



Shire of  
**Collie**

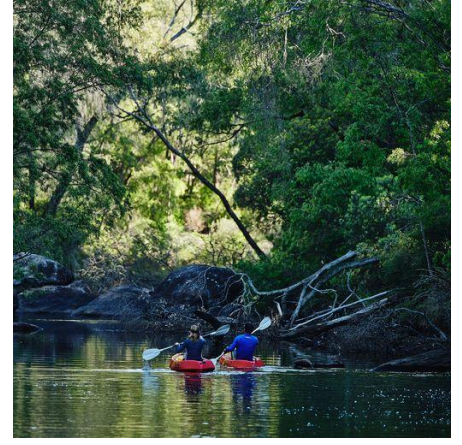
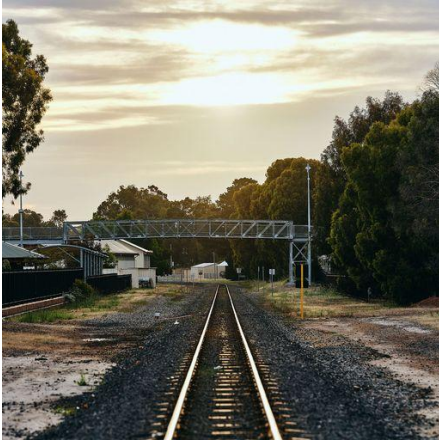
# AGENDA

for the

## ORDINARY MEETING OF COUNCIL

to be held on

**Tuesday, 10 March 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 March 2026**

in Council Chambers at 87 Throssell Street, Collie  
WA.

A handwritten signature in blue ink, appearing to read "Phil", is written over a horizontal line.

Phil Anastasakis  
Chief Executive Officer

4 March 2026

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### **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.

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## **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**



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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 March 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**

Collie Visitor Centre – Presentation relating to the mid-year budget review request for additional funding.

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

- 20.1 Housing

**7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS**

**8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**

**8.1 Ordinary Council Meeting – 10 February 2026**

**Officer's Recommendation:**

*That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 10 February 2026.*

**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**

<b>11.1 Receipt of Minutes of Annual General Meeting of Electors</b>	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Nicole Wasmann – Governance Coordinator
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GOV/049
<b>Appendices:</b>	Appendix 11.1.A Minutes of Annual General Meeting of Electors
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

This report seeks Council's receipt of the Minutes of the Annual General Meeting of Electors.

**Officer's Recommendation:**

*That Council receives the minutes of the Annual General Meeting of Electors held 10 February 2026.*

**Background:**

The 2024/25 Annual General Meeting of Electors was held on Tuesday 10 February 2026.

The minutes are included at Appendix 11.1.A. Other than the receipt of the 2024/25 Annual Report, no decisions were made at the meeting.

**Statutory and Policy Implications:**

*The Local Government Act 1995*

**5.32. Minutes of electors' meetings**

*The CEO is to —*

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and*
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.*

**5.33. Decisions made at electors' meetings**

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
  - (a) at the first ordinary council meeting after that meeting; or*
  - (b) at a special meeting called for that purpose,**whichever happens first.*

- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

**Budget Implications:**

Not applicable.

**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 Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**Relevant Precedents:**

Council has previously received the minutes of Annual General Meetings of Electors.

**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	Receipt of Minutes of Annual General Meeting of Electors	
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)	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	Failing to give due consideration to the matters raised at the meeting may result in diminished public confidence.

**Comment:**

Council is asked to receive the Minutes of the Meeting.

11.2 Appointment of Community Members to Committees and Reference Groups	
<b>Reporting Department:</b>	Chief Executive Office
<b>Reporting Officer:</b>	Nicole Wasmann – Governance Coordinator
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GOV/137
<b>Appendices:</b>	<p>Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy</p> <p>Appendix 11.2.B – Committees and Reference Groups with Community Representation Structure</p> <p>Appendix 11.2.C Committee and Reference Group Community Nominations</p> <p>Appendix 11.2.D Committee Instrument of Appointment and Terms of Reference</p> <p>Appendix 11.2.E Reference Groups Instrument of Appointment and Terms of Reference</p>
<b>Voting Requirement:</b>	Absolute Majority

The purpose of this report is to appoint community members and other persons to the Shire of Collie 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.

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:*

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.*

**Background:**

At the 9 September 2025 Council meeting a report was presented to Council on the Council Committee Structure and Terms of Reference. The report introduced a new Shire of Collie Council Committees, Working Groups, Reference Groups and External Committees Policy (refer to Attachment 11.2.A) to clarify the differing roles, composition and administration of:

1. Council Committees
2. Operational Working Groups
3. Community Project Reference Groups
4. External Committees / Groups.

Recognising that all existing Council Committees / Groups were to be disbanded on the 18 October 2025 to align with the local government elections, the report introduced a template “Committee Instrument of Appointment & Terms of Reference - 2025” (included at Appendix 11.2.D). These Terms of Reference determine the objectives and purpose of each Committee and are utilised when Committees are re-formed after the local government elections. The report also recommended when and for what purpose Working Groups and Reference Groups should be established.

Council subsequently resolved to:

- a) adopt Policy CP1-021 Council Committees, Working Groups, Reference Groups and External Committees Policy;
- b) endorse the template “Committee Instrument of Appointment & Terms of Reference - 2025”; and
- c) endorse the Terms of Reference for the various Shire of Collie Committees.

At the October 2025 Ordinary Council Meeting, Council considered the Terms of Reference for the Shire of Collie Events and Awards Reference Group.

The terms of the Committees and Reference Groups includes the appointment of community representatives as detailed in Attachment 11.2.B 2025-2027 Committees and Reference Groups with Community Representatives.

The Instrument of Appointment and Terms of Reference template used for Reference Groups is included at Appendix 11.2.E.

#### **Statutory and Policy Implications:**

The *Local Government Act 1995* includes specific requirements in relation to committees. Reference Groups are not established under the *Local Government Act 1995*.

Council has created, through Policy “CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy”, guidance on the operations of Committees and Reference Groups.

The *Local Government Act 1995* applies to the Community Safety & Crime Prevention Committee. Reference Groups were not established as Committees of Council and therefore the *Local Government Act 1995* does not apply to these groups.

#### **Local Government Act 1995**

##### **Subdivision 2 — Committees and their meetings**

##### **5.8. Establishment of committees**

*A local government may establish\* committees of 3 or more persons to assist the council.*

*\* Absolute majority required.*

*Note for this section: A local government may delegate powers and duties to a committee under section 5.16.*

**5.9. Committees, types of**

- (1) *In this section —*  
**other person** means a person who is not a council member or an employee.
- (2) *A committee is to comprise —*
- (a) *council members only; or*
  - (b) *council members and employees; or*
  - (c) *council members, employees and other persons; or*
  - (d) *council members and other persons; or*
  - (e) *employees and other persons; or*
  - (f) *other persons only.*

**5.10. Appointment of committee members**

- (1) *A committee is to have as its members —*
- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

**5.11A. Deputy committee members**

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

*\* Absolute majority required.*

**5.11. Committee membership, tenure of**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
  - (b) *the person resigns from membership of the committee; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*

*whichever happens first.*

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*

*whichever happens first.*

**5.19. Quorum for meetings**

- (1) *The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.*
- (2) .....

**5.20. Decisions of councils and committees**

- (1) *A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (2) *A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*

**5.22. Minutes of council and committee meetings**

- (1) *The CEO must cause minutes to be kept of the proceedings of a meeting of a council or a committee.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

**Budget Implications:**

The administration of Council Committees and Reference Groups requires resources to prepare agendas, notes, reports and minutes. In addition to the administration, staff time is also taken up with queries from Reference Group members, attendance to meetings and workshops.

It is therefore important that Reference Groups are run efficiently and effectively to assure maximum benefit is achieved, and the attendance at meetings by Councillors and community members is optimised.

**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:**

A public notice seeking Registrations of Interest for participation in various Committees and Reference Groups was undertaken during January. Advertisements were placed in the Collie River Valley Bulletin, on Facebook and on the Shire's website. Past members of various Committees and Panels were informed of the public notice.

**Strategic Community Plan/Corporate Business Plan Implications:**

<b>STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN</b>		
<b>GOAL:</b>	5	Our Organisation
<b>Outcome:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategy:</b>	5.1.5	To imbed our strategic priorities throughout the organisation

**Relevant Precedents:**

Guided by the principles of good governance, Council has established an “Instrument of Appointment & Terms of Reference” for most of the Committees and Reference Groups that it is responsible for administering. The majority of these Terms of Reference were established and formally adopted by Council in September 2025, and have determined the objectives and purpose of each Committee or Reference Group.

**Risk Assessment:**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Appointment of Community Members to Committees and Reference Groups	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
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)	Legal and Compliance  Reputational	Failure to appoint persons committees established in accordance with the <i>Local Government Act 1995</i> would be seen as non-compliance.  The Shire of Collie’s reputation could be viewed negatively if the legislation is not adhered to or if community representation was not provided to committees or reference groups.

**Comment:**

A summary of the community nominations received in included in Appendix 11.2.C

Additional information relating to the structure of each Committees and Reference Group is included in Appendix 11.2.B.

The Council is requested to appoint various community representatives to the following Committees and Reference Groups as follows:

**1. Community Safety & Crime Prevention Committee**

The Terms of Reference for the Community Safety & Crime Prevention Committee identifies that the Committee will include law enforcement and community representatives. The number of community representatives was not predetermined.

The Officer's Recommendation proposes that Council appoints both community nominees along with representatives from the WA Police Service, Department of Communities, Collie Police and Community Youth Centre, and Collie Chamber of Commerce and Industry Inc.

**2. Collie Townscape Reference Group**

The Terms of Reference for the Collie Townscape Reference Group includes up to three other persons. Three nominations have been received, and it is recommended that all nominations be accepted.

**3. Collie Environment & Waterways Reference Group**

The Terms of Reference for the Collie Environment & Waterways Reference Group includes up to three other persons. Three nominations have been received, and it is recommended that all nominations be accepted.

**4. Collie Events & Awards Reference Group**

The Terms of Reference for the Collie Events & Awards Reference Group identifies that up to four other persons be include for both the Australia Day awards and the Sports awards.

Three nominations have been received for the Australia Day subgroup, and it is recommended that all be accepted.

No nominations were initially received for the Sports Award subgroup. Following direct contact to previous Sports Award Panel members, Hayley Digney, Jamie Moloney and Jay Hewson have indicated a willingness to be appointed to the subgroup.

**5. Disability Access and Inclusion Reference Group**

The Terms of Reference for the Disability Access and Inclusion Reference Group includes up to three other persons. Five nominations have been received, two more than initially proposed. It is recommended that all five nominations be accepted, providing for additional diversity.

**6. Collie Christmas Decorations Reference Group**

The Collie Christmas Decorations Reference Group was not formed at the Special Meeting in October 2025, however it was identified in the report presented to the September 2025 Ordinary Council Meeting. It is recommended that Council formally endorse the formation of this reference group at this meeting, with community representatives to be appointed at a future meeting.

Following the appointment of community representatives and other persons to the Committees and Reference Groups, the first meetings of the relevant groups will be held.

11.3 Electoral Reform Discussion Paper – WALGA Feedback	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Phil Anastasakis – Chief Executive Officer
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GVR/001
<b>Appendices:</b>	Attachment 11.3.A – WALGA - Electoral Reform Discussion Paper
<b>Voting Requirement:</b>	Simple Majority

### Report Purpose

This report seeks Council's formal feedback on the Electoral Report Discussion Paper produced by WALGA.

Feedback to WALGA will inform WALGA's advocacy on local government electoral reforms expected to be proposed by the State Government, specifically:

- Full spill elections every four years; and
- Compulsory voting at local government elections.

### Officer's Recommendation:

*That Chief Executive Officer on behalf of Council provide feedback to WALGA on the Electoral Report Discussion Paper, advising that the Shire of Collie:*

1. *Does not support the full spill elections every four years.*
2. *Supports compulsory voting at local government elections.*

### Background:

WALGA have distributed to all local governments an Electoral Reform Discussion Paper (refer to Attachment 11.3.A). As outlined in the attached Discussion Paper, the State Government is expected to progress reforms relating to:

- the introduction of full spill elections every four years; and
- compulsory voting at Local Government elections.

WALGA is seeking Council-endorsed feedback from Local Governments to inform a sector-wide response to anticipated State Government proposals for Local Government electoral reform.

In June 2025, Hon Hannah Beazley MLA, Minister for Local Government, expressed support for a four-year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at WALGA's 2025 Local Government Convention, which also raised the possibility of compulsory voting. These comments have prompted renewed interest and discussion across the sector.

WALGA has contacted both the Department of Local Government, Industry Regulations and Safety (LGIRS) and the Minister's office seeking details of any consultation on these matters, but no further information has been provided.

By proactively progressing this consultation, WALGA is seeking to obtain sector feedback that will ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

Attached (refer to Attachment 11.3.A) is the Electoral Reform Discussion Paper produced by WALGA. The Discussion Paper outlines some example considerations that Local Governments may choose to address when preparing their feedback. It is not intended to present an exhaustive or prescriptive list.

Local Governments are requested to provide Council endorsed responses to the Discussion Paper by 4:00pm, Friday 27 March 2026. Feedback will inform an item to be presented to State Council.

### **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:**

Whilst this report does not have any direct budget implications, indirectly election costs may decrease if only one election is held every four years with a full spill election.

**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.

**Strategic Community Plan/Corporate Business Plan Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**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	Electoral Reform Discussion Paper – WALGA Feedback
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)	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  Failing to give due consideration to the matters raised by WALGA may result in diminished public and sector confidence.

**Comment:****Full Spill Elections every 4 years:**

In Western Australia, local government elections traditionally follow a "half-spill" model where half of the council is elected every two years for four-year terms. Recent reform discussions have proposed moving to **four-year full spill elections**, where all councillor positions are contested at once.

**The advantages of this approach are:**

- **Reduced Voter Fatigue:** Moving to a four-year cycle addresses concerns that asking citizens to vote every two years (especially when State and Federal elections also occur) leads to lower participation.
- **Cost Savings:** Full-spill elections every four years reduce the high recurring costs for local governments.
- **Stronger Mandate for Change:** Contesting all seats at once allows voters to completely reset a council's direction if they are dissatisfied, rather than waiting through multiple staggered cycles.
- **Consistency with Other Tiers:** This model aligns local government cycles with State and Federal elections, making the democratic process more familiar and enlivening the process.
- **Synergy with Compulsory Voting:** Ministers have suggested that the community would be more receptive to compulsory local voting if it were only required every four years rather than every two.

**The disadvantages of this approach are:**

- **Loss of Continuity:** A major concern is the potential loss of "corporate knowledge" and strategic leadership if a majority of experienced councillors are replaced at once.
- **Candidate Overcrowding:** Full spills can lead to a massive influx of candidates on a single ballot (sometimes 14+ for a few positions), making it difficult for voters to differentiate between platforms.
- **Reduced Accountability Intervals:** Voters currently have a "say" every two years; moving to a four-year cycle means a poorly performing council remains in power longer before the public can intervene through a regular election.
- **Increased Campaign Costs:** Without wards, candidates in full-spill elections may face significantly higher costs to campaign across an entire district rather than a smaller area.
- **Risk of Inexperience:** There is a theoretical risk of an entirely new, inexperienced council being elected simultaneously, though national data suggests this rarely happens in practice.

**Compulsory local government elections:**

While voting in Western Australian local government elections is currently not compulsory, recent low turnouts (approximately 29.7% in 2025) have led the State Government to flag mandatory participation as a potential future reform.

**The advantages of Compulsory Voting:**

- **Increased Democratic Legitimacy:** Mandatory voting significantly boosts turnout, ensuring that elected councils represent the broader community rather than just a motivated minority. Historical data shows WA State Election turnout rose from 70% to 90% after compulsion was introduced.
- **Improved Representation:** It forces candidates to address the needs of the entire electorate, closing the "voting gap" for socio-economically disadvantaged groups who are less likely to vote in voluntary systems.
- **Focus on Policy:** Candidates can shift resources away from "get out the vote" efforts and focus more on explaining their policies and community platforms.
- **Reduced Extremism:** Higher turnout from the "silent majority" often dilutes the influence of single-issue or extremist candidates who thrive in low-turnout environments.

**The disadvantages of Compulsory Voting:**

- **Increased Partisanship:** Critics argue compulsion would further "institutionalise" party politics in local government, potentially leading to ideological decisions dictated by state or federal political agendas.
- **Financial and Administrative Burden:** Enforcement requires significant resources to track non-voters, process "valid reason" claims, and collect fines.
- **Lower Vote Quality:** Forcing uninterested or ill-informed citizens to vote can increase the number of "donkey votes" (randomly numbered) or informal/invalid ballots.
- **Infringement on Liberty:** From a philosophical standpoint, many argue that the right to vote should include the freedom to *not* participate, and that compulsion is undemocratic.
- **Voter Fatigue:** With residents already required to vote in State and Federal elections, adding a third mandatory level of government could worsen existing "voter fatigue".

11.4 SW Country Zone – WALGA Feedback	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Phil Anastasakis – Chief Executive Officer
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GVR/024
<b>Appendices:</b>	<p>Appendix 11.4.A – SW Country Zone Minutes – 20 February 2026</p> <p>Appendix 11.4.B – 2026 Climate Change Advocacy Position – Consultation Paper</p> <p>Appendix 11.4.C – Draft Renewable Energy Planning Code and Guidelines</p> <p>Appendix 11.4.D – Information Sheet - Proposed Amendments to Local Planning Scheme Regulations</p> <p>Appendix 11.4.E – Information Sheet - Proposed Amendments to Significant Development Regulations</p> <p>Appendix 11.4.F – WALGA summary of the draft Renewable Energy Planning Code</p>
<b>Voting Requirement:</b>	Simple Majority

### Report Purpose

This report seeks Council's formal feedback on two items considered at the WALGA SW Country Zone meeting held on 20 February 2026 in Busselton:

- Draft WALGA Climate Advocacy Position
- Draft WALGA Renewable Energy Planning Code.

### Officer's Recommendation:

*That Council endorse the following WALGA advocacy positions:*

1. *The Climate Change Advocacy Position (refer to Appendix 11.4.B).*
2. *Supports the Draft Renewable Energy Planning Code and Guidelines (refer to Attachment 11.4.C).*

### Background:

The WALGA South West Country Zone met in Busselton on the 20 February 2026. The Deputy Shire President and the CEO attended the meeting on behalf of Council. The Shire President was an apology for the meeting. A copy of the meeting minutes is attached (refer to Appendix 11.4.A).

The meeting considered two reports where Council endorsed feedback was sought from WALGA:

1. Draft WALGA Climate Advocacy Position
2. Draft WALGA Renewable Energy Planning Code.

**Draft WALGA Climate Advocacy Position**

WALGA South West Country Zone agenda report.

**8.6 CONSULTATION ON DRAFT CLIMATE CHANGE ADVOCACY POSITION**

*By Rebecca Brown, WALGA Policy Manager Environment and Waste*

**EXECUTIVE SUMMARY**

- *WALGA is undertaking consultation on a revised Climate Change Advocacy Position.*
- *This Draft was developed following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team of State Council.*
- *Since WALGA's current Advocacy Position and Policy Statement were endorsed in 2018, there have been significant legislative, policy, technological and scientific changes.*
- *An updated climate change advocacy position, which complements other WALGA advocacy positions, will provide a sound basis for WALGA's advocacy.*
- *WALGA is seeking Council endorsed feedback by 1 May 2026.*

**POLICY IMPLICATIONS**

*This item is intended to replace WALGA's 2018 Climate Change Advocacy Position and Policy Statement.*

**ATTACHMENT**

*The Consultation Paper is available online.*

**BACKGROUND**

*Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing. South West Country Zone | 20 February 2026 Page 19*

*In 2018, State Council endorsed a Climate Change Policy Statement and advocacy position, following extensive sector consultation. Since this Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:*

- *The national Climate Change Act 2022 and the Western Australian Climate Change Bill 2023.*
- *The Local Government Amendment Act 2023, which expanded Western Australian Local Governments' general function to include planning for, and mitigating, the risks associated with climate change.*
- *The release of the Australian Government's National Climate Risk Assessment and National Adaptation Plan in 2025.*
- *Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.*
- *Climate science and projections (international, national and WA specific) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.*

**COMMENT**

*It is important that the WALGA climate change advocacy position is updated to reflect these changes and the consequent needs and priorities of Local Governments. An updated climate change advocacy position, which complements other WALGA advocacy positions, will provide a sound basis for WALGA's advocacy.*

*Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback.*

*WALGA Environment and Waste Team members will be attending Zone meetings in April 2026 to support zone discussions on the draft Advocacy Position.*

*WALGA is seeking Council endorsed feedback on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026**. Feedback can be provided to [environment@walga.asn.au](mailto:environment@walga.asn.au).*

*Following consideration of this feedback a final draft advocacy position will be developed and provided to Zones and State Council for consideration, expected to be in July 2026.*

**Draft WALGA Renewable Energy Planning Code**

WALGA South West Country Zone agenda report.

**8.9 DRAFT RENEWABLE ENERGY PLANNING CODE**

*By Kieran McGovern, WALGA Senior Policy Advisor, Planning*

**EXECUTIVE SUMMARY**

- *WALGA Advocacy Position 6.17 Renewable Energy Facilities calls for changes to the renewable energy State planning framework to ensure it is fit for purpose to guide the ongoing development of the sector.*
- *The State Government has released a draft Renewable Energy Planning Code and Guidelines with the aim of establishing a consistent assessment framework, clear development standards, and improved certainty around impacts such as noise, landscape, environmental considerations, and safety.*
- *The Code initially focuses on wind farms but is designed to expand to other renewable technologies, requiring detailed technical reporting and encouraging (but not regulating) community benefit-sharing agreements.*
- *Proposed regulatory amendments would align local planning schemes with the Code and classify renewable energy projects valued at \$20 million or more as mandatory significant development, shifting decision-making authority to the WAPC.*
- *WALGA strongly encourages consideration of the draft Code by Zones. Local Governments should make their own submissions on the draft Code by 10 April 2026 and provide feedback to WALGA to inform our submission on behalf of the sector by 27 February 2026. Council endorsed submissions are preferred.*

**ATTACHMENT**

- *Draft Renewable Energy Planning Code and Guidelines*
- *Information Sheet - Proposed Amendments to Local Planning Scheme Regulations*
- *Information Sheet - Proposed Amendments to Significant Development Regulations*
- *WALGA summary of the draft Renewable Energy Planning Code*

**POLICY IMPLICATIONS**

*WALGA's proposed advocacy approach is consistent with WALGA Advocacy Positions:*

- *6.1 Planning Principles and Reform*
- *6.4 State Development Applications and Decision Making*
- *6.16 Energy Transition Engagement and Community Benefit Framework*
- *6.17 Renewable Energy Facilities*
- *6.18 Priority Agriculture.*

**BACKGROUND**

*The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. As a result, the placement and management of renewable energy facilities have become contentious issues in local communities across Western Australia.*

*In September 2024, WALGA's State Council endorsed three advocacy positions to address concerns related to renewable energy. Advocacy Position 6.17 Renewable Energy Facilities noted that the existing Western Australian Planning Commission's (WAPC) Position Statement: Renewable energy facilities was inadequate to address these concerns, leading to inconsistent application and approvals of renewable energy facilities across the State.*

*The advocacy position calls for the existing Position Statement: Renewable Energy Facilities to be elevated to a State planning policy, to provide the highest level of planning policy control and ensure the state planning framework is fit for purpose to guide the ongoing development of the sector.*

*On 12 December 2025, the State Government released a draft Renewable Energy Planning Code (the Code) and associated Guidelines for public consultation. The Code has been prepared to provide guidance to industry, Local Government and communities by:*

- *introducing a consistent development assessment framework for renewable energy infrastructure across Western Australia.*
- *establishing clear development standards and application requirements.*
- *addresses potential land use and environmental impacts, such as noise and landscape considerations.*

*The initial focus of the Code is on wind farms, with flexibility to expand to other renewable energy developments, including solar farms and battery energy storage systems.*

*The draft Code covers key planning issues such as safety, noise, shadow flicker, landscape and visual impact, natural environment, natural hazards, aviation safety, electromagnetic interference, transport, construction, and decommissioning.*

*Under the proposed Code, development applications must include detailed technical reports, whilst community benefit-sharing agreements are encouraged, these agreements sit outside of the planning system.*

*To enable implementation of the Code, regulatory amendments are proposed to the Planning and Development (Local Planning Schemes) Regulations 2015 to support incorporation of the Code into local planning schemes through Model Provisions, introduce standard land-use definitions that will apply to all local planning schemes and guide assessment of new noise-sensitive development near existing or approved wind farms.*

*There are also proposed reforms to the Planning and Development (Significant Development) Regulations 2024, which will classify renewable energy development applications valued at \$20 million or more as mandatory significant development. These projects will be assessed and determined by the WAPC under the State Significant Development Pathway (under Part 11B of the Planning and Development Act 2005), and Local Governments role will be to provide commentary to the development application, but final decision-making authority will rest with the WAPC.*

*Consultation on the draft Code and Guidelines closes 10 April 2026.*

#### **COMMENT**

*WALGA's has advocated for changes to the renewable energy State planning framework to ensure orderly and proper planning of renewable energy facilities and therefore welcomes the release of the draft Renewable Energy Planning Code and Guidelines by the State Government for public comment. This draft Code represents a significant step toward establishing a consistent planning framework to guide the ongoing development of renewable energy facilities across WA - providing important clarity and guidance to WA Local Governments.*

*The proposed amendments to classify renewable energy projects over \$20 million as 'mandatory significant development' that must be determined by WAPC does not align with WALGA's Advocacy Position 6.4 State Development Applications and Decision Making, as it has the potential to erode Local Government decision making powers and community input. WALGA's position is that Part 11B should be abolished, or, if it is retained, the cost threshold should be raised to \$50 million.*

*WALGA considers it is essential that the requirement for community benefits be mandated. There are several options that should be examined as potential mechanisms to mandate community benefit-sharing agreements, including (but not limited to) amendments to existing planning or energy legislation or new, standalone legislation.*

*There is also a lack of guidance regarding appropriate land uses in particular zones, specifically protecting rural land for agricultural purposes, instead stating that wind farms are generally compatible with agricultural land uses. WALGA's position is that regulatory amendments are required to create a model zone through the Planning and Development (Local Planning Schemes) Regulations 2015 for land identified as high quality agricultural land (noting most of this land is located in the South West region) known as the 'Priority Agriculture'.*

*WALGA held two online information sessions on the Code alongside the Department of Planning, Lands and Heritage on 5 and 9 February 2026 for Local Government officers and Elected Members respectively.*

*WALGA will prepare a submission to the State on behalf of the sector to ensure the draft Code delivers positive outcomes for Member Local Governments, communities and industry.*

*WALGA strongly encourages consideration of the draft Code by Zones. Local Governments should make their own submissions on the draft Code by 10 April 2026 and provide feedback to WALGA to inform our submission on behalf of the sector by 27 February 2026. Council endorsed submissions are preferred.*

*WALGA's submission will be provided to State Council by flying agenda to meet the submission deadline.*

### **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.

**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.

**Strategic Community Plan/Corporate Business Plan Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**Relevant Precedents:**

No formal 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	SW Country Zone – WALGA Feedback.	
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)	Environment  Reputational	Failure to manage environmental matters, resulting in increased replacement or maintenance costs. Failing to give due consideration to environmental and renewable energy matters may result in diminished public confidence.

**Comment:**

Providing formal feedback direct to WALGA from Council relating to items considered at the WALGA SW Country Zone in February 2026, provides a clearer opportunity for WALGA to represent the views and position of all local governments.

**12. OPERATIONS REPORTS**

Nil.

**13. DEVELOPMENT SERVICES REPORTS**

13.1 Proposed Scheme Amendment - Part of Lot 4477 Piavanini Road, Collie Burn - Warehouse/Storage	
<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	David Quelch – Manager Planning & Development
<b>Accountable Manager:</b>	Alex Wiese – Director Development Services
<b>Legislation</b>	Amend a Local Planning Scheme – <i>Planning and Development Act 2005</i>
<b>File Number:</b>	A3513
<b>Appendices:</b>	Appendix 13.1.A – Planning Scheme Amendment Report Appendix 13.1.B – Proposed Scheme Amendment Zoning Map
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

For Council to initiate the process to amend the Shire of Collie Local Planning Scheme No. 6 to allow an additional use to facilitate the development of a self-storage facility.

**Officer's Recommendation:**

*That Council:*

- Pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, adopts (for the purpose of advertising) Scheme Amendment No. 4 to Local Planning Scheme No.6 to add a row to Schedule 2, Table 5 of LPS6 as follows:*

<i>No.</i>	<i>Description of land</i>	<i>Additional use</i>	<i>Conditions</i>
<i>A3</i>	<i>Part of Lot 4477 Piavanini Road, Collie Burn</i>	<i>As a 'D' use Warehouse/storage</i>	<i>As determined by the local government</i>

- Notes that Scheme Amendment No. 4 only applies to the northeast corner of Lot 4477 Piavanini Road, Collie, as shown in Appendix 13.1.B.*
- Pursuant to Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolve that, in its opinion, Local Planning Scheme No. 6 Amendment No. 4 is a Standard Amendment as it is an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.*

**Background:**

The Shire has received an application for proposed planning scheme amendment at Lot 4477 Piavanini Road, Collie Burn (Refer to Appendix 13.1.A). The application was lodged by Planning Solutions on behalf of Cannaponics Limited.

The Rural zone does not permit the use of warehouse / storage unless incidental to the primary use. The storage is not incidental to the primary use as the intention is to provide storage for vehicles and equipment in proximity to motor sport attractions such as the Collie Motorplex.

Site Description

The subject site has an area of 64.7ha and is located approximately 7km southeast of the Collie town centre. A medicinal cannabis facility and dam is located in the southeast corner of the site while most of the property features open paddocks and scattered bushland. The site is mostly surrounded by State Forest, however there are a series of smaller rural properties abutting the south side boundary and extending further to the west.

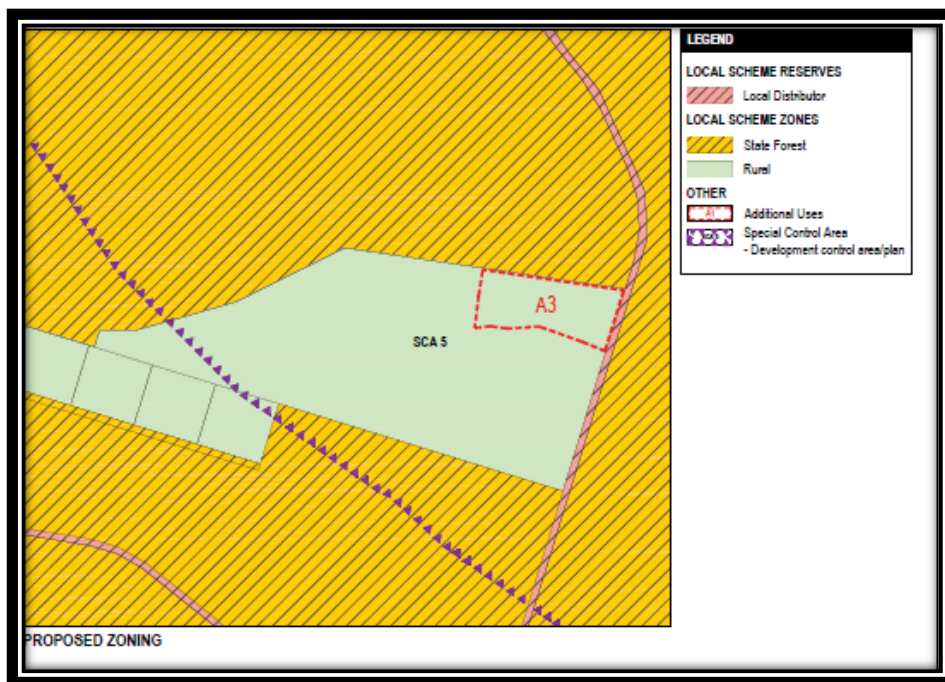
Note that a Section 70A notification is registered on the title for the subject site which states *'A portion of the lot is included in the Special Control Area – Shotts Industrial Buffer under the Shire of Collie Local Planning Scheme No, 5. This zoning restricts the development of 'sensitive land uses' which includes but is not limited to there being no dwellings permitted within the buffer to the Shotts Industrial park.'*

Application

The application seeks to initiate an amendment to the Local Planning Scheme No. 6 scheme map and text by applying a site-specific additional use classification to the subject site to make 'Warehouse/storage' a 'P' permitted use as shown in the table and map below.

	Description of land	Additional use	Conditions
A3	Part lot 4477 Piavanini Road, Collie Burn	As a 'D' use Warehouse/storage	As determined by the local government

**Figure 1 - Additional use table**



**Figure 2 – Amended scheme map**

The proposed amendment will facilitate the development of a self-storage facility in the northeast corner of the subject site as follows:

- 50 two-storey units
- Ground level for vehicle storage
- Mezzanine level for further storage or recreational areas
- Supporting existing motorsport land uses within the vicinity of the area
- Units are non-habitable
- Visited frequently by lessees for vehicle collection and drop off



**Figure 3 – Illustration of proposed development**

#### **Statutory and Policy Implications:**

*The Planning and Development Act 2005* (the Act), section 75, provides for a local government to amend a local planning scheme with reference to any land within its district. Once an amendment has been prepared and following resolution to advertise by Council, the local government must seek consent of the Minister to commence advertising, pursuant to section 83A of the Act.

At this stage, the Minister may request modifications be made to the amendment prior to consent being granted. Once consent is granted, the amendment will be advertised for a period of 42 days in accordance with the requirements of regulation 76A.

Key elements of the state and local framework in relation to the proposed amendment include:

- *State Planning Policy 2.5 – Rural planning*
- *State Planning Policy 3.7 – Bushfire*
- *Shire of Collie Local Planning Strategy*

#### **Budget Implications:**

There are no direct financial implications associated with the officer's recommendation.

**Budget – Whole of Life Cost:**

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

**Communications / Consultation Requirements:**

Not applicable. Communication is undertaken in accordance with Regulations.

**Strategic Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	3	Our Built Environment
<b>Objective:</b>	3.2	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	Proposed Planning Scheme Amendment – Consent to Advertise
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Amend Shire of Collie Local Planning Scheme No.6 to allow subject to development approval the additional use of Warehouse / storage on the subject site.
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)	<p>Financial No financial cost given amendment specific to development on private land.</p> <p>Reputational The Shire of Collie develops a reputation of approving industrial development in a rural area.</p>

**Comment:**Local Planning Scheme Regulations (the LPS)

The LPS are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

The proposed amendment does not result in any inconsistency with the LPS.

State Planning Policy 2.5 – Rural planning (SPP2.5)

The subject site is located within the 'Rural' zone, and SPP2.5 applies to all rural land and rural land uses in Western Australia, in particular land zoned for rural or agricultural purposes in a region or local planning scheme. Further, SPP2.5 is to be applied to State and local government planning decision making (among others) for '*... the preparation or assessment of region schemes, regional strategies or frameworks, sub-regional strategies, local planning strategies and schemes and structure plans or to any amendments to these.*'

The purpose of SPP2.5 is to protect and preserve Western Australia's rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. Ensuring broad compatibility between land use is essential to delivering this outcome. The key objectives of SPP2.5 relevant to the assessment of this proposed scheme amendment are as follows:

- *support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;*
- *avoid and minimise land use conflicts;*
- *protect and sustainably manage environmental, landscape and water resource assets.*

The southeast portion of the subject site has approval for a medicinal cannabis facility while the remainder of the site remains unutilised. The applicant's submission states that there is no scope for future agricultural expansion as the site is largely isolated from other cleared land and there is an existing water course that divides the land between the medicinal cannabis facility and other cleared land that is unsuitable for agricultural purposes given the limited size.

Further, the subject site is not located within the 'Existing Agricultural Priority Management Area' or 'Potential / Developing Agricultural Area (subject to investigation)' as shown on Map 6 – Rural & Agriculture of the Shire of Collie Local Planning Strategy 2020. Also, the proposed additional use (warehouse / storage) is not a sensitive land use and therefore will not result in a conflict of land use (e.g. single house impacted by noise from farm machinery or spraying of crops with pesticides).

Importantly, the additional use area has been sited in a mostly cleared area and suitably well setback from the watercourse ensuring future development would require minimal clearing of vegetation or works near the watercourse. The surrounding State Forest and vegetation on the site and along the Piavanini Road frontage will help screen future development from the public realm and protect the rural landscape amenity. Coal resources are discussed in the Special Control Area section of the report.

Given the above, it is considered that the proposed scheme amendment is consistent with the purpose and objectives of the SPP2.5.

#### State Planning Policy 3.7 – Bushfire (SPP3.7)

SPP3.7 seeks to implement effective, risk-based land use planning and development which in the first instance avoids the bushfire risk, but where unavoidable, manages and/or mitigates the risk to people, property and infrastructure to an acceptable level. The preservation of life and the management of bushfire impact are paramount. Most of the subject site (including proposed additional use area) is located within the Bushfire prone area (BPA).

Pursuant to Section 4 of SPP3.7, the proposed scheme amendment is a strategic planning proposal within a BPA and will result in an intensification of development and an increase in the number of visitors and therefore an assessment against SPP3.7 is required. The applicant has not submitted a bushfire assessment demonstrating compliance with Element 1: Location through an assessment of the broader landscape.

Nonetheless, the applicant's submission states that preliminary investigations have confirmed that BAL-29 is capable of being achieved for development that is setback approximately 21m from lot boundaries and 33m from the existing vegetation fringing the watercourse, providing approximately 2ha of developable area. Further, development approval of the medicinal cannabis facility in the southwest corner of the site confirmed the site is accessible from two different routes.

Notwithstanding the above, it is recommended that the Department of Fire and Emergency Services (DFES) are given notification of the proposed planning scheme amendment. DFES may request a bushfire assessment specific to the proposed amendment that has been prepared by an accredited level 3 bushfire planning practitioner and submitted prior to determination of the scheme amendment.

#### Shire of Collie Local Planning Strategy 2020 (the Strategy)

The Strategy is relevant the assessment of the proposed scheme amendment in relation to the supply of industrial land, protection of agricultural land and promotion of tourism. These matters are discussed below:

##### *1. Supply of industrial land*

The Strategy states '*Whilst there is a sufficient supply of light industrial lots to service future demand, there is limited supply of larger lots to service local industrial needs such as transport depots.*' Further, the Strategy identifies 5 industrial areas within the Shire of Collie which are generally unsuitable for the proposed additional use (warehouse / storage) for the following reasons:

- Shotts Industrial Estate – Strategic Industry: to be retained for strategic industrial development and provide larger lots suitable for diversified industrial development and accommodate industrial land uses that require separation from sensitive land uses.

- Coolangatta Industrial Estate – Strategic Industry & Industry: industrial expansion is constrained due to current buffer controls and availability of services (e.g. water) while further structure planning is required. Also, this estate has the potential to supply larger industrial lots which would encourage general industrial uses currently located in light industrial or on rural land to relocate.
- Collie Power Station: site is currently zoned Special Use 4 and is wholly allocated to be used for a Power Station. Due to proximity to Coolangatta Industrial Estate, and the large area this covers, this area may be suitable for general and strategic industrial development subject to future detailed planning and environmental assessment.
- Existing Collie Light Industrial Area (LIA): this is the most suitable area for light industry in the Shire of Collie. However, there are few remaining vacant lots within the subdivided part of the LIA which is not less than 10km from the subject site and motorsport attractions located on the other side of the Collie township. Also, it is preferable the limited number of LIA lots are occupied by service industries (e.g. Motor vehicle repairs) which may generate emissions rather than the storage of vehicles and equipment.
- Future Collie Light Industry & Industry: this area adjacent to the existing LIA is zoned Industrial development and is currently undeveloped with no services. The zoning requires the preparation and approval of structure plans before industrial development can commence. Like the existing LIA, this area is located on the west side of the Collie township and therefore is not conveniently located for the storage of vehicles associated with the Collie Motorplex and similar tourist attractions.

## 2. Protection of agricultural land

The Strategy states '*...the availability of agricultural land is limited due to a dominance of mining activities and State Forest, a ground water shortage and dry land salinity in the upper Collie River catchment.*

*The conservation of agricultural land is important and with an increasing need for diversification of industry all available agricultural land should be protected, and sustainable land management practices encouraged.'*

As stated in the SPP2.5 – Rural planning section of the report, the proposed planning scheme amendment is not considered to be detrimental to the protection of agricultural land given the subject site is not located within an 'Existing Agricultural Priority Management Area' or 'Potential / Developing Agricultural Area (subject to investigation)' as shown on the Strategy Map 6.

Further, the Strategy seeks to '*Support the establishment of incidental and complementary land uses on rural land to increase economic diversity within the Shire*'. The proposed scheme amendment is considered to contribute to the economic diversity in terms of tourism which is discussed below.

## 3. Promotion of tourism

The Strategy identifies the Shire has significant economic reliance on coal mining and associated power plants and therefore recognises the importance of economic diversification that includes tourism. In particular, the Strategy states '*...that in the reimagining of Collie report Lake Kepwari in conjunction with the existing Collie Motorplex, is identified as potential high-octane hub with the main activities being skiing and motor sports and provision of short stay accommodation (including caravan and camping) and day use areas.*'

The subject site is approximately 1.2km south of the Collie Motorcycle Club and Stockton Lake, 3.8km northwest of the Collie Motorplex and 6.4km north of Lake Kepwari. Therefore, the subject site is close to attractions that would be used by motor and water sport enthusiasts who would benefit from storing their vehicles or boats in a nearby secure self-storage facility. Allowing an additional use for warehouse / storage would benefit the growth of tourism in the Shire of Collie and is therefore considered to be consistent with the broader strategic objectives of the Strategy.

#### Shire of Collie Local Planning Scheme No. 6 (LPS6)

##### *Rural Zone*

The subject site is located within the Rural zone and 'warehouse / storage' means premises including indoor or outdoor facilities used for:

- (a) *the storage of goods, equipment, plant or materials; or*
- (b) *the display or sale by wholesale of goods.*

In the Rural zone, the use of 'warehouse / storage' is an 'I' use which means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme.

The applicant's submissions states that *the proposed development is intended to function wholly independent of the predominant horticultural land use, and as such is not able to be approved as an incidental land use. This requires an amendment to facilitate the proposed development.*

##### *Additional Use*

Table 5 of 'Clause 19 – Additional use' of LPS6 sets out sets out –

- (a) *classes of use for specified land that are additional to the classes of use that are permissible in the zone in which the land is located;*
- (b) *the conditions that apply to that additional use.*

There are currently only two additional uses in Table 5 and therefore it is unusual and rare for this provision to vary the land use permissibility of the zoning table.

##### *Special Control Areas*

The subject site is located within Special Control Area 3 (SCA3 – Coal Basin) and Special Control Area 5 (SCA5 – Shotts Strategic Industrial Park Buffer).

The purpose of SCA3 is *To identify land which may be affected by mining operations.* Development approval is required for all use and development on rural zoned land although there are some exceptions. While the proposed additional use (warehouse / storage) is not a sensitive land use and does not conflict with coal resource extraction, there is still the possibility of subsidence due to historic underground mining activities. Therefore, it is recommended that the Department of Mines, Petroleum and Exploration (DMPE) is given notice of the proposed amendment.

The purpose of SCA5 (among others) is *To avoid land use conflict by separating sensitive and incompatible land uses from off-site impacts resulting from the Shotts Strategic Industrial Park.* The proposed additional use (warehouse / storage) is not a sensitive land use and therefore consistent with the purpose of SCA5.

### External Stakeholder Consultation

Following Council decision for consent to advertise, the draft amendment will be forwarded to the Western Australian Planning Commission (the Commission) and the Environmental Protection Authority (EPA) for review.

The Commission has 42 days, or a longer period of authorised by the Minister, to review the amendment and provide a recommendation to the Minister. Following review, the Commission may require modifications to the amendment prior to public consultation. Concurrently, the EPA will assess the amendment within 28 days as required under section 48A of the *Environmental Protection Act 1986* to determine whether environmental assessment is required.

Pending consent from the Minister, the Shire will commence formal consultation for a period of 42 days in accordance with regulation 76A, with consultation to involve the following:

- The Shire website
- Notification via advertisement in the Collie Bulletin newspaper; and
- Letter to affected property owners and occupiers

### Conclusion

Amendment #4 has been drafted to allow an additional use for Warehouse / storage on the subject site that will benefit the promotion of tourism in the Shire of Collie and in particular the storage of vehicles and boats in proximity to Collie Motorplex, Collie Motorcycle Club, Stockton Lake and Lake Kepwari.

**13.2 Community Benefit Fund Policy**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Alex Wiese – Director Development Services
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GOV/137
<b>Appendices:</b>	Appendix 13.2.A – CP1-023 Community Benefit Fund Policy
<b>Voting Requirement:</b>	Simple Majority

**Report Purpose**

To consider adopting a Community Benefit Fund Policy for the Shire of Collie.

Policy establishment and review are undertaken as a matter of good governance and form part of the Council's role under the *Local Government Act 1995*.

**Officer's Recommendation:**

*That Council:*

1. *Adopts the Community Benefit Fund Policy as presented in Appendix 13.2.A – CP1-023 Community Benefit Fund.*
2. *Endorses the creation of a 'Collie Community Benefit Fund Contributions Reserve' for the purpose 'to facilitate the funding of projects, services and assets that provide long lasting community benefit within the Shire of Collie'.*

**Background:**

Policies and procedures are essential to any organisation and facilitate good governance in local government operations. Together, they provide a roadmap for day-to-day operations, ensure compliance with laws and regulations, guide decision-making, and streamline internal processes.

Although a comprehensive review of the Shire of Collie's Council Policies is planned for later in the 2025/2026 year and will occur every three years thereafter, it is advantageous for Council to consider this policy sooner. Several proponents have already informed the Shire of their desire to negotiate and establish a community benefit-sharing agreement in 2026, making early consideration of the policy beneficial.

Community Benefits Sharing agreements involve sharing the rewards (and/or profits) of a development(s) with local communities. They aim to sustainably integrate the project(s) into a local community by contributing to their future vitality and success. The use of a policy to achieve this aligns with best practice.

Council is asked to consider adopting a Community Benefit Fund Policy (CBFP) for the Shire of Collie in response to significant interest from both current and prospective renewable energy developers. The policy aims to establish a clear and transparent mechanism for benefit-sharing between project proponents and the community, aligned with the Shire's Strategic Community Plan and the contributors' Environmental, Social, and Governance (ESG) framework. This policy will also be used to guide the establishment or renewal of other major industry partnerships, such as the Shire of Collie and South32 Partnership Agreement.

**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.*

The Draft Policy has also been prepared to be consistent with the requirements of the following legislative and statutory frameworks:

- Local Government (Financial Management) Regulations 1996;
- Planning and Development Act 2005;

- Planning and Development (Local Planning Schemes) Regulations 2015; and
- State Planning Policies (SPPs) – Particularly SPP 3.6 – Infrastructure Contributions.

The policy is proposed as a Council Policy and not a Local Planning Policy.

The *Local Government Act 1995* provides for the creation of reserve accounts .

#### **6.11 Reserve accounts**

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
  - (a) *changes\* the purpose of a reserve account; or*
  - (b) *uses\* the money in a reserve account for another purpose,**it must give one month's local public notice of the proposed change of purpose or proposed use.*

*\* Absolute majority required.*
- (3) *A local government is not required to give local public notice under subsection (2) —*
  - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) *in such other circumstances as are prescribed.*
- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

The Financial Management Regulations

#### **17. Title of reserve accounts**

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*

#### **Budget Implications:**

While this report has no direct budget implications, it is expected to generate ongoing revenue from renewable energy proponents and major industries within the Shire, with funds to be held in a dedicated, restricted Council reserve. The Shire will manage and use the reserve funds in accordance with legislative requirements and may invest retained amounts to generate interest for future community use.

Should an agreement be entered into that generates income in the 25/26 financial year, a separate report will be provided to Council for a budget amendment.

**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. However, industry research has been undertaken across WA and other jurisdictions.

**Strategic Community Plan/Corporate Business Plan Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**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	Community Benefit Fund 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)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Reputational	Failure to adopt the Policy risks inconsistent or missed opportunities to negotiate benefit sharing.
	Legal and Compliance	Legal challenge to policy provisions and or State-imposed changes on the impact of the operation of the policy

**Comment:**

Community Benefit-Sharing Policies offer a clear and transparent means of demonstrating how developments and major industries will contribute to, and benefit, the local community. Once established, these policies play a crucial role in building community support, particularly for large-scale energy and resource industry proposals, which warrant a unique approach due to several factors:

- While society at large benefits from the growth of the renewable energy and resources sectors, the impacts of development are not evenly distributed. Regional communities often bear the brunt of pressure and changes. Both from individual projects and broader shifts to the local landscape and community, which can be difficult to predict and plan for in advance.
- Unlike other types of development, where financial and other contributions to local communities are routinely made and can be qualified through mechanisms such as the payment of Council rates, local employment, and local spending, the metrics and outcomes do not apply in the same way for renewable energy and resource projects. Often due to Fly-In-Fly-Out/Drive-In-Drive-Out workforce arrangements or low employment numbers (after construction), and the legislative frameworks in which they operate.
- Amenity and local (community) impacts sustainability due to the nature of the development(s).

Benefit-sharing initiatives provide a practical and transparent way to address these concerns, ensuring that affected local communities receive direct social and economic benefits from projects in their area.

The proposed CBFP seeks to foster positive relationships and contribution agreements between project proponents and the Collie communities. By adopting a strategic, co-designed, and coordinated benefit-sharing model, the policy aims to deliver lasting, intergenerational benefits and create significant positive impacts on key local issues and community aspirations.

By establishing a Community Benefit Fund through the CBFP, multiple proponents can contribute to a collective pool, supporting a range of projects and amplifying the positive outcomes for the community. The approach will also:

- Reduce consultation fatigue;
- Reduce administration costs and time;
- Streamlining engagement processes; and
- Align agreements and funding with the Shire's Strategic Community Plan and Long-term Financial Plan (LTFP) to enhance the delivery of community priorities and improve the sustainability of local community infrastructure; and
- Provide clarity on the Collie community's expectations while incorporating ongoing community input through the legislated two-year review cycle of the Shire Strategic Community Plan.

Contributions and/or agreements under the CBFP will be formalised through a legal instrument, such as a voluntary planning agreement, a deed of agreement, or a memorandum of understanding.

### Conclusion

The proposed Community Benefit Fund Policy (CBFP) establishes a robust governance framework, ensuring that the community shares equitably in the benefits of renewable energy investments and other major projects within the Shire of Collie's municipal boundaries.

The policy aims to advance the Shire's published strategic goals, improve the Council's financial sustainability, foster industry partnerships, and ultimately strengthen outcomes for the Collie community. These objectives are achieved by requiring agreements and contributions under the policy to be aligned with the Shire's strategic planning documents, including the Strategic Community Plan and the Long-term Financial Plan (LTFP).

**14. CORPORATE SERVICES REPORTS**

14.1 Procurement Policy	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Xandra Curnock – Director Corporate & Community Services
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GOV/137
<b>Appendices:</b>	Appendix 14.1.A – CP2-004 Procurement Policy Appendix 14.1.B – CS3.23 Purchasing Policy
<b>Voting Requirement:</b>	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 updated Procurement Policy (refer to Appendix 14.1A – CP2-004 Procurement Policy).

**Officer's Recommendation:**

*That Council:*

1. *Adopts the Procurement Policy as set out in Appendix 14.1.A – CP2-004 Procurement Policy.*
2. *Delete existing Council Policy CS3.23 – Purchasing 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.

The Shire's existing Purchasing Policy has been reviewed and updated to reflect industry best practice and practical application. This policy has been designed to ensure that the Shire's procurement processes meet legislative, compliance and good governance practices, while encouraging value for money principles and financially sustainable practices.

The Shire's formatting and style guide has been utilised to update this Policy design, with major changes highlighted in Appendix 14.1.A – CP2-004 Procurement Policy.

**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.

**Strategic Community Plan/Corporate Business Plan Implications:**

<b>STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN</b>		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**Relevant Precedents:**

Council previously considered and adopted a CS3.23 Purchasing Policy on 9 April 2024 (refer to Appendix 14.1.B).

**Risk Assessment:**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Procurement 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)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial  Legal and Compliance  Reputational	Failure to manage procurement practices can result in poor financial management and financial loss.  Failing to give due consideration to the industry standards and best practice may result in non compliance with legislative requirements.  The Shire's reputation could be viewed negatively for not undertaking regular reviews of policies of Council.

**Comment:**

The Procurement Policy provides a guideline and assistance for Council and Shire employees in purchasing small and large items of expenditure. It ensures that minimum standards are clear and communicated through the Policy, ensuring that Council is managing its procurement practices in a compliant and financially responsible manner.

14.2 Purchasing Card Policy	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Xandra Curnock – Director Corporate & Community Services
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	GOV/137
<b>Appendices:</b>	Appendix 14.2.A –CP2-005 Purchasing Card Policy
<b>Voting Requirement:</b>	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 a new Purchasing Card Policy (refer to Appendix 14.2A – CP2-004 Procurement Policy).

### Officer's Recommendation:

*That Council adopts the Procurement Policy as set out in Appendix 14.2.A – CP2-005 Purchasing Card 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 Purchasing Cards are utilised in a transparent, accountable and appropriate manner, while enabling practical operational needs and efficiencies. Purchasing Cards provide a convenient method of procuring goods and services; however, they present financial and governance risks if not appropriately controlled. This policy establishes the framework to mitigate those risks while maintaining operational efficiency.

All Purchasing Card transactions must comply with the Shire's Procurement Policy and relevant legislation.

This policy applies to all Council-issued Purchasing Cards, including:

- Corporate Credit Cards;
- Corporate Debit Cards; and
- Fuel Cards.

**Statutory and Policy Implications:**

*The Local Government Act 1995, Section 2.7 defines the role of Council.*

**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.*

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;*
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- (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.

**Strategic Community Plan/Corporate Business Plan Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**Relevant Precedents:**

Council have not developed a specific Purchasing card Policy in the past.

**Risk Assessment:**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Purchasing Card 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)	Low (1 - 4)
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	<p>Financial Failure to manage purchasing cards may result in a risk of fraud or misuse.</p> <p>Legal and Compliance Failing to give due consideration to Council’s Procurement Policy may result in non-compliance and diminish public and sector confidence.</p> <p>Reputational The Shire’s reputation could be viewed negatively for not undertaking regular reviews of policies of Council.</p>

**Comment:**

The Purchasing Card Policy provides a guideline and assistance for Council and Shire employees. The Policy introduces parameters around the appropriate use of Purchasing Cards to reduce the possibility of any misuse or fraudulent activity.

14.3 Mid-Year Budget Review	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Xandra Curnock – Director Corporate & Community Services
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	FIN/065
<b>Appendices:</b>	Attachment 14.3.A – 2025/26 Mid-Year Budget Review
<b>Voting Requirement:</b>	Absolute Majority

### Report Purpose

This report requests that Council consider the 2025/26 Mid-Year Budget Review as presented in the Statement of Financial Activity – by Nature and Statement of Financial Activity – by Program, for the period 1 July 2025 to the 31 December 2025, together with the requested budget amendments.

### Officer's Recommendation:

*That Council:*

1. *Receives and acknowledges the 2025/26 Mid-Year Budget Review report and associated documents [Appendix 14.3.A].*
2. *Adopts the 2025/26 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report.*
3. *Retains the 2025/26 Forecast Budget Surplus of \$95,832 as a budgeted carried forward surplus to the next budget period. Should the actual 2025/26 calculated surplus as at 30 June 2026 be above \$95,832, then the additional funds are to be transferred to the Shire of Collie Waste Reserve to facilitate the renewal and replacement of plant, buildings and infrastructure, along with landfill closure and remediation obligations at the Collie Waste Site.*

### Background:

A Statement of Financial Activity – by Nature and Statement of Financial Activity – by Program [Appendix 14.3A] incorporating year to date budget variations as at the 31 December 2025, together with forecasts to the 30 June 2026 are presented for Council's consideration.

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A, requires that a Local Government conduct a budget review between 1 January and 31 March each financial year. The intention of the legislation is to ensure Local Governments conduct at least one budget review between six and nine months into a financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget review is a detailed comparison of the year to date actual results with the adopted or proposed amended budget. It establishes whether a Local Government is able to continue to meet its budget commitments and is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council management completed a comprehensive review of the 2025/26 Annual Budget during February 2026. The budget review document has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Council adopted a 10% or a \$50,000 minimum for the reporting of material variances to be used in the monthly Statements of Financial Activity. This same level of variance reporting has been utilised in this budget review to highlight larger variances in the Summary of Budget Amendments. The full variance listing is also detailed in the attached Schedules and Notes attached to this Budget Review [Appendix 14.3.A].

This review generally consisted of the following:

- a) Including any unbudgeted income/expenditure or budget amendment items adopted by Council during the period 1 July 2025 to 31 December 2025.
- b) Comparison of the actual year to date (YTD) income/expenditure to the original or amended budget adopted for each line item of operating and capital revenue and expenditure.
- c) Projection of the forecast income/expenditure to the end of the financial year and comparing this with the Original/Amended Annual Budget to determine if the line item is forecast to remain within budget.
- d) Identification of any material events or changes that may impact on Council finances.
- e) Flagging incomplete projects and unspent grants that were brought forward into the 2025/26 budget or projects that may be carried over into the 2026/27 budget.
- f) Identifying any offsetting increases in revenue or reduction in expenditure that will reduce major variations.
- g) Calculation of an updated Forecast end of year (Surplus)/Deficit to the 30 June 2026 as part of assessing whether there is sufficient cash flow to the 30 June 2026 to meet budget and forecast commitments.
- h) Identifying any new budget requests from Council Officers that Council may wish to consider.
- i) Identifying Options to utilise the improved Forecast end of year Surplus funds.

The original adopted budget cash position prior to any adopted budget amendments was an estimated year-end surplus of \$35,811. As a result of a detailed and comprehensive budget review process involving management and the executive team culminating in various forecast changes, the current forecast year end surplus is estimated at \$95,832.

It also needs to be acknowledged that this forecast year end surplus may change further during the remainder of 2025/26 due to future decisions of Council, adjusted capital works, or additional grant income and expenditure, which will be reflected in forecast updates presented in the Monthly Financial Statements and the annual 2026/27 budget development process.

Full details of budget review variances can be found in the Budget Review Report [Appendix 14.3.A]

**Statutory and Policy Implications:**

*The Local Government Act 1995, Section 2.7 defines the role of Council.*

**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.*

*Local Government Act 1995.*

*Local Government (Financial Management) 1996*

Section 6.2 (4) of the *Local Government Act 1995* states:

**6.2. Local government to prepare annual budget**

- (4) *The annual budget is to incorporate —*
  - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

**33A. Review of budget**

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government’s financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
  - (d) *include the following —*
    - (i) *the annual budget adopted by the local government;*
    - (ii) *an update of each of the estimates included in the annual budget;*
    - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review;*
    - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

**Budget Implications:**

As a result of the budget review process, and updated forecast amendments on various general ledger accounts, staff forecast a surplus of \$95,832 as of the 30 June 2026.

**Budget – Whole of Life Cost:**

While the budget review does not impact directly on the whole of life cost of assets, it does indirectly refer to assets through budgeted acquisition and disposals.

**Communications Requirements:**

No consultation is required in relation to this report.

**Strategic Community Plan/Corporate Business Plan Implications:**

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	5.1.6	To provide good governance across the organisation.

**Relevant Precedents:**

A mid-year budget review is conducted each year.

**Risk Assessment:**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Mid-Year Budget Review	
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)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	Failing to deliver services within the budget may result in diminished public and sector confidence.
	Legal and Compliance	Failing to give due consideration to the legal and compliance matters related to financial management may result in diminished public and sector confidence.
	Reputational	Failing to constrain spending within allocated budget may result in diminished public and sector confidence.

**Comment:**

The 2025/26 budget remains within overall original estimates. Management forecast an end of year surplus of \$95,832. It is recommended that Council retain the entire \$95,832 estimated surplus and carry it forward to the 2026/27 Annual Budget.

Council is undertaking considerable future planning around the Collie Waste Site and the eventual closure and remediation works associated with the site. While the current estimated life of the waste site is approximately 15 years (this may be longer if managed appropriately), early indications are that the future cost of closure and remediation works will be considerable. Council will also need to start planning for a new waste facility.

For this reason, it is recommended that Council start to increase funds held within the Shire of Collie Waste Reserve. The Officer’s Recommendation reflects this intention, where in the event that the actual 2025/26 calculated surplus as at 30 June 2026 being above \$95,832, then the additional funds are to be transferred to the Shire of Collie Waste Reserve to facilitate the renewal and replacement of plant, buildings and infrastructure, along with landfill closure and remediation obligations at the Collie Waste Site.

A copy of the full revised 2025/26 Annual Budget and Forecast is provided for in [Appendix 14.3.A], which incorporates the adopted budget variances together with updated forecasts as at the 31 December 2026. A detailed breakdown of all variances is provided within the Schedules and Notes provided.

Previous Adopted Budget Amendments:

1. Council approved an amendment to the 2025/26 budget to reduce the proceeds of sale for vehicles by \$21,600. Council supported the retention of the Holden Colorado single cab utility, registration 112CO (currently used by the Rangers) in lieu of it being traded, providing a vehicle for the Building Maintenance Officer – 12 August 2025 OCM Res 9635.
2. Council approved an amendment to the 2025/26 budget to amend the light vehicle purchases identified in the 2025/26 budget. These included the Rangers Isuzu Dmax estimated to be \$10,000 less than budget, the Director Corporate & Community Services vehicle being replaced with an Isuzu MUX, the Manager Operations vehicle being replaced with a Isuzu Dmax, the ICT Manager vehicle provide a motor vehicle allowance in lieu of a vehicle – 9 September 2025 OCM Res 9651.
3. Council approved an amendment to the 2025/26 budget to include unbudgeted capital expenditure for the purchase of a new pool vacuum cleaner. The emergency expenditure of \$19,250 was approved by the Shire President and endorsed by Council at the 9 December 2025 OCM Res 9711.

Incomplete projects and unspent grants that were brought forward into the 2025/26 budget or projects that may be carried over into the 2026/27 budget, or require a 2025/26 budget amendment:

1. 2024/25 Carried Forward Surplus

At the time of producing the 2025/26 budget the anticipated 2024/25 Carried Forward Surplus was estimated to be \$94,740. The actual 2024/25 Carried Forward Surplus was \$1,687,882.

On the 24 June 2025 the Local Government Grants Commission announced and paid a 50% advance General Grant payment of \$1,006,237 and Roads Grant payment of \$351,789. This resulted in an additional \$1,358,026 in grant income being received.

A new Unspent Grants Reserve has been created in the 2025/26 budget to avoid this late distortion occurring in the future. Any unspent grants held by the Shire will be preserved in this Reserve and drawn down as utilised.

2. Job 1144 – Waste Transfer Station Shelter

These works relate to the construction of a Waste Transfer Station shelter to house the new waste compactor totalling \$245,000. Quotes for the construction of this building were obtained during 2025/26 but significantly exceeded the allocated budget of \$245,000. This building construction is proposed to be 100% carried over into 2026/27 with additional funding to be allocated. A 2025/26 budget amendment is recommended to reflect this change.

3. Job 3080 – Harris River Road

Further capital works on Harris River Road (SLK 1.05 -5.05) costing \$750,000 were included in the 2025/26 budget. The works are to be funded 2/3 from a Main Roads Regional Road Group grant and 1/3 from Council. Due to delays in detailed design and planning works, subject to Regional Road Group approval these works are proposed to be carried forward into 2026/27. The works involve the widening and sealing shoulders to 0.5m, and resealing and installing audible edge lines.

It is proposed that the 1/3 Shire funding (\$250,000 plus project management salaries) be carried forward into 2026/27 and preserved through a transfer of funds to the Carried Forward Projects Reserve of \$279,020. A 2025/26 budget amendment is recommended to reflect this change.

4. Collie Visitor Centre Expansion Project

These works relate to the building modifications and expansion totalling \$500,000 at the Collie Visitor Centre, which are funded from the Department of Primary Industries and Regional Development. These building modifications are proposed to be 100% carried over into 2026/27. The grant funds have not been received at this time, but if any funding is received and not spent in 2025/26 then it will be preserved in the Carried Forward Projects Reserve and recorded as a Contract Liability. A 2025/26 budget amendment is recommended to reflect this change.

5. Soldiers Park Playground & Swimming Club Storage Shed

The Soldiers Park Playground is a carried over project from previous years. The \$1.6m project is funded 100% from the State Government election funding committed for the former Collie heated swimming pool election commitment. A portion of the election commitment funds are reallocated towards the Swimming Club storage shed/meeting room of approximately \$200,000. These projects have been delayed due to the Funding Agreement with the State Government not being finalised. The grant funds have not been received at this time, but if any funding is received and not spent in 2025/26 then it will be preserved in the Carried Forward Projects Reserve and recorded as a Contract Liability. No budget amendment is required as these projects were only noted in the original budget.

6. Shire of Collie – Housing Incentive & Urban Infill Toolkit Grant

In prior years the Shire received a grant for the Collie Urban Infill Toolkit project. During the acquittal process it was identified that only \$44,060 had been paid out on the project from a grant of \$57,500. As the project was left incomplete, formal approval was obtained to extend the timeline and complete the project using the unspent \$13,440. A 2025/26 budget amendment of \$13,440 is recommended to reflect this change in income in GL#116660 and expenditure GL#199820.

7. Purchase of Land – Collie Light Industrial Area

Council considered a Behind Closed Doors Report in December 2025 relating to Land in the Collie Light Industrial Area. Council resolved to implement the recommendation to progress discussions with Development WA to purchase the land in 2026/27 with the purchase funded from the New Initiatives Reserve.

Forecast Variances or Cost Areas:

There are a number of variances across the entire budget that have contributed to the current Forecast Surplus of \$95,832. The major variances include:

➤ **Rates and Charges**

General Rates Levied (including concessions applied) for the 2025/26 financial year are within budget estimates; \$8,130,311 rates raised against an adopted budget of \$8,046,928. Interim rates revenue estimates are forecast to increase from an adopted budget of \$5,000 to \$20,000 once interim changes related to development are processed.

Collection of outstanding rates is progressing through an external debt collection agent. As at 30 June 2025 the outstanding Rates and Statutory Receivables was \$2,833,181. The target is to achieve less than 4% of collectable rates outstanding.

➤ **Employee Costs**

Employee costs consist of salaries and wages, workers compensation payments, workers compensation insurance, and other employee costs. These are summarised below:

<b>EMPLOYEE COSTS</b>				
	25/26 Budget Total	YTD Budget	YTD Actual	25/26 Forecast Total
<b>Salaries &amp; Wages excluding Workers Compensation</b>	\$6,369,618	\$3,184,809	\$3,130,603	\$6,369,618
<b>Paid Parental leave</b>	\$5,000	\$0	\$0	\$5,000
<b>Workers Compensation Insurance</b>	\$250,000	\$250,000	\$138,494	\$250,000
<b>Other Employee Costs</b>	\$885,618	\$363,655	\$223,377	\$819,315
<b>TOTAL</b>	<b>\$7,510,236</b>	<b>\$3,798,464</b>	<b>\$3,492,474</b>	<b>\$7,443,933</b>

Gross salaries and wages remain under budget primarily due to staff vacancies through-out the year. To assist in completing tasks related to the 2024/25 Annual Financial Statements and the 2024/25 annual audit, a number of contracted consultants were engaged, which will offset some of the salaries and wages savings. While the total forecast salaries and wages expenditure has been adjusted to reflect anticipated savings, contractor costs have increased.

Workers Compensation salaries and wages had \$138,494 expenditure allocated in the 25/26 budget, however it is normal to incur expenditure in this area due to ongoing and new claims accepted by LGIS. The Shire has no control over whether a workers compensation claim is accepted and must process this payment if advised by LGIS. The Shire is reimbursed this expenditure through insurance with LGIS, which overall offsets this cost, but in the interim there will be a timing difference reflecting when expenditure is incurred and funds are reimbursed.

A similar process occurs should an employee go on Parental Leave, with payments being made by the Shire with this expenditure being reimbursed by the Commonwealth Government.

➤ **Interest Revenue – Municipal Fund**

The forecast interest Revenue for the Municipal Fund has not been amended from an adopted budget estimate of \$72,450. Interest revenue is predominantly received from investment in high interest accounts or term deposits to obtain the highest return on investment. The forecast decrease in interest revenue is affected by the budgeted interest return rate on term deposit investments and the total available cash.

➤ **Interest Revenue – Reserve Fund**

Similar to Municipal Fund interest income, the forecast interest Revenue for the Reserve Fund has not changed from the adopted budget of \$129,570. Interest earned to the end of December 2025 is \$41,353.

➤ **WA Local Government Grants Commission (LGGC) Grants**

While the total 2025/26 LGGC Financial Assistance and Local Roads grant revenue has increased from previous years to \$2,054,239 (24/25 \$1,864,670) and \$666,494 (24/25 \$622,721), a 50% advance payment of the grant was made in June 2025. This advance payment is associated with advance payments made in previous financial years and has caused a compounding effect.

The timing of payments has resulted in the 2025/26 budget funds of \$1,677,276 and \$606,417 remaining unchanged. The current forecast assumes that Council is likely to receive 50% of the 26/27 Advance Grant in late 25/26.

➤ **Household Sanitation**

Domestic Refuse, Recycling and FOGO levies (rubbish bin charges) have remained unchanged from a combined adopted budget of \$1,065,743. Council will consider whether it wishes to continue with the FOGO service at the April 2026 Council meeting, with the financial implications reflected in the 2026/27 budget.

The Shire has recently been advised by Cleanaway of a price rise increase from January 2026 for waste collection. The budget did incorporate a provision for cost escalation, however the full impact is being evaluated by staff and if the impact is material, then a further report will be presented to Council. The noted cost increases will be included in the 2026/27 budget.

➤ **Vehicles, Plant & Equipment**

Several plant and vehicles have been ordered or acquired during the 2025/26 financial year in accordance with the approved budget, including the Landfill Compactor and 2 x Isuzu MUX's. The remaining plant purchases and light vehicle fleet purchases are on schedule to be completed during the remainder of 2025/26.

➤ **Development Services Fees and Charges**

Dog and cat registration revenue remains on target, and the budget review identifies no changes from the adopted budget. Other health fees and charges accounts show minimal variances compared to the forecasts for 30 June, which are expected to align with the budget.

The forecast revenue from Development Application Fees and Charges, totalling \$87,450, is above the budgeted \$72,450, and is expected to increase further during the year. These fees depend on the type and number of Development Applications submitted to the Shire, which have increased in both the number of applications and their value. The forecast income for Development Application Fees has been adjusted to \$87,450.

Building Permit Fees Year to Date revenue of \$35,324 exceeds the budgeted Year to Date income of \$28,462. These fees are subject to external market environments for building activity, which has been in line with the forecast. The forecast income for Building Permit Fees remains the same as the total budget of \$56,925, but the forecast may be updated later in the year.

**Items for Budget Consideration and Recommended Budget Amendments**

Based on the identified Mid-Year Budget Review increased income and reduced expenditure, the following budget amendments are requested for Council's consideration:

➤ **Collie Visitor Centre**

The Shire has received correspondence from the Collie Visitor Centre seeking a review of the 2025/26 Operational Grant provided to the Collie Visitor Centre from the Shire of Collie.

While the Visitor Centre sought an increase in the funding for 2025/26, an allocation of \$133,000 was approved by Council. This was the same allocation made in 2024/25. The 2023/24 and 2022/23 allocation was \$123,000.

When the Visitor Centre were advised of the funding allocation, it was noted that although this figure did not meet the Visitor Centre's total amount required to meet the Visitor Centre's operational expectations, there would be the opportunity for review through the mid-year budget review process. The Visitor Centre are seeking approximately an additional \$20,000 to meet wage increases and services operational requirements.

The Collie Visitor Centre have been invited to attend the Council meeting to give a presentation to Council on this budget request.

➤ **Increased transfer to Waste Reserve:**

The adopted 2025/26 budget included \$0 transfer to the Waste Reserve. It is recommended that any actual surplus funds as at 30 June 2026 above \$95,832 be transferred to the Waste Reserve to facilitate the renewal and replacement of plant, buildings and infrastructure, along with landfill closure and remediation obligations at the Collie Waste Site.

➤ **Correction to Schedule of Fees & Charges**

An error has been identified in the 2025/26 adopted 'Schedule of Fees and Charges' relating to structure plans. The proposed change is to remove the wording that states 'based on 12hrs' as shown in the screenshot below.

SHIRE OF COLLIE  
SCHEDULE OF FEES AND CHARGES - 2025/26  
Scheme Amendment/Structure Plan

#	Charge Details	Statutory/ Council	Relevant Act	GST	2025/26 (inc GST)
25	Request to initiate	Council		GST Free	\$372
26	Processing fee - base/standard	Council		GST Free	\$1,801
27	Processing fee - complex	Council		GST Free	\$3,493
28	Lodgement of <b>Structure Plan/</b> Local Development Plan (Initial charge, <b>based on 12hrs</b> ; final charge is subject to hours required on application)	Council		GST Free	<b>\$1,090</b>
29	<b>Director/ Manager/ Shire Planner</b> (hourly rate)	Statutory	Planning and Development Regulations 2009	GST Free	<b>\$88</b>
30	Environmental Health Officer (hourly rate)	Statutory	Planning and Development Regulations 2009	GST Free	\$37
31	Administrative Assistant (hourly rate)	Statutory	Planning and Development Regulations 2009	GST Free	\$30
32	Advertising for Scheme Amendment/Structure Plan	Council		GST Free	Cost plus 10%
33	Lodgement of a Notification on the Title	Council		GST Free	\$181

The reason for this correction is that the hourly rate of \$88 times 12 hours equals \$1,056 and not the initial fee of \$1,090.

➤ ***Estimated Carried Forward Surplus as at the 30 June 2026:***

The 2025/26 budget estimated that over the 12 month period of the budget, a surplus of \$35,811 would be incurred. This was based on the budgeted Carried Forward Surplus from 2024/25 of \$94,740 reducing to a budgeted surplus at the end of 2025/26 of \$35,811.

The forecast surplus as at 30 June 2026 is \$95,832 which is based on known variances in actual performance in the year to date and estimates for the remainder of the year based on current trends in revenue and expenses, exclusive of the requested budget amendments.

**14.4 Financial Management Report – January 2026**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Geoff Lawrence – Finance and Business Excellence Coordinator
<b>Accountable Manager:</b>	Xandra Curnock – Director Corporate and Community Services
<b>Legislation</b>	<i>Local Government Act 1995 &amp; Financial Management Regulations 1996</i>
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	Appendix 14.4.A – Financial Report – January 2026
<b>Voting Requirement</b>	Simple Majority

**Report Purpose**

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

**Officer's Recommendation:**

*That Council receive the Financial Management Report for 31 January 2026 as presented in Appendix 14.4.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		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Financial Management Report – January 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)	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 14.4.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 January 2026:

- Income is over budget by 2.5%; and
- Expenditure is under budget by 9.3%.

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. %
	\$	%
<b>Revenue from operating activities</b>		
<b>Grants, subsidies and contributions</b>	144,222	11.65%
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		
<b>Interest revenue</b>	60,704	32.14%
Mainly relates to interest on overdue rates		
<b>Other revenue</b>	(135,931)	(65.79%)
\$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.		
<b>Expenditure from operating activities</b>		
<b>Employee costs</b>	505,732	11.41%
Timing variance. Will be rectified by year end. Due to current vacancies and internal cost allocations.		
<b>Other expenditure</b>	199,251	50.99%
Timing variance, mainly relates to plant on costs and labour overheads. Will be cleared by year end.		
<b>Inflows from investing activities</b>		
<b>Proceeds from disposal of assets</b>	(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.		
<b>Outflows from investing activities</b>		
<b>Acquisition of property, plant and equipment</b>	198,570	17.41%
Timing variance between budget and purchase of assets		
<b>Acquisition of infrastructure</b>	(62,596)	(61.14%)
(\$50k) relates to drainage works on Forrest st. Project was not completed until 2025/2026, but was budgeted for in 2024/2025.		
<b>Outflows from financing activities</b>		
<b>Transfer to reserves</b>	(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.		
<b>Surplus or deficit at the start of the financial year</b>	1,593,142	1681.59%
Higher surplus than originally anticipated due to more grants income in 2025 than originally forecast.		
<b>Surplus or deficit after imposition of general rates</b>	1,880,733	45.08%

14.5 Accounts Paid – 16 January to 15 February 2026	
<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Karen Rushton – Finance Officer
<b>Accountable Manager:</b>	Geoff Lawrence – Finance and Business Excellence Coordinator
<b>Legislation:</b>	<i>Local Government Act 1995 &amp; Local Government (Financial Management) Regulations 1996</i>
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	Appendix 14.5.A – List of Accounts Paid
<b>Voting Requirement</b>	Simple Majority

**Report Purpose**

To present the accounts paid for the period 16 January 2026 to 15 February 2026

**Officer's Recommendation:**

*That Council receives the List of Accounts paid for the period 16 January 2026 to 15 February 2026 as presented in Appendix 14.5.A totalling \$1,056,931.10.*

**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		
<b>GOAL:</b>	5	Our Organisation
<b>Objective:</b>	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
<b>Strategic Priority:</b>	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)	<p>Financial                      That payments are not made in accordance with Shire’s policies and procedures.</p> <p>Legal and Compliance      Not reporting the list of accounts to Council is a contravention of the <i>Local Government Act 1995</i>.</p> <p>Reputational                      Non compliance with a legal requirement may lead to community confidence being eroded in Shire’s management and Council.</p>

**Comment:**

A listing of payments is included in Appendix 14.5.A.

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 Collie Roundhouse	
<b>Elected Member:</b>	Cr Michelle Smith
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Appendices:</b>	Nil
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

For Council to consider a notice of motion from Cr Smith with regards to Council receiving an update from the National Trust with regards to the future of the Roundhouse

**Notice of Motion – Cr Smith:**

*That the CEO request the National Trust to provide a presentation to Council on the current status and future of the iconic Collie Roundhouse.*

**Background:**

Cr Smith has provided the following information in support of the motion:

‘The Collie Roundhouse is vested with the National Trust of Australia (WA) with the power to lease. Following an Expression of Interest process, Be Our Guest Holdings was selected in 2021 as the preferred proponent to lease the Roundhouse and transform the space into a vibrant public and commercial space.

Given the time that has elapsed since the preferred proponent was announced, it would be appreciated if a presentation could be provided to Council on the status of the project and the future of the iconic Collie Roundhouse.’

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

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

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

**18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**

**19. STATUS REPORT ON COUNCIL RESOLUTIONS**

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

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

**20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**

In accordance with Section 5.23(4) (g) of the *Local Government Act 1995* and Regulation 4A of the *Local Government (Administration) Regulations 1996*, the following Item 20.1 is confidential.

<b>20.1 Staff Housing</b>	
<b>Reporting Department:</b>	Chief Executive Officer
<b>Reporting Officer:</b>	Phil Anastasakis – Chief Executive Officer
<b>Accountable Manager:</b>	Phil Anastasakis – Chief Executive Officer
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	CPR/056
<b>Appendices:</b>	Nil.
<b>Voting Requirement</b>	Absolute Majority

(Report to be provided separate to the agenda).

**21. CLOSE**

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

**Risk Category Consequence Table – Guideline**

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

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

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

### Shire of Collie Risk Acceptance Criteria

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

### RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	<p>Project risk has two main components:</p> <ul style="list-style-type: none"> <li>• Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives.</li> <li>• Indirect refers to the risks which threaten the delivery of project outcomes.</li> </ul>

### Shire of Collie Existing Controls Ratings

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