out in attachment 14.3.A.

Background:

To meet operational needs, and to provide a more equitable process for members of the community (individual or groups), it is proposed that the Financial Hardship Policy set out two sets of criteria. Where an applicant is seeking a fee or charge (or multiple fees and charges) be waived, discounted or written off and:

1. The cumulative total of such related fees and charges is \$500 or less, then Shire officers are authorised to accept a declaration of the applicant (or in the case the applicant is an organisation, someone authorised by that organisation) setting out the basis for the financial hardship application in accordance with the policy; or
2. Where the amount exceeds that threshold, the more detailed application and assessment requirements must be satisfied by the applicant before the fee or charge can be waived, discounted or debt written off.

In addition, this policy expands the operation of financial hardship applications, in accordance with the intended effect of the revised Delegated Authority 1.1.21 and the Community Financial Support Policy.

The Financial Hardship Policy can be found in attachment 14.3.A.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

2.7. Role of council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law.*

Budget Implications:

There are no immediate budget impacts.

Communications Requirements:

The policy will be published on the Shire's website.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

No formal Financial Hardship Policy has previously existed.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Review and adopt the Financial Hardship Policy.
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
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)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	<div>Financial</div> <div>Failure to collect debt.</div> <div>Reputational</div> <div>The Shires reputation could be viewed negatively for not undertaking regular reviews of policies of Council.</div>

Comment:

The Financial Hardship Policy provides a guideline and assistance for Shire debtors who are suffering from short term or long term financial hardship.

14.4 Budget Timetable

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	FIN/050
Appendices:	Appendix 14.4.A – 2026/2027 Budget Timetable
Voting Requirement:	Simple Majority

Report Purpose

Council is asked to endorse the budget timeline (being the initial task for the preparation of the annual budget)

Officer's Recommendation:

That Council endorse the 2026/2027 budget development timetable as attached to this report.

Background:

In accordance with the Local Government Act 1995 the Shire must adopt its budget by 31 August each year.

An important part of the budgeting process is early and thorough preparation and planning. The objectives of early preparation are to:

- Inform staff, management and councillors of the process and their respective roles; and
- Ensure there is sufficient emphasis on program objectives and outputs rather than the previous year's activities and outputs.

The budget process must be linked to the Shire's plan for the future and align directly with the Corporate Business Plan for that year.

The steps included in the budget process are designed to progress the budget from its earliest planning stages when the capital works program is being put together through to adoption of the approved budget and subsequent, ongoing monitoring of the budget and actual results.

The attached budget development timeline takes into consideration the Shire's legislative requirements if it is going to impose differential rates which requires the Shire to give public notice and an application for Ministerial approval. The key dates with regards to differential rates are highlighted in the timeline in blue text. Other key dates for Councillors are highlighted in bold text. These dates are based on the approved Council meeting schedule. The 2026/2027 budget is planned to be approved by Council at the Ordinary Council Meeting scheduled for 9 June 2026.

Statutory and Policy Implications:

There are no policy implications resulting from the recommendations of this report.

Budget Implications:

There are no immediate budget impacts.

Communications Requirements:

No communications required.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Council has endorsed budget timeframes in prior years.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Review and adopt the 2026/2027 Budget Timetable.	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
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)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	Ensure sufficient funds for future and support cashflow management.
	Reputational	The Shire’s reputation could be viewed negatively for not undertaking regular reviews of policies of Council.

Comment:

The budget timetable provides a guideline to council and Shire employees for the preparation of the 2026/2027 budget.

14.5 Financial Management Report – December 2025

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.5.A – Financial Report – December 2025
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending 31 December 2025.

Officer's Recommendation:

That Council receive the Financial Management Report for 31 December 2025 as presented in Appendix 14.5.A.

Background:

In accordance with Council policy and the provisions of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* (Regulations), the Shire is required to prepare a monthly Statement of Financial Activity and Statement of Financial Position each month. Refer to Appendix 14.5.A

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.

Future reports will include financial forecasts to the end of the financial year to enable employees to closely monitor revenue and expenditure and provide up to date forecasts for the end of the financial year. This will provide more accurate budget monitoring, assist the mid-year budget review analysis, and will form a solid foundation for the estimated Surplus/(Deficit) at 30 June, which informs the future Budget and Long Term Financial Plan development process.

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:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

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 – December 2025
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)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	<p>Legal and Compliance Non compliance with the legislative requirements that result in a qualified audit.</p> <p>Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.</p> <p>Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</p>

Comment:

The financial statements provided in Appendix 14.5.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 December 2025:

- Income is over budget by 3.10%; and
- Expenditure is under budget by 11.51%.

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.

Description	Var. \$	Var. %
	\$	%
Revenue from operating activities		
Grants, subsidies and contributions	150,205	12.69%
Minningup Pool Grant larger than budget expectations due to project being delayed and finalised in 2025/2026 \$63k		
LIA entry grant - Department of Industry & Resources grant \$49k		
Interest revenue	55,814	34.48%
Mainly relates to interest on overdue rates		
Other revenue	(108,819)	(61.44%)
\$67k relates to workers compensation being less than budgeted estimates. \$19k relates to rates administration charges, incorrectly budgeted to other income, included in fees and charges. Will be corrected as part of mid year budget review.		
Expenditure from operating activities		
Employee costs	453,742	12.15%
Timing variance. Will be rectified by year end. Due to current vacancies and internal cost allocations.		
Materials and contracts	308,728	11.28%
Mainly relates to operational maintenance. Timing delay. To be reviewed as part of mid year budget review.		
Other expenditure	170,471	49.44%
Timing variance, mainly relates to plant on costs and labour overheads. Will be cleared by year end.		
Inflows from investing activities		
Proceeds from disposal of assets	(166,600)	(89.28%)
Timing variance as motor vehicle purchasing is to occur in the near future. Currently only two motor vehicles have been traded in and replaced.		
Outflows from investing activities		
Acquisition of property, plant and equipment	132,453	12.32%
Timing variance between budget and purchase of assets		
Acquisition of infrastructure	(83,702)	(107.16%)
(\$50k) relates to drainage works on Forrest st. Project was not completed until 2025/2026, but was budgeted for in 2024/2025.		
Outflows from financing activities		
Transfer to reserves	(950,291)	(222.51%)
\$950k transferred from Municipal funds to unspent grants Reserve in relation to the heated swimming pool grant. Ongoing discussions being held in relation to the reallocation of these grant funds to other key projects.		
Surplus or deficit at the start of the financial year	1,565,771	1652.70%
Higher surplus than originally anticipated due to more grants income in 2025 than originally forecast.		
Surplus or deficit after imposition of general rates	1,841,173	34.81%

14.6 Accounts Paid – 16 November to 15 January 2026

Reporting Department:	Corporate Services
Reporting Officer:	Karen Rushton – Finance Officer
Accountable Manager:	Geoff Lawrence – Finance and Business Excellence Coordinator
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.6.A – List of Accounts Paid December 2025 Appendix 14.6.B – List of Accounts Paid January 2026
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the periods 16 November 2025 to 15 December 2025 and 16 December 2025 to 15 January 2026.

Officer's Recommendation:

That Council receives the List of Accounts paid for the period 16 November 2025 to 15 December 2025 as presented in Appendix 14.6.A totalling \$2,498,208.25 and for the period 16 December 2025 to 15 January 2026 in Appendix 14.6.B totalling \$1,643,990.90.

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*
 - (iv) 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 Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

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 November to 15 January 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)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	That payments are not made in accordance with Shire’s policies and procedures.
	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.

Comment:

A listing of payments is included in Appendix 14.6.A and Appendix 14.6.B.

Where possible, questions on specific payments should be submitted to the Chief Executive Officer or Director Corporate and Community Services 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

15.1 Reward for Information Relating to Theft and Vandalism

Elected Member:	Cr Joe Italiano
Legislation	<i>Local Government Act 1995</i> <i>Graffiti Vandalism Act 2016</i>
Appendices:	Nil
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a notice of motion from Cr Italiano with regards to providing a reward for information relating to stealing or vandalising Shire property. The motion is in response to ongoing vandalism and theft.

Notice of Motion – Cr Italiano:

That the CEO prepare a report and draft Vandalism and Theft Reward Policy for Council's consideration.

Background:

Cr Italiano has provided the following information in support of his motion:

"The continued occurrences of vandalism and theft are putting both a manpower and cost burden on the Shire. Attending to thefts and vandalism, such as the stealing of newly laid turf at Minningup Pool last year and the damaging of sprinklers at Central Park early this year, means that Shire workers are continually playing catch-up, rather than working on more productive projects.

While the paying of up to \$1000 rewards is not allowed for in the budget, any payments would be offset by savings if Council was able to successfully prosecute offenders and in doing so discourage others from carrying out acts of vandalism or theft.

The mover sees this motion as sending a clear signal to our community that we are not prepared to continue to suffer at the hands of people who commit acts of vandalism and theft. It also supports our staff who are continually being diverted away from more productive work to repair and/or replace stolen or vandalised property.

It is more than likely that there are residents who know more about these acts, and their perpetrators, than Council and the reward may help to encourage them to come forward."

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

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

17. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS****19. STATUS REPORT ON COUNCIL RESOLUTIONS**

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

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

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil.

21. CLOSE

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