

Ordinary Council Meeting

14 July 2026

APPENDICES

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13.1.C	Proposed Home Business – 150 Booth Street 150 Booth Street Home Business
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13.3.A	Collie Visitor Centre and Coalfields Museum and Historical Research Centre Concept Design
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19.1.A	Council Resolutions – Closed since last meeting
19.1.B	Council Resolutions - Open



Shire of
Collie

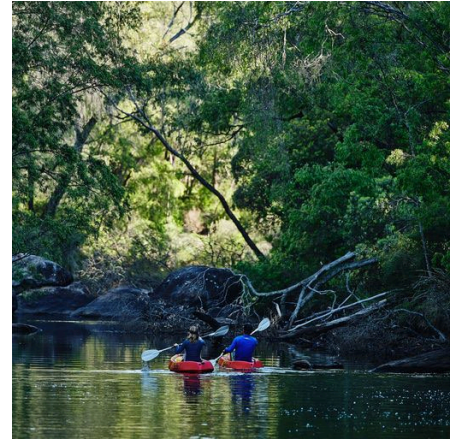
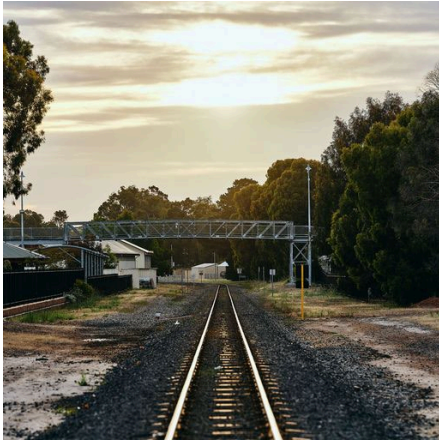
MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 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.

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Minutes of the Ordinary Meeting of the Collie Shire Council held in the Council Chambers, 87 Throssell Street Collie, on Tuesday, 9 June 2026.

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

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:	Ian Miffing OAM JP	Councillor (Presiding Member)
	Joe Italiano	Councillor (Deputy Member)
	Gary Faries	Councillor
	Dale Hill-Power JP	Councillor
	John Kearney	Councillor
	Brett Hansen	Councillor
	Paul Moyses	Councillor
	Michelle Smith	Councillor
	Rob Wells	Councillor
	Phil Anastasakis	Chief Executive Officer
	Brad Grinter	Director Operations
	Alex Wiese	Director Development Services
	Wayne Wright	Acting Director Corporate Services
	Geoff Lawrence	Finance Manager
	David Quelch	Manager Planning & Development (to 6:38pm)
	Nicole Wasmann	Governance Coordinator

APOLOGY: Nil.

VISITORS: Nil.

PRESS: 1 member of the press attended

GALLERY: 2 members of the public attended

1.1 Councillors granted Leave of Absence at previous meeting/s

Nil.

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

Nil.

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

Nil.

2. PUBLIC QUESTION TIME

Nil.

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DISCLOSURE OF FINANCIAL INTEREST

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

Councillor/staff	Agenda Item	Disclosure
Cr Kearney	Item 13.1 - Short-Term Rental Accommodation Scheme Amendment	Impartiality – Work Related
Cr Hill-Power	Item 13.1 - Short-Term Rental Accommodation Scheme Amendment	Impartiality

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

Nil

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 12 May 2026

Officer's Recommendation/Council Decision:

Resolution: 9787

Moved: Cr Faries

Seconded: Cr Hansen

That Council confirms the Minutes of the Ordinary Meeting of Council held on 12 May 2026.

Carried: 9/0

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

Against: Nil

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

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

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/Council Decision:

Resolution: 9788

Moved: Cr Faries

Seconded: Cr Kearney

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.

Carried by Absolute Majority: 9/0

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

Against: Nil

Officer's Recommendation/Council Decision:

Resolution: 9789

Moved: Cr Faries

Seconded: Cr Hansen

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.

Carried by Absolute Majority: 9/0

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

Against: Nil

Officer's Recommendation/Council Decision:

Resolution: 9790

Moved: Cr Hill-Power

Seconded: Cr Moyses

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.

Carried by Absolute Majority: 9/0

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

Against: Nil

Officer's Recommendation:

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.

Reason for Decision Being Different to the Officer's Recommendation

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

The Council's decision differed from the Officer's Recommendation because the Council considered that students should be exempt from charges for computer use.

Council Decision:

Resolution: 9791

Moved: Cr Faries

Seconded: Cr Kearney

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 subject to the inclusion of "students" in the list of free use for item 169 Computer Use.

Carried by Absolute Majority: 9/0

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

Against: Nil

Officer's Recommendation/Council Decision:

Resolution: 9792

Moved: Cr Moyses

Seconded: Cr Hill-Power

OTHER STATUTORY FEES FOR 2026/27

5. That Council:

- A. Pursuant to Section 53 of the Cemeteries Act 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.

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.

Carried by Absolute Majority: 9/0

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

Against: Nil

Officer's Recommendation/Council Decision:

Resolution: 9793

Moved: Cr Smith

Seconded: Faries

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).*

Carried by Absolute Majority: 9/0

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

Against: Nil

Officer's Recommendation/Council Decision:**Resolution: 9794****Moved: Cr Kearney****Seconded: Cr Italiano****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.*

Carried: 9/0

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

Against: Nil

Background:

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

Cr Kearney and Cr Hill-Power declared that they had an impartiality interest in item 13.1.

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/Council Decision:

Resolution: 9795

Moved: Cr Italiano

Seconded: Cr Faries

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.*

Carried: 9/0

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

Against: Nil

Background:

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
The amendment will create additional financial impacts by increasing fees, charges and possibly rates.	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.
Support the amendment and recognise the economic and social importance of short-term rental accommodation to the Shire of Collie.	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.
Overly restrictive zoning of 'Tourist and visitor accommodation'.	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. Tourist and visitor accommodation is a sensitive land use and therefore not compatible with activities found in the industrial and private community purpose zones. 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). 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.
Misclassification risks, particularly in respect of caravan parks and workforce accommodation.	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'.
Inflexible parking requirements that will constrain tourism development.	Schedule 2 - Car Parking Table requires a Hotel and Tavern to provide 1 bay per accommodation unit, plus 1 bay for every 25m ² of public area. It is agreed that the requirement to provide car parking for a

Submission	Response
	public area may result in an excessive or disproportionate number of car spaces for 'tourist and visitor accommodation'. 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.
Does the word 'individual' used in definitions for 'cabin', 'chalet' and 'tourist and visitor accommodation' refer to a single person or household unit?	The word 'individual' in these definitions clearly refers to a single person and not a household unit.
Is the 3-month limit property-specific, or does it apply to the same individual across multiple properties operated by the same host?	The 3-month time limit is property-specific and not transferable to other properties.
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'?	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

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.

Mr David Quelch left the meeting at 6:38pm.

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/Council Decision:

Resolution: 9796

Moved: Cr Hill-Power

Seconded: Cr Smith

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.*

Carried: 9/0

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

Against: Nil

Background:

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/Council Decision:

Resolution: 9797

Moved: Cr Faries

Seconded: Cr Hansen

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).*

Carried: 9/0

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

Against: Nil

Background:

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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
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/Council Decision:

Resolution: 9798

Moved: Cr Hill-Power

Seconded: Cr Moyses

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

Carried: 9/0

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

Against: Nil

Background:

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

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

	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

Revenue from operating activities

Other revenue

\$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

Timing variance. Due to current vacancies and internal cost allocations.

Insurance

Timing variance, mainly relates to allocation of plant on costs and labour overheads

Other expenditure

Timing variance, mainly relates to budgeted community grants

Surplus or deficit after imposition of general rates

Var. \$	Var. %	
\$	%	
(180,189)	(61.04%)	▼
992,740	15.74%	▲
107,099	34.09%	▲
218,189	30.80%	▲
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.

Officer's Recommendation/Council Decision:

Resolution: 9799

Moved: Cr Hansen

Seconded: Cr Italiano

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.

Carried: 9/0

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

Against: Nil

Background:

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

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

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

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

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

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

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

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

13A. Payments by employees via purchasing cards

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

Council Policy

CS3.7 Payment of Creditors

5.0 List of Accounts Paid

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

Budget Implications:

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:

Each month Council receives the list of accounts presented.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Accounts Paid – 16 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	Health	N/A
	Financial	That payments are not made in accordance with Shire's policies and procedures.

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

	Service Interruption	N/A
	Legal and Compliance	Not reporting the list of accounts to Council is a contravention of the <i>Local Government Act 1995</i> .
	Reputational	Non compliance with a legal requirement may lead to community confidence being eroded in Shire’s management and Council
	Environmental	N/A
	Property	N/A

Comment:

A listing of payments is included in Appendix 14.3.A

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

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

Cr Hansen raised a matter in relation to a limb from a box tree falling on a vehicle and the maintenance of trees.

The Chief Executive Officer took the question on notice and advised that a report would be provided to a future Council Meeting.

17. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER AND COUNCILLORS

Nil.

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORSShire President Cr Miffing

- 13 May – represented Shire at Synergy grant giving presentation evening at Ridge Resort and spoke in appreciation on behalf of the Shire.
- 15 May – along with Councillors and staff attended the visit to Premier Coal mine operations.
- 21 May – along with Deputy Shire President Cr Italiano and CEO met informally (catch up visit) with Hon Don Punch Minister for South West.
- 21 May – along with members of Just Transition Working Group met with Minister Paul Papalia regarding the Minister's concept for potential defence industries for Collie.
- 26 May – along with Deputy Shire President Cr Italiano and CEO met informally with Supt Paul van Noort South West District Superintendent of Police.
- 26 May – attended a Just Transition Working Group meeting held at the Koolinup Emergency Services Centre in the Collie LIA and later a tour of the new TAFE training centre in the Collie LIA.
- 27 May – along with Councillors and staff attended a visit to the Cannaponics industry on Piavanini Road Collie.
- 28 May – attended as a Shire representative the viewing of the new church windows at St David's Church in Worsley.
- 30 May – attended as a volunteer at the former Target building emergency centre shelter for homeless people during the long weekend storm (the centre was organised by the Climate Justice Union and supervised by volunteer members of the Collie community).
- 3 June – attended as a member of the Just Transition Working Group the community information session held at the Mineworkers' Institute.
- 5 June – attended a meeting of the Collie Basin Taskforce (looking at long-term outcomes for the coal industry and potential land use, rehabilitation, etc once coal mining ceases).

Deputy Shire President Cr Italiano

- 14 May – attended a meeting with the Visitor Centre executive and staff to discuss painting of the locomotives and upgrade works planned for the centre.
- 15 May - visited Premier Coal mine operations.
- 21 May – attended a briefing with South West Minister Don Punch.

- 26 May – met with Supt Paul van Noort, the South West District Superintendent of Police, for an update on policing in Collie.
- 27 May – attended a site visit to Cannaponics.

Cr Faries:

- 15 May – Premier Coal site visit
- 27 May – attended a site visit to Cannaponics.

Cr Hansen

- 20 May – Chaired the Local Emergency Management Committee Meeting.

Cr Moyses

- 13 May – Premier Coal Community Reference Group Meeting
- 27 May – attended a site visit to Cannaponics.

Cr Smith

- 15 May – Premier Coal Visit - Important points were:
 - What effect will no dewatering from Premier Coal, Griffin Coal and the three power stations have on our River system including Collie River in Treendale etc.
 - The huge number of businesses, workers - excluding Collie workers - who are employed directly or provide services from outside of Collie Shire and the effect of this on the South West.
- 16 May – Attended Yellow Ribbon Project morning tea at Federal Hotel and was asked to speak on the topic of HER – Hope, Empowerment and Resourcefulness.
- 20 May – Attended a Visitor Centre Meeting
 - Visitor Centre– concerned about the ‘health’ and need for repair of the Trains at the Visitor Centre.
 - Discussion on the proposed Museum and Visitor Centre renovations.

Cr Wells

- 15 May – Premier Coal site visit
- 27 May – attended a site visit to Cannaponics.

19. STATUS REPORT ON COUNCIL RESOLUTIONS

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

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

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil.

21. CLOSE

There being no further business the Shire President thanked everyone for their attendance and closed the meeting at 7:10pm.



Shire of
Collie

MINUTES

of the

AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING

held on

Monday, 22 June 2026



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Minutes of the Shire of Collie Audit Risk and Improvement Committee Meeting held in the Council Chambers, 87 Throssell Street Collie, on Monday 22 June 2026.

The Presiding Member, Mr Alan Lamb, declared the meeting open at 3:32pm and welcomed independent members, councillors and staff.

1. OPENING/ATTENDANCE/APOLOGIES

Appointed members

Alan Lamb	Presiding Member
David Ransom	Deputy Presiding Member
Ian Miffing	Shire President
Joe Italiano	Councillor
Gary Faries	Councillor
John Kearney	Councillor

Apologies

Michelle Smith	Councillor
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Staff

Phil Anastasakis	Chief Executive Officer
Geoff Lawrence	Finance Manager
Nicole Wasmann	Governance Coordinator
Alex Wiese	Director Development Services
Brad Grinter	Director Operations

2. PUBLIC QUESTION TIME

Nil.

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DISCLOSURE OF FINANCIAL INTEREST

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

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

Nil.

7. CONFIRMATION OF THE PREVIOUS MINUTES OF COMMITTEE MEETING

7.1 Audit Committee Meeting – 31 March 2026**Officer's Recommendation/Committee Decision:****Moved:** Cr Miffing**Seconded:** David Ransom

That the Committee confirms the Minutes of the Shire of Collie Audit Risk and Improvement Committee Meeting held on 31 March 2026.

Carried: 6/0**For:** Alan Lamb, David Ransom, Cr Miffing, Cr Italiano, Cr Faries, Cr Kearney.**Against:** Nil**8. BUSINESS ARISING FROM THE PREVIOUS MINUTES****Item 9.1 – Audit Risk and Improvement Committee Annual Audit Workplan 2026**

The Workplan identified that the Compliance Audit Return (CAR) would be reviewed at the June 2026 meeting.

The CAR must be completed by the local government administration, reviewed by the Audit, Risk and Improvement Committee (ARIC), and then adopted by the Council before submission to the Local Government Inspector by 31 March of the year following the audit period.

The deadline for submitting the CAR for the period of 1 January to 31 December 2025 has been deferred until 30 September 2026.

As the 2025 CAR has not been received, it is not possible to present it to this meeting.

The CAR will be presented to the Committee Meeting to be held on 7 September 2026.

Item 9.3 – Water Corporation Consumption Review

The Committee resolved to defer consideration of Item 9.3 - Water Corporation Consumption Review to the next Committee meeting to allow further investigation into water consumption.

Due to staff resourcing constraints, the investigation has not been completed and, consequently, a report is not available for presentation at this meeting.

The investigation will be completed, and a report will be provided to a future Committee meeting.

9. OFFICER REPORTS

9.1 Summary of Audit Entrance Meeting	
Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/064
Appendices:	Confidential Appendix 9.1.A – Audit Planning Summary
Voting Requirement	Simple Majority

Report Purpose:

To provide information in relation to the Audit Plan for the 2025/26 year.

Officer's Recommendation/Committee Decision:

Moved: **Cr Miffing**

Seconded: **Cr Italiano**

That the Audit Risk and Improvement Committee notes the information contained in Appendix 9.1.A in relation to the 2025/26 Audit for the Shire of Collie.

Carried: 6/0

For: Alan Lamb, David Ransom, Cr Miffing, Cr Italiano, Cr Faries, Cr Kearney.

Against: Nil.

Background:

The audit entrance meeting was held on Tuesday 9 June with the following in attendance:

Shire of Collie	Finance Manager – Geoff Lawrence
	Chief Executive Officer – Phil Anastasakis
	ARIC Independent Chairperson - Alan Lamb
AMC	Maria Cavallo
OAG	Kien Neoh

The audit will be conducted by AMD Chartered Accountants on behalf of the Office of Auditor General for Western Australia.

Maria Cavallo provided an overview of the audit approach including key audit focus areas.

Further information is provided in the Audit Planning Summary included in Appendix 9.1.A.

The proposed audit schedule proposes that the exit meeting be held the week ending 4 December 2026.

Statutory and Policy Implications:***Local Government Act 1995*****7.12AB. Conducting a financial audit**

The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

Local Government (Audit) Regulations 1996**Budget Implications:**

An amount is included in the Budget for fees for the financial audit.

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:

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	Summary of Audit Entrance Meeting	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Health	N/A.
	Financial	N/A.
	Service Interruption	N/A.
	Legal and Compliance	That the Shire does not comply with the relevant legislation and accounting standards
	Reputational	The Shire’s reputation could be affected if the findings of the audit identify significant non compliance matters.
	Environment	N/A.
	Property	N/A.

Comment:

The report is included for the information of the Committee.

9.2 Western Australian Auditor General Reports	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/064
Appendices:	Appendix 9.2.A – Local Government 2025 – Financial Audit Results (OAG Report 13:2025-26) Appendix 9.2.B - Local Government 2025 – Information Systems Audit Results (OAG Report 12:2025-26) Appendix 9.2.C - Local Government Management of Gifts and Benefits (OAG Report 11:2025-26)
Voting Requirement	Simple Majority

Report Purpose:

To highlight recent reports published by the Western Australian Auditor General.

Officer's Recommendation/Committee Decision:

Moved: *Cr Italiano*

Seconded: *David Ransom*

That the Audit Risk and Improvement Committee notes the following Audit reports tabled by the Office of the Auditor General:

- 1. Local Government 2025 – Financial Audit Results (OAG Report 13:2025-26).*
- 2. Local Government 2025 – Information Systems Audit Results (OAG Report 12:2025-26).*
- 3. Local Government Management of Gifts and Benefits (OAG Report 11:2025-26).*

Carried: 6/0

For: *Alan Lamb, David Ransom, Cr Miffing, Cr Italiano, Cr Faries, Cr Kearney.*

Against: *Nil.*

Background:

The Auditor General has tabled the following reports which are relevant to the Shire of Collie Audit Risk and Improvement Committee:

Date Release	of	Number	Title
15 Apr 26		13	Local Government 2025 – Financial Audit Results
25 Mar 26		12	Local Government 2025 – Information Systems Audit Results
18 Mar 26		11	Local Government Management of Gifts and Benefits

The reports are included as appendices.

Other reports tabled by the Auditor General since the last Audit Risk and Improvement Committee Meeting are available from the Western Australian Auditor General website <https://audit.wa.gov.au/reports-and-publications/reports/> and include:

Date Release	of	Number	Title
17 Jun 2026		19	Progress of the Infant, Child and Adolescent Mental Health System Transformation Program
12 Jun 2026		18	Cost of Supervising, Monitoring and Transporting an Accused Person While on Bail During Trial – Opinion on Ministerial Notification
27 May 2026		17	Universities and TAFEs 2025 – Financial Audit Results
22 May 2026		16	Universities and TAFEs 2025 – Information Systems Audit Results
20 May 2026		15	Electricity Generation and Retail Corporation (Synergy)
29 Apr 2026		14	Electricity Generation and Retail Corporation (Synergy)
6 Mar 2026		10	Controls Over Portable Assets – State Entities
6 Mar 2026		9	Microsoft 365 Security Controls – State Entities

Statutory and Policy Implications:

Local Government (Audit) Regulations 1996

16.Functions of audit, risk and improvement committee

An audit, risk and improvement committee has the following functions —

- (a) *to receive and review reports on, and recommend to the council actions to be taken in relation to —*
 - (i) *audits under Part 7 of the Act; and*
 - (ii) *compliance audits; and*
 - (iii) *reviews under regulation 17;*
- (b) *to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —*
 - (i) *financial management; and*
 - (ii) *legislative compliance; and*
 - (iii) *risk management;*

- (c) *to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —*
- (i) *is required to take under section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and*
 - (iv) *has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);*
- (d) *any other function conferred on the audit, risk and improvement committee under these*

Budget Implications:

Nil.

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:

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	Office of the Auditor General – Audit Reports
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Health	N/A
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Not considering the risks, controls and recommendations arising from the Auditor General’s reports could have an impact on Council not meeting its compliance requirements.
	Reputational	The Shire of Collie’s reputation could be seen in a negative light if implications of the matters raised in the Auditor General’s reports were not considered.
	Environment	N/A.
	Property	N/A

Comment:

The Committee is asked to note the reports referenced in this item.

9.3 2026 Work Health and Safety Framework	
Reporting Department:	Corporate Services
Reporting Officer:	Owen Ash - Work Health and Safety Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Work Health and Safety (General) Regulations 2022</i>
File Number:	RSK/034
Appendices:	Appendix 9.3.A – 2026 Work Health and Safety Framework
Voting Requirement	Simple Majority

Report Purpose:

For consideration of the drafted 2026 Work Health and Safety Framework. The Framework is intended to support improved workplace health and safety outcomes with a systematic, proactive approach to prevent injuries, ill health and property damage by drawing upon industry best practice.

Officer's Recommendation/Committee Decision:

Moved: **Cr Miffing**

Seconded: **David Ransom**

That the Audit Risk and Improvement Committee recommend that Council endorse the 2026 Work Health and Safety Framework.

Carried: 6/0

For: *Alan Lamb, David Ransom, Cr Miffing, Cr Italiano, Cr Faries, Cr Kearney.*

Against: *Nil.*

Background:

The Work Health and Safety (WHS) Framework explains how the Shire of Collie will meet its objectives and therefore comply with legislation. The Framework holds to account all workers, including top management to apply the processes and practices as outlined by this document. Evidence of these processes and practices will demonstrate the Shire's adherence and continuous improvement.

The WHS Framework is the overarching document that directs and informs people of what is required to be completed from a safety perspective at the Shire of Collie. It is used to manage health, safety and wellbeing across the Shire of Collie, in compliance with the Work Health and Safety Act, Regulations and Codes of Practice.

Implementation of the Framework will provide the Shire with a systematic and proactive approach to providing a safe and healthy workplace, prevent work-related injury and ill health, and continually improve its work health and safety performance.

The WHS Framework applies all employees, contractors, and volunteers across all shire activities within the Shire of Collie.

Statutory and Policy Implications:

Work Health and Safety (General) Regulations 2022 Part 3.2 Division 1 r. 39 General workplace management Information, training and instruction.

Work Health and Safety Act 2020 Part 2 Division 2 s. 19 Health and safety duties Primary duty of care

Local Government Act 1995 Part 5 Division 4 s. 5.40E Principles affecting employment by local governments

Budget Implications:

The financial implementations associated with the WHS Framework will be accommodated within existing operational budgets.

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:

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	2026 Work Health and Safety Framework
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	The development and implementation of the WHS Framework is introduced as a control mechanism to reduce the risk of WHS incidents and accidents, and the potential implications to employees and the organisation as a whole.
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)

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

Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Health	Workers could experience detriment to their health and wellbeing if work health and safety is not properly managed.
	Financial	Financial impact is likely if work health and safety is not properly managed.
	Service Interruption	Service to the community could be disrupted if work health and safety is not properly managed.
	Legal and Compliance	Breach of legal compliance could occur if work health and safety is not properly managed.
	Reputational	The Shire of Collie’s reputation could be damaged if work health and safety is not properly managed.
	Environment Property	N/A Damage to Shire of Collie property and assets could occur if work health and safety is not properly managed.

Comment:

The introduction of a WHS Framework across the Shire of Collie will ensure consistency in how WHS is managed, reduce risk and improve communication.

9.4 Progress on Audit Actions	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Governance Coordinator Geoff Lawrence – Finance Manager
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/064
Appendices:	Confidential Appendix 9.4.A – ARIC Audit Action Plan
Voting Requirement	Simple Majority

Report Purpose:

To provide a consolidated report and update on audit and risk matters.

Officer's Recommendation:

That the Audit Risk and Improvement Committee receives and notes the Audit Actions Plan update as presented in Appendix 9.4.A.

Reason for Decision Being Different to the Officer's Recommendation

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

In consideration of the ARIC Audit Action Plan, the Committee requested additional information in relation to the use of restricted funds.

Officer's Recommendation/Committee Decision:

Moved: David Ransom **Seconded:** Cr Italiano

That the Audit Risk and Improvement Committee:

- 1. receives and notes the Audit Actions Plan update as presented in Appendix 9.4.A.*
- 2. requests that a report be provided to the next Audit Risk and Improvement Committee on the Audit Action Plan regarding use of restricted funds.*

Carried: 6/0

For: Alan Lamb, David Ransom, Cr Miffing, Cr Italiano, Cr Faries, Cr Kearney.

Against: Nil.

Background:

To assist the Committee to carry out their functions in accordance with the Terms of Reference and legislation, it is proposed to provide a standing agenda item to the committee with a consolidated report of actions required following findings through audits or reviews.

The report has initially been prepared with consideration for the matters raised in the 2024/25 audit. Progressively other items will be included.

Statutory and Policy Implications:**Local Government (Audit) Regulations 1996****16.Functions of audit, risk and improvement committee**

An audit, risk and improvement committee has the following functions —

- (a) *to receive and review reports on, and recommend to the council actions to be taken in relation to —*
 - (i) *audits under Part 7 of the Act; and*
 - (ii) *compliance audits; and*
 - (iii) *reviews under regulation 17;*
- (b) *to otherwise receive and review reports on the appropriateness and effectiveness of, and recommend to the council improvements to, the local government's systems and procedures in relation to —*
 - (i) *financial management; and*
 - (ii) *legislative compliance; and*
 - (iii) *risk management;*
- (c) *to receive and review reports on, and recommend to the council improvements to, the implementation of any actions that the local government —*
 - (i) *is required to take under section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has otherwise decided to take in response to a report or recommendation referred to in paragraph (a) or (b); and*
 - (iv) *has stated it has done or proposes to do in written advice prepared under section 8.6(1)(a) or 8.23(4)(a);*
- (d) *any other function conferred on the audit, risk and improvement committee under these*

Budget Implications:

Resourcing requirements to address the matters raised are in accordance with 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 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:

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	Progress on Audit Actions	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Health	N/A.
	Financial	That inadequate financial systems and processes result in financial loss for the Shire.
	Service Interruption	That services are interrupted due to inadequate systems or procedures.
	Legal and Compliance	That the Shire does not comply with the relevant legislation and accounting standards
	Reputational	The Shire’s reputation could be affected if the findings of the audit are not rectified.
	Environment	N/A.
	Property	N/A.

Comment:

Shire of Collie administration continues to progress audit and review actions in line with priorities and resourcing.

10. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

12. URGENT BUSINESS APPROVED

Nil.

13. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILORS

Nil.

14. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil.

15. CLOSE

There being no further business, the Presiding Member thanked those present for their attendance and declared the meeting closed at 4:17pm.



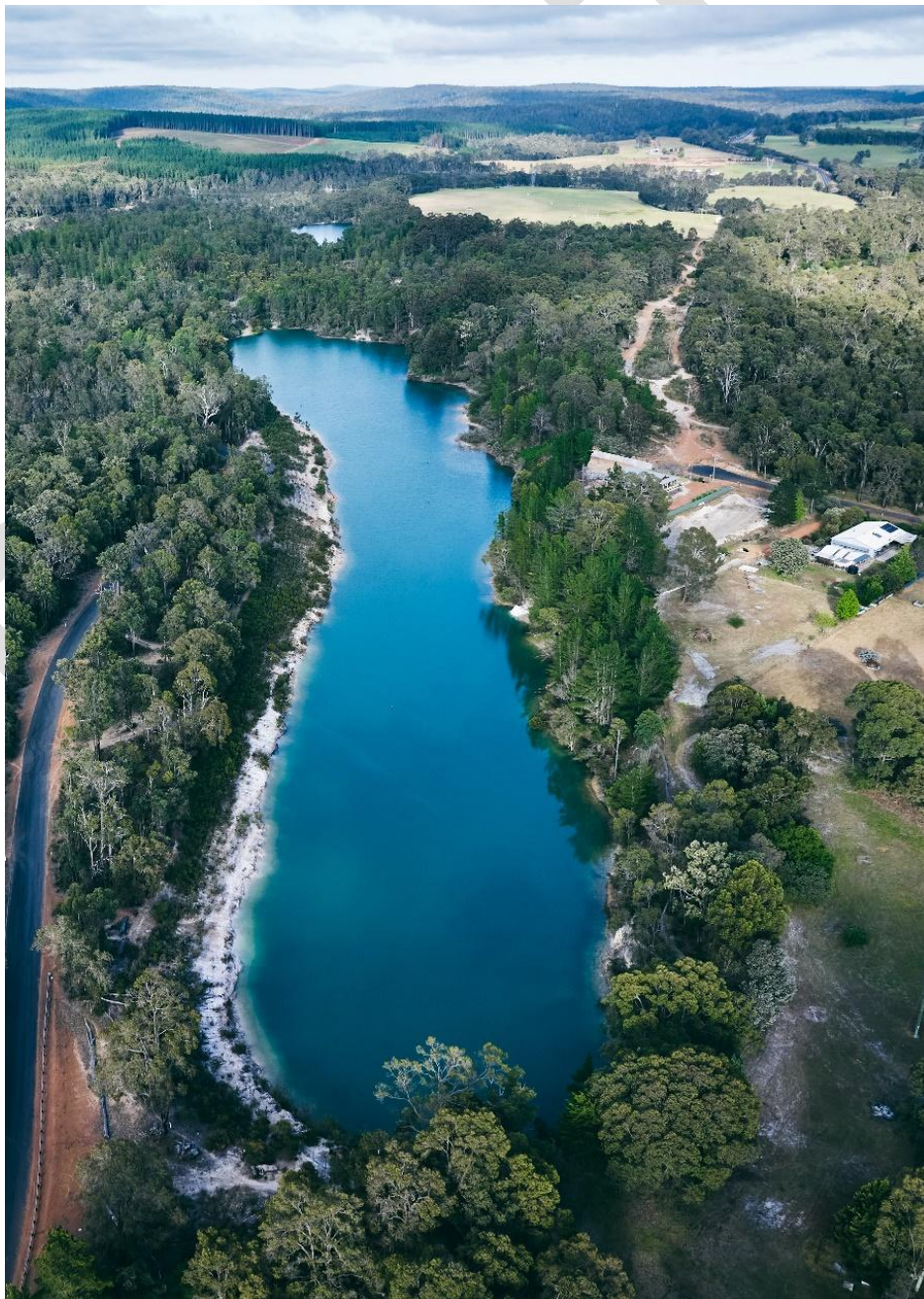
Shire of
Collie

**Audit Risk and Improvement
Committee Meeting
22 June 2026**

Appendix 9.3.A

2026 Work Health and Safety Framework

2026 Work Health & Safety Framework



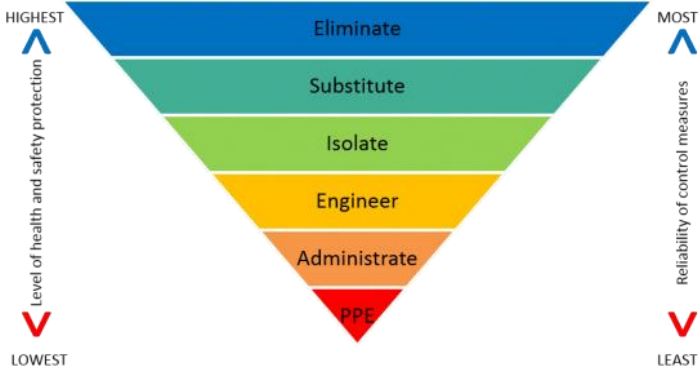
Document Control					
Document ID: Work Health and Safety Framework					
Rev No	Date	Revision Details	Author	Approver	Adopted
1.1	Date Draft Endorsed: 27/05/2026	Draft WHS Framework	Phil Anastasakis, Owen Ash	CEO	
1.2		Document endorsed			
1.3		Document review and updated / Endorsed			
1.4		Draft document endorsed by EMT [With Amendments]			
1.5		EMT endorsed final version			

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DEFINITIONS

TERM	 DEFINITIONS
Hierarchy of Controls [HOC]	The Hierarchy of Control is a system for controlling risks in the workplace. The Hierarchy of Control is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection. Eliminating the hazard and risk is the highest level of control in the hierarchy, followed by reducing the risk through substitution, isolation and engineering controls, then reducing the risk through administrative controls. Reducing the risk through the use of protective personal equipment (PPE) is the lowest level of control.  Source: Hierarchy of control 2022, by WorkSafe 

TERM	 DEFINITIONS
Job Hazard Assessment ~ JHA aka Job Safety Analysis ~ JSA	A Job Hazard Assessment [JHA] is designed to be completed by all workers before commencing a potentially hazardous task. The JHA checklist assesses the situation and the immediate work environment and is a prompt to remind workers of the checks that should be undertaken prior to commencing a task to ensure that the task can be performed safely. Note. These are sometimes referred to as Job Safety Analyses JSA
Leadership	Leadership in this document is synonymous with top management. Within the ISO 9000 series of standards, “Top Management” is defined as the person or group of people who directs and controls an organisation at the highest level. ISO 45001 describes how leadership is demonstrated with respect to the Safety Management System.
Officer	For the purposes of this document, an Officer is a person: i. who makes, or participates in making decisions that affect the whole or a substantial part, of the business of the corporation; or ii. who has the capacity to affect significantly the corporation’s financial standing; iii. in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the persons professional capacity or their business relationship with the directors or the corporation).
Officer – Duty of	‘Duty of officers’ is defined in the <i>Work Health and Safety Act 2020, Div.4, S27</i>. An officer’s duty is to exercise ‘due diligence’ to ensure their Person Conducting a Business or Undertaking’ [PCBU] meets its duties to protect workers and other persons against harm to health and safety. Among other things, this means an officer must ensure that the PCBU has in place appropriate systems of work and must actively monitor and evaluate WHS management. Each of the <u>due diligence</u> provisions are set out in section 27(5) of the WHS Act 2020, support accountability, allocation of resources, and development and implementation of appropriate policies for a healthy and safe work culture.

TERM	 DEFINITIONS
	Note: An officer (other than a volunteer officer) may be prosecuted for failing to meet their duty, whether or not their PCBU has also been convicted or found guilty of an offence. This means the failure of an officer does not need to be tied to any failure or breach of the PCBU in order for the officer to be prosecuted.
Officer – Due Diligence	‘Due diligence’ in relation to an Officer’s duties is defined in the <i>Work Health and Safety Act 2020, Div.4, S27.</i> <i>Division 4 — Duty of officers, workers and other persons</i> <i>27. Duty of officers</i> (5) In this section — due diligence includes taking reasonable steps — (a) <i>to acquire and keep up-to-date knowledge of work health and safety matters; and</i> (b) <i>to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and</i> (c) <i>to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and</i> (d) <i>to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and</i> (e) <i>to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and</i> (f) <i>to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</i> <i>Note for this subsection:</i>

TERM	 DEFINITIONS
	<i>For the purposes of paragraph (e), the duties or obligations under this Act of a person conducting a business or undertaking may include, for example, the following —</i> <i>(a) reporting notifiable incidents;</i> <i>(b) consulting with workers;</i> <i>(c) ensuring compliance with notices issued under this Act;</i> <i>(d) ensuring the provision of training and instruction to workers about work health and safety;</i> <i>(e) ensuring that health and safety representatives receive their entitlements to training.</i>
Person Conducting a Business or Undertaking ~ PCBU	For the purposes of this document, a Person Conducting a Business or Undertaking will generally refer to the Shire of Collie but may also include: (1) (a) Whether the person conducts the business or undertaking alone or with others; and (b) Whether or not the business or undertaking is conducted for profit or gain. (2) A business or undertaking conducted by a person including a business or undertaking conducted by a partnership or an unincorporated association. (3) A business or undertaking conducted by a partnership (other than an incorporated partnership). A reference in this document to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership. (4) A person who does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking. An elected member of a local authority <u>does not</u> in that capacity conduct a business or undertaking. A volunteer association <u>does not</u> conduct a business or undertaking for the purposes of this document.
PCBU – Duty of	A person conducting a business or undertaking (PCBU) has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking and others who may be affected by the carrying out of work, such as visitors. The primary duty of care for a PCBU is defined in the Work Health and Safety Act 2020 <i>Division 2 — Primary duty of care</i> <i>S19. Primary duty of care</i> (1) <i>A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of —</i>

TERM	 DEFINITIONS
	(a) workers engaged, or caused to be engaged, by the person; and (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking. (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable — (a) the provision and maintenance of a work environment without risks to health and safety; and (b) the provision and maintenance of safe plant and structures; and (c) the provision and maintenance of safe systems of work; and (d) the safe use, handling and storage of plant, structures and substances; and (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
Safe Work Method Statement ~SWMS	For the purposes of this document, SWMS are a documented set of directions for a task or activity, and provide workers with the safest and most efficient agreed way to perform their work. The implementation of the SWMS relies on each worker following the requirements as set out in the document. Safe Work Method Statement [SWMS] in relation to high risk construction work, means a safe work method statement referred to in regulation 299 of <i>Work Health and Safety (General) Regulations 2022</i>. SWMS analyse risks and sets out control measures to be used when completing the given task.
Safety Data Sheet ~SDS	A Safety Data Sheet is a document that provides critical information about hazardous substances and is generally obtained from the manufacturer. A valid SDS must be readily accessible to all workers

TERM	DEFINITIONS 
	involved in using, handling or storing a hazardous substance in the workplace.
Safety Management Plan ~SMP	A Safety Management Plan is a systematic approach to managing safety, including organisational structures, accountabilities, policies and procedures during project work.
Safety Management System ~ SMS	For the purposes of this document a Safety Management System [SMS] is a tool that assists the Shire to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedure required to effectively mitigate (i.e. lessen the severity) the risks associated with the Shire's operations. The Shire's SMS is guided by '<i>ISO 45001:2018 – Occupational health and safety management systems – Requirements with guidance for use</i>'
SMS & SMP - Comparison	A SMS provides the overall direction and framework for managing safety across the organisation; While a SMP provides the specific details and actions for managing safety on a project or activity level. A SMS is more general and long-term; While a SMP is more specific and short-term. A SMS provides the overall direction and framework for managing safety across the organization; While a SMP provides the specific details and actions for managing safety on a project or activity level. A SMS is more general and long-term; While a SMP is more specific and short-term.
Safety Observation	For the purpose of this document, a Safety Observation is any documented observation of workers in the workplace to find both safe and unsafe conditions and activities. Safety Observations can be carried out using the Skytrust system or using paper based forms.
Verification of Competency ~VOC	For the purposes of this document Verification of Competency is an evidence-based assessment of a workers' capabilities to perform certain tasks. Competency may be verified by recognition of prior learning, on-site recognition of current competency or through training and development programs run through the Shire of Collie or certified external parties.
Volunteer	A volunteer is a person acting on a voluntary basis without payment or financial reward, although they may receive reimbursement for expenses incurred by them.

TERM	 DEFINITIONS
	A volunteer may be an officer if they: • sit on a board or committee of an organisation • are in a role where they make, or participate in making, decisions that affect the whole, or a substantial part of the organisation in which they volunteer, or • are in a position where they have the capacity to significantly affect the financial standing of an organisation in which they volunteer. A volunteer who is an officer has a duty to exercise due diligence, but cannot be prosecuted for failing to comply with that duty (see section 34(1) of the WHS Act). A volunteer can be prosecuted if they fail to comply with their duties as a 'worker'.
Volunteer – Duty of	At the Shire of Collie, volunteers have the same duties as paid workers. They must take reasonable care: • for their own health and safety • to not adversely affect others' health and safety. As best they can, volunteers must also follow reasonable instructions, policies and procedures.
Work Health & Safety Act	<i>WHS Act 2020</i> replaces the three Acts listed below: - Occupational Safety & Health Act 1984 - Mines Safety & Inspection Act 1994 - Petroleum & Geothermal Energy Safety Levies Act 2011. The Act is considered more effective in achieving a consultative approach to Work Health and Safety with a stronger emphasis on cooperation and consultation between parties.
Work Health and Safety Regulations	Three new regulations came into effect at the end of March 2022 • Work Health & Safety (General) Regulations 2022 • Work Health & Safety (Petroleum and Geothermal Energy Operations) Regulations 2022 • Work Health & Safety (Mines) Regulations 2022 The Work Health & Safety (General) Regulations 2022 apply to the Shire of Collie.
Worker	[Previously known as 'employee'] A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or

TERM	 DEFINITIONS
	(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class
Worker – Duty of	The duties of Workers are defined under Section 28 of the Work Health and safety Act 2020: 28. Duties of workers <i>While at work, a worker must —</i> (a) <i>take reasonable care for the worker's own health and safety; and</i> (b) <i>take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and</i> (c) <i>comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</i> (d) <i>cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</i>

INTRODUCTION

The Shire of Collie's (Shire) Work Health & Safety Policy in conjunction with the components of this document encompasses the Work Health and Safety Framework. It sets out the Council's commitment to promoting and protecting the physical and mental health of its workers.

All components of this document are based on AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the organisation taken into consideration.

Background

Until recently the Shire of Collie's Safety Management System was based on ISO45001:2018 Health and Safety Management Systems. This system was found to be heavily reliant on documentation rather than implementation, with this aspect of the Shire's system also noted in external WHS audits conducted in 2020 and 2021.

In line with AS/NZS ISO 45001:2018, it is important that the Council and its staff are able to demonstrate that they have met their duty of care and due diligence requirements, and in the event of an incident, are not found to have systemic issues in the workplace with regard to Work Health and Safety.

The implementation of a robust Work Health and Safety Framework with a strong focus on site-based work activities is the new normal for the Shire using the cycle of 'Plan-Do-Check-Act':

- Plan: assess risks and opportunities, establish objectives and processes to achieve
- Do: implement the objectives and processes
- Check: monitor and measure activities and processes and provide feedback
- Act: take action to continuously improve



Purpose

The Work Health and Safety Framework explains how the Shire of Collie will meet its objectives and therefore comply with legislation. The Framework holds to account all workers, including top management to apply the processes and practices as outlined by this document. Evidence of these processes and practices will demonstrate the Shire's adherence and continuous improvement.

The Safety Framework is the overarching document that directs and informs people of what is required to be completed from a safety perspective at the Shire of Collie. It is used to manage health, safety and wellbeing across the Shire of Collie, in compliance with the Work Health and Safety Act, Regulations and Codes of Practice.

Implementation of the Framework will provide the Shire with a systematic and proactive approach to providing a safe and healthy workplace, prevent work-related injury and ill health, and continually improve its work health and safety performance.

The Safety Framework applies to all *Workers* at the Shire of Collie and all activities conducted by and on behalf of the Shire.

PESTEL Analysis

Consideration of key factors influencing the Shire from the external environment that have an impact on Work Health and Safety.

P Political	E Economic	S Social	T Technological	E Environmental	L Legal
Participation of union officials. State political stability with regard to WH&S harmonisation.	Costs associated with learning & development for Supervisors. Budget constraints.	Safe & inclusive workplace. Ageing workforce. Multi-generational workforce. More opportunities to work from home.	Limited access to technology for Outside Workforce.	Changes in working conditions due to climate change and pandemics. Flora & Fauna protection.	Introduction of Industrial Manslaughter. Changing WHS Acts and regulations

Scope

The Shire of Collie provides services and facilities for the local community. We shall provide a safe work environment for our workers and ensure that the systems of work meet the requirements of AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems.

Context

Key priorities for the Shire of Collie include continuing to strengthen and work towards our Strategic Objectives outlined in the Strategic Community Plan, supporting the diversity of both our natural and built environments, and striving for business excellence in the way that we deliver our services and infrastructure.

These Objectives are:



Workforce Profile

The Workforce Plan provides a framework and strategy to address the human resourcing requirements for Council's Long Term Financial Plan, and as such, has a ten-year horizon. The Plan recognises that people who work at the Shire of Collie need to bring commitment, energy and flexibility to the organisation. In return, our people need clarity in terms of how their personal goals align with organizational goals and priorities. This requires an investment in developing leaders and managers and employees with the right skills and competencies. It also requires clear learning pathways linked to performance development and an ongoing investment in attracting and retaining talented people, while maintaining a focus on workplace health and wellbeing.

Professional and trade qualified workers plus people from diverse backgrounds are appointed under the Shire's recruitment, selection and promotion of staff.

Contractor Profile

The Shire of Collie as The Principal recognises the duties imposed to ensure the safety and health of contractors.

The contractor must meet the Shire's criteria prior to commencing any contract and adhere to the Shire's Work Health and Safety policy throughout the term of the contract.

Contractors are responsible for the safety and supervision of their workers, ensuring they work safely and must provide only qualified and safety trained workers to perform tasks. The Shire and the Contractor shall communicate all hazards associated with the work site and report incidents or accidents.

Volunteer Profile

Contributions to our community through volunteering in the Shire's community engagement activities and environmental projects attract like-minded people willing to give their time.

Under the *WHS Act 2020* volunteers have the same duties as paid workers and must take reasonable care for their own health and safety and to not adversely affect others' health and safety. As best they can, volunteers must also follow reasonable instructions, policies and procedures.

Shire staff support our local Bushfire Brigades under the *Bushfire Act 1957* which consists of the largest number of volunteers within the Shire. This involves shared responsibility, in partnership with Department

of Fire and Emergency Services, to oversee and maintain the induction and training of bushfire brigade members.

Framework Scope

By understanding the needs and expectations of workers and other interested parties, and by ensuring that clear, understandable and relevant information about Work Health and Safety is provided, the Work Health and Safety Framework enables the Shire of Collie to achieve its health and safety outcomes and objectives. The Shire of Collie shall implement the 'Plan-Do-Check-Act' cycle throughout this Framework, by ensuring that barriers are removed to maximise worker participation and to ensure that the language used meets the needs and expectations of all.

The Shire's Work Health & Safety Policy, adopted by Council in (xxxxxxx) and reviewed regularly, commits to improving Work Health and Safety performance while aiming to reduce work related incidents, injury and illness. This is achieved through the implementation, maintenance and documentation of safe systems of work.

Officers recognise their responsibility and duty to exercise due diligence to actively monitor and evaluate safe systems of work and will ensure the organisation has the appropriate resources, processes and procedures to manage Work Health and Safety. Council will seek to:

- Provide and maintain a safe work environment where exposure to hazards is eliminated or reduced.
- Provide information, instruction, training and supervision to enable work to be performed safely.
- Provide and maintain safe facilities, equipment, personal protective equipment [PPE] and plant and ensure its operation is fit for purpose.
- Report all work related incidents, accidents, hazards and injuries measuring the associated risk to enable continued improvement.
- Consult with workers and other parties to improve decision making through formal and informal communication methods.
- Provide an effective procedure for injury management and rehabilitation.
- Continuously monitor and review to improve Work Health and Safety performance.

The primary duty of care of a person conducting a business or undertaking (PCBU) is to ensure the health and safety of workers. Likewise, Officers at each level, from workers through to management, shall be responsible for work health and safety to ensure ongoing compliance.

Work Health & Safety – Duty of an Officer

An officer of a public authority is a person who makes or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking (PCBU) of the public authority. The Chief Executive Officer and Directors shall understand and acknowledge this duty.

Officers under the duty of due diligence shall maintain their knowledge of WHS matters, ensure that resources are in place to manage WHS risks, and monitor and evaluate work health and safety performance.

Refer to the 'Definitions' section of this document for further information.

There are four principles that apply to all WHS duties in the *WHS Act 2020*:

4 key principles that apply to all WHS duties in the model WHS Act



1.
WHS duties are not transferable.



2.
A person can have more than one duty.



3.
More than one person can have the same duty.



4.
Management of risks.

Health at the Workplace

Human factors such as fitness for work, ergonomics and repetitive manual tasks in addition to mental health and wellbeing of workers is supported through the Shire's LGIS Member Fund. This provides initiatives and funding to encourage a healthy workforce.

Injury prevention and management is supported internally through ongoing education and training with professional occupational therapy providers. Reportable injuries and diseases shall be managed according to WorkSafe WA requirements.

Safety at the Workplace

Safety at the workplace aims:

- To actively promote and encourage a safe working environment through the implementation of Work Health and Safety practices and procedures across the organisation.
- To ensure that all employees, volunteers and contractors comply with Council's Work Health and Safety processes by way of site safety inspections and Internal Safety Audits.
- To provide education, advice and support with Work Health and Safety practices and procedures to develop an organisational culture of safety, health and welfare.
- To ensure the day-to-day operations that involve high risk work activities must be considered first and foremost.
- Workers exposed to and impacted by weather, repetitive manual tasks and changing site conditions work in a safe and healthy environment.

GOVERNANCE

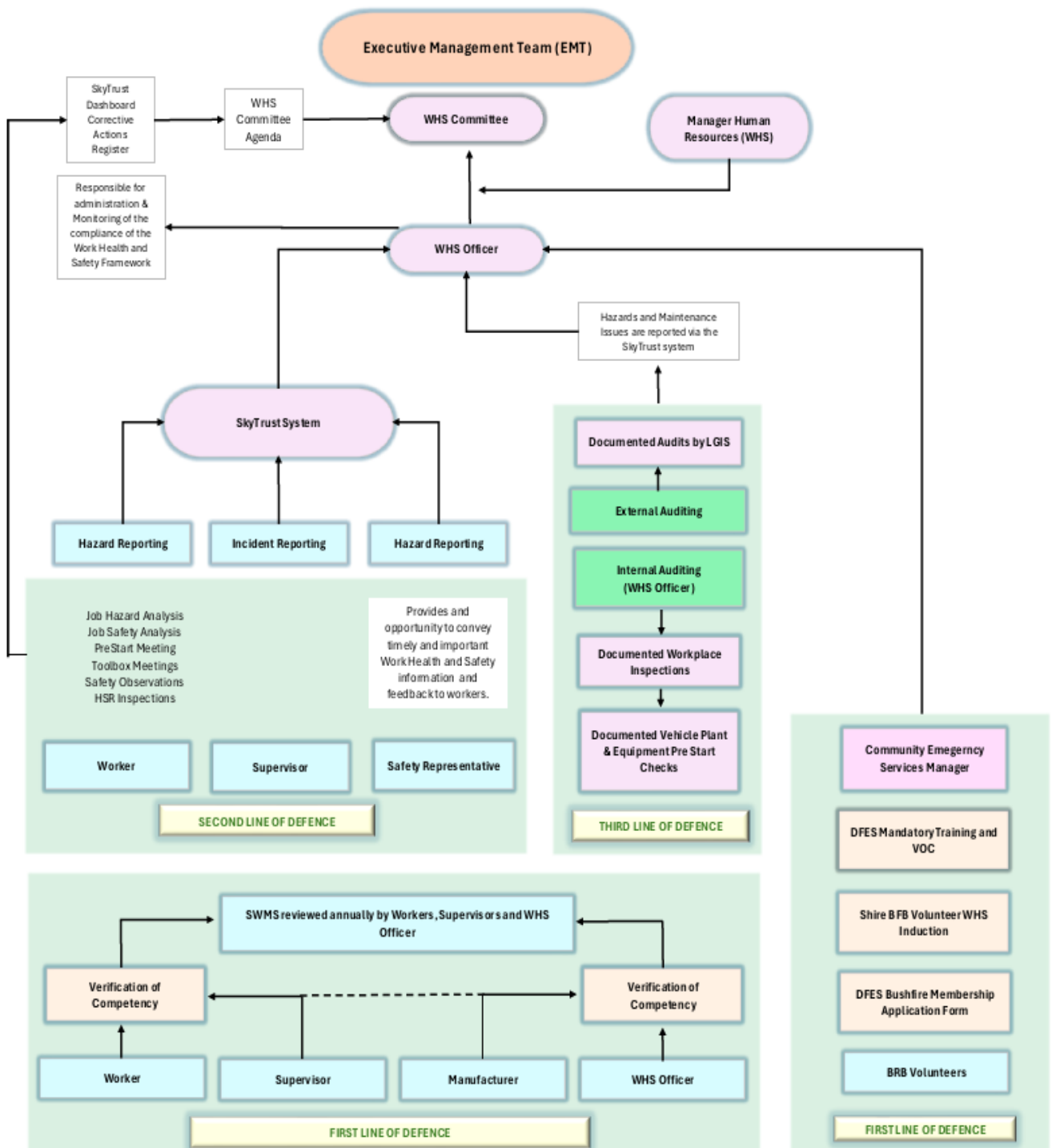
Appropriate governance of Work Health and Safety management systems within the Shire provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the Work Health and Safety management functions.
- An effective Governance Structure to support the Work Health and Safety Framework.

Framework Review

The Work Health and Safety Framework is to be reviewed for appropriateness and effectiveness at least once in every three years, or sooner if there has been a change in legislation and or the internal or external operating environment.

Figure 2 - Roles and Responsibilities



Roles & Responsibilities

CEO / Executive Management Team

- Demonstrate leadership and commitment regarding the Work Health and Safety Policy and practices.
- Approve and review the appropriateness and effectiveness of the Work Health and Safety Framework.
- Drive consistent embedding of a positive Work Health and Safety culture.
- Appoint WHS Auditors as required and ensure that resources are available to meet Work Health and Safety objectives.

WHS Committee

- Facilitate consultation and cooperation between Shire and workers.
- Keep informed as to standards, rules and practices relating to Work Health and Safety.
- Consider and make recommendations to the Shire Executive Management Team in respect to changes at the workplace that are likely to impact the health and safety of works, providing feedback as required.

Work Health & Safety Officer

- Oversee and facilitate safety observations.
- Mentor and educate workers on Work Health and Safety practices, providing feedback as required.
- Gap evaluations on safety performance.
- Implement objectives and actions as identified by the annual WHS planner.

Work Areas

- Drive a positive Work Health and Safety culture within work areas.
- Own, manage and report on specific hazards and risks, providing feedback as required (Skytrust system or Employee Hazard Report Form – Refer Appendices).
- Consult and participate in Work Health and Safety learning opportunities, planning and programs.
- Highlight any emerging hazards or risks accordingly.
- Communicate changes and support the process of managing such change.

Operating Model

The planning, implementation and control of Work Health and Safety processes and practices shall meet the requirements of this Framework through the cycle of 'Plan-Do-Check-Act'. Worker participation to meet the objectives set by the Council shall be documented, measured and reviewed to ensure compliance and legal requirements are met.

Consideration of best practice, operational requirements, business needs, technology and financial implications may determine the most appropriate line of defence.

First Line of Defence – Safe Work Method Statements [SWMS]

The use of Safe Work Method Statements [SWMS] across operational areas provides the task specific detail and risk assessment required to enable workers to perform work activity using a clear procedure. It is compliance with the SWMS that protects the worker from pre-determined hazards.

Second Line of Defence – Toolbox & Pre-Start Meetings and JHA

A pre-start meeting for workers that perform tasks under changing conditions and work site locations shall be undertaken at the commencement of each day.

A toolbox safety meeting is a short, succinct meeting that can be used as an avenue to convey timely and important safety information to workers and the work team. The information provided and discussed within the session may include specific job safety instructions, changes in job procedures and work practice, changes in rules and regulations, and any other relevant information.

A Job Hazard Assessment (JHA) Checklist is a tool used to identify health and safety hazards before starting work on a site. Performing health and safety checks using the JHA helps workers mitigate exposure to hazards and health risks. The 5-minute safety inspection should take place to prevent any accidents, injuries, or near misses. This is a formal risk assessment process.

Third Line of Defence – Workplace Inspections

Documented workplace inspections undertaken by Safety Representatives and the WHS Coordinator provide for a regular and systematic visual assessment of a workplace. The frequency of inspections is determined by the level of risk within the workplace.

Vehicle, plant and equipment inspections and pre-start check's play a vital role to ensure that the performance and maintenance undertaken complies with manufacturer's guidelines.

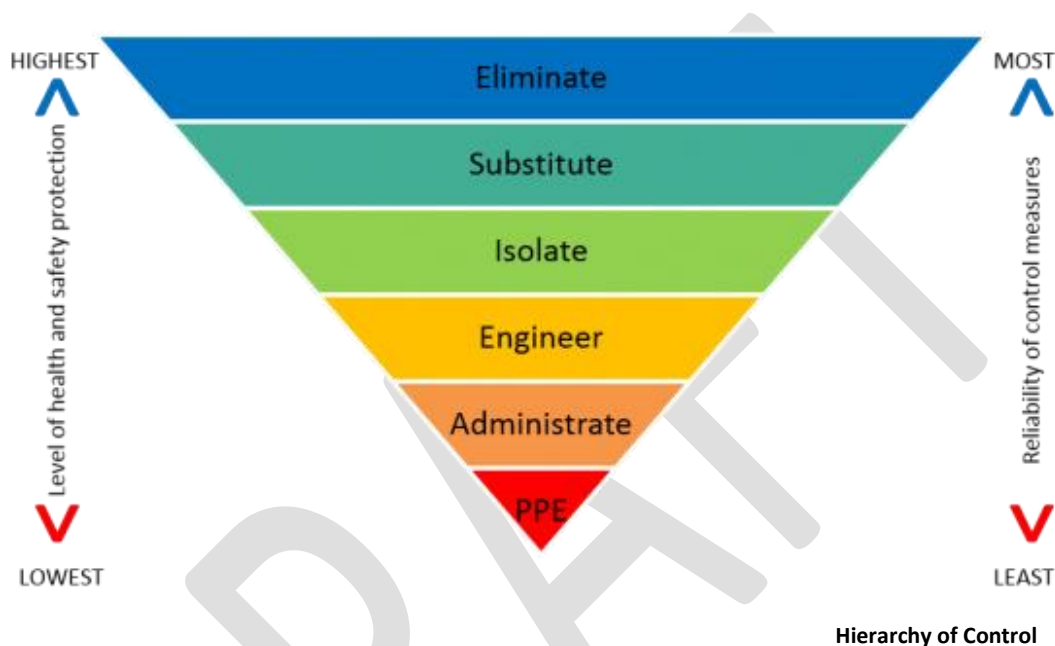
Supervisors responsible for workplaces and work sites shall undertake a daily visual inspection and document and report on hazards, non-conformance and housekeeping.

Hazard Identification

To analyse identified risks, the Council's Risk Assessment and Acceptance Criteria shall be applied.

Controls need to be considered from three perspectives:

1. The design effectiveness of each individual key control.
2. The operating effectiveness of each individual key control.
3. The overall or combined effectiveness of all identified key controls.



Risk Management & Governance Framework

Under the adopted Risk Management and Governance Framework and as stated in the Risk Management policy, prior to the implementation of a new strategy, activity, service, event or project, officers of the Shire of Collie will analyse the likelihood and consequence of any risks associated with the subject matter and recommend to management and or the Council whether the level of risk is acceptable, manageable or not manageable at all. This is done through a risk assessment.

Risk Assessment

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazard and the information, data and resources that you have available. It can be as simple as a discussion with your workers or involve specific risk analysis tools and techniques developed for specific risks or recommended by safety professionals.

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you to determine:

- Which workers are at risk of exposure;
- How severe a risk is;
- What sources and processes are causing the risk;
- If and what kind of control measures should be implemented; and
- The effectiveness of existing control measures.

Risk Matrix

MEASURES OF LIKELIHOOD			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

RISK MATRIX							
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic	
		1	2	3	4	5	
Likelihood	Almost Certain	5	Moderate (5)	Moderate (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)	Moderate (10)
	Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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	Staff Member / Supervisor	No
MODERATE (5 – 11)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Supervisor / Manager	No
HIGH (12 – 19)	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Manager / Director / EMT	Yes
EXTREME (20 – 25)	Unacceptable	Risk generally not acceptable. However, if risk is accepted, then all treatment plans to be explored and implemented where possible, managed by highest level of authority (Council) and subject to continuous monitoring.	EMT / CEO / Council	Yes

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.

High Risk Construction Work

'High-risk construction work':

- involves a risk of a person falling more than 2 m;
- is carried out on a telecommunication tower;
- involves demolition of an element of a structure that is load-bearing;
- involves demolition of an element of a structure that is related to the physical integrity of the structure;
- involves, or is likely to involve, disturbing asbestos;
- involves structural alteration or repair that requires temporary support to prevent collapse;
- is carried out in or near a confined space;
- is carried out in or near a shaft or trench deeper than 1.5 m or a tunnel;
- involves the use of explosives;
- is carried out on or near pressurised gas mains or piping;
- is carried out on or near chemical, fuel or refrigerant lines;
- is carried out on or near energised electrical installations or services;
- is carried out in an area that may have a contaminated or flammable atmosphere;
- involves tilt-up or precast concrete;
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians;
- is carried out in an area of a workplace where there is any movement of powered mobile plant;
- is carried out in areas with artificial extremes of temperature;
- is carried out in or near water or other liquid that involves a risk of drowning;
- involves diving work.

Source: [Construction - Managing risks | Safe Work Australia](#)

The Principal Contractor shall provide, where applicable a WHS Management Plan that meets the requirements under the Work Health & Safety (General) Regulations 2022 [r.309].

Operational Register of Risks

The risk management process demonstrated, through a documented register of the likelihood and consequence of operational risks provides the following benefits:

- Allows the Shire/worker to demonstrate how decisions about controlling risks were made;
- Assists in targeting training at key hazards;
- Provides a basis for preparing safe work procedures;

- Allows the Shire/worker to more easily review risks following any changes to legislation or business activities;
- Demonstrates to others (regulators, stakeholders, customers) that Workplace Health and Safety risks are being managed; and
- Provides records and evidence of the risk management process.

Corrective Actions Register

The Shire shall maintain a corrective actions register to demonstrate and verify action taken to manage risk opportunities, non-conformance and the corrective actions that align to the non-conformance and continuous improvement. The register will be managed by the Work Health & Safety Coordinator, with responsibility for corrective actions being assigned to the appropriate Officer for rectification within a reasonable timeframe.

The register will be provided to each meeting of the Shire's Work Health and Safety Committee for discussion, where worker consultation and participation is recorded. The Work Health and Safety Committee meeting minutes are communicated to all workers.

Annual WHS Planner

The annual WHS planner identifies key elements, tasks and meetings, and assigns responsibility for actions and outcomes to Officers that align to the Framework and its objectives. Compliance with the actions and outcomes can be monitored by management through the monthly schedule by referring to the calendar.

Doc: [WHS Planner - 2026](#)

Safety Observations

Observations on behaviour and decision making in the field can provide valuable insight on the effectiveness and efficiency of Workplace Health and Safety process and practices. A safety observation report is a tool used by Safety Officers to document hazards and WHS non-compliance as well as provide positive safety feedback of workers in the workplace. Performing and documenting regular safety observations not only ensures a safer workplace but it can also help share best practices with other teams. Regular safety observations enable worker participation, consultation and education by way of constructive feedback for both the worker performing the task and management in the form of documented evidence.

Leadership

Leaders have a vital role to play when it comes to managing safety. When workers know their managers place high importance on working safely, they are more likely to be motivated to follow safety procedures and raise safety issues. Good leadership promotes compliance with WHS laws. There is strong evidence that performance is improved when organisations address WHS risks along with other important business risks. Leaders who set the example by showing their commitment to WHS, being actively involved in their business and encouraging and valuing workers' participation, create organisations that can be healthy and safe, and are also more likely to be innovative and productive.

Principles of Effective Leadership in Work Health and Safety

Safe Work Australia Members have developed five leadership principles to help develop safety leadership practices and create a workplace culture that promotes safety. They include:

- Commit to safety.
- Get involved.
- Encourage participation.
- Make WHS part of your business processes.
- Review your performance.

Inductions

WHS Inductions provide workers with comprehensive knowledge about preventing work-related injuries from occurring and letting them know what type of activities are unsafe so they can minimise the risks related to tasks. In addition, the induction should teach workers about the roles and responsibilities in relation to the WHS Act. Under the WHS Act 2020 Part 2 Division 3 Section 20 (f) defines the role of the PCBU in relation to information, instruction and training as part of WHS responsibilities to workers, this includes inductions to the work place.

High Risk Workers

High Risk worker inductions is comprehensive and covers responsibilities of the Shire and those of the worker, Risk Management, Hazard and Risk, Electrical works, Working at Heights, High Risk works (construction) Mobile plant, Vehicles, PPE and working with chemicals. The induction is backed up by a formal questionnaire to test knowledge.

General Worker

General Workers receive an induction that covers, Responsibilities, Workers duties (including contractors and volunteers), Hazard and Risk Identification, Risk Assessments, Incident and Accident reporting and Fitness for Work. The worker must also complete the Shire's questionnaire to test knowledge and as a form of formal recognition that the induction has been completed.

Bush Fire Brigade Volunteers

BFB Volunteers receive a comprehensive induction package that outlines: BFB response area, Brigade Command Structure, Roles and Responsibilities, Duties and expectations, Shire Bush Fire Training Guide, Shire of Collie Code of Conduct and Values. New volunteers are also required to sign the WHS Induction checklist as a formal way of capturing their understanding of their responsibilities, along with strict understanding they cannot attend a fire ground until the DFES three core basic training modules have been completed and the Shire is notified by the Brigade Captain.

Low Risk and Volunteers

Low Risk Workers/Volunteers receive the same induction as General Workers although this is modified to omit contractor management, and in some instances PPE.

Training

The instruction and training required to ensure people can work safely needs to recognise the way the Shire operates. Therefore, several types of induction training have been established:

- **General Induction** – This provides a worker entering the workplace with a basic knowledge of requirements under WHS laws, the common hazards and risks likely to be encountered and how these risks should be controlled.
- **Supervision and Management Induction** – This provides a more detailed perspective, specific to the role and outlines their Workplace Health and Safety responsibilities. This induction introduces the supervisor or manager to the operational hazard register for the specific department.
- **Site Contractor Induction** - This provides information to anyone engaged on a particular work site with a knowledge of the potential hazards, amenities and local medical centres or regional hospitals.
- **Task-specific Induction** - This provides information and instruction to anyone, prior to performing a task, of the Shire's rules, procedures and expectations.
- **Volunteer induction** – General volunteers are provided with task specific inductions, this provides information and instruction to anyone, prior to performing tasks, and informs them of Shire's requirements and expectations.
- **Volunteer Bush Fire Brigades** – A specific induction is provided by the Brigade Captain, informing volunteers of their role and responsibilities and required training before attending a fire ground, this is administered by Emergency Management Officer.
- **Volunteer Register** - A specific volunteer register is administered by the Work Health and Safety Coordinator, volunteer registration forms are recorded in Tardis and linked back to the register.

Verification of Competency

A Verification of Competency (VOC) is an assessment of a worker's knowledge and skills. This process assists the Shire with meeting their Workplace Health & Safety obligations to deem a worker competent to perform a task or operate plant and/or equipment. VOC will be undertaken by a competent person deemed appropriate for the specific task, plant or equipment being assessed.

Communication & Consultation

Effective communication and consultation are essential in ensuring that workers at all levels of the organisation, and those with a vested interest, understand the basis on which decisions are made having been provided with an opportunity to participate. Workers, elected Work Health Safety Representatives and Leadership shall collaborate in the development, planning, implementation and evaluation of ongoing improvements to Workplace Health and Safety.

Monitoring & Review

It is essential to monitor and review the Work Health and Safety processes and practices as changing circumstances may result in some activities increasing or decreasing in risk and/or their legal requirements. By regularly reviewing the effectiveness and efficiency of these process and practices, it will ensure continual improvement and therefore contribute towards the achievement of the Health and Safety objectives. The workplace Internal Safety Audit report will provide recommendations that are effectively treatments for risks that have been tested during an internal review.

SWOT Analysis

Consideration of strengths, weaknesses, opportunities and threats has been applied as a way to monitor and review changing WHS circumstances.

SWOT Analysis	
Strengths	Weaknesses
✓ Support from top management ✓ Ongoing commitment to training ✓ Physical and Mental Health & Wellbeing initiatives ✓ Continuous Improvement ✓ SDS Register ✓ Qualified Safety Officers ✓ Trained Safety Representatives ✓ Commitment to Auditing ✓ Developed Work Health & Safety Framework ✓ Simplified safety management system in place ✓ Safety Management Software – Skytrust	✗ Previous Safety system was overly complicated ✗ Relevance and meaningfulness of Work Health & Safety is lacking ✗ Consequences for non-conformance of Work Health & Safety policies and procedures is lacking
Opportunities	Threats
✓ Leadership commitment to participation and continuous improvement ✓ Contractor Management Framework Implementation	✗ Lack of Contractor Management processes ✗ Lack of a Preferred Supplier Panel ✗ Public Perceptions of worker activities

Internal Safety Audit

Internal Safety Audits undertaken by Health and Safety will focus on risk based activities and include documented assessment of:

- Compliance of hazard identification and risk assessments;
- Contractor compliance;
- Project WHS management plans and implementation;
- Consultation and participation processes;
- Worker training and competency assessment;
- Quarterly location audit of hazardous products, substances and/or chemicals.

External WHS Audit

The external WHS Audit is concerned with compliance and adherence to established policies, procedures and requirements. These audits improve future performance by identifying aspects of systems and procedures that need improvement, and by making recommendations to management for change. The external WHS Audit's objective will also:

- Provide independent assurance to the Council and staff regarding the arrangements that are in place to support the Work Health and Safety Framework.
- Ensure requirements under the relevant legislation are being met.
- Identify any shortcomings in relation to Work Health and Safety requirements.
- Validate that the Work Health and Safety Framework is robust and effective in the workplace.
- Identify any strengths and weaknesses that currently exist within practices and procedures.

Reporting & Recording

The responsibility for reporting and recording hazards and incidents within the workplace falls to everyone under a duty of care to ensure that reasonable care is taken.

Each worker is responsible for ensuring:

- Hazards and near misses are reported; and
- Incidents are reported (Skytrust system or Employee Incident Report Form – Refer Appendices).

Management is responsible for ensuring:

- Appropriate and timely corrective actions are taken; and
- The Terms of reference of the Shire's Work Health and Safety Committee are met.

Health and Safety is responsible for:

- Investigating incidents and or near misses;
- Producing the Health & Safety Dashboard; and
- Ensuring corrective actions and Work Health and Safety performance is communicated as an outcome of any reporting.

Appendices

EMPLOYEE HAZARD/NEAR-MISS REPORT FORM

PART A – EMPLOYEE REPORTING HAZARD/NEAR MISS TO COMPLETE

REPORT NO.

DETAILS

HAZARD

☐

NEAR MISS

☐

Date:

Time:

Location:

Plant/Equipment Involved:

YES

☐

NO

☐

Details of Hazard /Near Miss:

Person(s) Involved:

Description of Hazard (Draw diagram on attached page if relevant):

Witnesses (if any):

PART B – MANAGER/SUPERVISOR

Name:

Position:

Corrective Action for Hazard
or Near Miss Reported

Person Responsible

Completion Date

Action Reviewed by:

PART C – SAFETY REPRESENTATIVE TO COMPLETE

Please suggest what corrective actions could be taken.

Diagram:

Signature	Date
Reporting Employee	
Safety Representative	
Manager/Supervisor	
Directors	
CEO	

Office Use Only	
Date Reviewed by WHS Committee	Date: _____
Date Completed and Returned to Employee	Date: _____
Workplace Health and Safety Officer	Date: _____

PUBLIC INCIDENT REPORT

PART A – MEMBER OF PUBLIC TO COMPLETE

REPORT NO.

PERSON(S) INVOLVED IN INCIDENT PLUS EQUIPMENT DETAILS

Name:

Address:

Contact No.

REPORT TYPE

Injury	☐	(Please Tick)	Incident Reported To: Name: _____ Job Title: _____
Near-Miss (no damage or injury)	☐	(Please Tick)	
Property Damage (provide description of damage in area provided)	☐	(Please Tick)	
Injury reportable to WorkSafe (fatality, fracture, >10 days off work)	☐	(Please Tick)	

Date & Time of Incident:

Date & Time Incident Reported :

Witnesses:

Description of Damage (Please attach any photos):

INCIDENT DETAILS

What were you doing when the incident occurred?

What happened?

INJURY DETAILS

Type of Injury Sustained:	Treatment Required? (please tick box)	
	First Aid	☐
	Doctor	☐
	Hospital	☐
	Follow-up Contact Required?	
Yes	☐	No ☐

Signature:

Date:

PART B – AREA MANAGER OR COUNCIL SAFETY REPRESENTATIVE TO COMPLETE

INVESTIGATION OF INCIDENT

Where there any other factors involved? Consider environmental conditions, plant and equipment, procedures, equipment design, personal factors which in your opinion may have contributed to the accident.

Recommendations to Prevent a Recurrence (indicate with a Tick):

- | | | | |
|--------------------------|----------------------------------|--------------------------|--|
| ☐ | Action to Improve Clean-Up | ☐ | Check with Manufacturer |
| ☐ | Equipment Repair or Replacement | ☐ | Other |
| ☐ | Reinstruction of Others | ☐ | Action to Improve Design or Construction |
| ☐ | Installation of Guard or Similar | | |

What Action Has or Will be Taken to Prevent a Similar Occurrence?

Actioned By

Date

Completion Date

SIGNATURES

Safety Representative: _____

Date: _____

Manager/Supervisor: _____

Date: _____

Office Use Only

Date Reviewed by WHS Committee

Date: _____

Date Completed and Returned to Employee

Date: _____

Finalised Human Resource Office

Date: _____

EMPLOYEE INCIDENT REPORT FORM

REPORT NO.

PART A – EMPLOYEE TO COMPLETE

REPORT TYPE	Injury Yes ☐ No ☐	OFFICE USE ONLY: Injury reportable to Worksafe (fatality, fracture, >10 days off work) Yes ☐ No ☐
	Damage Yes ☐ No ☐	
Date & Time of when Incident occurred: Date: ____/____/____ Time: ____ am/pm		Incident Reported To: Name: _____
Date & Time Incident Reported: Date: ____/____/____ Time: ____ am/pm		Job Title: _____
PERSON(S) INVOLVED & EQUIPMENT DETAILS		
Name: _____		
Witness: Yes ☐ No ☐ (If yes fill out Witness Statement Form 7.1.2)		
Location of Incident/Accident: Street: _____		
Plant or Equipment that has been damaged: _____		
Injury/ Damage: (shoulder, arm, eye or bumper, windscreen, tyre rim etc)		
Weather Condition: FINE CLOUDY WET STORM HUMID COLD (PLEASE CIRCLE)		
Treatment Required? (Please tick box) First Aid ☐ Hospital ☐ Doctor ☐ No Treatment ☐		
ACCIDENT/INCIDENT DETAILS		
What task were you doing when the incident/accident occurred?		
What happened? Include name of chemicals used, product, equipment/plant (e.g. hit head on roof of vehicle, chemical over spray, tripped over cables/cords).		
Signature of Employee: _____		Date: _____
Is there a Safe Operating Procedure		Yes ☐ No ☐
Mechanic Report: Is a claim being made to insurance		Yes ☐ No ☐
ESTIMATE COST OF REPAIRS:		
ESTIMATE TIME OF LABOUR FOR REPAIRS:		
HAS THE ITEM BEEN TAGGED OUT?		HOW LONG FOR?

Safety Representative Name:	Date of your Investigation:
Any training recommendations:	

Your comments on findings.		
Corrective Action Required	Person Responsible	Completion Date

Signature	Date
Supervisor	
Safety Representative	
WHS Officer	
Manager	
Any comments:	
Director	
Any comments:	
CEO	
Any comments:	

Safety Observation Template from SkyTrust



Shire of Collie
87 Throssell Street
Collie
Western Australia 6225
Shire ABN: 80 581 297 683

Inspection Type	Person Responsible	Location	Process	Frequency	Inspection Item Type
Site	Owen Ash		WHS	On Demand	Compliant
Inspection Description:	General WHS inspection				
Department:					
Exact Location:					
Documents:					
ID:	572764				

Item Number	Inspection Item	Item Reference	Compliant	Comment
1	Emergency Diagrams prominently displayed?	Emergency Diagrams displayed at correct locations and fire extinguishers in date, hose reels etc checked?	Yes No	
2	Fire Extinguishers in date and fit for purpose?	Correct fire extinguisher supplied and in date?	Yes No	
3	Housekeeping	Is area clean and tidy? Everything stored correctly? Free from trip and slip hazards?	Yes No	
4	First Aid equipment	Is First Aid equipment available? Is it in good condition?	Yes No	
5	Personal Protective Equipment	Is PPE available and is it used?	Yes No	
6	Lighting	Does area have adequate, even illumination that eliminates dark spots?	Yes No	
7	General	Any other identified hazards or risks that need to be controlled?	Yes No	

Safe Work Method Statement

[EXAMPLE ONLY]

TITLE:	Example Only				
SWMS NO:	WHS XXX SWMS	CONTROLLED BY:	Work Health and Safety Officer		
REVIEWED BY:		REVISION DATE:		NEXT REVIEW:	
IS THIS HIGH-RISK CONSTRUCTION WORK?	Yes	No	LICENCE REQUIREMENTS:		
PURPOSE				SUPERVISOR SIGNATURE:	

EQUIPMENT Example Only	SERVICE STANDARDS Example Only
- Gloves suitable/durable for chain saw activities - First Aid kit - Appropriate protective clothing and equipment; minimum long cotton pants and HI Vis long sleeve cotton shirt – including chain saw chaps or chain saw pants. - Hard hat with face shield/ protective visor - Ear muffs or ear plugs (it is preferable to utilise both) - Fire extinguishers	Manufacturer's operator manual for individual machines.
SPECIFIC TASK TRAINING / QUALIFICATION REQUIREMENTS	RELEVANT GUIDANCE
- Basic Chainsaw Operator Example Only - Traffic Management RIIWHS205D - Signage and traffic cones	- WHS Act 2020 - WHS Regulations (General) 2022 - Code of practice for manual tasks 2010 - AS -2727- 1997 Chainsaws Guide to Safe Working Practices. Example Only

PPE REMINDERS									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection
									Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

SAFE OPERATIONS

Insert image [where applicable]

PRE-OPERATIONAL AT DEPOT

STEP	ACTION	HAZARD ANALYSIS	INITIAL RISK EVALUATION	SAFE METHOD	HIERARCHY OF CONTROLS	RESIDUAL RISK EVALUATION
1.	CONDUCT A SITE SPECIFIC RISK ASSESSMENT AND ADVISE EMPLOYEES/ OTHERS OF ANY HAZARDS Risk assessment documentation may include a Take 5 and SWMS		H12	- All staff on site to complete a Site Specific Risk Assessment - Wear appropriate PPE - Clear working area of obstructions and obstacles prior to operations. - Check for services such as electricity, gas, communication network, water and sewerage and clearly mark their locations. - Check for existing structures such as fences, buildings and vehicles. - Ensure employees and the public are clear of the work site. - Erect barricades if necessary and signs at all access points to the site.	Administrative	L2

OPERATIONAL

STEP	ACTION	HAZARD ANALYSIS	INITIAL RISK EVALUATION	SAFE METHOD	HIERARCHY OF CONTROLS	RESIDUAL RISK EVALUATION
2.	CONDUCT A SITE SPECIFIC RISK ASSESSMENT AND ADVISE EMPLOYEES/ OTHERS OF ANY HAZARDS Risk assessment documentation may include JHA or SWMS		H12	- All staff on site to complete a Site Specific Risk Assessment - Wear appropriate PPE - Clear working area of obstructions and obstacles prior to operations. - Check for services such as electricity, gas, communication network, water and sewerage and clearly mark their locations. - Check for existing structures such as fences, buildings and vehicles. - Ensure employees and the public are clear of the work site. - Erect barricades if necessary and signs at all access points to the site.	Administrative	L2
3.						

POST OPERATIONAL

STEP	ACTION	HAZARD ANALYSIS	INITIAL RISK EVALUATION	SAFE METHOD	HIERARCHY OF CONTROLS	RESIDUAL RISK EVALUATION
4.						

PRINT NAME	POSITION	DATE	SIGNATURE	SUPERVISOR SIGN

RISK ANALYSIS GUIDE

MEASURES OF LIKELIHOOD			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

RISK MATRIX						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	Moderate (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)	Moderate (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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	Staff Member / Supervisor	No
MODERATE (5 – 11)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Supervisor / Manager	No
HIGH (12 – 19)	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Manager / Director / EMT	Yes
EXTREME (20 – 25)	Unacceptable	Risk generally not acceptable. However, if risk is accepted, then all treatment plans to be explored and implemented where possible, managed by highest level of authority (Council) and subject to continuous monitoring.	EMT / CEO / Council	Yes

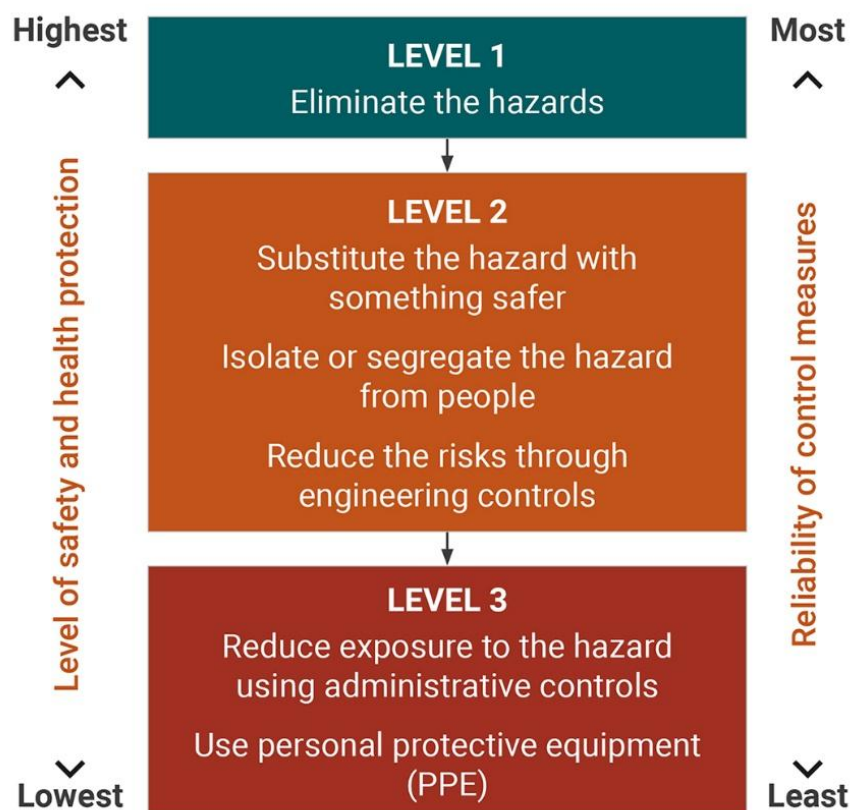
EXISTING CONTROLS RATINGS			
Rating	Foreseeable	Description	
Effective	More than what a reasonable person would be expected to do in the circumstances. There is <u>little</u> scope for improvement.	Documentation	Processes (Controls) fully documented, with accountable 'Control Owner'.
		Operating Effectiveness	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.

SHIRE OF COLLIE MEASURES OF CONSEQUENCE							
Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	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 persons.	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 <30 days	\$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 breaches 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 Lost time injury >30 days	\$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.

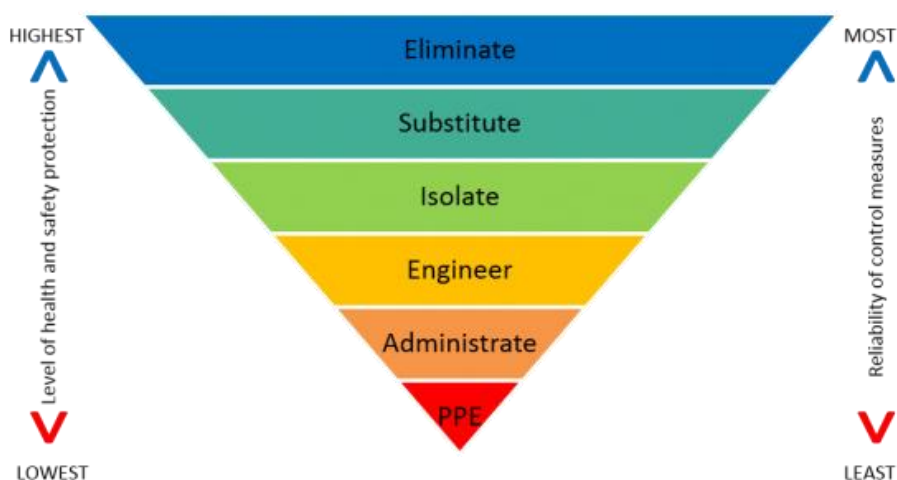
HIERARCHY OF CONTROL

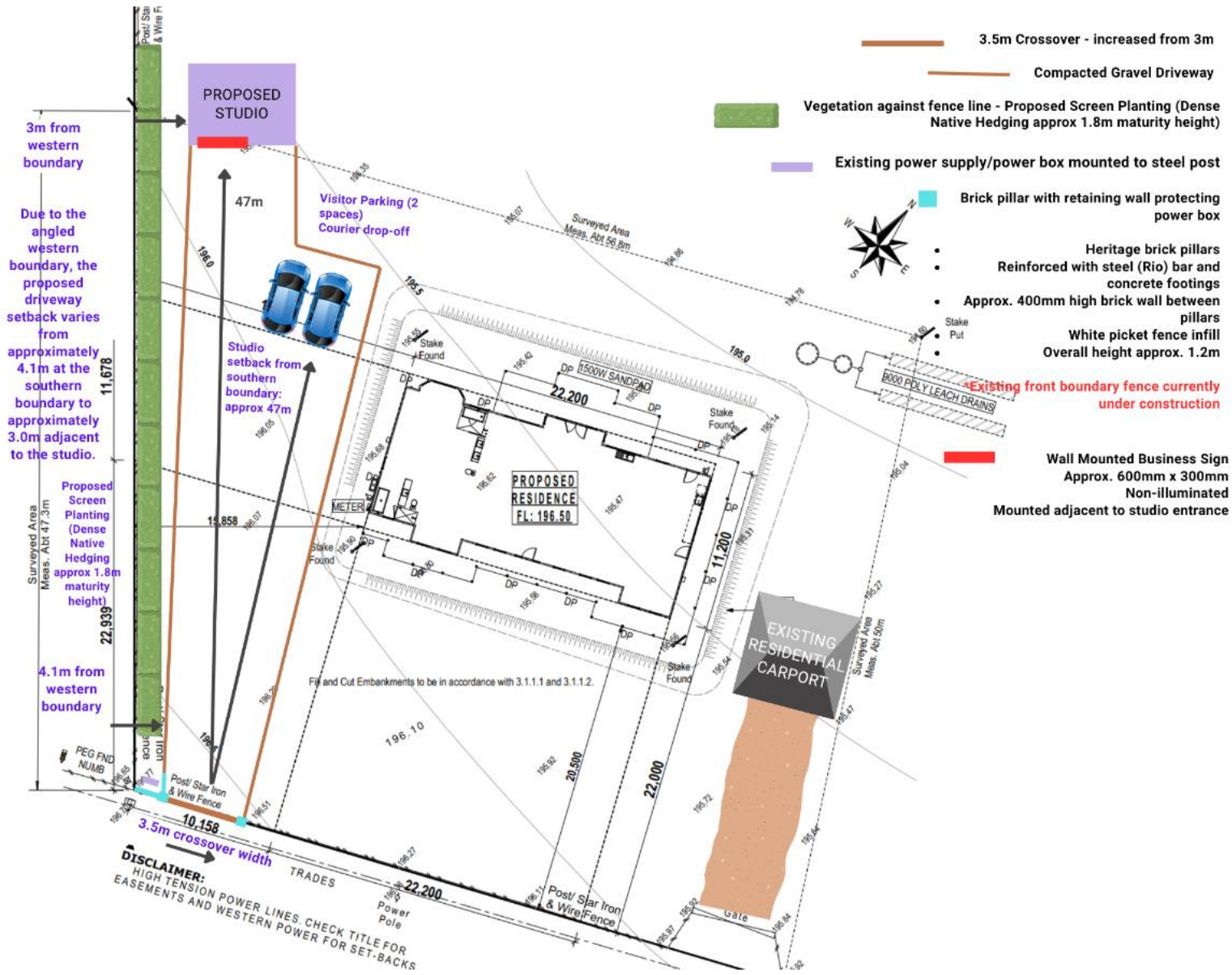
The Hierarchy of Control is a system for controlling risks in the workplace. The Hierarchy of Control is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection.

Eliminating the hazard and risk is the highest level of control in the hierarchy, followed by reducing the risk through substitution, isolation and engineering controls, then reducing the risk through administrative controls. Reducing the risk through the use of protective personal equipment (PPE) is the lowest level of control.



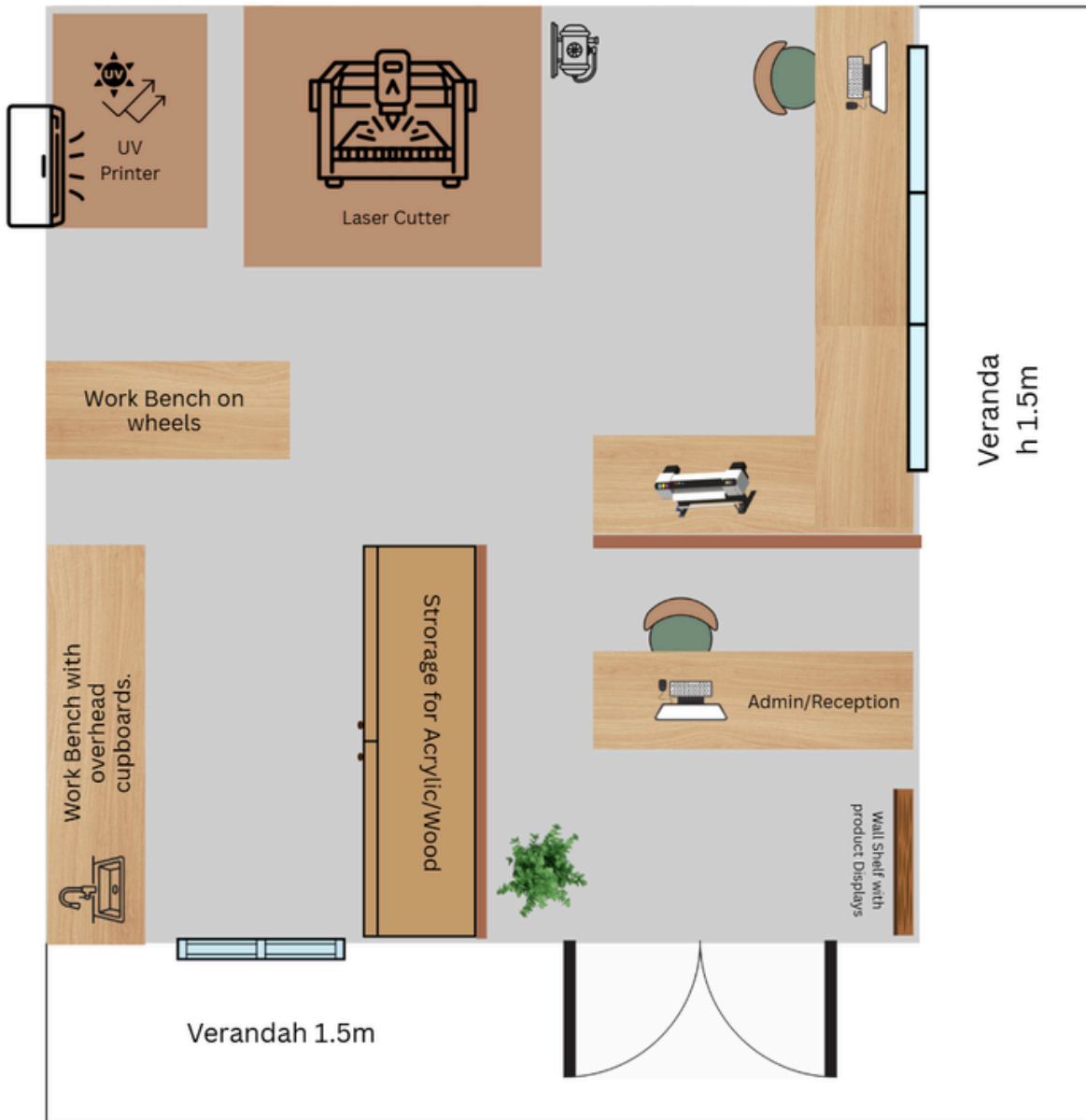
Source: Hierarchy of control 2022, by WorkSafe





Studio Floor Plan

13.1.B



Our Studio at a glance

🏠 6m x 7m Purpose-Built Studio – Modern, functional, and separate from the home.

👤 Reception & Display – Dedicated reception desk and shelving to showcase products.

🌿 1.5m Verandah – Weather coverage and welcoming frontage that matches the home.

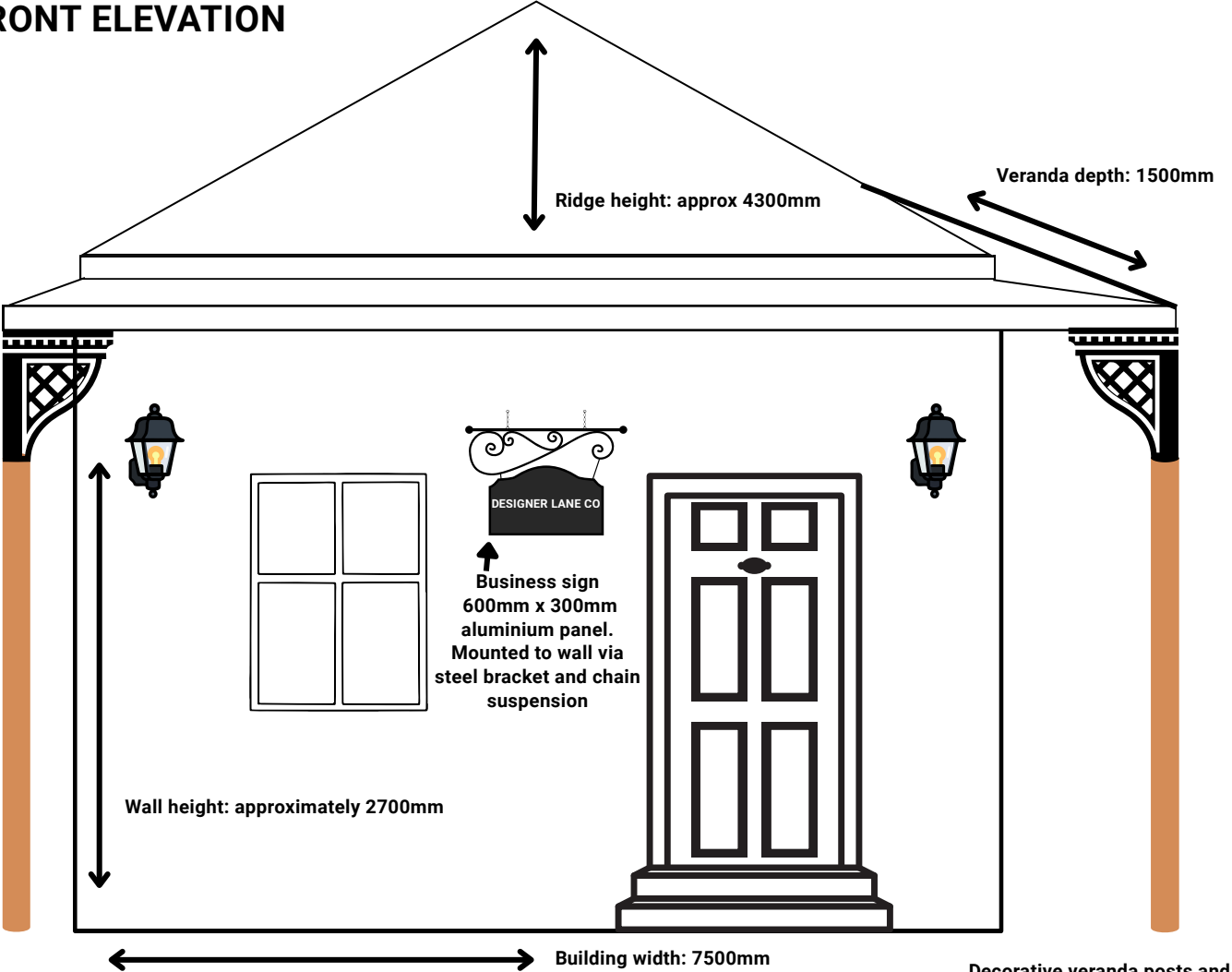
⚙️ Production Zone – Equipped with laser cutter, UV flatbed printer, and work benches.

📦 Customer Collection – Local pick up via reception

💻 Admin Hub – Professional desk space for design work, admin, and client meetings.

📁 Smart Storage – Overhead cupboards, shelving, and organised material storage.

FRONT ELEVATION

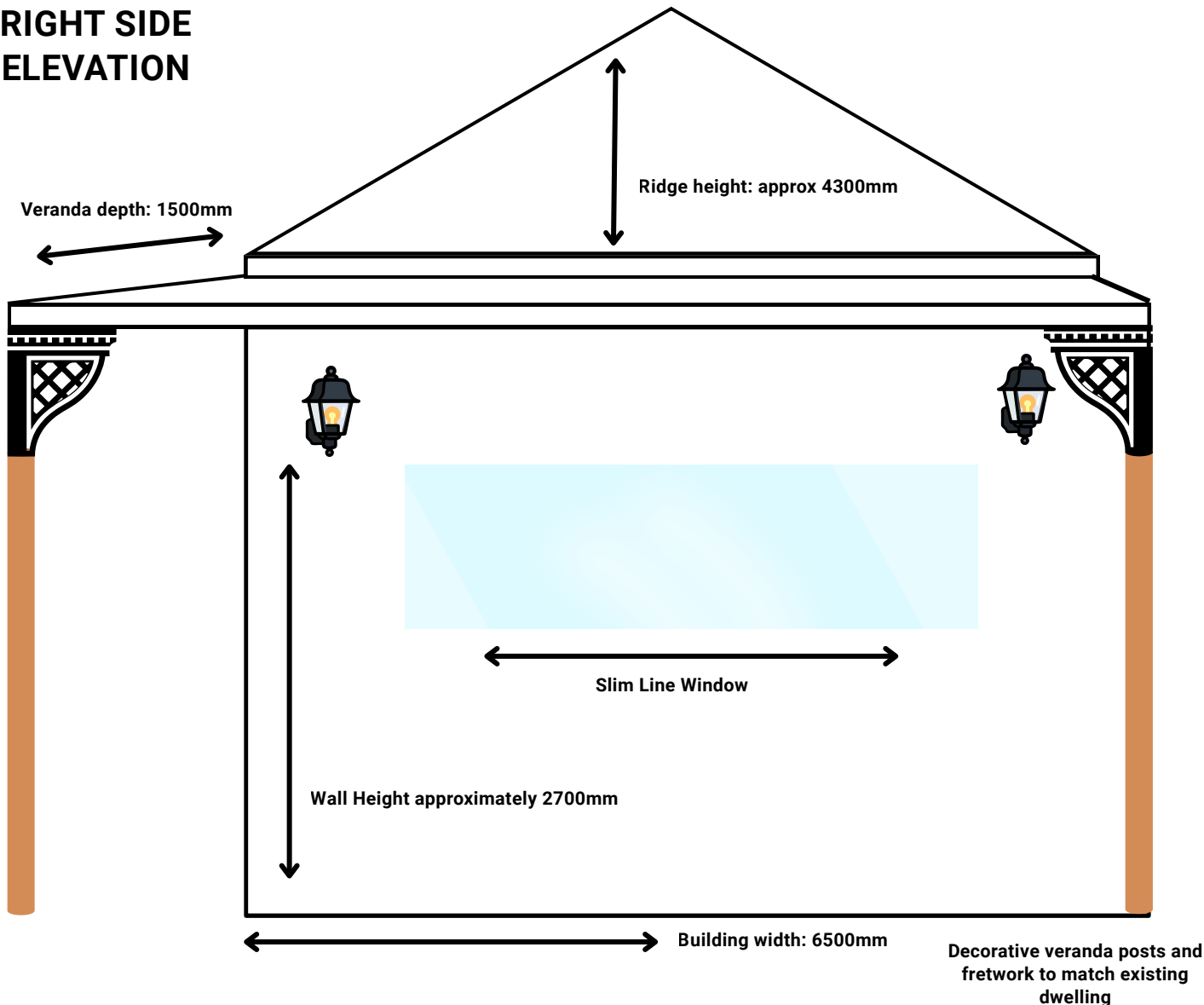


Decorative veranda posts and
fretwork to match existing
dwelling

- External Materials
- James Hardie Linear Cladding – off white
 - Basalt Colourbond roof
 - White timber veranda posts and fretwork
 - Black entry door
 - Black gooseneck exterior lights
 - Aluminium hanging sign

Elevations are indicative only and provided to illustrate design intent and materials. Final construction drawings will be prepared for building approval.

**RIGHT SIDE
ELEVATION**



Elevations are indicative only and provided to illustrate design intent and materials. Final construction drawings will be prepared for building approval.

Proposed Home Business – Designer Lane Co

150 Booth Street, Collie

Business Overview

Designer Lane Co will operate as a small home-based creative studio specialising in custom signage, event stationery and branded business merchandise using a laser cutting machine and UV flatbed printer. The business will operate on a small scale and will primarily involve design work, light manufacturing and order preparation within the enclosed studio building.

Hours of Operation

The business will operate strictly within standard weekday business hours:

Monday – Friday: 9:00am – 4:00pm

Weekends & Public Holidays: Closed

There will be no evening or late-night operations.

Staff

Initially the business will be operated by the owner only.

Future staffing will include up to two employees, which remains within the permitted Home Based Business guidelines.

Customer Visits & Traffic

Customer visits will be minimal and limited primarily to:

- Local order pickups
- Short consultation meetings by appointment

Vehicle movements are expected to average 2–4 vehicles per day.

Two dedicated gravel parking spaces are available on site for visitors and courier deliveries.

Deliveries

Occasional courier deliveries may occur for materials such as acrylic sheets, paper stock and packaging supplies. These deliveries will typically occur during normal business hours and involve standard courier vehicles only.

No heavy vehicles or trucks exceeding 3.5 tonne tare weight will attend the property.

Noise Management

The primary equipment used in the studio will include a laser cutting machine and UV flatbed printer. These machines are comparable in noise level to typical household appliances and operate within an enclosed insulated studio building.

Noise will be contained within the building and operations will only occur during weekday business hours.

There will be no outdoor machinery, fabrication or construction activities associated with the business.

Most laser machines & UV Printers fall around 50 - 70dB

Which is similar to:

Quiet office; 40 dB

Dishwasher; 55 dB

Normal conversation; 60 dB

Laser cutter; ~60–70 dB

Dust Management

The laser cutting equipment used in the studio includes a closed cutting chamber and fume extraction system, which captures smoke and particulates generated during operation.

Materials primarily used include acrylic, wood and paper, which produce minimal dust during processing. Any small particulate material generated is extracted through the machine filtration system.

All operations occur indoors within the studio, ensuring no dust emissions affect neighbouring properties.

Retail Sales and Customer Interaction

The proposed home business will not operate as a retail shopfront and will not involve the sale of goods directly from the studio premises.

Customer interactions will primarily involve:

- Design consultations by appointment
- Discussion of custom product requirements
- Order collection for previously completed items
- Online orders fulfilled via the business website and e-commerce platforms

The studio will include a small display wall showcasing example products and materials, such as acrylic, wood, and paper finishes. These displays are for demonstration purposes only to allow customers to understand available materials and design options when discussing custom orders.

No products will be stocked for sale or purchased directly from the premises.

All products are custom made to order and will either be collected by appointment or delivered via Australia Post or courier services.

This approach ensures the business operates strictly within the Home Based Business guidelines, while still allowing customers to view materials and discuss personalised design projects.

Staff Numbers

The business will initially be operated solely by the owner, Darcy Mandry.

At the commencement of the business there will be no additional staff members employed on site. As the business grows, it is anticipated that one part time or casual assistant may be engaged to assist with production tasks, packaging and order preparation. This would occur within the studio building during standard weekday business hours.

In the longer term, and subject to business growth, the business may employ up to two staff members in addition to the owner, which remains within the permitted Home Based Business guidelines outlined by the Shire of Collie.

Any future staff would:

- Work within the enclosed studio building
- Operate during standard weekday business hours only
- Utilise the Residential Car Parking to ensure enough space is available for customer parking.
- Not increase traffic or activity levels beyond those outlined in this application

At no stage will the business exceed the maximum staff limits permitted under the Home Based Business provisions.

Visual Impact

The proposed studio building will match the architectural style, colours and materials of the existing dwelling to maintain the residential character of the property and surrounding area.

Signage will be minimal and limited to a small non-illuminated hanging sign identifying the business.

SCHEDULE OF SUBMISSIONS
P017/26 - Home Business - 150 Booth Street, Collie

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
1	I-26-4744	I am the owner/occupier of the adjoining property and wish to lodge a submission to the proposal in its current form. I am not opposed to the operation of a low-impact home business in principle. However, I have concerns regarding the proposed location, scale and configuration of the development and respectfully request that these matters be fully considered before any determination is made. My primary concern is the proposed location of the business studio immediately adjacent to our shared boundary. Given the size of the subject property, I request that Council consider whether this is the most appropriate location for the studio, particularly where alternative areas of the property may exist that could reduce potential impacts on adjoining landowners. I request clarification regarding compliance with applicable setback requirements. I have been advised that a 5-metre setback may apply and ask Council to confirm whether	Thank you to the adjoining landowner for their respectful submission. I appreciate the opportunity to respond to the matters raised and understand the importance of ensuring any home business operates in a manner that maintains the amenity of neighbouring properties. 1. Proposed Studio Location & Setbacks The proposed studio location has been carefully considered. It has been positioned to provide direct customer access from Booth Street while avoiding customers travelling through the residential areas of the property. The location also utilises the existing electrical infrastructure servicing the residence and shed, making it the most practical and cost-effective option. Relocating the studio elsewhere would require significant additional electrical infrastructure and associated costs that are not financially feasible. I acknowledge the discussion regarding the preferred 5-metre setback. While this	All comments noted. Variation to the 5m side setback requirement is considered reasonable given the modest size of the studio and screen planting along the common boundary. The second crossover is supported by Operations and the power box will be protected by a brick wall. Also, compacted gravel is commonly used as a driveway surface material in rural residential areas while traffic volumes will be very low.

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
		the proposed building complies with relevant planning requirements or whether any variation is being sought. I also have concerns regarding the proposed additional driveway/crossover. My understanding is that second crossovers may be restricted under Shire requirements. I request Council confirm whether the proposed crossover complies with applicable policies and whether any variation or approval is required. The proposal includes a dedicated business studio, customer parking, customer visits, deliveries, business signage and future employment of up to two staff members. Collectively, these elements appear to extend beyond what many would ordinarily associate with a small home-based business. I request Council carefully consider how the proposal aligns with the requirements and intent of a Home Business under the applicable planning framework. The Operational Management Plan identifies the use of a laser cutter, UV printer and associated extraction system within the proposed studio. While I acknowledge measures have been proposed to manage	application seeks consideration of a 3-metre setback, I remain open to working collaboratively with the Shire should an alternative setback be considered more appropriate through the assessment process. 2. Setback & Crossover I acknowledge that any variation to the proposed setback is subject to the Shire's assessment and determination. While this application seeks consideration of a 3-metre setback, I remain open to working collaboratively with the Shire should an alternative setback be considered more appropriate through the assessment process. The proposed customer crossover has been discussed with the Shire of Collie during the pre-application process and was considered acceptable in principle. The proposed crossover has been designed to provide safe and direct customer access while avoiding unnecessary vehicle movements throughout the property.	An Operational Management Plan has been submitted which includes measures to mitigate against dust, noise and vehicular traffic. Importantly, the proposed Home business meets all scheme definition requirements, will only employ maximum of 2 employees that are not member's of the occupiers household and hours of operation restricted to working week during the day time. The above matters are discussed in greater detail in the Council Report.

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
		potential impacts, I request Council consider whether the proposed location immediately adjoining our shared boundary is appropriate given the nature of the equipment and activities proposed. My concerns relate primarily to the location and configuration of the proposal rather than the applicant's desire to operate a home business. I believe the potential impacts of the proposal could be better addressed through consideration of the studio location and appropriate operational controls. As the adjoining landowner most directly affected by this proposal, I respectfully request that Council consider the matters raised in this submission and provide clarification where appropriate, including: 1. Whether the proposed studio location satisfies the relevant setback and planning requirements; 2. Whether any variations or approvals are required in relation to the proposed setback or crossover; 3. How the proposal has been assessed against the requirements and intent of a Home Business;	3. Home Business Compliance The proposal has been specifically designed to operate within the intent and requirements of a Home Business under the Shire's Local Planning Scheme. I am committed to complying with the approved Operational Management Plan and any conditions imposed by the Shire. Customer visits will be by appointment only, retail trading from the premises is not proposed, and deliveries will remain minimal. While the long-term vision for Designer Lane Co. includes the potential employment of up to two non-resident employees, this forms part of a staged business growth plan anticipated over approximately three years. The business will initially operate solely by myself, with any future employment only occurring if business growth supports it and always remaining within the Home Business provisions. My intention is to ensure the business remains low impact and respectful of the surrounding residential environment.	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
		4. Whether potential impacts associated with customer access, vehicle movements, deliveries and equipment operation have been considered; and 5. Whether alternative locations on the property have been considered to minimise impacts on adjoining properties. If Council determines that the application is suitable for approval, I request that consideration be given to appropriate conditions to ensure the operation remains consistent with a low-impact home business and that potential impacts on surrounding properties are minimised. I also request to be advised of the outcome of the application and any conditions imposed as part of the approval process. Thank you for your consideration of this submission.	4. Customer Access, Vehicle Movements & Equipment Operation Potential impacts associated with customer access, vehicle movements, deliveries and equipment operation have been carefully considered throughout the planning process. Customer appointments will be scheduled to minimise traffic, deliveries will be infrequent, and the laser cutter, UV printer and associated equipment will operate entirely within the enclosed studio building. Appropriate extraction and filtration systems will be installed in accordance with manufacturer recommendations. The Operational Management Plan outlines a range of measures designed to minimise impacts on neighbouring properties. The proposed business signage has also been significantly reduced from the original concept. The application now proposes only a simple, non-illuminated black wall-mounted sign attached to the studio building. No freestanding street signage is proposed, ensuring the development maintains a residential appearance and does not create unnecessary visual impact.	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			The proposed operating hours and customer appointment system have also been designed to minimise activity outside normal business hours and maintain the residential amenity of the surrounding area. 6. Alternative Locations Alternative locations on the property were considered during the planning process. However, the proposed location was determined to be the most suitable due to the availability of existing electrical infrastructure, direct customer access from the street, efficient site layout and overall construction affordability. While other locations may have been possible, they would require substantial additional infrastructure and cost without providing significant planning or operational advantages. The proposed landscaping and boundary hedging have also been incorporated to improve privacy for both properties. As both lots are currently relatively open and exposed, I believe the additional landscaping will provide increased visual screening and create a positive outcome for both neighbours over time.	

SCHEDULE OF PUBLIC SUBMISSIONS				
No.	Submitter / Registration Number	Nature of Submission	Applicant Comments	Officer Comments
			I appreciate the neighbour's comments and trust this response demonstrates my commitment to operating a respectful, low-impact home business while maintaining the amenity of the surrounding residential area. I remain willing to comply with any reasonable planning conditions the Shire considers appropriate.	



POLICY NO:-

CP3-002 – TRADING IN PUBLIC PLACES

GOVERNANCE INFORMATION

Procedure Link:	N/A	Administrative Policy Link:	
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ADMINISTRATION INFORMATION

History	1	CP3-002	OCM	14/7/26	Res	TBA	Synopsis:	Policy to be Considered for Advertising.
Version:	2							

1. RESPONSIBLE DIRECTORATE

Development Services

2. PURPOSE OR OBJECTIVE

This policy has been designed to ensure trading in a public place occurs in an appropriate context to support both the local community and local businesses and provide some parameters around the location and extent of mobile trading within key activation areas within the Shire.

- To protect the amenity and function of the Shire's public places and maintain priority use for community members.
- To provide direction to Shire staff in the processing of applications for trading in public places, in accordance with the Shire of Collie's Activities on Thoroughfares and Public Places and Trading Local Law 2012.
- Encourage traders to operate in locations that support the activation of underutilised public places and enhancement of community activity.
- Ensure traders operate in a manner that complements existing 'bricks and mortar' businesses and does not threaten the vibrancy of the Collie Central Business District (CBD) and retail centre.
- To provide a clear set of controls for operators to trade under.
- To support the Shire's tourism and liveability objectives.

3. SCOPE

This policy applies to trading in a public place trading within the Shire of Collie.

4. DEFINITIONS

- **Approved Location** means a location/s endorsed for a specific number of mobile vendors from which vendors can undertake trading activity with Shire approval.
- **Approved Event** means a Shire of Collie event or an event that has been approved under the Shire of Collie's event approval process.
- **Community Association** means an organisation that can demonstrate that its objectives are charitable, benevolent, religious, cultural, educational, recreational or sporting.
- **Food Stall** means a stall from which any perishable or potentially hazardous food, other than fruit or vegetables, is sold or offered for sale unless approved by the Shire of Collie.
- **Food Van** means any vehicle, caravan, trailer or other similar mobile structure selling or offering for sale any food and or drink (excluding alcoholic beverages).
- **Food Vendors** means a Mobile *food business* as defined in the *Food Act 2008*.
- **Itinerant Trader** means a form of Street Trader or Mobile vendor who travel along a road seeking customers and who sells a product from a vehicle which temporarily stops to serve customers who stop the vendor or come to the vendor while the vehicle is stopped.
- **Market** means premises used for the display and sale of goods from stalls, food vans or similar by independent vendors.
- **Mobile Vendors** means vehicles (including vans, caravans, trailers, trucks or carts) that are used for the purpose of preparation and sale of a good or product (including food products) to the public.
- **Potentially Hazardous Food** means all prepared or cooked food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, crustaceans, molluscs, gravy, cooked rice and pasta or ingredients capable of supporting the growth of infectious or toxigenic micro-organisms.
- **Public Place** includes:
 - Any thoroughfare or place which the public is allowed to use whether or not the thoroughfare is on private property; and
 - Local government property;
 - But does not include premises on private property from which trading is lawfully conducted under a written law.
- **Snacks** mean a small amount of food eaten between meals.
- **Stall** means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire.
- **Stallholder** means a person in charge of a stall.
- **Trader** means businesses or individuals seeking to use public land to operate a business or for financial gain.
- **Trader's Permit** means a person who sells food, goods and/or services from a vehicle parked temporarily on the road/public place while they are parked.

- **Trading Permits** means a permit issued by the Shire of Collie to allow for trading activity to occur, including approved public trading location(s) and hours of operation.
- **Trading Permit Holders** means a person named on the issued trading permit who holds responsibility for meeting Conditions of Trading and any other statutory requirements.
- **Trading in Public Places** refers to the long-term or periodic occupation of Shire-controlled land for the purpose of either selling or displaying goods or providing services to customers.

5. POLICY

5.1 Provisions applicable to all traders in public places

- a) The Shire will consider the interests of the community above the interests of the individual for all applications to trade in public places under the management of the Shire of Collie.
- b) For the Shire to consider any proposal to trade on public places to be in the interest of the community, the proposed use of public places must:
 - Enhance the experience of the public place.
 - Be consistent with long-term Shire goals and/or objectives.
 - Not impact community enjoyment of the public place.
 - Not disrupt the operation of, or cause nuisance to, the public place.
 - Not impact on the existing or desired amenity of the public place.
 - Not impact on the intended use of the land.
 - Not compromise public safety.
 - Not compromise traffic flow, car parking or landscaping.
 - Not conflict with, or prejudice permanent businesses or other normal Shire functions in the immediate vicinity.
- c) Given the wide variety of private uses that can be proposed in public places, the Shire reserves the right to identify additional matters not listed. Where additional matters are identified, the applicant will be provided with an opportunity to address these, prior to the final determination of the permit application.
- d) The Shire of Collie reserves the right to absolute discretion to grant or refuse an application for the use of public places, in the community interest.

Advice: Any refusal to use public places should not be taken as precluding you from operating the proposed commercial venture, rather the commercial venture is unable to be supported within a public place.
- e) Traders must ensure that the trading location is kept clean and tidy at all times. The permit holder is responsible for the disposal of all litter associated with the provision of the goods or services and the cleaning of the permit location.

Advice: No waste or litter shall be disposed of into the Shire of Collie rubbish bins. Traders must provide adequately sized bins for patrons' and business use and remove all rubbish from the approved location at the end of trade.

- f) Wastewater, solid waste, litter or any other pollutant must not be placed or discharged on to the site or allowed to enter the stormwater drainage system.

Advice: Mobile food vehicles must have a holding tank for wastewater.

- g) Traders shall depart from a trading location upon the direction of any person or body, authorised to carry out any works in the street, thoroughfare, local government property or public place in which the trader is situated.
- h) Traders shall not have any claim for compensation or damages as a result of any disruption to business or loss incurred due to an event, market, parade, thoroughfare works or any other contingency.

Advice: The Shire is under no obligation to relocate a trader(s) should operations be impacted under this policy.

- i) Traders shall not obstruct, cover, remove, relocate or modify trees or landscaping, public art, benches, bins, bus shelters, footpaths, roads or other Shire-owned infrastructure.
- j) Trading shall only take place in a suitable area with the Shire of Collie's permission and where it does not cause a safety or nuisance concern or impact the existing or desired amenity of a place. [T
- k) Traders may use public car parking areas subject to compliance with all relevant provisions of this Policy provided local car parking requirements (car parking numbers, appropriate vehicle maneuverability, vehicle access/egress etc.) are not impacted.
- l) To ensure public safety, trading must be conducted in areas that are serviced by adequate lighting, should trading be proposed during hours of darkness.
- m) Advertising signs are restricted to the location from which the business is conducted. No permanent signage will be permitted in a public place. All temporary signage requires approval as part of the application.
- n) Associated fixtures such as tables and chairs may be provided on-site at the discretion of the Shire of Collie.

Advice:

- *Fixtures are to be of a temporary nature and removed from the site at the end of trade;*
 - *Fixtures must not obstruct pedestrian flow or vehicular traffic.*
- o) To apply for permission to operate as a trader within the Shire, the following documentation will be required:

A completed Permit Application form, including;

- Any other information deemed relevant by the Shire of Collie (Applicants are advised to discuss information requirements with the Shire of Collie as early as possible).

- Details of the vehicle and trailer (if relevant) to be used in the proposed operation, as well as a site plan detailing where the vehicle/trailer will be stored when not in operation if within the Shire of Collie.
Advice: Please note the vehicle and trailer must be stored entirely within property boundaries (verge parking not permitted) and shall ensure sufficient on-site parking bays for any existing use of the site (as required under LPS6 or the R-Codes). If this is not possible at your residence, alternative parking locations should be explored.
- Photographs of the trading vehicle depicting the external appearance of the vehicle, trailer or caravan.
- A copy of current public liability insurance to the value of \$10 million; and
- If food is sold, a current copy of your *Food Act 2008* Certificate of Registration (noting the vehicles' internal fit-out must comply with the requirements of the *Food Regulations 2009*, applicable ASNZ Food Standards Codes and the Shire of Collie Health Local Law No.8 is required).

5.2 Approved Events and Markets

Subject to approval from event holders:

- If your food business (registered food business and as a stall holder) is based within the Shire of Collie, no food stall approval is required to trade at an event or market.
- If your business is located outside of the Shire of Collie, an Application for a Temporary Food Stall Approval will be required (unless proof of appropriate registration in another local government area is provided).

5.3 Approved Fixed Locations

- a) The Shire of Collie has identified fixed trading locations where trading may be permitted only by the approved trader in accordance with their licence (refer to Annexure B).
- b) Traders cannot submit an application to trade at a location not currently listed as a fixed location within Annexure B. The Shire will assess any location(s) outside of the fixed location against the objectives of this policy and the purpose of the Reserve before granting approval.

Advice:

- *This process may require amendments to this Policy and/or a determination at an Ordinary Council Meeting. Traders likely to experience time pressures are therefore encouraged to commence this process as soon as possible or apply for an existing fixed location.*
 - *The Shire may make a determination as to whether a trading permit can be issued to the operator under the provisions of this policy before progressing with an application for a new fixed location.*
- c) A fixed location trader licence may be issued for a maximum of one year.
 - d) A fixed trading location becomes available for reallocation if the trader ceases trading for a period of three months or advises that they wish to cease trading at that location.

- e) Unoccupied fixed locations remain available until a licence has been issued.
- f) Annual fixed location trading fees will be set each year by the Council through the budget process.

Advice: Please contact the Shire of Collie Planning Department should you wish to discuss fees payable for individual sites.

- g) Shire reserves the right to refuse an application for a fixed location licence should the application not successfully demonstrate compliance with any or all of the above criteria, even if the proposed site is currently unoccupied.
- h) Approval of a fixed location permit or any permit issued under this policy does not grant the permit holder exclusive rights to the permit area.

5.4 Non-Food Operators

- a) Aside from the approved fixed location listed above, applications for non-food fixed or itinerant traders (particularly retail and personal services) will generally not be supported by the Shire of Collie in a public place.
- b) Notwithstanding the above, exceptional non-food offerings which can demonstrate they achieve the relevant criteria of this policy may be supported, at the discretion of the Shire.

Advice: Please note that a resolution of the Council may be required in these circumstances.

5.5 Itinerant (Mobile) Traders

- a) Traders may apply for a Permit to sell to the public by travelling from place to place throughout the Shire in accordance with this Policy.
- b) Traders operating under this arrangement are precluded from selling within the Collie Central Business District (CBD), as indicated within Annexure A: Collie CBD – Itinerant Traders Exclusion Zone.
- c) Trading is permitted in areas outside of the Collie CBD provided that:
 - It occurs a minimum of 200 metres away from any shop or other permit holder, offering a similar product for sale (except when the Trader has been invited onto a property by the property owner/occupier and is participating in an approved event such as a weekend market or sporting event); and
 - It occurs a minimum of 200 metres away from a school between the hours of 7.00 am and 9.00 am and 2:30 pm and 4.00 pm during school days; and
- d) Itinerant coffee vendors are permitted to temporarily locate (maximum stay time is 15 minutes) on private property and sell goods following this clause, excluding points that reference public land, provided landowner approval has first been obtained.
- e) The Shire may limit the number of itinerant food trader permits issued if it is determined the operation of itinerant food vendors is causing undesired impacts to local amenity, the operation of existing bricks and mortar businesses, or any other issue considered relevant by the Shire.

5.6 Stallholders

- a) Approval for stalls, other than stalls that are part of an approved market or extend the service area of an existing business onto the adjacent footpath, will be restricted to community associations and not-for-profit purposes only.

5.7 Market Operators

- a) Operators of markets on public land are required to hold a permit under the provisions of the *Activities on Thoroughfares and Public Places and Trading Local Law*.

Advice: For a market on private land, development approval under the Shire of Collie Local Planning Scheme No 6 is required.

- b) Individual stalls, other than stalls selling food, are covered by the market operator's licence - individual licencing fees will not be charged.
- c) Stallholders proposing to operate a food stall, which will offer for sale food, are required to be registered/hold registration under the provisions of the *Food Act 2008*.

6. LEGISLATIVE AND STRATEGIC CONTEXT

The Shire of Collie *Activities on Thoroughfares and Public Places and Trading Local Law 2012* require street traders to obtain a licence and or permit for trading in public places.

This policy aims to provide direction and guidance for Shire officers assessing applications and to ensure equity for all commercial outlets.

7. REFERENCE DOCUMENTS

Strategies, procedures, references, guidelines or other documents that have a bearing on this policy and that may be useful reference material for users of this policy:

- *Food Act 2008*
- *Food Regulations 2009*
- Australia New Zealand Food Standards Code
- *Activities on Thoroughfares and Public Places and Trading Local Law 2012*
- **National Competition Policy:** *Noting Australia's National Reform Agenda is the successor program to the National Competition Policy. Clause 7 of the Competition Principles Agreement extended elements of the National Competition Policy reform agenda to local government.*

ANNEXURE A: COLLIE CBD – ITINERANT TRADERS EXCLUSION ZONE



ANNEXURE B: CBD FIX PERMIT AREA (Shown in GREEN)

Soldiers Park and Hardstand

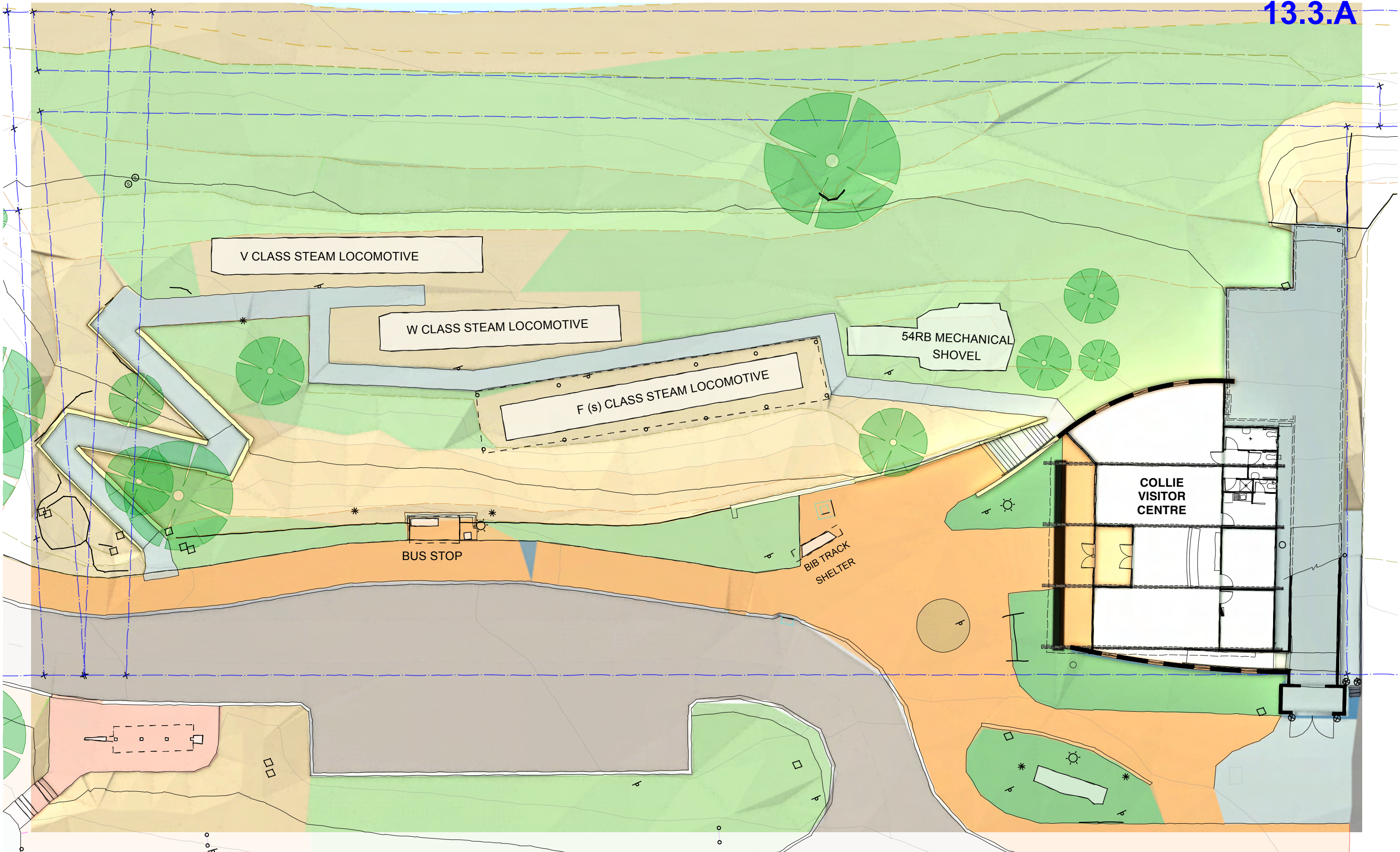
Special Conditions

1. Trading limited to a maximum period of 6 hours at any one time.
2. Trading limited to between 7:00am and 9:00pm.
3. Traders to provide their own power, gas, and water supply.
4. Traders are responsible for the collection, storage and disposal of waste generated by their business.

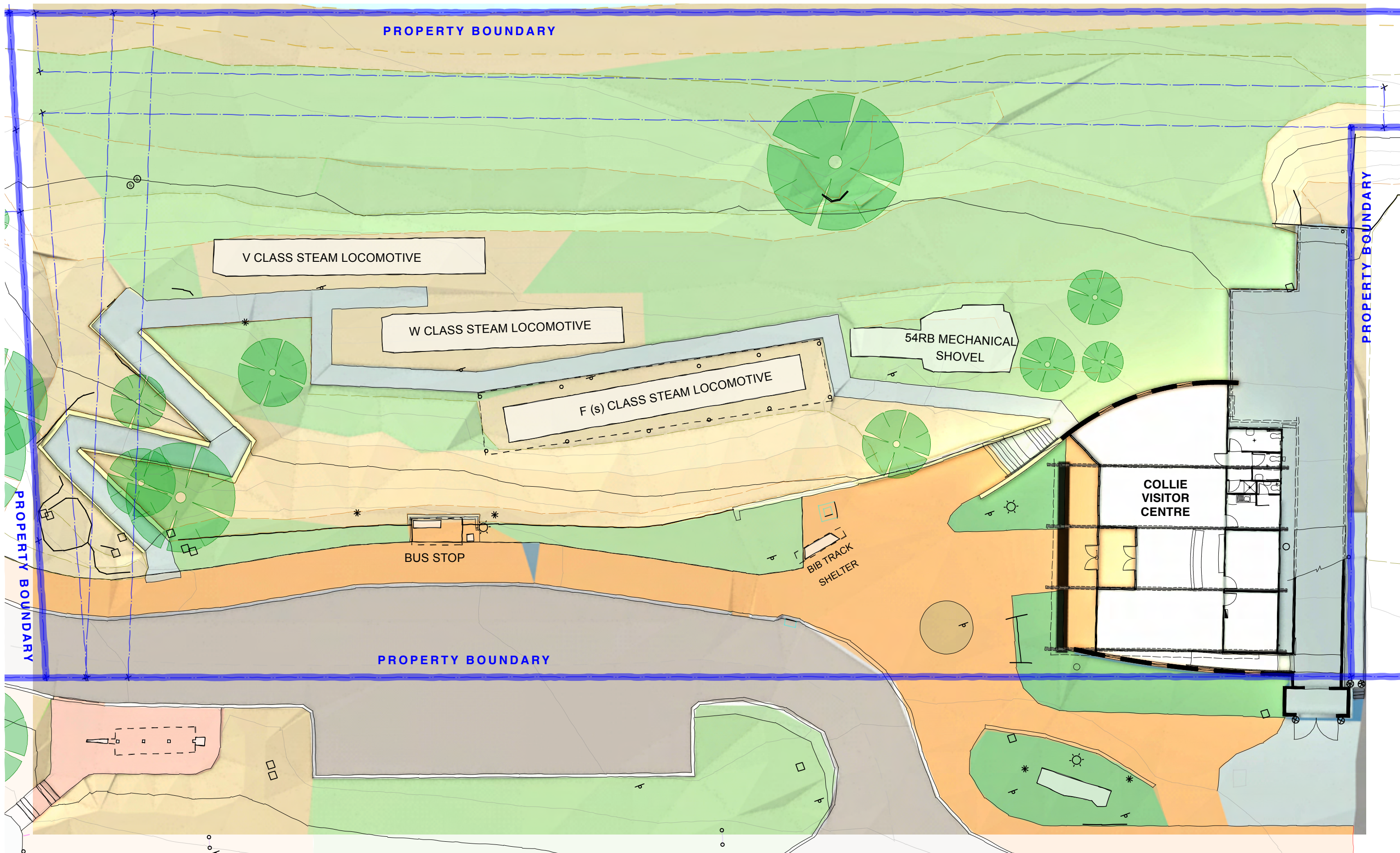


SITE PLAN

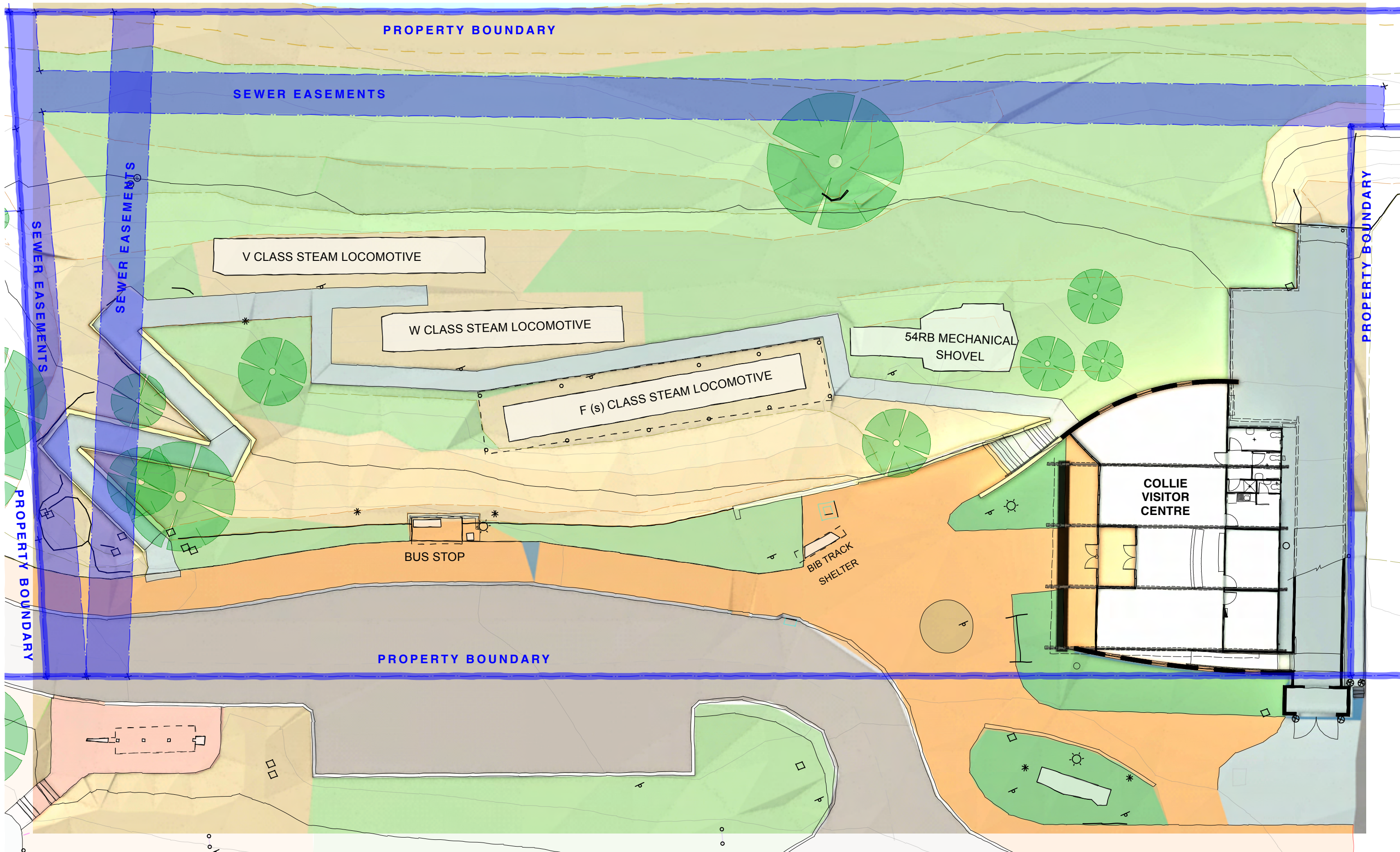
13.3.A



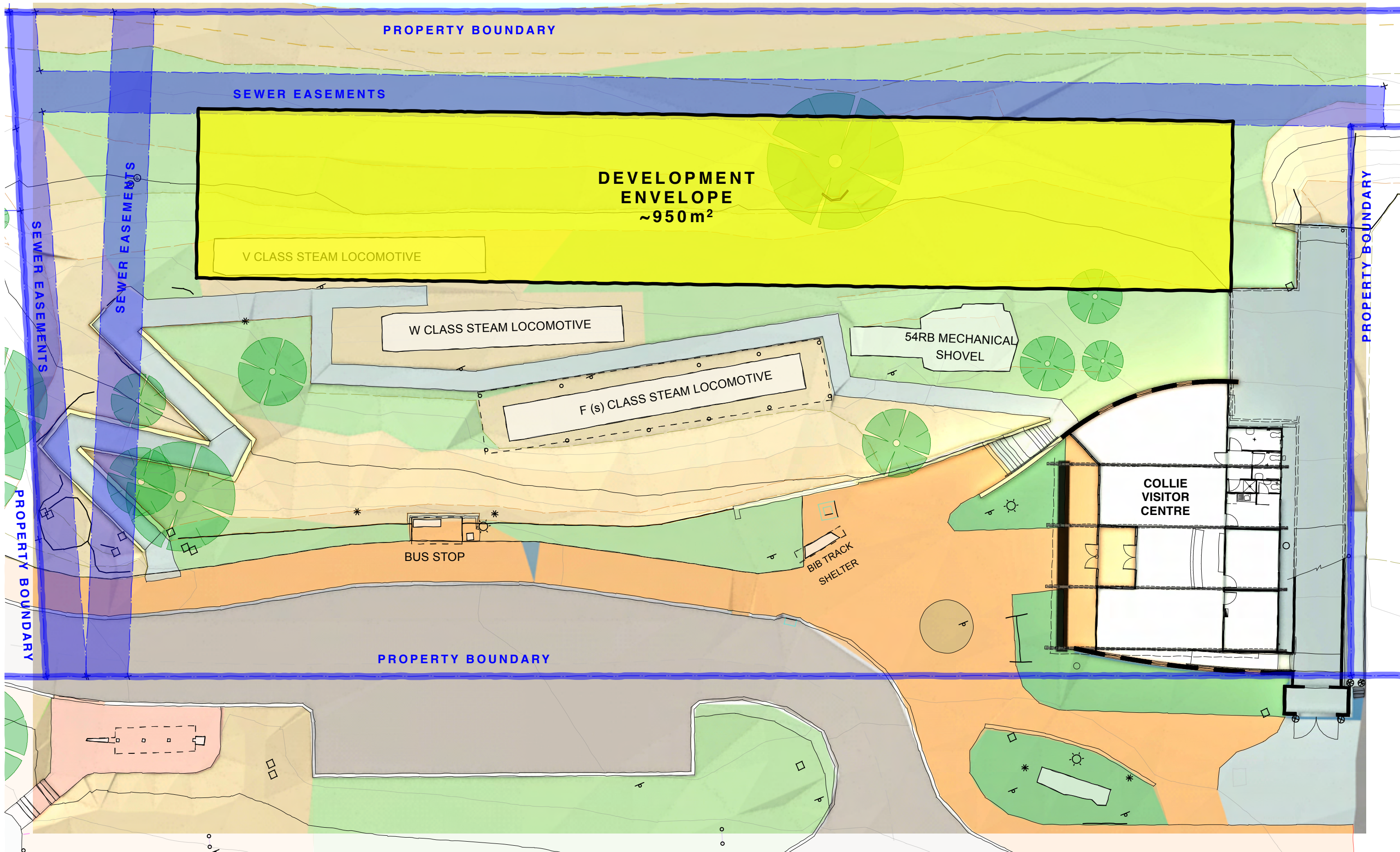
SITE CONSTRAINTS Property Boundaries



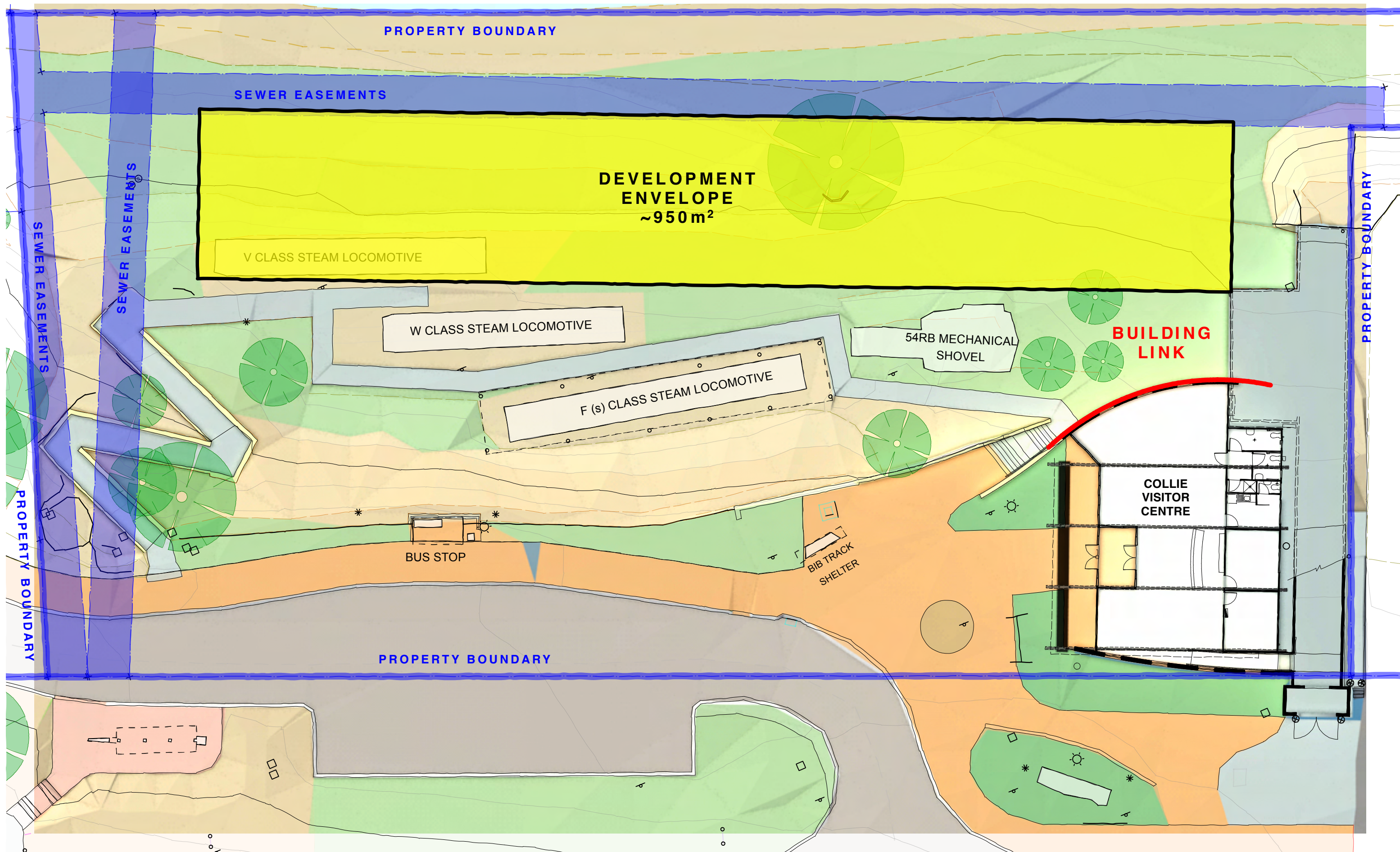
SITE CONSTRAINTS Easements



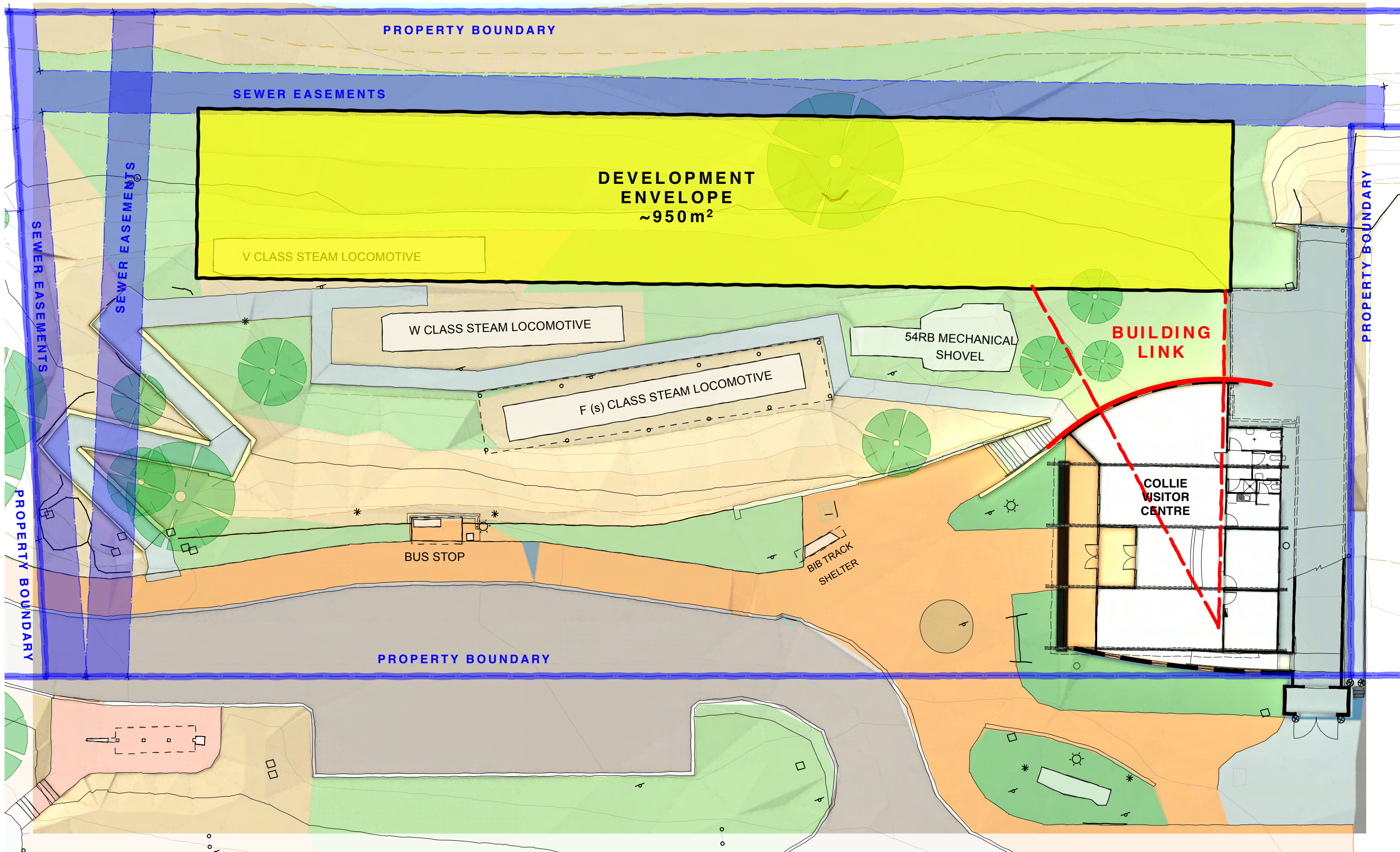
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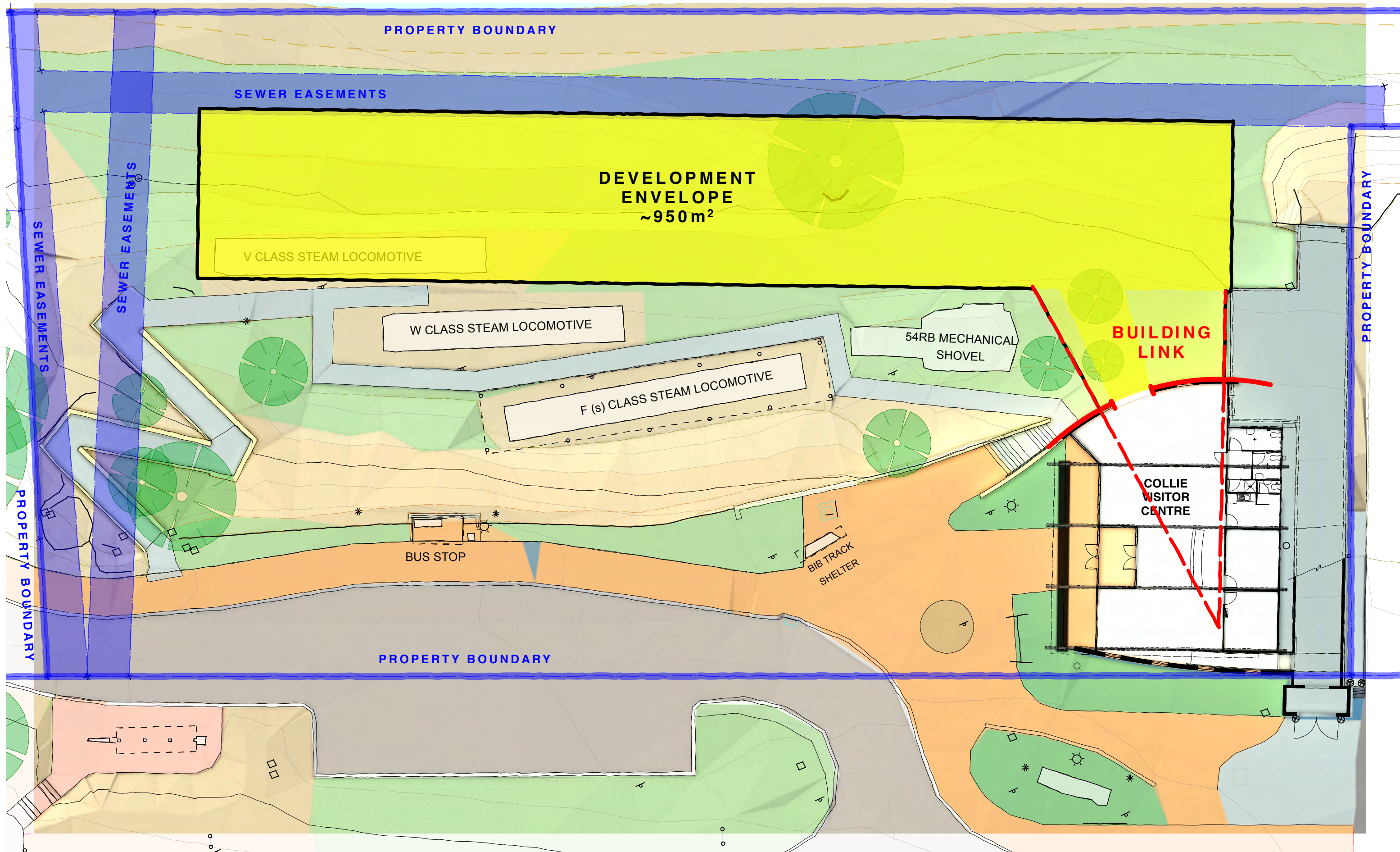
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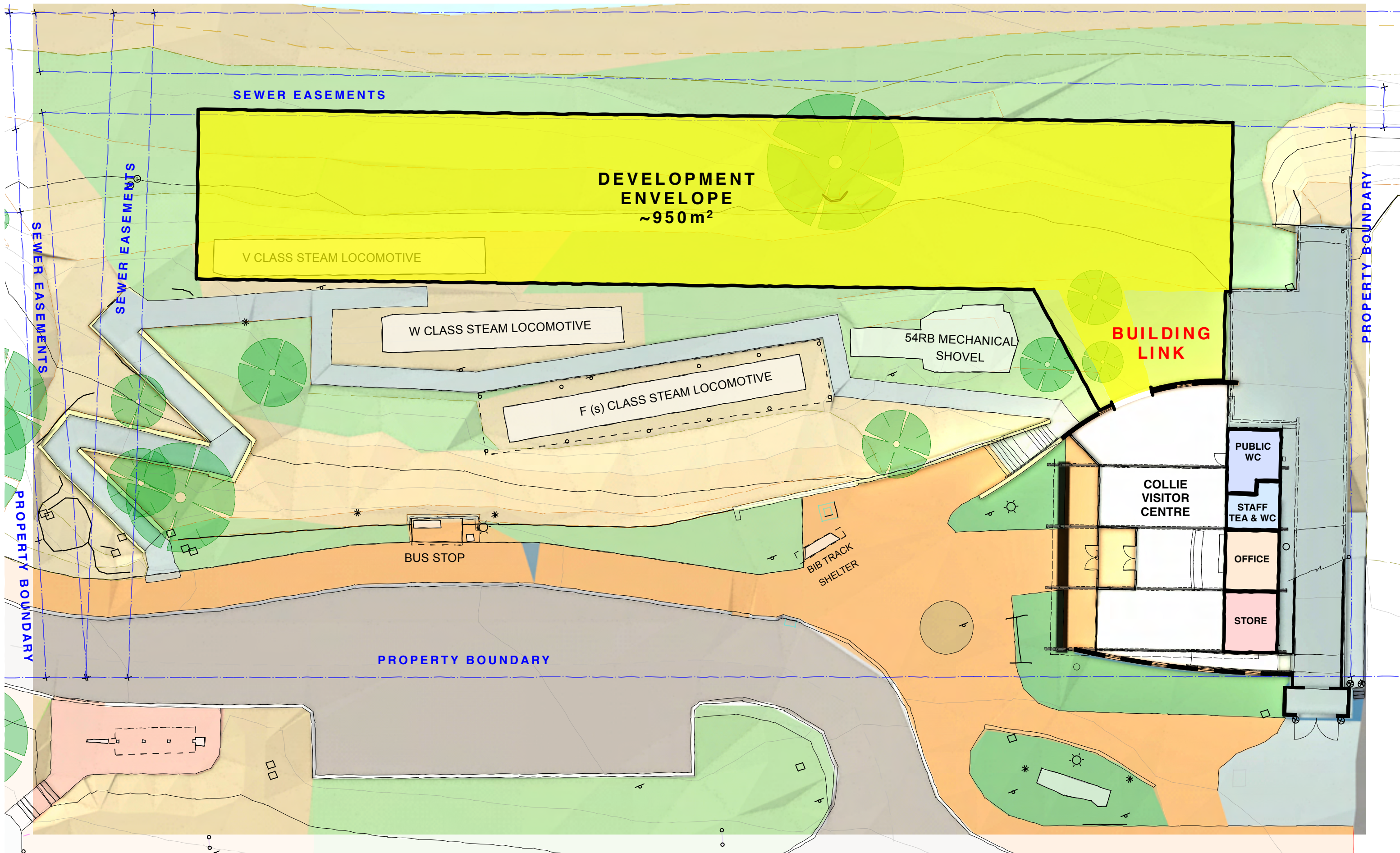


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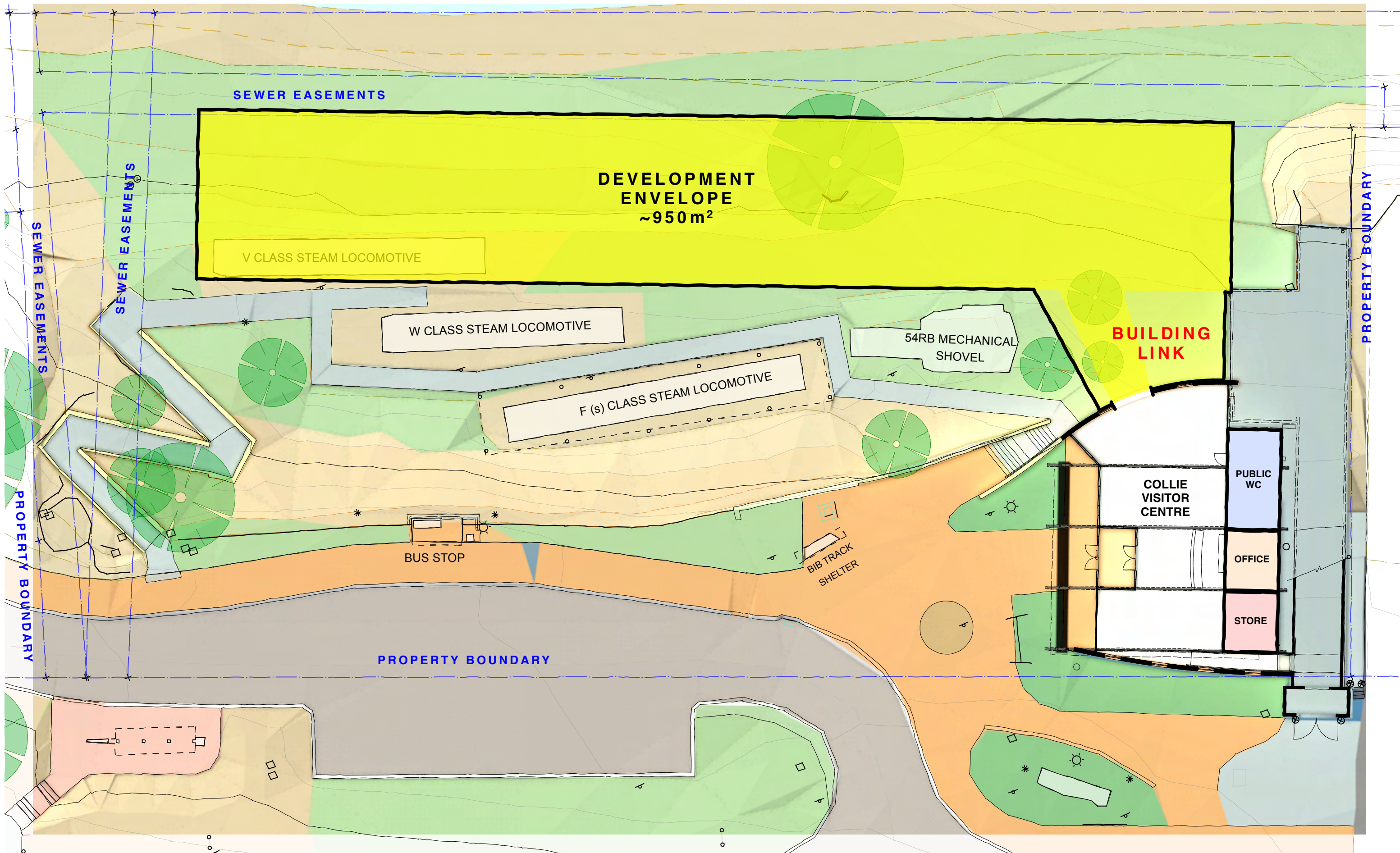


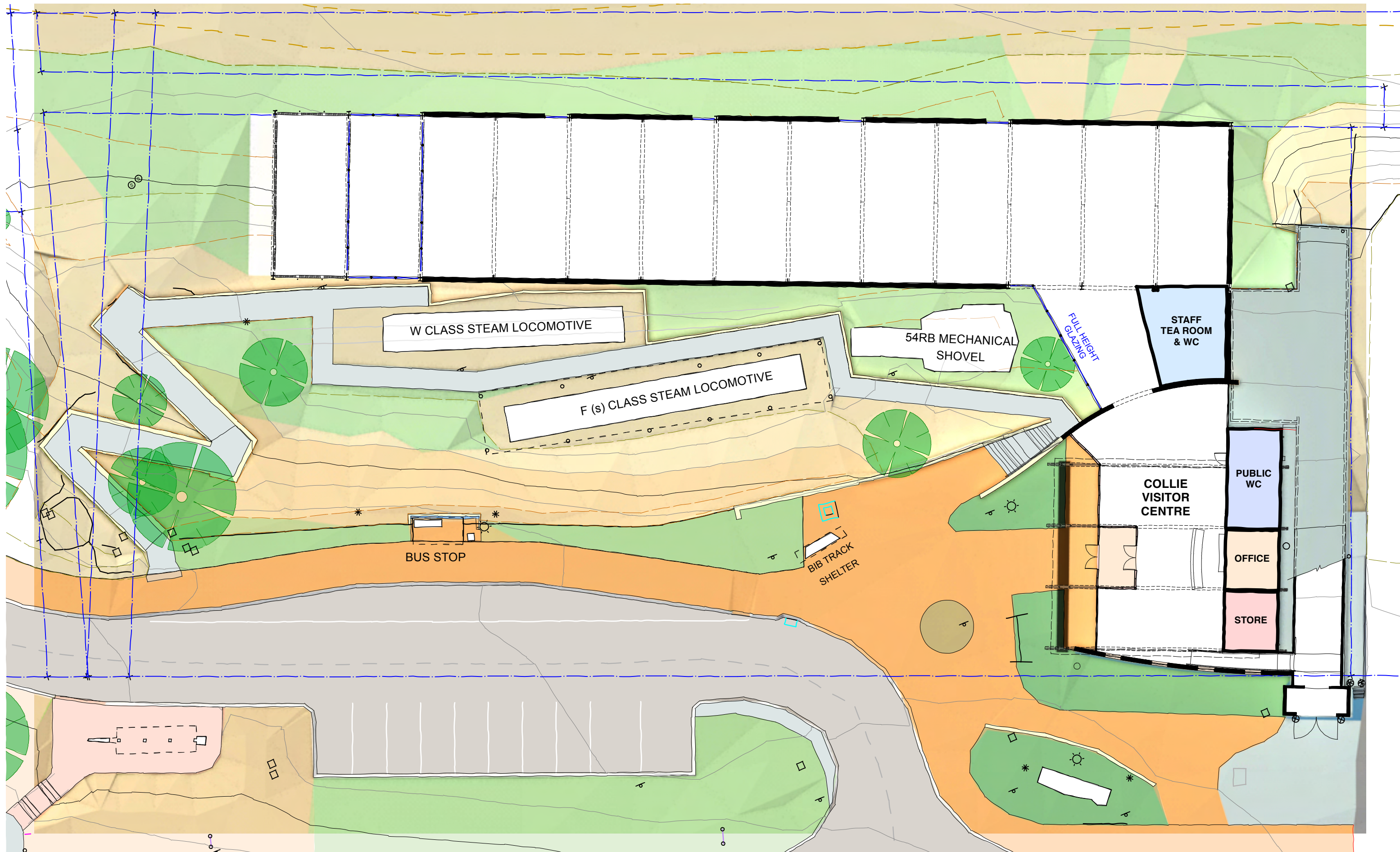
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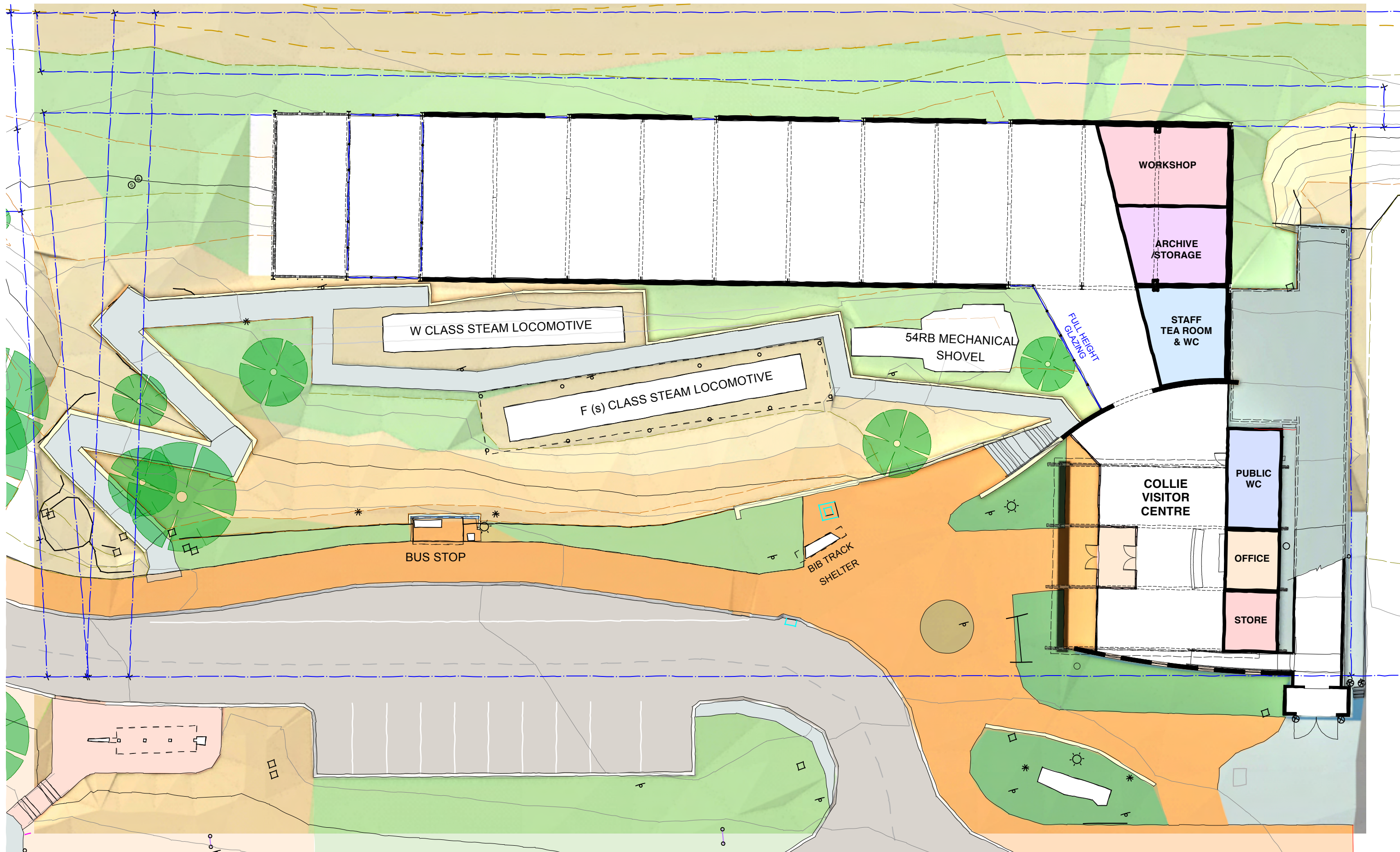


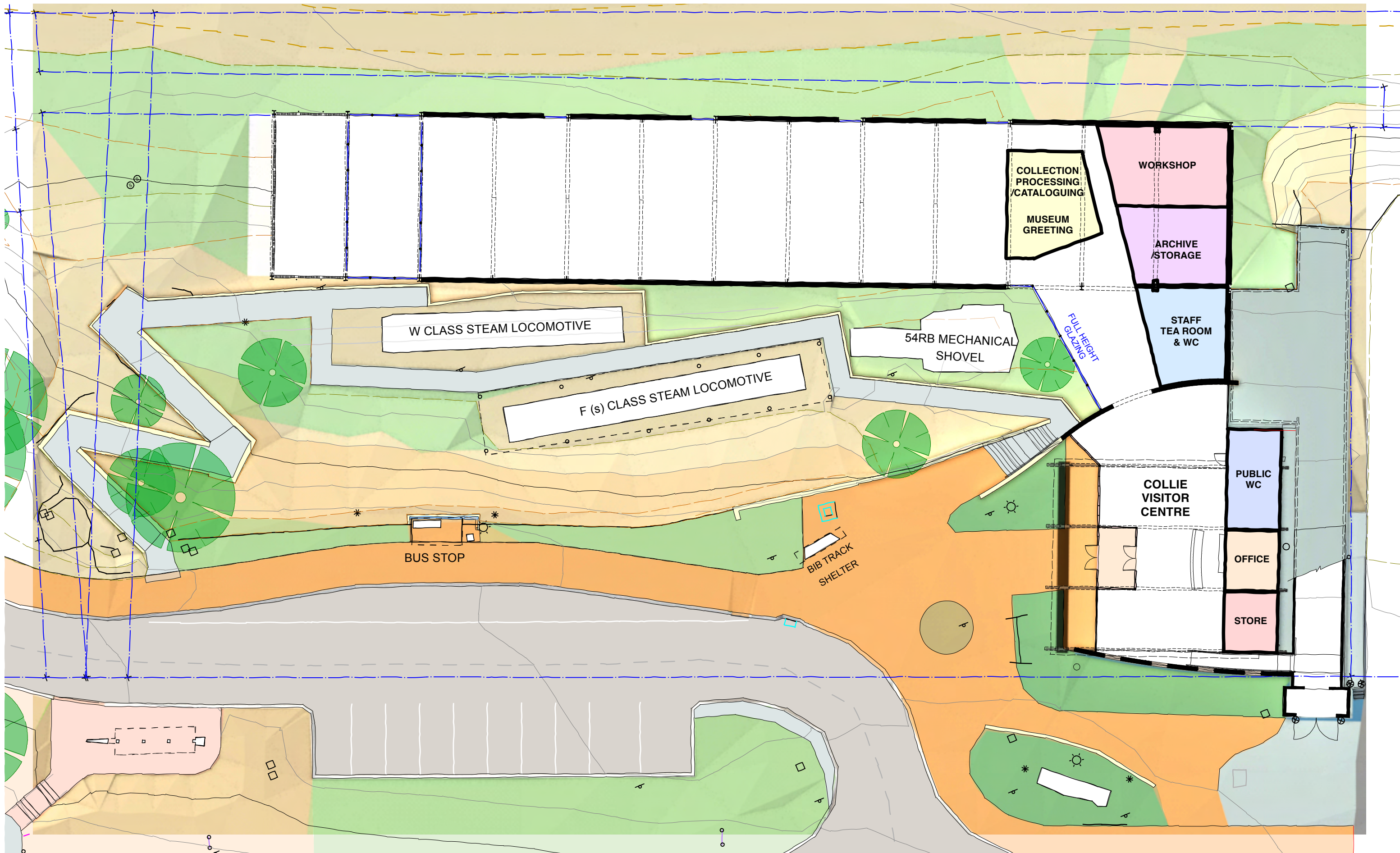


VISITOR CENTRE Internal Modifications

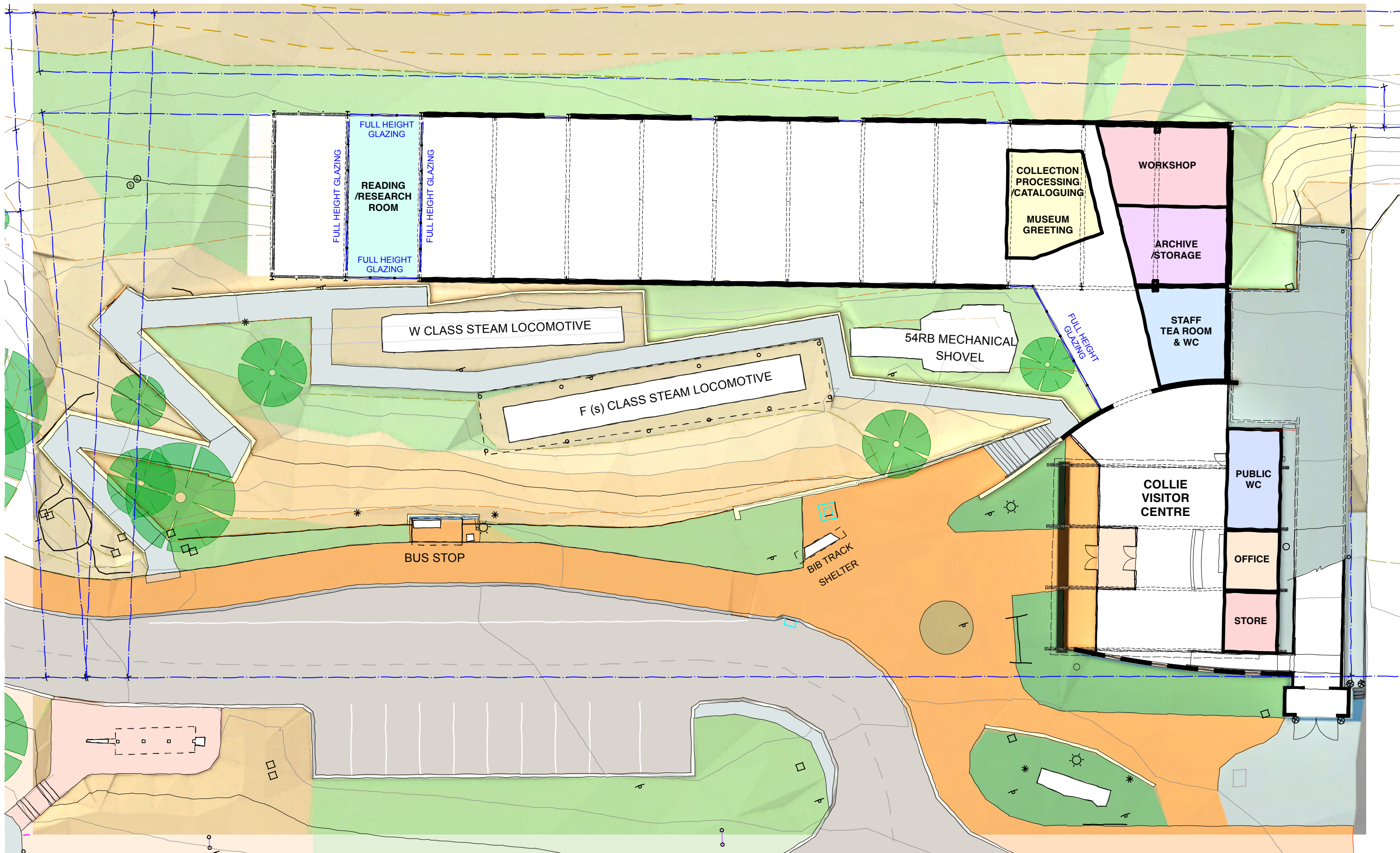




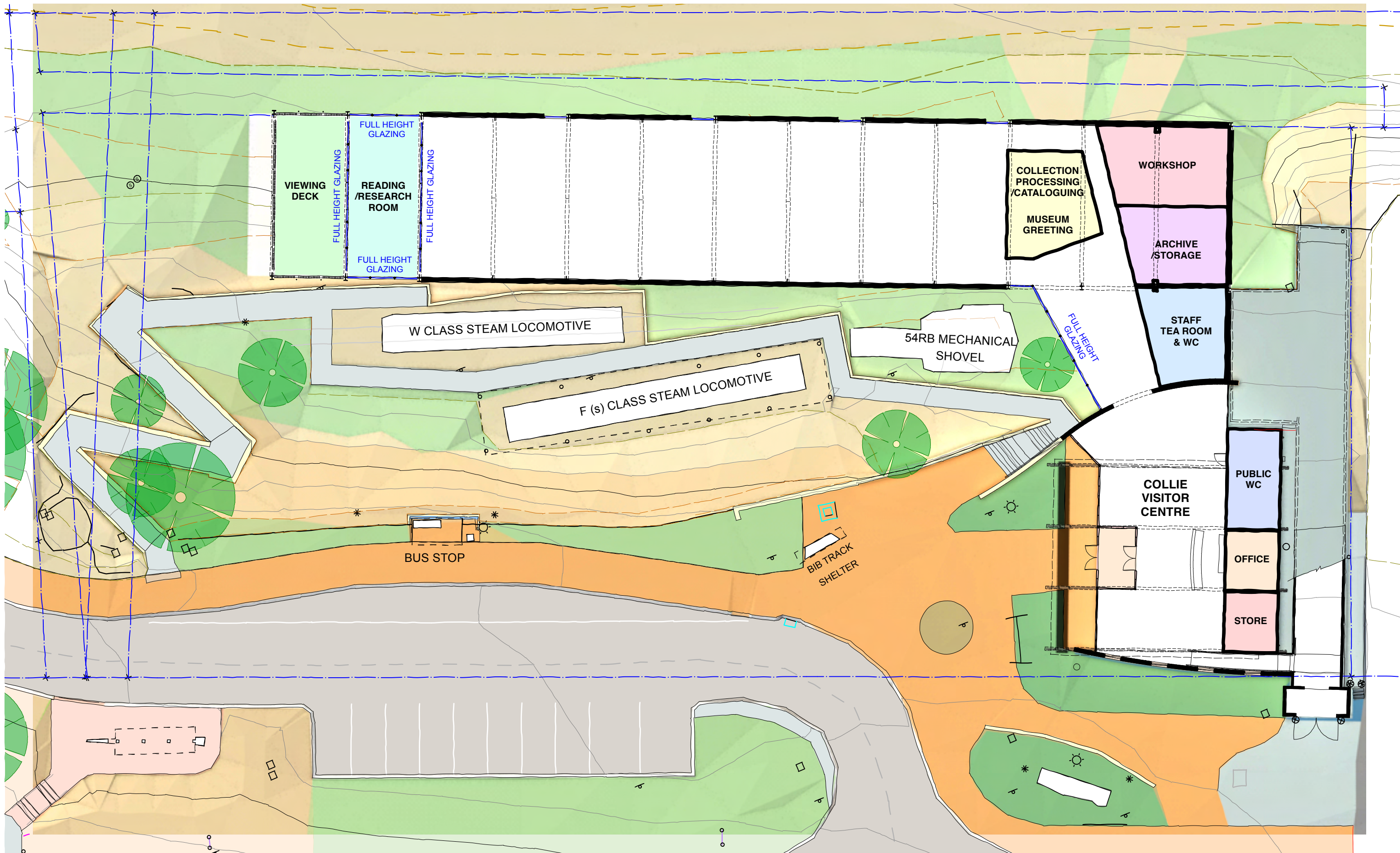


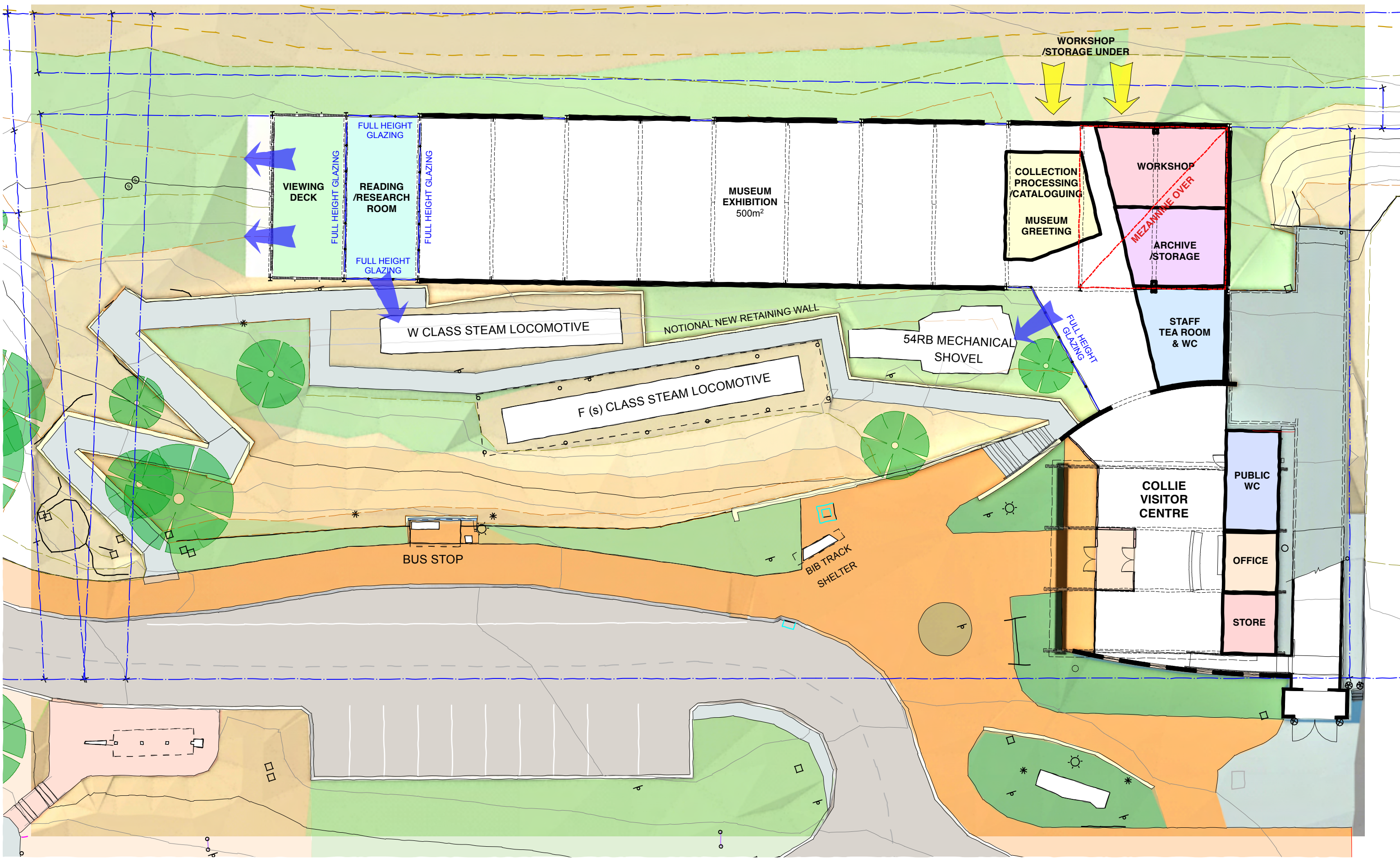


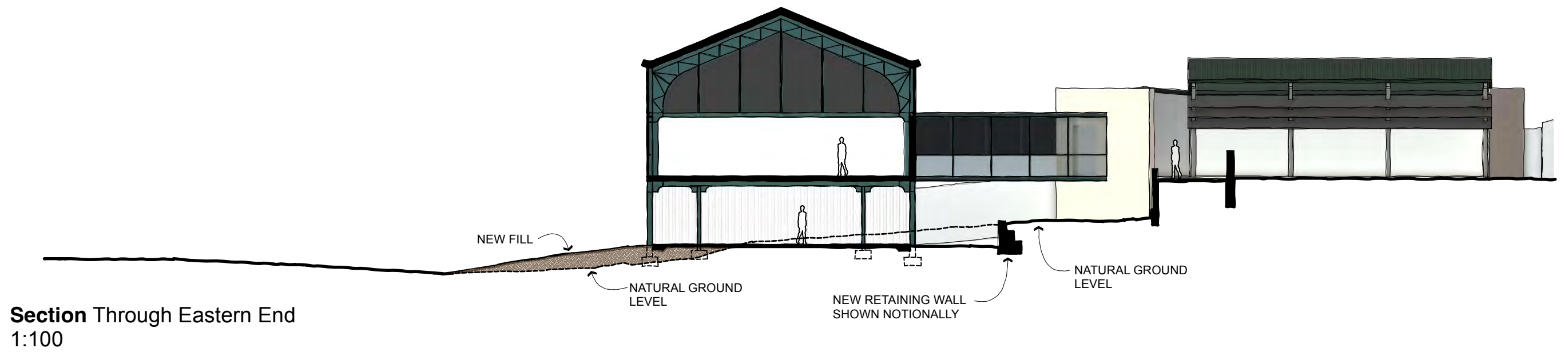
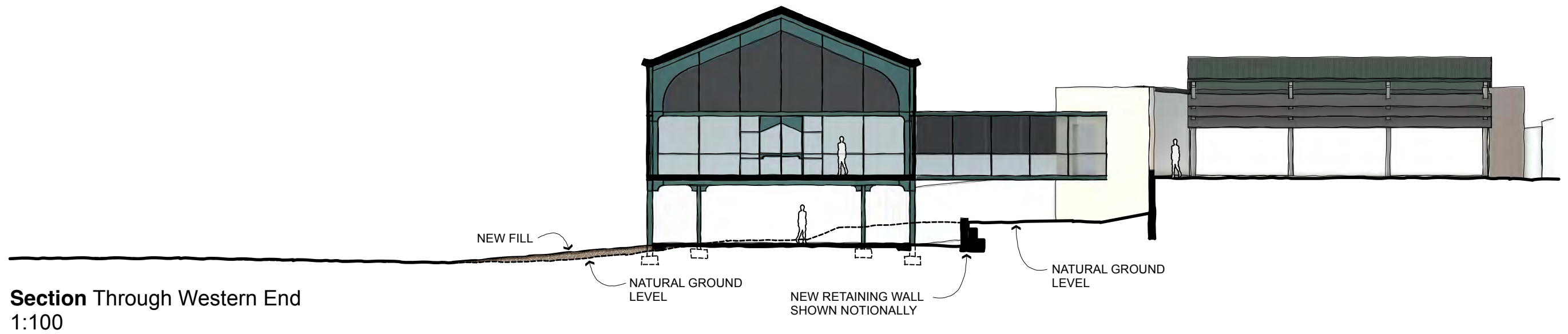
COALFIELDS MUSEUM Space Planning



COALFIELDS MUSEUM Space Planning

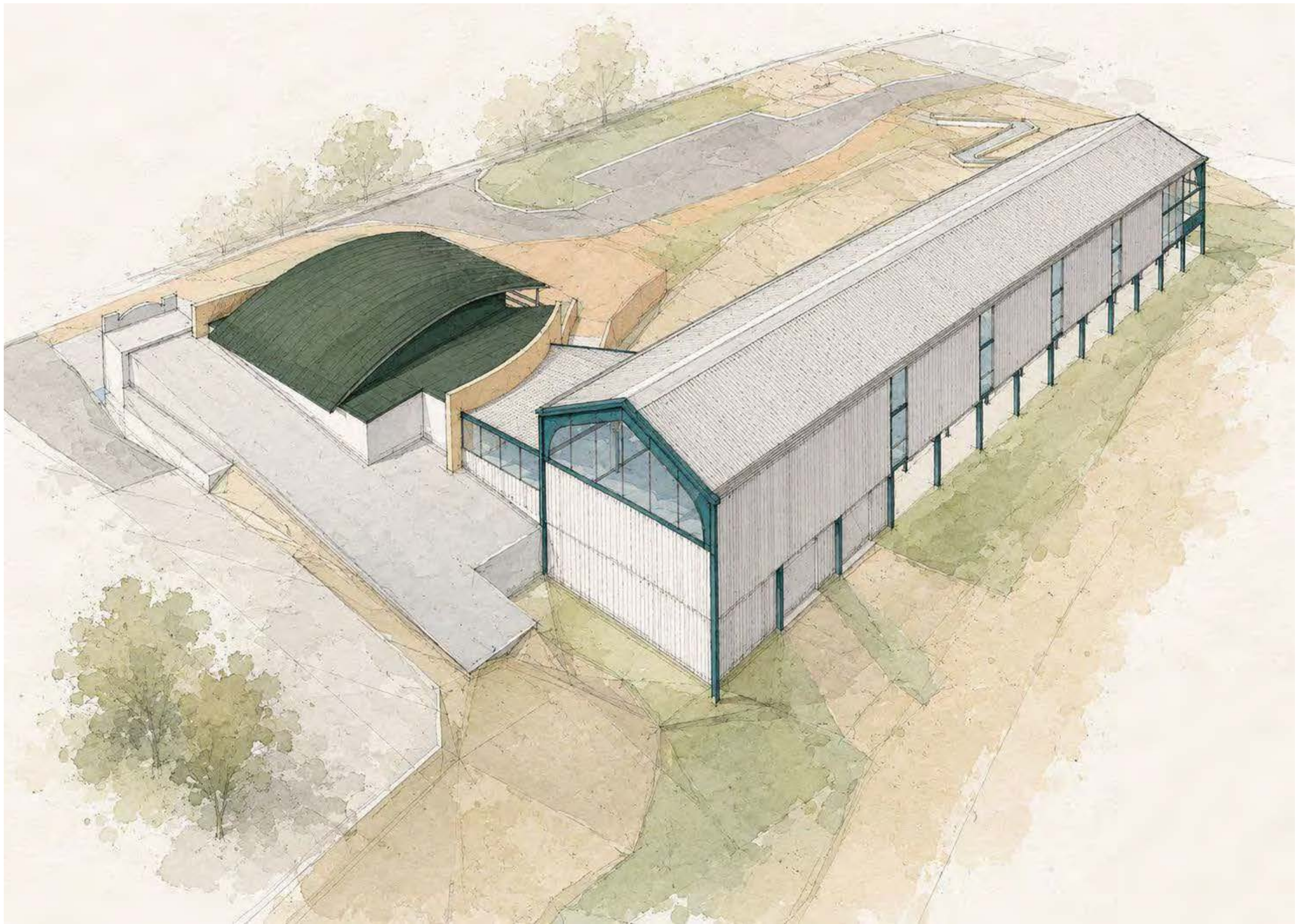








Coalfields Museum & Historical Research Centre



Coalfields Museum & Historical Research Centre



Coalfields Museum & Historical Research Centre



Coalfields Museum & Historical Research Centre



Coalfields Museum & Historical Research Centre



Coalfields Museum & Historical Research Centre





Monthly Financial Report

For the period ended 31 May 2026



SHIRE OF COLLIE

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF COLLIE
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE
FOR THE PERIOD ENDED 31 MAY 2026

	2025/26 YTD Actual	2025/26 Forecast	2025/26 Budget	2025/26 YTD Budget	2024/25 Actual
Revenue	\$		\$		\$
Rates	8,138,567	8,147,811	8,125,428	8,125,428	7,718,980
Grants, subsidies and contributions	2,237,810	4,867,803	3,437,731	2,189,193	4,352,890
Fees and charges	2,883,888	3,140,070	2,818,949	2,724,924	2,748,017
Interest revenue	338,440	344,185	323,755	296,775	348,451
Other revenue	150,040	193,676	354,221	324,703	338,210
	13,748,745	16,693,545	15,060,084	13,661,023	15,506,548
Expenses					
Employee costs	(5,764,697)	(7,160,935)	(7,554,533)	(6,931,365)	(6,875,140)
Materials and contracts	(5,008,012)	(5,295,256)	(5,338,528)	(4,893,658)	(4,938,045)
Utility charges	(581,150)	(635,201)	(655,859)	(601,202)	(646,790)
Depreciation	(2,633,193)	(2,909,848)	(2,932,710)	(2,688,318)	(3,567,457)
Finance costs	(52,366)	(61,280)	(59,965)	(54,968)	(226,181)
Insurance	(230,969)	(343,156)	(347,676)	(318,703)	(359,059)
Other expenditure	(528,408)	(771,760)	(810,002)	(759,194)	(758,433)
	(14,798,795)	(17,177,436)	(17,699,273)	(16,247,408)	(17,371,105)
	(1,050,050)	(483,891)	(2,639,189)	(2,586,385)	(1,864,557)
Capital grants, subsidies and contributions	9,344	104,000	1,501,421	74,424	180,568
Profit on asset disposals	21,600		0	0	0
Loss on asset disposals	(25,343)		0	0	(16,521)
	5,601	104,000	1,501,421	74,424	164,047
Net result for the period	(1,044,449)	(379,891)	(1,137,768)	(2,511,961)	(1,700,510)
Other comprehensive income for the period					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Changes in asset revaluation surplus	0		0	0	0
Share of comprehensive income of associates accounted for using the equity method	0		0	0	0
Total other comprehensive income for the period	0	0	0	0	0
Total comprehensive income for the period	(1,044,449)	(379,891)	(1,137,768)	(2,511,961)	(1,700,510)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE PERIOD ENDED 31 MAY 2026

	2025/26 YTD Actual	2025/26 Forecast	2025/26 Budget	2025/26 YTD Budget	2024/25 Actual
Revenue	\$	\$	\$		\$
Governance	76,993	77,500	49,500	45,375	305,587
General Purpose Funding	10,068,972	12,369,043	10,815,602	9,860,743	11,332,409
Law, order, public safety	471,516	640,341	626,032	597,685	807,640
Health	22,022	20,130	20,130	18,452	16,331
Education and welfare	23,800	34,285	13,285	12,178	72,727
Housing	5,164	11,293	6,293	5,769	6,537
Community amenities	2,265,342	2,377,887	2,261,992	2,214,365	1,756,237
Recreation and culture	256,341	254,452	285,424	261,650	360,612
Transport	185,780	176,750	187,638	187,575	185,947
Economic services	198,499	512,588	447,588	137,789	375,826
Other property and services	174,314	219,276	346,600	319,442	286,695
	13,748,743	16,693,545	15,060,084	13,661,023	15,506,548
Expenses					
Governance	(953,127)	(1,170,543)	(1,338,444)	(1,237,845)	(853,077)
General Purpose Funding	(306,778)	(361,450)	(185,350)	(169,904)	(156,138)
Law, order, public safety	(1,109,501)	(1,483,436)	(1,558,209)	(1,434,739)	(1,022,830)
Health	(144,608)	(155,637)	(108,077)	(99,071)	(206,466)
Education and welfare	(66,191)	(89,470)	(89,470)	(82,014)	(151,114)
Housing	(25,882)	(28,769)	(6,569)	(6,022)	(5,383)
Community amenities	(3,257,934)	(3,711,739)	(3,372,899)	(3,091,824)	(4,210,680)
Recreation and culture	(3,946,981)	(4,241,889)	(4,817,186)	(4,421,506)	(3,752,686)
Transport	(3,829,071)	(4,428,431)	(4,819,603)	(4,417,972)	(3,963,212)
Economic services	(849,484)	(1,030,875)	(1,071,316)	(982,043)	(894,781)
Other property and services	(334,579)	(475,197)	(332,150)	(304,468)	(2,154,738)
	(14,824,136)	(17,177,436)	(17,699,273)	(16,247,408)	(17,371,105)
	(1,075,393)	(483,891)	(2,639,189)	(2,586,385)	(1,864,557)
Non Operating					
Capital grants, subsidies and contributions	9,344	104,000	1,501,421	74,424	180,568
Profit on asset disposals	21,600		0	0	0
Loss on asset disposals			0	0	(16,521)
	30,944	104,000	1,501,421	74,424	164,047
Net result for the period	(1,044,449)	(379,891)	(1,137,768)	(2,511,961)	(1,700,510)
Other comprehensive income for the period					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Changes in asset revaluation surplus	0	0	0	0	0
Share of comprehensive income of associates accounted for using the equity method	0	0		0	0
Total other comprehensive income for the period	0	0	0	0	0
Total comprehensive income for the period	(1,044,449)	(379,891)	(1,137,768)	(2,511,961)	(1,700,510)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

	2024/25 Actual	2025/26 Budget	2025/26 YTD Budget	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a)	(b)	(c)	(b) - (a)	((b) - (a))/(a)		
	\$	\$	\$	\$	%		
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	7,718,980	8,049,428	8,125,428	8,138,567	13,139	0.16%	
Grants, subsidies and contributions	4,352,890	3,437,731	2,189,193	2,237,810	48,617	2.22%	
Fees and charges	2,748,017	2,818,949	2,724,924	2,883,888	158,964	5.83%	
Interest revenue	348,451	323,755	296,775	338,440	41,665	14.04%	
Other revenue	338,210	354,221	324,703	150,040	(174,663)	(53.79%)	▼
	15,506,548	14,984,084	13,661,023	13,748,745	87,722	0.64%	
Expenditure from operating activities							
Employee costs	(6,875,140)	(7,510,236)	(6,931,365)	(5,764,697)	1,166,668	16.83%	▲
Materials and contracts	(4,938,045)	(5,478,277)	(4,893,658)	(5,008,012)	(114,354)	(2.34%)	
Utility charges	(646,790)	(664,570)	(601,202)	(581,150)	20,052	3.34%	
Depreciation	(3,567,457)	(2,932,710)	(2,688,318)	(2,633,193)	55,125	2.05%	
Finance costs	(226,181)	(59,965)	(54,968)	(52,366)	2,602	4.73%	
Insurance	(359,059)	(351,176)	(318,703)	(230,969)	87,734	27.53%	▲
Other expenditure	(758,433)	(626,651)	(759,194)	(528,408)	230,786	30.40%	▲
Loss on asset disposals	(16,521)	0	0	(25,343)	(25,343)	0.00%	
	(17,387,626)	(17,623,585)	(16,247,408)	(14,824,138)	1,423,270	8.76%	
Non cash amounts excluded from operating activities	2(c) 4,483,814	2,932,710	2,688,318	2,633,193	(55,125)	(2.05%)	
Amount attributable to operating activities	2,602,736	293,209	101,933	1,557,800	1,455,867	1428.26%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	180,568	1,501,421	74,424	9,344	(65,080)	(87.44%)	▼
Proceeds from disposal of assets	0	186,600	21,600	21,600	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	7,081	14,744		14,743	14,743	0.00%	
	187,649	1,702,765	96,024	45,687	(50,337)	(52.42%)	
Outflows from investing activities							
Right of use assets recognised	0	0	(40,827)	(40,827)	0	0.00%	
Acquisition of property, plant and equipment	(660,804)	(2,589,500)	(1,002,250)	(1,022,258)	(20,008)	(2.00%)	
Acquisition of infrastructure	(2,287,267)	(937,270)	(158,725)	(195,745)	(37,020)	(23.32%)	
Payments for financial assets at amortised cost - self supporting loans	(500,000)	0	0	0	0	0.00%	
	(3,448,071)	(3,526,770)	(1,201,802)	(1,258,830)	(57,028)	(4.75%)	
Non-cash amounts excluded from investing activities	2(c) 0	0	40,827	40,827	0	0.00%	
Amount attributable to investing activities	(3,260,422)	(1,824,005)	(1,064,951)	(1,172,316)	(107,365)	(10.08%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Leases liabilities recognised	0	0	0	41,942	41,942	0.00%	
Proceeds from new borrowings	500,000	0	0	0	0	0.00%	
Transfer from reserves	97,500	2,142,602	2,142,602	2,142,602	0	0.00%	
	597,500	2,142,602	2,142,602	2,184,544	41,942	1.96%	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(33,369)	(30,000)	(16,411)	(9,400)	7,011	42.72%	
Repayment of borrowings	(210,322)	(213,665)	(125,235)	(125,235)	0	0.00%	
Transfer to reserves	(938,696)	(427,070)	(1,377,362)	(1,377,362)	0	0.00%	
	(1,182,387)	(670,735)	(1,519,008)	(1,511,997)	7,011	0.46%	
Non-cash amounts excluded from financing activities	2(c) 0	0	0	0	0	0.00%	
Amount attributable to financing activities	(584,887)	1,471,867	623,594	672,547	48,953	7.85%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 2,930,455	94,740	1,687,882	1,687,882	1,687,882	0.00%	
Amount attributable to operating activities	2,602,736	293,209	101,933	1,557,800	1,455,867	1428.26%	▲
Amount attributable to investing activities	(3,260,422)	(1,824,005)	(1,064,951)	(1,172,316)	(107,365)	(10.08%)	▼
Amount attributable to financing activities	(584,887)	1,471,867	623,594	672,547	48,953	7.85%	
Surplus or deficit after imposition of general rates	1,687,882	35,811	1,348,458	2,745,913	1,397,455	103.63%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2026

	Actual 30 June 2025	Actual as at 31 May 2026	Forecast 30 June 2026
	\$	\$	\$
CURRENT ASSETS			
Cash and cash equivalents	4,965,730	5,354,622	6,292,647
Trade and other receivables	3,371,899	4,179,564	3,618,042
Other financial assets	119,267	119,267	119,267
Inventories	15,348	84,995	68,291
Other assets	482,824	351,742	135,000
TOTAL CURRENT ASSETS	8,955,069	10,090,190	10,233,247
NON-CURRENT ASSETS			
Trade and other receivables	671,179	671,179	671,179
Other financial assets	490,676	490,676	445,809
Property, plant and equipment	27,805,525	27,953,442	27,980,378
Infrastructure	159,655,272	158,202,967	157,726,357
Right-of-use assets	16,409	57,236	40,827
TOTAL NON-CURRENT ASSETS	188,639,061	187,375,500	186,864,550
TOTAL ASSETS	197,594,130	197,465,690	197,097,797
CURRENT LIABILITIES			
Trade and other payables	1,644,015	1,096,981	1092679
Contract liabilities	1,369,120	2,006,900	2007140
Lease liabilities	9,302	33,508	16411
Borrowings	213,665	213,665	215262
Employee related provisions	798,864	778,438	778438
TOTAL CURRENT LIABILITIES	4,034,965	4,129,492	4,109,930
NON-CURRENT LIABILITIES			
Lease liabilities	7,829	7,697	31709
Borrowings	1,210,174	1,079,674	994790
Employee related provisions	140,364	140,364	140363
Other provisions	4,019,700	4,019,700	4019700
TOTAL NON-CURRENT LIABILITIES	5,378,068	5,247,435	5,186,562
TOTAL LIABILITIES	9,413,033	9,376,927	9,296,492
NET ASSETS	188,181,096	188,088,763	187,801,305
EQUITY			
Retained surplus	35,654,430	36,327,337	32468215
Reserve accounts	4,304,513	3,539,273	7110936
Revaluation surplus	148,222,153	148,222,153	148222153
TOTAL EQUITY	188,181,096	188,088,763	187,801,304

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 May 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF COLLIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

3 EXPLANATION OF MATERIAL VARIANCES

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

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

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

**SHIRE OF COLLIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026**

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Petty Cash and Floats	Cash and cash equivalents	2,334		2,334			NIL	On Hand
Municipal bank Account	Cash and cash equivalents	1,813,015		1,813,015		Bendigo	Variable	Account
Reserve	Cash and cash equivalents	0	39,273	39,273		Bendigo	Variable	Account
Reserve -Term Deposit	Cash and cash equivalents	0	625,000	625,000		UNITY BANK	4.05%	26-June-2026
Reserve -Term Deposit	Cash and cash equivalents	0	1,875,000	1,875,000		NAB	4.08%	26-June-2026
Reserve -Term Deposit	Cash and cash equivalents	0	1,000,000	1,000,000		CREDIT UNION	4.05%	26-June-2026
Total		1,815,349	3,539,273	5,354,622	0			
Comprising								
Cash and cash equivalents		1,815,349	3,539,273	5,354,622	0			
		1,815,349	3,539,273	5,354,622	0			

KEY INFORMATION

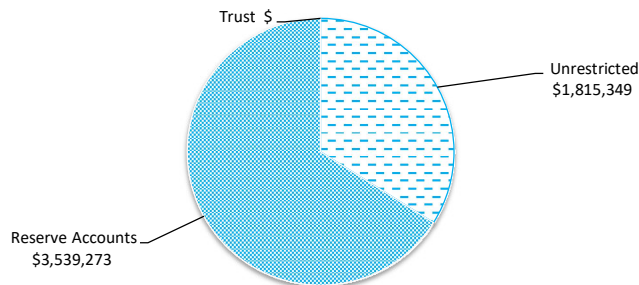
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 7 - Other assets.



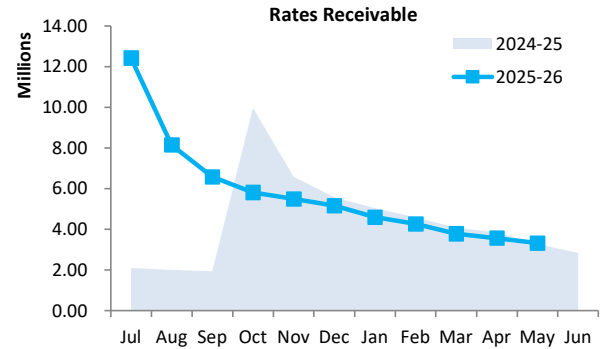
SHIRE OF COLLIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave reserve	367,208	11,439	(10,000)	368,647	434,559	11,439	(10,000)	435,998
Building reserve	807,258	35,146	(246,000)	596,404	823,449	35,146	(246,000)	612,595
Plant reserve	1,061,319	108,060	(1,115,000)	54,379	1,082,606	108,060	(1,115,000)	75,666
Waste reserve	690,943	21,523	(500,000)	212,466	704,803	21,523	(500,000)	226,326
Revaluation reserve	57,721	61,755	(24,102)	95,374	58,879	61,755	(24,102)	96,532
Airport reserve	34,199	6,065	0	40,264	34,886	6,065	0	40,951
Election reserve	9,556	20,298	(25,000)	4,854	9,748	20,298	(25,000)	5,046
River Rehabilitation reserve	110,135	3,431	0	113,566	112,344	3,431	0	115,775
Roche Park reserve	129,131	4,022	0	133,153	131,721	4,022	0	135,743
Legal reserve	182,681	8,191	(2,500)	188,372	186,345	8,191	(2,500)	192,036
Collie Mineworkers Swimming Pool reserve	128,360	3,998	(65,000)	67,358	130,934	3,998	(65,000)	69,932
Parks & Ovals reserve	268,532	8,365	0	276,897	273,920	8,365	0	282,285
New initiative reserve	290,968	9,064	(15,000)	285,032	296,937	9,064	(15,000)	291,002
Information and Communication Technology reserve	22,922	25,714	(40,000)	8,636	23,382	25,714	(40,000)	9,096
Unspent Grants reserve	0	100,000	(100,000)	0	0	1,050,291	(100,000)	950,291
	4,160,933	427,071	(2,142,602)	2,445,402	4,304,513	1,377,362	(2,142,602)	3,539,274

7 RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous year	2,170,551	2,833,181
Levied this year	7,718,980	8,138,567
Less - collections to date	(7,056,350)	(7,650,685)
Gross rates collectable	2,833,181	3,321,063
Allowance for impairment of rates receivable	0	0
Net rates collectable	2,833,181	3,321,063
% Collected	71.4%	69.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(981)	106,304	420	3,356	187,625	296,724
Percentage	(0.3%)	35.8%	0.1%	1.1%	63.2%	
Balance per trial balance						
Trade receivables						296,724
Security Bonds						2,600
GST receivable						337,064
Allowance for impairment of receivables from contracts with customers						(51,558)
Total receivables general outstanding						584,830

Amounts shown above include GST (where applicable)

KEY INFORMATION

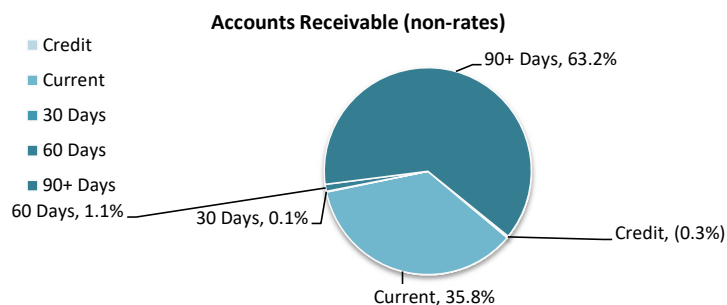
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

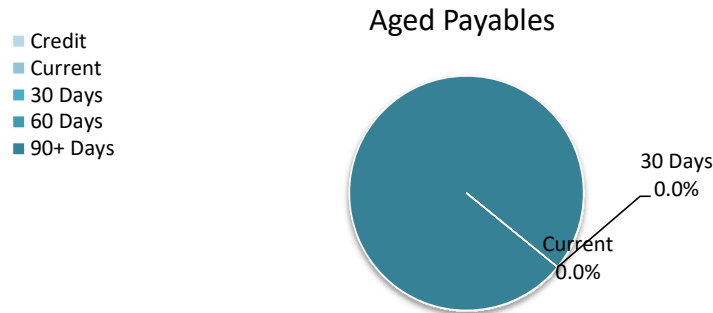


8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0			250	250
Percentage	0.0%	0.0%	0.0%	0.0%	100.0%	
Balance per trial balance						
Sundry creditors						250
Other payables						592,566
Bonds and deposits held						449,400
Accrued expenses						14,318
Total payables general outstanding						1,066,704
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Chq/EFT	Date	Name	Description	Amount	Payment
Electronic Funds Transfer					
32603	21/05/2026	SHIRE OF COLLIE - PETTY CASH	GROCERIES & SUPPLIES FOR PAINT AND SIP, EASTER CRAFTS, EASTER CRAFTS AND		-\$ 206.94
EFT41433	18/05/2026	LOACAL GROUP PTY LTD T/AS LJ HOOKER	RENTAL AGREEMENT - 2A PENDLETON STREET, COLLIE - 2 WEEKS IN ADVANCE, BOND		-\$ 3,600.00
EFT41434	21/05/2026	DEPARTMENT OF WATER AND	LICENCE RENEWAL OF WASTE FACILITY 2026/2027		-\$ 6,952.00
EFT41435	21/05/2026	AIR LIQUIDE WA PTY LTD	MONTHLY GAS CLYINDER RENTAL FOR DEPOT WORKSHOP 01/03/2026 - 31/03/2026		-\$ 28.16
EFT41436	21/05/2026	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFIT TAX 2025/2026		-\$ 10,629.87
EFT41437	21/05/2026	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 15/03/2026 - 28/03/2026		-\$ 3,107.87
EFT41438	21/05/2026	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY APR 26		-\$ 75.75
EFT41439	21/05/2026	SCOTT CHRISTINGER	INVOICES BELOW		-\$ 11,192.88
INV-1459	29/03/2026		RCD & BATTERY CHECK IN PUMP ROOM	\$ 173.25	
INV-1458	29/03/2026		CHECK RCD AND REPLACE BATTERY IN PUMP ROOM	\$ 231.00	
INV-1473	02/04/2026		SUPPLY AND FIT CONTACTOR TO EAST END BRIDGE FOR RETIC TO SPORTING GROUNDS	\$ 1,170.13	
INV-1472	02/04/2026		CHECK FAULT ON EV CHARGER	\$ 154.00	
INV-1471	02/04/2026		ELECTRICAL CHECK AT ROCHE PARK DUE TO WATER LEAK	\$ 450.00	
INV-1470	02/04/2026		HERITAGE PARK REPAIR MAIN EARTH, TEST & TAG ITEMS FROM DEPOT, SWIMMING	\$ 1,446.50	
INV-1483	09/04/2026		PLEASE COMPLETE THE REQUIRED ELECTRICAL WORKS TO THE COLLIE PRESTON SHED	\$ 7,337.00	
INV-1482	09/04/2026		RCD TESTING AT MARGARET WILSON CENTRE	\$ 231.00	
EFT41440	21/05/2026	STATEWIDE BEARINGS	DELO TORQFORCE 30 510158 CX HD TRANS & FNL DRV FLD 30 (200LT)		-\$ 1,309.00
EFT41441	21/05/2026	CHARGEFOX PTY LTD	CONNECTOR MANAGEMENT FEES FOR FORREST STREET COLLIE STATION 01/03/2026 -		-\$ 64.79
EFT41442	21/05/2026	TRUSTEE FOR CPINC DISCRETIONARY	STAFF RENTAL ACCOMMODATION: 01.06.2026 - 21.06.2026		-\$ 1,950.00
EFT41443	21/05/2026	TJ DEPIAZZI	SUPPLY AND DELIVER 50M3 PINE BARK MULCH TO SHIRE DEPOT		-\$ 4,873.37
EFT41444	21/05/2026	DEPARTMENT OF LOCAL GOVERNMENT,	BUILDING PERMITS X 16 (SERVICES LEVY) APR 2026		-\$ 1,147.23
EFT41445	21/05/2026	FOUNDER ENTERPRISES PTY LTD.	FB5D9558C - GRADER BLADE, HEAT-TREATED		-\$ 553.74
EFT41446	21/05/2026	FORREST FRENCH HOT BREAD COLLIE	150 HOTDOG BREAD ROLLS		-\$ 120.00
EFT41447	21/05/2026	FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET POTHOLE REPAIR 20KG		-\$ 3,801.60
EFT41448	21/05/2026	HENDERSON HARDWARE	INVOICES BELOW		-\$ 259.29
199059167	02/02/2026		CABIN HOOK 100MM CP	\$ 15.34	
199059671	11/02/2026		WALL PLUG BLUE 8 X 35MM	\$ 3.30	
199059696	12/02/2026		THREAD TAPE WHITE & HEXAGON CAP	\$ 4.65	
199059727	12/02/2026		TAPE FOIL JOINTING 72MMX50M	\$ 70.00	
199059930	16/02/2026		WALL PLUG RED 6X 50MM	\$ 28.00	
199060108	19/02/2026		DOOR SEAL GEN/PURP RUBBER	\$ 15.00	
199060118	19/02/2026		DOOR SEAL GENPURP RUBBER	\$ 15.60	
199060310	23/02/2026		DOOR SEAL GENPURP RUBBER	\$ 31.20	
199060480	26/02/2026		SPRINKLER METAL SO GREEN	\$ 11.00	
199060482	26/02/2026		TAP ADAPTOR25/20 12MM CLICKON	\$ 2.80	
199060475	26/02/2026		COUPLING PVC STORM SLIP & PIPE PVC SW 90MM 6M	\$ 44.95	
199060817	05/03/2026		GLOBE LED BC 12W 1360LM A60	\$ 17.45	
EFT41449	21/05/2026	THE AUSTRALIAN LOCAL GOVERNMENT	ADVERTISING - DCS		-\$ 770.00
EFT41450	21/05/2026	KENNEDYS (AUSTRALASIA) PARTNERSHIP	LEGAL ADVICE		-\$ 608.30
EFT41451	21/05/2026	LOTEX FILTER CLEANING SERVICE	INVOICES BELOW		-\$ 254.48
00012663	04/02/2026		FILTER CLEANING - FEBRUARY 2026	\$ 68.29	
00012671	04/03/2026		FILTER CLEANING - MARCH 2026	\$ 186.19	
EFT41452	21/05/2026	LIVING SPRINGS WATER PTY LTD	ADMIN OFFICE - SPRINGWATER DELIVERY 01/03/2026-31/03/2026		-\$ 322.00
EFT41453	21/05/2026	MKJ LAWN MOWING SERVICES	LAWNMOWING SERVICES		-\$ 5,841.00
EFT41454	21/05/2026	IXOM OPERATIONS PTY LTD	INVOICES BELOW		-\$ 331.64
85085098	28/02/2026		POOL CHEMICAL SERVICE FEE 01.02.26 - 28.02.26	\$ 157.39	
85098992	31/03/2026		POOL CHEMICAL SERVICE FEE 01.03.26 - 31.03.26	\$ 174.25	
EFT41455	21/05/2026	OFFICEWORKS (ON LINE ORDERS ONLY)	STATIONERY		-\$ 487.40

SHIRE OF COLLIE

List of Accounts Submitted to Council - 16 May 2026 - 15 June 2026

Chq/EFT	Date	Name	Description	Amount	Payment
EFT41456	21/05/2026	OZARB TREE SERVICE	INVOICES BELOW		-\$ 7,810.00
654	06/05/2026		REMOVE TREE DUE TO CANER DISEASE, TREE IS DANGEROUS AND AT RISK OF FALLING	\$ 6,600.00	
655	07/05/2026		REMOVE TO GROUND LEVEL 1 X HEAVY LEANING JARRAH TREE COLLIE SOCCER CLUB OVAL ROCHE PARK AND GRIND STUMP BELOW GROUND LEVEL	\$ 1,210.00	
EFT41457	21/05/2026	DOWN SOUTH WHOLESALE BUNBURY (THE TRUSTEE FOR TEEPEE TRUST) PFI SUPPLIES	COMPACT H/T PURE BLUE PWQCTB CTN 2400		-\$ 1,478.75
29465	27/03/2026		CLEANING SUPPLIES FOR ADMIN BUILDING	\$ 103.55	
29748	02/04/2026		COMPACT H/T PURE BLUE PWQCTB CTN 2400, JUMBO 2PLY T/ROLL PUREPW300JB-F 300M 8PK, SLIMFOLD H/T PUREBLUE PWQSTB-F CTN 4000, WIPES RAPID CLEAN HD RED ROLL 90, 2PLY T/ROLL 400 SHEET PURE PW400BF CTN48, BIOBREAK BIODEGRADATION ACCELERANT 15LT, 440 - NEUTROL HD LOW FOAM MP DETERGENT RC 15LT, TUTTI FRUITTI DISINFECTANT RAPIDC 15LT, GENTLE PINK LIQUID HAND SOAP 5LT, SCOURER PADS LARGE RECT THICK BLACK PK10, 400G MOP HEAD RAPIDCLEAN RED EACH	\$ 1,375.20	
EFT41458	21/05/2026	P & S GRIGGS PLUMBING	INVOICES BELOW		-\$ 10,684.64
INV-20852	24/03/2026		TRADESMAN LABOUR AND PARKS FOR SOLDIERS AND SKATE PARK PUMP	\$ 3,744.82	
INV-20853	24/03/2026		REPAIR/REPLACE AND LABOUR FOR VALVE ON PUMP AT SOLDIERS & SKATE PARK PUMP (SERVICING WALLSEND, AFL)	\$ 825.00	
INV-20854	24/03/2026		ADDITIONAL WORKS TO RETIC PUMP AT SOLDIERS PARK	\$ 550.00	
INV-20859	30/03/2026		INSTALL WATER FOUNTAIN AT CEMETERY AS SUPPLIED BY SHIRE	\$ 1,050.00	
INV-20890	31/03/2026		UNBLOCKING AND MINOR REPAIRS TO TRUCK BAY DUMP POINT - MARCH, APRIL, MAY	\$ 132.00	
INV-20878	31/03/2026		LIONS PARK PUMP ADJUSTMENTS	\$ 550.00	
INV-20877	31/03/2026		CLEAN AND LIFT PUMP AT LIONS PARK	\$ 675.00	
INV-20895	01/04/2026		LIONS PARK RETIC PUMP ADJUSTMENT (60953) MATERIALS AND LABOUR	\$ 1,824.81	
INV-20909	08/04/2026		REPAIR 80MM WATER PIPE LEAK AT WALLSEND (TROTTER TRACK) INCLUDES LABOUR &	\$ 888.11	
INV-20907	08/04/2026		REPAIR FEMALE TOILET AT VELODROME	\$ 444.90	
EFT41459	21/05/2026	PAULL AND WARNER RESOURCES PTY LTD T/AS SOUTH WEST FIRE	FOR THE ANNUAL SERVICING AND RECTIFICATION OF FAULTS ON THE ALLANSON LT.		-\$ 3,433.56
EFT41460	21/05/2026	COLLIE MOWERS AND MORE	INVOICES BELOW		-\$ 373.60
2310#3	10/10/2025		LINE CF3 - PO60039	\$ 80.00	
2312#3	14/10/2025		DPD 1 BOX 250 TABS AP011 - PO60039, PHENOL RED BOX 250 AP130 - PO60039	\$ 145.00	
2321#6	15/10/2025		CHAIN 3610 PICCO MINI 44 LINK BOX - PO60039, PHENOL RED BOX 250 AP130 - PO60039, DPD 1 BOX 250 TABS AP011 - PO60039	\$ 179.60	
CREDIT 2328*2321#3	21/10/2025		CREDIT OF DPD 1 BOX 250 TABS AP011 - PO60039, PHENOL RED BOX 250 AP130 - PO60039	-\$ 145.00	
2548#4	27/03/2026		SUPPLY 2X STIHL AUTOCUT 27-2 (4002)	\$ 80.00	
2561#6	08/04/2026		HYPOCLEAR LIQ CHLORINE 20L CUBE, CUBE COST 20L	\$ 34.00	
EFT41461	21/05/2026	STEERE STREET DELI COLLIE	CATERING - MAY OCM		-\$ 192.50
EFT41462	21/05/2026	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	INVOICES BELOW		-\$ 213.69
CFLINV100798	03/04/2026		FREIGHT FOR DELIVERY FROM T-QUIP - PO 60978	\$ 70.46	

SHIRE OF COLLIE

List of Accounts Submitted to Council - 16 May 2026 - 15 June 2026

Chq/EFT	Date	Name	Description	Amount	Payment
CFLINV100861	10/04/2026		COURIER - 1 LARGE PLASTIC TUB OF LOCAL HISTORY MAPS FROM TIMG PERTH TO COLLIE PUBLIC LIBRARY - (YANCOAL GRANT)	\$ 70.98	
CFLINV100685	30/04/2026		FREIGHT FOR DELIVERY FROM SOUTHERN LOCK & SAFE	\$ 72.25	
EFT41463	21/05/2026	T-QUIP	INVOICES BELOW		-\$ 420.62
148337#32	26/03/2026		G-END TOP68-6710 ROLLER, B3-03 TOP68-6840 SHAFT ROLLER	\$ 233.32	
148470#21	31/03/2026		TOP108-5951 BELT-DECK 52 INCH	\$ 187.30	
EFT41464	21/05/2026	TLC CARPET & TILE CLEANING	CLEANING TENDER- FULFILLING SCOPE OF WORKS AS PER CONTRACT		-\$ 13,328.99
EFT41465	21/05/2026	T&R CONTRACTING PTY LTD	WHITE SAND DELIVERED TO COLLIE CEMETERY		-\$ 2,640.00
EFT41466	21/05/2026	ULTRACLEAR SERVICES WA PTY LTD	ANNUAL SERVICE CONTRACT FOR ATU AT THE COLLIE ART GALLERY		-\$ 1,063.00
EFT41467	21/05/2026	VON BIBRA SIGNS	PLEASE PROVIDE 3X 1.2M X 1.4M MOUNTED COG TRAINING MAPS FOR THE ALLANSON, CARDIFF AND WORSLEY BFB'S.		-\$ 1,023.00
EFT41468	21/05/2026	COLLIE BIN HIRE	INVOICES BELOW		-\$ 4,611.55
12160	31/03/2026		EMPTY GREASE TRAP TANK AT ROCHE PARK	\$ 207.15	
12143	31/03/2026		SKIP HIRE MINNINGUP, BLACK DIAMOND & DEPOT 01/10/2025 - 30/06/2026	\$ 2,371.60	
12158	31/03/2026		PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE	\$ 1,016.40	
12159	31/03/2026		PUMP OUT RV DUMP POINTS AT TRUCK BAY	\$ 1,016.40	
EFT41469	21/05/2026	WA DISTRIBUTORS	INVOICES BELOW		-\$ 935.15
1176953	27/02/2026		TOILET PAPER AND HAND TOWEL FOR SWIMMING POOL	\$ 180.55	
1181108	09/03/2026		KISOK RESTOCK/ AFTER CARNIVALS	\$ 700.75	
1181109	09/03/2026		KISOK RESTOCK/ AFTER CARNIVALS	\$ 53.85	
EFT41470	21/05/2026	WATTLEUP TRACTORS BUNBURY	P/N C5026-344 SERVICE KIT FOR SILVAN SPRAY UNIT		-\$ 324.00
EFT41471	21/05/2026	XTRA MILE COMPUTING SERVICES	PLEASE FAULT FIND AND RECTIFY ISSUE ON THE COLLIE SES UNITS UPS SYSTEM		-\$ 300.00
EFT41472	28/05/2026	COOEE PTY LTD	COOEE WASTE FACILITY DATA SYSTEM FOR GIBB'S RD LANDFILL FACILITY - ANNUAL LICENCE		-\$ 10,637.00
EFT41473	28/05/2026	WA AUSTRALIAN SERVICES UNION WA (ASU)	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 314.00
EFT41474	28/05/2026	ARROW BRONZE	INVOICES BELOW		-\$ 1,006.54
775978-1	25/03/2026		PLAQUE	\$ 334.95	
775978-2	25/03/2026		PLAQUE	\$ 307.29	
776034	26/03/2026		PLAQUE	\$ 364.30	
EFT41475	28/05/2026	ALYSHIA BOSTON	CUSTOM ARTWORK FOR BOOK LAUNCH		-\$ 337.50
EFT41476	28/05/2026	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 98,266.00
EFT41477	28/05/2026	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY MAR 26		-\$ 1,182.10
EFT41478	28/05/2026	THE TRUSTEE FOR BELL ROWE HOLDINGS TRUST (COASTAL FREIGHTLINES)	FREIGHT COST TO DELIVER WATER SAMPLES, TAKEN FROM LOCAL FRESH WATER AT RECREATION SITES AND POOL, TO PATHWEST IN PERTH.		-\$ 55.44
EFT41479	28/05/2026	COLLIE VISITOR CENTRE	COLLIE VISITORS CENTRE OPERATING GRANT 2025/26 - APPROVED VARIATION		-\$ 7,700.00
EFT41480	28/05/2026	CLEANAWAY PTY LTD	INVOICES BELOW		-\$ 130,001.61
21907656	30/04/2026	CLEANAWAY PTY LTD	RECYCLING COLLECTION AT THE TRANSFER STATION - APR 26	\$ 16,577.37	
21909523	30/04/2026	CLEANAWAY PTY LTD	CUSTOMER SERVICE CENTRE APR 2026 , CLEANAWAY BIN REPAIRS AND REPLACEMENTS	\$ 113,424.24	
EFT41481	28/05/2026	BOC LIMITED	INVOICES BELOW		-\$ 42.72
4041218052	26/02/2026		OXYGEN - MEDICAL C SIZE CYLINDERS - POOL	\$ 13.44	
4041395726	29/03/2026		OXYGEN - MEDICAL C SIZE CYLINDERS - POOL	\$ 14.88	

SHIRE OF COLLIE

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Chq/EFT	Date	Name	Description	Amount	Payment
4041622823	28/04/2026		OXYGEN - MEDICAL C SIZE CYLINDERS - POOL	\$ 14.40	
EFT41482	28/05/2026	COMFORTSTYLE COLLIE	PURCHASE 1 X IMPERIAL SMALL BOOKCASE; COLOUR: BEECH AND CHARCOAL		-\$ 269.00
EFT41483	28/05/2026	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	DOG REGISTRATION REMINDER ADVERT - ONE EDITION (23/04/26)		-\$ 308.00
EFT41484	28/05/2026	DRONE ELEVATION (As Taylor Holdings Pty Ltd)	DRONE IMAGERY OF REC GROUND		-\$ 4,125.00
EFT41485	28/05/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BUILDING PERMITS X 23 (SERVICES LEVY) MAR 2026		-\$ 3,641.75
EFT41486	28/05/2026	EASIALARY PTY LTD	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 1,601.36
EFT41487	28/05/2026	GRACE RECORDS MANAGEMENT AUST PTY LTD	BLUE BIN CONFIDENTIAL WASTE SERVICE		-\$ 117.70
EFT41488	28/05/2026	LG BEST PRACTICES PTY LTD	ADVANCED RATES COURSE		-\$ 1,980.00
EFT41489	28/05/2026	LOCALISE PTY LTD	STRATEGIC COMMUNITY PLAN FINAL REPORT		-\$ 3,247.20
EFT41490	28/05/2026	LO-GO APPOINTMENTS	INVOICES BELOW		-\$ 22,795.07
H6508	04/03/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 3,631.46	
H6539	11/03/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 2,975.17	
H6568	18/03/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 2,625.15	
H6599	25/03/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 3,981.48	
H6627	01/04/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 3,631.46	
H6658	08/04/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 2,318.89	
H6718	22/04/2026		RELIEF RANGER 8-WEEK ASSIGNMENT	\$ 3,631.46	
EFT41491	28/05/2026	LOACAL GROUP PTY LTD T/A LJ HOOKER SW WA REBA TRUST	RENTAL AGREEMENT - 2A PENDLETON STREET, COLLIE - RENTAL PERIOD 25.05.2026 - 21.06.2026		-\$ 2,400.00
EFT41492	28/05/2026	LOACAL GROUP PTY LTD T/A LJ HOOKER SW WA REBA TRUST	DEPOSIT FOR RENTAL 202 BOOTH ST		-\$ 1,000.00
EFT41493	28/05/2026	NIGHTGUARD SECURITY SERVICES (WA)	INVOICES BELOW		-\$ 8,217.00
INV-7492	09/04/2026		SECURITY PATROLS - DEPOT - MAR 26, , SECURITY PATROLS - WASTE TRANSFER STATION - MAR 26,	\$ 1,188.00	
INV-7491	09/04/2026		SECURITY PATROLS - DEPOT - FEB 26, , SECURITY PATROLS - WASTE TRANSFER STATION - FEB 26,	\$ 1,188.00	
INV-7490	09/04/2026		SECURITY PATROLS - DEPOT - JAN 26, , SECURITY PATROLS - WASTE TRANSFER STATION - JAN 26,	\$ 1,188.00	
INV-7489	09/04/2026		SECURITY PATROLS - DEPOT - DEC 25, SECURITY PATROLS - WASTE TRANSFER STATION -	\$ 1,188.00	
INV-7488	09/04/2026		SECURITY PATROLS - DEPOT - NOV 25, SECURITY PATROLS - WASTE TRANSFER STATION -	\$ 1,188.00	
INV-7487	09/04/2026		SECURITY PATROLS - DEPOT - OCT 25, SECURITY PATROLS - WASTE TRANSFER STATION - OCT 25	\$ 1,188.00	
INV-7486	09/04/2026		SECURITY PATROLS - DEPOT - SEP 25, SECURITY PATROLS - WASTE TRANSFER STATION - SEP 25	\$ 1,089.00	
EFT41494	28/05/2026	OFFICEWORKS (ON LINE ORDERS ONLY)	INVOICES BELOW		-\$ 774.95
628919586	10/04/2026		EXTERNAL STORAGE HARD DRIVE FOR DIGITISED MAPS + LABELS - LIBRARY - YANCOAL GRANT	\$ 368.00	

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List of Accounts Submitted to Council - 16 May 2026 - 15 June 2026

Chq/EFT	Date	Name	Description	Amount	Payment
629012936	16/04/2026		WIRELESS BLUETOOTH HEADSET WITH NOISE CANCELLING FEATURES COMPATIBLE WITH DESK PHONE FOR STAFF MEMBER, STANDARD REGIONAL DELIVERY	\$ 406.95	
EFT41495	28/05/2026	PAULINE OLNEY	RATES REFUND FOR ASSESSMENT A2485		-\$ 1,500.00
EFT41496	28/05/2026	PAULL AND WARNER RESOURCES PTY LTD	INVOICES BELOW		-\$ 7,839.85
		T/AS SOUTH WEST FIRE			
I39818	14/04/2026		FOR THE ANNUAL SERVICE AND RECTIFICATION OF FAULTS IDENTIFIED ON THE COLLIE PRESTON 2.4 APPLIANCE	\$ 4,843.87	
I39806	14/04/2026		FOR THE ANNUAL SERVICE/ RECTIFICATION OF FAULTS ON THE CARDIFF LT.	\$ 2,995.98	
EFT41497	28/05/2026	STEWART & HEATON CLOTHING CO PTY LTD	SUPPLY REQUIRED PPE FOR THE SHIRE OF COLLIE BFB MEMBERS		-\$ 80.29
EFT41498	28/05/2026	SCAVENGER SUPPLIES Pty Ltd	PLEASE PROVIDE REPLACEMENT/MISSING HYDRANT TWIN HEAD STANDPIPE SCREW DOWN TYPE" FOR THE ALLANSON 3.4U"		-\$ 1,650.00
EFT41499	28/05/2026	SPRY'S MEAT MARKET	INVOICES BELOW		-\$ 413.00
INV-1212	13/04/2026		150 SAUAGES FOR YW	\$ 158.00	
INV-1211	16/04/2026		YOUTH WEEK MEAT PACKS	\$ 255.00	
EFT41500	28/05/2026	THOMSON AUTO PARTS	INVOICES BELOW		-\$ 155.00
574741	17/03/2026		PENRITE RED COOLANT 5L	\$ 65.00	
574853	27/03/2026		TYRE INFLATOR	\$ 90.00	
EFT41501	28/05/2026	TELAIR PTY LTD	INVOICES BELOW		-\$ 4,168.42
526472-284	28/04/2026		STANDING ORDER FOR TELAIR MOBILE PHONE DATA AND VOICE CHARGES,	\$ 707.71	
TA22690-082	30/04/2026		NETWORK DATA AND VOICE SERVICES FOR ALL SITES SHIRE OF COLLIE,	\$ 3,460.71	
EFT41502	28/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR DELIVERY FROM STEWART & HEATON		-\$ 35.77
EFT41503	28/05/2026	COLLIE RIVER VALLEY MEDICAL CENTRE	INVOICES BELOW		-\$ 462.00
781209	05/01/2026		PRE-EMPLOYMENT MEDICAL	\$ 225.50	
794229	17/04/2026		PRE-EMPLOYMENT MEDICAL	\$ 236.50	
EFT41504	28/05/2026	COLLIE BIN HIRE	PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY APRIL 2026		-\$ 1,016.40
EFT41505	28/05/2026	WA LIBRARY SUPPLIES	ACRYLIC SERIES BOOK HOLDERS		-\$ 318.59
EFT41506	28/05/2026	WATERCHEM AUSTRALIA PTY LTD	WATER CHEM - MONTHLY SITE VISIT/ CHLORINE INSPECTION / STUART BOOM/ MARCH		-\$ 1,362.90
EFT41507	28/05/2026	WA DISTRIBUTORS	CLEANING SUPPLIES		-\$ 178.95
EFT41508	28/05/2026	XTRA MILE COMPUTING SERVICES	PLEASE PROVIDE/INSTALL THE 2 YEARLY KASPERSKY SECURITY LICENSE ACROSS 5 DEVICES FOR THE COLLIE SES UNIT.		-\$ 150.00
EFT41509	04/06/2026	ARCHIVAL SURVIVAL PTY LTD	BXNAA17P ROLLED MAPS ARCHIVAL BOXES + POSTAGE - COLLIE LIBRARY		-\$ 534.05
EFT41510	04/06/2026	COLLIE AUTO ELECTRICS	REPAIR WIRING ON TRUCK 32 AT WASTE FACILITY		-\$ 250.00
EFT41511	04/06/2026	SCOTT CHRISTINGER	INVOICES BELOW		-\$ 2,420.55
INV-1490	13/04/2026		RESTORE HOTWATER AT TRUCK POWER SHOWERS	\$ 319.00	
INV-1489	13/04/2026		RESTORE/REPAIR POWER TO CARETAKERS COTTAGE	\$ 1,117.05	
INV-1507	23/04/2026		REPAIR/REPLACE LIGHTS AT ART GALLERY, REPAIR/REPLACE SWITCH ON ALLANSON BBQ	\$ 984.50	
EFT41512	04/06/2026	CROSS SECURITY SERVICES	ALARM SYSTEM MONITORING		-\$ 2,200.00

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Chq/EFT	Date	Name	Description	Amount	Payment
EFT41513	04/06/2026	CRV AIR	DEGASSING OF FRIDGES AT THE WASTE TRANSFER FACILITY AFTER 2ND APRIL, 2026		-\$ 1,056.00
EFT41514	04/06/2026	COLLIE SALVAGE & HARDWARE	RAPID SET 20KG BAGS FOR GENERAL PURPOSE		-\$ 666.00
EFT41515	04/06/2026	TJ DEPIAZZI	INVOICES BELOW		-\$ 1,752.96
INV-16956	22/04/2026		11 TONNE YELLOW SAND FOR SPORTING GROUNDS - DELIVERED & INCLUDES FUEL LEVY,	\$ 620.34	
INV-17082	29/04/2026		15 CUBE OF TURF SAND FOR TOP DRESSING THE REC GROUND	\$ 1,132.62	
EFT41516	04/06/2026	GREENACRES TURF GROUP	SUPPLY & INSTALLATION OF APPROX. 1,000M2 STING NEMATODE FREE INSTANT VILLAGE GREEN PREMIUM KIKUYU JUMBO TURF ROLLS WITH BOX OUT OVER MULTIPLE AREAS.		-\$ 36,250.00
EFT41517	04/06/2026	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	IT SUPPORT - MONTHLY MANAGED SERVICES BY HARMONIC IT		-\$ 8,564.60
EFT41518	04/06/2026	OFFICEWORKS (ON LINE ORDERS ONLY)	J.BURROWS LAPTOP BAGS X 3		-\$ 173.95
EFT41519	04/06/2026	PHOENIX GLASS	WINDOW PANEL FOR EA OFFICE AREA		-\$ 861.00
EFT41520	04/06/2026	DOWN SOUTH WHOLESALE BUNBURY (THE TRUSTEE FOR TEEPEE TRUST) PFI SUPPLIES	CLEANING SUPPLIES FOR ADMIN BUILDING		-\$ 344.05
EFT41521	04/06/2026	J & J SWAN PTY LTD T/A PARTNERS IN SAFETY	INVOICES BELOW		-\$ 479.98
26-00000661	16/04/2026		WORK BOOTS EMPLOYEE #1103	\$ 249.99	
26-00000799	05/05/2026		SAFETY BOOTS FOR EMPLOYEE	\$ 229.99	
EFT41522	04/06/2026	THE PRINT SHOP BUNBURY	DIRECT MEASURE TICKET BOOKS FOR WASTE STATION		-\$ 594.00
EFT41523	04/06/2026	P & S GRIGGS PLUMBING	INVOICES BELOW		-\$ 519.00
INV-20921	20/04/2026		REPAIR/REPLACE SOLENOID ON TRUCK BAY SHOWER	\$ 159.50	
INV-20975	28/04/2026		ENZYME LIQUID FOR MINNY TOILETS	\$ 200.00	
INV-21011	06/05/2026		MENS TOILETS AT DEPOT	\$ 159.50	
EFT41524	04/06/2026	COLLIE MOWERS AND MORE	MOWING HEAD AUTO CUT 27-2		-\$ 80.00
EFT41525	04/06/2026	SAVANA ENVIRONMENTAL AUSTRALIA PTY LTD	INTERMITTENT COVERING OF THE C&D PILE AT WASTE FACILITY		-\$ 7,423.96
EFT41526	04/06/2026	COLLIE SIGNFX	REDO OPENING AND CLOSING SIGNAGE AT WATER PARK		-\$ 247.50
EFT41527	04/06/2026	THOMSON AUTO PARTS	INVOICES BELOW		-\$ 817.95
575124	23/04/2026		FUEL SYSTEM TREATMENT 1L	\$ 47.95	
575177	28/04/2026		PENBLUE 10LT	\$ 50.00	
575266	06/05/2026		2 X DEEP CYCLE BATTERIES FOR TRAILER ASSIGNED TO MECHANIC UTE	\$ 720.00	
EFT41528	04/06/2026	TYREPOWER	SUPPLY & FIT NEW TYRE LT235/75R15 110/107S RENEGADE A/T(DISPOSE OF OLD TYRE) BALANCE AND SUPPLY NEW VALVE.		-\$ 280.00
EFT41529	04/06/2026	TRAFFIC FORCE GROUP PTY LTD	TMP - ANZAC DAY		-\$ 638.00
EFT41530	04/06/2026	SYNERGY	INVOICES BELOW		-\$ 54,400.75
3111000355	28/04/2026		STREET LIGHTING THROSSELL STREET - 04 FEB 2026 TO 07 APR 2026	\$ 398.77	
3111000355	28/04/2026		STREET LIGHTING 59 WITTENOOM STREET - 04 FEB 2026 TO 07 APR 2026	\$ 143.04	
3111000355	28/04/2026		87 THROSSELL STREET - 17 MAR 2026 TO 20 APR 2026	\$ 1,117.60	
3111000355	28/04/2026		VISITOR CENTRE 156 THROSSELL STREET - 03 FEB 2026 TO 14 APR 2026	\$ 2,664.10	
3111000355	28/04/2026		LIBRARY WITTENOOM STREET - 03 FEB 2026 TO 02 APR 2026	\$ 707.67	
3111000355	28/04/2026		6 EALING RD, PRESTON SETTLEMENT WA 6225 - 23 JAN 2026 TO 25 MAR 2026	\$ 180.91	

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3111000355	28/04/2026		WASTE TRANSFER STATION THROSSELL STREET - 06 FEB 2026 TO 08 APR 2026	\$ 832.60	
3111000355	28/04/2026		ROCHE PARK 109 COOMBES STREET - 17 MAR 2026 TO 20 APR 2026	\$ 1,488.27	
3111000355	28/04/2026		WYVERN PARK MOORE STREET - 03 FEB 2026 TO 01 APR 2026	\$ 120.48	
3111000355	28/04/2026		ROCHE PARK CAMERON RD - 22 JAN 2026 TO 23 MAR 2026	\$ 1,776.02	
3111000355	28/04/2026		HERITAGE PARK LOT 1531 ROWLEY ST - 23 JAN 2026 TO 25 MAR 2026	\$ 128.46	
3111000355	28/04/2026		STREET LIGHTING THROSSELL ST - 28 FEB 2026 TO 27 MAR 2026	\$ 53.87	
3111000355	28/04/2026		STREET LIGHTING THROSSELL ST - 04 FEB 2026 TO 07 APR 2026	\$ 130.53	
3111000355	28/04/2026		WALLSEND (PARK) COOMBES ST - 17 MAR 2026 TO 20 APR 2026	\$ 848.82	
3111000355	28/04/2026		POOL WITTENOOM ST - 17 MAR 2026 TO 20 APR 2026	\$ 41,541.74	
3111000355	28/04/2026		DEPOT 8 MORRISON WAY - 21 MAR 2026 TO 22 APR 2026	\$ 2,263.09	
3111000355	28/04/2026		ELECTRICITY OVERDUE NOTICE	\$ 4.78	
EFT41531	04/06/2026	COLLIE BIN HIRE	INVOICES BELOW		-\$ 4,065.60
12187	29/04/2026		PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY	\$ 1,016.40	
12190	29/04/2026		PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY	\$ 1,016.40	
12227	30/04/2026		SKIP HIRE MINNINGUP, BLACK DIAMOND & DEPOT 01/10/2025 - 30/06/2026	\$ 2,032.80	
EFT41532	04/06/2026	WATERCHEM AUSTRALIA PTY LTD	END OF SEASON VISIT INCLUDING DRUM ISOLATION		-\$ 1,705.00
EFT41533	04/06/2026	WEED PEST & VERMIN CONTROL - NEIL FRASER	SPRAYING PESTS AT ALLANSON PLAYGROUND, SPRAYING OF ANTS AT TRUCK BAY BUILDING AND SURROUNDS		-\$ 770.00
EFT41534	11/06/2026	BARRIER REEF GROUP BUNBURY PTY LTD T/A TKL Contractors	VERGE BOND REFUND		-\$ 1,025.00
EFT41535	11/06/2026	WA AUSTRALIAN SERVICES UNION WA (ASU)	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 157.00
EFT41536	11/06/2026	COLLIE TOWING	BLACK LANDROVER - NO REGO PLATES		-\$ 495.00
EFT41537	11/06/2026	ARROW BRONZE	PURCHASE OF A NICHE WALL PLAQUE FOR A SECOND INSCRIPTION		-\$ 338.94
EFT41538	11/06/2026	AIR LIQUIDE WA PTY LTD	MONTHLY GAS CLYLINDER RENTAL FOR DEPOT WORKSHOP 01/04/2026-30/04/2026		-\$ 28.16
EFT41539	11/06/2026	AMALGAMATED CIVIL & PLANT HIRE PTY LTD	INVOICES BELOW		-\$ 1,276.00
00002051	07/05/2026		EXCAVATOR WET HIRE FOR EAST END RETIC LEAK	\$ 264.00	
00002049	11/05/2026		COLLECT SOCCER GOALS FROM BUSSELTON	\$ 1,012.00	
EFT41540	11/06/2026	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 44,617.00
EFT41541	11/06/2026	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 12/04/2026 - 25/05/2026		-\$ 3,583.92
EFT41542	11/06/2026	BUNBURY MACHINERY	INVOICES BELOW		-\$ 1,351.30
SIB79189	14/05/2026		HHTA037710CARTRIDGE,OIL FILTER, H HTA059900CARTRIDGE,OIL FILTER, 1 5521 431 60ELEMENT FILTER, 1G99411210ELEMENT (INNER) (R1411-42289), TA040-93230ELEMENT WAS R1411-42279, HH16432430CARTRIDGE,OIL FILTER	\$ 371.36	
SIB79187	14/05/2026		HH16432430CARTRIDGE,OIL FILTER, 1 5521 431 60ELEMENT FILTER, HHTA037710CARTRIDGE,OIL FILTER, HHTA059900CARTRIDGE,OIL FILTER, 3A11119130ELEMENT (INNER), 85980026110ELEMENT OUTER A/C	\$ 434.30	
SIB79186	14/05/2026		HH1C032430CARTRIDGE OIL FILTER, HH16643562ELEMENT (FUEL FILTER), 1G31143380ELEMENT, HHTA037710CARTRIDGE,OIL FILTER, 85523126150ELEMENT INNER, 85970026112AIR FILTER, OUTER, PSC1PARTS FREIGHT	\$ 545.64	
EFT41543	11/06/2026	BUNBURY POOLS	VERGE BOND REFUND		-\$ 1,025.00
EFT41544	11/06/2026	BUSY BEE DRY CLEANERS	INVOICES BELOW		-\$ 106.70

SHIRE OF COLLIE

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Chq/EFT	Date	Name	Description	Amount	Payment
INV-5060	20/04/2026		ELECTED MEMBER - DRY CLEANING JULY 2025 TO JUNE 2026	\$ 40.70	
INV-5097	01/05/2026		ELECTED MEMBER - DRY CLEANING JULY 2025 TO JUNE 2026	\$ 40.70	
INV-5147	15/05/2026		ELECTED MEMBER - DRY CLEANING JULY 2025 TO JUNE 2026	\$ 25.30	
EFT41545	11/06/2026	THE TRUSTEE FOR BELL ROWE HOLDINGS TRUST (COASTAL FREIGHTLINES)	FREIGHT DELIVERY FROM FORTUS		-\$ 127.49
EFT41546	11/06/2026	SCOTT CHRISTINGER	REPAIR DAMAGED ELECTRICAL JUNCTION BOX AT SKATEPARK ON CCTV POLE.		-\$ 214.50
EFT41547	11/06/2026	STATEWIDE BEARINGS	SUPPLY 200LT DELO 400 SLK15W-40		-\$ 1,485.00
EFT41548	11/06/2026	COLLIE CHAMBER OF COMMERCE & INDUSTRY	INVOICES BELOW		-\$ 300.00
INV-4447	26/05/2026		1 X \$100 VOUCHER AND 1 X \$50 VOUCHER FOR SOCIAL NETBALL GRAND FINAL	\$ 150.00	
INV-4451	29/05/2026		SEVERANCE GIFT	\$ 150.00	
EFT41549	11/06/2026	COLLIE SENIOR CITIZENS INC	REIMBURSEMENT OF WATER CHARGES AT MARGARETTA WILSON CENTRE USAGE AND SERVICE CHARGES 28/01/2026 - 26/03/2026		-\$ 243.06
EFT41550	11/06/2026	CROSS SECURITY SERVICES	REPLACE SMOKE ALARMS WERE REQUIRED, REPLACE BATTERIES IN SMOKE ALARMS WERE REQUIRED AT ROCHE PARK		-\$ 588.72
EFT41551	11/06/2026	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	INVOICES BELOW		-\$ 190.30
717602234	12/03/2026		COLLIE RIVER VALLEY BULLETIN - GENERAL AD (VARIOUS POSITIONS)	\$ 55.00	
821366573	02/04/2026		BULLETIN ADVERT - FIRE NOTICE - RESTRICTED BURNING PERIOD - APRIL	\$ 135.30	
EFT41552	11/06/2026	CENTRAL GARAGE	REPAIR WIRING TO STARTER TERMINAL ON CO668 PLANT #P783		-\$ 192.50
EFT41553	11/06/2026	THE TRUSTEE FOR BROOKES UNIT TRUST T/A CPR OUTDOOR	VERGE BOND REFUND		-\$ 1,025.00
EFT41554	11/06/2026	COLLIE PETS AND VETS	INVOICES BELOW		-\$ 871.50
1014046	12/03/2026		2025 - 2026 SERVICE AGREEMENT BETWEEN THE SHIRE OF COLLIE AND COLLIE PETS AND VETS	\$ 147.00	
1014623	24/03/2026		2025 - 2026 SERVICE AGREEMENT BETWEEN THE SHIRE OF COLLIE AND COLLIE PETS AND VETS	\$ 577.50	
1017160	18/05/2026		2025 - 2026 SERVICE AGREEMENT BETWEEN THE SHIRE OF COLLIE AND COLLIE PETS AND VETS	\$ 147.00	
EFT41555	11/06/2026	EASIALARY PTY LTD	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 800.68
EFT41556	11/06/2026	FESTOON LIGHTING AUSTRALIA	KNUCKLE BOOM HIRE TO REMOVE AND REPAIR XMAS LIGHTS READY FOR NOVEMBER 2026, INCLUDES HIRE OF KNUCKLE BOOM LIFT		-\$ 4,070.00
EFT41557	11/06/2026	GUARDIAN ANGEL SAFETY PTY LTD	ANNUAL GUARDIAN ANGEL MONITORED 01/07/2026 TO 30/06/2027		-\$ 5,557.20
EFT41558	11/06/2026	GREENWAY TURF SOLUTIONS PTY LTD	ROOT HEALTH ANALYSIS/ASSESSMENT OF REC GROUND (FUNGAL PATHOGENS,NEMATODES & BASIC PLANT HEALTH		-\$ 522.50
EFT41559	11/06/2026	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	INVOICES BELOW		-\$ 12,487.85
3329	12/05/2026		DELL PRO14 ESSENTIAL, FHD+ 14	\$ 3,710.30	
3379	15/05/2026		IT SUPPORT - MONTHLY MANAGED SERVICES BY HARMONIC IT ,	\$ 8,564.60	
3389	15/05/2026		WILDCARD CERTIFICATE *.COLLIE.WA.GOV.AU - 1 YEAR	\$ 124.95	
3393	18/05/2026		OE ELSAFE PRODIGY 1550 MM SINGLE TIER CABLE MANAGEMENT BASKET BLACK - FOR CEO OFFICE DESK CABLE MANAGEMENT	\$ 88.00	
EFT41560	11/06/2026	HOME GROUP WA SOUTH WEST	VERGE BOND REFUND		-\$ 1,025.00

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EFT41561	11/06/2026	IT VISION SOFTWARE PTY LTD (Ready Tech)	INVOICES BELOW		-\$ 98,812.19
INITV042992	30/04/2026		ANNUAL LICENSE SYNERGYSOFT SUBSCRIPTION JULY 2026 - JUNE 2027	\$ 95,336.19	
INITV043193	31/05/2026		ONBOARDING OPTION 1 (90 EMPLOYEES @ \$2 PER EMPLOYEE PER MONTH) + (4 HOURS TRAINING @ 250 PER HOUR)	\$ 1,100.00	
INITV043192	31/05/2026		ONBOARDING OPTION 1 (90 EMPLOYEES @ \$2 PER EMPLOYEE PER MONTH) + (4 HOURS TRAINING @ 250 PER HOUR)	\$ 2,376.00	
EFT41562	11/06/2026	CONNECT CCS	OVERCALLS FEE FOR CONTRACT CA0184 APR 2026		-\$ 1,446.28
EFT41563	11/06/2026	LOTEX FILTER CLEANING SERVICE	AIR FILTER CLEANING FOR REMAINDER OF FINANCIAL YEAR 25/26		-\$ 68.82
EFT41564	11/06/2026	NUTRIEN WATER	1004420597 SPR GEARDRIVE I25 ULTRA SS 100MM HUNTER		-\$ 1,520.64
EFT41565	11/06/2026	IXOM OPERATIONS PTY LTD	POOL CHEMICAL SERVICE FEE 01.04.26 - 30.04.26		-\$ 168.63
EFT41566	11/06/2026	OFFICEWORKS (ON LINE ORDERS ONLY)	INVOICES BELOW		-\$ 833.02
628591182	23/03/2026		DESK MATS FOR COUNCIL CHAMBERS	\$ 172.95	
629446265	07/05/2026		3 FIRST AID KITS	\$ 367.65	
629442877	09/05/2026		STATIONARY	\$ 292.42	
EFT41567	11/06/2026	PRIME CONTRACTING PTY LTD MELL FAMILY TRUST T/A PRIME CONTRACTING	VERGE BOND REFUND		-\$ 1,025.00
EFT41568	11/06/2026	DOWN SOUTH WHOLESALE BUNBURY (THE TRUSTEE FOR TEEPEE TRUST) PFI SUPPLIES	CLEANING SUPPLIES FOR ADMIN BUILDING		-\$ 127.60
EFT41569	11/06/2026	J & J Swan Pty Ltd T/A Partners in Safety	3 X KIT BAGS FOR EVERYDAY RANGER USE		-\$ 270.00
EFT41570	11/06/2026	THE PRINT SHOP BUNBURY	INSPECTION REPORT DUPLICATE BOOKS (CUSTOM - MONOCOLOUR)		-\$ 223.30
EFT41571	11/06/2026	RICHARD WARD	VERGE BOND REFUND		-\$ 1,025.00
EFT41572	11/06/2026	COLLIE MOWERS AND MORE	INVOICES BELOW		-\$ 128.35
2603#2	04/05/2026		HONDA DOMESTIC BOLT & NUT SET, HONDA HRU216 21 CUT BLADE	\$ 53.35	
2620#5	13/05/2026		CHIMNEY COVER INBUILT	\$ 75.00	
EFT41573	11/06/2026	SPROCKETS ADVENTURES PTY LTD T/A COLLIE TROPHIES AND ENGRAVING	DOOR PLAQUES - DIRECTOR SERVICES & MEETING ROOM		-\$ 44.00
EFT41574	11/06/2026	SAPIO PTY LTD	INVOICES BELOW		-\$ 1,956.02
326648	31/03/2026		MAINTENANCE OF SHIRE CCTV	\$ 1,551.00	
330905	30/05/2026		EMERGENCY REPAIRS FOR CCTV	\$ 405.02	
EFT41575	11/06/2026	BINTHERE BIN PTY LTD. T/A SOUTH WEST SAND CLEANING	ALLANSON OVAL SIFTING OF SOFTFALL IN PLAYGROUND, LIONS PARK SIFTING OF SOFTFALL IN PLAYGROUND, HERITAGE PARK SIFTING OF SOFTFALL IN PLAYGROUND, WYVERN PARK SIFTING OF SOFTFALL IN PLAYGROUND, HEBE PARK SIFTING OF SOFTFALL IN PLAYGROUND, SOLDIERS PARK SIFTING OF SOFTFALL IN PLAYGROUND, ROCHE PARK SIFTING OF SOFTFALL IN PLAYGROUND, FLYNN PARK SIFTING OF SOFTFALL IN PLAYGROUND, SPICER PARK SIFTING OF SOFTFALL IN PLAYGROUND, BARBARA SMITH RESERVE SIFTING OF SOFTFALL IN PLAYGROUND, NEATH PARK SIFTING OF SOFTFALL IN PLAYGROUND, BUCKINGHAM PARK SIFTING OF SOFTFALL IN PLAYGROUND, FUEL LEVY		-\$ 5,296.01

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Chq/EFT	Date	Name	Description	Amount	Payment
EFT41576	11/06/2026	THOMSON AUTO PARTS	BATTERY ALEKTRO		-\$ 285.00
EFT41577	11/06/2026	TALIS CONSULTANTS	INVOICES BELOW		-\$ 10,787.00
39781	31/03/2026		WATER SAMPLING & ANALYSIS AT GIBBS ROAD LANDFILL FACILITY - FIELD WORK & QUARTERLY REPORTING,	\$ 1,588.13	
39999	30/04/2026		WATER SAMPLING & ANALYSIS AT GIBBS ROAD LANDFILL FACILITY - FIELD WORK & QUARTERLY REPORTING,	\$ 9,198.87	
EFT41578	11/06/2026	TLC CARPET & TILE CLEANING	CLEANING TENDER- FULFILLING SCOPE OF WORKS AS PER CONTRACT		-\$ 14,231.87
EFT41579	11/06/2026	TELAIR PTY LTD	STANDING ORDER FOR TELAIR MOBILE PHONE DATA AND VOICE CHARGES		-\$ 700.99
EFT41580	11/06/2026	COLLIE RIVER VALLEY MEDICAL CENTRE	FULL MEDICAL FOR NEW EMPLOYEE		-\$ 319.00
EFT41581	11/06/2026	SYNERGY	INVOICES BELOW		-\$ 63,870.14
2460005833	06/05/2026	SYNERGY	ELECTRICITY STREET LIGHTING 25/03/2026 - 08/04/2026	\$ 20,580.07	
2196536799	14/05/2026	SYNERGY	ELECTRICITY POWER USAGE - 9 PARK STREET,	\$ 306.96	
3090000307	28/05/2026		ELECTRICITY 136338480 86 THROSSELL ST, COLLIE WA 6225 25 MAR 2026 TO 26 MAY 2026	\$ 213.39	
3090000307	28/05/2026		ELECTRICITY 212065320 1000 DAVIS ST, COLLIE WA 6225 25 MAR 2026 TO 25 MAY 2026	\$ 149.41	
3090000307	28/05/2026		ELECTRICITY 218584750 130 PRINSEP ST, COLLIE WA 6225 19 MAR 2026 TO 18 MAY 2026	\$ 132.44	
3090000307	28/05/2026		ELECTRICITY 224704510 LOT 143 BEDLINGTON ST, ALLANSON WA 6225 25 FEB TO 29 APR 2026	\$ 663.81	
3090000307	28/05/2026		ELECTRICITY 219603130 LOT 2850 MEDIC ST, COLLIE WA 6225 21 MAR 2026 TO 20 MAY 2026	\$ 126.38	
3090000307	28/05/2026		ELECTRICITY 877067070 87 THROSSELL ST, COLLIE WA 6225 17 FEB 2026 TO 16 MAR 2026	\$ 1,125.74	
3090000307	28/05/2026		ELECTRICITY 190579390 THROSSELL ST, COLLIE WA 6225 11 FEB 2026 TO 07 APR 2026	\$ 116.03	
3090000307	28/05/2026		ELECTRICITY 246254110 LOC 19242 LEFROY ST, COLLIE WA 6225 19 MAR 2026 TO 20 MAY 2026	\$ 2,168.09	
3090000307	28/05/2026		ELECTRICITY 875881440 109 COOMBES ST, COLLIE WA 6225 25 MAR 2026 TO 25 MAY 2026	\$ 317.70	
3090000307	28/05/2026		ELECTRICITY 519556300 LOT 6128 HARRIS RIVER RD, COLLIE WA 6225 27 FEB 2026 TO 01 MAY 2026	\$ 273.13	
3090000307	28/05/2026		ELECTRICITY 705015700 U A 21 FORREST ST, COLLIE WA 6225 21 MAR 2026 TO 25 MAY 2026	\$ 1,439.92	
3090000307	28/05/2026		ELECTRICITY 520073870 LOT 0 MONTGOMERY ST, ALLANSON WA 6225 25 FEB TO 29 APR 2026	\$ 376.78	
3090000307	28/05/2026		ELECTRICITY 542729470 0 ROBERTS ST, COLLIE WA 6225 21 MAR 2026 TO 20 MAY 2026	\$ 451.06	
3090000307	28/05/2026		ELECTRICITY 583356210 LOT 1970 DENTON RD, COLLIE WA 6225 05 MAR 2026 TO 05 MAY 2026	\$ 75.52	
3090000307	28/05/2026		ELECTRICITY 012913740 109 COOMBES ST, COLLIE WA 6225 21 APR 2026 TO 18 MAY 2026	\$ 1,298.17	
3090000307	28/05/2026		ELECTRICITY 081340020 LOT 2751 U TS STEERE ST, COLLIE WA 6225 12 MAR 2026 TO 18 MAY 2026	\$ 156.35	

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Chq/EFT	Date	Name	Description	Amount	Payment
3090000307	28/05/2026		ELECTRICITY 514824540 15 BUCKINGHAM WAY, COLLIE WA 6225 07 MAR 2026 TO 05 MAY 2026	\$ 128.55	
3090000307	28/05/2026		ELECTRICITY 428265630 THROSSELL ST, COLLIE WA 6225 28 MAR 2026 TO 27 APR 2026	\$ 59.65	
3090000307	28/05/2026		ELECTRICITY 609132670 LOT 1308 PRINSEP ST, COLLIE WA 6225 07 MAR 2026 TO 05 MAY 2026	\$ 1,057.38	
3090000307	28/05/2026		ELECTRICITY 577930670 LOC 15195 COOMBES ST, COLLIE WA 6225 21 APR 2026 TO 20 MAY 2026	\$ 619.47	
3090000307	28/05/2026		ELECTRICITY 395602740 LOT 964 WITTENOOM ST, COLLIE WA 6225 17 MAR 2026 TO 20 APR 2026 - REREAD OF METER	\$ 41,490.10	
3090000307	28/05/2026		ELECTRICITY 395602740 LOT 964 WITTENOOM ST, COLLIE WA 6225 17 MAR 2026 TO 20 APR 2026 - CREDIT FOR ESTIMATE	-\$ 41,541.74	
3090000307	28/05/2026		ELECTRICITY 395602740 LOT 964 WITTENOOM ST, COLLIE WA 6225 21 APR 2026 TO 18 MAY 2026	\$ 5,173.03	
3090000307	28/05/2026		ELECTRICITY 446768030 LAURIE ST, COLLIE WA 6225 17 MAR 2026 TO 20 MAY 2026	\$ 137.25	
3090000307	28/05/2026		ELECTRICITY 254858780 8 MORRISON WAY, COLLIE WA 6225 21 MAR 2026 TO 22 APR 2026	\$ 1,904.63	
3090000307	28/05/2026		ELECTRICITY 311785380 LOT 328 MEDIC ST, COLLIE WA 6225 21 MAR 2026 TO 20 MAY 2026	\$ 153.46	
3090000307	28/05/2026		ELECTRICITY 326769270 LOT 2867 FORREST ST, COLLIE WA 6225 21 MAR 2026 TO 25 MAY 2026	\$ 3,070.69	
3090000307	28/05/2026		ELECTRICITY 696151550 LOC 30555 PAUL ST, COLLIE WA 6225 25 MAR 2026 TO 25 MAY 2026	\$ 132.96	
3090000307	28/05/2026		ELECTRICITY 261855670 81 FORREST ST, COLLIE WA 6225 21 MAR 2026 TO 22 MAY 2026	\$ 1,622.25	
102659550	04/06/2026	SYNERGY	ELECTRICITY STREET LIGHTING 25/04/2026 - 24/05/2026	\$ 19,891.51	
EFT41582	11/06/2026	COLLIE BIN HIRE	INVOICES BELOW		-\$ 3,088.80
12250	15/05/2026		PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY	\$ 2,072.40	
12251	15/05/2026		PUMP OUT RV DUMP POINTS AT COLLIE VISITORS CENTRE AND TRUCK BAY	\$ 1,016.40	
EFT41583	11/06/2026	WA COUNTRY BUILDERS	VERGE BOND REFUND		-\$ 1,025.00
EFT41584	11/06/2026	WURTH AUSTRALIA PTY LTD	CLEANING PAPER ECOLINE ROLLS - CLNPAP-ROLL-3PLIES-38CM- 1000SHT-TEARING, BRAKE CLEANER PLUS - BRKCLNR-PLUS, CONTACT SPRAY OL - CNTCTCLNR-OXYDATIONSOLVENT-200ML, 1 CABLE TIE PLASTIC LATCH ASSORTMENT, 800 PIECES - CBLTIE-SORT-PACKAGE-LARGE-800PCS, 10 CUTTING DISC FOR STEEL/STAINLESS STEEL, REDSTRIPE - CUTDISC-ST/SST-SR-TH1,0-BR22,23-D125, 1 LAMELLA FLAP DISC FOR STAINLESS STEEL - FLPDISC-ZC-CLTH-DOMED-BR22, 1 LAMELLA FLAP DISC FOR STAINLESS STEEL FLPDISC-ZC-CLTH-DOMED-BR22,23-G60-D125, 1 TWIST DRILL BIT SMART STEP EU+ HSS DIN 338 25 PCS, FREIGHT		-\$ 1,568.83
EFT41585	11/06/2026	WATER CORPORATION	INVOICES BELOW		-\$ 15,678.41
0138 9006817397	04/05/2026		PRINSEP ST COLLIE LOT 328 WATER USE AND SERVICE CHARGE 01/05/2026 - 30/06/2026	\$ 240.32	
0194 90068405409	22/05/2026		27 BEDLINGTON STREET WATER USE AND SERVICE CHARGE 20/03/2026 - 21/05/2026	\$ 9.04	

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0070 9021019406	25/05/2026		26 MORRISON STREET WATER USE AND SERVICE CHARGE 23/03/2026 - 22/05/2026	\$ 292.16	
0207 9006817346	26/05/2026		ROBERTS ST COLLIE WATER USE AND SERVICE CHARGE 25/03/2026 - 25/05/2026	\$ 313.62	
0201 9006813302	26/05/2026		9 WITTENOOM STREET WATER USE AND SERVICE CHARGE 23/03/2026- 25/05/2026	\$ 326.57	
0163 9006817338	26/05/2026		ROBERTS ST COLLIE WATER USE AND SERVICE CHARGE	\$ 12.05	
0198 9006814962	27/05/2026		THROSSELL STREET WATER USE AND SERVICE CHARGE 23/03/2026 - 26/05/2026	\$ 4,561.86	
0163 9006815084	27/05/2026		THROSSELL ST WATER USE AND SERVICE CHARGE 23/03/2026 -26/05/2026	\$ 250.00	
0176 9006815500	27/05/2026		81 FORREST STREET COLLIE WATER USE AND SERVICE CHARGE 26/03/2026 - 26/05/2026	\$ 2,004.70	
0193 9006815519	27/05/2026		FORREST STREET WATER USE AND SERVICE CHARGE 26/03/2026 - 26/05/2026	\$ 399.76	
0159 9006815527	27/05/2026		FORREST STREET WATER USE AND SERVICE CHARGE 26/03/2026 - 26/05/2026	\$ 132.05	
0206 9006816335	27/05/2026		STEERE ST COLLIE LOT 316 WATER USE AND SERVICE CHARGE 26/03/2026 - 26/05/2026	\$ 306.39	
0178 9006817370	27/05/2026		MEDIC STREET WATER USE AND SERVICE CHARGE 26/03/2026 - 26/05/2026	\$ 123.36	
0207 9006824992	27/05/2026		COOMBES ST COLLIE WATER USE AND SERVICE CHARGE 25/03/2026 - 26/05/2026	\$ 1,226.51	
0199 9006810515	27/05/2026		CRAMPTON ST COLLIE LOT 2045 WATER USE AND SERVICE CHARGE 25/03/2026 - 26/05/2026	\$ 153.48	
0197 9006813935	27/05/2026		20 STEERE ST COLLIE WATER USE AND SERVICE CHARGE 23/03/2026 - 26/05/2026	\$ 641.37	
0204 9006814575	27/05/2026		161 THROSSELL ST COLLIE WATER USE AND SERVICE CHARGE 23/03/2026 - 26/05/2026	\$ 68.24	
0199 9006813927	27/05/2026		WITTENOOM STREET WATER USE AND SERVICE CHARGE 25/03/2026 - 26/05/2026	\$ 197.05	
0166 9006825004	27/05/2026		COOMBES STREET WATER USE AND SERVICE CHARGE 25/03/2026 - 26/05/2026	\$ 584.33	
0073 9021079388	27/05/2026		FORREST ST COLLIE LOT 2890 WATER USE AND SERVICE CHARGE 26/03/2026 - 26/05/2026	\$ 354.38	
0202 9006814954	27/05/2026		87 THROSSELL STREET WATER USE AND SERVICE CHARGE 23/03/2026 - 26/05/2026	\$ 1,015.53	
0197 9006828272	28/05/2026		WALLSEND STREET WATER USE AND SERVICE CHARGE 30/03/2026 - 27/05/2026	\$ 232.94	
0159 9006839828	28/05/2026		9 PARK ST COLLIE WATER USE CHARGE 26/03/2026 - 26/05/2026	\$ 32.83	
0194 9006815340	29/05/2026		THROSSELL STREET WATER USE AND SERVICE CHARGE 26/03/2026 - 28/05/2026	\$ 1,268.01	
0179 9006815332	29/05/2026		THROSSELL STREET VERGE WATER USE AND SERVICE CHARGE 26/03/2026 - 28/05/2026	\$ 931.86	
EFT41586	11/06/2026	WA DISTRIBUTORS	INVOICES BELOW		-\$ 966.50
1202900	11/05/2026		KIOSK AND CLEANING SUPPLIES MIXED ITEMS, KIOSK AND CLEANING SUPPLIES	\$ 430.35	
1202901	11/05/2026		KIOSK AND CLEANING SUPPLIES MIXED ITEMS	\$ 73.60	
1211882	29/05/2026		DRINKS AND CONFECTIONARY FOR KIOSK	\$ 462.55	
Payment by Petty Cash					
42602	28/05/2026	SHIRE OF COLLIE - PETTY CASH	MILK, TOASTIE SUPPLIES, MILK, CLEANING SUPPLIES, KIOSK STOCK		-\$ 169.65
62601	11/06/2026	SHIRE OF COLLIE - PETTY CASH	MILK AND COFFEE FOR ADMIN, FUEL FOR 105CO, FRAMES, CLEANING SUPPLY FOR DEPOT, , PRINT PAPER FOR ADMIN, COFFEE FOR DEPOT		-\$ 584.65
Payments made by direct debit					
DD34144.1	08/05/2026	3E ADVANTAGE PTY LTD	DEPOT PHOTOCOPIER LEASE MAY 2026		-\$ 181.50
DD34145.1	05/05/2026	FINRENT PTY LTD	PLOTTER LEASE MAY 2026		-\$ 402.59

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DD34146.1	21/04/2026	IINET CONNECT BETTER	NBN25 SATELLITE MONTHLY CHARGE (21/04/2026 - 21/05/2026) - COLLIE PRESTON BFB, HARRIS RIVER BFB, ALLANSON BFB, WORSLEY BFB, CARDIFF BFB		-\$ 224.95
DD34147.1	01/05/2026	LES MILLS ASIA PACIFIC	LES MILLS SIGNATURE PARTNERSHIP PACKAGE		-\$ 754.58
DD34149.1	07/05/2026	FLEETCARE PTY LTD	COMMUNITY EMERGENCY SERVICES MANAGER VEHICLE LEASE (1ISV360), FUEL		-\$ 3,546.40
DD34150.1	24/04/2026	AUSTRALIA POST	ADMIN POSTAGE - MAR 2026		-\$ 221.20
DD34152.1	24/04/2026	AUSTRALIA POST	LIBRARY POSTAGE MAR 2026		-\$ 76.20
DD34175.1	24/05/2026	AUSTRALIA POST	ADMIN POSTAGE - APR 2026		-\$ 281.20
DD34176.1	24/05/2026	AUSTRALIA POST	LIBRARY POSTAGE APR 2026		-\$ 65.20
DD34208.1	29/05/2026	DIGIT BOOKS PTY LTD	SETUP FOR PAYROLL PROCESSING		-\$ 2,084.18
DD34209.1	21/05/2026	IINET CONNECT BETTER	NBN25 SATELLITE MONTHLY CHARGE (21/05/2026 - 21/06/2026) - COLLIE PRESTON BFB		-\$ 224.95
DD34210.1	02/06/2026	LES MILLS ASIA PACIFIC	LES MILLS SIGNATURE PARTNERSHIP PACKAGE AS PER CONTRACT (I-24-9741)		-\$ 754.58
DD34223.1	09/06/2026	3E ADVANTAGE PTY LTD	DEPOT PHOTOCOPIER LEASE JUNE 2026		-\$ 181.50
DD34224.1	05/06/2026	FINRENT PTY LTD	PLOTTER LEASE JUNE 2026		-\$ 402.59
DD34225.1	09/06/2026	DIGIT BOOKS PTY LTD	PAYROLL PROCESSING		-\$ 2,612.50
DD34226.1	08/06/2026	LOACAL GROUP PTY LTD T/AS LJ HOOKER PROPERTY SW	RENTAL AGREEMENT - 2A PENDLETON STREET, COLLIE		-\$ 600.00
DD34246.1	15/06/2026	LOACAL GROUP PTY LTD T/AS LJ HOOKER PROPERTY SW	RENTAL AGREEMENT - 2A PENDLETON STREET, COLLIE		-\$ 600.00
DD34268.1	05/06/2026	FLEETCARE PTY LTD	COMMUNITY EMERGENCY SERVICES MANAGER VEHICLE LEASE (1ISV360)		-\$ 2,716.07
Payments made by purchasing card					
DD34174.1	21/05/2026	AMPOL	INVOICES BELOW		-\$ 20,483.00
9432551391	08/04/2026		DIESEL DELIVERY 3700L,	\$ 12,369.95	
9432607914	22/04/2026		DIESEL DELIVERY 3300L,	\$ 8,113.05	
DD34249.1	21/05/2026	AMPOLCARD	INVOICES BELOW		-\$ 1,834.62
0001628642	30/04/2026		AMPOL FUEL CARD MAR 2026 (106CO)	\$ 167.82	
0001628642	30/04/2026		AMPOL FUEL CARD MAR 2026 (102CO)	\$ 585.53	
0001628642	30/04/2026		AMPOL FUEL CARD MAR 2026 (105CO)	\$ 332.20	
0001628642	30/04/2026		AMPOL FUEL CARD MAR 2026 (WORKSHOP)	\$ 96.05	
0001628642	30/04/2026		AMPOL FUEL CARD MAR 2026(CEO)	\$ 653.02	
DD34248.1	05/06/2026	WRIGHT EXPRESS AUSTRALIA PTY LTD	INVOICES BELOW		-\$ 1,639.02
87	22/05/2026		WEX MOTORPASS MAY 2026 (1EFB204) FUEL & CARD FEE	\$ 285.27	
87	22/05/2026		WEX MOTORPASS MAY 2026 (CO31241) FUEL & CARD FEE	\$ 5.50	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1DAN765) FUEL & CARD FEE	\$ 5.50	
87	22/05/2026		WEX MOTORPASS MAY 2026 (CO20218) FUEL & CARD FEE,	\$ 5.50	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1CXV789) FUEL & CARD FEE	\$ 5.50	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1EOB212) FUEL & CARD FEE	\$ 287.56	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1HXV736) FUEL & CARD FEE	\$ 291.72	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1HAA346) FUEL & CARD FEE	\$ 5.50	
87	22/05/2026		WEX MOTORPASS MAY 2026 (CO17526) FUEL & CARD FEE	\$ 405.84	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1IWU118) FUEL & CARD FEE	\$ 5.50	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1EZE593) FUEL & CARD FEE	\$ 118.33	
87	22/05/2026		WEX MOTORPASS MAY 2026 (1DCF765) FUEL & CARD FEE	\$ 217.30	

SHIRE OF COLLIE

List of Accounts Submitted to Council - 16 May 2026 - 15 June 2026

Chq/EFT	Date	Name	Description	Amount	Payment
DD34247.1	15/06/2026	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	INVOICES BELOW		-\$ 387.25
8551	07/05/2026		KIOSK AND CLEANING SUPPLIES.	\$ 254.15	
6164	26/05/2026		KIOSK CONSUMABLES FOR RESALE - TOASTIES, CHOCOLATES, MILK.	\$ 83.85	
6303	26/05/2026		PRIZES FOR SOCIAL NETBALL	\$ 49.25	
Payment made by credit card					
DD34106.2	27/04/2026	BENDIGO BANK CREDIT CARD	INVOICES BELOW		-\$ 483.30
28032026-2	28/03/2026		ACCOMODATION FOR PLANNING TRAINING AND DEVELOPMENT	\$ 241.65	
28032026-1	28/03/2026		ACCOMODATION FOR STAFF TRAINING	\$ 241.65	
DD34106.4	29/04/2026	BENDIGO BANK CREDIT CARD	CREDIT CARD FEE		-\$ 4.00
Payroll					
SHIRE PAYROLL	21/05/2026	SHIRE PAYROLL	PAYROLL PPE 19.05.2026		-\$ 153,756.51
			INCLUDING BELOW REIMBURSMENTS		
			STAFF REIMBURSEMENT ROCHE PARK FITNESS CLASSES SUBSCRIPTIONS	\$ 111.06	
			STAFF REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK X 2 STAFF MEMBERS	\$ 174.00	
			STAFF REIMBURSEMENT FOR LIBRARY CHILDRENS CRAFT ACTIVITIES	\$ 307.23	
SHIRE PAYROLL	4/06/2026	SHIRE PAYROLL	PAYROLL PPE 31.05.2026		-\$ 158,667.00
			INCLUDING BELOW REIMBURSMENTS		
			STAFF REIMBURSEMENT ROCHE PARK FITNESS CLASSES SUBSCRIPTIONS	\$ 245.86	
DD34162.1	29/05/2026	PRECISION ADMINISTRATION SERVICES PTY	SUPERANNUATION PAYABLE FOR PPE 22.03.2026		-\$ 34,194.55
DD34163.1	21/05/2026	PRECISION ADMINISTRATION SERVICES PTY	SUPERANNUATION PAYABLE FOR PPE 17.05.2026		-\$ 29,609.40
DD34211.1	9/06/2026	PRECISION ADMINISTRATION SERVICES PTY	SUPERANNUATION PAYABLE FOR PPE 31.05.2026		-\$29,680.55
					-\$ 1,310,361.78

Council Resolutions Closed Since Last Meeting

19.1.A

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9799	09-Jun-26	14.3	Accounts Paid – 16 April to 15 May 2026	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.	Closed Since Last Meeting	FM	No further action required
9798	09-Jun-26	14.2	Financial Management Report – April 2026	That Council receive the Financial Management Report for 30 April 2026 as presented in Appendix 14.2.A.	Closed Since Last Meeting	FM	No further action required
9797	09-Jun-26	14.1	Portable and Attractive Assets Policy and Accounting for Capital Works Policy	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).	Closed Since Last Meeting	FM	No further action required
9796	09-Jun-26	13.2	Budget Amendment – Collie Preston Bush Fire Brigade Shed Extension	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.	Closed Since Last Meeting	DDS	No further action required
9794	09-Jun-26	11.1	Annual Budget 2026/27	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.	Closed Since Last Meeting	FM	Budget Sent to the Department

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9793	09-Jun-26	11.1	Annual Budget 2026/27	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).	Closed Since Last Meeting	FM	Budget Sent to the Department
9792	09-Jun-26	11.1	Annual Budget 2026/27	OTHER STATUTORY FEES FOR 2026/27 5.That Council: A.Pursuant to Section 53 of the Cemeteries Act 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. 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.	Closed Since Last Meeting	FM	Budget Sent to the Department

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9791	09-Jun-26	11.1	Annual Budget 2026/27	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 subject to the inclusion of “students” in the list of free use for item 169 Computer Use.	Closed Since Last Meeting	FM	Budget Sent to the Department
9790a	09-Jun-26	11.1	Annual Budget 2026/27	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.	Closed Since Last Meeting	FM	Budget Sent to the Department

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9789	09-Jun-26	11.1	Annual Budget 2026/27	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.	Closed Since Last Meeting	FM	Budget Sent to the Department
9788	09-Jun-26	11.1	Annual Budget 2026/27	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.	Closed Since Last Meeting	FM	Budget Sent to the Department
9787	09-Jun-26	8.1	Ordinary Council Meeting - 12 May 2026	That Council confirms the Minutes of the Ordinary Meeting of Council held on 12 May 2026	Closed Since Last Meeting	GovC	No further action required

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9795	09-Jun-26	13.1	Short-Term Rental Accommodation Scheme Amendment	That Council, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Regulation 50(2)(a) and 50(3)(b), resolves to: 1.Note the submissions received during the advertising period. 2.Support with modification of the proposed Scheme Amendment No.3 to the Shire of Collie Local Planning Scheme No. 6 as per Attachment 13.1.B. 3.Submit the advertised scheme amendment documentation and schedule of submissions to the Western Australian Planning Commission. 4.Following approval of the amendment by the Minister for Planning and Lands, Housing and Works and Health Infrastructure, execute the amendment documents and provide copies to the Western Australian Planning Commission for endorsement.	Open	MPD	Submitted to WAPC for consideration
9790b	09-Jun-26	11.1	Annual Budget 2026/27	•Option 2 (Four Instalments) -First instalment to be made on or before the due date of 24 August 2026 or 35 days after the date of issue appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges; -Second quarterly instalment to be made on or before the due date of 24 October 2026, or 2 months after the due date of the first instalment, whichever is later; -Third quarterly instalment to be made on or before the due date of 17 December 2026, or 35 days after the due date of the second instalment, whichever is later; and -Fourth quarterly instalment to be made on or before the due date of 17 February 2027, or 35 days after the due date of the third instalment, whichever is later. C.Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates and charges (and service charges) through an instalment option of \$18.00 for each instalment after the initial instalment is paid (\$54.00 for four (4) instalment option). D.Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.0% where the owner has elected to pay rates and charges (and service charges) through an instalment option. E.Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 10.0% for rates and charges (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.	Open	FM	Amendment to change the due dates for instalments included in the July 26 OCM Agenda.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9778	12-May-26	11.4	Draft Annual Budget 2026/27	That Council 1.Endorse the Shire of Collie 2026/27 Draft Budget, inclusive of the following elements: a.Operating Income and Expenditure presented in Schedules 3 to 14, as contained in Appendix 11.4.A, which includes the following: •Statement of Financial Activity by Nature and Program; •Statement of Financial Activity showing an amount required to be raised from rates for 2026/27 of \$8,534,575 as amended; •Revenue generated from the Schedule of Fees and Charges for 2026/27; •Notes to and Forming Part of the Budget; and •Budget Program Schedules. b.Asset Capital Expenditure, including New, Upgrade and Renewal capital works. c.Rating Strategy. d.Reserve Transfers and Loans as outlined in the Reserves Management Strategy and Loan Management Strategy. 2.Request the Chief Executive Officer to investigate Hodgson Terrace and Bradbury Road.	Open	CEO/DCS	Report to be provided on Hodgson Terrace and Bradbury Road to a future meeting.
9767	14-Apr-26	11.8	Local Government Act 1995 Reforms – Amendment to Code of Conduct	That Council 1)Adopts the amended Code of Conduct for Council Members, Committee Members and Candidates as provided in Appendix 11.8.A. 2)Notes a further report on the review of Council Policy CP1-019 Elected Members Code on Conduct Behaviour Complaints Management Process will be presented to the June Ordinary Council Meeting.	Open	GovC	Policy review deferred to August.
9761	14-Apr-26	11.3	Rating Strategy 2026/27-2035/36	That Council: 1.In line with forecast growth: a)Endorse a projected base rate revenue increase of 4.5% for the 2026/27 budget. b)Endorse a projected base rate revenue increase of 4.5%, 4.5%, 4.5% and 4.5% for the four year Corporate Business Plan. c)Endorse a projected base rate revenue increase of 4.5% for years five to fifteen of the Long Term Financial Plan. 2.Endorse the Rating Strategy 2026/27 to 2035/36 as the Shire of Collie Rates & Revenue Policy (Appendix 11.3.A) including the proposed introduction of Differential Rating from the 2027/28 financial year. 3.Endorse the establishment of the following proposed 6 Differential Rates across 11 Rating Categories from 2027/28: a)RESIDENTIAL (including Residential Vacant) b)COMMERCIAL (including Commercial Vacant) c)INDUSTRIAL (including Industrial Vacant) d)RURAL RESIDENTIAL (including Rural Residential Vacant) e)ACCOMMODATION f)UV Rural (including Mining) 4.Hold future public workshops to explain the differential rating strategy	Open	CEO	Incorporated into LTTP and annual budget process. Public workshop to be held. This resolution will not be updated until February 2027, following a public workshop in December 2026.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9749	10-Mar-26	15.1	Collie Roundhouse	That the CEO request the National Trust to provide an update to Council on the current status and future of the iconic Collie Roundhouse	Open	CEO	Response pending. No additional updates have been received from the National Trust.
9736a	10-Mar-26	11.2.a	Appointment of Community Members to Committees and Reference Groups	Officer's Recommendation: That Council: 1.Endorse the following community member appointments: a)Community Safety & Crime Prevention Committee Appoints the following members as community representatives to the Community Safety & Crime Prevention Committee in accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995 and the Terms of Reference: •Jill Dyson •Ronald Donoghue •representative of the WA Police Service •representative of the Department of Communities •representative of the Collie Police and Community Youth Centre •representative of the Collie Chamber of Commerce and Industry Inc. b)Collie Townscape Reference Group Appoints the following as community representatives to the Collie Townscape Reference Group in accordance with the Terms of Reference: •Yolanda Cool •Colin Smout •Tamsin Emmett c)Collie Environment & Waterways Reference Group Appoints the following as community representatives of the Collie Environment and Waters Reference Group in accordance with the Terms of Reference: •Hana Smith •Alison Melvin •Nola Green.	Open	GovC/CDO/Dev Services Admin	Persons appointed advised. EOI for Christmas Decoration Working Group to be advertised in July with a report to Council in August.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9736b	10-Mar-26	11.2.b		d)Events and Awards Reference Group Appoints the following as community representatives of Events and Awards Reference Group in accordance with the Terms of Reference: Australia Day Awards •Nola Green •Evan Mandry •Tom Reardon Sports •Hayley Digney •Jay Hewson •Jamie Maloney e)Collie Disability Access & Inclusion Reference Group Appoints the following as community representatives of Collie Disability Access & Inclusion Reference Group in accordance with the Terms of Reference: •Ronald Donoghue •Jodie Pilatti •Luke Horridge •Skye Strahan •Terri Watts 2.Christmas Decorations Working Group a)Establishes the Collie Christmas Decorations Reference Group. b)Appoints the following elected member as a member of the Collie Christmas Decorations Reference Group: Cr Smith c)Calls for expression of interest for other members to be appointed in accordance with the Terms of Reference at a future meeting of Council.	Open	GovC/CDO/Dev Services Admin	Persons appointed advised. EOI for Christmas Decoration Working Group to be advertised in July with a report to Council in August.
9732	10-Feb-26	15.1	Reward for Information Relating to Theft and Vandalism	That the CEO 1)Offers a reward of \$1,000 for information which leads to a conviction for the defacing of the cenotaph in Soldiers Park last weekend. 2)Prepare a report and draft Vandalism and Theft Reward Policy for Council's consideration.	Open	CEO/DDS	Reward has been offered. Report being prepared through Community Safety and Crime Prevention Committee.
9719	23-Dec-25	6.3	Fire Damage House Shire to Act in Default of Owner Lot 150 (26) Mary Street Collie	That Council authorises: 1. The Shire to act in default of the owner to demolish the house and clean the land at Lot 150 (26) Mary Street Collie in accordance with section 140 of the Health (Miscellaneous Provisions) Act 1911. 2. Pursuant to Section 6.8 (1) of the Local Government Act, approve amendments to the 2025/2026 Budget to fund the works, to the value of \$76,000, through Municipal funds and to recognise recoverable income, resulting in a nil impact on the budgeted surplus. 3. The use of Cloud Payment Group to assist the Shire in recovering the costs against land.	Open	DDS	The job has been awarded, approvals have been received, and some pre-work has been completed. However, due to the extended delay in completing the demolition, the Shire has written to the contractor to request a meeting to discuss the appropriate way forward who has advised that works will be completed in July.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9713	09-Dec-25	20.4	Industrial Land	That Council: 1. Receive the Industrial Land report dated 9 December 2025. 2. Authorise the Chief Executive Officer to implement the Confidential recommendation contained within the 9 December 2025 Behind Closed Doors Report 20.4.	Open	CEO	Proposed acquisition value included in the draft 2026/27 Budget. Purchase will be finalised in the new financial year.
9706	09-Dec-25	14.1	Disposal of Properties to Recover Rates – Various Assessments	That Council utilise CLOUD PAYMENT GROUP to sell the properties and / or the parcels of land attached to: •Assessment A37 •Assessment A743 •Assessment A744 •Assessment A745 •Assessment A2131 •Assessment A2713 •Assessment A2860 due to non-payment of rates and services for a period of three years or more, under Section 6.64 of the Local Government Act 1995.	Open	DCCS	Payment in full has been received on one property. Four properties are progressing to auction.
9705	09-Dec-25	13.3	Update on Feasibility of Co-location - Collie Visitor Centre, Coalfields Museum and Historical Research Centre	That Council: 1.Receive the proposal to co-locate the Collie Visitor Centre, Coalfields Museum, and Historical Research Centre. 2.Note the intention of the Shire of Collie, Coalfields Museum, Historical Research Centre and Collie Visitor Centre to work together to complete the following project stages by July 2026, subject to the available funding: a.the project definition; b.pre-concept design; c.concept design; and d.schematic design..	Open	DDS	Slavins Architects have been engaged by the Museum and are working on project definition, pre-concept, concept, and schematic design, inclusive of cost and compliance advice. Report is included in July OCM Agenda.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9691	11-Nov-25	12.2	Proposed Twelve (12) Month Trading Undertaking – Sale of Sand	That Council: 1.Endorse the establishment of a twelve (12) month trial Trading Undertaking for the sale of sand from Premier Coal (Pit 4), commencing 1 January 2026 and ceasing 31 December 2026; 2.Authorise the Chief Executive Officer to liaise with Premier Coal to confirm any restrictions, WH&S and other requirements under Sand Extraction Licence PCL-PC-4072, and apply for the relevant permissions; 3.Endorse the introduction of a new Shire of Collie Fee and Charge for the “Sale of Sand at \$15.00 per tonne”, with the new Fee and Charge to apply from 1 January 2026; 4.In accordance with S6.2 of the Local Government Act 1995, give local public notice of its intention to introduce a new Shire of Collie Fee and Charge for the “Sale of Sand at \$15.00 per tonne”; 5.Endorse the implementation of unbudgeted operational control measures associated with the Trading Undertaking including weighbridge verification, pre-extraction notification, relevant supervision, and passive surveillance; 6.Endorse the commissioning of a volumetric survey to confirm total sand availability at Premier Coal (Pit 4) and set extraction limits; 7.Endorse the allocation net revenue (sales income less expenditure) from the sale of sand being allocated to the Building Reserve; and 8.Note that the findings from the Trading Undertaking trial will inform a formal Business Case to be developed and considered by Council at the December 2026 Council meeting.	Open	DO	Arrangements are being put in place to enable the trial to proceed. Delayed due to staff resourcing.
9689	11-Nov-25	11.6	Lease Renewal and Extension – Collie Racing Drivers Association (Speedway)	That Council supports: 1.The excision of 30m x 315.37m of land from Unallocated Crown Land PIN 547520 for inclusion into adjoining Reserve 30627, subject to the Collie Racing Drivers Association Inc meeting all costs incurred by the Shire of Collie. 2.The renewal of the lease of Reserve 30627, incorporating the proposed extension, to the Collie Racing Drivers Association Inc for a period five years with an option to renew for a further term of five years.	Open	GC	Collie Racing Drivers Association advised. DPLH to finalise the excision. Changes to the land boundaries should be finalised in August.
9669	14-Oct-25	20.2	Renergi Project Update	That Council: 1.Receive the Renergi Waste to Energy Plant advice from McLeods Lawyers dated 9 October 2025. 2.Authorise the Chief Executive Officer to implement the Confidential recommendation contained within the 14 October 2025 Behind Closed Doors Report 20.2.	Open	CEO	Updated draft lease and operating agreement provided to Renergi for further comment.
9664	14-Oct-25	12.1	MRWA Route Determination Application – Gastaldo Road	That Council approach Main Roads Western Australia to request the relocation of the 80km speed sign on Gastaldo Road from SLK 0.65 to SLK 2.35.	Open	DO	Engineering investigation completed by Shire and will be submitted to Main Roads.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9655	09-Sep-25	20.1	Special Projects Director	That Council: 1.Endorse the creation of the Special Projects Director position; 2.Authorise the Chief Executive Officer to recruit and negotiate the terms of appointment a through a 3-5 year Contract of Employment; 3.Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase employee costs through the employment of a Special Projects Director of \$134,750; and 4.Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase grants and contributions income associated with the employment of a Special Projects Director of \$134,750.	Open	CEO	Recruitment to commence following finalisation of funding agreements.
9640	12-Aug-25	12.1	Tender 01/2025 Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound	That Council: 1.Resolves not to accept any of the tender submissions for Tender 01/2025 'Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound', based on the Evaluation Panel Report recommendation detailed in Confidential Attachment 12.1.A – Tender Evaluation Report; and 2.Request the Chief Executive Officer to investigate and provide further information and costings on alternative options.	Open	DO	Further information on alternative options workshopped with Council in May. Future report to be provided to Council in August.
9558	11-Mar-25	10.2	Audit Committee Meeting – 11 March 2025	That Council support the Audit Committee's request to receive a report on the current Water Corporation water consumption invoices and locations to assess whether seasonal water consumption or leakage is the cause of current expenditure levels.	Open	DCCS	Some information presented to ARIC Meeting held 31 March 2026. Item deferred pending further information to be provided.
9528	10-Dec-24	14.1	Rotary Fire Tower Restoration Project - Reserve 30555 Coombes Street, Collie	That Council authorise the Chief Executive Officer entering into a Facility User Agreement with the Rotary Club of Collie over a portion of Reserve 30555 Coombes Street, Collie for the purposes of storage and restoration of the Stage 1 Hut element of the Munro Fire Tower Project, at no charge for a period not exceeding 3 years, unless otherwise extended by Council. This agreement does not in any way indicate support for the project beyond Stage 1.	Open	CEO/DO	Hut has been stored at Coombes Street. Feasibility of main structure is being reviewed by Rotary.
9425	11-Jun-24	13.1	Collie Town Centre Special Purpose Parking	That Council resolves pursuant to the Shire of Collie Parking Local Law to: a) note the responses received during further targeted consultation with stakeholders in the Town Centre; b) designate a taxi only between the hours of 6pm – 6am on-street parking bay on Throssell Street in a suitable location between the Crown and Victoria Hotels; c) designate the existing loading bay opposite the Boulevard Shopping Centre as a dual taxi parking and loading bay on Forrest Street; d) designate an Australian Standard compliant on-street disabled bay on Throssell Street opposite 123 Throssell Street, following undertaking consultation with Main Roads WA and report back to Council; e) direct officers to undertake further investigations relating to other recommendations raised in the report back to Council as a subsequent stage of the parking review.	Open	TP/DDs	Point e) to be finalised.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9380	12-Mar-24	13.3	Collie Airfield Master Plan	That the Council: 1. adopts the Collie Airfield Master Plan; 2. instruct CEO to investigate project planning for the implementation of the Collie Airfield Master Plan.	Open	DDS	Actions are underway to progress land tenure arrangements for the site
9259	12-Sep-23	14.3	Proposed Road Widening – Christie Street, Collie	That the Council resolve to authorise necessary actions to widen the road reserve adjacent lot 1173; 16 Christie Street, Collie.	Open	DO	Arrangements are being made to undertake the required survey