Shire of Collie

AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 14 July 2026

  

Our Vision

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

Our Mission

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

Our Values

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

***I**ntegrity*

***T**ransparency*

***A**ccountability*

***C**ollaboration*

***R**espect*

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

Shire of Collie

Ordinary Meeting of Council

commencing at **6:00pm**

will be held on

Tuesday, 14 July 2026

in Council Chambers at 87 Throssell Street, Collie WA.

Alex Wiese
Acting Chief Executive Officer

8 July 2026

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

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

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

DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

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

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

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

______________________________ ______________________________ ______________________

Name (Please Print) Signature Date

NB

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

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

Office Use Only: Date/Initials

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

Local Government Act 1995

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

5.23. Meetings generally open to public

(1) The following are to be open to members of the public —

(a) all council meetings;

(b) all meetings of a committee.

(2) Despite subsection (1), if any of the following matters is to be dealt with at a meeting, the council or committee must close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with at the meeting on a confidential basis —

(a) a matter that a committee of a House of Parliament, or a joint committee of both Houses, has advised the local government must be dealt with on a confidential basis;

(b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —

(i) the termination of employment;

(ii) a review of performance under section 5.38;

(c) a prescribed matter;

(d) a matter that is the subject of a direction given under section 5.23AA(1).

(3) Despite subsection (1), the council or committee must close a meeting to members of the public to the extent necessary to ensure compliance with a requirement (however formulated) —

(a) that is imposed under a written law, excluding this Act and local laws; and

(b) that prohibits or restricts the making public of information.

(4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —

(a) legal advice, or other information, over which the local government holds legal professional privilege;

(b) information relating to the personal affairs of an individual;

(c) information contained in a tender received by the local government for a contract to the extent that the information —

(i) is a tendered price; or

(ii) a tendered methodology for calculating a price;

(d) information contained in a tender received by the local government for a contract to the extent that —

(i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and

(ii) the information has not previously been made public; and

(iii) the making public of the information would be likely to have an adverse effect on the tenderer's business interests;

(e) information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;

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

(g) prescribed information;

> ***Local Government (Administration) Regulations 1996***
>
> **4A. Information that may be treated on confidential basis at meeting (Act s. 5.23(4)(g))**
>
> For the purposes of section 5.23(4)(g), the following information is prescribed —
>
> (a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price;
>
> (b) a complaint that alleges a behavioural breach under the local government's adopted code of conduct (as defined in section 8A.2(1)) and any information relating to the complaint;
>
> (c) information relating to a property that is used, or is potentially to be used, for any of the following —
>
> (i) a shelter for homeless persons;
>
> (ii) a shelter for persons who have experienced family or domestic violence;
>
> (iii) a residence for employees or officers of a local government, the State or the Commonwealth.

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

(5) For the purpose of deciding whether to close a meeting to members of the public under subsection (4) in relation to any information, the following matters are irrelevant —

(a) whether making the information public would cause embarrassment to any of the following —

(i) the local government;

(ii) the council or a council member;

(iii) a committee of the council or a member of a committee of the council;

(iv) an employee;

(b) whether making the information public would —

(i) cause a loss of confidence in the local government; or

(ii) make the local government susceptible to adverse criticism;

(c) whether the information relates to a matter that is controversial in the district;

(d) a prescribed matter.

(6) Subsection (5) does not prevent other matters from being regarded as irrelevant.

(7) A decision to close a meeting to members of the public under subsection (2), (3) or (4) must be made (including voted on if necessary) at the meeting and while the meeting is open to members of the public.

(8) If a decision is made to close a meeting to members of the public under subsection (2), this section deals with what must be included in the minutes.

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

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

Shire of Collie

REVOKING OR CHANGING DECISIONS MADE AT COUNCIL MEETINGS

Local Government (Administration) Regulations 1996

(Regulation No.10)

If a previous Council decision is to be changed then support for a rescission motion must be given by an **Absolute Majority** of Councillors (that is at least 6 Councillors) if a previous attempt to rescind has occurred within the past three months or, if no previous attempt has been made the support must be given by at least **1/3rd** of all Councillors (that is at least 3 Councillors).

Regulation 10(1a) also requires that the support for rescission must be in writing and signed by the required number of Councillors, including the Councillor who intends to move the rescission motion.

Any rescission motion must be carried by the kind of vote that put the motion into place in the first instance (that is, if carried originally by an Absolute Majority or Special Majority vote then the rescission motion must also be carried by that same kind of vote).

If the original motion was carried by a Simple Majority vote then any rescission motion must be carried by an Absolute Majority vote.

To the Presiding Member,

The following Councillors give notice of their support for the bringing forward to the Council meeting to be held on ____________________________ of a motion for rescission of Council resolution number ________________ as passed by the Council at its meeting held on ____________________________

Councillor's Names	Councillor's Signature

Contents

Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 14 July 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 be 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

Hon Dr Steve Thomas, MLC, Member for the Upper House

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

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 9 June 2026

Officer's Recommendation:

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 9 June 2026.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

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

10.1 Audit Risk and Improvement Committee – 22 June 2026

Officer's Recommendation:

That Council receives the Minutes of the Audit Risk and Improvement Committee Meeting held on 22 June 2026 as presented in Appendix 10.1.A.

Item 9.3 of the Minutes of the Meeting contains a recommendation for Council's consideration.

Committee Recommendation:

That Council endorse the 2026 Work Health and Safety Framework.

11. CEO REPORTS

Nil

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

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

Report Purpose:

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

Officer's Recommendation:

That Council approve the Development Application P017/26 for a Home Business (Graphic Design) at 150 Booth Street, Collie, subject to the following conditions:

1. *All development shall be in accordance with the approved development plans which form part of this planning approval.*
2. *This planning approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period for which the Shire of Collie has granted prior written consent.*
3. *The Home Business activities shall only be undertaken in the studio endorsed by Council on the approved plan(s). Any variation to the approved Home Business, including a change in the areas of the home used for the business, a variation in the nature of the business, relocation of the Home Business to a different address, or expansion of the business's operating hours, will require a new Development Approval.*
4. *The approved Home Business may operate for a period of not more than 12 months before this Approval shall be renewed. This renewal shall include the payment of fees as indicated in the Council's Schedule of Planning Fees and Charges.*
5. *Hours of operation shall be limited to:*
   a. *Monday to Friday from 9:00am to 4:00pm*
   b. *Saturday: closed; and*
   c. *Sunday and Public Holidays: closed.*

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

Background:

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

<u>Description of Site and Surrounds</u>

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

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

Figure 1 - Aerial Image of Site and Surrounds

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

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

Statutory and Policy Implications:

Shire of Collie Local Planning Strategy 2020 (The Strategy)

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

Shire of Collie Local Planning Scheme No. 6

Rural Residential Zone

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

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

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

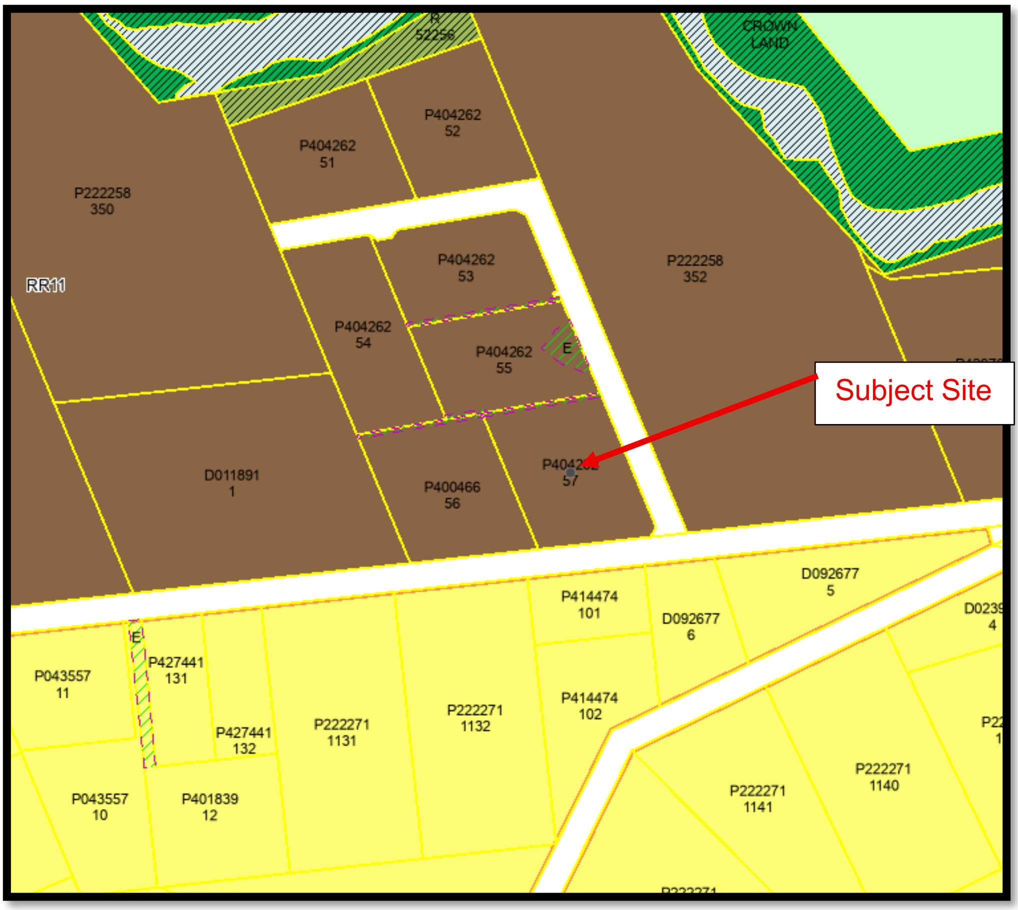

Figure 2 - Zoning Map

Clause 40 Land use terms used

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

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

The proposed home business meets all of the above requirements.

Schedule 1 – Zone Development Requirements

Compliance with zone development requirements provided in the table below.

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

Local Planning Policy 4.1 – Home Based Businesses

The objectives of this policy seek to:

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

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

Local Planning Policy 4.2 – Advertisements and Signage

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

- Maximum of one sign per property; and
- Maximum area of $0.2m^2$.

While the proposed signage is for 'Home business' and not 'Home occupation', this is the most applicable signage classification. The proposal includes one non-illuminated sign with an area of $0.18m^2$ and therefore is exempt from requiring development approval.

Budget Implications:

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

The application was advertised pursuant to clause 64 of the *Deemed Provisions* with letters sent to adjoining landowners and occupiers. Advertising was for a period of 14 days, commencing on 12 June 2026 and concluding on 26 June 2026.

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

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

No external referral of the application was required.

Strategic Implications:

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

Relevant Precedents:

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

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Proposed Home Business – 150 Booth Street, Collie	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	Approval conditions	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Health	Possible amenity impacts on surrounding properties.
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Development occurs without or outside of approval.
	Reputational	N/A
	Environment	That waste water disposal is not managed.
	Property	N/A

Comment:

Variation to Side Setback Requirement

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

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

Second Crossover and Driveway

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

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

Character and Amenity

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

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

Conclusion

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

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

Report Purpose:

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

Officer's Recommendation:

That Council

1. *Endorse the advertising of draft Trading in Public Places Policy (CP3-002) for public comment for a period of 28 days.*
2. *Notes that draft Trading in Public Places Policy (CP3-002 will be subject to a further report to Council after the completion of the public advertising period.*

Background:

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

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

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

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

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

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

Statutory and Policy Implications:

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

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

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

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

Strategic Implications:

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

Relevant Precedents:

N/A

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Policy position may have an impact on private business operations	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Provisions within the Policy have been drafted to provide a balanced approach to address competition with the Shires existing bricks and mortar businesses, amenity and public safety.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	Uncontrolled trading may have negative public safety and food safety impacts.
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	N/A
	Reputational	Provisions within the Policy have been drafted to provide a balanced approach to address competition with the Shires existing bricks and mortar businesses, community interest and amenity concerns.
	Environment	N/A
	Property	Uncontrolled trading on Shire land may lead to damage, contamination or misuse of the land.

Comment:

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

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

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

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

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

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

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

Report Purpose

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

Officer's Recommendation:

That Council

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

Background:

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

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

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

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

Statutory and Policy Implications:
Compliance with relevant planning and building legislative requirements and Shire policies.

Budget Implications:
No direct budget implications.

Budget – Whole of Life Cost:
As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS 1.7)
Nil.

Strategic Community Plan/Corporate Business Plan Implications:

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

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

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

That Council:

1. *Notes the work of the Coalfields Museum and Historical Research Centre Inc (CMHRC) undertaken to date with regard for the planning for a new museum development on Reserve 20038 (Lot 1260) Throssell Street Collie and vested in the Shire as a Museum site with power to lease; and also, investigations into various other sites around town (see attached);*

2. *Provides in-principal support to preliminary investigation and due diligence for possible future development at a site in Throssell Street next to the RSL building (R47293); and*
3. *Considers any final determination on the proposed redevelopment after receiving and considering the results of the CMHRC's due diligence report.*

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

That Council:

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

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

That Council:

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

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

That Council;

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

Comment:

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

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

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

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

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

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

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

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

14. CORPORATE SERVICES REPORTS

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

Report Purpose

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

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

Officer's Recommendation:

That Council:

1. *Pursuant to sections 6.2, 6.45 and 6.50 of the Local Government Act 1995, approve an amendment to the 2026/67 Budget to amend the due dates for payment of rates by instalments to the following:*
   a. *First quarterly instalment - 24 August 2026;*
   b. *Second quarterly instalment - 26 October 2026;*
   c. *Third quarterly instalment - 4 January 2027; and*
   d. *Fourth quarterly instalment - 8 March 2027.*
2. *Note the updates by the State Government to the application fees under the Building Regulations 2012, with the published 2026/27 Schedule of Fees & Charges to be updated to reflect these changes.*

Background:

The 2026/27 annual budget was considered and endorsed at the 9 June 2026 Ordinary Council meeting. As part of the budget adoption process, Council nominates the due date for rates and the subsequent instalment due dates. Included in the resolution to determine the "General and Minimum Rates, Instalment Payment Arrangements, Discount and Interest", Council resolved (resolution 9790) the due dates for payment of rates by instalments as shown below:

That Council:

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

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

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

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

Statutory and Policy Implications:

Local Government Act 1995.

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

(2)…

6.45. Options for payment of rates or service charges

(1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —
(a) 4 equal or nearly equal instalments; or

(b) such other method of payment by instalments as is set forth in the local government's annual budget.

(2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —

(a) by a single payment; or

(b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.

(3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

(4) Regulations may —

(a) provide for the manner of making an election to pay by instalments under subsection (1) or (2); and

(b) prescribe circumstances in which payments may or may not be made by instalments; and

(c) prohibit or regulate any matters relating to payments by instalments; and

(d) provide for the time when, and manner in which, instalments are to be paid; and

(e) prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and

(f) provide for any other matter relating to the payment of rates or service charges.

6.50. Rates or service charges due and payable

(1) Subject to —

(a) subsections (2) and (3); and

(b) any concession granted under section 6.47; and

(c) the Rates and Charges (Rebates and Deferments) Act 1992,

a rate or service charge becomes due and payable on such date as is determined by the local government.

(2) The date determined by a local government under subsection (1) is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued.

(3) Where a person elects to pay a rate or service charge by instalments the second and each subsequent instalment does not become due and payable at intervals of less than 2 months.

Local Government (Financial Management) Regulations 1996

64. Instalments, when to be paid

(1) The due date for payment of the first instalment is to be the date a rate or service charge is due and payable if the payment is to be by a single payment.

(2) When adopting its annual budget the local government is to determine, in accordance with the Act, the due date for payment of instalments after the first instalment.

(3) In respect of the 4 instalment option referred to in section 6.45(1)(a), if the local government does not determine the due date for payment of instalments after the first instalment in accordance with subregulation (2) the due date of each of those instalments is at intervals of 3 months from the due date of the first instalment.

Budget Implications:

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

Budget – Whole of Life Cost

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

Communications / Consultation Requirements:

Nil.

Strategic Implications:

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

Relevant Precedents:

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

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Budget Amendment for Rates Instalment Dates	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Failing to give due consideration to the legal and compliance matters may result in or qualified audits.
	Reputational	Failing to deliver services within the Annual Budget may result in diminished public and sector confidence.
	Environmental	N/A
	Property	N/A

Comment:

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

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

Report Purpose

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

Officer's Recommendation:

That Council receive the Financial Management Report for 31 May 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.

Statutory and Policy Implications:

Local Government Act 1995

6.4. Financial Report

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

Local Government (Financial Management) Regulations 1996

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

(1A) In this regulation—

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates; and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing

(a) deleted

(b) an explanation of each of the material variances referred to in subregulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown according to nature and type classification.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and

(b) recorded in the minutes of the meeting at which it is presented.

Local Government (Financial Management) Regulations 1996

35. Financial position statement required each month

(1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —

(a) the financial position of the local government as at the last day of the previous financial year; or

(b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.

(2) A statement of financial position must be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and

(b) recorded in the minutes of the meeting at which it is presented.

Budget Implications:

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

Budget – Whole of Life Cost:
As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications / Consultation Requirements:
Nil

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:
Each month Council is presented a monthly Financial Management Report.

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

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

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

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

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

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

For the period 1 July 2025 to 31 May 2026:

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

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

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is $50,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Other revenue $121k relates to workers compensation being less than budgeted, $35k relates to rates administration charges budgeted to fees and charges and General insurance claims lower than budgeted by $22k all offset by unbudgeted EV Charging revenue received $9k	(174,663)	(53.79%)	▼
Expenditure from operating activities			
Employee costs Due to staff vacancies during the year.	1,166,668	16.83%	▲
Insurance Due to overhead misallocation with Materials and Contracts $73k to be corrected before June year end.	87,734	27.53%	▲
Other expenditure $165k underspend on budgeted community grants year to date	230,786	30.40%	▲
Surplus or deficit after imposition of general rates	1,397,455	103.63%	▲

14.3 Accounts Paid – 16 May to 15 June 2026	
Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Alex Wiese – Acting Chief Executive Officer
Legislation:	*Local Government Act 1995 & Local Government (Financial Management) Regulations 1996*
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 May 2026 to 15 June 2026

Officer's Recommendation:

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

Background:

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

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

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

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

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

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

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

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(i) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

13A.Payments by employees via purchasing cards

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment;

(d) sufficient information to identify the payment.

(2) A list prepared under subregulation (1) must be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Council Policy

CS3.7 Payment of Creditors

5.0 List of Accounts Paid

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

Budget Implications:

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

Budget – Whole of Life Cost:
As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications / Consultation Requirements:
Nil

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:
Each month Council receives the list of accounts presented.

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

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

Comment:
A listing of payments is included in Appendix 14.3.A

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

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

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

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

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

19. STATUS REPORT ON COUNCIL RESOLUTIONS

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

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

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil

21. CLOSE

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

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

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

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

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

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

Shire of Collie Existing Controls Ratings			
Rating	**Foreseeable**	**Description**	
Effective	More than what a reasonable person would be expected to do in the circumstances. There is little 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 some 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 need 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