



Shire of
Collie

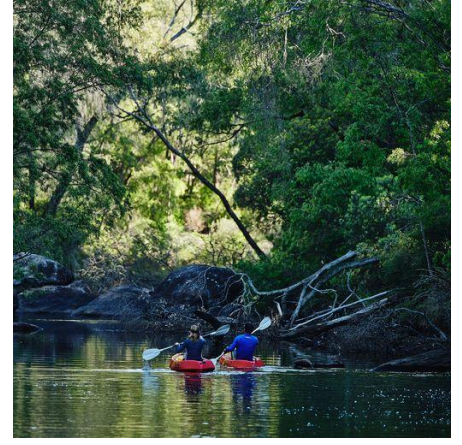
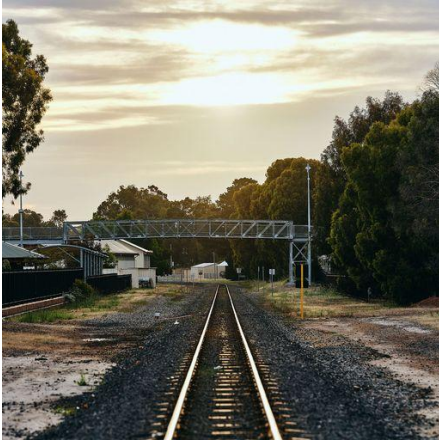
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 9 June 2026



Our Vision

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

Our Mission

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

Our Values

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

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

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

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

Acknowledgement of Country

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

NOTICE OF MEETING

Please be advised that the



Ordinary Meeting of Council

commencing at **6:00pm**

will be held on

Tuesday, 9 June 2026

in Council Chambers at 87 Throssell Street, Collie
WA.

A handwritten signature in blue ink, appearing to read "Phil Anastasakis", is positioned above a horizontal line.

Phil Anastasakis
Chief Executive Officer

4 June 2026

DISCLAIMER

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

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

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

Local Government Act 1995

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

5.23. Meetings generally open to public

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

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

Local Government (Administration) Regulations 1996

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

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

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

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

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

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

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

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 9 June 2026 commencing at 6:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

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

2. PUBLIC QUESTION TIME

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

Council consideration towards the Public:

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

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DISCLOSURE OF FINANCIAL INTEREST

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

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

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

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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

Nil

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 12 May 2026

Officer's Recommendation:

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 12 May 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

11.1 Annual Budget 2026/27	
Reporting Department:	Chief Executive Office
Reporting Officer:	Wayne Wright – Acting Director Corporate Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.1.A – 2026/27 Annual Budget
Voting Requirement:	Absolute Majority

Report Purpose

This report presents the 2026/27 Annual Budget for Council consideration and adoption. Following the endorsement of the draft Budget, the final 2026/27 Annual Budget papers have been formulated and presented to Council in the statutory format for final adoption at the 9 June 2026 Ordinary Council meeting.

Officer's Recommendation:

MUNICIPAL FUND BUDGET FOR 2026/27

1. That Council pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the 2026/27 Budget as contained in Appendix 11.1.A [Under Separate Cover] of this Agenda and the Minutes, for the Shire of Collie for the 2026/27 financial year which includes the following:

- A. *Statement of Comprehensive Income;*
- B. *Statement of Cash Flows;*
- C. *Statement of Financial Activity;*
- D. *Notes to and Forming Part of the Budget including:*
 - i.) *Operating Income and Expenditure.*
 - ii.) *Capital Income and Expenditure, including New, Upgrade and Renewal capital works and new loans.*
 - iii.) *Revenue generated from the Schedule of Fees and Charges for 2026/27.*
 - iv.) *Budget Program Schedules 3 to 14.*

By Absolute Majority

FUND BUDGET FOR 2026/27 – RESERVE TRANSFERS & LOANS

2. That Council pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the Reserve Transfers and current and proposed loans drawdown and repayments detailed within the 2026/27 Budget as contained in Appendix 11.1.A [Under Separate Cover] of this Agenda and the Minutes, for the Shire of Collie for the 2026/27 financial year, with any variations from budget approved based on adjusted loan drawdown timing, the reserve purpose, actual expenditure and/or the transfer of unexpended 2025/26 capital works funding to Reserves, to be utilised and drawn down from the Carried Forward Projects Reserve in future years as required.

By Absolute Majority

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS, DISCOUNTS AND INTEREST

3. That Council:

A. For the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2026/27 adopted at Recommendation 1 above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum rates on Gross Rental and Unimproved Values:

i.) General Rates

- Gross Rental Value (GRV) Rated Properties = \$0.087930
- Unimproved Value (UV) Rated Properties = \$0.005516

ii.) Minimum Payments

- Gross Rental Value (GRV) Rated Properties = \$1,356.00
- Unimproved Value (UV) Rated Properties = \$1,094.00

	Rate in the Dollar	\$ Rate Yield
Gross Rental value (GRV)	\$0.087930	\$4,940,431
GRV Minimum	\$1,356.00	\$2,421,816
TOTAL GRV		\$7,362,247
Unimproved Value (UV)	\$0.005516	\$831,057
UV Minimum	\$1,094.00	\$303,038
TOTAL UV		\$1,134,095
TOTAL GRV and UV YIELD		\$8,496,342

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

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

C. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates and charges (and service charges) through an instalment option of \$18.00 for each instalment after the initial instalment is paid (\$54.00 for four (4) instalment option).

D. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.0% where the owner has elected to pay rates and charges (and service charges) through an instalment option.

E. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 10.0% for rates and charges (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

By Absolute Majority

GENERAL FEES & CHARGES FOR 2026/27

4. That Council pursuant to Section 6.16 of the Local Government Act 1995 and other relevant legislation, adopts the Fees & Charges as contained in the 2026/27 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.

By Absolute Majority

OTHER STATUTORY FEES FOR 2026/27**5. That Council:**

- A. Pursuant to Section 53 of the Cemeteries 1986, Council adopts the Fees & Charges for the Collie Cemetery as contained in the 2026/27 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.
- B. Pursuant to Section 245A(8) of the Local Government (Miscellaneous Provisions) Act 1960, Council adopts the swimming pool inspection fee as contained in the 2026/27 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.
- C. Pursuant to Section 67 of the Waste Avoidance and Resource Recovery Act 2007, Council adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2026/27 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.

By Simple Majority

- D. Pursuant to Section 67 of the Waste Avoidance and Resource Recovery Act 2007 and Section 6.16 of the Local Government Act 1995, Council adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2026/27 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.

By Absolute Majority

COUNCIL MEMBERS' FEES AND ALLOWANCES FOR 2026/27**6. That Council:**

- A. In accordance with Section 5.98(1) of the Local Government Act 1995, Regulation 30 of the Local Government (Financial Management) Regulations 1996, Part 6.2(1) and Part 6.3(1)(a) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual Council member meeting attendance fees be set at \$10,437 (55% of Band 3).
- B. In accordance with Section 5.98(1) of the Local Government Act 1995, Regulation 30 of the Local Government (Financial Management) Regulations 1996, Part 6.2(1) and Part 6.3(1)(a) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual meeting attendance fee for the President be set at \$16,158 (55% of Band 3).
- C. In accordance with Section 5.98(5) of the Local Government Act 1995, Regulation 33 of the Local Government (Financial Management) Regulations 1996, and Part 7.2(1) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for the Shire President be set at \$23,560 (55% of Band 3).

D. In accordance with Section 5.98(1) of the Local Government Act 1995, Regulation 33A of the Local Government (Financial Management) Regulations 1996, and Part 7.3(1) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for the Deputy Shire President be set at \$10,709 (25% of Band 3).

E. In accordance with Section 5.99A(b) of the Local Government Act 1995, Regulation 34A of the Local Government (Financial Management) Regulations 1996, and Part 9.2(2) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for ICT expenses for Council members be set at \$1,925 (55% of Band 3).

By Absolute Majority

MATERIAL VARIANCE REPORTING FOR 2026/27

7. That Council in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 101 Presentation of Financial Statements, the level to be used in Statements of Financial Activity in 2026/27 for reporting material variances shall be 10% or \$50,000, whichever is the greater.

By Simple Majority

Background:

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its ten year Strategic Community Plan, four year Corporate Business Plan and ten year Long Term Financial Plan. The Corporate Business Plan and Long Term Financial Plan are reviewed annually, with the first year of the Long Term Financial Plan being 'sliced off' to form the basis of the draft annual budget.

The draft 2026/27 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council. The draft 2026/27 budget was considered and endorsed at the 12 May 2026 Ordinary Council meeting.

This report recommends Council endorse the final Shire of Collie 2026/27 Annual Budget, inclusive of the proposed 4.5% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure. [refer to Appendix 11.1.A].

Statutory and Policy Implications:**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.*

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
 - (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;and
 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

6.32. Rates and service charges

- (1) When adopting the annual budget, a local government —
- (a) in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —
 - (i) uniformly; or
 - (ii) differentially;and
 - (b) may impose* on rateable land within its district —
 - (i) a specified area rate; or
 - (ii) a minimum payment;and
 - (c) may impose* a service charge on land within its district.
- * Absolute majority required.
- (2) Where a local government resolves to impose a rate it is required to —
- (a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and
 - (b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

6.35. Minimum payment

The following act and regulations govern the setting of minimum rate payments

Local Government (Financial Management) 1996

Local Government (Administration) Regulations 1996

Budget Implications:

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2026/27 financial year.

The final 2026/27 budget has been prepared based on a 4.5% rate revenue increase (excluding interim rate income), which is forecast to produce an end of year surplus of \$158,819. The small surplus enables Council to withstand minor unforeseen financial costs or revenue reductions that may occur during the year, with the mid-year budget review providing the opportunity in February/March each year to review and adjust the budget for more significant variances.

The current forecast end of year surplus for 2025/26 is \$95,832, which is reflected in the opening surplus at the start of the 2026/27 financial year. This forecast will vary when the final annual financial report is produced for 2025/26, with the final result reflected in the financial statements when the 2026/27 mid-year budget review is conducted in February/March 2027.

The fees and charges when adopted will determine the amount of revenue to be received during the 2026/27 financial year for certain areas. The fees and charges revenue has been forecast in the budget income projections and is based on recent decisions of Council.

Working on a zero-based budgeting principle, the 2026/27 budget has a surplus of \$62,987 for the 12 month period 1 July 2026 to 30 June 2027. After taking into consideration all other sources of income, Council is required under the *Local Government Act 1995* to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2026/27 budget it is proposed a total of \$8,534,575 be raised from general property rates. This includes \$40,733 in forecast Interim Rate revenue that will be received during the 2026/27 financial year, based on new ratable properties being built, development or changes to the valuation of existing properties.

The expected yield from rates will be sufficient to balance the 2026/27 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

The Rating Strategy deployed by Council in the 2026/27 financial year has formed part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2026/27 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Communications / Consultation Requirements:

Nil.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Outcome:	5.2	Good governance and financial management

Relevant Precedents:

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Collie Long Term Financial Plan 2026/27 – 2035/36.

Council has resolved in the lead up to the final 2026/27 budget adoption the Rating Strategy, Reserves Management Strategy, Loan Management Strategy, Elected Members Fees & Allowances, Long Term Financial Plan (incorporating relevant elements of various Asset Management Plans and the Workforce Plan), and the draft 2026/27 Annual Budget.

Comment:

The final 2026/27 budget document follows a similar format to the draft budget but includes presentation of the budget in the statutory format. The final document includes the following information:

- Budget summary and overview, inclusive of the organisational structure and budget snapshot;
- Financial statements including the Statement of Comprehensive Income, Statement of Cash Flows, Statement of Financial Activity (by Nature), with a Statement of Financial Activity (by Program) provided as a summary of Schedules 3 to 14;
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants;
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2026/27 Budget; and
- Schedule of Fees & Charges.

The 2026/27 budget has been prepared utilising various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
 - Loan Management Strategy;
 - Reserves Management Strategy;
 - Rating Strategy;
- Workforce Plan;
- Asset Management Plans;
- Elected Member Fees, Expenses & Allowances; and
- Fees & Charges Schedule.

While the 2025/26 financial year has not yet ended when the final budget was completed, the 2026/27 Budget document presented to Council is based on a forecast closing surplus for the 30 June 2026.

The final 2026/27 Budget document is presented to Council for adoption at the Ordinary Council Meeting on the 9 June 2026. The final budget document only varies from the adopted draft budget where there has been updated forecasts or new information provided. The draft budget projected a forecast surplus at 30 June 2026 of \$95,832 compared to the final budgeted surplus of \$35,811.

- **Statement of Financial Activity – by Program (formerly Rate Setting Statement)**

An important part of local government budgeting is the classification of budget estimates into various mandatory descriptions. Local Government accounting systems are required to have the capacity to output accounting reports in at least two classifications, being:

- Nature classifications; and
- Statutory Reporting Program (function or activity).

Historically local governments reported by Statutory Reporting Program as the primary method required by Australian Accounting Standard 27 (AAS27). From 1 July 2023, local government budgets and annual reports must be shown according to Nature classification. However, it is noted that several regulations and the WA Local Government Grants Commission still require information reported by Program.

For the above reasons, and to provide management with an established method to review and manage Program budgets, the final 2026/27 budget includes both a Statement of Financial Activity by Nature and a Statement of Financial Activity by Program. The final statutory budget only includes a Statement of Financial Activity by Nature, together with a Statement of Comprehensive Income and Statement of Cash Flows. This statement is designed to show how much must be raised from rates to record a breakeven result.

The final Budget for 2026/27 as presented produces a surplus of \$35,811 at the end of the financial year.

If estimated revenue or the estimated brought forward surplus are not achieved or there are requests to increase or add expenditure items, the budgeted 2026/27 end of year surplus will not be achieved.

- **Rates**

The final 2026/27 Budget is based on a 4.5% rate revenue increase (excluding interim rate income) spread across the two Uniform General Rates of Unimproved Value (UV) and Gross Rental Value (GRV). This in accordance with Council's previous resolution through the adoption of the Rating Strategy and Long Term Financial Plan, whereby Council endorsed a projected rate revenue increase of 4.5% for the 2026/27 budget.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2026/27 budget it is proposed a total of \$8,534,575 be raised from general property rates. This includes \$38,233 in forecast Interim Rate revenue that will be received during the 2026/27 financial year, based on new rateable properties being built or changes to the valuation of existing properties.

The expected yield from rates will be sufficient to meet the 2026/27 budget requirements after adjustments have been made to increase other sources of revenue, reduce operating expenditure and movements to or from reserves.

Based on a 4.50% rate revenue increase, the Gross Rental Value (GRV), Unimproved Value (UV) and Minimum Rates are included as follows:

	Unimproved Value Rate in Dollar	Gross Rental Value Rate in Dollar	GRV Minimum Rate	GRV Lesser Minimum Rate	UV Minimum Rate
2025/26 – Current	\$0.005288	\$0.084694	\$1,291.50	\$1,291.50	\$1,041.60
2026/27– Budget	\$0.005516	\$0.087930	\$1,356.00	\$1,356.00	\$1,094.00

The increase applied to GRV and UV properties represents Council's endorsement of an overall 4.5% rate revenue increase for the 2026/27 budget.

It should be noted that some GRV and UV properties will receive either an increase or decrease in their rates due to Landgate GRV and UV revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however, property owners are entitled to appeal valuations issued by Landgate should they believe their UV valuation is not correct.

- ***Brought Forward Position***

The 2026/27 Budget includes an estimated brought forward surplus from 30 June 2026 of \$95,832. The surplus compares favourably with the original budget position of \$35,811. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

The final actual 2025/26 brought forward surplus will be calculated after the end of the 25/26 financial year, however it is anticipated that the late payment of 80% of the Local Government Grants Commission 2026/27 annual Financial Assistance Grant (FAG) will be made around the 23 June 2026. This advance grant payment will be transferred to the new Unspent Grants Reserve. Any future advance payments in 2026/27 will also be transferred to the Unspent Grants Reserve, which will result in the total value of grants received more closely reflecting the total budgeted FAG grants.

- ***Staffing***

The Workforce Plan for the 2026/27 – 2035/36 was a key input during the development and adoption of the Shire of Collie Long Term Financial Plan. The Workforce Plan identifies the full-time equivalent staff required for Council's operations.

Based on the Workforce Plan, the total number of full-time equivalent (FTE) staff at the end of 2026/27 will be 71.37 FTE which is an increase of 0.99 FTE (previously 70.38 FTE). The total employee costs (including salaries and wages) associated with the employment of 71.37 FTE's is \$8,159,592, compared to \$7,510,236 in 2025/26.

Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

- **Capital Works Programme**

A total of \$6,651,956 is to be spent in 2026/27 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets, including carried forward projects. These are summarised as follows:

Land and Buildings	\$2,586,000	(Includes \$500k for Collie Visitor Information Centre and \$1,550k for two staff houses)
Plant and Equipment	\$560,000	(Includes \$550k for a street sweeper)
Motor Vehicles	\$439,000	
Furniture and Fittings	\$40,000	
Infrastructure	\$2,926,956	(Includes roads, paths and parks)

Council will transfer \$4,828,143 from Reserves to fund this expenditure, with the balance of funding sourced from external grants and contributions, proceeds from the sale of assets, or municipal funds.

Council has commenced the establishment of Asset Management Plans for its various classes of assets, which project over a 10+ year period the required capital upgrade, expansion and renewal requirements. These Asset Management Plans include the regular transfer of funds to Reserves to ensure the Council's cash flow requirements can be met each year. As these Plans are developed in future years, they will provide greater guidance on the asset renewal, upgrade and new asset requirements of the Shire of Collie.

- **(Profit)/Loss on Asset Disposals**

The forecast profit and loss on disposal for the 2026/27 financial year is nil, implying that the budgeted trade in values of Council vehicles is in line with the written down value contained within Council's Motor Vehicle Asset Management Plans. The majority of vehicle/plant disposals (9) scheduled to be carried out in 2026/27 reflect the Executive and Compliance Vehicle Asset Management Plan contained in the LTFP, and the timing of carried forward vehicle deliveries. The actual profit or loss on asset disposal on all other plant and vehicle disposals will be calculated during the year based on the sale price and written down asset value.

- **Carried Forward Projects**

The 2026/27 budget includes the following major carried forward capital projects that could not be completed during the 2025/26 financial year.

Street Sweeper	\$550,000
Motor Vehicles	\$175,000
Soldiers Memorial Park	\$1,550,000
Waste Transfer Station	\$495,000
Harris River Road Widening	\$750,000

- **Changes from the Draft 2026/27 Budget**

1. Inclusion of minor carried forward projects and funding sources, together with the adjustments to capital works and reserve transfers.
2. Minor corrections to other income and expenditure items based on adjusted forecasts or new information.
3. Minor adjustments to the allocation of wages and various overheads.

- **Materiality Limit**

The Local Government (Financial Management) Regulations (Reg 34(5)) require that each financial year a Local Government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically, the intention is to highlight variances that are important or significant due to their value and possible impact. Too many low value variances can devalue and overcrowd this reporting process.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than \$50,000 or 10%, whichever is greater with reporting at the Program or Nature/Type level has historically been considered reasonable and good practice for highlighting material variances. Council currently has a material reporting variance of greater than \$50,000 or 10%, whichever is greater, with reporting at the Program or Nature/Type level. There is no proposed change to this materiality reporting threshold.

The 2026/27 Budget continues to deliver on strategies and actions identified and prioritised by Council in the Strategic Community Plan and Corporate Business Plan, which in the future will be referred to as the Council Plan. This ensures Council maintains a high level of service across all programs while enabling new asset construction and existing asset upgrade and renewal is undertaken at sustainable levels

The final budget for 2026/27 is balanced and Councillors are encouraged to examine the document thoroughly. Councillors are welcome to contact the Chief Executive Officer prior to the Council meeting to discuss any questions.

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

13.1 Short-Term Rental Accommodation Scheme Amendment	
Reporting Department:	Development Services
Reporting Officer:	David Quelch – Manager Planning & Development
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	Amend a Local Planning Scheme - <i>Planning and Development Act 2005</i>
File Number:	Not Applicable
Appendices:	13.1.A – Development Services Report – OCM Minutes 9 December 2025 13.1.B – Amendment to Local Planning Scheme No.6 With Modifications 13.1.C – Schedule of Submissions
Voting Requirement	Simple Majority

Report Purpose

For Council to consider submissions on the proposed amendment to the Local Planning Scheme and to forward a recommendation to the Western Australian Planning Commission for its consideration and recommendation to the Minister for Planning and Lands, Housing and Works and Health Infrastructure.

To consider adopting Scheme Amendment No.3 to Local Planning Scheme No.6 (LPS6). This amendment proposes modifications to LPS6 that align with changes to the Planning and Development (Local Planning Schemes) Amendment (Short Term Rental Accommodation) Regulations 2024, which came into effect on 18 September 2024.

Officer's Recommendation:

That Council, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Regulation 50(2)(a) and 50(3)(b), resolves to:

1. *Note the submissions received during the advertising period.*
2. *Support with modification of the proposed Scheme Amendment No.3 to the Shire of Collie Local Planning Scheme No. 6 as per Attachment 13.1.B.*
3. *Submit the advertised scheme amendment documentation and schedule of submissions to the Western Australian Planning Commission.*
4. *Following approval of the amendment by the Minister for Planning and Lands, Housing and Works and Health Infrastructure, execute the amendment documents and provide copies to the Western Australian Planning Commission for endorsement.*

Background:

The proposed Scheme Amendment No. 3 to Local Planning Scheme No. 6 (LPS) was presented to Council for initiation at the 9 December 2025 Ordinary Council Meeting. Council resolved to proceed with advertising the proposed amendment, subject to the Environmental Protection Agency (EPA) not requiring an environmental review and the Minister for Planning and Lands, Housing and Works and Health Infrastructure (Minister for Planning).

The EPA advised that the proposed amendment was exempt from formal environmental review, and the Minister granted consent for the amendment to be advertised. The amendment was then subsequently advertised for public comment, while referral to government and service agencies for review was not required.

Amendment No. 3 is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses.

For full details of Amendment No. 3, refer to Appendix 13.1.A – Development Services Report – Minutes 9 December 2025 OCM and Appendix 13.1.B – Amendment to Local Planning Scheme No.6.

Statutory and Policy Implications:***Planning and Development Act 2005 (PD Act)***

- Section 75. Amending Scheme

“A local government may amend a local planning scheme with reference to land within its district, or with reference to land within its district, or with reference to land within its district and other land within any district, by an amendment-

(a) prepared by the local government, approved by the Minister and published in the Gazette.”

- Division 3 - Relevant considerations in preparation or amendment of local planning scheme
 - Section 77. State planning policies, effect of on scheme
 - Section 81. Referral of proposed scheme or amendment to EPA
 - Section 82. Environmental review, when required etc.
 - Section 83. Consultation requirements
- Division 4 - Advertisement and approval Section 83A - Proposed scheme or amendment to be submitted to the Minister for approval to advertise

Planning and Development (Local Planning Schemes) Regulations 2015

- Part 5, Division 1 - Amending local planning scheme
 - Standard amendment
 - Cl.35 Resolution to prepare or adopt amendment to local planning scheme
- Part 5, Division 3 –
 - Cl. 47 Advertisement of Standard Amendment
 - Cl. 49 Submissions on Standard Amendment
 - Cl. 50 Consideration of submissions on standard amendments
 - Cl. 53 Provisions of Standard Amendment and Documents to Commission

Environmental Protection Act 1986

- Section 48A - Authority to decide whether or not schemes to be assessed.

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

- *State Planning Policy 3.7 – Planning in Bushfire Prone Areas;*
- *Planning for Tourism and Short-term Rental Accommodation Guidelines; and*
- *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 financial implications.

Communications Requirements: (Policy No. CS 1.7)

The amendment was advertised in accordance with clause 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 42 days from the 19 March 2026 to 30 April 2026. Advertising was undertaken using the following methods:

1. Letters to providers of STRA (both hosted and unhosted) in the Shire of Collie and registered on the Short Term Rental Accommodation Register.
2. The Shire's website for the entire advertising period.
3. The local newspaper on 19 March 2026.

Five submissions were received, and these are discussed in the 'comments' section of the report. Submissions are tabled in Appendix 13.1.C - Schedule of Submissions.

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:

Nil

Comment:

State Planning Framework and Requirement

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which, in turn, have been informed by policy direction set out in the Position Statement.

LPS6 Amendment #3 is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with the removal of superseded land uses. The following report provides further detail and background

information on these changes, including specific implications for the Shire of Collie. For the further background refer to Appendix 13.1. A – Development Services Report – OCM Minutes 9 December 2025.

A summary of submissions from advertising and the Officer’s responses is provided in the table below:

Submission	Response
<p>The amendment will create additional financial impacts by increasing fees, charges and possibly rates.</p>	<p>The purpose of the STRA amendment is not to consider changes to fees, charges and rates. The State Government, in determining to proceed with statewide STRA changes, considered and determined the payment of fees was appropriated.</p>
<p>Support the amendment and recognise the economic and social importance of short-term rental accommodation to the Shire of Collie.</p>	<p>It is agreed that STRA benefits the economy and community of the Shire of Collie and contributes to the transition away from coal-fired power generation.</p>
<p>Overly restrictive zoning of ‘Tourist and visitor accommodation’.</p>	<p>Tourist and visitor accommodation is permissible in the Commercial, Mixed Use, Residential, Rural, Rural Residential and Urban Development zones. These zones are commonly used for the purpose of accommodation.</p> <p>Tourist and visitor accommodation is a sensitive land use and therefore not compatible with activities found in the industrial and private community purpose zones.</p> <p>The STRA amendment does not outright prohibit the use of tourist and visitor accommodation in reserves and State Government controlled land (e.g. Wellington Dam / Ferguson Valley area).</p> <p>A ‘Motel’ is currently a ‘D’ use in the Special Use zone. Therefore, it is recommended that the STRA amendment be modified to insert ‘tourist and visitor accommodation’ as a ‘D’ use in the Special Use zone. Refer to Appendix 13.1.B – Amendment to Local Planning Scheme No.6 With Modifications’, with modification shown in red.</p>
<p>Misclassification risks, particularly in respect of caravan parks and workforce accommodation.</p>	<p>The proposed STRA amendment is required to ensure LPS6 is aligned with the State’s <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>. No change to the definition or permissibility of ‘Caravan park’ or ‘Workforce accommodation’ is proposed’.</p>
<p>Inflexible parking requirements that will constrain tourism development.</p>	<p>Schedule 2 - Car Parking Table requires a Hotel and Tavern to provide 1 bay per</p>

Submission	Response
	<p>accommodation unit, plus 1 bay for every 25m² of public area. It is agreed that the requirement to provide car parking for a public area may result in an excessive or disproportionate number of car spaces for 'tourist and visitor accommodation'.</p> <p>Given the above, it is recommended that the STRA amendment is modified to insert a new row for 'tourist and visitor accommodation' with a car parking requirement of 1 bay per bedroom or accommodation unit, plus 1 bay per 15 square metres of net leasable area (nla) of floorspace other than used for accommodation purposes. Refer to Appendix 13.1.B – Amendment to Local Planning Scheme No.6 With Modifications, with modification shown in red.</p>
<p>Does the word 'individual' used in definitions for 'cabin', 'chalet' and 'tourist and visitor accommodation' refer to a single person or household unit?</p>	<p>The word 'individual' in these definitions clearly refers to a single person and not a household unit.</p>
<p>Is the 3-month limit property-specific, or does it apply to the same individual across multiple properties operated by the same host?</p>	<p>The 3-month time limit is property-specific and not transferable to other properties.</p>
<p>For 'road house' accommodation specifically: is the intent to capture long-stay worker accommodation that has historically occurred in this use class? If so, would it be clearer to reference 'workforce accommodation' as an explicit exclusion, consistent with the approach taken in the definition of 'tourist and visitor accommodation'?</p>	<p>The amendment to the LPS6 'road house' definition is to ensure consistency with the Regulations. This definition does not refer to 'workforce accommodation', which has a separate definition in LPS6 and regulations</p>

Conclusion

Amendment No. 3 has been drafted to both align with the State Government's STRA framework (Framework) and introduce new provisions designed to address the implications of standardisation. The amendment aligns with the Framework while still allowing for protection of identified value. Further, the amendment includes the deletion of 'Clause 32.8 Holiday accommodation' which is no longer relevant, amendment to 'Table 6 - Special use zone' and some minor corrections. Therefore, it is recommended that Council support the amendment with modifications so that it can be forwarded to the WAPC for consideration and approval by the Minister for Planning.

13.2 Budget Amendment – Collie Preston Bush Fire Brigade Shed Extension

Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Director Development Services
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	<i>Local Government Act 1995</i>
File Number:	FIN/065
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose:

To seek the Council's ratification of unbudgeted capital expenditure related to the construction of an engine bay extension to the Collie Preston Bush Fire Brigade Shed.

Officer's Recommendation:

That Council:

1. *Acknowledge the unbudgeted capital expenditure incurred on the Collie Preston Bushfire Brigade Building extension to the value of \$45,485, excluding GST, in the 2024/25 and 2025/26 financial years.*
2. *Pursuant to Section 6.8(1) and (2) of the Local Government Act 1995, approve an amendment to the 2025/26 Budget to incur capital expenditure on a building asset (Collie Preston Bushfire Brigade Building extension) to the value of \$17,013.59, funded through the Department of Fire and Emergency Services Local Government Grant Scheme grant funds.*

Background:

The Collie Preston Bush Fire Brigade (BFB) requested that funding for engine bay (shed) extension be included as part of the Shire of Collie's 2024/25 Local Government Grant Scheme (LGGs) application, in anticipation of a new 4.4 Volvo Appliance being delivered under the DFES fleet replacement program in 2025.

The justification was that the old shed, which housed the single-cab 2.4B appliance, already had little clearance, and an assessment of the new appliance's storage requirements determined it would not fit. Therefore, without the extension, it would have to be stored outside, exposed to the weather, at increased risk of failure, theft, or damage.

The Shire of Collie included the request in its application, and on 25 July 2024, the Department of Fire and Emergency Services (DFES) advised the Shire that \$39,410 (ex GST) in additional funding had been approved. A further \$6,075 (ex GST) was approved on 10 March 2026, bringing total funding to \$45,485 (ex GST).

Whilst the DFES funding was secured, the funds were not incorporated into the Shire's 2024/25 or 2025/26 budgets as capital expenditure, as required under the *Local Government Act 1995*. This report seeks to address that issue. In addition, the grant income is not payable until acquittal and is recognised on an accrual basis for the relevant years.

Work on the shed extension commenced in late 2024 and was expected to be completed in 2024/25. However, these delays were due to the builder's availability and the Collie Preston Bush Fire Brigade's access requirements, resulting in the project unexpectedly extending into 2025/26.

Statutory and Policy Implications:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

* Absolute majority required.

- (1a) *In subsection (1) —*

Additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

Budget – Whole of Life Cost:

The Shire's Asset Register will be updated to include the shed extension. Maintenance and renewal costs are covered through the Shire's LGSS Grant for BFBs and BFB building maintenance.

Total project expenditure for the project will be in line with the grant (including over-expenditure approvals). Grant income will be recognised on an accrual basis for the relevant years in the Shire's budget, as it is not payable until acquittal.

Communications / Consultation Requirements:

Nil.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.4	To imbed our strategic priorities throughout the organisation

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	Non-Compliance with s6.8 Local Government Act 1995	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Council <i>approves an amendment to the 2025/26 Budget</i>	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Non-Compliance with s6.8 <i>Local Government Act 1995</i>
	Reputational	N/A
	Environment	N/A
	Property	The Collie Preston Bush Fire Brigade building may have some unfinished work, as a further expenditure over-expenditure needs to be submitted to completely finish the project.

Comment:

The Collie Preston Bush Fire Brigade (BFB) shed extension project has faced significant delays, continuing into the 2025/26 financial year from 2024. Capital expenditure for this was not included in the Shire's 2025/26 budget. Council is asked to acknowledge \$17,013.59 (ex GST) of unbudgeted capital expenditure in 2025/26. Pursuant to Section 6.8(1) and (2) of the Local Government Act 1995, Council is also asked to approve a budget amendment for this amount.

As of 20 May 2026, while the BFB shed extension is at the lock-up stage, a small number of construction items remain outstanding, related to flashing, weatherproofing, and drainage, which require completion. As the \$45,485 (ex GST) in capital funding has been almost spent, the Shire will need to submit a further over-expenditure application to the Department of Fire and Emergency Services (DFES) to complete the building. This may mean the project runs into 2026/27.

The Officer's recommendation ensures compliance with the Local Government Act 1995, as detailed in the statutory implementation section.

14. CORPORATE SERVICES REPORTS

14.1 Portable and Attractive Assets Policy and Accounting for Capital Works Policy	
Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Wayne Wright – Acting Director Corporate Services
Legislation	<i>Local Government Act 1995</i>
File Number:	FIN/027
Appendices:	Appendix 14.1.A – CP2-007 Portable and Attractive Assets Policy Appendix 14.1.B – CP2-008 Accounting Policy for Capital Works Appendix 14.1.C – Existing Council Policy CS3.9 Capitalisation of Road Works
Voting Requirement	Simple Majority

Report Purpose:

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

Following a review of policies relating to accounting for assets, this report requests that Council adopt new policies CP2-007 Portable and Attractive Assets Policy and CP2-008 Accounting Policy for Capital Works, and the deletion of the existing obsolete policy CS3.9 Capitalisation of Road Works.

Officer's Recommendation:

That Council:

1. *Adopts the:*
 - a. *Shire of Collie CP2 – 007 Portable and Attractive Assets Policy (Appendix 14.1.A).*
 - b. *Shire of Collie CP2 – 008 Accounting Policy for Capital Works (Appendix 14.1.B).*
2. *Delete existing Council Policy CS3.9 Capitalisation of Road Works (Appendix 14.1.C).*

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.

As part of the scheduled review of Council policies, it is proposed to introduce a new policy relating to the administration and control of portable and attractive items (refer Appendix 14.1.A). This policy will assist the Shire to meet its obligations under regulation 17B of the *Local Government (Financial Management) Regulations 1996*, which requires the local government to take reasonable steps to prevent the loss and theft of portable and attractive items.

In addition, a review has been undertaken of Council's existing policy, CS3.9 Capitalisation of Road Works (refer Appendix 14.1.C). It is proposed that this policy be replaced with the more comprehensive CP2-008 Accounting Policy for Capital Works (refer Appendix 14.1.B).

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 *Local Government (Financial Management) Regulations 1996* outline the requirements for valuing and reporting assets in financial reports.

17A. Valuation of certain assets for financial reports

17B. CEO to take steps to protect excluded portable and attractive assets

A CEO must take all reasonable steps to prevent the theft or loss of —

- (a) *a non-consumable asset that is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale; and*
- (b) *an asset referred to in regulation 17A(5).*

Budget Implications:

While this report does not have any direct budget implications, the proposed policies provide guidance on the treatment of assets in the budget and financial reports.

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		
GOAL:	5	Our Organisation
Objective:	5.2	Good Governance and Financial Management
Strategic Priority:	5.2.4	To benchmark against industry governance and financial standards

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

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	Portable and Attractive Assets Policy and Accounting for Capital Works 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)

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

Risk Category	Health	N/A
	Financial	That asset values do not reflect the true cost of construction due to incorrect allocation of expenses and that portable and attractive items are not appropriately accounted for and are lost.
	Service Interruption	N/A
	Legal and Compliance	That legislation, accounting principles, and standards are not complied with.
	Reputational	Confidence in Council’s ability is eroded due to non-compliance or lack of appropriate controls for assets.
	Environment	N/A
	Property	That capital assets are recorded in asset register and financial reports. That small portable items are recorded.

Comment:

The new policies provide clear direction to support consistency and accountability in the treatment of portable assets and capital works.

The Accounting Policy for Capital Works establishes a framework to ensure the Shire’s financial information relating to capital works is appropriately captured, consistent with the application of the Australian Accounting Standards, and compliant with the *Local Government Act 1995* and associated regulations. This policy is more comprehensive than the existing policy relating to road works.

It is recommended that Council adopts the Shire of Collie CP2-007 Portable and Attractive Assets Policy (refer to Appendix 14.1.A) and the Shire of Collie CP2-008 Accounting Policy for Capital Works (refer to Appendix 14.1.B) and delete existing policy CS3.9 Capitalisation of Road Works.

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

Report Purpose

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

Officer's Recommendation:

That Council receive the Financial Management Report for 30 April 2026 as presented in Appendix 14.2.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 14.1.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.

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:

Each month Council is presented a monthly Financial Management Report.

Risk Assessment:

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

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

Comment:

The financial statements provided in Appendix 14.2.A reports on the following information for the reporting period:

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

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

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

For the period 1 July 2025 to 30 April 2026:

- Income is over budget by 0.39%; and
- Expenditure is under budget by 9.62%.

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.

EXPLANATION OF MATERIAL VARIANCES

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

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

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Other revenue	(180,189)	(61.04%)	▼
\$101k 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.			
Expenditure from operating activities			
Employee costs	992,740	15.74%	▲
Timing variance. Due to current vacancies and internal cost allocations.			
Insurance	107,099	34.09%	▲
Timing variance , mainly relates to allocation of plant on costs and labour overheads			
Other expenditure	218,189	30.80%	▲
Timing variance, mainly relates to budgeted community grants			
Surplus or deficit after imposition of general rates	1,477,685	76.48%	▲

14.3 Accounts Paid – 16 April to 15 May 2026

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

Report Purpose

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

Officer's Recommendation:

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

Background:

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

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

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

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

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - (a) *if the local government has delegated to the CEO the exercise of its power make payments from those funds — by the CEO; or*
 - (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

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

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

13A. Payments by employees via purchasing cards

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

Council Policy**CS3.7 Payment of Creditors****5.0 List of Accounts Paid**

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

Budget Implications:

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:

Each month Council receives the list of accounts presented.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.															
Risk Event	Accounts Paid – 16 April 2026 to 15 May 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	<table border="0"> <tr> <td>Health</td> <td>N/A</td> </tr> <tr> <td>Financial</td> <td>That payments are not made in accordance with Shire's policies and procedures.</td> </tr> <tr> <td>Service Interruption</td> <td>N/A</td> </tr> <tr> <td>Legal and Compliance</td> <td>Not reporting the list of accounts to Council is a contravention of the <i>Local Government Act 1995</i>.</td> </tr> <tr> <td>Reputational</td> <td>Non compliance with a legal requirement may lead to community confidence being eroded in Shire's management and Council</td> </tr> <tr> <td>Environmental</td> <td>N/A</td> </tr> <tr> <td>Property</td> <td>N/A</td> </tr> </table>	Health	N/A	Financial	That payments are not made in accordance with Shire's policies and procedures.	Service Interruption	N/A	Legal and Compliance	Not reporting the list of accounts to Council is a contravention of the <i>Local Government Act 1995</i> .	Reputational	Non compliance with a legal requirement may lead to community confidence being eroded in Shire's management and Council	Environmental	N/A	Property	N/A
Health	N/A														
Financial	That payments are not made in accordance with Shire's policies and procedures.														
Service Interruption	N/A														
Legal and Compliance	Not reporting the list of accounts to Council is a contravention of the <i>Local Government Act 1995</i> .														
Reputational	Non compliance with a legal requirement may lead to community confidence being eroded in Shire's management and Council														
Environmental	N/A														
Property	N/A														

Comment:

A listing of payments is included in Appendix 14.3.A

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

16. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

17. 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.

18. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**19. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS****20. STATUS REPORT ON COUNCIL RESOLUTIONS**

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

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

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil

21. CLOSE

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

Risk Category Consequence Table – Guideline

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
Insignificant (1)	Near-Miss or First Aid	Less than \$10,000	No material service interruption	<p>Compliance - No noticeable regulatory or statutory impact.</p> <p>Legal – Threat of litigation requiring small compensation.</p> <p>Contract – No effect on contract performance.</p>	<p>Unsubstantiated, low impact, low profile or ‘no news’ item.</p> <p>Example: Gossip, Facebook item seen by limited person.</p>	<p>Contained, reversible impact managed by on site response.</p>	<p>Inconsequential or no damage.</p>
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<p>Compliance - Some temporary non compliances.</p> <p>Legal – Single minor litigation.</p> <p>Contract – Results in meeting between two parties in which one party expresses concern.</p>	<p>Substantiated, low impact, low news item</p> <p>Example: 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>
Moderate (3)	Lost time injury	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<p>Compliance - Short term non-compliance but with significant regulatory requirements imposed.</p> <p>Legal – Single moderate litigation or numerous minor litigations.</p> <p>Contract – 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>Example: 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>
Major (4)	Long-term disability / multiple injuries	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<p>Compliance - Non-compliance results in termination of services or imposed penalties.</p> <p>Legal – Single major litigation or numerous moderate litigations.</p> <p>Contract – Receive/issue written notice threatening termination if not rectified.</p>	<p>Substantiated, public embarrassment, high impact, high news profile, third party actions.</p> <p>Example: 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 & external resources to rectify.</p>
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<p>Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties.</p> <p>Legal – Numerous major litigations.</p> <p>Contract – Termination of contract for default.</p>	<p>Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions.</p> <p>Example: 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 & 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
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager	No
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager	No
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO	Yes
EXTREME (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council	Yes

RISK ASSESSMENT

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

Shire of Collie Existing Controls Ratings

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