

Ordinary Council Meeting

8 September 2026

APPENDICES

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Shire of
Collie

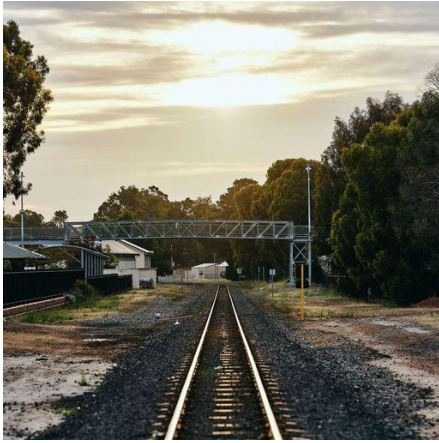
MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 11 August 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, 11 August 2026.

The Shire President declared the meeting open at 6:02pm 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
	Brett Hansen	Councillor
	Paul Moyses	Councillor
	Michelle Smith	Councillor
	Rob Wells	Councillor
	Phil Anastasakis	Chief Executive Officer
	Alex Wiese	Director Development Services
	David Quelch	Manager Planning and Development
	Nicole Wasmann	Governance Coordinator
APOLOGY:	John Kearney	Councillor
	Brad Grinter	Director Operations
	Geoff Lawrence	Acting Director Corporate Services

VISITORS: Nil.

PRESS: 1 member of the press attended

GALLERY: 3 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

Council Decision:

Resolution: 9809

Moved: Cr Faries

Seconded: Cr Hansen

That Council grant Cr Kearney a Leave of Absence for this meeting.

Carried: 8/0

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

Against: Nil

2. PUBLIC QUESTION TIMEMr Bill Sloan

Question 1 – Mr Bill Sloan raised a question with Council regarding the Shire Ranger entering his property to collect a cat and trap without contacting him prior to entry. Mr Sloan advised that he had a biosecurity sign displaying his contact details on his front gate. He noted that he had sent emails to the Shire and spoken with officers by telephone and was seeking a response to his request for the details of who had contacted the Shire to request the removal of the cat.

Response 1 – The Shire President advised that the matter was an administrative issue and that the administration would investigate what options were available in response to his enquiries.

Question 2 – Mr Sloan raised concerns regarding the condition of Hebb Road. He indicated that the first kilometre of the road had been resealed approximately five years ago and that he had been advised that a further section would be improved each subsequent year. Mr Sloan noted that this had not occurred and that the condition of the road had deteriorated, with inadequate grading, no edge maintenance, overgrown trees and a number of potholes. He asked when the road is scheduled to be upgraded.

Response 2 – The Shire President advised that the required works would need to be considered as part of the Council budget process if they could not be addressed through routine road maintenance. The matter has now been recorded and will be assessed for further consideration.

Mr Pusky Crescenzi

Question – Mr Crescenzi raised concern about the increase in the fee for the Trading in Public Places permit fee for mobile food businesses operating within the Shire of Collie.

Cr Italiano read aloud a letter submitted by Mr Crescenzi requesting where the owner of MUJA Pizza Bar, raised concerns about the increase in the annual Trading in Public Places Permit fee from approximately \$516 to \$2,000. Mr Crescenzi noted that the fee was significantly higher than those charged by several comparable local governments.

Mr Pusky outlined MUJA Pizza Bar's contribution to the local economy and community, including employing locals, supporting tourism and local businesses, assisting emergency services and providing community and charitable support.

He requested that the Shire review the current fee structure and provide justification and a breakdown of how the \$2,000 annual fee has been calculated, explain why the fee is substantially higher than fees charged by many comparable local shires, and consider whether a more reasonable fee or local-business concession could be introduced.

Response – The Shire President advised that the administration would review the matters raised in the letter to determine whether they could be addressed internally or whether a report to Council was required. It was noted that the full letter read aloud would be registered in the Shire's record-keeping system.

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 Hill-Power	Item 13.2 - Application for Development Approval (Change of Use) – Holiday House - 193 Steere Street Collie (P045/26)	Financial – same industry.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

The Shire President advised that the presentation from the Collie Motorplex included in the agenda had been deferred to a future meeting.

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

20.1 Staff Matter

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 – 14 July 2026

Officer's Recommendation/Council Decision:		Resolution: 9810
Moved:	Cr Faries	Seconded: Cr Moyses
<i>That Council confirms the Minutes of the Ordinary Meeting of Council held on 14 July 2026.</i>		
		Carried: 8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

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

10.1 Bush Fire Advisory Committee – 13 July 2026

Officer's Recommendation/Council Decision:		Resolution: 9811
Moved:	Cr Hansen	Seconded: Cr Hill-Power
<i>That Council receives the Minutes of the Bush Fire Advisory Committee Meeting held on 13 July 2026.</i>		
		Carried: 8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

Council Decision:		Resolution: 9812
Moved:	Cr Hill-Power	Seconded: Cr Italiano
<i>That once the Community Emergency Services Manager is settled, that Council and the Bush Fire Advisory Committee receive an update on outstanding actions noted in the Bush Fire Advisory Committee and bush fire brigades' minutes.</i>		
		Carried: 8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

11. CEO REPORTS

11.1 WALGA Annual General Meeting – Appointment of Delegates	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GVR/001
Appendices:	Appendix 11.1.A – 2026 Notice of WALGA AGM Appendix 11.1.B – Guidelines for the Submission of Member Motions Appendix 11.1.C – 2025 WALGA AGM Minutes
Voting Requirement	Simple Majority

Report Purpose

To advise Council of the upcoming Annual General Meeting of the Western Australian Local Government Association (WALGA) and for Council to consider the appointment of voting delegates.

Officer's Recommendation/Council Decision:

Resolution: 9813

Moved: Cr Smith

Seconded: Cr Hill-Power

That Council:

- 1. Nominates Councillor Miffling and Councillor Italiano as voting delegates to the 2026 Western Australian Local Government Association Annual General Meeting to be held 17 September 2026.*
- 2. Authorise the Chief Executive Officer to act as proxy in the absence of either nominated Councillor.*
- 3. Authorises the attendance of those Councillors who wish to attend the 2026 Local Government Convention.*

Carried: 8/0

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

Against: Nil

Background:

WALGA is the peak industry body for local government in Western Australia and advocates on behalf of its member local governments.

The Annual General Meeting of WALGA will be held at the Perth Convention and Exhibition Centre on Thursday 17 September 2026 at 2.30pm (refer to Appendix 11.1.A – Notice of WALGA AGM and Order of Business).

Each member local government is entitled to be represented by two voting delegates. Historically the voting representatives have been the Shire President and Deputy Shire President. A proxy is entitled to vote in the absence of a voting delegate. Voting delegates and proxies may be elected members or officers.

Registrations for voting delegates are required by the 1 September 2026, however delegate registrations can be completed or amended up until the start of the Annual General Meeting. Matters considered at the Annual General Meeting are the WALGA's Annual Financial Statements, the President's Annual Report, and executive and member motions. The Agenda will be distributed at least 30 days prior to the meeting.

Should the Shire of Collie wish to submit a Member Motion, Guidelines for the Submission of Member Motions are included as Appendix 11.1.B and must be submitted by 30 July 2026. Minutes of the WALGA AGM held on the 23 September 2025 are included as Attachment 11.1.C.

The Annual General Meeting is being held in conjunction with the WALGA Local Government Convention 2026 which will be held from Wednesday 16 September to Friday 18 September 2026 at the Perth Convention and Exhibition Centre, Mounts Bay Road Perth. Councillors are encouraged to attend this Conference as a professional development and networking opportunity.

The Convention brings together Elected Members, CEOs, Local Government Officers, suppliers and key stakeholders as part of a unique program of professional development, networking and business opportunities. The theme of the convention is "Tomorrow's World" which reflects the rapidly changing environment facing Local Governments across Western Australia. A copy of the Convention Program can be obtained at <https://walga-lgc26.eventsairsite.com/program>.

Statutory and Policy Implications:

Policy CP1-020 Councillor Induction, Training & Professional Development

4.5 Conferences & Training Courses

The annual budget allocation may be used for any of the following:

- c) Local Government Week - Local Government Week (Convention)
- In addition to the two delegate participants, opportunity exists for other Elected Members and the Chief Executive Officer to attend Local Government Week.

Policy CP1-006 Delegates and/or Voting at Association Conferences (previously CS1.4)

That where practical the position of the Council as it relates to items for decision at the WA Local Government Association (WALGA) Annual General Meeting shall be determined prior, providing nominated voting delegates with guidance on the Council position, notwithstanding:

- a) In the event new information is obtained / provided subsequent to the position of Council being determined the voting delegate may alter the position of the Council, providing that this be reported back to the Council at the next meeting of the full Council following the Annual General Meeting of WALGA; and
- b) In the event the Council is unable to provide direction on all or some matters the delegate must vote giving consideration to the Council's Strategic, or any other plan.

Budget Implications:

Attendance at the Annual General Meeting is free for all elected members and officers from local governments who are members of WALGA.

The cost for attending the Conference is based on the level of attendance, ranging from \$1,300 for full attendance to \$650 for a single day plus any nominated function costs.

There are sufficient funds allocated in the budget to cover travel, accommodation, training and conference expenses.

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Nil.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.3	To collaborate and build partnerships with the Government sector to optimise resources and service delivery.

Relevant Precedents:

Council has previously been represented by elected members and officers at WALGA Annual General Meetings and Conventions.

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	WALGA Annual General Meeting – Appointment of Delegates
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category	Health N/A
	Financial N/A
	Service Interruption N/A

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

	Legal and Compliance	Failing to appoint voting delegates will impact on the attendee to vote at the AGM.
	Reputational	Failing to vote and participate in the AGM may result in diminished confidence in Council representing the constituents of Collie.
	Environmental	N/A
	Property	N/A

Comment:

Council should appoint voting delegates for the WALGA Annual General Meeting if they wish to be represented at the Meeting. It is recommended that Council appointment proxies for the two nominated Councillors, which in the absence of an elected member is proposed to be the Chief Executive Officer.

The Convention brings together elected members, suppliers, officers and key stakeholders and provides networking and collaboration opportunities. Elected members may benefit from attending the Annual General Meeting and Convention.

11.2 Review of Delegations	
Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/043
Appendices:	Appendix 11.2.A – Draft Register of Delegations 2026/27
Voting Requirement	Absolute Majority

Report Purpose:

The purpose of this report is to complete the annual review of the Register of Delegations.

Officer's Recommendation/Council Decision:		Resolution: 9814
Moved:	Cr Faries	Seconded: Cr Moyses
<i>That Council:</i>		
<i>Acknowledges that it has completed its annual review of delegations and duties to the Chief Executive Officer, as empowered by the Local Government Act 1995, Regulations, and other relevant statutes.</i> <i>In accordance with Section 5.46(2) of the Local Government Act 1995, adopts the Register of Delegations 2026/27, as included in Appendix 11.2.A.</i>		
		Carried: 8/0
For:	<i>Cr Miffling, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

Background:

The *Local Government Act 1995* empowers Council to delegate certain powers and duties to the Chief Executive Officer (CEO) to enable the efficient administration of Council functions. Section 5.46 requires the delegations to be reviewed at least annually.

Under section 5.42(1), a local government may delegate any of its powers or duties to the CEO, with the exception of powers that require an absolute majority of Council or those that are expressly excluded under the *Local Government Act 1995*.

The attached Draft Register of Delegations 2026/27 (Attachment 11.2.A) outlines the powers and duties delegated by Council to the CEO, together with the CEO's sub-delegations to other officers.

Delegations support the effective operation of local government by allowing decisions to be made at the appropriate administrative level. They are commonly used where:

- the efficient conduct of local government business would be impractical if Council or the CEO were required to personally exercise every power or perform every duty; and
- the CEO needs to authorise other employees to exercise delegated powers, make decisions, or perform duties on behalf of the local government.

In accordance with the *Local Government Act 1995*, all delegations by Council must be made by absolute majority and recorded in a register.

Statutory and Policy Implications:

Local Government Act 1995

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 5.16 - Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.* Absolute majority required. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

5.43. Limits on delegations to CEO 28

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

5.44. CEO may delegate powers and duties to other employees

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,*
are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*

conditions *includes qualifications, limitations or exceptions.*

5.45. Other matters relevant to delegations under this Division

- (1) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
 - (a) *a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and*
 - (b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*
- (2) *Nothing in this Division is to be read as preventing —*
 - (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
 - (b) *a CEO from performing any of the CEO's functions by acting through another person.*

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

Section 9.10 - Appointment of authorised persons - The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. The local government is to issue the authorised person with a certificate stating the person is so authorised.

Bush Fires Act 1954

Section 59 (3) - A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

Section 48 (1) - A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act.

Graffiti Vandalism Act 2016

Section 16 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

Section 17 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

Food Act 2008

Section 118 - A local government is authorised to empower an officer to undertake duties as defined by the Act.

Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016

Section 26 - Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder: Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

Cat Act 2011

Section 44 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Section 45 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

Dog Act 1976

Section 10 AA - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Town Planning and Development Act 2005

The Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Collie Local Planning Scheme No. 6 provides Council the power to delegate power to the Chief Executive Officer.

Building Act 2011

Section 127 of the Building Act 2011 enables local governments to delegate any of its powers or duties as a permit authority under the Act. Such a delegation can only be made to an employee of the local government as per the Local Government Act 1995 section 5.36 [Chief Executive Officer].

Public Health Act 2016

The Environmental Health Officer [EHO or PEHO] should be delegated the powers (in the list) for the performance of his/her day-to-day duties. There may, from time to time, be an urgent or emergency situation pertaining to public health in which prompt action by an EHO is required.

There are a number of items on the list which would not pertain to any emergency but such a part of the normal day-to-day functions of an EHO and well within the capabilities and competencies of an EHO.

There are a handful of significant emergency powers which are not included in the list. They pertain to events and matters which only a Chief Executive Officer should preside over.

Budget Implications:

While this report does not have any direct budget implications, various Delegations contained within the Delegations Register have budget allocations and implications.

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Not applicable.

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:

Council consider delegations annually in accordance with the *Local Government Act 1995*. The last review was undertaken on the in September 2025, when Council resolved (Res: 9648) to adopt the reviewed delegations.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Review of Delegations	
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)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	That services are delayed if the CEO or relevant officers do not have the necessary delegations to ensure service provision.
	Legal and Compliance	That the Shire does not meet its compliance obligations if not reviewed or if the delegations are not in accordance with statutory requirements.
	Reputational	Not reviewing in accordance with the <i>Local Government Act 1995</i> may lead to loss of confidence by the community or State Government.
	Environment	N/A
	Property	N/A

Comment:

Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer. Where appropriate, the Chief Executive Officer may on-delegate authority to other officers for operational reasons. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

The key changes from the 2025/26 Delegation Register are:

- Removal of 2.1.1 Delegation from Council to Audit Risk and Improvement Committee. Following changes to the *Local Government (Audit) Regulations 1996* the duties and powers in sections 7.12A(3) and (4) of the *Local Government Act 1995* are now official functions of the Audit, Risk and Improvement Committee.
- Removal of 2.1.2 Delegation from Council to the Behaviour Complaints Committee. The *Local Government (Model) Code of Conduct Regulations 2021* was amended on 1 January 2026. Clause 14B(1) prescribes that the Council must carry out the functions listed in clauses 12 and 13 of the Model Code of Conduct. These functions are no longer capable of delegation. However, a Council may:
 - Authorise, by absolute majority resolution, a committee of Council comprising Council Members only to perform a function for and on behalf of the Local Government (r.14B(2)).

- Authorise, by absolute majority resolution, a person (excluded persons are prescribed) to perform a function for and on behalf of the Local Government [r.14B(3)]. The resolution of Council authorising a person, must include the matters prescribed in r.14B(4).
- Removal of some conditions under delegation 2.2.19 Tenders for Goods and Services – Exempt Procurement, as these conditions are covered by the Procurement Policy which outlines the processes around procurement and exemptions.
- Increase the amount in conditions c. and d. of delegation 2.2.24 from \$20,000 to \$50,000.
- Minor alterations and corrections to various delegations including changes to referenced legislation, position titles, and policy numbers, and clarification around conditions. These changes do not alter the power delegated or the intent of the associated conditions.

The Shire of Collie 2026/27 Register of Delegations has been reviewed by the CEO and is presented for Council consideration and adoption.

11.3 Request to Participate - Bunbury Geographe Tourism Partnership Subcommittee	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	N/A
File Number:	N/A
Appendices:	11.3.A – Letter Bunbury Geographe Tourism Partnership Subcommittee
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a response to the Bunbury Geographe Group of Councils request to join the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee member and to contribute to the costs of BGTP Subcommittee.

Officer's Recommendation/Council Decision:

Resolution: 9815

Moved: *Cr Italiano*

Seconded: *Cr Hansen*

That Council, in response to the notification that the Bunbury Geographe Group of Councils has resolved to establish the Bunbury Geographe Tourism Partnership as a subcommittee, decline the request to join the Bunbury Geographe Tourism Partnership as a subcommittee member and decline the request to contribute to the costs of the subcommittee.

Carried: 8/0

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

Against: *Nil*

Background:

The Bunbury Geographe Group of Councils (BGGC) has operated as a voluntary association through a Memorandum of Understanding (MOU) since 1998. Over the years, member Councils have built a proactive organisation, providing regional advocacy through a formal alliance. This syndicated approach has proven successful, fostering productive collaboration for the betterment of the entire region. As of 2025, BGGC members included the City of Bunbury and the Shires of Capel, Dardanup, Donnybrook-Balingup, Harvey, and Collie.

However, at the scheduled BGGC meeting on 8 May 2025, the group discussed the possibility of employing a dedicated full-time Executive Officer. The meeting also noted that some member Councils were considering ways to make the group more active and outcome-focused, moving beyond its traditional advocacy role. These discussions and subsequent resolutions prompted member Councils to formally reconsider their ongoing membership in the Bunbury Geographe Group of Councils under a proposed new operating structure.

On 9 December 2025, in relation to the above, the Shire of Collie Council resolved:

That Council, in response to the recommendations received from the Bunbury Geographe Group of Councils (BGGC) meeting held on 28 November 2025, resolved (Resolution 9712) the following:

That the Shire of Collie does not support Recommendation A relating to the Draft Governance Review Workshop Outcomes.

- *That the Shire of Collie does not support the draft BGGC Memorandum of Understanding, Governance Charter, Code of Conduct and Executive Officer funding model for the BGGC.*
- *That the Shire of Collie gives notice of its intention to withdraw from the BGGC at the end of 2025/26 in accordance with Clause 9.1 of the BGGC Memorandum of Understanding, effective from 30 June 2026.*
- *Based on withdrawal from the BGGC, the Shire of Collie gives notice to withdraw from the Bunbury Geographe Tourism Partnership at the end of 2025/26 in accordance with Clause 6.5 of the BGGC Memorandum of Understanding, effective from 30 June 2026*

As an outcome of Council resolution of the above, the Shire wrote to BGGC and ceased to be a member of BGGC and Bunbury Geographe Tourism Partnership on 30 June 2026.

Statutory and Policy Implications:

Local Government Act 1995

The Bunbury Geographe Tourism Partnership (BGTP) is a continuing project under the Bunbury Geographe Group of Councils (BGGC) Memorandum of Understanding, which was previously signed by the Shire of Collie. However, the Shire of Collie has formally withdrawn from the BGGC and BGTP.

Budget Implications:

The 2026/27 budget includes within GL#198330 \$20,000 towards a Regional Tourism Initiatives. This provides flexibility for Council to consider and determine throughout the year which specific tourism initiatives it would like to support.

The Long-Term Financial Plan includes a general ongoing provision of \$20,000 towards Regional Tourism Initiatives.

Budget – Whole of Life Cost:

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Communications/Consultation Requirements:

N/A

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing.

Relevant Precedents:

The Shire of Collie has supported the Bunbury Geographe Tourism Partnership and regional tourism initiatives in previous years.

The existing Bunbury Geographe Tourism Partnership and Service Level Agreement contracts initially concluded in October 2024 but were extended to 30 June 2026. They have now expired.

The Regional Tourism Strategy 2024-2027 proposes that the tourism marketing program continues to be guided by the BGGC CEO's, with this group setting the strategic directions of the program and endorsing the Strategic Plan.

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	Request to Participate - Bunbury Geographe Tourism Partnership Subcommittee	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Tourism funding is available within the budget but needs to be optimised.
	Service Interruption	N/A
	Legal and Compliance	The Shire has previously withdrawn from the MOU.
	Reputational	The Shire may receive negative feedback about not contributing.
	Environment	N/A
	Property	N/A

Comment:

On 15 July 2026, the Bunbury Geographe Group of Councils (BGGC) wrote to the Shire of Collie to advise that, on 27 March 2026, the BGGC had resolved to establish the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee of the Board. As part of this resolution, the BGGC further resolved to invite the Shire of Collie to become a member of the subcommittee, to allow for continued participation and contributions towards the objectives of the BGTP.

The BGGC also advised that the group was awaiting the finalisation of Member Councils' budgets, with the intention to appoint a part-time BGTP Officer to coordinate day-to-day activities, including working group coordination, website and social media management, and other promotional initiatives, once all contributions are confirmed.

The BGGC requested a response regarding the Shire of Collie's interest in the subcommittee by Friday, 24 July 2026. As the request matter required Council consideration, an extension was sought and granted until 12 August 2026.

Given Council's previous detailed consideration and decisions regarding both BGGC and BGTP membership, and in light of the predicted reduced decision-making power under the subcommittee structure, it is recommended that the Shire of Collie decline the invitation to join the Bunbury Geographe Tourism Partnership (BGTP) as a subcommittee member.

11.4 Request to Participate – Southwest Sports Awards 2026	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	N/A
File Number:	N/A
Appendices:	Appendix 11.4.A – Letter of invitation – 2026 Southwest Sports Awards Appendix 11.4.B – 2026 Southwest Sports Awards – Regional Partnership Proposal
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a response to the City of Bunbury request to participate in the Southwest Sports Awards 20206.

Officer's Recommendation:

That Council:

- 1. resolves to participate in the 2026 Southwest Sports Awards as a Gold partner.*
- 2. resolves to fund the \$2,500 contribution as a Regional Resource Sharing Initiative from GL#104600.*

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 due to feedback from the Sports Awards Sub-Reference Group indicating that, at this stage, it would be preferable to concentrate on the local Collie sports awards.

Council Decision	Resolution: 9816
Moved: Cr Italiano	Seconded: Cr Faries
<i>That Council:</i>	
<i>1. resolves to not participate in the 2026 South West Sports Awards;</i> <i>2. resolves to refer this matter back to the Sports Awards Sub-Reference Group to gauge interest, if any, in participating in the future;</i> <i>3. advises the South West Sports Awards organisers of "1" and "2".</i>	
Carried: 8/0	
For:	Cr Miffling, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.
Against:	Nil

Background:

Correspondence has been received from the City of Bunbury inviting the Shire of Collie to join the Southwest Sports Awards 2026, which is to be held at the Mantra Lighthouse in Bunbury on Saturday 14 November 2026 – refer to Appendix 11.4.A.

The Southwest Sports Awards aim to recognise and celebrate the outstanding achievements and contributions in the Southwest sports community. The awards are a collaborative initiative to acknowledge the achievements of athletes while recognising the essential contribution of coaches, officials, volunteers, clubs and sporting organisations that make community sport possible. The invitation is aimed at including all Southwest municipalities in this awards ceremony, making this a truly Southwest event.

The 2026 Southwest Sports Awards – Regional Partnership Proposal is included in Appendix 11.4.B. Partnership options are Gold (\$2,500) or Silver (\$2,000), with each option providing different levels of recognition and promotion.

By becoming a partner, the Shire of Collie will:

- enable local Collie athletes, teams and clubs to be recognised through the Southwest Sports Awards.
- Demonstrate leadership in supporting regional sport and community wellbeing.
- Contribute to a collaborative initiative celebrating sporting excellence across the Southwest, and
- Join neighbouring local governments in strengthening regional partnerships and community pride.

Statutory and Policy Implications:

The 2026 Southwest Sports Awards – Regional Partnership Proposal is included as appendix 11.4.B, which will include a Partnership Agreement if the Shire of Collie is involved.

Budget Implications:

The 2026/27 budget includes within GL#104600 \$10,000 towards Regional Resource Sharing Initiatives. This provides flexibility for Council to consider and determine whether it wishes to support the Regional Sports Awards as a suitable regional initiative as a Gold member for \$2,500.

The Long-Term Financial Plan includes a general ongoing provision of \$2,000 as a donation towards the Southwest Academy of Sports.

Budget – Whole of Life Cost:

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Communications/Consultation Requirements:

N/A

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing.

Relevant Precedents:

The Shire of Collie has supported the regional sporting events in previous years.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Request to Participate - Southwest Sports Awards 2026	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Sport recognition funding is available within the budget but needs to be optimised.
	Service Interruption	N/A
	Legal and Compliance	A Partnership Agreement would be established between participating local governments.
	Reputational	The Shire may receive negative feedback about not contributing.
	Environment	N/A
	Property	N/A

Comment:

A Shire Councillor recently participated in a meeting regarding this proposal. If time permits, it is also proposed to obtain the feedback of the former Sports Panel members, now reformed as the Events & Awards Reference Group, Collie Sports Awards sub-group.

Based on anticipated feedback and previous support for this type of event, it is recommended that the Shire of Collie support as a Gold member participation in the Southwest Sports Awards event.

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

13.1 Proposed Extractive Industry (Gravel Extraction – Stage 2) - Lot 1123 (No. 81) Lawson Rd, Palmer	
Reporting Department:	Development Services
Reporting Officer:	David Quelch – Manager Planning and Development
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	<i>Planning and Development Act 2005</i>
File Number:	A3549
Appendices:	13.1.A – Application 13.1.B – Location Map 13.1.C – Schedule of Submissions 13.1.D – Confidential Appendix Signed Main Roads WA Agreement
Voting Requirement	Simple Majority

The Chief Executive Officer advised that Item 13.1 had been withdrawn by the applicant prior to the meeting.

Cr Hill-Power declared a financial interest in Item 13.2, that nature of that interest being that Cr Hill-Power has a business in the same industry as proposed by the proponent. In accordance with s. 5.68(1) of the *Local Government Act 1995*, Cr Hill-Power requested the approval of the meeting to be allowed to participate in the discussion, but not the decision making, relating to the matter.

Cr Hill-Power left the meeting at 7:28pm whilst Council considered the request.

Council Decision:		Resolution: 9817
Moved:	Cr Faries	Seconded: Cr Hansen
<i>That Council decline Cr Hill-Power's request to participate in discussion relating to Item 13.2.</i>		
		Carried: 7/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

The CEO left the meeting at 7:30pm to advise Cr Hill-Power of Council's decision.

The CEO returned to the meeting at 7:31pm.

13.2 Application for Development Approval (Change of Use) – Holiday House - 193 Steere Street Collie (P045/26)	
Reporting Department:	Development Services
Reporting Officer:	Ryan Varis – Building Surveyor Technician
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	<i>Planning and Development Act 2005</i>
File Number:	A2644
Appendices:	13.2.A – Subject Property and Floor Plan 13.2.B – Operational Management Plan 13.2.C – Schedule of Submissions
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider an application for development approval for the change of use of a single house to a holiday house at Lot 16 (No. 193) Steere Street, Collie.

Officer's Recommendation/Council Decision:

Resolution: 9818

Moved: Cr Faries

Seconded: Cr Italiano

That Council approves the Development Application P045/26 for a change of use from single house to holiday house at Lot 16, No. 193 Steere Street, Collie, in accordance with the approved plans in appendix 13.2.A and subject to the following conditions:

1. *All development shall be in accordance with the approved development plans which form part of this planning approval.*
2. *This planning approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period for which the Shire of Collie has granted prior written consent.*
3. *Guest parking is not permitted to occur on the verges within Steere Street or Vincent Street, except when wholly contained within the driveway on Vincent Street.*
4. *Prior to commencement, signage is to be implemented to display the relevant contact details for the manager of the property (for the purpose of directing complaints), to the satisfaction of the Shire of Collie. Signage for the business to be limited to 0.2m2, unless otherwise agreed by the Shire.*
5. *The approved development shall not cause injury or adversely affect the amenity of the neighbourhood and the owner/operator shall manage the behaviour of guests so that they do not unreasonably impact on adjacent neighbours.*
6. *The Operation Management Plan endorsed within this approval is to be implemented for the duration of the development to the satisfaction of the Shire of Collie.*

Carried: 5/2

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Moyses.

Against: Cr Smith, Cr Wells

Background:

An application for Development Approval has been lodged with the Shire by Willie Kean Wei Ooi and Melatiah Indah Nimalasari for a change of use of the existing single house to a holiday house at 193 Steere Street, Collie. (Refer Appendices 13.2.A).

Description of Site and Surrounds

The subject site is located on the corner of Steere Street and Vincent Street, has an area of approximately 1075m² and features a single dwelling, attached games room, double-car garage and garden shed. The site is lightly vegetated, and has a downward fall towards both the western rear boundary and the southern side boundary.

The site is approximately 800m north-east of the town centre, and the Collie District Hospital is opposite the property frontage. The surrounding area is zoned Residential, with a density code of R20 across surrounding properties. Most dwellings and associated outbuildings are setback in a manner consistent with the Residential Design Codes.



Figure 1 - Aerial Image of Site and Surrounds

Application

The proposal seeks development approval for a change of use from a Single House to a Holiday House at the above location.

Details as follows:

- 4 bedroom un-hosted short-stay accommodation
- Maximum 10 persons per stay
- Check-in at 3 pm, check-out at 11 am
- Operational Management Plan has been submitted that includes guests, noise, parking, waste, and complaints management measures.

Statutory and Policy Implications:

Shire of Collie Local Planning Scheme No. 6

The subject site is zoned Residential under Local Planning Scheme No. 6. The objectives of the Residential zone seek:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development.*

Holiday House is a 'D' use in the Residential zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

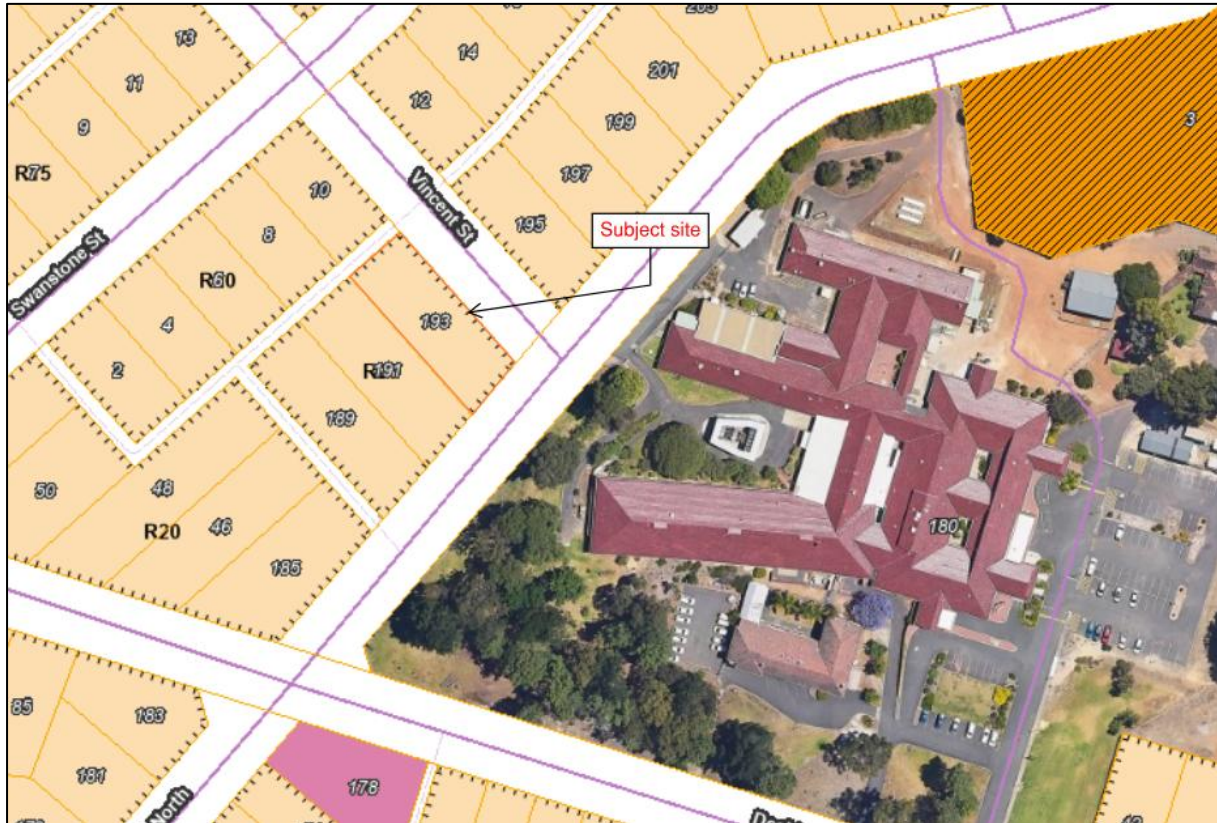


Figure 2 - Zoning Map

Clause 40 Land use terms used

Pursuant to this clause, **holiday house** means *a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.*

The proposed holiday house meets these above requirements.

Local Planning Policy 4.3 – Holiday Homes

The objectives of this policy seek to:

1. *Provide clear guidance regarding the assessment of applications for development approval for Holiday Homes;*
2. *Identify circumstances in which Holiday Homes will be supported, and circumstances in which holiday homes may be supported, given more detailed consideration; and*
3. *Balance the interests of residents, Holiday Home owners and the community as a whole.*

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

Local Planning Scheme No. 6 – Amendment 3

Proposed Local Planning Scheme No. 6 Amendment 3 seeks to implement the State Government's planning reforms for short term rental accommodation. This amendment has been advertised, adopted by Council and submitted to the Minister for Planning for consideration and decision. Therefore, this amendment requires consideration in the assessment of this application.

As part of this proposed amendment, the 'holiday house' land use will be removed, along with 'bed and breakfast', 'holiday accommodation', 'motel', 'serviced apartment' and 'tourist development', which are being replaced with 'hosted short-term rental accommodation',

‘unhosted short-term rental accommodation’ and ‘tourist and visitor accommodation’. Under the proposed amendment the above application would be considered an ‘unhosted short-term rental accommodation’ and would be considered as an ‘A’ use under the Local Planning Scheme.

Budget Implications:

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

The application was advertised pursuant to clause 64 of the Deemed Provisions with letters sent to adjoining landowners and occupiers. Advertising was for a period of 14 days, commencing on 25 June 2026 and concluding on 10 July 2026.

Two objections were received which are discussed in the ‘Comments’ section of the report. For full details of submission and applicant’s and officer’s response, refer to Appendix 13.2.C –Schedule of Submissions.

Strategic Implications:

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

Relevant Precedents:

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

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Proposed Change of Use to Holiday House – 193 Steere Street, Collie	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	Approval conditions	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	N/A

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

	Legal and Compliance	Legislative appeal provisions apply.
	Reputational	Person or parties may not agree with the development application decision. Addressed through development approval condition(s).
	Environment	N/A
	Property	N/A

Comment:

Consideration of Character and Amenity

The proposal meets the planning scheme definition requirements, and is consistent with the Policy Statements of *Local Planning Policy 4.3 – Holiday Homes*. Meeting these requirements indicates there is sufficient control in place to allow the use to occur without adversely affecting the amenity of the area. The dwelling for which the change of use is proposed is set back from all adjacent neighbours by a distance substantially greater than the minimum requirements required for a house under the R-Codes, with the separation contributing positively to mitigate any undue noise concerns that may arise from quiet enjoyment. Concern was raised regarding vehicle access to the property, which can be appropriately managed through conditions and controls to limit vehicle access to the property off Vincent Street only.

Further to the above, the applicant has submitted an Operational Management Plan (OMP) that includes measures to mitigate against amenity impacts, with a nominated manager who will be responsible for the handling of management of complaints, as well as policies and procedures in place to manage waste, noise and anti-social behaviour. These, combined with the State Government’s support through the Short Term Residential Accommodation register and requirements gives appropriate controls to the Shire to manage and control short term accommodation land uses, by allowing suspension or termination of registration where required (which prevents short term accommodation providers from being able to lawfully operate their property).

Safety

Submissions received regarding this application referred to concerns regarding safety impacts from the holiday house use. These concerns are adequately addressed through the supplied OMP, as there will be an appointed property manager to address these concerns in a timely and appropriate manner, with a sufficient complaints handling process outlined. It is recommended that the contact details for the manager be prominently displayed at the property to allow for any complainants to contact the property manager efficiently, and as such a condition is recommended to be imposed (Condition 4).

Noise

Submitters also provided concerns to unreasonable noise level that may arise from this change of use. The OMP provides adequate controls through the planned noise management procedures, and the property manager will be responsible for dealing with any complaints as outlined above. It is determined that there are appropriate noise management controls in place, with check-in occurring from 3 pm, and check-out occurring from 11 am, reducing any potential noise imposition that can occur with earlier mandatory check-out times. The number of guests is restricted to 10 persons, and no parties or amplified music permitted to occur at the property. Additionally, the dwelling is set off the adjoining property boundary by a greater

distance than standard for residential development, allowing for greater noise mitigation from dispersal and attenuation occurring between the property and surrounding dwellings.

Privacy

Concern was raised regarding overlooking, due to the natural camber of the surrounding lots. Whilst the dwelling was constructed prior to the Residential Design Codes (R-Codes) being in effect, the separation of the dwelling from the adjacent and adjoining properties meets all the deemed-to-comply requirements for visual privacy, with the dwelling set back 6m from the adjoining boundary (minimum required separation), and the outdoor living area being set 8m from the adjoining boundary (greater than the 7.5m minimum required separation).

Vehicle Parking & Access

Vehicle access concerns were also raised, as there has been concern regarding the utilisation of crossovers on Steere Street (not associated with the development location), as there is no current vehicle access arrangement on Steere Street. As the property is bounded by two streets (Steere Street and Vincent Street), there is a preference to direct traffic off the busier primary street and onto the quieter secondary street. As Steere Street is seen as the busier street, it is considered the primary street, so current vehicle access is restricted to Vincent Street only. Given this arrangement, and the difficulty that would be imposed in requiring a crossover to be installed in a manner consistent with Australian Standard 2890.1: Off-street parking facilities, it is recommended that a condition be imposed restricting vehicle parking and access to occur off Vincent Street only. Additionally, it is recommended that there will be no verge parking permitted, as there is no safe access arrangement off the current kerbing, and could lead to undue damage to the verge through excessive vehicle movements (Condition 3). To support this, the applicant has included these proposed restrictions within their OMP, and has pre-emptively installed 'No Parking' signs facing Steere Street, and facing the verge along Vincent Street.

Conclusion

Overall, the proposed 'Holiday House' will contribute positively to the short stay accommodation offerings within the community and will not have an adverse impact on adjoining owners/occupiers or the local area. Therefore, it is recommended that the proposed change of use to Holiday House is approved, subject to conditions.

Cr Hill-Power returned to the meeting at 8:08pm.

14. CORPORATE SERVICES REPORTS

14.1 Financial Management Report – June 2026	
Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.1.A – Financial Report – June 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 June 2026.

Officer's Recommendation/Council Decision:		Resolution: 9819
Moved:	Cr Hill-Power	Seconded: Cr Italiano
<i>That Council receive the Financial Management Report for 30 June 2026 as presented in Appendix 14.1.A..</i>		
		Carried: 8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.</i>	
Against:	<i>Nil</i>	

Background:

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

Statutory and Policy Implications:

Local Government Act 1995

6.4. Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*

Local Government (Financial Management) Regulations 1996**34. Financial activity statement required each month (Act s. 6.4)**

(1A) *In this regulation—*

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

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing*
 - (a) *deleted*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown according to nature and type classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

Local Government (Financial Management) Regulations 1996**35. Financial position statement required each month**

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
 - (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*

- (2) *A statement of financial position must be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

Budget Implications:

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:

Each month Council is presented a monthly Financial Management Report.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Financial Management Report – June 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 14.1.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.

The Financial Management Reports included in Appendix 14.1.A do not include end of year adjustments for the year ended 30 June 2026. The figures presented are unaudited and subject to change. The final position for the 2025/26 financial year will be reported in the 2025/26 Annual Financial Statements.

14.2 Accounts Paid – 16 June to 15 July 2026

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance Manager
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.2.A – List of Accounts Paid Appendix 14.2.B – List of Purchasing Card Payments
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 16 June 2026 to 15 July 2026

Officer's Recommendation/Council Decision:

Resolution: 9820

Moved: Cr Hansen

Seconded: Cr Faries

That Council:

1. *NOTES the Chief Executive Officer's list of accounts for the period 16 June 2026 to 15 July 2026 paid under delegation in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.2.A totalling \$1,042,033.45.*
2. *NOTES the reported card transactions for the the period 16 June 2026 to 15 July 2026 in accordance with Regulation 13A(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.2.B totalling \$5,753.22.*

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, 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 June 2026 to 15 July 2026
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)

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

Risk Category	Health	N/A
	Financial	That payments are not made in accordance with Shire’s policies and procedures.
	Service Interruption	N/A
	Legal and Compliance	Not reporting the list of accounts to Council is a contravention of the <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 14.2.A and 14.2.B.

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

Nil.

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

Nil.

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**Shire President Cr Miffing**

- 15 July — met for interview with Ms Isabella Dellerba as correspondent for Le Monde newspaper in Paris to discuss the Just Transition process in Collie.
- 21 July – attended a presentation by the Chamber of Commerce regarding the operations of the Collie Jobs & Skills Centre in Forrest Street.
- 21 July – met with the State Training Board (Dept of Training & Workforce Development) for discussions and a tour of Collie industry sites (Muja Power Station, Synergy CBESS, WesTrac autonomous training centre).
- 23 July – met with Ms Rikki Clarke from Creative Spaces to chat about Collie's history in the energy space (preparation for an upcoming display at the WA Museum in Perth).
- 28 July – attended a meeting at Collie PCYC where discussions were held for NAIDOC celebrations in Collie (which will be held on Friday 9th October 2026).
- 28 July – met with Mr Peter Smith who is conducting an assessment across PCYC operations in WA and to gain an understanding of how Collie PCYC is operating.
- 29 July – participated in a Teams meeting with Dr Emma D'Antoine from Curtin University to discuss a project she is working on relating to housing shortages across the State where renewal energy projects are happening and the impact increases in project workforces is having on housing availability.
- 30 July – attended a Chamber of Commerce 'Business Connections' evening at the new Voltage Lodge (former Collie Co-op building in Steere Street) to hear about the development and to view the new accommodation units – this is wonderful new development for the town and the accommodation units have been designed and built to an exceedingly high standard.
- 4 August – attended another attempt to conduct an AGM for the Mineworkers' Institute (2nd attempt that's been held) for the purpose of forming a management committee for the future management of the Institute but the attempt had to once again be abandoned due to insufficient attendance by members of the public (there is a danger that the whole management of the Institute may well fall into limbo and become unserviceable to the public).
- 7 August – attended the 30th anniversary celebrations of the Collie Italian & Sporting Club at its Ewing Street premises and gave an address on behalf of the Shire (after the Hon Dr Tony Buti MLA, WA Attorney General and State Government Minister for a number of Ministerial portfolios gave an address as a special guest for the occasion).

Deputy Shire President Cr Italiano

- July 14 – attended citizenship ceremony in council chambers.
- July 22 – met with Creative Spaces and Collie Delivery Unit representatives regarding a planned Collie display at the WA Museum.

- August 6 – attended the Tourism and Economic Development Committee meeting.

Cr Hill Power

- 30 July – attended the event at the Voltage Lodge.
- 27 July – attended the South West Regional Road Group meeting.

Cr Smith

- 23 July – attended a meeting of the Collie Visitor Centre Committee.
- 6 August – attended the Tourism and Economic Development Committee

Cr Wells

- 6 August – attended the Tourism and Economic Development Committee

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

Council Decision:

Resolution: 9821

Moved: Cr Hansen

Seconded: Cr Faries

That in accordance with Section 5.23 (2) of the Local Government Act 1995, that the meeting is closed to members of the public to enable Council to consider a matter relating to the recruitment or employment of a senior employee, with the following aspect(s) of the section of the Act being applicable to these matters:

- (b) *a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —*
 - (i) *the termination of employment;*
 - (ii) *a review of performance under section 5.38.*

Carried: 8/0

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

Against: Nil.

Staff, with the exception of Mr Anastasakis, and members of the public and the press left the meeting at 8:29pm.

20.1 Staff Matter	
Reporting Department:	Chief Executive Officer
Reporting Officer:	Phil Anastasakis - Chief Executive Officer
Accountable Manager:	Phil Anastasakis - Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/111
Appendices:	N/A
Voting Requirement	Simple Majority

Officer's Recommendation/Council Decision:		Resolution: 9822
Moved:	Cr Hanson	Seconded: Cr Wells
<i>That Council:</i>		
- endorse the creation of the Director Community & Culture position as a designated senior employee of the Shire of Collie; and - provide a future report to Council on the related changes needed to the work environment to accommodate the role.		
		Carried: 8/0
For:	Cr Miffling, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.	
Against:	Nil	

Staff returned to the meeting 8:57pm.

Council Decision:		Resolution: 9823
Moved:	Cr Hansen	Seconded: Cr Moyses
<i>That the meeting be reopened to the public.</i>		
		Carried: 8/0
For:	Cr Miffling, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Moyses, Cr Smith, Cr Wells.	
Against:	Nil	

Following consideration of Item 20.1, the meeting was reopened to the public at 9:35 pm.

21. CLOSE

There being no further business the Shire President thanked everyone for their attendance and closed the meeting at 9:37pm.



Shire of
Collie

MINUTES

of the

TOURISM & ECONOMIC DEVELOPMENT COMMITTEE

held on

Thursday, 06 August 2026



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Minutes for the Shire of Collie Tourism and Economic Development Committee Meeting held in the Council Chambers, 87 Throssell Street Collie, on Thursday, 06 August 2026

The Presiding Member, Cr. Michelle Smith, declared the meeting open at 3:00pm and welcomed independent members, councillors and staff.

1. OPENING/ATTENDANCE/APOLOGIES

Appointed Members

Cr Michelle Smith	Councillor
Cr Joe Italiano	Councillor
Cr Rob Wells	Councillor
Phil Anastasakis	Chief Executive Officer
Alex Wiese	Director Development Services

Staff – Non Members

Melissa Souter-Robertson	Tourism & Economic Development Coordinator
Tamara Vening	Development Services Administration Officer

1. DISCLOSURE OF FINANCIAL INTEREST

Forms available for declaration on request.

2. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

2.1 Presentation by Deles Delta on Item 6.1

Presented by Anna Wilson, general manager.

1. Project overview
2. Scope
3. Outputs and timeframes
4. Engagement overview

Committee Decision:

Moved: *Cr Italiano* **Seconded:** *Cr Wells*

That Council suspend Standing Orders.

For: *Cr Smith, Cr Italiano, Cr Wells, Phil Anastasakis, Alex Wiese.*

Against: *Nil*

Carried: 5/0

Committee Decision:**Moved:** **Cr Smith****Seconded:** **Cr Wells***That Council suspend Standing Orders.***Carried: 5/0****For:** *Cr Smith, Cr Italiano, Cr Wells, Phil Anastasakis, Alex Wiese.***Against:** *Nil***3. CONFIRMATION OF THE PREVIOUS MINUTES OF COMMITTEE MEETING**

Not applicable

4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Not applicable

5. OFFICER REPORTS

5.1 Economic Development & Tourism Strategy and Action Plan – Project Plan	
Reporting Department:	Development Services
Reporting Officer	Melissa Souter-Robertson – Tourism & Economic Development Coordinator
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	Not applicable
File Number:	EDV/008
Appendices:	Appendix 5.1.A – ED&T Project Plan Appendix 5.1.B – ED&T Stakeholder Engagement Plan
Voting Requirement	Simple Majority

Report Purpose:

For the Committee to receive an update on the development of the Shire of Collie Economic Development and Tourism Strategy and corresponding Action Plan.

Officer's Recommendation/Committee Decision:

Moved: Cr. Smith

Seconded: Cr Wells

That the Committee:

- 1. Received the Project Plan and Stakeholder Engagement Plan for the development of the Economic Development and Tourism Strategy and Action Plan prepared by Delos Delta contained in appendices 5.1.A and 5.1.B; and*
- 2. Notes further updates and a report will be prepared for Council upon completion of the project, to enable consideration and endorsement of the new Shire of Collie Economic Development and Tourism Strategy.*

Carried: 5/0

For: Cr Smith, Cr Italiano, Cr Wells, Phil Anastasakis, Alex Wiese.

Against: Nil

Background:

At the Ordinary Council Meeting on 10 June 2025, Council received the final update on the Shire's achievements under the 2021–2025 Collie Tourism Marketing Strategy and Destination Management Plan (TMS&DMP). The report noted the plan's expiry and outlined that a new strategy would be developed in 2026, funded through the Shire's Social Investment Agreement with South32 Worsley Alumina.

A review of options in late 2025 determined that the new plan should integrate economic development and tourism, developed with support from a specialised consultancy.

Consequently, a project scope for a Shire of Collie Economic Development and Tourism Action Plan (ED&T) was advertised, and a request for quotes was issued in March 2026. Eleven submissions were received, and two shortlisted consultancies were interviewed. Following evaluation, Delos Delta was selected as the preferred consultancy to develop the Strategy.

An initiation meeting with Delos Delta and Shire Staff was held on 27 May 2026. Delos Delta subsequently prepared a Project Plan detailing the overall approach, stakeholder engagement process, key outputs, and project timeline.

Statutory and Policy Implications:

The report and the Shire of Collie Social Investment Agreement with South32 Worsley Alumina complies with the Council CP1-023 – Community Benefit Fund Policy.

Budget Implications:

The project is fully funded in the 2026/27 budget through the Shire of Collie 3-year \$ 300,000-per-year Social Investment Agreement with South32 Worsley Alumina. Delos Delta was the successful expression of interest applicant with a submitted price of \$42,920 (inclusive of travel).

Budget – Whole of Life Cost:

Costs associated with implementing the Action Plan and reviewing the Strategy will be considered as part of Council's annual budget process. Initiatives and projects are intended to be funded either through the Shire's Social Investment Agreement with South32 Worsley Alumina or allocated to be the responsibility of the relevant project owner.

Communications / Consultation Requirements:

The appointed consultant will work with key stakeholders to develop the Economic Development & Tourism Strategy and Action Plan as outlined in the Project Plan.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Strategic Priority:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
Objective	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To support the tourism and marketing capability within Collie with a focus on destination marketing.

Relevant Precedents:

Council has previously adopted the 2021 Tourism Marketing Strategy and Destination Management Plan, and the new ED&T strategy will supersede this.

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	Economic Development & Tourism Strategy and Action Plan – Project Plan	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Initiatives and projects funded through the Shire’s partnership with South32 Worsley Alumina, or allocated to the relevant project owner.
	Service Interruption	N/A
	Legal and Compliance	N/A
	Reputational	Not progressing with the Strategy risks renewal of the South32 Social Investment Agreement and the perception of Collie’s future.
	Environment	N/A
	Property	N/A

Comment:

The Shire of Collie (Shire) completed its Tourism Marketing Strategy & Destination Management Plan in 2021, successfully implementing many actions that have enhanced Collie’s reputation as a tourism destination. However, rather than renewing the standalone Tourism Marketing Strategy, it is recommended that the Shire plan to embed tourism within a new Economic Development & Tourism Strategy. This approach reflects changes in the local and regional environment, including emerging opportunities, challenges, and evolving community and stakeholder expectations.

The new integrated Economic Development & Tourism Strategy & Action Plan will align tourism initiatives with broader economic development priorities for effective advocacy and action, to position Collie to maximise the benefits of the State Just Transition Plan.

The Economic Development & Tourism (ED&T) Project Plan and Stakeholder Engagement Plan are attached (refer to Appendices 5.1.A and 5.1.B) for the Committee’s endorsement. Feedback from the Committee is welcomed and will inform the ongoing development and implementation of the Strategy. To support this process, Delos Delta has also prepared a presentation for the Committee to facilitate discussion and gather feedback.

5.2 Update - Shire of Collie and South32 Social Investment Agreement

Reporting Department:	Development Services
Reporting Officer	Melissa Souter-Robertson – Tourism & Economic Development Coordinator
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	Not applicable
File Number:	EDV/008
Appendices:	Confidential Appendix 5.2.A – Shire of Collie Social Investment Agreement with South32 Worsley Alumina
Voting Requirement	Simple Majority

Report Purpose:

For the Committee to receive an update on the South32 Social Investment Agreement.

Officer's Recommendation/Committee Decision:

Moved: Phil Anastasakis

Seconded: Cr Smith

That the Committee notes the update on the Shire of Collie Social Investment Agreement with South32 Worsley Alumina, including the achievements and future projects.

Carried: 5/0

For: Cr Smith, Cr Italiano, Cr Wells, Phil Anastasakis, Alex Wiese.

Against: Nil

Background:

At the Ordinary Council Meeting held on 10 June 2025, Council received an update on the Shire of Collie's Social Investment Agreement (the Agreement) and the status of ongoing discussions regarding a new Agreement for 2025/26 through to 2027/28.

A new Agreement was subsequently developed in alignment with South32's published community investment framework and was confirmed on 24 July 2025. Since then, the Shire has submitted its first update report and acquittal to South32 via the SmartyGrants portal.

Statutory and Policy Implications:

Nil

Budget Implications:

An allocation of \$300,000 per annum (excl. GST) is included in the 2025/2026 budget in line with the Agreement. This amount was also included in the adopted 2026/2027 budget.

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:	2	Our Economy
Objective:	2.1	Economic Development
Strategic Priority:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
Objective	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To support the tourism and marketing capability within Collie with a focus on destination marketing.

Relevant Precedents:

The Shire previously held a Social Investment Agreement with South32 covering the period from 2023 to 2025, which primarily focused on tourism and marketing initiatives and the employment of a dedicated professional (based at the Shire) resource to coordinate and deliver the agreed outcomes.

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	South32 Social Investment Agreement	
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)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Initiatives and projects funded through the Shire's partnership with South32 Worsley Alumina are included in the Shire's adopted budget.
	Service Interruption	N/A
	Legal and Compliance	Audited financials and acquittal reports are completed each financial year.
	Reputational	N/A
	Environment	N/A
	Property	N/A

Comment:

The Shire's Tourism & Economic Development Coordinator has continued to coordinate initiatives and deliver outcomes as outlined in the new South32 Social Investment Agreement. Summaries below are progress updates against South32's reporting requirements. The status of current projects under the agreement is as follows:

Economic Development Strategy

Development of an Economic Development & Tourism Strategy and Action Plan (the Strategy) aims to provide a clear vision, identify priority actions, and ensure Collie remains diversified, competitive, and resilient. The Strategy will integrate tourism with broader economic goals and align with regional and state frameworks, with implementation planned for 2026–2028.

Status: In progress. Project mapping and scoping began in January 2026. RFQ released in March 2026; and a consultant was appointed in May 2026. Strategy completion expected by November 2026 for Council approval.

Tourism Strategy Review

Overview: Tourism and Marketing are being integrated into the Economic Development & Tourism Strategy

Status: In progress. Strategy completion expected by November 2026 for Council approval.

Procurement Forum

Overview: The inaugural Collie Procurement Forum & Expo is a single-day event designed to connect local Small to Medium Enterprises (businesses) with large organisations, government agencies, and Tier 1 contractors delivering projects in Collie and the surrounding region. The forum aims to support 'local buying and spend', build supplier readiness, and leverage Just Transition projects by showcasing work opportunities and enabling direct engagement between local businesses and procurement decision-makers.

Status: In progress. Discussions with the Collie Chamber of Commerce & Industry, Southwest Development Commission, and Collie Delivery Unit are ongoing. Expressions of interest for exhibitors are open. The event is scheduled for September 2026 at the Miners Institute Building.

Economic and Tourism Data Insights

Overview: To better understand local business activity, resident and tourist spending, and the impact of events and visitation, the Shire is undertaking a 12-month trial of CommBank Council iQ (Council iQ). Council iQ is a data analytics platform designed specifically for local governments. It uses aggregated and de-identified banking transaction data from over 7 million customers to help councils better understand resident, visitor, and business spending patterns.

Through the use of Council iQ reports will be generated measuring the economic impact of tourism initiatives, events, recreation assets, and major projects, as well as understanding visitor expenditure and resident spending leakage. The key benefits for the Shire are expected to be:

- Better evidence for decision-making
- Economic impact measurement

- Tourism and visitation insights
- Investment attraction support
- Data-driven community planning
- Reduced reliance on surveys and anecdotal information

Status: In progress. July 2026 data will be available by mid-August.

CBD Activation – Pop-Up Shop Pilot Project

This pilot project aims to activate the Collie CBD by partnering with property owners to establish pop-up shops, which are short-term retail offerings operating in vacant stores for periods ranging from a few months to up to 12 months. The project is designed to foster local entrepreneurship and enhance the vibrancy of the town centre.

Status: In progress. The Shire is working with the Collie Chamber of Commerce & Industry and an external pop-up activation specialist. Tenancy activation is expected in late 2026.

Quick Win Tourism Initiatives – Promotional Signage within Wellington National Park

Overview: Installation of promotional signage within Wellington National Park to encourage day visitors and overnight stays in Collie.

Status: In progress. Quotes have been received, and indicative approval obtained from the Department of Biodiversity, Conservation and Attractions. Final design and location of the two signs to be installed is underway. Installation is expected in September 2026. Refer to Appendix 1.

Quick Win Tourism Initiatives – Busselton Airport Posters

Overview: A destination marketing campaign at Busselton Margaret River Airport using seasonal posters to promote Collie, increase brand awareness, and influence travel behaviour. The poster will be updated 4 times a year and the design reviewed annually. Refer to Appendix 2.

Status: Completed. The campaign achieved its objectives, raising Collie's profile as a tourism destination within a key regional gateway and delivering ongoing marketing value. Refer to Appendix 3.

SmartyGrants Program

Overview: Practical grant writing workshops supporting South32's 2026 grants round, aimed at building local capability in preparing strong applications.

Status: Completed. The March 2026 workshop successfully developed local grant writing skills, supporting stronger applications and delivering ongoing community and economic development benefits.

6. GENERAL BUSINESS**6.1 Discuss meeting frequency and dates****6.2 Updates**

Tourism WA Image Library Request for image accreditation

7. TERMS OF REFERENCE**7.1 Terms of Reference – refer to Appendix 7.1.A****8. CLOSE**

There being no further business, the Presiding Member thanked those present for their attendance and declared the meeting closed at 4:26 pm.

Tourism & Economic Development Committee

06 August 2026

APPENDICES

5.1. A	Economic Development and Tourism Strategy Project Plan
5.1. B	Stakeholder Engagement Plan
7.1. A	TEDC Instrument of Appointment and Terms of Reference
1	Wellington NP Promotional Sign Concepts
2 & 3	Busselton Airport Poster Designs and Promotion
5.2. A	Confidential - Social Investment Agreement



Shire of
Collie

Tourism & Economic Development Committee
06 August 2026

Attachment 5.1.A
Economic Development and Tourism Strategy
Project Plan

ENGAGEMENT PLAN

Economic Development and Tourism Strategy. Shire of Collie

This Engagement Plan (the Plan) will support the design, coordination, and delivery of stakeholder consultation for the Economic Development and Tourism Strategy, (the Strategy). Delos Delta will work with the Shire of Collie, (the Shire) to ensure elements of this Plan are tailored to the stakeholder and organisational context of the Shire.

Engagement with business and stakeholders will be critical to support informed planning, project buy-in, and effective governance and implementation.

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<u>Stakeholder Mapping</u>	<u>Schedule</u>
<u>Sessions Allocated</u>	<u>Roles and Responsibilities</u>
<u>Mechanisms</u>	<u>Communications Material</u>

ENGAGEMENT MECHANISMS

In line with the Shire's requirements, Delos Delta propose the below internal and external engagement mechanisms. The specifics of engagement are open to modification with the Shire, and we welcome the opportunity to find engagement methods that are most appropriate for the Shire and its stakeholders.

Stage	Mechanisms	No	Medium	Audience	Outcome
Stage 2	Briefing Meeting	1	Digital	Tourism & Economic Development Committee	Provide an overview of the work to be completed
Stage 2-3	Workshop	1	Digital or In-Person	Project Team	Discuss and agree working strategy structure and directions
	Survey	1	Digital	General Community	Collect quantitative and qualitative data to support the identification of current state strengths, challenges and opportunities and focus areas for economic development and tourism for the Shire
		1	Digital	Key Stakeholders	
	Roundtables	2	In-Person	Key External Stakeholders	Identify current strengths, challenges, and barriers of the Strategy, including the: - Vision and goals - Economy and tourism strengths and weaknesses - Priorities and opportunities - Community vision and wellbeing outcomes
Stage 3	Workshops	6	In-Person	General Community Councilors Executives Tourism & Economic Development Committee General Staff	
				Shire Project Team	
	Findings Workshop	1	Digital		Provide key engagement findings including strategic core
Stage 4	Information Provision	1	Digital	Key Stakeholders	Feedback and socialisation of Strategic Core
	Finalisation Workshop	1	Digital or In-Person	Shire Project Team	Present and finalise Draft Strategy / Action Plan to the Shire for feedback
Stage 5	Presentation	1	Digital	Shire Project Team	Present Final Strategy / Action Plan to the Shire

Stakeholder Mapping

Economic Development and Tourism Strategy. Shire of Collie

INTERNAL STAKEHOLDERS		
Key Stakeholders		General Staff
Councillors		All interested staff from across the organisation
CEO		
Executives		
Senior Leadership/Management		
Tourism and Economic Development Committee		
Shire Project Team		

EXTERNAL STAKEHOLDERS			
Local Businesses	Local Industry	Other Government	Community
Accommodation providers Food and drink providers Retail providers Tourism and attractions	South32 Worsley Alumina Synergy Premier Coal Griffin Coal Cannaponics Westrac Training Centre Magnium Australia Green Steel Bluewaters Worley International Graphite Empowered	Collie Chamber of Commerce Collie Visitor Centre Collie River Valley Marketing Group South West Development Commission Collie Delivery Unit (Part of Department of Premier & Cabinet) Regional Development Australia South West Tourism WA Australia's South West Department of Biodiversity, Conservation & Attractions Trails WA Collie Jobs & Skills Centre	Rotary Club of Collie Lions Club of Collie Inc. Collie Mountain Biking Club All other interested community members
Traditional Owners			
TBC			

Note. Delos Delta will work with the Shire to configure appropriate roundtable settings. Phone or online interviews will be organised for follow-ups as required.

Engagement Sessions

Economic Development and Tourism Strategy. Shire of Collie

INTERNAL STAKEHOLDERS

Workshop Name	Workshop Audience
Councillors	As name states
Executives	CEO and Executives
Tourism and Economic Development Committee	As name states
Shire Project Team	As name states
General Staff	General & interested Staff
Economic Development and Tourism Shire Staff	Staff with a focus in economic development and / or tourism

EXTERNAL STAKEHOLDERS

Workshop/ Roundtable Name	Audience
Economic Development and Tourism Roundtable (invite only)	Key critical stakeholders from the stakeholder mapping list.
Key External Stakeholders 2 (invite only)	Additional external stakeholders from the stakeholder mapping list. Those that would be most beneficial in a roundtable setting.
Key External Stakeholders 3	Additional external stakeholders from the stakeholder mapping list that have not yet been included.
General Community 1	Tourism and Economic Development Focused Community
General Community 2	General Community

Delos Delta's approach to engagement invites collaboration and co-design with direct input into the Strategy development process, and aims to build momentum and buy-in.

In line with the Shire requirements, Delos Delta propose the below internal and external engagement mechanisms. The specifics of engagement are open to modification with the Shire, and we welcome the opportunity to find engagement methods that are most appropriate for the Shire and their stakeholders.

Surveys						
Stage	Survey Type	Audience	No.	Medium	Activities	Outcomes
Stage 3	Community Survey	General Community	1x	Digital	A survey for general community via the Shire communications channels	Collect quantitative and qualitative data to support the identification of current state strengths, challenges and opportunities and focus areas for economic development and tourism for the Shire
Stage 3	Targeted Survey	Key Stakeholders (Economic Development and Tourism)	1x	Digital	A targeted survey for key partners, distributed through internal comms methods	To be drafted
Internal Engagement						
Stage	Session	Audience	No.	Medium	Activities	Outcomes
Stage 2	Briefing meeting	Tourism & Economic Development Committee	1x	Digital	Provide an overview and works to be completed	Discover insights into the current state of economy and tourism in Collie
Stage 3	Meeting	Economic Development Team Meeting	1x	In-Person	Identify current strengths challenges, and barriers of the Strategy, including the:	TBC
	Workshops	General Staff	1x	In-Person	Vision and goals	TBC
		Councillors	1x	In-Person	Economy and tourism strengths and weaknesses	TBC
		Executives	1x	In-Person	Priorities and opportunities	TBC
		Economic Development Shire Staff	1x	In-Person	Community vision and wellbeing outcomes	TBC
Stage 4	Findings and Strategic Core Workshop	Shire Project Team	1x	Digital	Provide key engagement findings including strategic core	Discover challenges, concerns, and ideas amongst key Shire executive team and staff
	Finalisation Workshop	Shire Project Team	1x	Digital	Present DRAFT Strategy / Action Plan to the Shire for feedback	TBC
Stage 5	Presentation	Shire Project Team	1x	Digital	Present FINAL Strategy / Action Plan to the Shire	TBC
External Engagement						
Stage	Session	Audience	No.	Medium	Activities	Outcomes
Stage 3	Roundtables	Key External Stakeholders <i>See Stakeholder Mapping</i>	2x	In-Person	Brief presentation	TBC
	Workshop	Key External Stakeholders <i>See Stakeholder Mapping</i>	1x	In-Person	Roundtable external strengths, challenges, and barriers	Discover challenges, concerns, and ideas amongst key external stakeholders
	Workshop	General Community	2x	In-Person	Brief presentation Workshop vision, aspirations, principles Identify strengths, challenges and opportunities	Discover challenges, concerns, and ideas amongst the community
Stage 4	Information Provision	Key Stakeholders	1x	Digital	Feedback and socialisation of Strategic Core	Discover final changes that need updating

Delos Delta propose the below schedule noting it will be adapted as necessary to suit stakeholder preferences.
 Note, schedule is in AWST.
 In-person engagement is tentatively scheduled for Tuesday 11 to Thursday 13 August 2026.

Time	Duration	Session	Type	Audience See Stakeholder Mapping	Medium	Location	Status
TBC July							
10:00am to 11:00am		Briefing meeting	Internal	Tourism & Economic Development Committee	Digital	Teams	Tentative
	n/a	Survey	External	General Community	Digital	Teams	Tentative
	n/a	Survey	External	Key Stakeholders	Digital	Teams	Tentative
In Person Engagement							
Tuesday 11 August 2026							
4:30pm to 5:30pm	1:00	Meeting	Internal	Economic Development Team Meeting	In-Person	Elected M	Tentative
6:00pm to 7:30pm	1:30	Workshop	External	General Community 1	In-Person	TBD	Tentative
Wednesday 12 August 2026							
9:00am to 10:30am	1:30	Roundtable	External	Economic Development and Tourism Roundtable <i>(invite only)</i> (Key Stakeholders)	In-Person	TBD	Tentative
11:30am to 1:00pm	1:30	Workshop	Internal	Executives	In-Person	Council C	Tentative
2:00pm to 3:30pm	1:30	Workshop	Internal	Cancel: Economic Development and Tourism Shire Staff REPLACE WITH: General Community 3	In-Person	TBD	Tentative
5:30pm to 7:00pm	1:30	Workshop	External	Key External Stakeholders 3	In-Person	TBD	Tentative
Thursday 13 August 2026							
9:00am to 10:30am	1:30	Workshop	Internal	General Staff	In-Person	Council C	Tentative
11:30am to 1:00pm	1:30	Roundtable	External	Key External Stakeholders 2 <i>(invite only)</i>	In-Person	TBD	Tentative
2:00pm to 3:30pm	1:30	Workshop	Internal	Councillors	In-Person	Council C	Tentative
5:30pm to 7:00pm	1:30	Workshop	External	General Community 2	In-Person	TBD	Tentative
Digital Engagement							
Tuesday 25 August 2026							
1:30pm		Findings and Strategic Core Workshop	Internal	Shire Project Team	Digital	Teams	Tentative
Monday 31 August to Monday 07 September 2026							
9:00am		Information Provision	External	Key External Stakeholders	Digital	Teams	Tentative
Friday 2 October – Friday 30 October 2026							
11:00am		Finalisation Workshop	Internal	Shire Project Team	Digital*	Teams	Tentative
Thursday 05 November 2026							
10:00am		Presentation	Internal	Shire Project Team	Digital	Teams	Tentative

ROLES AND RESPONSIBILITIES

To effectively deliver engagement alongside the Shire, Delos Delta anticipates the division of engagement responsibilities as detailed below:

Delos Delta	Shire of Collie
Review all materials, identifying information gaps	Provide material and results from earlier engagement sessions <i>(where appropriate)</i>
Review earlier stakeholder materials, highlighting priority areas	Provide all relevant documents and materials
Design engagement material	Leverage networks to invite participants including hard to reach cohorts
Facilitate engagement	Ensure critical stakeholders are engaged
Record observations and discussions	Communicate and promote engagement process to stakeholders
Synthesise engagement observations	Send engagement invitations
	Drive enthusiasm and buy-in
	Manage registrations
	Manage surveys via the Shire's engagement platform

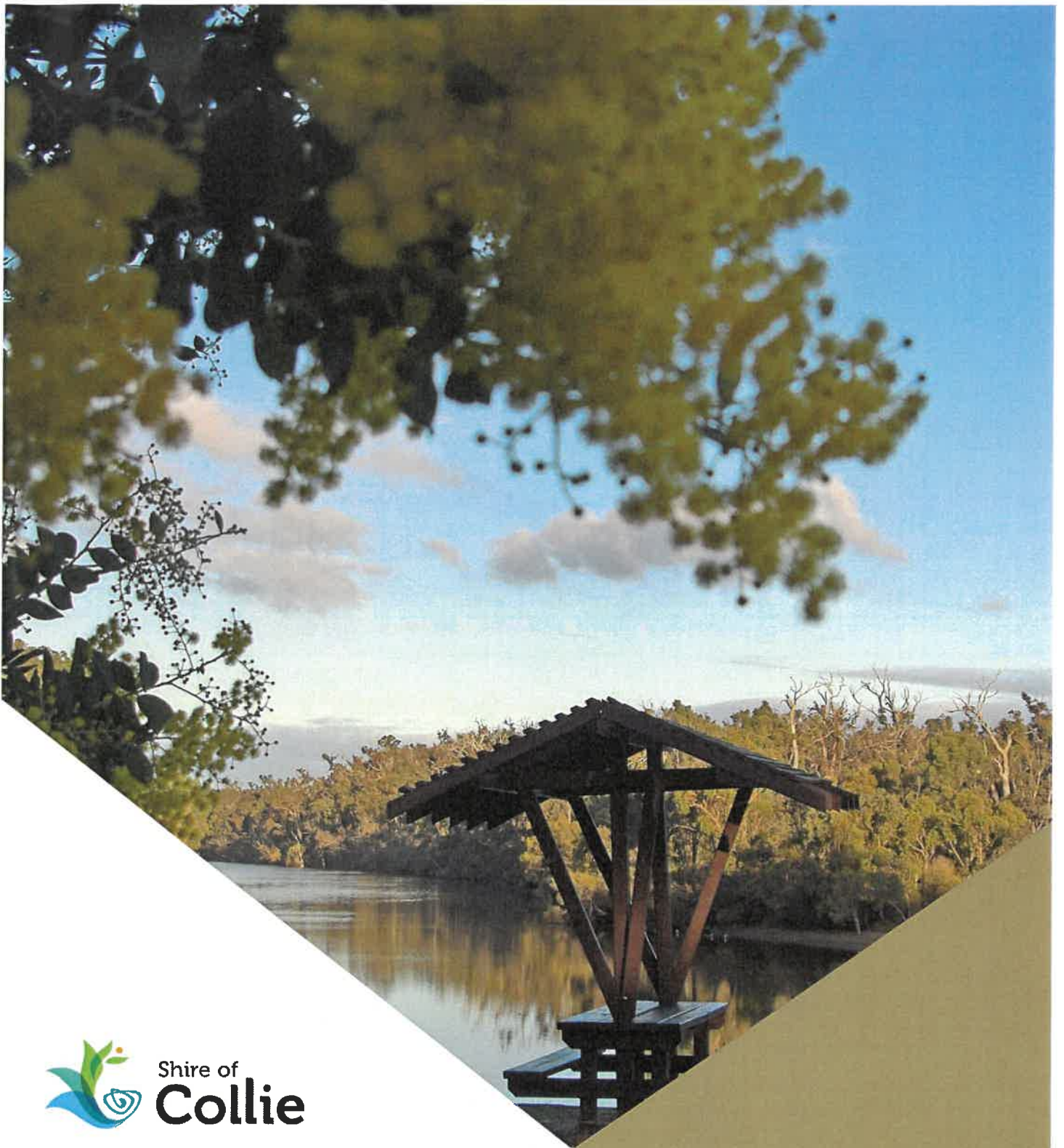
COMMUNICATIONS MATERIAL	
Engagement material is recommended to be used as a base for the Shire's communications regarding the project. Material is intended as a draft only and can be adapted and tailored by the Shire as required.	
Communications material is provided here: LINK	
This document outlines:	
1 Internal engagement invitations	
a Councillors / Executives	
b General Staff	
2 External engagement invitations	
a External Stakeholders	
b General Community	



Shire of
Collie

Tourism & Economic Development Committee
06 August 2026

Attachment 5.1.B
Stakeholder Engagement Plan



Economic Development and Tourism Strategy Project Plan

Shire of Collie

05 June 2026



Economic Development and Tourism Strategy Project Plan

Shire of Collie

05 June 2026

Acknowledgement of Country

Delos Delta would like to acknowledge the Ngunnawal, Ngambri, Boon Wurrung and Wurundjeri Peoples who are the traditional owners of the land on which we work. We would like to express our respect for their Elders past and present.



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1. Introduction



The Shire of Collie (the Shire) has engaged Delos Delta for the development and delivery of its Economic Development and Tourism Strategy and associated Action Plan. This document outlines, at a high level, the approach to be taken to this project, as well as its scope, process, outputs, and governance.

This Project Plan is considered an update to previous documentation, and will be referred to throughout the delivery of the contract with updates and amendments delivered as required.

Project Objectives

It is understood by Delos Delta that the objectives for this project include:

- ▶ Review outcomes of the 2021 Tourism Marketing & Destination Strategy and former Shire report outlining progress against actions
- ▶ Review Collie's economic profile, key indicators, forecasting and existing strategies
- ▶ Undertake local consultation with stakeholders, operators, community, and government partners and provide a summary report
- ▶ Develop a Strategy that considers current market trends, economic opportunities, and visitor needs, the Shire of Collie's role, available budget and the roles and responsibilities of stakeholders
- ▶ Develop a clear, prioritised Action Plan with timeframes, responsibilities, resourcing, and reporting milestones, including a monitoring and evaluation framework. Action Plan will focus on initial two-years. Actions beyond are subject to funding/resourcing. A 2-year progress review by Delos Delta will be explored
- ▶ Project and action alignment with regional, state, and federal strategies will be provided in a summary table

Key Deliverables

The key deliverables of this project are outlined in the table below.

Key Deliverable	Inclusions
Current State Report	▶ Conduct economic and tourism baseline analysis to interpret the collected data
Stakeholder Engagement	▶ Conduct stakeholder engagement to gain key insights from stakeholders and the community
Engagement Report	▶ Deliver an Engagement Report including key engagement insights from the survey and sessions with the Shire, community, and key stakeholders
One-page Strategy Summary	▶ Showcase the vision, strategic themes and principles
Economic & Tourism Development Strategy (2026–2028) and Action Plan	▶ Deliver the Final Strategy with strategic, economic, and tourism aspirations and pathways that can support the future of economic development and tourism for the Shire and the community ▶ Deliver a detailed and actionable Action Plan, outlining the most effective strategies to implement the Economic Development and Tourism Strategy ▶ The first Draft and Final will be presented to the Shire executives

2. Project Schedule



To deliver the project scope, Delos Delta proposes the following approach and timeline.

TABLE 1. PROJECT SCHEDULE

Stage	Date 2026	Activity	Outputs
Plan	27 May	Conduct project inception meeting.	Project Inception Meeting
	5 June	Develop the Project Plan	Draft Project Plan
	19 June	Incorporate Council feedback and requirements. Continue to review and update project plan as needed	Project Plan
	26 June	Develop the Engagement Plan.	Engagement Plan
Examine	<i>TBC July</i>	Briefing meeting with the Tourism & Economic Development Committee providing an overview and works to be completed. <i>Note. No current travel to WA lined up for July, briefing to occur online</i>	Tourism & Economic Development Committee Briefing Meeting
	5 to 12 June	The Shire to gather the documents for discovery	The Shire to Provide Key Documents
	16 June	Conduct document discovery	Document Discovery
	<i>Note: Melissa is on leave 22 to 26 June</i>		
	23 June	Develop a Current State Report of economic development and tourism in the Shire. Conduct economic analysis and develop tourism baseline for Strategy foundation. Draft to include a selection of items below, with the remainder to be include in the Final: ▶ Multi-Criteria STEPLE Analysis ▶ Tourism Impact and Market Analysis ▶ Location Quotient Assessment ▶ Future Scenario Analysis ▶ SWOT Analysis ▶ Environmental Scan ▶ Gap Analysis	Draft Current State Report

	02 July	The Shire to provide feedback on the Draft Current State Report.	Shire Feedback
	07 July	Action the Shire's feedback and include additional items not included in the Draft from the list above.	Current State Report
	10 July	Summarise key current state findings to develop an initial Strategic Core for the EDTS focused around strategic pillars/directions	Working Draft Strategic Core
Plan (Concurrent)	02 July	Provide a general list of pages and items that could be included in the Strategy for review and consideration	Strategy Menu
	14 July	Develop basic structure including proposed page layouts. It will not be a design concept, however it will note broadly: ► Landscape / portrait preference ► The broad Strategy structure ► Draft themes / pillars ► An early indication of layout and image requirements	Strategy Wireframe Structure & Layout
	15 July	Discuss and agree EDTS structure	Shire Feedback
	22 July	Design initial EDTS Concept of 4-8 key pages using mock text.	Initial Strategy Design Concept
Engage	16 July	Develop additional stakeholder engagement materials including the presentation decks.	Stakeholder Engagement Materials
	20-24 July	External materials for review by the CEO. .	CEO Approval of External Materials
	27 July	Engagement Launch	Engagement Launch
	11-13 August	Conduct in-person stakeholder engagement. With additional digital engagement to take place throughout the project.	In-Person Stakeholder Engagement
	20 August	Deliver the Engagement Report including key engagement insights from the survey and sessions with the Shire, community, and key stakeholders	Draft Engagement Report
	24 August	The Shire to provide feedback on the Draft Engagement Report	Shire Feedback
	26 August	Engagement Report finalised	Final Engagement Report
Analyse	28 August	Develop Working Draft EDTS (Strategic Core)	Working Draft EDTS
	01 September	Present the Draft strategic core for review and feedback.	Strategic Core Presentation

	31 August-07 September	Shire to share Strategic Core with key stakeholders.	Strategic Core Key Stakeholder Feedback
	11 September	Develop Draft EDTS including: ► Introduction and About the Strategy (Purpose, Scope and Vision) ► Economic Profile of Collie ► Strategic Considerations, Environment Scan and SWOT ► Strategic Framework	Draft Economic Development and Tourism Strategy
	15 September	Shire review and provide feedback.	Shire Feedback
	22 September	Apply feedback and develop graphic design based on initial design concept (including Shire Feedback)	Draft Economic Development and Tourism Strategy (Graphic Design)
	24 September	Deliver Action Plan including: ► Detailed Action Plan ► Communications Plan • Marketing and Launch Plan ► Monitoring and Evaluation Framework (with suggested analytics/data indicators for assessment)	Draft Action Plan
	01 October	Shire review and provide feedback. <i>Option for in-person review as calendars align.</i>	Shire Feedback
	05 October	Address feedback and develop the Final Draft Economic Development and Tourism Strategy / Action Plan.	Final Draft Economic Development and Tourism Strategy / Action Plan
	07-21 October	Council & Key Stakeholder Review	Final Feedback
Deliver	26 October	Review the Final Draft Economic Development and Tourism Strategy / Action Plan feedback and implement into the Final Economic Development and Tourism Strategy / Action Plan	Final Economic Development and Tourism Strategy and Action Plan
		Showcase the vision, strategic themes and principles	One-page Summary (Graphic Design)
	05 November	Presentation of the Final Strategy and Action Plan	Presentation to the Shire Project Team
	10 November	The Final Strategy to go to Council for approval	Council Approval (as required)

3. Engagement Overview



Delos Delta's proposed engagement approach is outlined below, with a full breakdown of the design, coordination, and delivery of stakeholder consultation in the Engagement Plan. In-person engagement is tentatively scheduled for Tuesday, 11 to Thursday, 13 August 2026.

TABLE 2. ENGAGEMENT OVERVIEW

Stage	Engagement Mechanisms	No	Medium	Audience	Outcome
Stage 2	Briefing Meeting	1	Digital	Tourism & Economic Development Committee	► Provide an overview of the work to be completed
Stage 2-3	Workshop	1	Digital or In-Person	Project Team	► Discuss and agree working strategy structure and directions
Stage 3	Survey	1	Digital	General Community	► Collect quantitative and qualitative data to support the identification of current state strengths, challenges and opportunities and focus areas for economic development and tourism for the Shire
		1	Digital	Key Stakeholders (Economic Development and Tourism)	
	Roundtables	2	In-Person	Key External Stakeholders	► Identify current strengths, challenges, and barriers of the Strategy, including but not limited to the: • Vision and goals • Economy and tourism strengths and weaknesses • Priorities and opportunities • Community vision and wellbeing outcomes
	Workshops	2	In-Person	General Community	
		1		Councillors	
		1		Executives	
		1		Tourism & Economic Development Committee	
		1		General Staff	
Stage 4	Findings & Strategic Cor Workshop	1	Digital	Shire Project Team	► Provide key engagement findings including strategic core
	Information Provision	1	Digital	Key Stakeholders	► Feedback and socialisation of Strategic Core
	Finalisation Workshop	1	Digital or In-Person	Shire Project Team	► Present and finalise Draft Strategy / Action Plan to the Shire for feedback
Stage 5	Presentation	1	Digital	Shire Project Team	► Present Final Strategy / Action Plan to the Shire

4. Document Discovery



To facilitate collaboration, Delos Delta requires access to documents that will support the delivery of this project. It is understood that in some cases the Shire may need to supply internal documentation. It is important to note that all internal documents supplied to Delos Delta by the Shire will remain confidential and will be protected by Delos Delta's security and privacy processes.

In reference to this project, Delos Delta would like access to:

- ▶ 2021 Tourism Marketing & Destination Strategy
- ▶ Corporate Business Plan
- ▶ Community Strategic Plan
- ▶ Annual Report 2024/2025
- ▶ Former Shire Reports
- ▶ Collie Just Transition Plan
- ▶ Other strategic documents or relevant data for the Strategy development

Delos Delta will gladly accept documents beyond the above list, if the Shire considers them relevant. Further information may be requested throughout the project.

Please note that only readily available material needs to be provided.

5. Project Risks & Challenges



The various risks and challenges this project faces are detailed below. With the appropriate project management, stakeholder buy-in, and risk assessment, these challenges can be identified and mitigated.

Potential challenges and Delos Delta's proposed risk mitigation strategies include:

Risk	Impact	Likelihood	Mitigation Measures
Lack of stakeholder support/mandate	High	Low	► Comprehensive stakeholder management and engagement plan in place and enacted
Short timeframes	Medium	Medium	► Delos Delta has identified staff dedicated to the project for the entire duration and have additional resources available as required
Timing delays	Medium	Medium	► Scope clarity, scheduled update meetings, clear understanding of governance and approvals processes
Scope expansion	Low	Low	► Agreed Project Plan ► Regular review/check-ins
Misalignment of objectives, goals, and outcomes	Medium	Medium	► Agreed Project Plan ► Regular review/check-ins ► Collaborative drafting process ► Regular reporting to key internal figures
Ineffective authorising environment	Medium	Low	► Detailed project governance arrangements designed and formalised during project initiation
Product Quality	Medium	Low	► Quality Assurance systems in place ► Agreed deliverables ► Stakeholder engagement
Project dependencies	Medium	Medium	► Agreed Project Plan ► Regular reviews

6. Project Governance



Delos Delta will work with the Shire to ensure this project is delivered efficiently and on time. Subject to confirmation with the Shire, the project governance will be as follows.

TABLE 3. PROJECT GOVERNANCE

Title		Persons	Contact Number
Project Sponsor		Shire of Collie	08 9734 9000
Project Team	Project Director	Alex Wiese	
	Project Lead	Melissa Souter-Robertson	
Project Director (Delos Delta)		Brook Dixon	
Project Coordinator (Delos Delta)		Anna Wilson	
Project Support (Delos Delta)		Anna Flett	

Project Reporting

Delos Delta will work with the project team to enact the following project reporting approaches.

TABLE 4. EDTS PROJECT REPORTING

Mechanism	Purpose	Frequency	Application
Project Team Meeting	To discuss project outputs and progress, and to clarify or provide output feedback	Weekly during planning Fortnightly during delivery	Recurring meeting set up
Project Task Tracker	To monitor and communicate project updates outside of meeting times including assigning tasks	As required, but reviewed during Project Team Meeting	Viewed in the Planner available here
Project Hours Tracker	To report on project hours and budgets. Hours to be shown as a proportion of project phase	Fortnightly	Delos Delta to send as an email at the end of each fortnight.



Shire of
Collie

**Tourism & Economic Development Committee
06 August 2026**

**Attachment 7.1.A
Instrument of Appointment and Terms of Reference
2026**



TOURISM & ECONOMIC DEVELOPMENT COMMITTEE

INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE

2026

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1 INTRODUCTION

- 1.1 The Council of the Shire of Collie (the "Council") establishes this committee under the powers given in Section 5.8 of the *Local Government Act 1995*, the committee to be known as the **TOURISM & ECONOMIC DEVELOPMENT COMMITTEE - 2026**, (the "Committee").
- 1.2 The Council appoints to the Committee those persons to be members of the Committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held. Council may appoint members for a further term at the next available meeting following the elections.
- 1.3 The Committee provides appropriate advice and recommendations to the Council on matters relevant to its Terms of Reference (ToR). This is in order to facilitate informed decision-making by the Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer ("CEO").

2 COMMITTEE AIMS & OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 2.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within the Shire of Collie district;
- 2.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 2.3 To carry out research and other activities as directed by the Council or prescribed by the regulations;
- 2.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in 'Section 2 - Committee Aims & Objectives – Generic' and 'Section 3 - Committee Objectives – Specific; and
- 2.5 To ensure that all members dealings are carried out in accordance with the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time by Council resolution).

3 COMMITTEE OBJECTIVES - SPECIFIC

The TOURISM & ECONOMIC DEVELOPMENT COMMITTEE shall have the following objectives:

- 3.1 To focus on the development and implementation of strategic tourism and economic development initiatives aligned to the Shire of Collie Strategic Community Plan.

Any variation to these objectives is not to be considered by the Committee unless approved by Council.

4 MEMBERSHIP

- 4.1 The Council shall appoint, by Absolute Majority, members for the Committee for a period of two years or until the next Ordinary Council election.
- 4.2 The members, taken collectively, will have a broad range of skills and experience relevant to the function of the Committee.
- 4.3 In accordance with provisions of Section 5.9 of the *Local Government Act 1995*, the Committee is to comprise of Councillors, Officers and Other Persons.

5 MANAGEMENT / PROCEDURES

- 5.1 The formation and conduct of the Committee shall be in accordance with the requirements of the *Local Government Act 1995* and any other statutory requirements.
- 5.3 The Council shall appoint a Presiding Member and may appoint a Deputy Presiding Member to conduct its business in accordance with the following provisions of Section 5.12 of the *Local Government Act 1995*.
- 5.4 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Collie Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.
- 5.5 Shire of Collie Local Law Standing Orders apply to all Shire of Collie committees.
- 5.6 Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.
- 5.7 A Council Officer shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee.
- 5.8 The Committee shall meet regularly on an as needs basis at intervals sufficient to administer the affairs of the Committee.
- 5.9 Minutes of each Committee meeting shall be presented to Council in a format consistent with Council Standing Orders.
- 5.10 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 5.11 The Committee shall not direct Council Staff on any matter as all staffing matters are the responsibility of the Council CEO.
- 5.12 The Committee shall not raise matters at meetings that are outside of the Committee's Specific Objectives including staffing, administrative or operational matters.
- 5.13 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.

- 5.14 The Committee may call upon consultants or guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 5.15 No member of the Committee is permitted to make public comment on behalf of the Committee or the Shire of Collie.

6 DELEGATED POWERS

- 6.1 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.
- 6.2 The Council reserves the right to delegate powers to the Committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

7 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 7.1 In accordance with the *Local Government Act 1995*; or
- 7.2 At the direction of Council; or
- 7.3 On the specified date.

8 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

- 8.1 This document may only be altered by the Council through direct resolution of Council.

9 OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

- 9.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the relevant Director or the Governance Coordinator.
- 9.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.



Shire of
Collie

Tourism & Economic Development Committee
06 August 2026

Appendix 1
Wellington NP Promotional Sign Concepts

COLLIER RIVER VALLEY

Seen Wellington National Park?

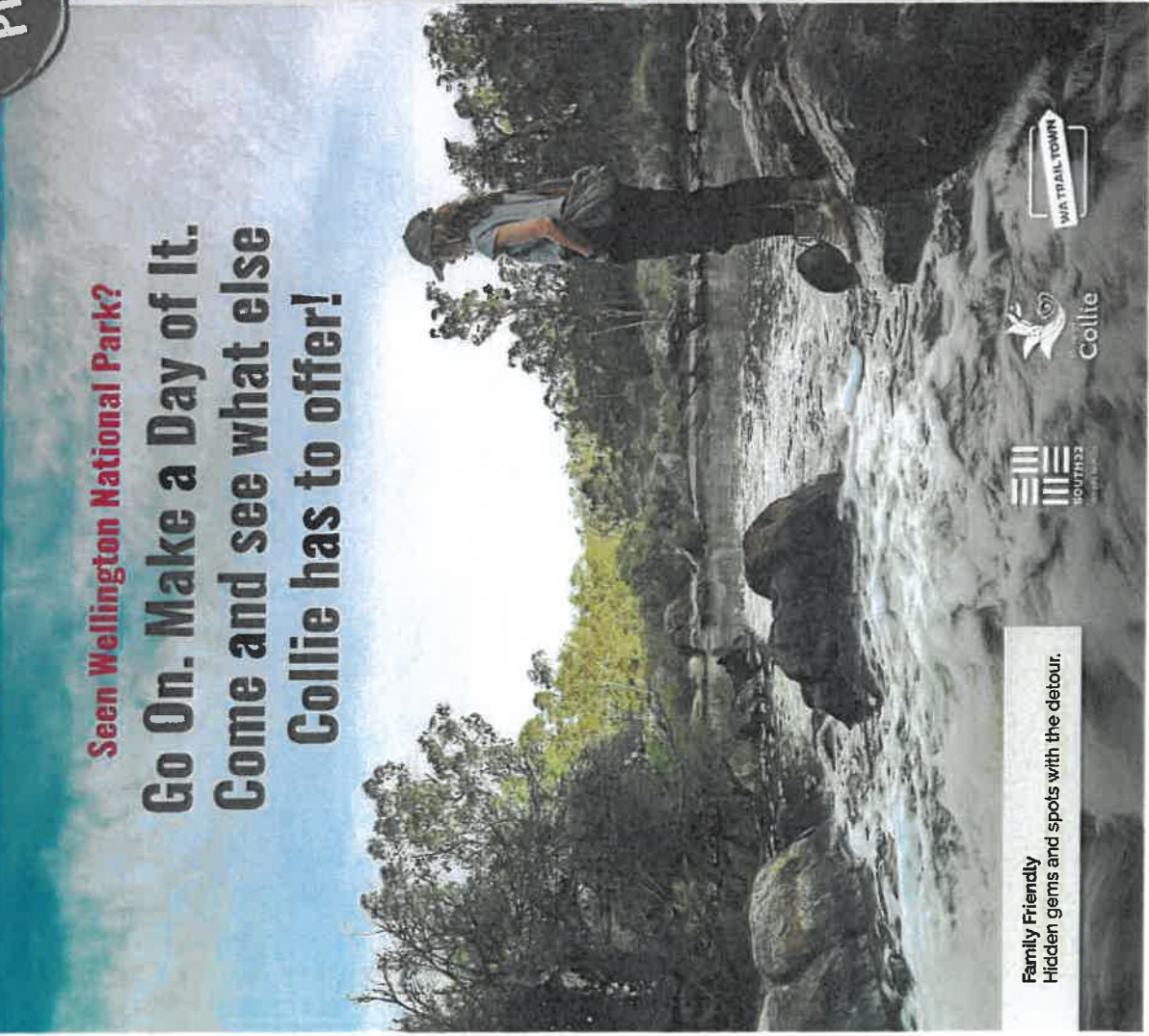
**Go On. Make a Day of It.
Come and see what else
Collie has to offer!**

Family Friendly
Hidden gems and spots with the detour.



**POWER
YOUR
PLAY >**

Wambenger Trails lead you to Collie



Lake Kepwarl
Waterski, camp
and stay awhile.



Coal Mine Experience
Step underground into Collie's mining past.



Collie Mural Trail
Discover colourful stories around every corner



Local Historic Pubs
Relax with a meal and a cold drink

Yes there is more, you're closer than you think.
Collie Town Centre is just a short 20 min drive.
Locals know.. the best spots are just up the road!



For more information, visit
collievervalley.com.au



COLLIER RIVER VALLEY

Wambenger Trails lead you to Collie

POWER
YOUR
PLAY >

Seen **Wellington National Park?**
Now discover more.
**The rest of Collie is just
up the road!**



Town Centre
Wander the heart of Collie,
just 20 minutes away.



Café Scene
Refuel with great coffee and local flavours



Collie Art Gallery
Explore local
creativity and culture.



Coalfields Museum
Uncover the stories
that shaped Collie.



Minningup Pool
Paddle, picnic and play by the river.



Mountain Biking
Ride world-class trails through the valley.



Wildflower Season
Discover colour
throughout the
jarrah forest.



Shire of
Collie

**Tourism & Economic Development Committee
06 August 2026**

**Appendix 2 & 3
Busselton Airport Poster Designs and Promotion**

Appendix 2 – Busselton Airport Poster Designs

Summer



COLLIE RIVER VALLEY

Make a Splash in Collie

POWER YOUR PLAY >

Chase the sun, cool off by our lakes, then kick back with a picnic or a paddle if you're feeling playful. Day trip or weekend, Collie's summer playground is closer than you think.

Find your summer fun at CollieRiverValley.com.au

[f](#) [@](#) [v](#) [o](#)

#VisitCollie | #PowerYourPlay
#WambengerTrails

The Collie River Valley is a registered trademark of Collie River Valley.

WATER TRAIL TOWN

Wambenger Trails

Autumn



COLLIE RIVER VALLEY

Fall for Collie

POWER YOUR PLAY >

Golden days, calm mornings, and the perfect excuse to slow down. Wander the mural trail, uncover Collie's history, and roll into town for good food and easygoing charm. Just a short drive away, Autumn is made for Collie.

Discover your autumn adventure at CollieRiverValley.com.au

[f](#) [@](#) [v](#) [o](#)

#VisitCollie | #PowerYourPlay
#WambengerTrails

The Collie River Valley is a registered trademark of Collie River Valley.

WATER TRAIL TOWN

Wambenger Trails

Winter



COLLIE RIVER VALLEY

Warm up in Collie

POWER YOUR PLAY >

Misty trails, rugged lookouts, and MTB rides that fit differently in winter. Warm up with a coffee, explore the forest, then cosy up with a pub meal. Collie brings the warmth, even when the weather is cool.

Plan your winter wander at CollieRiverValley.com.au

[f](#) [@](#) [v](#) [o](#)

#VisitCollie | #PowerYourPlay
#WambengerTrails

The Collie River Valley is a registered trademark of Collie River Valley.

WATER TRAIL TOWN

Wambenger Trails

Spring



COLLIE RIVER VALLEY

Bloom into Collie

POWER YOUR PLAY >

Wildflowers, flowing rivers and perfect days for wandering. Pack a bag, lace up, and explore vivid forests, quirky murals and crisp, fresh air. Collie makes a spring escape easy.

Plan your spring escape at CollieRiverValley.com.au

[f](#) [@](#) [v](#) [o](#)

#VisitCollie | #PowerYourPlay
#WambengerTrails

The Collie River Valley is a registered trademark of Collie River Valley.

WATER TRAIL TOWN

Wambenger Trails

Appendix 3 – Busselton Airport Promotional Material

Newspaper Shire Update – 16 April 2026



Collie promoted at Busselton Margaret River Airport

Collie is being proudly promoted through updated advertising at Busselton Margaret River Airport, helping showcase our town to thousands of travellers visiting the South West. The new posters feature artwork that will rotate every three months, keeping Collie's story fresh, relevant and eye-catching.

The airport is a growing regional asset, recording more than 192,000 passenger movements in 2024-2025. With new Regular Passenger Transport (RPT) flights from Melbourne and Sydney, plus FIFO services operating, and its continued role as a vital emergency services hub, the airport attracts a wide mix of locals, workers and visitors.

On average, 16,700 passengers pass through the terminal each month, plus around 900 family members and friends visiting for drop-offs and pick-ups. Long dwell times in arrivals hall mean Collie's advertising is seen multiple times per visit. This initiative raises the awareness of Collie to support local businesses and tourism operators, and encourage more people to discover what our community has to offer.

Social Media Post – 27 April 2026



Shire of Collie
27 April at 10:00 · 🌐

Collie promoted at Busselton Margaret River Airport

Collie is being promoted to South West travellers through rotating artwork advertising at Busselton Margaret River Airport. With more than 192,000 passenger movements annually and long dwell times in the terminal, the campaign reaches thousands of locals, workers and visitors. This initiative helps raise awareness of Collie and encourages support for local businesses and tourism.



👍 39 🗨️ 2



Shire of Collie limited who can comment on this post.

[View more comments](#)



Kym Gibson

Great to see destination marketing in action Shire of Collie. Well done.



Shire of
Collie

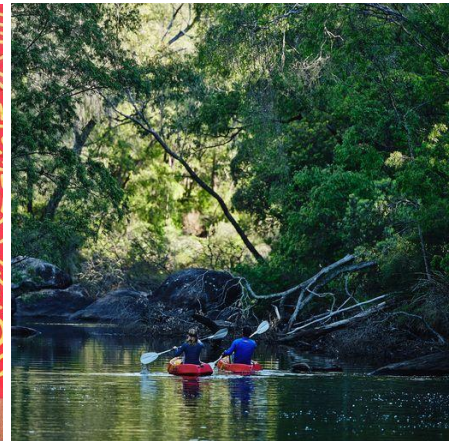
AGENDA

for the

AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING

to be held on

Monday, 7 September 2026



Our Vision

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

Our Mission

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

Our Values

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

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

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

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

Acknowledgement of Country

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

NOTICE OF MEETING

Please be advised that the



Audit Risk and Improvement Committee Meeting

commencing at **3:30pm**

will be held on

Monday, 7 September 2026

In Council Chambers at 87 Throssell Street, Collie

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

Phil Anastasakis
Chief Executive Officer

3 September 2026

DISCLAIMER

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

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

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

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Agenda for the Shire of Collie Audit Risk and Improvement Committee Meeting to be held in Council Chambers, 87 Throssell Street Collie, on Monday 7 September 2026 commencing at 3:30pm.

1. **OPENING/ATTENDANCE/APOLOGIES**
2. **PUBLIC QUESTION TIME**
3. **RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **DISCLOSURE OF FINANCIAL INTEREST**
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 – 22 June 2026**

Officer's Recommendation:

That the Committee confirms the Minutes of the Shire of Collie Audit Committee Meeting held on 22 June 2026.

8. **BUSINESS ARISING FROM THE PREVIOUS MINUTES**
Nil.

9. OFFICER REPORTS

9.1 Compliance Audit Return 2025

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:	GVR/015
Appendices:	Appendix 9.1.A – Compliance Audit Return 2025
Voting Requirement	Simple Majority

Report Purpose:

For the Committee to review the compliance audit return for 2025 and to report to Council the results of that review.

Officer's Recommendation:

That the Audit Risk and Improvement Committee

- 1. Notes that it has completed a review of the 2025 Compliance Audit Return.*
- 2. Recommends that Council adopts the 2025 Compliance Audit Return in accordance with regulation 14 of the Local Government (Audit) Regulations 1996 (Appendix 9.1.A).*

Background:

In accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996* local governments are required to carry out an audit of compliance with statutory requirements annually.

The Compliance Audit Return (CAR) ensures local governments review their compliance with key legislative requirements under the *Local Government Act 1995* and associated regulations. This process promotes accountability, transparency, and good governance across the sector.

The CAR must be completed by the local government administration, reviewed by the Audit, Risk and Improvement Committee, and then adopted by the Council before submission to the Local Government Inspector. Normally the CAR is to be submitted by 31 March of the year following the audit period, however the submission date has been deferred in 2026 to 30 September following the commencement of the Local Government Inspector.

The Shire of Collie administration has carried out an audit of compliance and responses are included in the 2025 Compliance Audit Return included in Appendix 9.1.A.

Statutory and Policy Implications:**Local Government Act 1995****7.13. Regulations as to audits**

- (1) *Regulations may make provision as follows —*
- (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*
 - (i) of a financial nature or not; or*
 - (ii) under this Act or another written law.*

Local Government (Audit) Regulations 1996**14. Compliance audits**

- (1) *A local government must carry out an audit (a **compliance audit**) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.*
- (1A) *Subregulation (1) is subject to regulation 15A.*
- (2) *After a local government has carried out a compliance audit, the CEO must —*
- (a) prepare a compliance audit return in a form approved by the Inspector; and*
 - (b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.*
- (3) *The audit, risk and improvement committee must —*
- (a) review the compliance audit return; and*
 - (b) report to the council the results of that review.*
- (4) *When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.*
- (5) *The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.*
- (6) *The council must —*
- (a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and*
 - (b) either —*
 - (i) adopt the compliance audit return; or*
 - (ii) adopt the compliance audit return subject to amendments proposed by the council.*

15. Signed compliance audit return and other information must be given to Inspector

- (1) *After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —*
 - (a) *a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;*
 - (b) *any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;*
 - (c) *a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;*
 - (d) *any additional information explaining or qualifying the compliance audit.*
- (2) *The information must be given to the Inspector no later than 31 March next following the period to which the return relates.*
- (3) *The Inspector may extend the 31 March deadline.*

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;*
- ...

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:

The CAR is completed annually.

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	Compliance Audit Return 2025	
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	N/A.
	Financial	N/A.
	Service Interruption	N/A.
	Legal and Compliance	Not adopting the Compliance Audit Return would result in non compliance.
	Reputational	Council’s reputation could be negatively impacted by non compliance.
	Environment	N/A.
	Property	N/A.

Comment:

In completing the CAR for the 2025 year, the following areas of non compliance have been noted:

Legislative Provision	Compliance Requirement	Detail of Non Compliance	Comment
s. 3.16 Periodic review of local laws	Review of Local Laws within the previous 8 years.	Three local laws were due for review within the previous 8 years.	A review of local laws has commenced and is due for completion in November 2026.
s. 5.46 Register of, and records relevant to, delegations to CEO and employees	At least every financial year, delegations are to be reviewed by the delegator.	A review of delegations was not undertaken between August 2023 and September 2025.	Delegations have since be reviewed in August 2026.
r. 17 CEO to review certain systems and procedures (Audit regs)	CEO to review the appropriateness and effectiveness of systems and procedures and report to the Audit Committee the results of that review	Review undertaken but not reported to Committee.	A new review is scheduled in 2026.
r. 35 Training for council members (Admin regs)	Council Members completion of Council Members Essentials course	Two elected members had not completed the course within 12 months of being elected.	Both elected members are currently completing the modules and are on track to complete prior to end of September this year.

The Committee is asked to review the CAR and provide a recommendation to Council with regards to adoption.

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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

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

Officer's Recommendation:

That the Audit Risk and Improvement Committee notes the Audit Reports tabled by the Office of the Auditor General.

Background:

The Auditor General has tabled the following reports since the last Committee Meeting which are available on their website at <https://audit.wa.gov.au/reports-and-publications/reports/>

Date of Release	Number	Title
19 Aug 26	1	Direct Pathway Payment WA Health
17 Jun 26	19	Progress of Infant, Child, Adolescent Mental Health System
12 Jun 26	18	Cost of Supervising, Monitoring and Transporting and Accused Person While on Bail During Trial
27 May 26	17	Universities and TAFEs 2025- Financial Audit Results
22 May 26	16	Universities and TAFEs 2025 Information Systems Audit Results
20 May 26	15	Electricity Generation and Retail Corporation (Synergy) Div 3
29 Apr 26	14	Electricity Generation and Retail Corporation (Synergy) Div 1

As the reports do not directly apply to the Shire of Collie Audit Risk and Improvement Committee, they have not been included with this agenda.

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:

The reports are noted at each meeting of the ARIC.

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)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	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:

Reports tabled by the Auditor General will be presented to future meetings of this Committee.

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

9.3 Risk Management Governance Framework

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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

To provide an updated to the Audit Committee on the status of the Risk Management Governance Framework.

Officer's Recommendation:

That the Audit Risk and Improvement Committee notes the current status of the Shire of Collie's Risk Management Governance Framework:

Background:

Consideration of the Risk Management Government Framework for appropriateness and effectiveness is scheduled in September in the Audit Risk and Improvement Committee's 2026 Annual Audit Work Plan.

This report provides the Committee with information with regards to the current status of the Risk Management Governance Framework.

The Department of Local Government, Industry Regulation and Safety's "Risk Management Resources", notes that risk management involves establishing an appropriate framework and culture, and applying a logical and systematic method to identify and manage risks by:

- implementing and communicating an organisational policy
- balancing risk and opportunity within organisational policies
- defining the organisation's risk appetite, tolerance and likelihood guidelines
- training elected members and officers to establish the context for assessing potential risks, and
- identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss.

The Shire of Collie's existing Risk Management Governance Framework was last reviewed in 2014.

The Shire of Collie Risk Management Governance Framework is a structured corporate system designed to identify, assess, manage, monitor, and report organisational risks in alignment with AS/NZS ISO 31000:2018 (Risk Management – Guidelines).

The framework aims to balance a documented, structured, and systematic process with the current size and complexity of the Council.

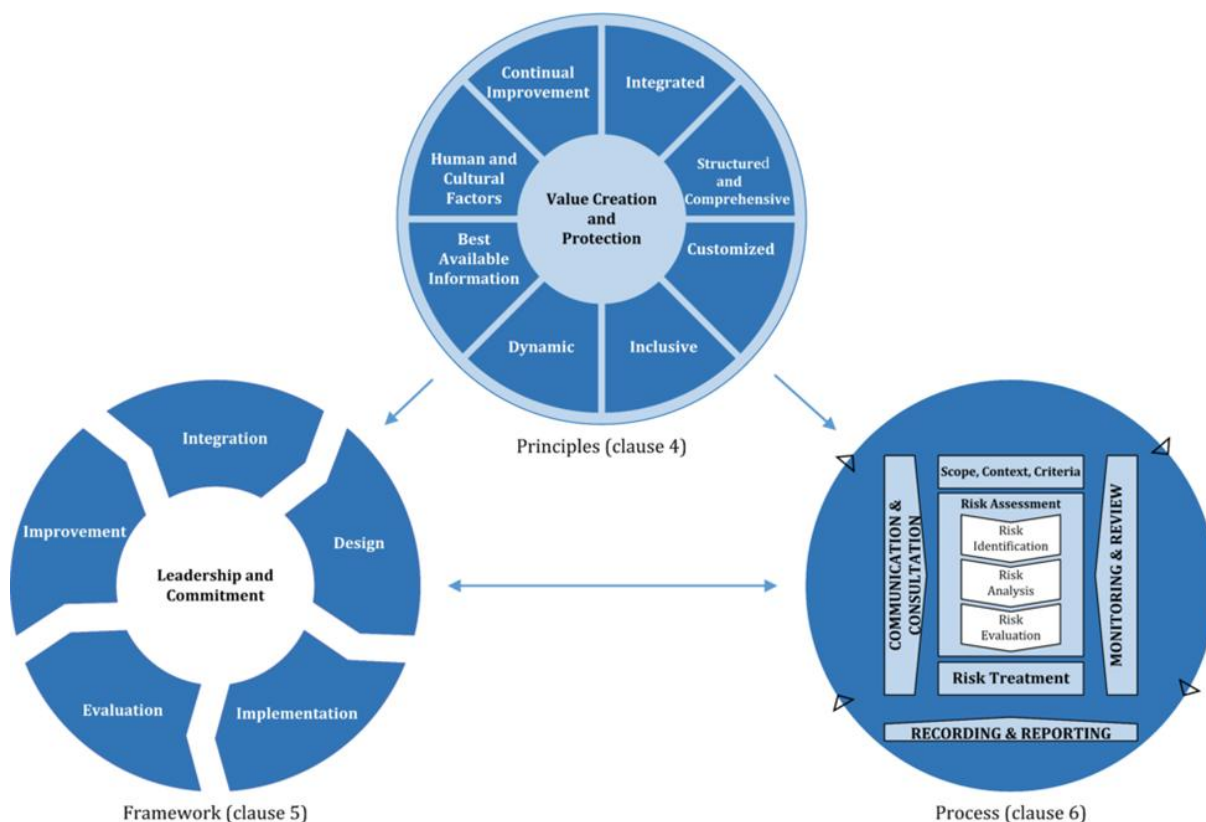


Figure 1: Relationship between the risk management principles, framework, and process
(Source: ISO 31000:2018)

In April 2026, AP017 Risk Management Administration Policy was approved by the Executive Management Team. The objective of this policy is to state the Shire of Collie's intention to identify potential risks before they occur so that opportunities can be realised and impacts can be minimised to ensure the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Over the coming months, administration will review and update the Framework to reflect contemporary risk management practices.

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:

It is intended that the Framework will be updated with existing staff resources.

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:

The Shire of Collie's existing Risk Management Governance Framework was last reviewed in 2014.

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	Risk Management Governance Framework	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	N/A
	Financial	Lack of adequate risk control has the potential to result in financial impacts.
	Service Interruption	Lack of adequate risk control has the potential to result in service interruption.
	Legal and Compliance	Lack of adequate risk control has the potential to expose the Shire to legal and compliance
	Reputational	The Shire of Collie’s reputation could be damaged if risks are not appropriately managed.
	Environment	Lack of adequate risk control has the potential to result in environment risk.
	Property	Lack of adequate risk control has the potential to result in risk to property.

Comment:

The Committee is asked to note the current status of the Risk Management Governance Framework.

9.4 Compliance Manual	
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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

To provide the Audit Risk and Improvement Committee with an update in relation to the Compliance Manual including compliance calendar and systems.

Officer's Recommendation:

That the Audit Risk and Improvement Committee notes the report provided in relation to the implementation of the compliance manual (incorporating annual calendar) and the progress on compliance management.

Background:

The receipt of the biannual compliance report resulting from the Compliance Manual (incorporating the annual calendar) is scheduled for September in the Audit, Risk and Improvement Committee's 2026 Annual Audit Work Plan.

This report provides the Committee with an update on the current status of the Compliance Manual (incorporating the annual calendar) and the Shire's compliance management.

During 2026, the Shire of Collie implemented Attain software to assist with the management and oversight of compliance processes, including the Delegations Register and recording of the exercise of delegations, Primary and Annual Returns, and related party disclosures.

Administration officers are currently developing the compliance calendar within Attain to assist with monitoring and managing the Shire's annual compliance obligations.

It is believed that the Attain software will assist to streamline processes and strengthen the Shire's compliance oversight.

Administration staff have also undertaken a review and update of the Shire's website to ensure that registers, and other information required to be published under legislation, are current and accessible.

Additionally, updating processes and procedures is a current focus across the organisation to ensure that processes are meeting the needs of the organisation, clearly understood and communicated, and compliant with relevant legislative and best practice requirements.

As systems are further developed additional reporting formats will be developed and provided to the Committee.

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	Compliance Manual	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	N/A.
	Financial	N/A..
	Service Interruption	N/A
	Legal and Compliance	Not meeting statutory requirements exposes the Shire to legal and compliance risks.
	Reputational	The Shire of Collie’s reputation could be seen in a negative light if it is not compliant.
	Environment	N/A.
	Property	N/A.

Comment:

The Committee is asked to note the report provided.

9.4 Regulation 17 Review	
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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

To provide the Audit Risk and Improvement Committee with an update in relation to the Regulation 17 Review.

Officer's Recommendation:

That the Audit Risk and Improvement Committee notes the report provided in regards to the Regulation 17 Review.

Background:

The Audit Risk and Improvement Committee's 2026 Annual Audit Work Plan for September includes the following in relation to the Regulation 17 review:

- To consider the CEO's triennial review on risk management, internal control and legislative compliance.
- Set the action plan arising from auditor recommendations from the Regulation 17 review.

Following legislative changes, the period within which the review must be completed has been extended from three to four years. The previous requirement under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* for the CEO to review the local government's financial management systems and procedures every three years has been removed from those Regulations and incorporated into regulation 17 of the *Local Government (Audit) Regulations 1996*.

As noted during review of the 2025 Compliance Audit Return, the Shire of Collie last undertook review under Regulation 17 during 2022. The review was undertaken by an external auditor however the results of that review were not reported to the Audit Committee.

Shire administration staff are seeking quotes from auditors to undertake a Regulation 17 review. Once the Regulation 17 review is completed, the results of that review will be provided to the Committee.

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.*

17.CEO to review certain systems and procedures

- (1) The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —
 - (a) financial management;*
 - (b) legislative compliance;*
 - (c) risk management.**
- (2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.*
- (3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).*

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:

The most recent review was undertaken in 2022, however the results of that review were not reported to the Committee.

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	Regulation 17 Review	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	N/A.
	Financial	N/A..
	Service Interruption	N/A.
	Legal and Compliance	Not undertaking a review and considering the results of that review would have a negative impact on Council for not meeting its compliance requirements.
	Reputational	The Shire of Collie’s reputation could be seen in a negative light if it was not compliance and risks were not considered and addressed.
	Environment	N/A.
	Property	N/A.

Comment:

The Committee is asked to note the report provided.

9.5 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:	Appendix 9.5.A – ARIC Audit Action Plan (provided separately)
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 9.5.A.

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.

Appendix 9.5.A will be provided at the meeting.

At the Committee meeting held on 22 June 2026, the Committee requested “that a report be provided to the next Audit Risk and Improvement Committee on the Audit Action Plan regarding the use of restricted funds. This report will be provided at the meeting.

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	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

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

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

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

12. URGENT BUSINESS APPROVED**13. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILORS****14. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC****15. CLOSE**

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

Upcoming Meetings:

- 30 November 2026 at 3:30pm
(Subject to Audit Report being provided. Meeting may be moved to 7 December.)

Risk Category Consequence Table – Guideline

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

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

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

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

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

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

MINUTES

of the

AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING

held on

Monday, 7 September 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, 7 September 2026.

The Presiding Member, Mr Alan Lamb, declared the meeting open at 3:43pm and welcomed independent members, councillors and staff.

1. OPENING/ATTENDANCE/APOLOGIES

Appointed members

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

Staff

Phil Anastasakis	Chief Executive Officer
Nicole Wasmann	Governance Coordinator
Alan Thornton	Director Corporate Services

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 Risk and Improvement Committee Meeting – 22 June 2026***Officer's Recommendation/Committee Decision:*****Moved:** Cr Faries**Seconded:** Cr Miffing

That the Committee confirms the Minutes of the Shire of Collie Audit Risk and Improvement Committee Meeting held on 22 June 2026.

Carried: 7/0

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

Against: Nil

8. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil.

9. OFFICER REPORTS

9.1 Compliance Audit Return 2025

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:	GVR/015
Appendices:	Appendix 9.1.A – Compliance Audit Return 2025
Voting Requirement	Simple Majority

Report Purpose:

For the Committee to review the compliance audit return for 2025 and to report to Council the results of that review.

Officer's Recommendation/Committee Decision:

Moved: David Ransom

Seconded: Cr Miffing

That the Audit Risk and Improvement Committee:

- 1. Notes that it has completed a review of the 2025 Compliance Audit Return.*
- 2. Recommends that Council adopts the 2025 Compliance Audit Return in accordance with regulation 14 of the Local Government (Audit) Regulations 1996 (Appendix 9.1.A).*

Carried: 7/0

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

Against: Nil.

Background:

In accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996* local governments are required to carry out an audit of compliance with statutory requirements annually.

The Compliance Audit Return (CAR) ensures local governments review their compliance with key legislative requirements under the *Local Government Act 1995* and associated regulations. This process promotes accountability, transparency, and good governance across the sector.

The CAR must be completed by the local government administration, reviewed by the Audit, Risk and Improvement Committee, and then adopted by the Council before submission to the Local Government Inspector. Normally the CAR is to be submitted by 31 March of the year following the audit period, however the submission date has been deferred in 2026 to 30 September following the commencement of the Local Government Inspector.

The Shire of Collie administration has carried out an audit of compliance and responses are included in the 2025 Compliance Audit Return included in Appendix 9.1.A.

Statutory and Policy Implications:**Local Government Act 1995****7.13. Regulations as to audits**

- (1) *Regulations may make provision as follows —*
- (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*
 - (i) of a financial nature or not; or*
 - (ii) under this Act or another written law.*

Local Government (Audit) Regulations 1996**14. Compliance audits**

- (1) *A local government must carry out an audit (a **compliance audit**) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.*
- (1A) *Subregulation (1) is subject to regulation 15A.*
- (2) *After a local government has carried out a compliance audit, the CEO must —*
- (a) prepare a compliance audit return in a form approved by the Inspector; and*
 - (b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.*
- (3) *The audit, risk and improvement committee must —*
- (a) review the compliance audit return; and*
 - (b) report to the council the results of that review.*
- (4) *When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.*
- (5) *The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.*
- (6) *The council must —*
- (a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and*
 - (b) either —*
 - (i) adopt the compliance audit return; or*
 - (ii) adopt the compliance audit return subject to amendments proposed by the council.*

15. Signed compliance audit return and other information must be given to Inspector

- (1) *After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —*
 - (a) *a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;*
 - (b) *any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;*
 - (c) *a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;*
 - (d) *any additional information explaining or qualifying the compliance audit.*
- (2) *The information must be given to the Inspector no later than 31 March next following the period to which the return relates.*
- (3) *The Inspector may extend the 31 March deadline.*

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;*
- ...

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:

The CAR is completed annually.

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	Compliance Audit Return 2025	
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	N/A.
	Financial	N/A.
	Service Interruption	N/A.
	Legal and Compliance	Not adopting the Compliance Audit Return would result in non compliance.
	Reputational	Council’s reputation could be negatively impacted by non compliance.
	Environment	N/A.
	Property	N/A.

Comment:

In completing the CAR for the 2025 year, the following areas of non compliance have been noted:

Legislative Provision	Compliance Requirement	Detail of Non Compliance	Comment
s. 3.16 Periodic review of local laws	Review of Local Laws within the previous 8 years.	Three local laws were due for review within the previous 8 years.	A review of local laws has commenced and is due for completion in November 2026.
s. 5.46 Register of, and records relevant to, delegations to CEO and employees	At least every financial year, delegations are to be reviewed by the delegator.	A review of delegations was not undertaken between August 2023 and September 2025.	Delegations have since be reviewed in August 2026.
r. 17 CEO to review certain systems and procedures (Audit regs)	CEO to review the appropriateness and effectiveness of systems and procedures and report to the Audit Committee the results of that review	Review undertaken but not reported to Committee.	A new review is scheduled in 2026.
r. 35 Training for council members (Admin regs)	Council Members completion of Council Members Essentials course	Two elected members had not completed the course within 12 months of being elected.	Both elected members are currently completing the modules and are on track to complete prior to end of September this year.

The Committee is asked to review the CAR and provide a recommendation to Council with regards to adoption.

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:	Nil
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: *Cr Faries*

That the Audit Risk and Improvement Committee notes the Audit Reports tabled by the Office of the Auditor General.

Carried: 7/0

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

Against: *Nil.*

Background:

The Auditor General has tabled the following reports since the last Committee Meeting which are available on their website at <https://audit.wa.gov.au/reports-and-publications/reports/>

Date of Release	Number	Title
19 Aug 26	1	Direct Pathway Payment WA Health
17 Jun 26	19	Progress of Infant, Child, Adolescent Mental Health System
12 Jun 26	18	Cost of Supervising, Monitoring and Transporting and Accused Person While on Bail During Trial
27 May 26	17	Universities and TAFEs 2025- Financial Audit Results
22 May 26	16	Universities and TAFEs 2025 Information Systems Audit Results
20 May 26	15	Electricity Generation and Retail Corporation (Synergy) Div 3
29 Apr 26	14	Electricity Generation and Retail Corporation (Synergy) Div 1

As the reports do not directly apply to the Shire of Collie Audit Risk and Improvement Committee, they have not been included with this agenda.

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:

The reports are noted at each meeting of the ARIC.

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)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	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:

Reports tabled by the Auditor General will be presented to future meetings of this Committee.

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

9.3 Risk Management Governance Framework

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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

To provide an updated to the Audit Committee on the status of the Risk Management Governance Framework.

Officer's Recommendation/Committee Decision:

Moved: Cr Kearney

Seconded: Cr Smith

That the Audit Risk and Improvement Committee notes the current status of the Shire of Collie's Risk Management Governance Framework:

Carried: 7/0

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

Against: Nil.

Background:

Consideration of the Risk Management Government Framework for appropriateness and effectiveness is scheduled in September in the Audit Risk and Improvement Committee's 2026 Annual Audit Work Plan.

This report provides the Committee with information with regards to the current status of the Risk Management Governance Framework.

The Department of Local Government, Industry Regulation and Safety's "Risk Management Resources", notes that risk management involves establishing an appropriate framework and culture, and applying a logical and systematic method to identify and manage risks by:

- implementing and communicating an organisational policy
- balancing risk and opportunity within organisational policies
- defining the organisation's risk appetite, tolerance and likelihood guidelines
- training elected members and officers to establish the context for assessing potential risks, and
- identifying, analysing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss.

The Shire of Collie's existing Risk Management Governance Framework was last reviewed in 2014.

The Shire of Collie Risk Management Governance Framework is a structured corporate system designed to identify, assess, manage, monitor, and report organisational risks in alignment with AS/NZS ISO 31000:2018 (Risk Management – Guidelines).

The framework aims to balance a documented, structured, and systematic process with the current size and complexity of the Council.

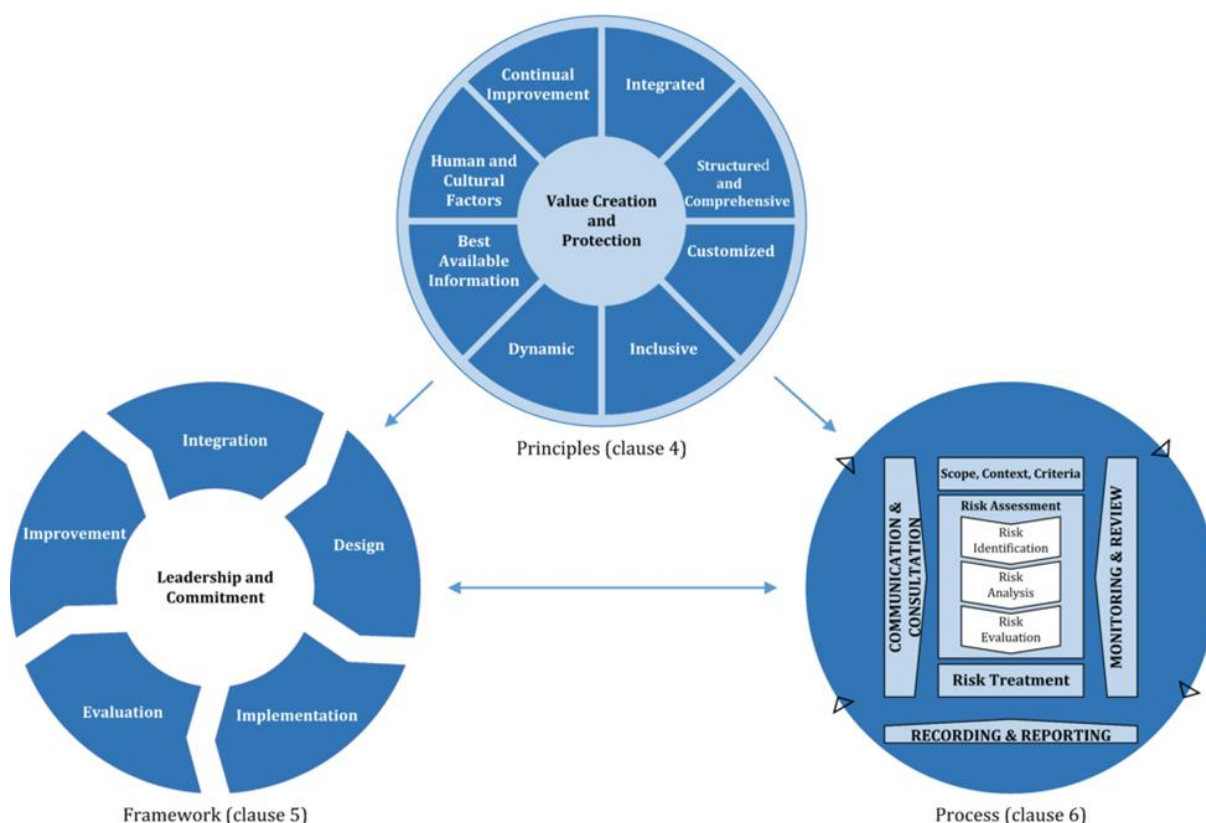


Figure 1: Relationship between the risk management principles, framework, and process
(Source: ISO 31000:2018)

In April 2026, AP017 Risk Management Administration Policy was approved by the Executive Management Team. The objective of this policy is to state the Shire of Collie's intention to identify potential risks before they occur so that opportunities can be realised and impacts can be minimised to ensure the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Over the coming months, administration will review and update the Framework to reflect contemporary risk management practices.

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:

It is intended that the Framework will be updated with existing staff resources.

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:

The Shire of Collie's existing Risk Management Governance Framework was last reviewed in 2014.

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	Risk Management Governance Framework	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	N/A
	Financial	Lack of adequate risk control has the potential to result in financial impacts.
	Service Interruption	Lack of adequate risk control has the potential to result in service interruption.
	Legal and Compliance	Lack of adequate risk control has the potential to expose the Shire to legal and compliance
	Reputational	The Shire of Collie's reputation could be damaged if risks are not appropriately managed.
	Environment	Lack of adequate risk control has the potential to result in environment risk.
	Property	Lack of adequate risk control has the potential to result in risk to property.

Comment:

The Committee is asked to note the current status of the Risk Management Governance Framework.

9.4 Compliance Manual	
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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

To provide the Audit Risk and Improvement Committee with an update in relation to the Compliance Manual including compliance calendar and systems.

Officer's Recommendation/Committee Decision:

Moved: *Cr Miffing*

Seconded: *Cr Italiano*

That the Audit Risk and Improvement Committee notes the report provided in relation to the implementation of the compliance manual (incorporating annual calendar) and the progress on compliance management.

Carried: 7/0

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

Against: *Nil.*

Background:

The receipt of the biannual compliance report resulting from the Compliance Manual (incorporating the annual calendar) is scheduled for September in the Audit, Risk and Improvement Committee's 2026 Annual Audit Work Plan.

This report provides the Committee with an update on the current status of the Compliance Manual (incorporating the annual calendar) and the Shire's compliance management.

During 2026, the Shire of Collie implemented Attain software to assist with the management and oversight of compliance processes, including the Delegations Register and recording of the exercise of delegations, Primary and Annual Returns, and related party disclosures.

Administration officers are currently developing the compliance calendar within Attain to assist with monitoring and managing the Shire's annual compliance obligations.

It is believed that the Attain software will assist to streamline processes and strengthen the Shire's compliance oversight.

Administration staff have also undertaken a review and update of the Shire's website to ensure that registers, and other information required to be published under legislation, are current and accessible.

Additionally, updating processes and procedures is a current focus across the organisation to ensure that processes are meeting the needs of the organisation, clearly understood and communicated, and compliant with relevant legislative and best practice requirements.

As systems are further developed additional reporting formats will be developed and provided to the Committee.

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	Compliance Manual	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	N/A.
	Financial	N/A..
	Service Interruption	N/A
	Legal and Compliance	Not meeting statutory requirements exposes the Shire to legal and compliance risks.
	Reputational	The Shire of Collie’s reputation could be seen in a negative light if it is not compliant.
	Environment	N/A.
	Property	N/A.

Comment:

The Committee is asked to note the report provided.

9.5 Regulation 17 Review	
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:	Nil
Voting Requirement	Simple Majority

Report Purpose:

To provide the Audit Risk and Improvement Committee with an update in relation to the Regulation 17 Review.

Officer's Recommendation/Committee Decision:

Moved: ***Alan Lamb***

Seconded: ***Cr Smith***

That the Audit Risk and Improvement Committee notes the report provided in regards to the Regulation 17 Review.

Carried: 7/0

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

Against: *Nil.*

Background:

The Audit Risk and Improvement Committee's 2026 Annual Audit Work Plan for September includes the following in relation to the Regulation 17 review:

- To consider the CEO's triennial review on risk management, internal control and legislative compliance.
- Set the action plan arising from auditor recommendations from the Regulation 17 review.

Following legislative changes, the period within which the review must be completed has been extended from three to four years. The previous requirement under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* for the CEO to review the local government's financial management systems and procedures every three years has been removed from those Regulations and incorporated into regulation 17 of the *Local Government (Audit) Regulations 1996*.

As noted during review of the 2025 Compliance Audit Return, the Shire of Collie last undertook review under Regulation 17 during 2022. The review was undertaken by an external auditor however the results of that review were not reported to the Audit Committee.

Shire administration staff are seeking quotes from auditors to undertake a Regulation 17 review. Once the Regulation 17 review is completed, the results of that review will be provided to the Committee.

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.*

17. CEO to review certain systems and procedures

- (1) *The CEO must review the appropriateness and effectiveness of the local government's systems and procedures in relation to the following matters —*
 - (a) *financial management;*
 - (b) *legislative compliance;*
 - (c) *risk management.*
- (2) *Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.*
- (3) *The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).*

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:

The most recent review was undertaken in 2022, however the results of that review were not reported to the Committee.

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	Regulation 17 Review	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Residual Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	N/A.
	Financial	N/A..
	Service Interruption	N/A.
	Legal and Compliance	Not undertaking a review and considering the results of that review would have a negative impact on Council for not meeting its compliance requirements.
	Reputational	The Shire of Collie’s reputation could be seen in a negative light if it was not compliance and risks were not considered and addressed.
	Environment	N/A.
	Property	N/A.

Comment:

The Committee is asked to note the report provided.

9.6 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:	Appendix 9.6.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/Committee Decision:

Moved: *Cr Faries*

Seconded: *Cr Miffing*

That the Audit Risk and Improvement Committee receives and notes the Audit Actions Plan update as presented in Appendix 9.6.A.

Carried: 7/0

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

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.

Appendix 9.5.A will be provided at the meeting.

At the Committee meeting held on 22 June 2026, the Committee requested “that a report be provided to the next Audit Risk and Improvement Committee on the Audit Action Plan regarding the use of restricted funds. This report will be provided at the meeting.

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	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 4:35pm.

2025 Compliance Audit Return

Local Government Authority: The Shire of Collie

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: No

Comments: Some local laws had not been reviewed within the previous 8 years. The Shire has commenced a Review of Local Laws in 2026.

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: N/A

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: N/A

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: Yes

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: Yes

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: N/A

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: No

Comments: Delegations were not reviewed between August 2023 and September 2025. There were a number of staff changes and resourcing difficulties during this period. Delegations have since been reviewed in August 2026 and are now all managed through Attain software which has simplified the review process.

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: No

Comments: No additional requirements included.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: N/A

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: Last CEO appointment in 2024. Not advertised in 2025.

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments: Last considered OCM 12 May 2026.

Previous consideration OCM 09 April 2024

Adoption date or the date of the most recent review: 09/04/2024

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Comments: Last considered 12 May 2026

Previous 13 May 2025

Date of review: 13/05/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: No

Comments: Two council members had not not completed the Council Member Essentials course within 12 months of being elected. Both council members are currently enrolled in the course and finalising completion of the modules prior to end of September 2026.

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: No

Comments: Whilst a report was prepared and considered by the CEO in August 2022, a report was not provided to the audit committee on the results of that review. A review is scheduled for 2026.

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Comments: No gift forms received.

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Response: Yes

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: Yes

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: Yes

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO

Date

Mayor or President

Date



POLICY NO:-

CP2-009 – INVESTMENT POLICY

GOVERNANCE INFORMATION

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

History	1	CS3.8	OCM	14/7/20	Res: 8495	Synopsis:	Policy adopted by Council
Version:	2	CP2-009		6/2006			Policy renumbered to CP2-009 and reformatted in accordance with the new Policy Framework
Version	3	CP2-009	OCM	8/9/26	Res TBA		Updated and reviewed by Council

1. RESPONSIBLE DIRECTORATE

Corporate Services

2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the investment of funds which are surplus to the Council's immediate requirements. Council and staff have an obligation to ensure that funds are invested in a responsible manner and to ensure Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Part III of the *Trustees Act 1962 (as amended)*.

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Officers under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards should at all times be complied with.

The Policy Objectives are:

- To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.
- To ensure the security of Councils funds by using recognised rating categories.
- To have ready access to funds for day-to-day requirements, without penalty.
- To maintain an adequate level of diversification while ensuring security and safeguarding of capital.
- Ensure legislative requirements are adhered to.

To provide guidelines with respect to the investment of surplus funds which ensure that returns on funds invested are maximised within levels of acceptable risk and in accordance with relevant legislation.

3. SCOPE

This policy applies to the management of all surplus funds invested by the Shire.

4. DEFINITIONS

Authorised Institution means -

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)*, being a body corporate in relation to which an authority under subsection 9(3) of the Banking Act 1959, is in force.

This definition is also consistent with the definition of 'Authorised Institution' under Regulation 19C (1) of the *Local Government (Financial Management) Regulations 1996* as amended; or

- (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Counterparty means - the other party that participates in a financial transaction.

Credit Rating means - an estimate of overall ability and willingness of an entity or person to fulfil financial obligations in full and on time, based on previous financial dealings. Ratings are opinions issued by credit rating agencies.

Grandfathering Clause means - an exemption that allows persons or entities to continue with activities or operations that were approved before the implementation of new rules, regulations or laws.

Major Banks means - for the purpose of this policy, 'Major Banks' can be defined as:

- Australia and New Zealand Banking Group Limited (ANZ);
- Commonwealth Bank of Australia (CBA);
- National Australia Bank Limited (NAB); and
- Westpac Banking Corporation (Westpac).

Short Term means - in relation to investments means it matures in 12 months or less.

Long Term means - In relation to investments means it matures in excess of 12 months.

5. POLICY

5.1 Prudent Person Standard

- (a) Investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- (b) Council will adopt a conservative investment approach to ensure investment capital is preserved and funds are always available in the short-term.
- (c) While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.
 - Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest

risk within identified thresholds and parameters.

- [The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.](#)
 - [The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.](#)
- (d) [The Chief Executive Officer, Director Corporate Services and Finance Manager, are individually authorised to transfer investment funds in writing or via electronic communication. Where funds are transferred to investments two authorised signatories are required.](#)
- (e) [Council and authorised investment officers have a fiduciary responsibility under Section 6.14 of the *Local Government Act 1995* and therefore risks must be kept to a minimum, particularly credit risk.](#)
- (f) [Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflict of interest to the Chief Executive Officer.](#)

5.2 Statutory Compliance

All investments are to be made in accordance with:

- [Local Government Act 1995 - Section 6.14 and *Local Government \(Financial Management\) Regulations 1996 – Regulations 19 and 19C.*](#)
- The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997.
- Australian Accounting Standards

5.3 Approved Institutions

Investments shall be made with [authorised institutions, in accordance with *Local Government \(Financial Management\) Regulations Regulation 19C.*](#) which meet this policy's guidelines on diversification and credit risk.

5.4 Authorised Investments

Authorised Investments, [in accordance with the *-Local Government Act 1995 - section 6.14\(1\), and Local Government \(Financial Management\) Regulations 1996 – regulation 19C.*](#) ~~shall include but not necessarily be~~ limited to:

- [Deposits with an authorised institution with a term of no more than 3 years.](#)
- [Bonds that are guaranteed by the Commonwealth Government or a State or Territory government with a term to maturity of up to 3 years.](#)
- [Australian currency only.](#)
- Fixed and floating rate interest bearing deposits / securities issued by Authorised. Deposit taking Institutions (ADIs) as authorised by the Australian Prudential and Regulatory Authority (APRA), including Fixed and Floating Rate securities.
- ~~State / Commonwealth Government Bonds;~~
- ~~Specific securities approved by Council;~~

5.5 Risk Profile

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.
- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing of that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The likelihood of inflation affecting the value of the proposed investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

5.6 Investment Guidelines

The Shire of Collie's investments must at all times be maintained within the investment parameters detailed in this policy, ~~specifically those stated in Sections 5.4, 5.5 and 5.6 (A), 5.6 (B), 5.6 (C), and 5.6 (D). Reporting arrangements to confirm compliance are required on a monthly basis.~~

~~A.5.6.1 Council's~~ Direct Investments

- (a) ~~Officers delegated with the authority to invest must diversify the investment portfolio and avoid excessive risk concentration with any single counterparty. The approach to diversification must be balanced with the need to seek an adequate rate of return for the Council, given that higher rates of return are usually associated with higher credit risk.~~
- (b) ~~Not less than two~~ ~~three~~ (23) verbal ~~plus one (1) written~~ quotations shall be obtained from authorised institutions, preferably with a presence within the Shire of Collie, whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

~~B. Investments placed by the Shire of Collie must be appropriately documented at the time of placement.~~

~~E.5.6.2~~ A maximum term to maturity for all individual investments of ~~three~~ ~~one~~ (34) years will apply.

~~D.5.6.3 -~~ General Policy Guidelines

- (a) ~~Council investments are to be assessed in accordance with Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations. Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and Council will not invest in these products or with these organisations. In the event that an investment or issuer is not rated by S&P, this policy also includes a provision of credit ratings by Moody's and Fitch, both held in similar high regard to S&P.~~
- (b) ~~This investment policy prohibits any investment carried out for speculative purposes including:~~
- ~~Derivative or derivative based instruments and/or Structured Products;~~
 - ~~Principal only investments or securities that provide potentially nil or negative cash flow;~~
 - ~~Standalone securities issued that have underlying futures, options, forward~~

- contracts and swaps of any kind; and
- Any form of investment that risks the loss of the initial capital outlay in anticipation of significant gain that may arise from expected changes in future economic conditions.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

(c) Investments entered into must comply with four key criteria relating to:

- Portfolio Credit Framework:** limit overall credit exposure of the portfolio;
 - Counterparty Credit Rating:** limit exposure to individual counterparts/institutions;
 - Term of Maturity Framework:** limits based on maturity of securities;
 - Liquidity:** maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage exposed to any particular credit rating category. (i) Diversification/Credit risk

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Maximum Exposure as a % of Total Investment Portfolio	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
100%	AAA	Aaa	AAA
100%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
60%	A+ A A-	A1 A2 A3	A+ A A-
20%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

Long-Term-Rating (Standards & Poors)	Short-Term-Rating (Standards & Poors)	Maximum-of-total-portfolio
AAA to AA-	A1+	100%
A+ to A-	A1	75%
BBB+ to BBB-	A2	50%

Counterparty ~~(iii)~~ Credit Ratings

Exposure to an individual Authorised Deposit Taking Institution counterparty will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Direct Investment Maximum % with any one institution	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
50%	AAA	Aaa	AAA
50%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
40%	A+ A A-	A1 A2 A3	A+ A A-
10%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

If any of the funds / securities are down graded such that they no longer fall within the Shire of Collie's investment policy guidelines, they will be divested as soon as is practicable.

Term of Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity		
Portfolio % <= 1 year	Min 40%	Max 100%
Portfolio % > 1 year or <= 3 years	Min 0%	Max 60%

Liquidity

Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Officers' delegated to invest must take into account ongoing liquidity requirements when placing investments to ensure availability of funds to meet the Council's payment obligations as and when they fall due.

- (d) Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best dependent on the individual circumstances, so long as that the risk management strategy is in accordance with the principles of the Investment Portfolio Risk Guidelines as above, the prevailing legislation and the Prudent Person Standard applies.

A Grandfathering Clause provision is included in this policy which protects Council

against policy breaches of its investment policy whereby that breach is outside the control of Council. Specifically, a Grandfathering Clause will apply to any investment that:

- [Was made ineligible by a previous change to the external legislation if that change allows for grandfathering;](#)
- [Is made ineligible as a results of a change to this investment policy;](#)
- [Is in breach of the investment policy due to a change in circumstances \(e.g. because the investment has been downgraded or has had its credit rating withdrawn post purchase\);](#)
- [Is in breach due to a change of portfolio size or composition \(e.g. because the overall portfolio size has decreased and as a result the percentage of total portfolio limit which applies to individual remaining investments increases and therefore causes a breach\).](#)

The short term (0-365 days) rating is:

(as defined by Standard and Poors Australian Ratings)

A1+	Extremely strong degree of safety regarding timely payment
A1	Strong degree of safety regarding timely payment
A2	Satisfactory capacity for timely payment

The long term rating is:

AA	Extremely strong capacity to repay
AA+ to AA-, A	Very strong capacity to repay
A+ to AA	Strong capacity to repay
BBB+ to BBB-	Adequate capacity to repay

[E5.6.4](#) : Community Benefit Factor

When comparing investment products, preference will be given to institutions that provide a higher level of benefit to the local community. If investment products offer the same rate of investment then the institution that provides the greater benefit to the Collie ~~E~~community shall be awarded the investment.

5.7 Reporting

- [Investment performance will be reported to the Ordinary Meeting of Council each month and included in the minutes of the meeting. The report will provide details on the investment portfolio including interest rate earned, expected yield, budget comparison, maturity date, and percentage exposure of total portfolio.](#)
- Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.
- [Certificates must be obtained from the financial institutions confirming the amounts of investments held on the \[Council's Shire's\]\(#\) behalf as at 30 June each year and reconciled to the Investment Register.](#)
- ~~A monthly report shall be submitted to Council with details of the investment portfolio.~~

6. REFERENCE DOCUMENTS

[Local Government Act 1995 Section 6.14](#)

Local Government (Financial Management) Regulations 1996 – Regulations 19 and 19C

The Trustees Act 1962 - Part III Investments

Banking Act 1959 (Commonwealth) Section 5

Australian Accounting Standards



POLICY NO:-

CP2-009 – INVESTMENT POLICY

GOVERNANCE INFORMATION

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

History	1	CS3.8	OCM	14/7/20	Res: 8495	Synopsis:	Policy adopted by Council
Version:	2	CP2-009		6/2006			Policy renumbered to CP2-009 and reformatted in accordance with the new Policy Framework
Version	3	CP2-009	OCM	8/9/26	Res TBA		Updated and reviewed by Council

1. RESPONSIBLE DIRECTORATE

Corporate Services

2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the investment of funds which are surplus to the Council's immediate requirements. Council and staff have an obligation to ensure that funds are invested in a responsible manner and to ensure Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Part III of the *Trustees Act 1962* (as amended).

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Officers under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards should at all times be complied with.

The Policy Objectives are:

- To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.
- To ensure the security of Councils funds by using recognised rating categories.
- To have ready access to funds for day-to-day requirements, without penalty.
- To maintain an adequate level of diversification while ensuring security and safeguarding of capital.
- Ensure legislative requirements are adhered to.

3. SCOPE

This policy applies to the management of all surplus funds invested by the Shire.

4. DEFINITIONS

Authorised Institution means -

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)*, being a body corporate in relation to which an authority under subsection 9(3) of the Banking Act 1959, is in force.

This definition is also consistent with the definition of 'Authorised Institution' under Regulation 19C (1) of the *Local Government (Financial Management) Regulations 1996* as amended; or

- (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

Counterparty means - the other party that participates in a financial transaction.

Credit Rating means - an estimate of overall ability and willingness of an entity or person to fulfil financial obligations in full and on time, based on previous financial dealings. Ratings are opinions issued by credit rating agencies.

Grandfathering Clause means - an exemption that allows persons or entities to continue with activities or operations that were approved before the implementation of new rules, regulations or laws.

Major Banks means - for the purpose of this policy, 'Major Banks' can be defined as:

- Australia and New Zealand Banking Group Limited (ANZ);
- Commonwealth Bank of Australia (CBA);
- National Australia Bank Limited (NAB); and
- Westpac Banking Corporation (Westpac).

Short Term means - in relation to investments means it matures in 12 months or less.

Long Term means - In relation to investments means it matures in excess of 12 months.

5. POLICY

5.1 Prudent Person Standard

- (a) Investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- (b) Council will adopt a conservative investment approach to ensure investment capital is preserved and funds are always available in the short-term.
- (c) While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.
 - Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest risk within identified thresholds and parameters.

- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
 - The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- (d) The Chief Executive Officer, Director Corporate Services and Finance Manager, are individually authorised to transfer investment funds in writing or via electronic communication. Where funds are transferred to investments two authorised signatories are required.
- (e) Council and authorised investment officers have a fiduciary responsibility under Section 6.14 of the *Local Government Act 1995* and therefore risks must be kept to a minimum, particularly credit risk.
- (f) Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

5.2 Statutory Compliance

All investments are to be made in accordance with:

- *Local Government Act 1995* - Section 6.14 and *Local Government (Financial Management) Regulations 1996 – Regulations 19 and 19C*.
- The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act 1997.
- Australian Accounting Standards

5.3 Approved Institutions

Investments shall be made with authorised institutions, in accordance with *Local Government (Financial Management) Regulations Regulation 19C*, which meet this policy's guidelines on diversification and credit risk.

5.4 Authorised Investments

Authorised Investments, in accordance with the *Local Government Act 1995* - section 6.14(1), and *Local Government (Financial Management) Regulations 1996 – regulation 19C*, are limited to:

- Deposits with an authorised institution with a term of no more than 3 years.
- Bonds that are guaranteed by the Commonwealth Government or a State or Territory government with a term to maturity of up to 3 years.
- Australian currency only.
- Fixed and floating rate interest bearing deposits / securities issued by Authorised. Deposit taking Institutions (ADIs) as authorised by the Australian Prudential and Regulatory Authority (APRA), including Fixed and Floating Rate securities.

5.5 Risk Profile

When exercising the power of investment the following are to be given consideration:

- The purpose of the investment, and its needs together with the circumstances.
- The nature of and the risk associated with the different investments.

- The need to maintain the real value of capital and income.
- The risk of capital loss or income loss.
- The likely income return and the timing of that return.
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment.
- The aggregate value of the investment.
- The likelihood of inflation affecting the value of the proposed investment.
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment.

5.6 Investment Guidelines

The Shire of Collie's investments must at all times be maintained within the investment parameters detailed in this policy.

5.6.1 Direct Investments

- (a) Officers delegated with the authority to invest must diversify the investment portfolio and avoid excessive risk concentration with any single counterparty. The approach to diversification must be balanced with the need to seek an adequate rate of return for the Council, given that higher rates of return are usually associated with higher credit risk.
- (b) Not less than two (2) verbal plus one (1) written quotation shall be obtained from authorised institutions, preferably with a presence within the Shire of Collie, whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set above.

5.6.2 A maximum term to maturity for all individual investments of three (3) years will apply.

5.6.3 General Policy Guidelines

- (a) Council investments are to be assessed in accordance with Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations. Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and Council will not invest in these products or with these organisations. In the event that an investment or issuer is not rated by S&P, this policy also includes a provision of credit ratings by Moody's and Fitch, both held in similar high regard to S&P.
- (b) This investment policy prohibits any investment carried out for speculative purposes including:
 - Derivative or derivative based instruments and/or Structured Products;
 - Principal only investments or securities that provide potentially nil or negative cash flow;
 - Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
 - Any form of investment that risks the loss of the initial capital outlay in anticipation of significant gain that may arise from expected changes in future economic conditions.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

(c) Investments entered into must comply with four key criteria relating to:

- **Portfolio Credit Framework:** limit overall credit exposure of the portfolio;
- **Counterparty Credit Rating:** limit exposure to individual counterparts/institutions;
- **Term of Maturity Framework:** limits based on maturity of securities;
- **Liquidity:** maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage exposed to any particular credit rating category.

The amount invested with any one financial institution or managed fund should not exceed the following percentages of average annual funds invested. When placing investments, consideration should be given to the relationship between credit rating and interest rate.

Maximum Exposure as a % of Total Investment Portfolio	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
100%	AAA	Aaa	AAA
100%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
60%	A + A A -	A1 A2 A3	A+ A A-
20%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

Counterparty Credit Ratings

Exposure to an individual Authorised Deposit Taking Institution counterparty will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Direct Investment Maximum % with any one institution	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
50%	AAA	Aaa	AAA
50%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
40%	A + A A -	A1 A2 A3	A+ A A-
10%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

If any of the funds / securities are down graded such that they no longer fall within the Shire of Collie's investment policy guidelines, they will be divested as soon as is practicable.

Term of Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity		
Portfolio % <= 1 year	Min 40%	Max 100%
Portfolio % > 1 year or <= 3 years	Min 0%	Max 60%

Liquidity

Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Officers' delegated to invest must take into account ongoing liquidity requirements when placing investments to ensure availability of funds to meet the Council's payment obligations as and when they fall due.

- (d) Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best dependent on the individual circumstances, so long as that the risk management strategy is in accordance with the principles of the Investment Portfolio Risk Guidelines as above, the prevailing legislation and the Prudent Person Standard applies.

A Grandfathering Clause provision is included in this policy which protects Council against policy breaches of its investment policy whereby that breach is outside the control of Council. Specifically, a Grandfathering Clause will apply to any investment that:

- Was made ineligible by a previous change to the external legislation if that change allows for grandfathering;

- Is made ineligible as a result of a change to this investment policy;
- Is in breach of the investment policy due to a change in circumstances (e.g. because the investment has been downgraded or has had its credit rating withdrawn post purchase);
- Is in breach due to a change of portfolio size or composition (e.g. because the overall portfolio size has decreased and as a result the percentage of total portfolio limit which applies to individual remaining investments increases and therefore causes a breach).

5.6.4 Community Benefit Factor

When comparing investment products, preference will be given to institutions that provide a higher level of benefit to the local community. If investment products offer the same rate of investment then the institution that provides the greater benefit to the Collie community shall be awarded the investment.

5.7 **Reporting**

- Investment performance will be reported to the Ordinary Meeting of Council each month and included in the minutes of the meeting. The report will provide details on the investment portfolio including interest rate earned, expected yield, budget comparison, maturity date, and percentage exposure of total portfolio.
- Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.
- Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

6. **REFERENCE DOCUMENTS**

Local Government Act 1995 Section 6.14

Local Government (Financial Management) Regulations 1996 – Regulations 19 and 19C

The Trustees Act 1962 - Part III Investments

Banking Act 1959 (Commonwealth) Section 5

Australian Accounting Standards



POLICY NO:-

CP1-019 – ELECTED MEMBER CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT PROCESS

GOVERNANCE INFORMATION

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

History	1	CP1-019	OCM	12/08/25	Res: 9631	Synopsis:	Policy created.
Version:	2	CP1-019	OCM	8/0926	TBA	Synopsis:	Amendments following changes to the Local Government (Model Code of Conduct) Regulations 2021

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

To establish, in accordance with [Clause 15\(2\) of the Local Government \(Model Code of Conduct\) Regulations 2021](#) and the Shire of Collie Code of Conduct for Council Members, [Committee Members and Candidates](#), the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates [2021](#).

This policy gives effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates, and ensures that a Complaint received in relation to an alleged breach is managed on the basis of –

- Confidentiality
- Timeliness
- Natural justice and due process
- Fairness and impartiality

~~Clause 15(2) of the Code of Conduct provides that the procedure for dealing with Complaints may be determined by the local government to the extent that it is not dealt with by the Local Government (Model Code of Conduct) Regulations 2021 (Regulations). This policy (Policy) meets this objective.~~

3. SCOPE

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates and:-

~~This Policy~~ applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

~~This Policy governs the handling, assessment and determination of behaviour complaints by Council, or an authorised independent person in accordance with clause 14B of the Regulations, and any Council authorisation.~~

~~This Policy does not apply to conduct or specified breaches, which are dealt with by the Office of the Local Government Inspector under the Local Government Act 1995, the Local Government (Model Code of Conduct) Regulations 2021 and Local Government (Local Government Inspector) Regulations 2025.~~

4. DEFINITIONS

Act means the *Local Government Act 1995*.

~~**Behaviour Complaints Committee** means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 5.2.3 of this Policy.~~

~~**Authorised Complaint Assessor** means a person appointed by Council in accordance clause 14B of the Regulations.~~

Behaviour Complaints Officer means a person authorised ~~in writing [by Council resolution or by the CEO exercising delegated authority]~~ under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 5.2.1 of this Policy. The Shire of Collie Behaviour Complaints Officer is the Chief Executive Officer.

Breach means a breach of Division 3 of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates ~~2021~~.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 5.3.2 of this Policy.

Code of Conduct means the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates ~~2021, or as amended.~~

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Collie or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

~~Complaint Assessor means a person appointed by the Behaviour Complaints Officer in accordance with Part 5.2.2 and Part 5.3.8 of this Policy.~~

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct ~~by Council resolution or by the CEO exercising delegated authority~~.

Council means the Council of the Shire of Collie.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Regulations means the *Local Government (Model Code of Conduct) Regulations 2021*.

Response Documents means the response provided by the Respondent to the Complaint and includes any supporting information or evidence that is supplied.

5. POLICY

5.1 Principles

5.1.1 Procedural fairness

The principles of procedural fairness and natural justice will apply when dealing with a Division 3 Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

5.1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

5.1.3 Confidentiality

The Shire of Collie will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, ~~Local~~ ~~g~~Government employees and ~~contractors-assessors~~ who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

5.1.4 Accessibility

The Shire of Collie will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a Complaint may contact the Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

5.2 Roles

5.2.1 Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

~~The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.~~

~~The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.~~

~~The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.~~

~~In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.~~

The Behaviour Complaints Officer:

- Receives and assess complaints for procedural compliance
- Manages all administrative aspects of the complaint
- Facilitates communication between the parties
- Refers complaints to an Authorised Complaint Assessor, where an Authorised Complaint Assessor has been authorised by Council
- Provides administrative support to Council to enable them to make a determination on the Complaint.

5.2.2 Complaints Assessor

~~The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 5.3.8 of this Policy.~~

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

5.2.2 Authorised Complaint Assessor

In accordance with clause 14B of the Code of Conduct, Council may authorise a person, by absolute majority, to assist with any of the following functions in accordance with clauses 12 and 13 of the Code of Conduct including:

- Investigating the complaint
- Gathering and reviewing relevant evidence
- Ensuring the respondent is provided a reasonable opportunity to be heard
- Applying the principles of procedural fairness
- Preparing a report with recommended findings.

Clause 14B identifies persons who are ineligible to perform the function for and on behalf of the local government and sets out the requirements for any resolution of Council to appoint a person to perform the function.

5.2.3 Behaviour Complaints Committee

~~The Behaviour Complaints Committee is a Committee of Council that may be established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.~~

~~Where established, the Behaviour Complaints Committee is a Committee of Council, comprising all Council members. An appointed Committee member must recuse themselves if they are a Complainant or a Respondent.~~

~~The authority delegated to the Behaviour Complaints Committee will be specified by Council delegation and may include:~~

- ~~Conditions to which the delegation is subject.~~
- ~~Dismissing a Division 3 Complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.~~
- ~~Making a finding as to whether the conduct specified in a Complaint did or did not occur, and whether a contravention of the Code of Conduct has been established, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur (Finding) [clause 12(3) of the Code of Conduct].~~
- ~~Determining reasons for such a Finding.~~
- ~~Where a Finding is made that a breach has occurred, determining:~~
 - ~~To take no further action; or~~
 - ~~To Prepare and implement a Plan to address the behaviour of the person to whom the Complaint relates.~~

~~The membership and purpose of the Behaviour Complaints Committee is outlined in this Policy.~~

5.2.3 Referral to Local Government Inspector

If a Council Member has had two or more behavioural breach findings made against them on or after 1 January 2026 under the Shire's Code of Conduct, any subsequent complaint that may constitute a behavioural breach must be referred to the Local Government Inspector for consideration as a potential conduct breach complaint in accordance with s.8A.12 of the Act and r.6(2) of the *Local Government (Local Government Inspector) Regulations 2025*.

5.3 Complaint process

5.3.1 Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*. Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the [Behaviour](#) Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted. Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Save where this Policy otherwise provides, a Complaint will usually be determined by reference to the information provided by the Complainant and the Respondent.

A Complaint must:

- Be specific (including identifying the provisions of the Code of Conduct which the complainant alleges have been breached).
- Provide as much supporting evidence as possible to assist an investigation (including the grounds and circumstances of the Complaint). This may include Statutory Declarations and witness statements.
- Provide the name of the Council Member, Committee Member or Candidate who has allegedly breached the Code of Conduct.
- Provide the name and contact details of the complainant and the name and contact details of the person submitting the complaint (if different to the complainant).

5.3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 5.3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the [Behaviour](#) Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the [Behaviour](#) Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

5.3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the [Behaviour](#) Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the [Behaviour](#) Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

5.3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the [Behaviour](#) Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

~~If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 5.3.6 of this Policy.~~

5.3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the [Behaviour](#) Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 5.3.6 of this Policy.

5.3.6 — Alternative Dispute Resolution

The Shire of Collie recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint.

Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 5.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

Examples of Alternate Dispute Resolution include—

negotiation with the assistance of the Complaints Officer or other appropriate person as intermediary;

facilitation with a contracted service provider such as a mediator or conciliator;

other mutually agreed process.

5.3.76 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

5.3.8 Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer may appoint a suitably qualified and experienced Complaints Assessor, in accordance with the Shire of Collie Procurement Framework.

A Behaviour Complaints Assessor may be appointed under the following circumstances—

- Where a complaint relates to a Council Member;
- Where a complaint relates to a Candidate who is elected as a Council Member; and
- Where internal resources are limited and/or the nature of the complaint requires specific expertise.

In appointing a Complaints Assessor, the Complaints Officer will have regard to the qualifications and independence of the person appointed.

The Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

5.3.9 Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Collie's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting;
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Collie Standing Orders Local Law 2017.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

5.3.10 Assessment of the Complaint

The Behaviour Complaints Officer receives the complaint and assesses it for compliance with the requirements of the Code of Conduct, including whether the complaint has been lodged within one month of the alleged behaviour Complaint [clause 11(2) of the Code of Conduct].

Where a complaint is valid, the Behaviour Complaints Officer is to determine whether the complaint is required to be referred to the Local Government Inspector under clause 11(5) of the Regulations or to Council. If the complaint is to be referred to the Inspector, the Officer must refer the complaint to the Inspector accordingly, and no further action is to be taken by the Shire or Council unless directed by the Inspector.

~~Where the complaint is to be assessed by Council, the Behaviour Complaints Officer will prepare an Officer's Report to Council.~~

~~or where appointed, the Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 5.3.4 and Part 5.3.5 of this Policy.~~

~~The Behaviour Complaints Officer or where appointed, the Complaints Assessor must ensure that the Respondent is provided with a reasonable opportunity to respond to the Complaint before forming any opinions, or drafting the Complaint Report or recommendations.~~

~~5.3.11 Complaint Report~~

~~The Behaviour Complaints Officer or where appointed, the Complaint Assessor will prepare a Complaint Report that will: The report will:~~

- ~~- outline the process followed, including how the Respondent was provided with an opportunity to respond; and~~
- ~~- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and~~
- ~~-~~
- ~~—include recommendations on each decision that may be made by the Local Government or a Complaints Committee; and~~
- ~~—include reasons for each recommendation, with reference to Part 5.5.4 of this Policy.~~

~~If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 5.4.4 of this Policy, the Complaint Report must include a Proposed Plan.~~

~~The Behaviour Complaints Officer or where appointed, the Complaint Assessor will include the Complaint Report in the Agenda for a meeting of the Council or where established, the Behaviour Complaints Committee. The Behaviour Complaints Officer or where appointed, the Complaint Assessor will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.~~

~~5.3.128 Complaint Determination Meeting~~

~~The Council Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.~~

~~The Council or the Behaviour Complaints Committee will consider the Complaint Officer's Report and attachments and give due regard to the recommendations.~~

~~In accordance with Regulation 11(d)(a) of the Local Government (Administration) Regulations 1996, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.~~

~~If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council or the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 5.4.2 of this Policy.~~

If the Council ~~or the Behaviour Complaints Committee~~, dismisses a Complaint, the [Behaviour Complaints Officer](#) must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Council ~~or the Behaviour Complaints Committee~~ will consider the Complaint and [determine whether to:](#)

[a\) -deal with the Complaint; or](#)

[b\) authorise a person, in accordance with clause 14B of the Code of Conduct to act as an Authorised Complaint Assessor for the purpose of investigating the Complaint and providing further information to assist Council in making a determination.](#)

[Following consideration of the Officer' Report and any further information requested, Council will make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 5.4.3 of this Policy.](#)

If the Council ~~or the Behaviour Complaints Committee~~, finds that the alleged Breach **did not** occur, the [Behaviour Complaints Officer](#) must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Council ~~or the Behaviour Complaints Committee~~ finds that the alleged breach **did** occur, the Council ~~or the Behaviour Complaints Committee~~ will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 5.4.4 of this Policy.

If the Council ~~or the Behaviour Complaints Committee~~ decides to take no further action, the [Behaviour Complaints Officer](#) must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Council ~~or Behaviour Complaints Committee~~ decides to prepare a Plan, it will first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. Council ~~or the Behaviour Complaints Committee~~ will consider any submissions made by the Respondent before preparing and implementing a Plan.

5.3. ~~139~~ Compliance with Plan Requirement

The [Behaviour Complaints Officer](#) will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The [Behaviour Complaints Officer](#) must provide a report advising the Council of any failure to comply with a requirement included in a Plan.

5.4 Decision Making

5.4.1 Objectives and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 5.5.1 of this Policy.

5.4.2 Dismissal

The Council ~~or the Behaviour Complaints Committee~~ must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting;
and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Collie Standing Orders Local Law 2017.

5.4.3 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

5.4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Council ~~or the Behaviour Complaints Committee~~ may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

5.4.5 Plan Requirement

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5. REFERENCE DOCUMENTS

Local Government Act 1995 – Section 5.104 Adoption of model code of conduct:

Local Government Act 1995 – Section 5.105 Breaches by council members

Local Government (Model Code of Conduct) Regulations 2021

[WALGA Template – Code of Conduct Complaints Management Policy](#)

Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

[Local Government Inspector Guidelines](#)

[Local Government \(Local Government Inspector\) Regulations 2025](#)



POLICY NO:-

CP1-019 – ELECTED MEMBER CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT PROCESS

GOVERNANCE INFORMATION

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

History	1	CP1-019	OCM	12/08/25	Res: 9631	Synopsis:	Policy created.
Version:	2	CP1-019	OCM	8/0926	TBA	Synopsis:	Amendments following changes to the <i>Local Government (Model Code of Conduct) Regulations 2021</i>

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

To establish, in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

This policy gives effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates, and ensures that a Complaint received in relation to an alleged breach is managed on the basis of –

- Confidentiality
- Timeliness
- Natural justice and due process
- Fairness and impartiality

3. SCOPE

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates and applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

This Policy governs the handling, assessment and determination of behaviour complaints by Council, or an authorised independent person in accordance with clause 14B of the Regulations, and any Council authorisation.

This Policy does not apply to conduct or specified breaches, which are dealt with by the Office of the Local Government Inspector under the *Local Government Act 1995*, the *Local Government (Model Code of Conduct) Regulations 2021* and *Local Government (Local Government Inspector) Regulations 2025*.

4. DEFINITIONS

Act means the *Local Government Act 1995*.

Authorised Complaint Assessor means a person appointed by Council in accordance clause 14B of the Regulations.

Behaviour Complaints Officer means a person authorised under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 5.2.1 of this Policy. The Shire of Collie Behaviour Compliance Officer is the Chief Executive Officer.

Breach means a breach of Division 3 of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 5.3.2 of this Policy.

Code of Conduct means the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Collie or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct.

Council means the Council of the Shire of Collie.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Regulations means the *Local Government (Model Code of Conduct) Regulations 2021*.

Response Documents means the response provided by the Respondent to the Complaint and includes any supporting information or evidence that is supplied.

5. POLICY

5.1 Principles

5.1.1 Procedural fairness

The principles of procedural fairness and natural justice will apply when dealing with a Division 3 Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

5.1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

5.1.3 Confidentiality

The Shire of Collie will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, local government employees and assessors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

5.1.4 Accessibility

The Shire of Collie will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a Complaint may contact the Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

5.2 Roles

5.2.1 Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer:

- Receives and assess complaints for procedural compliance
- Manages all administrative aspects of the complaint
- Facilitates communication between the parties
- Refers complaints to an Authorised Complaint Assessor, where an Authorised Complaint Assessor has been authorised by Council
- Provides administrative support to Council to enable them to make a determination on the Complaint.

5.2.2 Authorised Complaint Assessor

In accordance with clause 14B of the Code of Conduct, Council may authorise a person, by absolute majority, to assist with any of the following functions in accordance with clauses 12 and 13 of the Code of Conduct including:

- Investigating the complaint
- Gathering and reviewing relevant evidence
- Ensuring the respondent is provided a reasonable opportunity to be heard
- Applying the principles of procedural fairness
- Preparing a report with recommended findings.

Clause 14B identifies persons who are ineligible to perform the function for and on behalf of the local government and sets out the requirements for any resolution of Council to appoint a person to perform the function.

5.2.3 Referral to Local Government Inspector

If a Council Member has had two or more behavioural breach findings made against them on or after 1 January 2026 under the Shire's Code of Conduct, any subsequent complaint that may constitute a behavioural breach must be referred to the Local Government Inspector for consideration as a potential conduct breach complaint in accordance with s.8A.12 of the Act and r.6(2) of the *Local Government (Local Government Inspector) Regulations 2025*.

5.3 Complaint process

5.3.1 Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*. Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted. Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Save where this Policy otherwise provides, a Complaint will usually be determined by reference to the information provided by the Complainant and the Respondent.

A Complaint must:

- Be specific (including identifying the provisions of the Code of Conduct which the complainant alleges have been breached).
- Provide as much supporting evidence as possible to assist an investigation (including the grounds and circumstances of the Complaint). This may include Statutory Declarations and witness statements.
- Provide the name of the Council Member, Committee Member or Candidate who has allegedly breached the Code of Conduct.
- Provide the name and contact details of the complainant and the name and contact details of the person submitting the complaint (if different to the complainant).

5.3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 5.3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy.

Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

5.3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

5.3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

5.3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

5.3.6 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

5.3.7 Assessment of the Complaint

The Behaviour Complaints Officer receives the complaint and assesses it for compliance with the requirements of the Code of Conduct, including whether the complaint has been lodged within one month of the alleged behaviour Complaint *[clause 11(2) of the Code of Conduct]*.

Where a complaint is valid, the Behaviour Complaints Officer is to determine whether the complaint is required to be referred to the Local Government Inspector under clause 11(5) of the Regulations or to Council. If the complaint is to be referred to the Inspector, the Officer must refer the complaint to the Inspector accordingly, and no further action is to be taken by the Shire or Council unless directed by the Inspector.

Where the complaint is to be assessed by Council, the Behaviour Complaints Officer will prepare an Officer's Report to Council.

The report will:

- outline the process followed, including how the Respondent was provided with an opportunity to respond; and
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments.

5.3.8 Complaint Determination Meeting

The Council Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23 of the Act.

The Council will consider the Officer's Report and attachments.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 5.4.2 of this Policy.

If the Council, dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Council will consider the Complaint and determine whether to:

- a) deal with the Complaint; or
- b) authorise a person, in accordance with clause 14B of the Code of Conduct to act as an Authorised Complaint Assessor for the purpose of investigating the Complaint and providing further information to assist Council in making a determination.

Following consideration of the Officer's Report and any further information requested, Council will make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 5.4.3 of this Policy.

If the Council, finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Council finds that the alleged breach **did** occur, the Council will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 5.4.4 of this Policy.

If the Council decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Council decides to prepare a Plan, it will first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. Council will consider any submissions made by the Respondent before preparing and implementing a Plan.

5.3.9 Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising the Council of any failure to comply with a requirement included in a Plan.

5.4 Decision Making

5.4.1 Objectives and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 5.5.1 of this Policy.

5.4.2 Dismissal

The Council must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Collie Standing Orders Local Law 2017.

5.4.3 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

5.4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Council may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

5.4.5 Plan Requirement

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5. REFERENCE DOCUMENTS

Local Government Act 1995 – Section 5.104 Adoption of model code of conduct:

Local Government Act 1995 – Section 5.105 Breaches by council members

Local Government (Model Code of Conduct) Regulations 2021

Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates.

Local Government Inspector Guidelines

Local Government (Local Government Inspector) Regulations 2025



Shire of
Collie

Behaviour Complaint Form

Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates

Name of Person Making the Complaint			
Complainant Name: <i>Given Name/s and Family Name</i>			
Contact Details			
Residential Address:			
Postal Address:			
Phone:	Day-time:		Mobile:
Email:			

Complaint Details:			
1.	Insert Name of Person alleged to have committed a behaviour breach:		
2.	Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of Collie	☐
		Member of a Committee of the Shire of Collie	☐
		Candidate for election at the Shire of Collie	☐

3.	Date that the alleged behaviour breach occurred:	
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4.	Location where the alleged behaviour breach occurred:	
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5.	Which of the behaviours prescribed in Division 3 of the Shire of Collie's Code of Conduct do you allege this person has breached?	
	Clause 8. Personal integrity	
	(1) A council member, committee member or candidate —	
	(a) must ensure that their use of social media and other forms of communication complies with this code; and	☐
	(b) must only publish material that is factually correct	☐
	(2) A council member or committee member —	
	(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	☐
	(b) must comply with all policies, procedures and resolutions of the local government.	☐
	Clause 9. Relationship with others	
	A council member, committee member or candidate —	
	(a) must not bully or harass another person in any way; and	☐
	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	☐
	(c) must not use offensive or derogatory language when referring to another person; and	☐
	(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	☐
	(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	☐
	Clause 10. Council or committee meetings	
	When attending a council or committee meeting, a council member, committee member or candidate —	
	(a) must not act in an abusive or threatening manner towards another person; and	☐
	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	☐
	(c) must not repeatedly disrupt the meeting; and	☐
(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	☐	
(e) must comply with any direction given by the person presiding at the meeting; and	☐	
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	☐	

6.	State the full details of the alleged breach.

7	List any additional information you have provided as part of this complaint: <i>Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.</i>

9	Have you made any efforts to resolve the complaint with the Respondent? <i>Please note, you MUST complete this section</i>	
YES	☐	<i>If yes, please describe the efforts that you have made.</i>
NO	☐	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

11	Desired outcome of the Complaint <i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i>

COMPLAINANT <i>please sign and date</i>	
Signature:	
Date:	

Please submit completed Behaviour Complaint to:

The Shire of Collie's Behaviour Complaints Officer:

Mailing Address: Shire of Collie, Locked Bag 6225, Collie WA 6225
 In person: Shire of Collie, 87 Throssell Street, Collie WA 6225
 Email: ceo@collie.wa.gov.au

NOTE TO PERSON MAKING THE COMPLAINT:

This Behaviour Complaint Form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

OFFICE USE ONLY: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	

Instructions for: Making a complaint about an alleged breach of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the Shire of Collie's CP1-019 – Elected Member Code of Conduct Behaviour Complaints Policy on our website www.collie.wa.gov.au before submitting a complaint.

This Policy details:

- How the Shire of Collie will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid **Behaviour Complaint**:

☐	The allegation must relate to a breach of the behaviour standards in <u>Division 3</u> of the Shire of Collie's Code of Conduct for Council Members, Committee Members and Candidates.
☐	Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. <i>The Behaviour Complaints Officer may contact you to clarify or ask for more information.</i>
☐	The completed Behaviour Complaint Form MUST be lodged with the Shire of Collie Behaviour Complaints Officer <u>within one (1) month of the alleged behaviour breach</u> .
<i>Note: Complaints outside of this timeframe cannot be accepted under the Model Code of Conduct.</i>	

Behaviour Complaint

A **Behaviour Complaint** refers to a breach of the Rules of Conduct outlined in Division 3 of the Shire of Collie's Code of Conduct for Council Members, Committee Members and Candidates.

This type of complaint is determined by the Council or the Shire's Behavioural Complaints Committee, unless the complaint is referred to the Office of the Local Government Inspector. A complaint must be referred to the Inspector if the person who is the subject of the complaint has, on at least 2 previous occasions, been found under a local government's adopted code of conduct (as defined in section 8A.2(1) of the Act) to have committed, on or after 1 January 2026., a behavioural breach.

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of Collie's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. The Local Government Inspector determines the manner and form for lodging a conduct breach complaint. The Breach Complaint Form can be found on the Inspector's website.

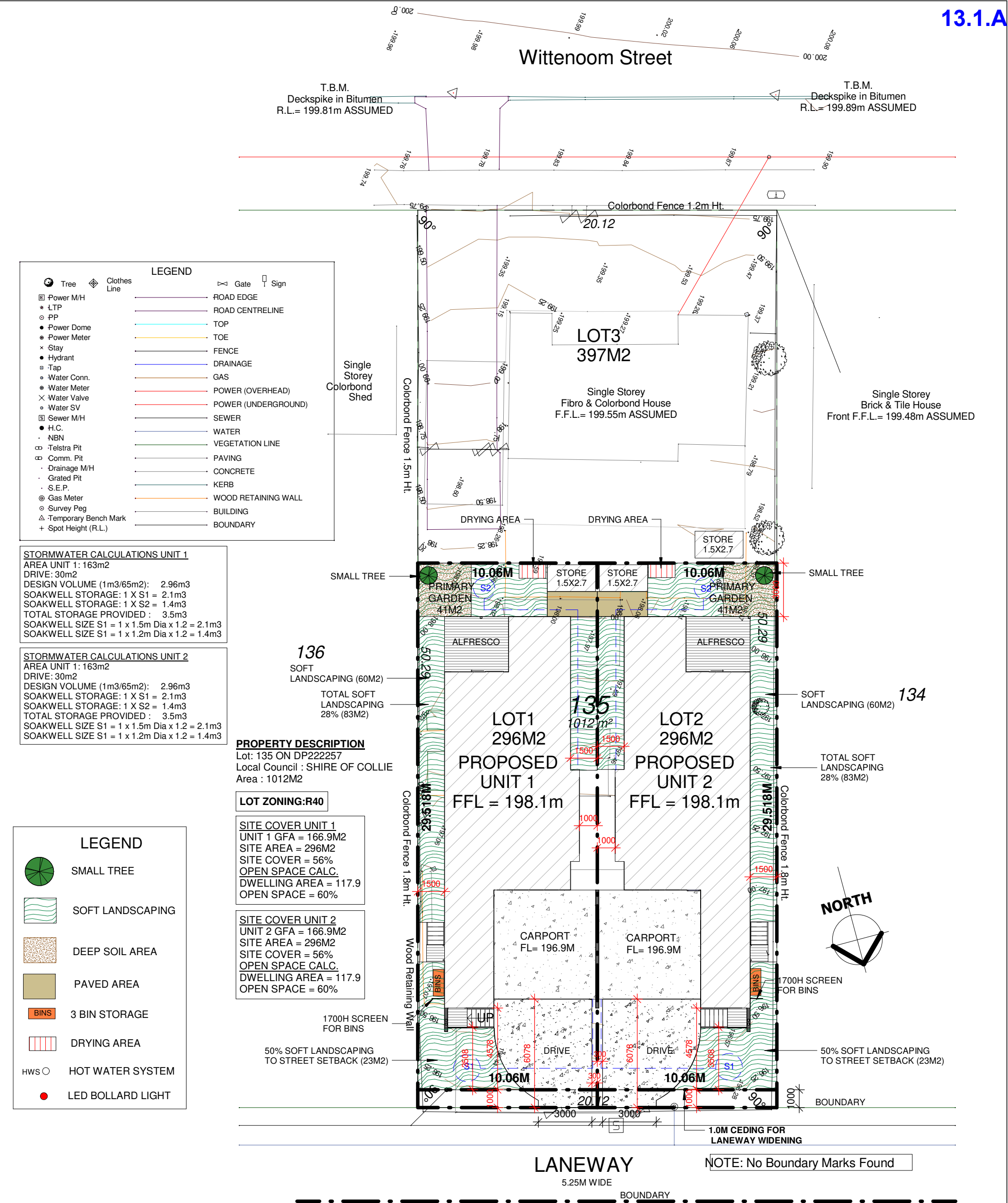
Further Information

Further information is available from:

Local Government Inspector www.lginspector.wa.gov.au or email contact@lginspector.wa.gov.au

Or

- The Shire of Collie's Behaviour Complaints Officer on (08) 9734 9000 or ceo@collie.wa.gov.au/



LEGEND	
	Tree
	Clothes Line
	Gate
	Sign
	Power M/H
	LTP
	PP
	Power Dome
	Power Meter
	Stay
	Hydrant
	Tap
	Water Conn.
	Water Meter
	Water Valve
	Water SV
	Sewer M/H
	H.C.
	NBN
	Telstra Pit
	Comm. Pit
	Drainage M/H
	Grated Pit
	S.E.P.
	Gas Meter
	Survey Peg
	Temporary Bench Mark
	Spot Height (R.L.)
	ROAD EDGE
	ROAD CENTRELINE
	TOP
	TOE
	FENCE
	DRAINAGE
	GAS
	POWER (OVERHEAD)
	POWER (UNDERGROUND)
	SEWER
	WATER
	VEGETATION LINE
	PAVING
	CONCRETE
	KERB
	WOOD RETAINING WALL
	BUILDING
	BOUNDARY

STORMWATER CALCULATIONS UNIT 1
AREA UNIT 1: 163m²
DRIVE: 30m²
DESIGN VOLUME (1m³/65m²): 2.96m³
SOAKWELL STORAGE: 1 X S1 = 2.1m³
SOAKWELL STORAGE: 1 X S2 = 1.4m³
TOTAL STORAGE PROVIDED: 3.5m³
SOAKWELL SIZE S1 = 1 x 1.5m Dia x 1.2 = 2.1m³
SOAKWELL SIZE S1 = 1 x 1.2m Dia x 1.2 = 1.4m³

STORMWATER CALCULATIONS UNIT 2
AREA UNIT 1: 163m²
DRIVE: 30m²
DESIGN VOLUME (1m³/65m²): 2.96m³
SOAKWELL STORAGE: 1 X S1 = 2.1m³
SOAKWELL STORAGE: 1 X S2 = 1.4m³
TOTAL STORAGE PROVIDED: 3.5m³
SOAKWELL SIZE S1 = 1 x 1.5m Dia x 1.2 = 2.1m³
SOAKWELL SIZE S1 = 1 x 1.2m Dia x 1.2 = 1.4m³

PROPERTY DESCRIPTION
Lot: 135 ON DP22257
Local Council: SHIRE OF COLLIE
Area: 1012M²

LOT ZONING:R40

SITE COVER UNIT 1
UNIT 1 GFA = 166.9M²
SITE AREA = 296M²
SITE COVER = 56%
OPEN SPACE CALC.
DWELLING AREA = 117.9
OPEN SPACE = 60%

SITE COVER UNIT 2
UNIT 2 GFA = 166.9M²
SITE AREA = 296M²
SITE COVER = 56%
OPEN SPACE CALC.
DWELLING AREA = 117.9
OPEN SPACE = 60%

LEGEND	
	SMALL TREE
	SOFT LANDSCAPING
	DEEP SOIL AREA
	PAVED AREA
	3 BIN STORAGE
	DRYING AREA
	HWS HOT WATER SYSTEM
	LED BOLLARD LIGHT

General Notes
All materials and work practices shall comply with the Building Code of Australia 2022 and all relevant current Australian Standards.
All dimensions and levels are to be checked and verified by owner/builder and any discrepancies in the documents must be resolved before ordering or commencement of any works. The contractor/builder is responsible for setting out and checking all levels and measurements onsite.

Site Plan

1 : 200

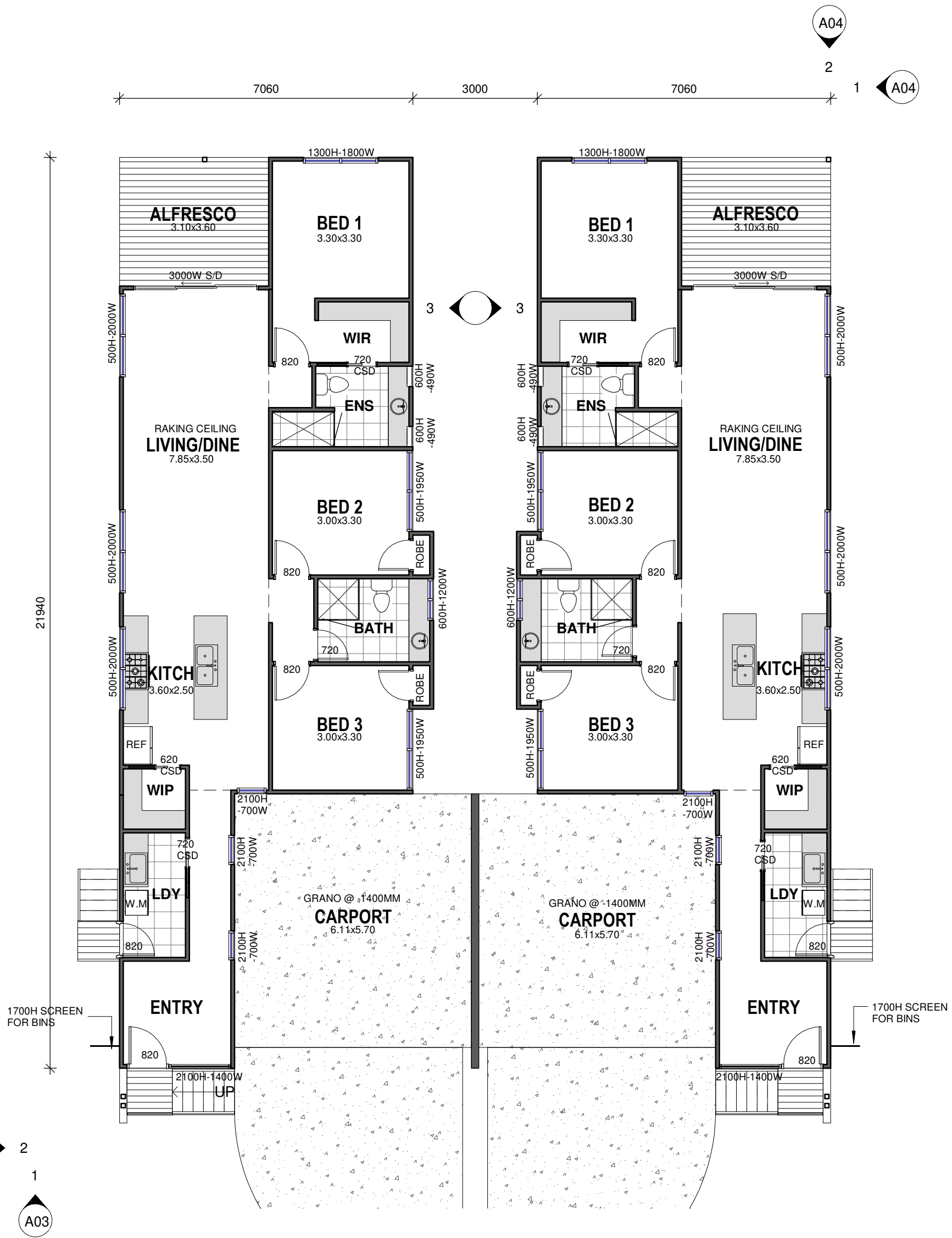
(C) COPYRIGHT.

Proposed Group Dwellings	Revision Schedule			Site Plan	
	REV	DATE	DESCRIPTION	Sheet number	A01
	2	23.2.26	ISSUED FOR CONCEPT	Project number	2602-12
	3	5.5.26	ISSUED FOR D/A	Date	12/02/2022
	4	9.7.26	REVISED FOR D/A	Drawn by	JG
	5	13.7.26	REVISED FOR D/A	Scale	1 : 200 A3 SHEET

**Lot 135 (#112) Wittenoom Street,
Collie For R. Lee-Tarran**

GHASSEB DRAFTING
DESIGN & DRAFTING PRACTICE

Phone : 97217471 Fax : 97217471 Mobile : 0418945793
Email : ghasseb@westnet.com.au
Address : 9b Wittenoom Street Bunbury WA 6230



Ground Floor Areas:
Living : 117m²
Carport : 34.8m²
Alfresco : 11.1m²

Floor Plan
1 : 100

General Notes
All materials and work practices shall comply with the Building Code of Australia 2022 and all relevant current Australian Standards.
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Proposed Group Dwellings	Revision Schedule			Floor Plan	
	REV	DATE	DESCRIPTION	Sheet number	A02
	2	23.2.26	ISSUED FOR CONCEPT	Project number	2602-12
	3	5.5.26	ISSUED FOR D/A	Date	12/02/2022
	4	9.7.26	REVISED FOR D/A	Drawn by	JG
	5	13.7.26	REVISED FOR D/A	Scale	1 : 100 A3 SHEET

Lot 135 (#112) Wittenoom Street,
Collie For R. Lee-Tarran

GHASSEB

DRAFTING

DESIGN & DRAFTING PRACTICE

Phone : 97217471

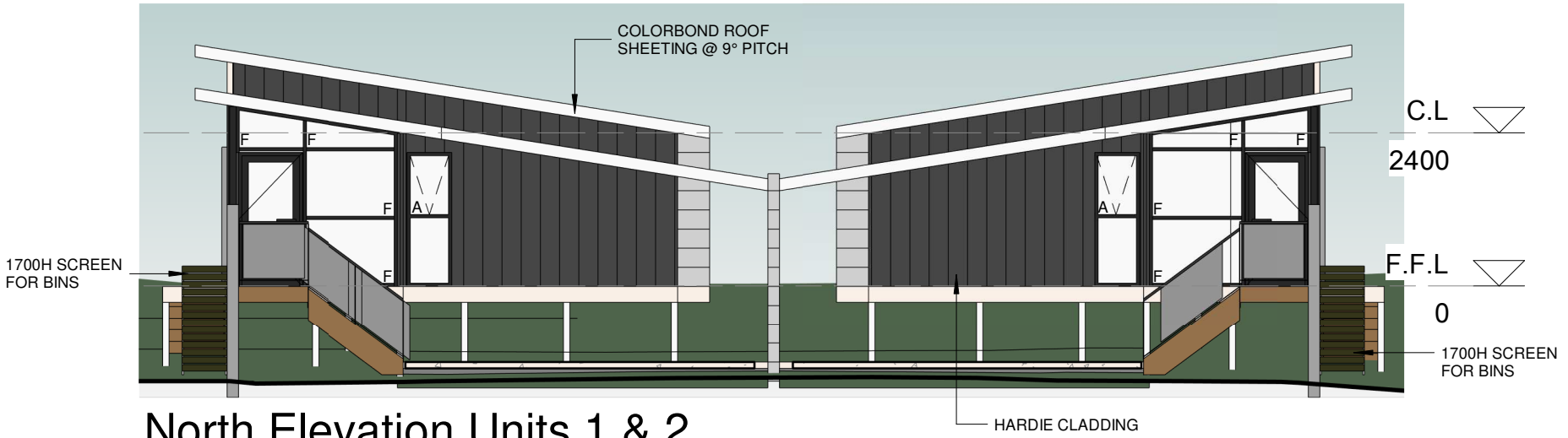
Fax : 97217471

Mobile : 0418945793

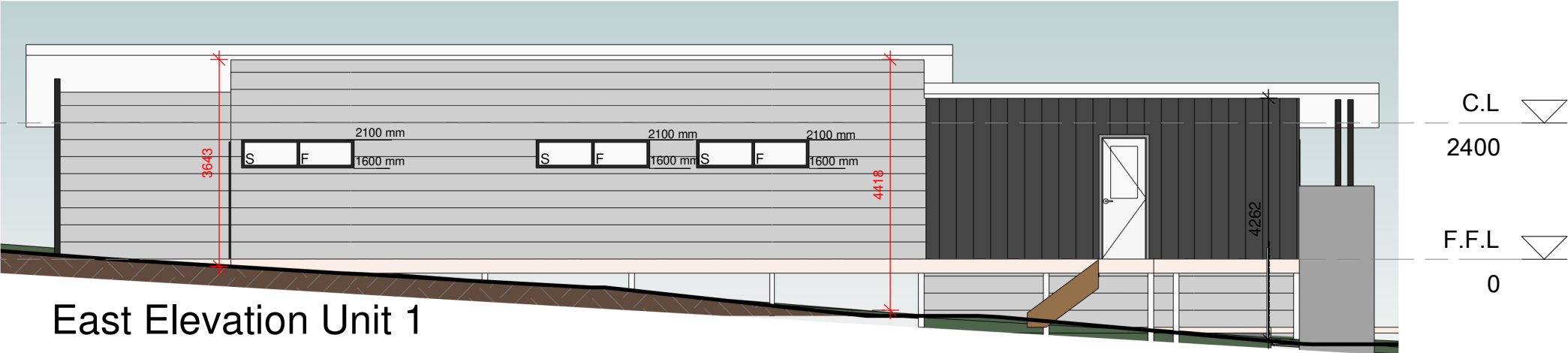
Email : ghasseb@westnet.com.au

Address : 9b Wittenoom Street Bunbury WA 6230

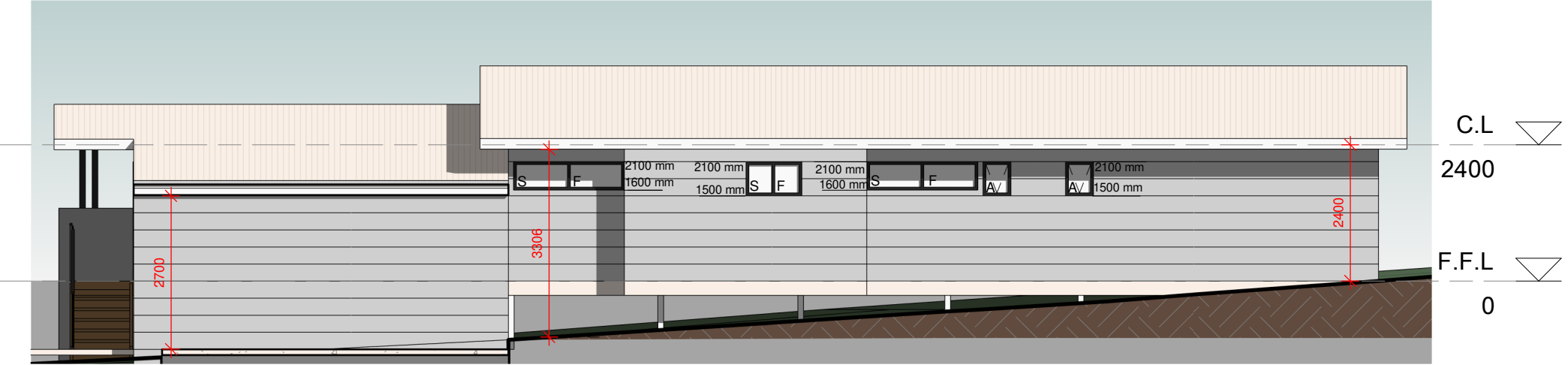
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North Elevation Units 1 & 2
1 : 100



East Elevation Unit 1
1 : 100



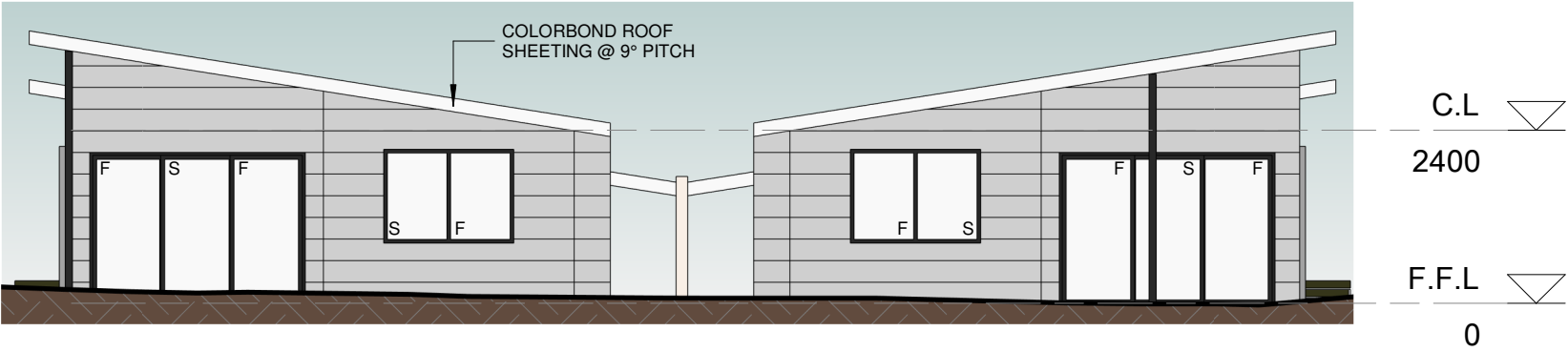
West Elevation Unit 1
1 : 100

General Notes
All materials and work practices shall comply with the Building Code of Australia 2022 and all relevant current Australian Standards.
All dimensions and levels are to be checked and verified by owner/builder and any discrepancies in the documents must be resolved before ordering or commencement of any works. The contractor/builder is responsible for setting out and checking all levels and measurements onsite.

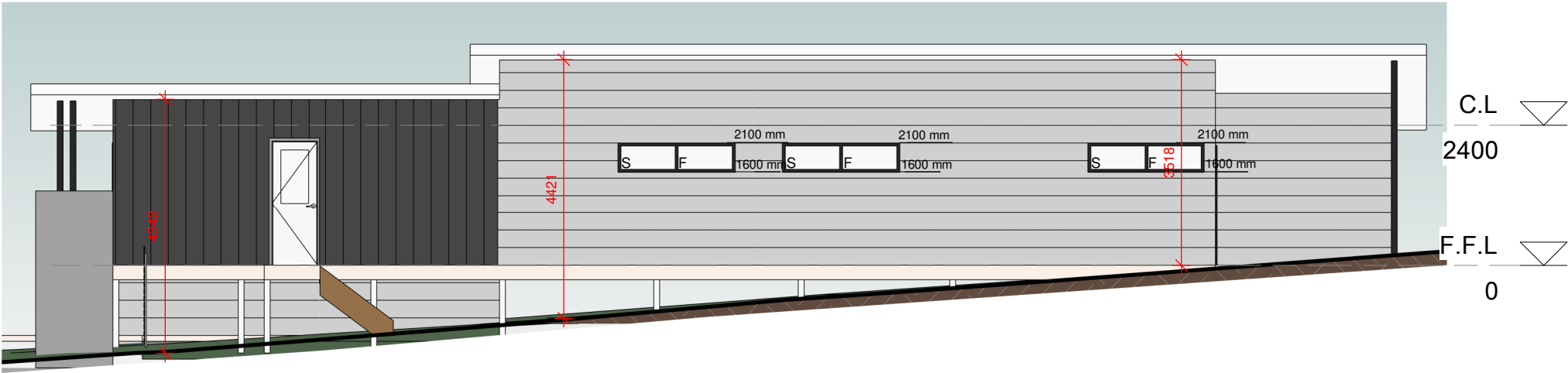
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Proposed Group Dwellings	Revision Schedule			Elevations	
	REV	DATE	DESCRIPTION	Sheet number	A03
	2	23.2.26	ISSUED FOR CONCEPT	Project number	2602-12
	3	5.5.26	ISSUED FOR D/A	Date	12/02/2022
	4	9.7.26	REVISED FOR D/A	Drawn by	JG
	5	13.7.26	REVISED FOR D/A	Scale	1 : 100 A3 SHEET
Lot 135 (#112) Wittenoom Street, Collie For R. Lee-Tarran			GHASSEB DRAFTING DESIGN & DRAFTING PRACTICE Phone : 97217471 Fax : 97217471 Mobile : 0418945793 Email : ghasseb@westnet.com.au Address : 9b Wittenoom Street Bunbury WA 6230		

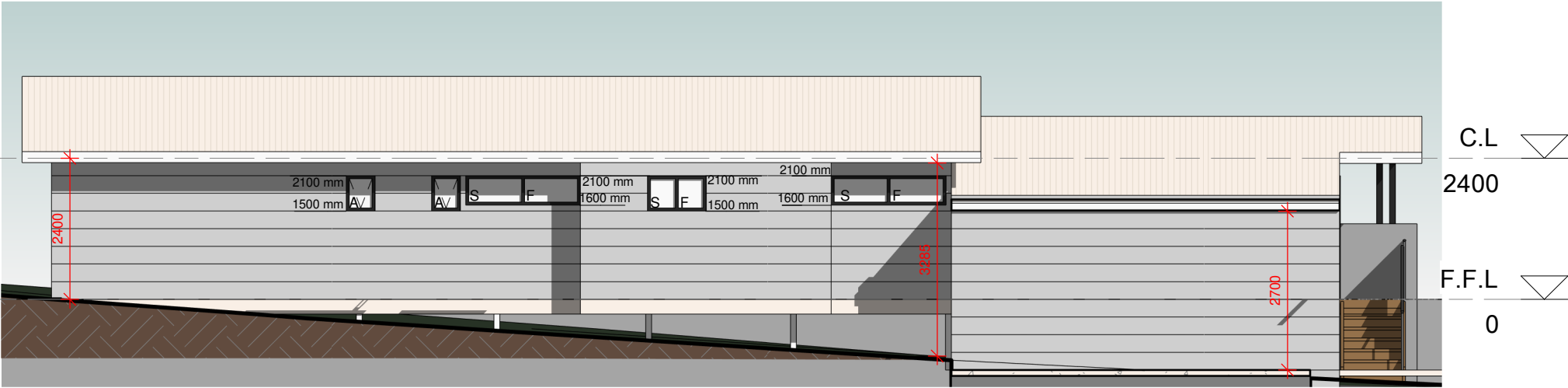
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South Elevation Units 1 & 2
1 : 100



West Elevation Unit 2
1 : 100



East Elevation Unit 2
1 : 100

General Notes
All materials and work practices shall comply with the Building Code of Australia 2022 and all relevant current Australian Standards.
All dimensions and levels are to be checked and verified by owner/builder and any discrepancies in the documents must be resolved before ordering or commencement of any works. The contractor/builder is responsible for setting out and checking all levels and measurements onsite.

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Proposed Group Dwellings	Revision Schedule			Elevations	
	REV	DATE	DESCRIPTION	Sheet number	A04
	4	9.7.26	REVISED FOR D/A	Project number	2602-12
	5	13.7.26	REVISED FOR D/A	Date	12/02/2022
				Drawn by	JG
Lot 135 (#112) Wittenoom Street, Collie For R. Lee-Tarran				Scale	1 : 100 A3 SHEET



GHASSEB DRAFTING
DESIGN & DRAFTING PRACTICE

Phone : 97217471 Fax : 97217471 Mobile : 0418945793
Email : ghasseb@westnet.com.au
Address : 9b Wittenoom Street Bunbury WA 6230



3D Photorealistic View



3D View 1



3D View 2

General Notes
All materials and work practices shall comply with the Building Code of Australia 2022 and all relevant current Australian Standards.
All dimensions and levels are to be checked and verified by owner/builder and any discrepancies in the documents must be resolved before ordering or commencement of any works. The contractor/builder is responsible for setting out and checking all levels and measurements onsite.

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Proposed Group Dwellings	Revision Schedule		3D Views	
	REV	DATE	DESCRIPTION	Sheet number
	2	23.2.26	ISSUED FOR CONCEPT	A05
	3	5.5.26	ISSUED FOR D/A	Project number
	4	9.7.26	REVISED FOR D/A	Date
	5	13.7.26	REVISED FOR D/A	Drawn by
Lot 135 (#112) Wittenoom Street, Collie For R. Lee-Tarran			Scale	A3 SHEET
				
			Phone : 97217471 Fax : 97217471 Mobile : 0418945793	
			Email : ghasseb@westnet.com.au	
			Address : 9b Wittenoom Street Bunbury WA 6230	
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SHIRE OF COLLIE TECHNICAL ASSESSMENT

Application No. P042/26		ASN: A265	
Proposal/Address: GROUPED DWELLINGS – Lot 135, No. 112 Wittenoom St, Collie			
Details of Proposal:	Application seeks approval for Grouped Dwellings. Details of the proposal as follows:		
	• Development of two side by side grouped dwellings to the rear of the existing dwelling which is to be retained. • Grouped dwellings have a frontage to and gain access from the rear laneway. • Setback 4.5m from ceded laneway widening and 5.5m from the existing laneway boundary. • Both grouped dwellings feature 3 bedrooms and a double carport. • Both grouped dwellings have a maximum building height of 4.4m featuring a skillion roof profile.		

Conflict of Interest Declaration	
Conflict of Interest(s) Identified <i>**Refer to Definitions (end of tech sheet)</i>	No: ☒ No further action required Yes: ☐ Impartial Interest ☐ Pecuniary Interest ☐ Proximity Interest

Existing Land Use:	Single House	Lot Size:	1012m ²
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LPS Zoning / Land Use Permissibility:	Mixed Use – R40 Grouped Dwelling- ‘D’ use which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.
Additional Use:	Yes ☐ No ☒
Non-Conforming Use:	Yes ☐ No ☒
Additional site and development requirements:	Yes ☐ No ☒

Advertising Required:	Yes ☒	Advertising Period:	14 days from 16 July 2026 to 31 July 2026
	No ☐	Submissions:	Nil
Why advertising not required:	N/A		

Constraints Checklist		Additional Comments
Development within Special Control Area	Yes ☐ No ☒	
Development adjoining a primary distributor road or railway	Yes ☒ No ☐	Subject site is setback approximately 67m from the centre of Throssell St which is a 'Strategic freight and/or major traffic route'. Therefore, consideration needs to be given to 'Clause 32.9 Development adjoining a primary distributor road or railway' and SPP5.4 Road and Rail Noise.
Development abutting unconstructed road or with no gazetted road access	Yes ☐ No ☒	
Floodway/Flood Fringe Area	Yes ☐ No ☒	
Does the property contain a Building Envelope	Yes ☐ No ☒	
Does the proposal require vegetation removal	Yes ☐ No ☒	
Memorial/Restrictive Covenant/Notification registered on Title	Yes ☐ No ☒	

Place of Heritage Value	Yes ☐ No ☒	
Adjoining State Heritage	Yes ☐ No ☒	
Aboriginal Heritage	Yes ☐ No ☒	
Conservation Wetland	Yes ☐ No ☒	
Environmentally Sensitive Area	Yes ☐ No ☒	
Contaminated Site	Yes ☐ No ☒	
Bush Fire Prone Area	Yes ☐ No ☒	
BAL Assessment Required	Yes ☐ No ☒	
SPP 3.7-Bushfire Assessment Required	Yes ☐ No ☒	
Application Exempt (as per cl.41 of LPS6)	Yes ☐ No ☒	

Relevant State Planning Policies:	SPP 5.4 – Road and Rail Noise
Relevant Local Planning Policies:	LPP2.1 – Stormwater Discharge From Building Sites LPP 2.5 – Residential Development Fronting Existing Rights-of-Way (Laneways)
Structure Plan:	N/A
Other Relevant Planning Framework Considerations:	Residential Design Codes – Volume 1 – Part C

Schedule 2 – Car Parking Table requirements:	Refer to R-Code assessment section of the report.
Are additional crossovers proposed:	Yes ☒ No ☐

R-CODE ASSESSMENT – VOLUME 1

PART D – LAND

1.1 SITE AREA

DEEMED-TO-COMPLY		YES	NO	N/A	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	COMMENTS / CONDITION OF APPROVAL
C1.1.1	Average & Minimum site area in accordance with Table D	☒	☐	☐	Minimum- 180m ² Average- 220m ²	Unit 1- 296m ² Unit 2- 296m ² Road widening- 20.12m ² Existing dwelling- 397m ² Average- 329m ²	N/A	N/A
C1.1.2	Minimum site area calculated as required for a single house or grouped dwelling	☒	☐	☐	As above	As above	N/A	N/A
C1.1.3	Corner Truncation to a public street, up to a maximum of 20m ² to be added	☐	☐	☒				
	Battle-axe access leg no more than 20% of required site area in Table D	☐	☐	☒				
C1.1.4	Variation approved by the WAPC	☐	☐	☒				
	Existing lot with permanent legal access to a public road	☐	☐	☒				
C1.1.5	R25 & below only			☒				
C1.1.6 R30 - R40 only	Reduced by up to 35% for an accessible dwelling to gold level universal design or a small dwelling	☐	☐	☒				
	Site not less than 100m ²	☐	☐	☒				
	Where 4 or more dwellings or sites, reduction applied to a maximum 50%	☐	☐	☒				

C1.1.7 R50+	Reduced by up to 35% for an accessible dwelling to gold level universal design or a small dwelling	☐	☐	☒				
	Site not less than 100m ²	☐	☐	☒				
	Where 4 or more dwellings or sites, small dwelling reduction applied to a maximum 50%	☐	☐	☒				
C1.1.8	For multiple dwellings in areas coded R30 to R60; where a significant existing tree is retained, the average site area may be reduced by 10%. (This reduction is limited to dwellings not already subject to a reduced average site area under C1.1.6 or C1.1.7)	☐	☐	☒				

PART C

1.0 THE GARDEN

1.1 PRIVATE OPEN SPACE

DEEMED-TO-COMPLY		YES	NO	N/A	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	COMMENTS / CONDITION OF APPROVAL
C1.1.1	Primary garden area in accordance with Table 1.1a	☒	☐	☐	40m ²	Unit 1 and 2- 41m ² Existing dwelling- substantial	N/A	N/A
C1.1.2	Splitting of PGA for grouped dwellings	☐	☐	☒				
C1.1.3	Private open space to multiple dwellings (balcony) in accordance with Table 1.1b	☐	☐	☒				
C1.1.4	Balconies to be unscreened for 25%	☐	☐	☒				

1.2 TREES AND LANDSCAPING

DEEMED-TO-COMPLY	MEETS DEEMED- TO-COMPLY	ADDRESS ES	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	COMMENTS / CONDITION OF APPROVAL
C1.2.1 – 15% soft landscaping per site	☒	☐	☐	15% soft landscaping	Unit 1- 28% soft landscaping Unit 2- 28% soft landscaping Existing dwelling- substantial	N/A	N/A
C1.2.2 – 30% soft landscaping of the primary street setback area	☒	☐	☐	30%	Unit 1- 50% soft landscaping Unit 2- 50% soft landscaping Existing dwelling- substantial		
C1.2.3 – Communal street and communal open space is landscaped and provided with adequate lighting to footpaths and vehicle access areas	☐	☐	☒				
C1.2.4 – Minimum trees and deep soil area in accordance with Tables 1.2a & 1.2b.	☒	☐	☐	1 small tree	1 small tree for both Unit 1 and Unit 2	N/A	N/A
C1.2.5 – Shade trees for uncovered at grade car-parking for grouped and multiple dwellings	☐	☐	☒				
C1.2.6 – reduced landscaping subject to retaining a significant existing tree	☐	☐	☒				
C1.2.7 – Where a significant existing tree is retained on site, tree protection zone is provided in accordance with AS4970	☐	☐	☒				

C1.2.8 – Landscaping plan (for multiple dwellings or 5+ dwellings) in accordance with Appendix 3	☐	☐	☒				
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1.3 COMMUNAL OPEN SPACE – Multiple dwellings only

DEEMED-TO-COMPLY	MEETS DEEMED- ADDRESSES DESIGN NOT APPLICABLE	DEEMED- ADDRESSES DESIGN NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	COMMENTS / CONDITION OF APPROVAL
C1.3.1 – Minimum communal open space requirements	☐	☐	☒			
C1.3.2 – Communal open space separated or screened sources of noise and odour	☐	☐	☒			
C1.3.3 – Design and orientation of communal open space to minimise impacts of noise, odour, lightspill and overlooking	☐	☐	☒			

1.4 WATER MANAGEMENT AND CONSERVATION

DEEMED-TO-COMPLY	MEETS DEEMED- ADDRESSES DESIGN NOT APPLICABLE	DEEMED- ADDRESSES DESIGN NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	COMMENTS / CONDITION OF APPROVAL
C1.4.1 – Stormwater retained on site	☒	☐	☐	Stormwater retained on site	Soakwells provided onsite	Standard stormwater drainage condition of approval.
C1.4.2 – Notwithstanding C1.4.1, stormwater directed to a district or local stormwater drainage system where required by the decision-maker	☐	☐	☒			

2.0 THE BUILDING

2.1 SIZE AND LAYOUT OF DWELLINGS

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN PRINCIPLE	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.1.1 – Designated primary living space, for multiple dwellings the primary living space with a minimum dimension of 3.8m	☒	☐	☐	Each dwelling to have one room that is designated primary living space	Living / dining rooms provided for both units	N/A	N/A
C2.1.2 – Primary living space to have direct and physical access to primary garden area/private open space (single houses and grouped dwellings)	☒	☐	☐	Primary living space to have direct and physical access to primary garden area/private open space	Primary living space for both units have direct and physical access to the rear primary garden area	N/A	N/A
C2.1.3 – Primary living space to have direct access to private open space (multiple dwellings)	☐	☐	☒				
C2.1.4 – Max depth of single aspect primary living space (multiple dwellings only)	☐	☐	☒				
C2.1.5 – Bedrooms to have a minimum internal floor area of 9m ² and a minimum dimension of 2.7m (multiple dwellings only)	☐	☐	☒				
C2.1.6 – Minimum ceiling height (multiple dwellings)	☐	☐	☒				

C2.1.7 – Minimum internal dwelling floor area (multiple dwellings)	☐	☐	☒				
C2.1.8 – Dwelling mix (10+ multiple dwellings)	☐	☐	☒				
C2.1.9 – Storage requirements in Table 2.1b	☒	☐	☐	3 bedroom dwelling, group dwelling- 4m ² minimum storage area	Both units have a rear store with dimensions of 1.5m x 2.7m, resulting in an area of 4.05m ²	N/A	N/A
C2.1.10 – Reduced storage area dimension	☐	☐	☒				
C2.1.11 – Major openings setback a minimum of 3m where facing directly onto car parking and corridors (multiple dwellings)	☐	☐	☒				
C2.1.12 – Separation of noise sources (multiple dwellings)	☐	☐	☒				

2.2 SOLAR ACCESS AND NATURAL VENTILATION

DEEMED-TO-COMPLY	MEETS DEEMED-TO- ADDRESSES DESIGN NOT APPLICABLE		DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.2.1 – Openable external window requirements for habitable rooms	☒	☐	Every habitable room has a minimum of one openable external window, visible from all parts of the room with an aggregate area of not less than 10 per cent of the habitable	All habitable rooms have a window meeting requirements		

				room internal floor area			
C2.2.2 – Courtyard requirements (when proposed as the only source of daylight to a habitable room)	☐	☐	☒				
C2.2.3 – Openable window requirements for bathrooms on external walls (excluding boundary walls)	☒	☐	☐		Bathrooms for both units have a sliding window		
C2.2.4 – Orientation of major openings to primary living spaces (single houses and grouped dwellings)	☐	☒	☐	For grouped dwellings in climate zone 5, a major opening to the primary living space is orientated between the north west and north east in accordance with Figure 2.2b.	Collie is located in climate zone 5 and the major opening to the living/dining is located along the east elevation for Unit 2 and therefore complies with this requirement. The major opening to the living/dining is located along the west elevation for Unit 1 and does not meet the north west deemed to comply requirement.	<i>P2.2.1 In climate zones 4, 5 and 6 the development is sited, oriented and designed to optimise winter solar gain whilst limiting summer sunlight into:</i> <i>- the primary living space and habitable rooms; and</i> <i>- private open spaces, including the primary garden area; while balancing site constraints, outlook and views of significance.</i> The major opening for the primary living space for Unit 2 is orientated to the west	

						and not the north west. Nonetheless, there are three sizable windows along the west elevation of the open plan kitchen / living and dining space that will ensure the dwelling receives adequate solar access.	
C2.2.5 – Percentage of dwellings achieving solar access to major openings to primary living spaces (multiple dwellings)	☐	☐	☒				

2.3 PARKING

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.3.1 – Occupant parking in accordance with Table 2.3a	☒	☐	☐	Location B- 3+ bedroom- Minimum 1 parking space per dwelling and maximum 2 carport parking per dwelling	Each unit has been provided with 2 carport parking spaces	N/A	N/A
C2.3.2 – Motorcycle/scooter parking (multiple dwellings)	☐	☐	☒				
C2.3.3 – Design of car spaces and manoeuvring areas as per AS2890.1	☒	☐	☐	Car spaces and manoeuvring areas designed and provided in accordance with AS2890.1.	Site plan shows ceding of 1m for widening of laneway that allows car spaces and manoeuvring areas in accordance with AS2890.1.		
C2.3.4 – Visitor parking in accordance with Table 2.3a	☒	☐	☐	0-4 dwellings- no visitor car parking required.	No visitor car spaces have been provided	N/A	N/A
C2.3.5 – Design and location of visitor parking	☐	☐	☒				
C2.3.6 – Bicycle parking in accordance with Table 2.3b	☐	☐	☒				

2.4 WASTE MANAGEMENT

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.4.1 – Space for bin storage	☒	☐	☐	A dedicated and accessible space is provided to accommodate the required number and type of waste storage bins for the development, in line with the requirements of the local government.	Plans show bin storage in side yard near frontage with a 1.7m high screen.		
C2.4.2 – Waste management plan (multiple dwellings or 5+ grouped dwellings)	☐	☐	☒				
C2.4.3 – Screening of waste storage	☒	☐	☐				
C2.4.4 – Communal waste storage area requirements	☐	☐	☒				

2.5 UTILITIES

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN PRINCIPLE	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.5.1 – Service utilities	☒	☐	☐				Not a constraint.
C2.5.2 – Functional utilities	☒	☐	☐	Located behind primary street setback, designed to integrate with the development and screened	Functional utilities not shown on plans.		Condition of approval.
C2.5.3 – Solar collectors (where provided)	☒	☐	☐		Solar collectors not shown on plans.		

2.6 OUTBUILDINGS

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN PRINCIPLE	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.6.1 – Requirements for outbuildings	☐	☐	☒				
C2.6.2 – Additional outbuilding standards where designed to be compatible with the colour and materials of the dwelling	☐	☐	☒				

2.7 UNIVERSAL DESIGN

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.7.1 – 20% of dwellings to achieve silver level universal design (10 + grouped or multiple dwellings)	☐	☐	☒				
C2.7.2 – Gold level universal design requirements where seeking to apply site area variation in Part D, C1.1.6 or C1.1.7	☐	☐	☒				

2.8 ANCILLARY DWELLINGS

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.8.1 – Ancillary dwelling requirements	☐	☐	☒				

2.9 SMALL DWELLINGS

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.9.1 – Small dwelling requirements	☐	☐	☒				

2.10 HOUSING ON LOTS LESS THAN 100m²

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C2.10.1 – Design standards for houses on lots less than 100m ²	☐	☐	☒				

3.0 NEIGHBOURLINESS

3.1 SITE COVER

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.1.1 – Site cover in accordance with Table 3.1a <i>(For single house and grouped dwelling development, refer section 5, C5.1 until 10 April 2026)</i>	☒	☐	☐	R40- 65% maximum site cover	56% site cover	N/A	N/A

3.2 BUILDING HEIGHT

DEEMED-TO-COMPLY	MEETS DEEMED-TO- COMPLY	ADDRESSES DESIGN REQUIREMENTS	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.2.1 – Building height in accordance with Table 3.2a	☒	☐	☐	R40 – Skillion roof	Maximum building height- 4.4m	N/A	N/A

				Maximum building height- 8m			
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3.3 STREET SETBACKS

DEEMED-TO-COMPLY	MEETS DEEMED-TO- ADDRESSES DESIGN NOT APPLICABLE		DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.3.1 – Setback of buildings in accordance with Table 3.3a	☒	☐	Adjoining laneway or right of way where it is the primary street to the dwelling- 2m	4.5m	N/A	N/A
C3.3.2 – Porch, verandah, balcony projections into the street setback area	☒	☐	For a porch, primary street setback may be reduced up to half	3.5m		
C3.3.3 – Setback from corner truncations	☐	☐				
C3.3.4 – Garages setback from primary street in accordance with Table 3.3b	☐	☐				
C3.3.5 – Setback of carports from a primary street	☐	☐				
C3.3.6 – Setback of garages and carports from a secondary street, right-of way and communal street in accordance with Table 3.3a	☒	☐	Carports are setback from a right-of way in accordance with Table 3.3a- 2m	5m	N/A	N/A

3.4 LOT BOUNDARY SETBACKS

DEEMED-TO-COMPLY	MEETS DEEMED-TO-COMPLY	ADDRESSES DESIGN	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.4.1 – Buildings set back from lot boundaries in accordance with Table 3.4a	☒	☐	☐	Buildings setback from lot boundaries in accordance with Table 3.4a – wall height between 3.6-7m= 1.5m	1.5m	N/A	N/A
C3.4.2 – Maximum length for two storey walls	☐	☐	☒				
C3.4.3 – Setback of carports, patios, verandahs or equivalent structure	☒	☐	☐	Carports permitted to be built up to lot boundary where structures are less than 10m, wall height does not exceed a wall height of 3m / ridge height of 4.2m	Carports well setback from external side lot boundaries.	N/A	N/A
C3.4.4 – Maximum height and length of boundary walls in accordance with Table 3.4b	☐	☐	☒				No walls on boundaries proposed
C3.4.5 – Boundary wall abutting an existing or simultaneously constructed wall	☐	☐	☒				
C3.4.6 – Grouped dwellings on the same lot set back as if there is a boundary between them	☒	☐	☐	For grouped dwellings on the same lot, the lot boundary provisions of C3.4.1 to C3.4.5 are to	Carports built up to internal side boundaries and have a length of 6.11m; units setback		

				apply to internal site boundaries as if they were lot boundaries.	between 1m and 1.5m in accordance with requirement.		
C3.4.7 – Multiple dwelling buildings on the same lot set back as though there is a lot boundary	☐	☐	☒				

3.5 SITE WORKS AND RETAINING WALLS

DEEMED-TO-COMPLY	MEETS DEEMED-TO-COMPLY	ADDRESSES DESIGN	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.5.1 – Retaining walls, fill and excavation in the street setback area max 0.5m, except where necessary to provide for pedestrian universal access and/or vehicle access, drainage works, or natural light to a dwelling	☒	☐	☐	Retaining walls, fill and excavation in the street setback area max 0.5m, except where necessary to provide for pedestrian universal access and/or vehicle access, drainage works, or natural light to a dwelling.	Majority of the development is raised on posts with minimal earthworks required.	N/A	N/A
C3.5.2 - Retaining walls and fill behind the street setback in accordance Table 3.5a	☒	☐	☐	Retaining walls and fill behind the street setback in accordance Table 3.5a	As above.	N/A	N/A
C3.5.3 – Excavation behind the street setback line and up to the lot boundary	☒	☐	☐	Excavation behind the street setback line and up to the lot boundary	As above.	N/A	N/A

3.6 STREETScape

DEEMED-TO-COMPLY	MEETS DEEMED-TO- ADDRESSES DESIGN NOT APPLICABLE		DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.6.1 – Single houses and grouped dwellings address the street	☒	☐	☐	Grouped dwellings to address the street (including a communal street or right-of way where this is the primary frontage) in accordance with the following: -the primary entrance to each dwelling must be readily identifiable from the street; and -provide at least one major opening on the dwelling frontage with an outlook to the street.	The primary entrance for each unit is readily identifiable from the laneway while kitchen window behind carport for both dwellings is elevated above ground level and therefore provides an outlook of the laneway.	
C3.6.2 – Multiple dwelling upper level balconies address the street	☐	☐	☒			
C3.6.3 – Front door protection from the weather	☐	☐	☐	For grouped dwellings, front doors to be protected from the weather (for example by a porch, verandah, building over or similar)	Roof projects over the front entry landing for both units.	

				with a minimum dimension of 1.2m.			
C3.6.4 – Ground floor multiple dwellings access to the street	☐	☐	☒				
C3.6.5 – Maximum garage door width	☐	☐	☒				
C3.6.6 – Maximum carport width	☒	☐	☐	Carports and supporting structure shall not exceed 60 per cent of the frontage where projected forward of the primary street setback line.	Carports do not project forward of the primary street setback line.	N/A	N/A
C3.6.7 – Fence or wall within the primary street setback area requirements	☐	☐	☒				
C3.6.8 – Pillars as part of street fence/wall	☐	☐	☒				
C3.6.9 – Secondary street fencing for corner sites	☐	☐	☒				

3.7 ACCESS

DEEMED-TO-COMPLY	MEETS DEEMED-TO- ADDRESSES DESIGN NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)		
C3.7.1 – Vehicle access hierarchy	☒	☐	☐	Vehicle access to on site car parking spaces to be provided via the lowest available street in the hierarchy- e.g. right-of way.	Vehicle access is from rear right-of way.	N/A	N/A

C3.7.2 – One vehicle access per lot	☒	☐	☐	Vehicle access points are limited to one per lot except where: -an existing dwelling is being retained that has an established access point that is not able to serve other dwellings; -dwellings front the street and access is not available from a communal street or rear right-of way, whereby a maximum of one vehicle access point is permitted per dwelling; or -the lot frontage exceeds 40m, two vehicle access points are permitted.	The existing dwelling gains access from Wittenoom Street and the grouped dwellings are not able to gain access from this access point. The proposed grouped dwellings gain access from the rear right-of way via a wide single vehicle access point.	N/A	N/A
C3.7.3 – Driveway dimension requirements	☒	☐	☐	Driveways must be: -a minimum of 3m wide; -a maximum of 6m wide at the street boundary; -setback 0.3m from a side lot boundary or street pole; -setback 6m to a corner street;			

				-aligned at right angles to the road carriageway; - adequately trafficable and drained.			
C3.7.4 – Driveways that allow vehicles to exit in forward gear	☐	☐	☒	Driveways designed to allow vehicles to exit to the street in forward gear where the driveway: -serves five or more dwellings. -the distance from an on site car parking space to the street boundary is 30m or more; or -the street to which it connects is a designated primary distributor or integrator arterial.			
C3.7.5 – Driveway allow passing (when 30m+)	☐	☐	☒				
C3.7.6 – Driveways onto primary distributor or integrator arterial roads	☐	☐	☒				
C3.7.7 - Sightlines	☐	☐	☒				
C3.7.8 – Pedestrian access (grouped and multiple dwellings)	☒	☐	☐				
C3.7.9 – Delineated or separate pedestrian access (10+ grouped and multiple dwellings)	☐	☐	☒				
C3.7.10 – Pedestrian access legs	☐	☐	☒				

C3.7.11 – Communal street or battleaxe leg requirements	☐	☐	☒				
C3.7.12 – Lighting and landscaping of communal streets or battleaxe legs	☐	☐	☒				
C3.7.13 – Notwithstanding C3.7.11, communal streets to 20 or more lots requirements	☐	☐	☒				

3.8 RETAINING EXISTING DWELLINGS

DEEMED-TO-COMPLY	MEETS DEEMED-TO-	ADDRESSES DESIGN PRINCIPLE	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.8.1 – Requirements where a dwelling is retained	☒	☐	☐	Where a dwelling is retained as part of a development: -the appearance of the retained dwelling is upgraded externally to an equivalent maintenance standard of the new (or the rest of) the development; and -the retained dwelling complies with other provisions of the R-Codes Part C	The applicant has not provided any detail on upgrading the retained dwelling.	N/A	Condition of approval to state <i>Before the development is occupied, the existing dwelling must be renovated, painted and subsequently maintained so that the appearance of the retained dwelling is upgraded externally to an equivalent maintenance standard of the new (or the rest of) the development.</i>

3.9 SOLAR ACCESS FOR ADJOINING SITES

DEEMED-TO-COMPLY	MEETS DEEMED-TO- ADDRESSES DESIGN NOT APPLICABLE		DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.9.1 – Maximum overshadowing in accordance with Table 3.9a	☒	☐	☐	In climate zone 5, development is designed that its shadow cast at midday, 21 June onto any other property and/or diagonally adjacent lot does not exceed the limits set out in Table 3.9a.	Due to the north to south orientation of the subject site and the modest building height and adequate boundary setbacks, the proposed development will not unreasonably overshadow neighbouring sites.	N/A
C3.9.2 – Maximum overshadowing where R40 or greater and has a lot frontage of 7.5m or less	☐	☐	☒			
C3.9.3 – Maximum overshadowing requirements where the adjoining property shares a northern lot boundary with more than one lot	☐	☐	☒			

3.10 VISUAL PRIVACY

DEEMED-TO-COMPLY	MEETS DEEMED-TO-COMPLY	ADDRESSES DESIGN	NOT APPLICABLE	DEEMED-TO-COMPLY REQUIREMENT	PROVIDED	DESIGN PRINCIPLE (IF APPLIED)	CONDITION OF APPROVAL (IF APPLIED)
C3.10.1 – Visual privacy requirements where adjoining a developed site	☐	☐	☐	All sources of overlooking are orientated, offset or setback in accordance with Table 3.10a so that the cone of vision does not capture major openings and/or active habitable spaces on an adjoining property.	Habitable room windows that are over 0.5m above natural ground level have a window sill at 1.6m above floor level to prevent overlooking.		
C3.10.2 – Notwithstanding C3.10.1, Visual privacy design solutions	☒	☐	☐		As above		
C3.10.3 – Offsetting of bedroom and study windows	☐	☐	☒				
C3.10.4 – Overlooking for grouped or multiple dwellings within a lot	☒	☐	☐		As above		
C3.10.5 – Visual privacy where adjoining a vacant or unknown site	☐	☐	☒				
C3.10.6 – Notwithstanding C3.10.5, visual privacy design solutions where adjoining a vacant or unknown site	☐	☐	☒				

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Item 13.1 was brought forward due to interested attending persons.

Cr Kearney declared an Impartiality Interest in item 13.1.

13.1 Proposed Scheme Amendment - Part of Lot 4477 Piavanini Road, Collie Burn - Warehouse/Storage	
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:	A3513
Appendices:	Appendix 13.1.A – Planning Scheme Amendment Report Appendix 13.1.B – Proposed Scheme Amendment Zoning Map
Voting Requirement	Simple Majority

Report Purpose:

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

Officer's Recommendation/Council Decision:

Resolution: 9733

Moved: Cr Faries

Seconded: Cr Hansen

That Council:

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

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

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

Carried: 8/1

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

Against: Cr Hill-Power

Background:

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

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

Site Description

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

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

Application

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

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

Figure 1 - Additional use table

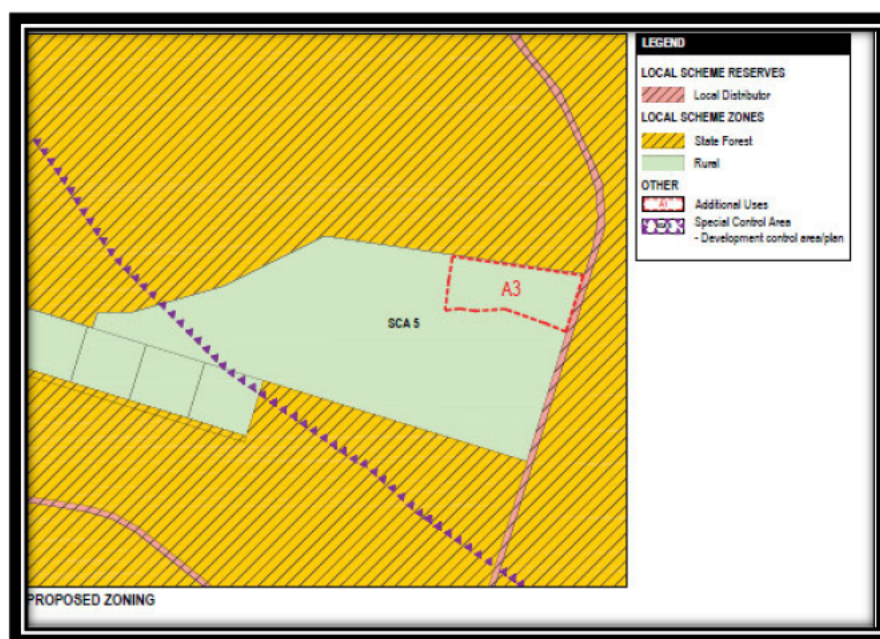


Figure 2 – Amended scheme map

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

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



Figure 3 – Illustration of proposed development

Statutory and Policy Implications:

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

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

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

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

Budget Implications:

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

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

Not applicable. Communication is undertaken in accordance with Regulations.

Strategic Implications:

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

Relevant Precedents:

Nil.

Risk Assessment:

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Proposed Planning Scheme Amendment – Consent to Advertise	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	Amend Shire of Collie Local Planning Scheme No.6 to allow subject to development approval the additional use of Warehouse / storage on the subject site.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against (Health, Financial Impact, Service Interruption, Legal and Compliance, Reputational, Environmental, Property)	Financial	No financial cost given amendment specific to development on private land.
	Reputational	The Shire of Collie develops a reputation of approving industrial development in a rural area.

Comment:

Local Planning Scheme Regulations (the LPS)

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

- Regulations proper, which set out the process for preparing or amending a local planning scheme;

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

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

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

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

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

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

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

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

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

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

State Planning Policy 3.7 – Bushfire (SPP3.7)

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

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

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

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

Shire of Collie Local Planning Strategy 2020 (the Strategy)

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

1. Supply of industrial land

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

- Shotts Industrial Estate – Strategic Industry: to be retained for strategic industrial development and provide larger lots suitable for diversified industrial development and accommodate industrial land uses that require separation from sensitive land uses.
- Coolangatta Industrial Estate – Strategic Industry & Industry: industrial expansion is constrained due to current buffer controls and availability of services (e.g. water) while further structure planning is required. Also, this estate has the potential to supply larger industrial lots which would encourage general industrial uses currently located in light industrial or on rural land to relocate.
- Collie Power Station: site is currently zoned Special Use 4 and is wholly allocated to be used for a Power Station. Due to proximity to Coolangatta Industrial Estate, and the large area this covers, this area may be suitable for general and strategic industrial development subject to future detailed planning and environmental assessment.

- Existing Collie Light Industrial Area (LIA): this is the most suitable area for light industry in the Shire of Collie. However, there are few remaining vacant lots within the subdivided part of the LIA which is not less than 10km from the subject site and motorsport attractions located on the other side of the Collie township. Also, it is preferable the limited number of LIA lots are occupied by service industries (e.g. Motor vehicle repairs) which may generate emissions rather than the storage of vehicles and equipment.
- Future Collie Light Industry & Industry: this area adjacent to the existing LIA is zoned Industrial development and is currently undeveloped with no services. The zoning requires the preparation and approval of structure plans before industrial development can commence. Like the existing LIA, this area is located on the west side of the Collie township and therefore is not conveniently located for the storage of vehicles associated with the Collie Motorplex and similar tourist attractions.

2. Protection of agricultural land

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

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

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

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

3. Promotion of tourism

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

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

Shire of Collie Local Planning Scheme No. 6 (LPS6)*Rural Zone*

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

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

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

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

Additional Use

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

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

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

Special Control Areas

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

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

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

External Stakeholder Consultation

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

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

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

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

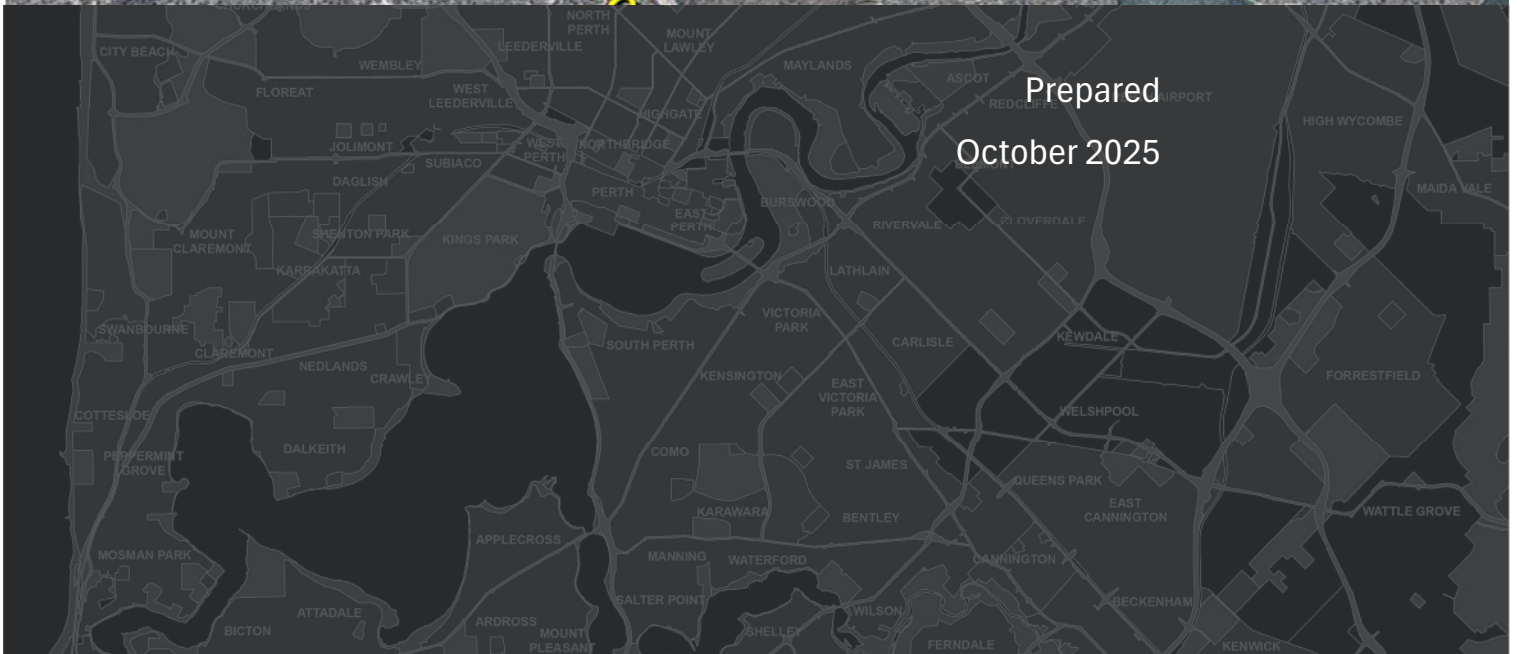
Conclusion

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

Scheme Amendment Report

Amendment No. 4 to Shire of Collie Local Planning Scheme No. 6

Lot 4477 Piavanini Road
Collie Burn



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Appendices

Attachment 1: Proposed Amendment Map

Attachment 2: Certificate of Title

Attachment 3: Section 70A Notification

1 INTRODUCTION

1.1 Introduction

Planning Solutions acts on behalf of the registered landowner of Lot 4477 Piavanini Road, Collie Burn (**subject site**) in seeking to initiate an amendment to *Local Planning Scheme No. 6 (LPS6)* to facilitate the development of a self-storage facility on the subject site.

Pursuant to section 75 of the Planning and Development Act 2005, this amendment seeks to modify the LPS6 map and Scheme text by applying a site-specific additional use classification to the subject site to make 'Warehouse/Storage' a 'D' discretionary use.

The proposed amendment will facilitate the establishment of a vehicle self-storage facility, supporting tourism and motorsports clubs within the surrounding locality.

Having regard for the nature of the proposed LPS6 amendment, its classification is considered to properly meet the criteria for a 'standard amendment' in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This report will discuss various matters pertaining to the proposal, including:

- Site details and context.
- The proposed amendment and expert reporting.
- Town planning considerations.
- Amendment classification.

We respectfully request the support of the Shire of Collie and the Western Australian Planning Commission (**WAPC**) in recommending that the Minister for Planning approve the proposed amendment to LPS 6.

2 SITE DETAILS

2.1 Land description

The subject site is legally described as “*Lot 4477 on Deposited Plan 160889*”, being the whole of the land contained within Certificate of Title Volume 1845 and Folio 631.

The subject site has a total area of 64,7295m².

One notification (0121160) is listed on the Certificate of Title (**Attachment 2**), relating to the permissibility of sensitive land uses within Special Control Area 5 – Shotts Industrial Park Buffer (**SCA5**), refer **Attachment 3** – Section 70A Notification. Further justification for the consistency of the proposed Scheme Amendment with SCA5 is provided within the Town Planning Considerations section, below.

2.2 Background

Lot 4477 Piavanini Road, Collie Burn (subject site) comprises approximately 6,4700m² of Rural land within the Shire of Collie. The site is occupied by an existing horticultural facility, which has been developed following a series of approvals issued by the Shire since 2021.

Since 2021, the subject site has been undertaking an ongoing process of land use change and intensification of development. The approvals and amendments over the site have included the following:

1. Development Approval for site works for the development area to accommodate the horticultural facility – 14 May 2021.
2. Development Approval for the proposed horticultural facility – 13 August 2021:
 - a. Amendment to Development Approval to make built form changes to the warehouse and greenhouse – 14 January 2022
 - b. Amendment to Development Approval to comprise the water tech shed, headhouse and loading dock changes and reduction in the water tanks on site – 1 July 2022.
 - c. Amendment to Development Approval to modify size of buildings and relocate water tanks – 1 September 2023.
3. Development Approval for a dam – 9 March 2022.
4. Development Approval for Temporary Structures and the Excavation/Extraction of Land (Retrospective) – 11 December 2023
5. Development approval for the relocation of existing Temporary Structures on site – under assessment at time of lodgement.

All the applications over the site have been directly related to the construction and operations of the horticultural facility. It is considered that the proposed scheme amendment will continue the ongoing process of land use change which has been consistently occurring on the site since 2021 and will make use of land which would otherwise remain unused for agricultural purposes.

2.3 Context

2.3.1 Proximity to regional motor sports facilities

The amendment area is located approximately 1.2km south of the Collie Motorcycle club, and approximately 3.8km northwest of the Collie Motorplex. The proposed amendment will facilitate the development of a self-storage facility in close proximity to these locations—providing a service that will support the needs of the local community, tourists and existing businesses.

In June 2025, The State Government announced a \$499,000 grant to upgrade the existing Collie Motorplex facilities, as well as \$5 million for new short-stay accommodation within Collie to assist with tourism growth. The growth of this area as a tourism destination, for ‘high-octane’ and motorsport related activities further demonstrates the suitability of the proposed development on the subject site as a convenient location for vehicle storage in support of the Motorplex and motorcycle club.

Refer **Figure 1**, site context map and **Images 1** and **2** below.



Image 1 – Collie Motorplex (Andrew Murphy, 2018)



Image 2 – Collie Motorcycle Club (Google Street View 2025)



Figure 1 – Context plan

2.3.2 General Context

The subject site is located approximately 15 kilometres east of the Wellington Reservoir / Dam, 15km southeast of the Harris Dam and 10 kilometres southeast of the Black Diamond Lake.

The subject site is located approximately 5 kilometres west of the Shotts Industrial Park, which accommodates land uses generally in support Collie's existing energy and coal production sector.

The subject site is generally surrounded by the Collie State Forest and largely isolated from any other cleared area. Due to the surrounding state forest, there is no scope for future agricultural expansion of the site or adjacent areas.

The amendment area is located on the northern side of an existing water course, which naturally divides the site between the constructed and future horticultural operations, and the remaining area of cleared land which are unsuitable for agricultural purposes given the limited size.

As such, it is considered that the proposed amendment and subsequent development on the northeastern corner of the site will make use of otherwise vacant, unproductive land that is surplus to the long-term expansion of horticulture on the subject site.



Figure 2 - Existing site plan

1 PROPOSED SCHEME AMENDMENT

It is proposed to add the following row to Schedule 2, Table 5 of LPS6 as follows:

Table 1 – Proposed revision to LPS6

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

The proposed Scheme Amendment is only applicable to a portion of Lot 4477, located in the northeast corner. Refer **Attachment 1** for the Scheme Amendment Map.

It will allow an application for development approval to be made for the proposed development, whilst retaining local government discretion to determine the application as they deem fit.

1.1 Purpose of Scheme Amendment

The proposed amendment will allow the development of a self-storage facility on a portion of Lot 4477, Piavanini Road (**amendment site**). The intended development of the amendment site consists of light industrial units, purpose-built for the secure storage of vehicles and equipment.

The subject site is currently zoned 'Rural', which designates the 'warehouse/storage' land use as an 'I' (incidental) use under Local Planning Scheme No. 6 (**LPS6**), meaning:

that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme.

The proposed development is intended to function wholly independent of the predominant horticultural land use, and as such is not able to be approved as an incidental land use. This requires an amendment to LPS6 to facilitate the proposed development.

1.2 Details of proposed self-storage facility

The general design intent for the proposed self-storage facility is to provide 50 two-storey units to be used for the storage of vehicles, supporting the existing motorsport land uses within the vicinity of the site.

Each of the units is intended to be two-storeys in height, featuring ground level vehicle storage with a mezzanine level for further storage or recreational areas. Each of the units will have a separate roller door access and be individually leased out to customers for storage purposes.

The units are non-habitable and expected to be visited infrequently by lessees for vehicle collection and drop off.

Refer **Figure 3**, Concept perspective of proposed development.



Figure 3 – Concept perspective of proposed development

2 STRATEGIC PLANNING CONSIDERATIONS

2.1 Shire of Collie Local Planning Strategy

The proposed scheme amendment is aligned with several considerations of the Shire of Collie *Local Planning Strategy (Strategy)*, as follows—

- **Constraints on expansion of industrial areas** – The strategy states that the growth of existing industrial areas is constrained by amenity buffers and infrastructure limitations, with a *“limited supply of larger lots to service local industrial needs, such as transport depots”*. The proposed amendment utilises existing infrastructure that services the subject site whilst leaving scarce industrial land available for more intensive land use activities.
- **Existing industrial estates are not ideally located** – Although the existing Shotts Industrial Estate and Coolangatta Industrial Estate are identified as having sufficient area for light-industrial land uses, the intended development requires proximity to the Collie Motorcycle Club and the Collie Motorplex. The value that the development will provide to these facilities outweighs any strategic objective of locating light industrial land uses within the existing industrial estates.
- **Protection of priority agricultural land** – Pursuant to *Map 6 – Rural and Agriculture*, the subject site is not located within the Agriculture Priority Management Area, nor is it located within the potential future agricultural area. Furthermore, the state forest and existing natural water course on the subject site limit any potential for agricultural expansion, leaving the site entirely isolated from other areas of productive agriculture. The identified cleared, unproductive northeastern portion of the site is not fit for agricultural purposes and as such, presents an ideal opportunity for low impact industrial use without compromising rural character or environmental values of the locality.
- **Enhancement of strategic objectives for the area** – The identifies that *“Kepwari in conjunction with the existing Collie Motorplex, is identified as potential high-octane hub with the main activities being skiing and motor sports and the provision of short stay accommodation (including caravan and camping) and day use areas.”* This confirms that the amendment is consistent with the broader strategic objectives for the area.

In light of the above, the proposed amendment is demonstrated to be consistent with the broad strategic objectives of the Shire to warrant support accordingly.

3 STATUTORY PLANNING CONSIDERATIONS

3.1 Shire of Collie Local Planning Scheme No. 6

3.1.1 Objectives of the zone

To demonstrate that a self-storage facility is compatible with the rural zone, an assessment against the LPS6 zone objectives has been provided in Table 2, below.

Table 2 – Rural Zone Objectives

Rural Zone Objective (LPS6)	Consistency of Proposed Scheme Amendment
<i>To provide for the maintenance or enhancement of specific local rural character.</i>	The proposed scheme amendment and associated development will maintain the existing local rural character, by locating on an existing cleared site, within an area predominantly characterised by native bushland (the Collie State Forrest). The development will be screened by the retention of vegetation along the lot boundary retaining the specific natural character of the area.
<i>To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.</i>	The subject site does not contain broad acre agricultural activities as its isolation from other cleared land made it unsuitable and supported the transition towards more intensive horticulture. The existing horticultural facility remains the primary purpose for the subject site and will not be affected by the proposed amendment and additional land use. The amendment area is located within the northeast of the site, ensuring that the land use is limited and will not interfere with the existing cultivation on the remainder of the property.
<i>To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.</i>	The development has been carefully sited to respect the existing natural watercourse, ensuring that the amendment area remains outside of its bounds to protect the surrounding vegetation and preserve the integrity of the watercourse. Screening vegetation along the road boundary will also be retained.
<i>To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.</i>	The proposed land use is not a sensitive use that constrains existing or future rural land uses.
<i>To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.</i>	The warehouse/storage facility will benefit the growth of water and motorsports within the region by allowing for the storage of vehicles and motorbikes in proximity to the Collie Motorcycle Club and Collie Motorplex. Future development offers demonstrated community benefit, whilst retaining compatibility with the existing rural uses, on the property, and within the wider locality.

Special Control Areas

The site is affected by Special Control Area 3 (**SCA3**) and Special Control Area 5 (**SCA5**). An assessment of the proposed Scheme Amendment against the relevant requirements of each area is provided below.

- **Special Control Area 3 – Basic Raw Material** The intent of SCA3 is to *protect coal resources by avoiding encroachment from incompatible land uses and associated conflicts*.

The proposed storage and warehouse use is consistent with the intent of **SCA3**, as it does not involve sensitive or incompatible land uses that could constrain or conflict with coal resource extraction or associated activities. The site is separated from existing coal mining operations by the Collie State Forest, which provides a substantial buffer and further reduces any potential for land use conflict.

Special Control Area 5 – Shotts Industrial Park Buffer

The purpose of SCA5 is to prevent land use conflicts by separating sensitive or incompatible uses from potential off-site impacts associated with the Shotts Strategic Industrial Park. It also identifies surrounding land that may be affected by emissions such as odour, dust, noise, vibration, light, or other impacts, where sensitive uses will not be permitted.

SCA5 impacts on the ability for the development of any sensitive land uses on the subject site. The existing natural creek and forest surrounding the amendment area create an isolated pocket which is able to facilitate non-sensitive development, consistent with the proposal.

The proposed Scheme Amendment, and subsequent development application is for low intensity industrial based land use, which will only be used for short periods of time, on an intermittent basis. As such, the proposal does not constitute a sensitive land use and is consistent with the purpose of SCA5.

3.1.2 SPP 2.5 – Rural Planning

State Planning Policy 2.5 – Rural Planning (SPP2.5) applies to all rural zoned land in Western Australia. The intent of SPP2.5 is to protect and preserve Rural zoned land to ensure economic, natural resource, food production, environmental and landscape values are maintained.

Section 5.1 of SPP2.5 provides measures for the protection of rural land and land uses. **Table 3** below provides an assessment of the proposed Scheme Amendment against the relevant policy measures of SPP2.5.

Table 3 - Assessment against SPP2.5

Policy measure	Proposal
• <i>Requiring that land use change from rural to all other uses to be planned and provided for in a planning strategy or scheme.</i>	The purpose of this Scheme Amendment is to allow the land use change to be implemented under LPS6.
• <i>Retaining land identified as priority agricultural land in a planning strategy or scheme for that purpose.</i>	The subject site is not identified as being 'Priority Agricultural Land'.
• <i>Ensuring retention and protection of rural land for biodiversity protection, natural resource management and protection of valued landscapes and views.</i>	The proposed area of the additional use amendment has been limited to the proposed future development area, which has been sited in a cleared area to avoid removal of vegetation. The natural creek and forest isolate the portion of the site proposed for the amendment, ensuring separation between the productive rural land, and presenting an opportunity for compatible development on the site.

	The site is surrounded by the Collie State Forrest and is screened by well-established trees from Piavanini Road.
Protecting land, resources and/or primary production activities through the State's land use planning framework.	The subject site is not identified for any particular resource or primary production activities under the planning framework. Refer the Special Control Area 3 – Basic Raw Material section for further detail.
Creating new rural lots only in accordance with the circumstances under which rural subdivision is intended in Development Control Policy 3.4: Subdivision of rural land.	No new rural lots or fragmentation of land will be created as a result of the scheme amendment or subsequent development proposal.
Preventing the creation of new or smaller rural lots on an unplanned or ad-hoc basis, particularly for intensive or emerging primary production land uses.	
Comprehensively planning for the introduction of sensitive land uses that may compromise existing, future and potential primary production on rural land.	The Storage/Warehouse land use and proposed future development on the subject site not sensitive land uses with the potential to compromise existing, future and potential primary production.

Having regard for the assessment provided in **Table 3**, the amendment is consistent with the standard amendment requirement of “An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area” as it is located on a site which is cleared, not suitable for agriculture and located away from sensitive land uses. The proposed amendment is consistent with SPP2.5 and warrants support accordingly.

3.2 SPP 3.7 - Bushfire

State Planning Policy 3.7 - Bushfire (SPP3.7) seeks to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfires on property and infrastructure. The proposed scheme amendment area is partially located within a DFES identified Bushfire Prone Area.

Pursuant to section 4 of SPP3.7, the proposed scheme amendment is a strategic planning proposal within an area designated as bushfire prone and will result in an intensification of development and an increase in the number of visitors.

Preliminary bushfire investigations have confirmed that BAL-29 is capable of being achieved for development that is setback approximately 21m from lot boundaries; and 33m from the existing vegetation fringing the watercourse running through the subject site. These setbacks would leave approximately 2 hectares of area capable of development.

Furthermore, a Bushfire Management Plan prepared in support of the Stage 2 development confirmed that the site is accessible from two different routes— Piavanini Road provides access to the north and south, which allows occupants to travel to the Collie townsite via two different routes.

The amendment location has sufficient area to facilitate a development outcome with a suitable Asset Protection Zone and access arrangements. Relevant bushfire reporting will be submitted in support of the future development application, as required by SPP3.7.

4 CLASSIFICATION OF AMENDMENT

Part 5, Division 1, Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, identifies three different amendment types: basic, standard and complex.

Regulation 35(2) requires the local government to specify in their resolutions to prepare or adopt an amendment the type of amendment, as well as the explanation for forming that opinion.

This amendment is considered to be a 'standard' amendment, which Regulation 34 describes as:

Table 4 – Amendment classification

Type of Amendment	Comment	Compliance
(a) <i>an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve</i>	The amendment has been demonstrated to be consistent with the objectives of the rural zone, which specifically entertains non-rural development that have demonstrated benefit and are compatible with surrounding rural uses.	✓
(b) <i>an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;</i>	The amendment has been demonstrated to be consistent with the broad objectives of the local planning strategy, and the specific objectives of enhancing tourism to Lake Kewari and the surrounding area.	
(e) <i>an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;</i>	The amendment will facilitate a development which will have no identifiable impact on the surrounding area.	✓
(f) <i>an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area</i>	The proposed amendment will simply apply an additional use to the subject site. The nature of the additional use is beneficial to the surrounding area in terms of social and economic impacts and will activate a portion of the subject site that will otherwise likely remain vacant.	✓
(g) <i>any other amendment that is not a complex or basic amendment.</i>	The amendment is not inconsistent with the local planning strategy; will not have a scale of impact that is significant relative to development in the locality; is not proposed to comply with an order made by the Minister and does not identify a development contribution area or amend a development contribution plan.	✓

It is evident that the proposed scheme amendment satisfies the criteria to be classified as a standard amendment.

5 CONCLUSION

The proposed Scheme Amendment will designate a portion of the subject for 'Warehouse/Storage' as an additional use under Local Planning Scheme No. 6. The need and benefit of the proposed amendment has been demonstrated as follows—

- It will facilitate the development of a self-storage facility specifically designed to accommodate vehicles and bikes associated with nearby motorsport venues such as the Collie Motorplex and Motorcycle Club, supporting tourism and local recreation.
- The amendment continues the ongoing process of land use change and intensification on the site, making productive use of land that is otherwise unsuitable for agriculture.
- The amendment will facilitate development on a cleared, isolated portion of rural land ensuring that existing industrial zoned land within the Shire is preserved for higher-value, employment-generating activities.
- The amendment will facilitate development which makes use of land which is unable to be used for sensitive land use purposes due to the SCA whilst maintaining compatibility with the intent and objectives of the Rural zone.
- The proposal is consistent with the objectives of the Rural zone and aligns with strategic planning directions including SPP2.5 by avoiding the development priority agricultural land.

On this basis, the amendment warrants support and progression through the statutory planning process.

Should you have any queries or require further clarification in regard to the proposal, please do not hesitate to contact the writer.

**Attachment 1:
Proposed Amendment Map**



EXISTING ZONING

LEGEND

LOCAL SCHEME RESERVES

 Local Distributor

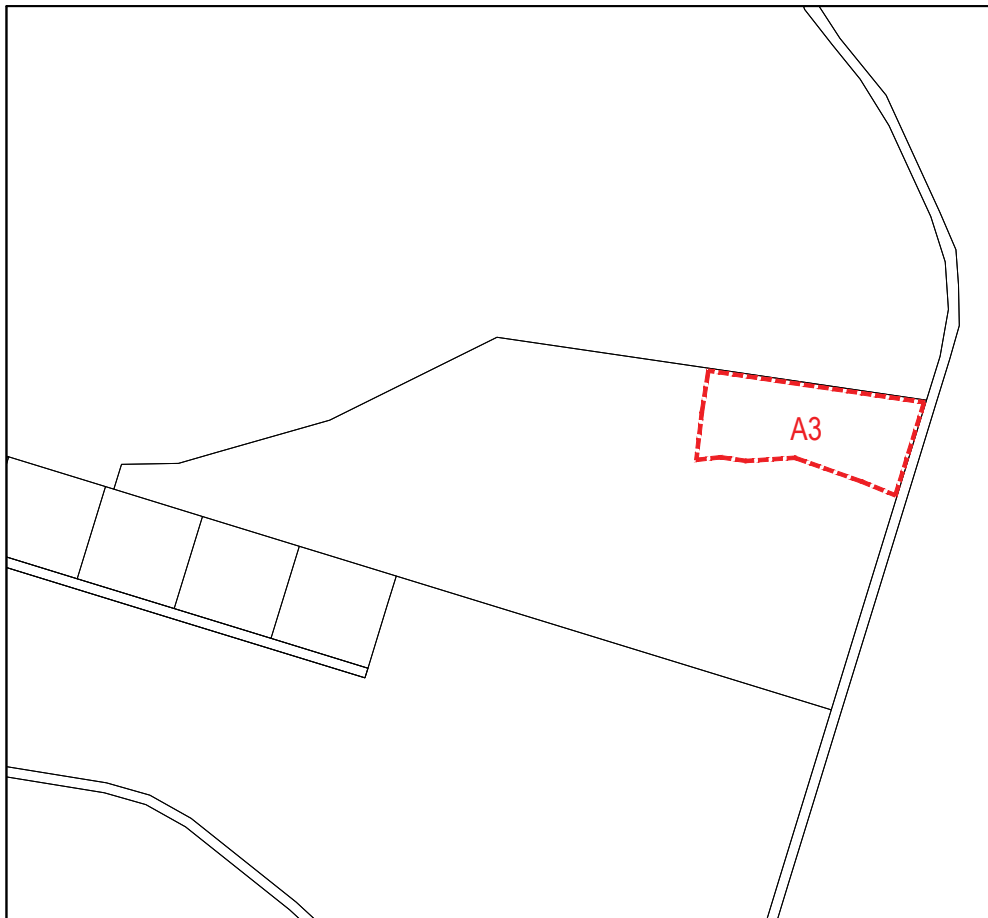
LOCAL SCHEME ZONES

 State Forest

 Rural

OTHER

 SCA 5
Special Control Area
- Development control area/plan



PROPOSED ZONING

LEGEND

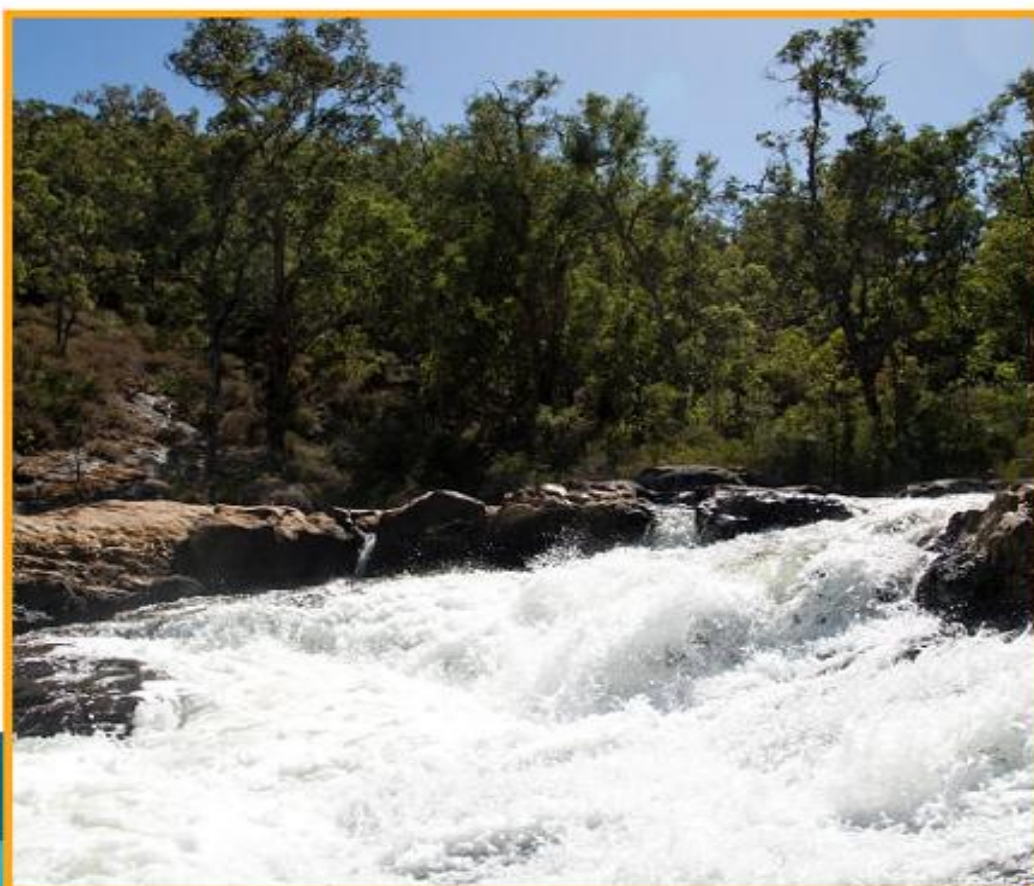
OTHER

 A3
Additional Uses



Monthly Financial Report

For the period ended 31 July 2026



SHIRE OF COLLIE

MONTHLY FINANCIAL REPORT

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

For the period ended 31 July

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 JULY 2026

	2026/27 YTD Actual	2026/27 Forecast	2026/27 Budget	2026/27 YTD Budget	Unaudited 2025/26 Actual
Revenue	\$		\$		\$
Rates	8,622,871	8,534,575	8,534,575	0	8,138,565
Grants, subsidies and contributions	57,637	4,248,744	4,248,744	6,999	5,146,607
Fees and charges	1,897,873	3,185,489	3,185,489	256,645	2,965,377
Interest revenue	18,080	375,031	375,031	31,169	295,258
Other revenue	12,072	336,000	336,000	26,402	200,651
	10,608,532	16,679,839	16,679,839	321,215	16,746,458
Expenses					
Employee costs	(277,621)	(7,789,829)	(7,789,829)	(647,409)	(6,086,751)
Materials and contracts	(353,405)	(5,673,426)	(5,673,426)	(470,760)	(5,655,966)
Utility charges	(32,567)	(700,597)	(700,597)	(58,373)	(712,480)
Depreciation	0	(3,014,047)	(3,014,047)	(251,156)	(2,870,056)
Finance costs	(91)	(103,150)	(103,150)	(8,593)	(52,457)
Insurance	0	(352,805)	(352,805)	(176,400)	(288,221)
Other expenditure	(10,056)	(860,289)	(860,289)	(13,020)	(540,319)
	(673,740)	(18,494,143)	(18,494,143)	(1,625,711)	(16,206,250)
	9,934,793	(1,814,304)	(1,814,304)	(1,304,496)	540,208
Capital grants, subsidies and contributions	0	1,811,352	1,811,352	83	56,469
Profit on asset disposals			0	0	21,600
Loss on asset disposals			0	0	(25,343)
	0	1,811,352	1,811,352	83	52,726
Net result for the period	9,934,793	(2,952)	(2,952)	(1,304,413)	592,934
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	9,934,793	(2,952)	(2,952)	(1,304,413)	592,934

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 JULY 2026

	2026/27 YTD Actual	2026/27 Forecast	2026/27 Budget	2026/27 YTD Budget	2025/26 Actual
Revenue	\$	\$	\$		\$
Governance	6,269	43,500	43,500	290	79,365
General Purpose Funding	8,661,524	12,005,808	12,005,808	43,956	12,440,245
Law, order, public safety	64,209	737,759	737,759	9,159	793,412
Health	182	70,894	70,894	5,903	22,088
Education and welfare	0	10,500	10,500	41	23,800
Housing	0	11,000	11,000	916	5,346
Community amenities	1,843,600	2,413,928	2,413,928	200,985	2,379,132
Recreation and culture	8,933	280,579	280,579	20,629	272,284
Transport	0	193,849	193,849	853	185,780
Economic services	22,495	608,958	608,958	17,409	370,692
Other property and services	0	303,064	303,064	21,074	174,314
	10,607,212	16,679,839	16,679,839	321,215	16,746,458
Expenses					
Governance	(46,889)	(1,077,999)	(1,077,999)	(103,668)	(1,019,348)
General Purpose Funding	(8,987)	(291,753)	(291,753)	(20,758)	(335,783)
Law, order, public safety	(54,463)	(1,427,677)	(1,427,677)	(128,920)	(1,234,352)
Health	(10,730)	(263,707)	(263,707)	(22,071)	(152,137)
Education and welfare	(2,860)	(94,247)	(94,247)	(7,019)	(71,188)
Housing	(6,246)	(83,676)	(83,676)	(6,972)	(35,180)
Community amenities	(209,414)	(4,041,467)	(4,041,467)	(338,209)	(3,550,630)
Recreation and culture	(125,453)	(4,850,268)	(4,850,268)	(421,282)	(4,312,013)
Transport	(135,025)	(5,105,511)	(5,105,511)	(434,879)	(4,154,602)
Economic services	(33,358)	(977,313)	(977,313)	(69,351)	(899,477)
Other property and services	(38,994)	(280,525)	(280,525)	(72,582)	(466,883)
	(672,419)	(18,494,143)	(18,494,143)	(1,625,711)	(16,231,593)
	9,934,793	(1,814,304)	(1,814,304)	(1,304,496)	514,865
Non Operating					
Capital grants, subsidies and contributions	0	1,811,352	1,811,352	83	56,469
Profit on asset disposals	0	0	0	0	21,600
Loss on asset disposals	0	0	0	0	0
	0	1,811,352	1,811,352	83	78,069
Net result for the period	9,934,793	(2,952)	(2,952)	(1,304,413)	592,934
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	0
Total other comprehensive income for the period	0	0	0	0	0
Total comprehensive income for the period	9,934,793	(2,952)	(2,952)	(1,304,413)	592,934

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

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

	Unaudited 2025/26 Actual	2026/27 Budget	2026/27 YTD Budget	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a)	(b)	(c)	(b) - (a)	((b) - (a))/(a)		
	\$	\$	\$	\$	%		
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8,138,565	8,534,575	8,622,871	8,622,871	0	0.00%	
Grants, subsidies and contributions	5,146,607	4,248,744	6,999	57,637	50,638	723.50%	▲
Fees and charges	2,965,377	3,185,489	256,645	1,897,873	1,641,228	639.49%	▲
Interest revenue	295,258	375,031	31,169	18,080	(13,089)	(41.99%)	▼
Other revenue	200,651	336,000	26,402	12,072	(14,330)	(54.28%)	▼
	16,746,458	16,679,839	8,944,086	10,608,532	1,664,446	18.61%	
Expenditure from operating activities							
Employee costs	(6,086,751)	(7,789,829)	(647,409)	(277,621)	369,788	57.12%	▲
Materials and contracts	(5,655,966)	(5,673,426)	(470,760)	(353,405)	117,355	24.93%	▲
Utility charges	(712,480)	(700,597)	(58,373)	(32,567)	25,806	44.21%	▲
Depreciation	(2,870,056)	(3,014,047)		0	0	0.00%	
Finance costs	(52,457)	(103,150)	(8,593)	(91)	8,502	98.94%	▲
Insurance	(288,221)	(352,805)	(176,400)	0	176,400	100.00%	▲
Other expenditure	(540,318)	(860,289)	(13,020)	(10,056)	2,964	22.77%	▲
Loss on asset disposals	(25,343)	0	0	0	0	0.00%	
	(16,231,592)	(18,494,143)	(1,374,555)	(673,740)	700,815	50.98%	
				6,000			
Non cash amounts excluded from operating activities	2(c) 2,895,399	3,014,051		0	164,335	0.00%	▲
Amount attributable to operating activities	3,410,265	1,199,747	7,569,531	9,934,793	2,365,262	31.25%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	104,000	1,811,352	1,501,421	0	(1,501,421)	(100.00%)	▼
Proceeds from disposal of assets	21,600	168,500		0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	44,867	41,247		0	0	0.00%	
	170,467	2,021,099	1,501,421	0		(100.00%)	
Outflows from investing activities							
Right of use assets recognised	(40,827)	0	0	0	0	0.00%	
Acquisition of property, plant and equipment	(992,001)	(4,170,000)	(855,863)	(12,400)	843,463	98.55%	▲
Acquisition of infrastructure	(215,431)	(2,381,956)	(937,270)		937,270	100.00%	▲
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0.00%	
	(1,248,259)	(6,551,956)	(1,793,133)	(12,400)	1,780,733	99.31%	
Non-cash amounts excluded from investing activities	2(c) 40,827	0			0	0.00%	
Amount attributable to investing activities	(1,036,965)	(4,530,857)	(291,712)	(12,400)	279,312	95.75%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	0	1,450,000	1,450,000	0	(1,450,000)	(100.00%)	▼
Transfer from reserves	1,766,611	4,827,141	2,142,602		(2,142,602)	(100.00%)	▼
	1,766,611	6,277,141	3,592,602	0	(3,592,602)	(100.00%)	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(16,411)	(15,901)	(132)	0	132	100.00%	▲
Repayment of borrowings	(213,665)	(215,262)	(146,674)	0	146,674	100.00%	▲
Transfer to reserves	(5,503,034)	(2,651,881)	(427,071)		427,071	100.00%	▲
	(5,733,110)	(2,883,044)	(573,877)	0	573,877	100.00%	
Amount attributable to financing activities	(3,966,499)	3,394,097	3,018,725	0	(3,018,725)	(100.00%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 1,687,882	95,832	94,740	94,683	94,683	(0.06%)	▲
Amount attributable to operating activities	3,410,265	1,199,747	7,569,531	9,934,793	2,365,262	31.25%	▲
Amount attributable to investing activities	(1,036,965)	(4,530,857)	(291,712)	(12,400)	279,312	95.75%	▲
Amount attributable to financing activities	(3,966,499)	3,394,097	3,018,725	0	(3,018,725)	(100.00%)	▼
Surplus or deficit after imposition of general rates	94,683	158,819	10,391,284	10,017,076	(374,208)	(3.60%)	▼

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 JULY 2026

	Unaudited Actual 30 June 2026	Actual as at 31 July 2026	Forecast 30 June 2027
	\$	\$	\$
CURRENT ASSETS			
Cash and cash equivalents	7,720,355	7,903,732	6,292,647
Trade and other receivables	3,555,348	12,598,245	3,618,042
Other financial assets	213,715	213,715	119,267
Inventories	131,360	146,512	68,291
Other assets	140,014	598,645	135,000
TOTAL CURRENT ASSETS	11,760,792	21,460,849	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	28,020,018	27,832,672	27,980,378
Infrastructure	157,664,917	157,864,830	157,726,357
Right-of-use assets	63,809	63,809	40,827
TOTAL NON-CURRENT ASSETS	186,910,598	186,923,166	186,864,550
TOTAL ASSETS	198,671,390	208,384,015	197,097,797
CURRENT LIABILITIES			
Trade and other payables	1,415,490	1,194,549	1092679
Contract liabilities	1,524,534	1,524,534	2007140
Lease liabilities	16,711	15,481	16411
Borrowings	213,665	1,180	215262
Employee related provisions	778,438	778,438	778438
TOTAL CURRENT LIABILITIES	3,948,838	3,514,182	4,109,930
NON-CURRENT LIABILITIES			
Lease liabilities	7,697	7,697	31709
Borrowings	997,689	1,210,174	994790
Employee related provisions	140,364	140,364	140363
Other provisions	4,019,699	4,019,700	4019700
TOTAL NON-CURRENT LIABILITIES	5,165,449	5,377,936	5,186,562
TOTAL LIABILITIES	9,114,287	8,892,118	9,296,492
NET ASSETS	189,557,104	199,491,897	187,801,305
EQUITY			
Retained surplus	33,995,924	43,930,717	32468216
Reserve accounts	7,339,027	7,339,027	7110936
Revaluation surplus	148,222,153	148,222,153	148222153
TOTAL EQUITY	189,557,104	199,491,897	187,801,305

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 JULY 2026

3 EXPLANATION OF MATERIAL VARIANCES

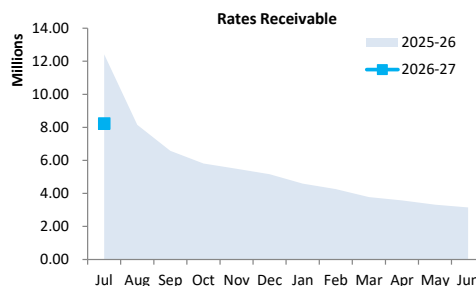
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2026-27 year is \$50,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	50,638	723.50%	▲
LGGS Grant received			
Fees and charges	1,641,228	639.49%	▲
Rates issued earlier than budgeted			
Interest revenue	(13,089)	(41.99%)	▼
Interest on Term Deposits budgeted but not yet placed			
Other revenue	(14,330)	(54.28%)	▼
Workers compensation claims not yet reimbursed			
Expenditure from operating activities			
Employee costs	369,788	57.12%	▲
Due to staff vacancies			
Materials and contracts	117,355	24.93%	▲
Timing of budgeted expenses			
Utility charges	25,806	44.21%	▲
Timing of pool utilities			
Finance costs	8,502	98.94%	▲
Loan interest to be applied in August 2026			
Insurance	176,400	100.00%	▲
Insurance to be applied in Aug 2026			
Other expenditure	2,964	22.77%	▲
Prepaid expense allocation to be applied in Aug 2026			
Non cash amounts excluded from operating activities	164,335	0.00%	▲
Depreciation yet to be applied - pending finalisation fo 25-26 financial report			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,501,421)	(100.00%)	▼
Timing			
Outflows from investing activities			
Acquisition of infrastructure	937,270	100.00%	▲
Timing			
Inflows from financing activities			
Transfer from reserves	(2,142,602)	(100.00%)	▼
Timing			
Outflows from financing activities			
Transfer to reserves	427,071	100.00%	▲
Timing			
Surplus or deficit at the start of the financial year	94,683	(0.06%)	▲
Due to timing reserve transfers			
Surplus or deficit after imposition of general rates	(374,208)	(3.60%)	▼

7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	2,833,181	3,149,758
Levied this year	8,138,565	8,622,871
Less - collections to date	(7,821,988)	(3,538,056)
Gross rates collectable	3,149,758	8,234,573
Allowance for impairment of rates receivable	0	0
Net rates collectable	3,149,758	8,234,573
% Collected	71.3%	30.1%



Receivables - Rates	Credit	26/27	25/26	24/25	23/24+	Total
	\$	\$	\$	\$	\$	\$
Receivables - Rates Total		5,070,615	1,154,358	573,866	1,435,734	8,234,573
Percentage	0.0%	61.6%	14.0%	7.0%	17.4%	

* Note - Includes deferred rates at 30 June is \$671,178

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(4,215)	64,095	10,550	7,817	186,474	264,721
Percentage	(1.6%)	24.2%	4.0%	3.0%	70.4%	
Balance per trial balance						
Trade receivables						264,721
Other receivables						186,969
Security Bonds						6,000
Receivables for employee related provisions						0
Allowance for credit losses of rates and statutory receivables						(51,558)
Other receivables [describe]						0

KEY INFORMATION

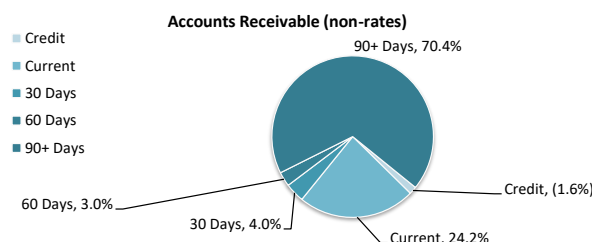
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.

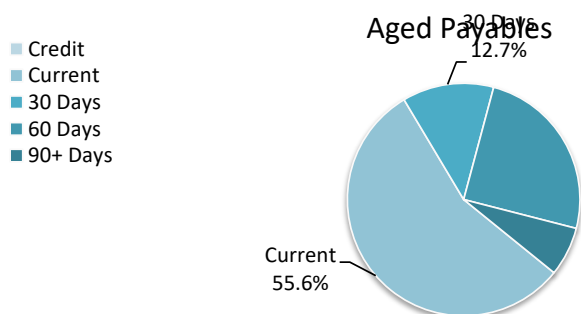


8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	68,574	15,696	30,626	8,431	123,326
Percentage	0.0%	55.6%	12.7%	24.8%	6.8%	
Balance per trial balance						
Sundry creditors						123,326
Other payables						586,059
Bonds and deposits held						460,676
Accrued expenses						14,318
Total payables general outstanding						1,194,549
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.



9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	Budget	Actual	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2026	1 July 2026	Actual YTD	Budget FY	Actual YTD	Budget FY	Actual YTD	Budget FY	Actual YTD	Budget FY
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Loan 117											
Shire Depot Relocation	117	475,200	475,200	0	0	(43,478)	(87,808)	431,722	387,392	(13,095)	(20,643)
Loan 118											
Truck Bay Toilet (Throssell St) & Caravan Park Facilities	118	28,981	28,981	0	0	(4,645)	(9,363)	24,336	19,618	(778)	(986)
Loan 119											
Weighbridge Modifications, Irrigation Audit and Bore Development Strategy, Open Space Strategy & Roche Park Wall Stabilisation	119	58,872	58,872	0	0	(7,110)	(14,290)	51,762	44,582	(1,132)	(1,421)
Loan 120											
Roche Park Court 3 timber overlay and floor treatment	120	54,513	59,619	0	0	(5,265)	(10,571)	54,354	43,942	(865)	(1,125)
Loan 121											
Construction of Venn Street River Stop	121	118,610	118,610	0	0	(11,529)	(23,130)	107,081	95,480	(1,727)	(2,131)
Loan 122											
Building Capital Works	122	201,729	171,501	0	0	(15,222)	(30,517)	156,279	171,212	(2,173)	(2,606)
Loan 123											
Solar Panels	123	9,102	9,102	0	0	(9,102)	(9,102)	-0	0	(504)	(23)
Loan 124											
Server Upgrade	124	14,140	9,035	0	0	(14,141)	(14,141)	-5,106	(1)	(433)	(80)
		961,147	930,920	0	0	(110,492)	(198,922)	820,428	762,225	(20,707)	(29,015)
Self supporting loans											
Loan 125											
Collie Golf Club		492,919	492,919	0	0	(14,743)	(14,744)	505,616	478,175	(28,396)	(30,124)
		492,919	492,919	0	0	(14,743)	(14,744)	505,616	478,175	(28,396)	(30,124)
Total		1,454,066	1,423,839	0	0	(125,235)	(213,666)	1,326,044	1,240,400	(49,103)	(59,139)
Current borrowings			213,665					88,429			
Non-current borrowings			1,210,174					1,237,615			
			1,423,839					1,326,044			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

14.2.A

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
Electronic Funds Transfer							
20/07/2026	EFT	EFT41742		WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions	BENMUNI	157.00
20/07/2026	EFT	EFT41743	10062026	ALLANSON BUSHFIRE BRIGADE	Licence Compliance Green-waste management - plan, burn, patrol and mop up green-waste piles at Gibb's Road	BENMUNI	1,300.00
20/07/2026	EFT	EFT41744	54225	AUSTRALIND LANDSCAPING SUPPLIES (RENLM	Hire of Turf Corer	BENMUNI	230.00
20/07/2026	EFT	EFT41745		AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	BENMUNI	39,914.00
20/07/2026	EFT	EFT41746	10062026	COLLIEBURN / CARDIFF FIRE BRIGADE	Licence Compliance Green-waste management - plan, burn, patrol and mop up green-waste piles at Gibb's Road	BENMUNI	700.00
20/07/2026	EFT	EFT41747	INV-36419	CROSS SECURITY SERVICES	Replace Smoke Alarms required at Roche Park	BENMUNI	844.47
20/07/2026	EFT	EFT41748	00000242	COLLIE CONCRETING PTY LTD	REPLACE DAMAGED KERB AT BUCKTIN ST	BENMUNI	2,035.00
20/07/2026	EFT	EFT41749	15072026	TRUSTEE FOR CPINC DISCRETIONARY TRUST	Staff Rental Accommodation: Period 27.07.2026 - 30.08.2026	BENMUNI	3,250.00
20/07/2026	EFT	EFT41750		EASIALARY PTY LTD	Payroll Deductions/Contributions	BENMUNI	800.68
20/07/2026	EFT	EFT41751	4440	HP COUNTRY LANDSCAPING	Lions Park - Newly installed pump - needs inspection - not pumping	BENMUNI	790.05
20/07/2026	EFT	EFT41752	INV-0001	WAGON 537	Australia Day coffees	BENMUNI	609.84
20/07/2026	EFT	EFT41753	INV-20887	P & S GRIGGS PLUMBING	TANK OVER FLOWING AT ROCHE PARK	BENMUNI	1,462.68
20/07/2026	EFT	EFT41754	C47231	SOUTHERN LOCK & SECURITY	X Locks as per keying system	BENMUNI	348.76
20/07/2026	EFT	EFT41755	CFLINV101290	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	FREIGHT FROM SOUTHERN LOCK	BENMUNI	57.42
20/07/2026	EFT	EFT41755	CFLINV101449	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	FREIGHT FROM WESTRAC	BENMUNI	18.30
20/07/2026	EFT	EFT41756	INV-0140	TLC CARPET & TILE CLEANING	CLEANING TENDER- FULFILLING SCOPE OF WORKS AS PER CONTRACT	BENMUNI	13,947.19
20/07/2026	EFT	EFT41757	0685-S280142	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR DELIVERY FROM BUCHER MUNICIPAL	BENMUNI	101.87
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 221101470 Lot 0 Throssell St, Collie WA 6225 08 Apr 2026 to 04 Jun 2026	BENMUNI	356.82
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 290193420 59 Wittenoom St, Collie WA 6225 08 Apr 2026 to 05 Jun 2026	BENMUNI	127.58
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 103912390 6 Bridge St, Collie WA 6225 25 Mar 2026 to 26 May 2026	BENMUNI	130.85
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 877067070 87 Throssell St, Collie WA 6225 19 May 2026 to 15 Jun 2026	BENMUNI	1,311.68
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 190579390 Throssell St, Collie WA 6225 08 Apr2026 to 07 Jun 2026	BENMUNI	127.67
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 603930590 Loc 14616 Wittenoom St, Collie WA 6225 03 Apr 2026 to 05 Jun 2026	BENMUNI	802.70
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 455985420 6 Ealing Rd, Preston Settlement WA 6225 26 Mar 2026 to 26 May 2026	BENMUNI	336.07
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 520073870 Lot 0 Montgomery St, Allanson WA 6225 30 Apr 2026 to 28 May 2026	BENMUNI	159.16
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 108754540 Loc 5263 Throssell St, Collie WA 6225 09 Apr 2026 to 07 Jun 2026	BENMUNI	710.46
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 012913740 109 Coombes St, Collie WA 6225 19 May 2026 to 15 Jun 2026	BENMUNI	1,517.83
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 489294520 Loc 15195 U A Coombes St, Collie WA 6225 24 Mar 2026 to 26 May 2026	BENMUNI	132.91
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 283524910 Lot 1599 Moore St, Collie WA 6225 02 Apr 2026 to 02 Jun 2026	BENMUNI	132.00
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 230180590 Loc 23606 Cameron Rd, Collie WA 6225 24 Mar 2026 to 28 May 2026	BENMUNI	2,636.28
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 238621550 Lot 1531 Rowley St, Collie WA 6225 26 Mar 2026 to 26 May 2026	BENMUNI	128.77
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 428265630 Throssell St, Collie WA 6225 28 Apr 2026 to 04 Jun 2026	BENMUNI	57.72
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 982318720 Lot 391 Dudley St, Collie Burn WA 6225 25 Mar 2026 to 26 May 2026	BENMUNI	194.68
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 339139940 Throssell St, Collie WA 6225 08 Apr 2026 to 04 Jun 2026	BENMUNI	120.16

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 606495630 Lot 1000 U 51 Crampton St, Collie WA 6225 26 Mar 2026 to 27 May 2026	BENMUNI	243.44
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 577930670 Loc 15195 Coombes St, Collie WA 6225 19 May 2026 to 15 Jun 2026	BENMUNI	626.20
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 057431530 24 Simmonds St, Cardiff WA 6225 25 Mar 2026 to 26 May 2026	BENMUNI	130.53
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 395602740 Lot 964 Wittenoom St, Collie WA 6225 19 May 2026 to 15 Jun 2026	BENMUNI	841.51
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 254858780 8 Morrison Way, Collie WA 6225 23 May 2026 to 23 Jun 2026	BENMUNI	1,964.82
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY 334707890 Lot 422 Simmonds St, Cardiff WA 6225 25 Mar 2026 to 26 May 2026	BENMUNI	385.55
20/07/2026	EFT	EFT41758	3147000276	SYNERGY	ELECTRICITY overdue notice	BENMUNI	4.78
20/07/2026	EFT	EFT41759	12336	COLLIE BIN HIRE	Pump out RV dump points at Collie visitors Centre and Truck Bay from 03/09/2025 to 30/06/2027	BENMUNI	1,650.00
21/07/2026	EFT	EFT41760	110822	NATIONAL AUSTRALIA BANK	Term Deposit 21/07/2026 - 20/10/2026	BENMUNI	650,000.00
23/07/2026	EFT	EFT41761	SIB79557	BUNBURY MACHINERY	Rear view Mirror Assembly	BENMUNI	100.99
23/07/2026	EFT	EFT41762	2025176	BRENNAN LEONARD JAMES BACKSTROM	Refund - Uncertified Application-Class 1 & 10, Refund - BCITF Levy, Refund - Building Services Levy, Refund - V	BENMUNI	329.65
23/07/2026	EFT	EFT41762	T435M	BRENNAN LEONARD JAMES BACKSTROM	App # 2025176 Brenden Bacstrom	BENMUNI	1,025.00
23/07/2026	EFT	EFT41763	INV-0088	SUPERKINGS HOTELS PTY LTD T/A THE COLLIEF	Replacement of dessert glasses - Colliefields.	BENMUNI	35.75
23/07/2026	EFT	EFT41764	I64231	FK Thompson and Associates T/A Thompson Survey	Collie Speedway - Crown Subdivision	BENMUNI	9,350.00
23/07/2026	EFT	EFT41765	2042667210	SYNERGY	ELECTRICITY 472204320 9 Park Street 05 May 2026 to 01 Jul 2026	BENMUNI	617.61
23/07/2026	EFT	EFT41766	0139 9006817397	WATER CORPORATION	WATER ACCOUNT 9006817397 Prinsep St Collie Lot 328 Water Use and Service Charge 01/07/2026 - 31/08/2026	BENMUNI	250.98
30/07/2026	EFT	EFT41767	2344012997	SYNERGY	ELECTRICITY 244720530 2A PENDLETON ST 08 APR 2026 - 05 JUN 2026	BENMUNI	25.69
30/07/2026	EFT	EFT41767	2376013700	SYNERGY	ELECTRICITY 244720530 2A PENDLETON ST 06 JUN 2026 - 14 JUL 2026	BENMUNI	12.01
30/07/2026	EFT	EFT41768	OS6346	AIR LIQUIDE WA PTY LTD	Monthly gas cylinder rental for Depot workshop 01/06/2026-31/06/2026	BENMUNI	28.16
30/07/2026	EFT	EFT41769	GT48355	ATC WORK SMART INC	MECHANIC TRAINEE FOR PERIOD 21/06/2026 - 04/07/2026	BENMUNI	3,107.87
30/07/2026	EFT	EFT41770	INV-1619	SCOTT CHRISTINGER	Replace exit signs & emergency lights at Art Gallery , Margaretta Wilson Centre, Works Depot, Museum, Cardiff	BENMUNI	8,396.00
30/07/2026	EFT	EFT41770	INV-1618	SCOTT CHRISTINGER	Supply & replace faulty light fittings to inside Depot building	BENMUNI	4,509.45
30/07/2026	EFT	EFT41771	INV 2308671	STATEWIDE BEARINGS	COOLANT HOSE 1 1/2 X 3FT	BENMUNI	82.50
30/07/2026	EFT	EFT41772	284931	PETE'S	King Gee K53012 Navy 87R, King Gee K13005 Navy 87R, Bisley BJ6059T Yellow/Navy, Bisley BK6219T Polo L/	BENMUNI	346.60
30/07/2026	EFT	EFT41772	284929	PETE'S	Logos & Embroidery, King Gee K54025 Yellow/Navy 2XL, King Gee K13005 Navy 102R, Bisley BK6975 Yellow/N	BENMUNI	653.25
30/07/2026	EFT	EFT41772	285080	PETE'S	King Gee K54025 Yellow/Navy 2XL(non reflective), King Gee 0339 Denim 92R (non reflective), Logos & Embroid	BENMUNI	281.70
30/07/2026	EFT	EFT41773	21915722	CLEANAWAY PTY LTD	Recycling Collection at the Transfer Station - Jun 26	BENMUNI	5,295.23
30/07/2026	EFT	EFT41773	21920161	CLEANAWAY PTY LTD	Customer Service Centre Jun 2026, Cleanaway Bin Repairs and Replacements Jun 2026, Waste Refuse Contrac	BENMUNI	91,183.26
30/07/2026	EFT	EFT41774	1269708	BOC LIMITED	OXYGEN - MEDICAL C SIZE CYLINDERS - POOL	BENMUNI	14.40
30/07/2026	EFT	EFT41775	INV-0016	CHICKEN TREAT COLLIE	To supply the fire crews' food attending incidents over the weekend of 23rd & 24th May 2026.	BENMUNI	240.00
30/07/2026	EFT	EFT41776	INV-36576	CROSS SECURITY SERVICES	Alarm system monitoring	BENMUNI	2,200.00
30/07/2026	EFT	EFT41777	5324053	CHARGEFOX PTY LTD	Connector Management Fees for Forrest Street Collie Station 4039 from 01/06/2026 - 30/06/2026	BENMUNI	31.35
30/07/2026	EFT	EFT41778	INV-6605	COLLIE SALVAGE & HARDWARE	Running Order for June 2026	BENMUNI	771.10
30/07/2026	EFT	EFT41779	CSCJUL118	COLLIE STOCKFEED & PET SUPPLIES	Standing Purchase Order for Pound supplies from Collie Stockfeed and Pet Supplies for FY26-27	BENMUNI	159.00
30/07/2026	EFT	EFT41780	BSL JUN 2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUST	BUILDING PERMITS X 20 (SERVICES LEVY) JUNE 2026	BENMUNI	7,932.75

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
30/07/2026	EFT	EFT41781	199067443	HENDERSON HARDWARE	LUBRICANT ANTI MOISTURE ANTI CORROSION INOX MX3-300	BENMUNI	12.95
30/07/2026	EFT	EFT41781	199067569	HENDERSON HARDWARE	BARB CONN M 1 1/2 BRB X 1 1/2 BSP, ELBOW FI 1/12 40MM THREADED	BENMUNI	21.00
30/07/2026	EFT	EFT41781	199067596	HENDERSON HARDWARE	T-REX CRYSTAL CLEAR	BENMUNI	25.85
30/07/2026	EFT	EFT41781	199067701	HENDERSON HARDWARE	TRADESMEN ROOF AND GUTTER TRANS MF50	BENMUNI	11.50
30/07/2026	EFT	EFT41781	199067698	HENDERSON HARDWARE	TOUCH UP PAINT SHALE GREY 300G	BENMUNI	18.05
30/07/2026	EFT	EFT41781	101015483	HENDERSON HARDWARE	WINDOW CLEANER 1L	BENMUNI	22.80
30/07/2026	EFT	EFT41782	1418	SHIRE OF HARVEY	WALGA Accredited CEO Recruitment Training - Cr Ian Miffiling	BENMUNI	550.00
30/07/2026	EFT	EFT41783	15072026	JASMINE PIKE	Sporting Scholarship 2026 - Jasmine Pike	BENMUNI	250.00
30/07/2026	EFT	EFT41784	MA2026027	LOCAL HEALTH AUTHORITIES ANALYTICAL COMI	LHAAC Sampling Schedule Annual Fee	BENMUNI	2,312.94
30/07/2026	EFT	EFT41785	13278	LIVING SPRINGS WATER PTY LTD	ADMIN OFFICE - SPRINGWATER DELIVERY 01/06/2026 - 30/06/2026	BENMUNI	154.00
30/07/2026	EFT	EFT41786	062-220213	JARDINE LLOYD THOMPSON T/A JLT	2026-27 SHIRE OF COLLIE INSURANCE MARINE CARGO - RENEWAL	BENMUNI	346.50
30/07/2026	EFT	EFT41786	062-220195	JARDINE LLOYD THOMPSON T/A JLT	2026-27 SHIRE OF COLLIE INSURANCE MARINE HULL COMMERCIAL - RENEWAL	BENMUNI	2,750.08
30/07/2026	EFT	EFT41787	11062026	NELL CHAMBERS	Social Netball Umpire payment	BENMUNI	15.00
30/07/2026	EFT	EFT41788	679	OZARB TREE SERVICE	Tree work as quoted Rowe Street	BENMUNI	1,089.00
30/07/2026	EFT	EFT41788	687	OZARB TREE SERVICE	Tree pruning as requested by Parks & Gardens Supervisor Ogden & Newbold Streets as per Western Power Noti	BENMUNI	715.00
30/07/2026	EFT	EFT41789	33833	DOWN SOUTH WHOLESALE BUNBURY (THE TRU	Cleaning Materials contract cleaner	BENMUNI	888.25
30/07/2026	EFT	EFT41789	33870	DOWN SOUTH WHOLESALE BUNBURY (THE TRU	Cleaning Materials contract cleaner - Credit note	BENMUNI	9.90
30/07/2026	EFT	EFT41790	SINV726981	PROGRAMMED PROPERTY SERVICES PTY LTD	Front entry way & reception paint works	BENMUNI	13,640.00
30/07/2026	EFT	EFT41791	INV-20241	P & S GRIGGS PLUMBING	DRINKING FOUNTAIN LEAKING	BENMUNI	763.91
30/07/2026	EFT	EFT41791	INV-21229	P & S GRIGGS PLUMBING	RETIC REPAIRS TO TROTTING TRACK	BENMUNI	1,135.00
30/07/2026	EFT	EFT41791	INV-21231	P & S GRIGGS PLUMBING	REPLACE LEAKING STAINLESS STEEL PIPE	BENMUNI	993.63
30/07/2026	EFT	EFT41791	INV-21228	P & S GRIGGS PLUMBING	Replace faulty non return valve at Lions Park Pump	BENMUNI	682.83
30/07/2026	EFT	EFT41792	67348	REDFISH TECHNOLOGIES	Redfish Service Level Agreement Contract - covering from 01/07/2026 to 30/06/2027	BENMUNI	4,730.88
30/07/2026	EFT	EFT41793	SES PETTY CASH OCT 24	STATE EMERGENCY SERVICE	WEED KILL, CELLO BAGS, CARTRIDGES - PRINTER, PVC CAP - TRAINING AID, CELLO BAGS & CURLING	BENMUNI	401.35
30/07/2026	EFT	EFT41793	SES PETTY CASH JAN 26	STATE EMERGENCY SERVICE	LAMINATING POUCHES	BENMUNI	49.95
30/07/2026	EFT	EFT41793	SES PETTY CASH FEB 26	STATE EMERGENCY SERVICE	WWC - Volunteer	BENMUNI	11.00
30/07/2026	EFT	EFT41793	SES PETTY CASH JUN 26	STATE EMERGENCY SERVICE	FOOD FOR CALL OUT,	BENMUNI	231.71
30/07/2026	EFT	EFT41794	CFLINV101498	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	Freight from T-Quip and Japanese Truck & Bus Spares to Depot	BENMUNI	106.48
30/07/2026	EFT	EFT41795	40528	TALIS CONSULTANTS	Water Sampling & Analysis at Gibbs Road Landfill Facility - Field work & Quarterly Reporting	BENMUNI	1,575.87
30/07/2026	EFT	EFT41796	TA22690-084	TELAIR PTY LTD	NETWORK DATA AND VOICE SERVICES FOR ALL SITES SHIRE OF COLLIE	BENMUNI	3,378.55
30/07/2026	EFT	EFT41797	11062026	TRENAYA HARTLEY	Social Netball Umpire payment	BENMUNI	180.00
30/07/2026	EFT	EFT41798	11062026	TEAGAN RONEY	Social Netball Umpire payment	BENMUNI	105.00
30/07/2026	EFT	EFT41799	2656012912	SYNERGY	ELECTRICITY STREET LIGHTING 25/05/2026 - 24/06/2026	BENMUNI	20,499.80
30/07/2026	EFT	EFT41800	11967	COLLIE BIN HIRE	Pump out RV dump points at Collie visitors Centre and Truck Bay from 03/09/2025 to 30/06/2027,	BENMUNI	610.50
30/07/2026	EFT	EFT41800	12001	COLLIE BIN HIRE	Skip Hire Minningup, Black Diamond & Depot 01/10/2025 - 30/06/2026,	BENMUNI	1,925.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
30/07/2026	EFT	EFT41801	0012 9021475241	WATER CORPORATION	WATER ACCOUNT 9021475241 Central Park/Water Playground Trade Waste Charges 01/07/26-30/06/27	BENMUNI	265.74
30/07/2026	EFT	EFT41802	100-164622-01	LGIS WA	2026-27 SHIRE OF COLLIE INSURANCE	BENMUNI	456,307.75
03/08/2026	EFT	EFT41803	32974	BUNBURY SETTLEMENT SERVICES TRUST A/C	Purchase of 202 Booth St - Purchase Price	BENMUNI	857,232.23
03/08/2026	EFT	EFT41804	28042026	JOE ITALIANO	TRAVEL REIMBURSEMENT DEPUTY SHIRE PRESIDENT - WALGA SW ZONE MEETING 20.02.2026	BENMUNI	277.10
06/08/2026	EFT	EFT41805		WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions	BENMUNI	314.00
06/08/2026	EFT	EFT41806		AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions	BENMUNI	84,412.00
06/08/2026	EFT	EFT41807	INV-375602-V7LG1	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY JUNE 26 - 2025121	BENMUNI	257.25
06/08/2026	EFT	EFT41808	INV-5340	BUSY BEE DRY CLEANERS	Elected Member - Dry Cleaning July 2025 to June 2026	BENMUNI	40.70
06/08/2026	EFT	EFT41809	00008169	COLLIE AUTO ELECTRICS	Preplace battery terminals and cable lugs to John Deere Grader	BENMUNI	250.00
06/08/2026	EFT	EFT41810	00027445	CENTRAL GARAGE	Tractor Breakdown - Callout to Powerhouse Road	BENMUNI	275.00
06/08/2026	EFT	EFT41810	00026849	CENTRAL GARAGE	109CO Scheduled Service - Oil Filter, Air Filter, Fuel Filter, Cabin Filter, Headlight Globe, Oil, Consumables	BENMUNI	642.24
06/08/2026	EFT	EFT41811	4322611	CHARGEFOX PTY LTD	Connector Management Fees for Forrest Street Collie Station 4039 from 01/11/2025 - 30/11/2025	BENMUNI	62.70
06/08/2026	EFT	EFT41811	4709553	CHARGEFOX PTY LTD	Connector Management Fees for Forrest Street Collie Station 4039 from 01/02/2026 - 28/02/2026	BENMUNI	58.52
06/08/2026	EFT	EFT41812	35WA1480850	DORMAKABA AUSTRALIA PTY LTD	Service front door due to not opening or closing at Admin Office	BENMUNI	467.50
06/08/2026	EFT	EFT41813		EASIALARY PTY LTD	Payroll Deductions/Contributions	BENMUNI	1,601.36
06/08/2026	EFT	EFT41814	199067763	HENDERSON HARDWARE	KEY CUT SINGLE SIDE	BENMUNI	9.00
06/08/2026	EFT	EFT41814	199068006	HENDERSON HARDWARE	WE SDS PLUS HMR DRILL- 10.00X2102544-10.00X210	BENMUNI	15.15
06/08/2026	EFT	EFT41814	199068007	HENDERSON HARDWARE	TOUCH UP PAINT PALE EUCA 300G, TOUCH UP PAINT HERITAGE RED 300G	BENMUNI	36.40
06/08/2026	EFT	EFT41814	199068033	HENDERSON HARDWARE	OLD KENT BASIN MIXER FIXED 110MM LF	BENMUNI	63.00
06/08/2026	EFT	EFT41814	199068040	HENDERSON HARDWARE	KEY CUT SINGLE SIDE	BENMUNI	9.00
06/08/2026	EFT	EFT41814	199068039	HENDERSON HARDWARE	TEFLON TAPE 15MM M101	BENMUNI	3.00
06/08/2026	EFT	EFT41815	3498	HARMONIC ENTERPRISES PTY LTD T/AS HARMO	IT Support - Monthly Managed Services by Harmonic IT	BENMUNI	8,564.60
06/08/2026	EFT	EFT41816	00001180	READYTECH USER GROUP WA INC	User Group Membership Fees for 2026/2027	BENMUNI	962.50
06/08/2026	EFT	EFT41817	00122207	CONNECT CCS	Overcalls fee for contract CA0184 June 2026	BENMUNI	987.36
06/08/2026	EFT	EFT41818	630650947	OFFICEWORKS (ON LINE ORDERS ONLY)	Brother MFC-L2800DW Multifunction Mono Laser Printer for WTS	BENMUNI	388.00
06/08/2026	EFT	EFT41819	1013349	DEPARTMENT OF THE PREMIER AND CABINET	A4 gazette notice - fees and charges for Cemetery Act 1986 - Shire of Collie	BENMUNI	335.79
06/08/2026	EFT	EFT41820	1738417	THE PRINT SHOP BUNBURY	Tip pass 2026/2027 print. (4500 residential and 250 rural)	BENMUNI	753.50
06/08/2026	EFT	EFT41821	INV-21321	P & S GRIGGS PLUMBING	Central Park - Water Playground RPZD - Damaged by Vandalism - labour, Supply 20MM RPZD	BENMUNI	525.80
06/08/2026	EFT	EFT41821	INV-21320	P & S GRIGGS PLUMBING	Service Cricket Ground RPZD - Zurn Rpzd Service Kit, Service Cricket Ground RPZD - labour	BENMUNI	495.05
06/08/2026	EFT	EFT41821	INV-21331	P & S GRIGGS PLUMBING	Running P/O for May & June general maintenance on Public Toilets and Dump Points	BENMUNI	539.00
06/08/2026	EFT	EFT41822	A3198	ROSEMARIE LILIAN MATTHEWS	Rates refund for assessment A3198	BENMUNI	350.00
06/08/2026	EFT	EFT41823	764838	SCOPE BUSINESS IMAGING	Admin photocopier service plan and support (service agreement #I-23-2662) from 31/05/2026	BENMUNI	1,648.15
06/08/2026	EFT	EFT41823	764839	SCOPE BUSINESS IMAGING	Library photocopier service plan and support (service agreement #I-23-2662) from 31/05/2026	BENMUNI	87.47
06/08/2026	EFT	EFT41824	5757932	THOMSON AUTO PARTS	NEOPRENE CORK SHEET 2.4MM	BENMUNI	41.00
06/08/2026	EFT	EFT41825	151144#21	T-QUIP	Part's for Peruzzo Mower P1800	BENMUNI	117.25

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
06/08/2026	EFT	EFT41826	1224670	WA DISTRIBUTORS	Cleaning products.	BENMUNI	463.05
13/08/2026	EFT	EFT41827	A5922	AMANDA PATRICIA CURRIE	Rates refund for A5922	BENMUNI	827.47
13/08/2026	EFT	EFT41828	GT48609	ATC WORK SMART INC	Mechanic trainee for period 05/07/2026 - 18/07/2026	BENMUNI	3,256.95
13/08/2026	EFT	EFT41829	INV-381009-W7P6B9	BUILDING & CONSTRUCTION INDUSTRY	BCITF levy July 2026	BENMUNI	1,276.60
13/08/2026	EFT	EFT41830	2706/01304841	BUNNINGS BUILDING SUPPLIES	Hy-Clor 10kg Granular Pool Chlorine	BENMUNI	724.00
13/08/2026	EFT	EFT41831	00005369	BUNBURY CEMETERY BOARD	Concrete Plinths for Rose Garden at Cemetery	BENMUNI	550.00
13/08/2026	EFT	EFT41832	2958691	BLUEBEAM AUSTRALIA PTY LTD	Renew Bluebeam Core SN-0946677 for Operations Manager	BENMUNI	504.16
13/08/2026	EFT	EFT41832	2958658	BLUEBEAM AUSTRALIA PTY LTD	Bluebeam Core License for Technical Services Officer	BENMUNI	550.00
13/08/2026	EFT	EFT41833	163640	BROWN'S TYRES PTY LTD	140024DCG - 14.00R24 Double Coin Grader	BENMUNI	3,530.00
13/08/2026	EFT	EFT41834	00008174	COLLIE AUTO ELECTRICS	Repair wiring on Tractor	BENMUNI	135.00
13/08/2026	EFT	EFT41834	00008173	COLLIE AUTO ELECTRICS	Misc Parts & Repairs for month June	BENMUNI	150.00
13/08/2026	EFT	EFT41835	INV-1479	SCOTT CHRISTINGER	Please fault find and rectify issues with the Emergency Lighting and engine bay lighting within the Allanson BFB b	BENMUNI	1,126.40
13/08/2026	EFT	EFT41835	INV-1638	SCOTT CHRISTINGER	Supply & Fit new circuit board and harness to Lions Park BBQ	BENMUNI	940.50
13/08/2026	EFT	EFT41835	INV-1639	SCOTT CHRISTINGER	Lions Park BBQ, Find fault with auto ignite and quote if parts are required	BENMUNI	231.00
13/08/2026	EFT	EFT41835	INV-1648	SCOTT CHRISTINGER	Replace faulty light switch at Library & Check Air Cond	BENMUNI	165.00
13/08/2026	EFT	EFT41835	INV-1650	SCOTT CHRISTINGER	Power points and light switches at Admin Building & Light globe fittings	BENMUNI	1,490.50
13/08/2026	EFT	EFT41836	285335	PETE'S	4 x work vests with logo (WV6007) - CEO	BENMUNI	331.60
13/08/2026	EFT	EFT41837	4042308047	BOC LIMITED	Oxygen - medical c size cylinders - pool	BENMUNI	14.88
13/08/2026	EFT	EFT41838	40	COLLIE SENIOR CITIZENS INC	Reimbursement Of Water Charges At Margaretta Wilson Centre Usage And Service Charges 26/03/2026 - 26/05.	BENMUNI	561.33
13/08/2026	EFT	EFT41839	00000251	COLLIE CONCRETING PTY LTD	Reinstatement of 20Lm of semi mountable kerbing Park Street	BENMUNI	3,616.80
13/08/2026	EFT	EFT41840	00027343	CENTRAL GARAGE	Extension of the vehicles compressor lead	BENMUNI	132.00
13/08/2026	EFT	EFT41841	13082026	TRUSTEE FOR CPINC DISCRETIONARY TRUST	Staff Rental Accommodation: Period 31.08.2026 - 27.09.2026	BENMUNI	2,600.00
13/08/2026	EFT	EFT41842	1020330	COLLIE PETS AND VETS	Standing Purchase Order for vet services supplied by Collie Pets and Vets for FY 2026 - 2027, as per Service Ag	BENMUNI	55.00
13/08/2026	EFT	EFT41843	INV-0902	DELOS DELTA	Consultancy - Economic Development & Tourism Strategy (S32 Partnership)	BENMUNI	9,442.40
13/08/2026	EFT	EFT41844	BSL JUL 2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUST	Building permits x 14 (services levy) July 2026	BENMUNI	1,955.60
13/08/2026	EFT	EFT41845	INV/2026/01388	EARTH 2 OCEAN COMMUNICATINS	LoRa-enabled controllers, ISM antennas & required install hardware	BENMUNI	6,274.22
13/08/2026	EFT	EFT41846	00039511	JTAGZ PTY LTD	Dog & Cat Tags for 2027, 2029 and Lifetime.	BENMUNI	666.60
13/08/2026	EFT	EFT41847	H6818	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger	BENMUNI	2,318.89
13/08/2026	EFT	EFT41847	H6819	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	6,167.92
13/08/2026	EFT	EFT41847	H6856	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	6,167.92
13/08/2026	EFT	EFT41847	H6892	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	6,167.91
13/08/2026	EFT	EFT41847	H6929	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	5,474.02
13/08/2026	EFT	EFT41847	H6963	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	5,191.32
13/08/2026	EFT	EFT41847	H6994	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger	BENMUNI	3,631.46
13/08/2026	EFT	EFT41847	H6995	LO-GO APPOINTMENTS	Acting Director Corporate Services Temporary Assignment 4-6 weeks	BENMUNI	2,994.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
13/08/2026	EFT	EFT41847	H7030	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	2,480.03
13/08/2026	EFT	EFT41847	H7029	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger,	BENMUNI	3,631.46
13/08/2026	EFT	EFT41847	H7069	LO-GO APPOINTMENTS	Acting Director Corporate Services, Temporary Assignment , 4-6 weeks	BENMUNI	2,467.17
13/08/2026	EFT	EFT41847	H7068	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger,	BENMUNI	3,587.71
13/08/2026	EFT	EFT41847	H7104	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger,	BENMUNI	3,631.46
13/08/2026	EFT	EFT41847	H7145	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger,	BENMUNI	3,673.46
13/08/2026	EFT	EFT41847	H7181	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger	BENMUNI	3,091.00
13/08/2026	EFT	EFT41847	H7218	LO-GO APPOINTMENTS	Extension LO-GO Assignment - Relief Ranger	BENMUNI	3,673.46
13/08/2026	EFT	EFT41848	MS8445	LIWA AQUATICS	Staff Uniforms for 2026-2027 Season / LIWA SHIRTS	BENMUNI	350.00
13/08/2026	EFT	EFT41849	14505	LIVING SPRINGS WATER PTY LTD	Admin office - Spring water delivery 01/07/2026 - 31/07/2026	BENMUNI	210.00
13/08/2026	EFT	EFT41850	153166	MCLEODS LAWYERS	Planning legal advice regarding Approvals for Home Occupations and Home Business" from McLeods Lawyers."	BENMUNI	738.10
13/08/2026	EFT	EFT41851	630818435	OFFICEWORKS (ON LINE ORDERS ONLY)	Logitech MK235 Wireless Keyboard and Mouse Combo, delivery	BENMUNI	117.95
13/08/2026	EFT	EFT41851	630821020	OFFICEWORKS (ON LINE ORDERS ONLY)	Philips 34 UWQHD 120Hz Curved USB-C 90 PD Monitor 34B2U3600C	BENMUNI	656.95
13/08/2026	EFT	EFT41852	JB01785	PHOENIX GLASS	Replace Ticket Box Window at Rec Ground	BENMUNI	440.00
13/08/2026	EFT	EFT41853	34499	DOWN SOUTH WHOLESALE BUNBURY (THE TRU	19328435018529-Slimfold H/T PureBLUE PWQSTB-F CTN 4000	BENMUNI	422.40
13/08/2026	EFT	EFT41854	26-00001257	J & J Swan Pty Ltd T/A Partners in Safety	Supply Work Boots to K O'Brien	BENMUNI	209.95
13/08/2026	EFT	EFT41854	26-00001436	J & J Swan Pty Ltd T/A Partners in Safety	PPE - Safety Boots - Staff No. 1060	BENMUNI	240.00
13/08/2026	EFT	EFT41855	INV-21332	P & S GRIGGS PLUMBING	Running P/O for callouts to Dump Points and Public Toilets & Shire Buildings for July 2026	BENMUNI	682.00
13/08/2026	EFT	EFT41855	INV-21453	P & S GRIGGS PLUMBING	Running P/O for July & August	BENMUNI	258.50
13/08/2026	EFT	EFT41856	I39819	PAULL AND WARNER RESOURCES PTY LTD T/AS	For the annual service and rectification of faults identified on the Cardiff 4.4 Appliance	BENMUNI	6,667.55
13/08/2026	EFT	EFT41856	I39848	PAULL AND WARNER RESOURCES PTY LTD T/AS	SES Trailer Repairs	BENMUNI	276.19
13/08/2026	EFT	EFT41856	I39882	PAULL AND WARNER RESOURCES PTY LTD T/AS	For the annual service and rectification of faults on the Allanson 3.4U Fire Appliance.	BENMUNI	9,583.94
13/08/2026	EFT	EFT41856	I39917	PAULL AND WARNER RESOURCES PTY LTD T/AS	Allanson LT Repairs	BENMUNI	158.95
13/08/2026	EFT	EFT41857	INV-45822	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTR	Skytrust Intelligence System (agreement - I-24-2674) - Monthly Subscription	BENMUNI	493.90
13/08/2026	EFT	EFT41858	237364	COLLIE RIDGE RESORT	Accommodation for Contract Planner once a week from Monday 18/08/2025 to Monday 29/09/2025	BENMUNI	190.00
13/08/2026	EFT	EFT41859	SOS702627	SOS OFFICE EQUIPMENT	Monthly Service and Photocopier Billing for SES Printer As per Agreement - I-25-10309	BENMUNI	92.94
13/08/2026	EFT	EFT41859	SOS708563	SOS OFFICE EQUIPMENT	Monthly Service and Photocopier Billing for SES Printer As per Agreement - I-25-10309	BENMUNI	83.16
13/08/2026	EFT	EFT41860	335320	SAPIO PTY LTD	CCTV Maintenance 26/27	BENMUNI	10,199.49
13/08/2026	EFT	EFT41861	764840	SCOPE BUSINESS IMAGING	Roche Park photocopier lease and support plan	BENMUNI	91.75
13/08/2026	EFT	EFT41862	199941/01	CROMAG PTY LTD T/A SIGMA CHEMICALS	26/27 Swimming Pool Season - Palin Test Photometer Reagents -	BENMUNI	714.01
13/08/2026	EFT	EFT41863	CFLINV101588	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	Freight from Westrac to Depot	BENMUNI	17.29
13/08/2026	EFT	EFT41863	CFLINV101599	SULLIVAN LOGISTICS T/A COLLIE FREIGHTLINES	Freight from T-Quip to Depot	BENMUNI	51.73
13/08/2026	EFT	EFT41864	I0038391	SOUTH REGIONAL TAFE	First Aid Training 15th & 16th July 2026, employees	BENMUNI	80.40
13/08/2026	EFT	EFT41864	I0038463	SOUTH REGIONAL TAFE	Auschem training manuals x 6	BENMUNI	188.00
13/08/2026	EFT	EFT41864	I0038553	SOUTH REGIONAL TAFE	Auschem training manuals x 6	BENMUNI	425.00

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
13/08/2026	EFT	EFT41865	SS01305	SUPERSONIC SCIENCE	Library school holidays educational program - Supersonic Science. 16 July	BENMUNI	1,540.00
13/08/2026	EFT	EFT41866	9901819034	WINC AUSTRALIA PTY LTD	Quasar – E 500 Binding Machine	BENMUNI	1,545.62
13/08/2026	EFT	EFT41867	575968	THOMSON AUTO PARTS	Supply 2x Bosch Batteries 90D26L-S4Truck 28 (CO17693)	BENMUNI	418.00
13/08/2026	EFT	EFT41867	575967	THOMSON AUTO PARTS	Supply battery to Grader P14 (CO17002)	BENMUNI	680.00
13/08/2026	EFT	EFT41868	3463820	TYREPOWER	Swap over spare tyre N585 Fire	BENMUNI	60.00
13/08/2026	EFT	EFT41868	3468249	TYREPOWER	Puncture Repairs to Truck P19468 - Waste Facility Truck (CO19468)	BENMUNI	180.00
13/08/2026	EFT	EFT41869	INV-0094	SUPERKINGS HOTELS PTY LTD T/A THE COLLIEF	Catering for Ordinary Council Meeting - 14 July 2026.	BENMUNI	390.00
13/08/2026	EFT	EFT41870	INV-0148	TLC CARPET & TILE CLEANING	Cleaning tender- fulfilling scope of works as per contract	BENMUNI	14,429.21
13/08/2026	EFT	EFT41871	526472-287	TELAIR PTY LTD	Mobile phone and data services standing order.	BENMUNI	747.59
13/08/2026	EFT	EFT41871	TA22690-085	TELAIR PTY LTD	Network data and voice services for all sites SoC	BENMUNI	3,465.11
13/08/2026	EFT	EFT41872	0686-S280142	TEAM GLOBAL EXPRESS PTY LTD	Freight Westrac to Depot	BENMUNI	51.22
13/08/2026	EFT	EFT41873	INV-3093	T&R CONTRACTING PTY LTD	Supply loader for fire suppression 08/04/2026	BENMUNI	880.00
13/08/2026	EFT	EFT41874	806885	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-employment Medicals; employee	BENMUNI	236.50
13/08/2026	EFT	EFT41874	807002	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-employment Medicals; employee	BENMUNI	319.00
13/08/2026	EFT	EFT41874	807049	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-employment Medicals; employee	BENMUNI	319.00
13/08/2026	EFT	EFT41874	808047TD	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-employment Medicals; employee	BENMUNI	176.00
13/08/2026	EFT	EFT41875	P0056	VON BIBRA SIGNS	Updated signage for Animal Pound sign at depot: 3 - 50H x 170W laminated stickers to update prices on sign	BENMUNI	165.00
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 136338480 86 Throssell St, Collie WA 6225 27/05/2026 - 24/07/2026	BENMUNI	170.89
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 212065320 1000 Davis St, Collie WA 6225 26/05/2026 - 24/07/2026	BENMUNI	144.28
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 103912390 6 Bridge St, Collie WA 6225 27/05/2026 - 22/07/2026	BENMUNI	119.35
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 218584750 130 Prinsep St, Collie WA 6225 21/05/2026 - 20/07/2026	BENMUNI	130.76
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 224704510 Lot 143 Bedlington St, Allanson WA 6225 30/04/2026 - 29/06/2026	BENMUNI	584.86
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 219603130 Lot 2850 Medic St, Collie WA 6225 21/05/2026 - 19/07/2026	BENMUNI	125.39
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 877067070 87 Throssell St, Collie WA 6225 16/06/2026 - 20/07/2026	BENMUNI	1,884.62
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 178078520 156 Throssell St, Collie WA 6225 15/04/2026 - 05/06/2026	BENMUNI	1,962.63
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 246254110 Loc 19242 Lefroy St, Collie WA 6225 21/05/2026 - 20/07/2026	BENMUNI	1,021.79
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 875881440 109 Coombes St, Collie WA 6225 26/05/2026 - 22/07/2026	BENMUNI	258.72
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 519556300 Lot 6128 Harris River Rd, Collie WA 6225 02/05/2026 - 01/07/2026	BENMUNI	268.44
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 705015700 U A 21 Forrest St, Collie WA 6225 26/05/2026 - 22/07/2026	BENMUNI	1,789.07
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 520073870 Lot 0 Montgomery St, Allanson WA 6225 29/05/2026 - 29/06/2026	BENMUNI	86.86
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 542729470 0 Roberts St, Collie WA 6225 21/05/2026 - 19/06/2026	BENMUNI	439.56
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 583356210 Lot 1970 Denton Rd, Collie WA 6225 06/05/2026 - 06/07/2026	BENMUNI	75.16
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 012913740 109 Coombes St, Collie WA 6225 16/06/2026 - 20/07/2026	BENMUNI	1,989.35
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 081340020 Lot 2751 U TS Steere St, Collie WA 6225 19/05/2026 - 13/07/2026	BENMUNI	132.01
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 514824540 15 Buckingham Way, Collie WA 6225 06/05/2026 - 06/07/2026	BENMUNI	131.91

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 489294520 Loc 15195 U A Coombes St, Collie WA 6225 27/05/2026 - 22/07/2026	BENMUNI	119.35
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 230180590 Loc 23606 Cameron Rd, Collie WA 6225 29/05/2026 - 29/06/2026	BENMUNI	193.88
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 428265630 Throssell St, Collie WA 6225 28/05/2026 - 27/06/2026	BENMUNI	59.65
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 609132670 Lot 1308 Prinsep St, Collie WA 6225 06/05/2026 -06/07/2026	BENMUNI	1,036.67
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 577930670 Loc 15195 Coombes St, Collie WA 6225 16/06/2026 - 20/07/2026	BENMUNI	974.17
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 395602740 Lot 964 Wittenoom St, Collie WA 6225 16/06/2026 - 20/07/2026	BENMUNI	1,325.54
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 446768030 Laurie St, Collie WA 6225 21/05/2026 - 15/07/2026	BENMUNI	119.80
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 254858780 8 Morrison Way, Collie WA 6225 24/06/2026 - 22/07/2026	BENMUNI	2,125.24
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 311785380 Lot 328 Medic St, Collie WA 6225 21/05/2026 - 19/07/2026	BENMUNI	152.71
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 326769270 Lot 2867 Forrest St, Collie WA 6225 26/05/2026 - 22/07/2026	BENMUNI	2,476.14
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 334707890 Lot 422 Simmonds St, Cardiff WA 6225 27/05/2026 - 23/07/2026	BENMUNI	329.68
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 696151550 Loc 30555 Paul St, Collie WA 6225 26/05/2026 - 22/07/2026	BENMUNI	125.02
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY 261855670 81 Forrest St, Collie WA 6225 23/05/2026 - 22/07/2026	BENMUNI	1,584.30
13/08/2026	EFT	EFT41876	3185000322	SYNERGY	ELECTRICITY overdue notice	BENMUNI	4.76
13/08/2026	EFT	EFT41876	2728016568	SYNERGY	ELECTRICITY Street Lighting 25/06/2026 - 24/07/2026	BENMUNI	20,784.18
13/08/2026	EFT	EFT41877	INV-0511	WA RANGERS ASSOCIATION	Attendance at the WA Rangers Association Conference for employee on 16th to 18th September 2026.	BENMUNI	1,040.00
13/08/2026	EFT	EFT41878	4321931577	WURTH AUSTRALIA PTY LTD	08998008239612 Cleaning paper ECOLINE rolls CLPAP-ROLL-3OLIES-38CM-1000SHT-TEARING	BENMUNI	1,523.69
13/08/2026	EFT	EFT41879	SI-019214	WA LOCAL GOVERNMENT ASSOCIATION (WALG/ Councillor Training		BENMUNI	5,302.00
13/08/2026	EFT	EFT41879	SI-019459	WA LOCAL GOVERNMENT ASSOCIATION (WALG/ 2026/2027 WALGA Membership & Subscription		BENMUNI	32,008.44
13/08/2026	EFT	EFT41879	SI-019595	WA LOCAL GOVERNMENT ASSOCIATION (WALG/ WALGA - South West Country Zone Annual Subscription 2026/2027		BENMUNI	660.00
13/08/2026	EFT	EFT41880	0071 9021019406	WATER CORPORATION	WATER ACCOUNT 9021019406 26 Morrison Way Collie Water Use and Service Charge 22/05/2026 - 21/07/2026	BENMUNI	338.18
13/08/2026	EFT	EFT41880	0164 9006817338	WATER CORPORATION	WATER ACCOUNT 9006817338 6684L Roberts St Collie Water Use and Service Charge 25/05/2026 - 23/07/2026	BENMUNI	18.07
13/08/2026	EFT	EFT41880	0208 9006817346	WATER CORPORATION	WATER ACCOUNT 9006817346 6684L Roberts St Collie Water Use and Service Charge 25/05/2026 - 23/07/2026	BENMUNI	286.81
13/08/2026	EFT	EFT41880	0209 9006823797	WATER CORPORATION	WATER ACCOUNT 9006823797 Bridge St Water Use and Service Charge 25/05/2026 - 23/07/2026	BENMUNI	551.85
13/08/2026	EFT	EFT41880	0150 9006805679	WATER CORPORATION	WATER ACCOUNT 9006805679 Montgomery St Allanson Lot 143 Water Use and Service Charge 21/05/2026 - 21/07/2026	BENMUNI	18.96
13/08/2026	EFT	EFT41880	0164 9006815084	WATER CORPORATION	WATER ACCOUNT 9006815084 Throssell St Lot 2881 Water Use and Service Charge 26/05/2026 - 24/07/2026	BENMUNI	162.65
13/08/2026	EFT	EFT41880	0194 9006815519	WATER CORPORATION	WATER ACCOUNT 9006815519 Forrest Street Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	258.68
13/08/2026	EFT	EFT41880	0160 9006815527	WATER CORPORATION	WATER ACCOUNT 9006815527 Forrest Street Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	117.47
13/08/2026	EFT	EFT41880	0207 9006816335	WATER CORPORATION	WATER ACCOUNT 9006816335 STEERE ST COLLIE LOT 316 Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	204.46
13/08/2026	EFT	EFT41880	0179 9006817370	WATER CORPORATION	WATER ACCOUNT 9006817370 Medic Street Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	128.83
13/08/2026	EFT	EFT41880	0198 9006813935	WATER CORPORATION	WATER ACCOUNT 9006813935 20 Steere St Collie Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	215.51
13/08/2026	EFT	EFT41880	0203 9006814954	WATER CORPORATION	WATER ACCOUNT 9006814954 87 Throssell Street Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	634.69
13/08/2026	EFT	EFT41880	0199 9006814962	WATER CORPORATION	WATER ACCOUNT 9006814962 85 Throssell St Collie Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	1,552.16
13/08/2026	EFT	EFT41880	0074 9021079388	WATER CORPORATION	WATER ACCOUNT 9021079388 Forrest St Collie Lot 2890 Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	88.66
13/08/2026	EFT	EFT41880	0200 9006813927	WATER CORPORATION	WATER ACCOUNT 9006813927 Wittenoom St Collie Lot 954 Water Use and Service Charge 26/05/2026 - 27/07/2026	BENMUNI	128.16

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
13/08/2026	EFT	EFT41880	0205 9006814575	WATER CORPORATION	WATER ACCOUNT 9006814575 161 Throssell St Collie Water use and Service Charge 26/05/2026 - 28/07/2026	BENMUNI	70.59
13/08/2026	EFT	EFT41880	0197 9006815463	WATER CORPORATION	WATER ACCOUNT 9006815463 156 Throssell St Collie Water Use and Service Charge 29/05/2026 - 29/07/2026	BENMUNI	1,053.85
13/08/2026	EFT	EFT41880	0158 9006815439	WATER CORPORATION	WATER ACCOUNT 9006815439 THROSSSELL ST COLLIE LOT 2883Throssell St Collie Water Use and Service Charge 26/05/2026 - 29/07/2026	BENMUNI	250.00
13/08/2026	EFT	EFT41880	0153 9006848155	WATER CORPORATION	WATER ACCOUNT 9006846155 Wellington Bvd Collie Lot 2823 Water Use and Service Charge 29/05/2026 - 29/07/2026	BENMUNI	3.01
13/08/2026	EFT	EFT41880	0180 9006815332	WATER CORPORATION	WATER ACCOUNT 9006815332 L 2880 Lefroy St Collie Water Use and Service Charge 28/05/2026 - 29/07/2026	BENMUNI	222.54
13/08/2026	EFT	EFT41880	0195 9006815340	WATER CORPORATION	WATER ACCOUNT 9006815340 Throssell St Collie Lot 2889 Water Use and Service Charge 28/05/2026 - 29/07/2026	BENMUNI	316.24
13/08/2026	EFT	EFT41880	0208 9006824992	WATER CORPORATION	WATER ACCOUNT 9006824992 2739 Coombes St Collie Water Use and Service Charge 26/05/2026 - 29/07/2026	BENMUNI	772.42
13/08/2026	EFT	EFT41880	0198 9006828272	WATER CORPORATION	WATER ACCOUNT 9006828272 Wallsend Street Lot 1001 Water Use and Service Charge 27/05/2026 - 30/07/2026	BENMUNI	211.16
13/08/2026	EFT	EFT41880	0142 9008719475	WATER CORPORATION	WATER ACCOUNT 9008719475 Gibbs Rd Collie Lot 500 501 Water Use and Service Charge 29/05/2026 - 29/07/2026	BENMUNI	219.88
13/08/2026	EFT	EFT41880	0202 9006813302	WATER CORPORATION	WATER ACCOUNT 9006813302 59 Wittenoom Street Water Use and Service Charge 25/05/2026 - 30/07/2026	BENMUNI	305.87
13/08/2026	EFT	EFT41880	0164 9006838606	WATER CORPORATION	WATER ACCOUNT 9006838606 Palmer Rd Collie Lot 1060 Water Use and Service Charge 29/05/2026 - 31/07/2026	BENMUNI	96.38
13/08/2026	EFT	EFT41880	0200 9006810515	WATER CORPORATION	WATER ACCOUNT 9006810515 Crampton St Collie Lot 2045 Water Use and Service Charge 26/05/2026 - 31/07/2026	BENMUNI	158.95
13/08/2026	EFT	EFT41881	1222435	WA DISTRIBUTORS	Consumables for kiosk	BENMUNI	278.85
13/08/2026	EFT	EFT41881	1222436	WA DISTRIBUTORS	Consumables for kiosk	BENMUNI	37.25
13/08/2026	EFT	EFT41881	1235528	WA DISTRIBUTORS	Consumables for kiosk	BENMUNI	462.80
13/08/2026	EFT	EFT41881	1235529	WA DISTRIBUTORS	Consumables for kiosk	BENMUNI	18.15
13/08/2026	EFT	EFT41882	127095484	WESTERN AUSTRALIA POLICE	Volunteer BFB Checks Mar 2026	BENMUNI	17.60
13/08/2026	EFT	EFT41883	225956	WREN OIL	Pumping out bulk waste oil at the waste transfer facility	BENMUNI	640.20
Payment by Petty Cash							
30/07/2026	CHQ	72601	LIB JUN 2026	SHIRE OF COLLIE - PETTY CASH	MILK, COFFEE MACHINE CLEANER, COFFEE SUPPLIES	BENMUNI	76.20
30/07/2026	CHQ	72601	30062026	SHIRE OF COLLIE - PETTY CASH	Milk, Refreshments for conference, Milk, Cleaning, Milk, Milk	BENMUNI	139.60
Payments made by direct debit							
20/07/2026	DD	DD34314.1	20072026	Loacal Group Pty Ltd t/as LJ Hooker Property SW	Rental Agreement - 2A Pendleton Street, Collie	BENMUNI	600.00
31/07/2026	DD	DD34324.1	APAU-000231131	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	APRA Music Licencing -01/07/2026 - 30/06/2027 - Pool Service Agreement	BENMUNI	1,537.77
21/07/2026	DD	DD34370.1	9432775374	AMPOL	BULK FUEL DELIVERY 4400L	BENMUNI	8,962.23
21/07/2026	DD	DD34370.1	9432818379	AMPOL	BULK FUEL DELIVERY 4200L	BENMUNI	7,704.31
27/07/2026	DD	DD34366.1	27072026	Loacal Group Pty Ltd t/as LJ Hooker Property SW	Rental Agreement - 2A Pendleton Street, Collie	BENMUNI	600.00
21/07/2026	DD	DD34367.1	21072026	IINET CONNECT BETTER	NBN25 Satellite Monthly Charge	BENMUNI	224.95
24/07/2026	DD	DD34368.1	1014832764	AUSTRALIA POST	LIBRARY POSTAGE JUNE 2026	BENMUNI	66.55
24/07/2026	DD	DD34369.1	1014826905	AUSTRALIA POST	ADMIN POSTAGE JUNE 2026	BENMUNI	183.33
03/08/2026	DD	DD34383.1	03082026	Loacal Group Pty Ltd t/as LJ Hooker Property SW	Rental Agreement - 2A Pendleton Street, Collie	BENMUNI	600.00
03/08/2026	DD	DD34385.1	LMB1310708	LES MILLS ASIA PACIFIC	Les Mills Signature Partnership Package as per contract (I-24-9741)	BENMUNI	754.58
10/08/2026	DD	DD34407.1	10082026	Loacal Group Pty Ltd t/as LJ Hooker Property SW	Rental Agreement - 2A Pendleton Street, Collie	BENMUNI	600.00
07/08/2026	DD	DD34408.1	INV-46389	DIGIT BOOKS PTY LTD	Payroll processing - July 2026	BENMUNI	3,795.00
07/08/2026	DD	DD34409.1	876626	FLEETCARE PTY LTD	Community Emergency Services Manager Vehicle Lease (11SV360)	BENMUNI	3,710.72

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
05/08/2026	DD	DD34410.1	05082026	FINRENT PTY LTD	Plotter lease August 2026	BENMUNI	402.59
07/08/2026	DD	DD34411.1	07082026	3E ADVANTAGE PTY LTD	Depot photocopier lease August 2026	BENMUNI	181.50
Payroll							
30/07/2026	EFT		174	SHIRE PAYROLL	PAYROLL PPE 26.07.2026	BENMUNI	158,864.61
13/08/2026	EFT		175	SHIRE PAYROLL	PAYROLL PPE 09.08.2026	BENMUNI	161,060.45
					INCLUDING BELOW REIMBURSEMENTS		
					STAFF REIMBURSEMENT Pre-employment medical and Police clearance		266.00
21/07/2026	DD	DD34357.1	173 PPE 12.07.2026	Precision Administration Services Pty Ltd (BEAM)	Superannuation Payable for PPE 12.07.2026 -	BENMUNI	1,063.86
18/07/2026	DD	DD34377.1	172 PPE 12/07/2026	Precision Administration Services Pty Ltd (BEAM)	Superannuation Payable for PPE 12/07/2026	BENMUNI	28,684.07
31/07/2026	DD	DD34379.1	174 PPE 26.07.2026	Precision Administration Services Pty Ltd (BEAM)	Superannuation Payable for PPE 26.07.2026	BENMUNI	32,201.08
							3,017,245.12

SHIRE OF COLLIE
Schedule of Paid Accounts - 16 June 2026 - 15 July 2026

14.2.B

Date	Method	EFT Batch	Invoice Reference	Vendor	Description	Fund	Amount
Payments made by purchasing card							
21/07/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -104CO	BENMUNI	129.98
21/07/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -106CO	BENMUNI	113.73
21/07/2026	DD	DD34356.1	0001740778	AMPOLCARD	INVOICES BELOW	BENMUNI	
18/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -102CO	BENMUNI	126.38
27/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -102CO	BENMUNI	64.62
21/07/2026	DD	DD34356.1	0001740778	AMPOLCARD	INVOICES BELOW	BENMUNI	
03/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -105CO	BENMUNI	69.08
17/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -105CO	BENMUNI	85.00
21/07/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -107CO	BENMUNI	82.17
21/07/2026	DD	DD34356.1	0001740778	AMPOLCARD	INVOICES BELOW	BENMUNI	
04/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -100CO	BENMUNI	95.25
10/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -100CO	BENMUNI	92.36
15/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -100CO	BENMUNI	104.33
19/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -100CO	BENMUNI	81.63
25/06/2026	DD	DD34356.1	0001740778	AMPOLCARD	AMPOL FUEL CARD JUN 2026 -100CO	BENMUNI	103.91
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1EFB204) Fuel & Card Fee,	BENMUNI	49.75
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1EFB204) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1EOB212) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (CO31241) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1DAN765) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (CO20218) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1CXV789) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1DCF765) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (CO17526) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1HAA346) Fuel & Card Fee,	BENMUNI	187.99
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1HAA346) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1IWU118) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1EZE593) Fuel & Card Fee,	BENMUNI	43.80
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1EZE593) Fuel & Card Fee,	BENMUNI	70.02
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1EZE593) Fuel & Card Fee,	BENMUNI	5.50
05/08/2026	DD	DD34384.1	89	WRIGHT EXPRESS AUSTRALIA PTY LTD	WEX Motorpass Jul 2026 (1HXV736) Fuel & Card Fee	BENMUNI	5.50
Payment made by credit card							
14/08/2026	DD	DD34412.1	30072026	BENDIGO BANK CREDIT CARD	Credit Card Fee	BENMUNI	4.00
							1,570.00

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9820	11-Aug-26	14.2	Accounts Paid – 16 June to 15 July 2026	That Council: 1.NOTES the Chief Executive Officer's list of accounts for the period 16 June 2026 to 15 July 2026 paid under delegation in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.2.A totalling \$1,042,033.45. 2.NOTES the reported card transactions for the period 16 June 2026 to 15 July 2026 in accordance with Regulation 13A(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.2.B totalling \$5,753.22.	Closed since last meeting	FM	No further action required
9819	11-Aug-26	14.1	Financial Management Report – June 2026	That Council receive the Financial Management Report for 30 June 2026 as presented in Appendix 14.1.A..	Closed since last meeting	FM	No further action required
9818	11-Aug-26	13.2	Application for Development Approval (Change of Use) – Holiday House - 193 Steere Street Collie (P045/26)	That Council approves the Development Application P045/26 for a change of use from single house to holiday house at Lot 16, No. 193 Steere Street, Collie, in accordance with the approved plans in appendix 13.2.A and subject to the following conditions: 1.All development shall be in accordance with the approved development plans which form part of this planning approval. 2.This planning approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period for which the Shire of Collie has granted prior written consent. 3.Guest parking is not permitted to occur on the verges within Steere Street or Vincent Street, except when wholly contained within the driveway on Vincent Street. 4.Prior to commencement, signage is to be implemented to display the relevant contact details for the manager of the property (for the purpose of directing complaints), to the satisfaction of the Shire of Collie. Signage for the business to be limited to 0.2m2, unless otherwise agreed by the Shire. 5.The approved development shall not cause injury or adversely affect the amenity of the neighbourhood and the owner/operator shall manage the behaviour of guests so that they do not unreasonably impact on adjacent neighbours. 6.The Operation Management Plan endorsed within this approval is to be implemented for the duration of the development to the satisfaction of the Shire of Collie.	Closed since last meeting	MPD	
9816	11-Aug-26	11.4	Request to Participate – Southwest Sports Awards 2026	That Council: 1.resolves to not participate in the 2026 South West Sports Awards; 2.resolves to refer this matter back to the Sports Awards Sub-Reference Group to gauge interest, if any, in participating in the future; 3.advises the South West Sports Awards organisers of "1" and "2".	Closed since last meeting	CEO	South West Sports Awards organisers advised.
9815	11-Aug-26	11.3	Request to Participate - Bunbury Geographe Tourism Partnership Subcommittee	That Council, in response to the notification that the Bunbury Geographe Group of Councils has resolved to establish the Bunbury Geographe Tourism Partnership as a subcommittee, decline the request to join the Bunbury Geographe Tourism Partnership as a subcommittee member and decline the request to contribute to the costs of the subcommittee.	Closed since last meeting	CEO	Response provided.

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9813	11-Aug-26	11.1	WALGA Annual General Meeting – Appointment of Delegates	That Council: 1.Nominates Councillor Miffing and Councillor Italiano as voting delegates to the 2026 Western Australian Local Government Association Annual General Meeting to be held 17 September 2026. 2.Authorise the Chief Executive Officer to act as proxy in the absence of either nominated Councillor. 3.Authorises the attendance of those Councillors who wish to attend the 2026 Local Government Convention.	Closed since last meeting	CEO	Notification provided to WALGA.
9811	11-Aug-26	10.1	Bush Fire Advisory Committee – 13 July 2026	That Council receives the Minutes of the Bush Fire Advisory Committee Meeting held on 13 July 2026.	Closed since last meeting	DDS	No further action required
9810	11-Aug-26	8.1	Ordinary Council Meeting – 14 July 2026	That Council confirms the Minutes of the Ordinary Meeting of Council held on 14 July 2026.	Closed since last meeting	GC	No further action required.
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.	Closed since last meeting	MPD	Submitted to WAPC for consideration.
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.	Closed since last meeting	GovC	Report provided to September Ordinary Council Meeting.
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	Closed since last meeting	CEO	CEO of National Trust attending future Council workshop.
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.	Closed since last meeting	DDS	Demolition completed. Block tidied. Auction of land included in auction of properties for recovery of rates to be held in September.

Council Resolutions Open Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9822	11-Aug-26	20.1	Staff Matter	That Council: -endorse the creation of the Director Community & Culture position as a designated senior employee of the Shire of Collie; and -provide a future report to Council on the related changes needed to the work environment to accommodate the role.	Open	CEO	Position advertised. Future report to be provided to Council in relation to the work environment.
9814	11-Aug-26	11.2	Review of Delegations	That Council: 1.Acknowledges that it has completed its annual review of delegations and duties to the Chief Executive Officer, as empowered by the Local Government Act 1995, Regulations, and other relevant statutes. 2.In accordance with Section 5.46(2) of the Local Government Act 1995, adopts the Register of Delegations 2026/27, as included in Appendix 11.2.A..	Open	GC	Further reviews of subdelegates are being undertaken prior to publishing to website.
9812	11-Aug-26	10.1	Bush Fire Advisory Committee – 13 July 2026	That once the Community Emergency Services Manager is settled, that Council and the Bush Fire Advisory Committee receive an update on outstanding actions noted in the Bush Fire Advisory Committee and bush fire brigades' minutes.	Open	DDS, CESM	Further report to BFAC and Council to be provided in the future
9805	13-Jul-26	13.2	Draft Trading in Public Places Policy (CP3-002)	That Council 1.Endorse the advertising of draft Trading in Public Places Policy (CP3-002) for public comment for a period of 28 days. 2.Notes that draft Trading in Public Places Policy (CP3-002) will be subject to a further report to Council after the completion of the public advertising period.	Open	MPD	Advertised.
9801	13-Jul-26	13.3	Concept Design for the Co-location of the Collie Visitor Centre and Coalfields Museum and Historical Research Centre	That Council 1.Receive and endorse the preliminary concept design for co-location of the Coalfields Museum and Historical Research Centre and Collie Visitor Centre on Reserve 47293; 2.Note a.The concept design allows for the retention of two locomotives on the lower level of Reserve 47293 and does not include additional roofed coverage for the retained W Class locomotive; b.The location of the locomotive known as 'Polly' remains unchanged near the entry to the Collie Visitor Centre on Throssell Street; c.Restoration or protective work on any of the four locomotives on Reserve 47293 may require their relocation to another site. If this is required, a report will be provided to Council, accompanied by a business case outlining costs, funding sources, and the return location of the locomotive(s); d.A Councillor workshop will be scheduled in August 2026 to support Council feedback for incorporation into the final concept design; and e.A further report will be presented to Council, providing Council the opportunity to consider the final concept design.	Open	DDS	Report to be provided to Council.

Council Resolutions Open Last Meeting

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	DO	Report to be provided on Hodgson Terrace and Bradbury Road to a future meeting. Footpath grant opportunities are being investigated.
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	DCS	Incorporated into LTFP 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 Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
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 was advertised in July. Minimal nominations received. Further report to be provided to Council.

Council Resolutions Open Last Meeting

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 was advertised in July. Minimal nominations received. Further report to be provided to Council.
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	DDS/CESM	Reward has been offered. Report being prepared through Community Safety and Crime Prevention Committee. First meeting of Committee proposed to be held in September.
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	Acquisition value included in the draft 2026/27 Budget. Development WA are progressing the contract of sale.

Council Resolutions Open Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
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	CEO/DCS	Payment in full has been received on one property. Auction scheduled in September for 4 vacant lots. The remaining 2 lots with houses will be scheduled for auction in the coming months.
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 are being finalised.
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. Subsequent meetings have occurred.

Council Resolutions Open Last Meeting

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	Financial assistance agreement has been finalised and recruitment will commence shortly.
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 October.
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	DCS	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 in late 2026 or early 2027.
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.

Council Resolutions Open Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
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.



POLICY NO:-

CP2-010 DEBT RECOVERY

GOVERNANCE INFORMATION

Procedure Link:	PR009 – Financial Hardship Application Form	Administrative Policy Link:	
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ADMINISTRATION INFORMATION

History	1	CP2-010	OCM	08/09/2026	Res:	Synopsis:	Policy created.
Version:	2						

1. RESPONSIBLE DIRECTORATE

Corporate Services

2. PURPOSE OR OBJECTIVE

This policy is to ensure the efficient collection of rates and sundry debtors and to provide a fair, transparent and consistent and equitable approach to debt collection in accordance with documented procedures, whilst maintaining a high quality customer service.

The aim is to maintain end of year outstanding debtor balances at a maximum of 4% for Rates debtors and 2% for Sundry debtors in excess of 90 days.

3. SCOPE

This Policy applies to all ratepayers, residents, businesses and other debtors who owe monies to the Shire of Collie.

It covers all debts lawfully owed to the Shire, including (but not limited to) rates, service charges, fees and other sundry debts.

4. DEFINITIONS

Notice of Discontinuance - a formal legal document used by a plaintiff or applicant to voluntarily stop or withdraw their own lawsuit, claim, or tribunal application. It officially tells the court and the other people involved that the case is over

Memorandum of Consent Orders - is a signed written document lodged by parties in a legal dispute to formally notify the court that they have reached an agreement. It asks the registrar or judge to turn their private settlement into official, legally binding court orders without a trial.

Magistrates Court General Procedure Claim – is a formal civil lawsuit used to resolve legal disputes involving debts, damages, or property values generally ranging from \$10,000 up to \$75,000. Key features include formal court rules, the right to legal representation, and standard cost orders where the loser typically pays the winner's legal fees.

Default judgment - is a binding court order granted in favor of a plaintiff when a defendant fails to respond to a lawsuit within the legally required timeframe. It acts like a "forfeit victory", meaning the plaintiff wins without a trial because the defendant's inaction implies an admission of the claims.

Means Inquiry - is a formal court hearing used to check if a person who owes money (a debtor) can pay a court-ordered debt, looking at their income, assets, and living costs.

Property Seizure and Sale Order (PSSO) - is a court instruction that lets a sheriff or bailiff take and sell a debtor's personal items or real estate to pay off an unpaid court debt.

Caveat - A caveat is a warning, a condition, or a formal legal notice that limits an agreement or stops an action. It comes from a Latin word that means "let him beware".

5. POLICY

Rates and Charges

- 5.1 Rates payments due to the Shire of Collie that have not been received by the due date shall be recovered in accordance with this policy, with the exception of eligible Pensioners in accordance with the *Rates and Charges (Rebates and Deferments) Act 1992* and rate payers who opt for the instalment payment option.
- 5.2 Prior to commencement of recovery action for unpaid rates, the debtor shall be fully informed of payment options and objection/appeal provisions set out in the *Local Government Act 1995*.
- 5.3 Alternate payment arrangements, other than the options offered on the rate notice, will be considered at the request of the ratepayer in writing. The arrangement must be a Direct Debit payment plan with regular payments and the debt repaid within the current rating year.
- 5.4 Payment arrangements extending beyond the current financial year will be considered in circumstances of financial hardship. The hardship must be demonstrated in writing and supported by independent third party information as prescribed in the in accordance with Shire of Collie – CP2-003 Financial Hardship Policy.
- 5.5 Amounts outstanding after the due date of payment and not subject to an agreed repayment arrangement will be actively pursued within 14 days of the due date in accordance with the *Local Government Act 1995*. The sequence of recovery actions will be as follows:
 - a) Final notice
 - b) Formal debt collection agency contact with ratepayer(s)
 - c) Formal debt collection agency letter of demand
- 5.6 If the above action is unsuccessful within 42 days of the due date, the outstanding debt will be referred for legal action through a debt collection agency to commence as follows:
 - a) Issue of a Magistrates Court General Procedure Claim;
 - b) Obtain a default judgment; and
 - c) Obtain a Means Inquiry, Property Seizure and Sale Order (PSSO) or alternative action recommended by legal counsel.
- 5.7 Other courses of action to recover rates debts under the provisions of the *Local Government Act 1995* that may be undertaken include:
 - a) Section 6.60 Notice – to divert rental payment from the lessor to the Shire of Collie
 - b) Section 6.64 – take possession of the land. A resolution of Council is required before proceeding with this action.
 - c) Section 6.64(3) – Lodge a caveat on the property to preclude any dealings in the land.

- 5.8 Legal action will not be commenced for a rates debt of less than \$500. Instead, the debt will be collected with the subsequent year's rates.
- 5.9 All actions for rates debt recovery will be taken in accordance with the *Local Government Act 1995* and associated authorised officer delegations.
- 5.10 Where legal actions are undertaken for rates debt recovery, consideration will be given to issue a Notice of Discontinuance or Memorandum of Consent Orders – whichever is applicable – in accordance with terms and conditions included in the Policy. The purpose of this is to alleviate some of the negative impact on the credit rating of local community members that would otherwise occur as a result of the legal action.
- 5.11 The Director Corporate Services will report to Council a summary of rates outstanding as part of the Monthly Financial Report.

Sundry Debtors

- 5.12 Sundry Debtors payments that are due to the Shire of Collie and have not been received by the due date (within 21 days of issue) shall be recovered in accordance with this policy and associated documented procedures.
- 5.13 Alternate payment arrangements, will be considered at the request of the debtor in writing. Preference is for a direct debit payment plan for regular payments with the debt being finalised within one year.
- 5.14 Payment arrangements extending beyond one year will be considered in circumstances of financial hardship. The hardship must be demonstrated in writing and supported by independent third party information as prescribed in the in accordance with Shire of Collie – CP2-003 Financial Hardship Policy.
- 5.15 Amounts outstanding after the due date of payment will be pursued within 14 days of the due date. The sequence of recovery actions will be as follows:
- a) Statement
 - b) Final Notice
 - c) Formal debt collection agency contact with debtor including by SMS if available
 - d) Formal debt collection agency letter of demand.
- 5.16 Amounts outstanding after the due date of payment will be pursued within 42 days of the due date. The sequence of recovery actions will be as follows:
- a) Issue of a Magistrates Court General Procedure Claim
 - b) Obtain a default judgement
 - c) Obtain a means enquiry, property seizure and sale order (PSSO) or alternative action recommended by legal counsel.
- 5.17 Unpaid debts shall be written off only when all reasonable attempts at recovery have been taken and where it is inappropriate or uneconomic to pursue further action. A write-off shall be determined in accordance with documented procedures.
- 5.18 A sundry debt of less than \$100 is deemed to be uneconomic to pursue with legal action.
- 5.19 A monthly report on the status of sundry debtors is to be provided to the Finance Manager and a summary presented to the Council by the Director Corporate Services as part of the Monthly Financial Report.

5. REFERENCE DOCUMENTS

Local Government Act 1995

Rates and Charges (Rebates and Deferments) Act 1992

Department of Local Government, Sport and Cultural Industries – Local Government Operational Guideline Number 22 – Possession of Land for Recovery of Rates and Service Charges.

Shire of Collie – CP2-003 Financial Hardship Policy.

Shire of Collie – PR018 – Debt Recovery – Sundry Debtors

Shire of Collie – PR019 – Debt Recovery – Rates Debtors

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POLICY NO:-

CP2-003 FINANCIAL HARDSHIP POLICY

GOVERNANCE INFORMATION

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

History	1	CP2-001	OCM	10/2/26	Res: 9728	Synopsis:	Policy Created
Version:	2						

1. RESPONSIBLE DIRECTORATE

Corporate and Community Services

2. PURPOSE OR OBJECTIVE

This Policy establishes Council's commitment to supporting ratepayers and debtors who are experiencing genuine financial hardship, while ensuring responsible revenue management. It provides a high-level framework for the fair, consistent and transparent consideration of financial hardship requests relating to debts owed to the Shire.

3. SCOPE

This Policy applies to all ratepayers, residents, businesses and other debtors who owe monies to the Shire of Collie and who are experiencing genuine financial hardship.

It covers all debts lawfully owed to the Shire, including (but not limited to) rates, service charges, fees and other sundry debts.

This Policy applies to elected members and employees involved in the assessment and management of financial hardship applications. It provides the overarching framework for hardship considerations, with operational matters addressed through the Financial Hardship Administration Policy and associated procedures.

4. DEFINITIONS

Financial Hardship A situation where a person is unable to meet financial obligations to the Shire without adversely affecting their ability, or the ability of their dependants, to meet basic living needs.

Debt Any rates, service charges, fees or other monies lawfully owing to the Shire.

Nil.

5. POLICY

The Shire of Collie recognises that individuals and businesses may experience financial hardship due to circumstances beyond their control. Council is committed to:

- considering financial hardship applications in a compassionate, equitable and confidential manner;
- providing appropriate relief options, including payment arrangements, where genuine hardship is demonstrated;
- maintaining clear separation between internal debt management and referral to external debt recovery agencies; and
- ensuring decisions are made in accordance with legislation, approved delegations and sound financial governance principles.

Council notes that detailed eligibility criteria, assessment processes, delegated authorities and administrative procedures are set out in the Financial Hardship Administration Policy.

5.1 Debt Management Principles

1. Debts will generally be managed internally while a hardship application is under consideration or while an approved hardship arrangement is being complied with.
2. A debt may be referred to an external debt recovery agency where:
 - no hardship application is lodged within required timeframes;
 - a hardship application is declined and the debt remains unpaid; or
 - an approved hardship arrangement is defaulted without reasonable cause.
3. Once a debt is referred to an external agency, negotiations will be managed in accordance with contractual arrangements and approved delegations.

6. REFERENCE DOCUMENTS

Local Government Act 1995