Shire of Collie

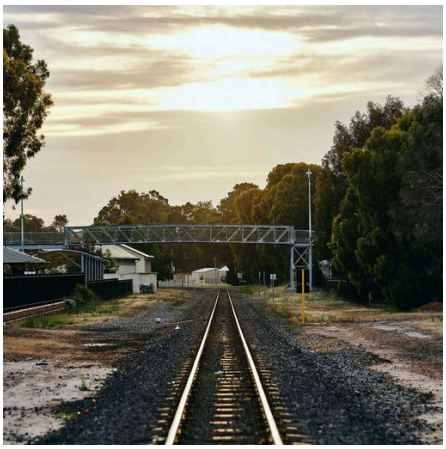
# AGENDA

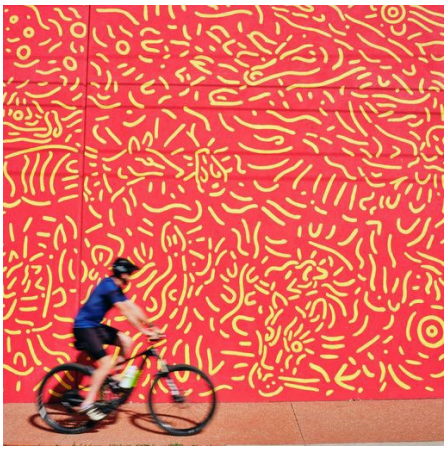
for the

# ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 13 October 2026







# Our Vision

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

# Our Mission

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

# Our Values

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

***I**ntegrity*

***T**ransparency*

***A**ccountability*

***C**ollaboration*

***R**espect*

# Our Commitment to Community

***We will** lead the delivery of our vision*

***We will** support local business wherever possible*

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

***We will** encourage, welcome and value feedback*

***We will** encourage, support and advocate for our community*

## Acknowledgement of Country

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

# NOTICE OF MEETING

Please be advised that the

Shire of Collie

# Ordinary Meeting of Council

commencing at **6:00pm**

will be held on

# Tuesday, 13 October 2026

in Council Chambers at 87 Throssell Street, Collie WA.

Phil Anastasakis
Chief Executive Officer

7 October 2026

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

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

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

## DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

**To: Chief Executive Officer**

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

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

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

_____ _____ _____

Name (Please Print) Signature Date

**NB**

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

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

---

Office Use Only: Date/Initials

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

***Local Government Act 1995***

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

**5.23. Meetings generally open to public**

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

(a) all council meetings;

(b) all meetings of a committee.

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

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

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

(i) the termination of employment;

(ii) a review of performance under section 5.38;

(c) a prescribed matter;

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

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

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

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

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

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

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

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

(i) is a tendered price; or

(ii) a tendered methodology for calculating a price;

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

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

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

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

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

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

(g) prescribed information;

***Local Government (Administration) Regulations 1996***

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

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

(a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price;

(b) a complaint that alleges a behavioural breach under the local government's adopted code of conduct (as defined in section 8A.2(1)) and any information relating to the complaint;

(c) information relating to a property that is used, or is potentially to be used, for any of the following —

(i) a shelter for homeless persons;

(ii) a shelter for persons who have experienced family or domestic violence;

(iii) a residence for employees or officers of a local government, the State or the Commonwealth.

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

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

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

(i) the local government;

(ii) the council or a council member;

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

(iv) an employee;

(b) whether making the information public would —

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

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

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

(d) a prescribed matter.

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

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

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

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

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

**REVOKING OR CHANGING DECISIONS MADE AT COUNCIL MEETINGS**

*Local Government (Administration) Regulations 1996*

**(Regulation No.10)**

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

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

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

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

_____

To the Presiding Member,

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

| Councillor's Names | Councillor's Signature |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

_____

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 13 October 2026 commencing at 6:00pm.

## 1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

1.1 Councillors granted Leave of Absence at previous meeting/s.

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

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

## 2. PUBLIC QUESTION TIME

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

Council consideration towards the Public:

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

## 3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 4. DISCLOSURE OF FINANCIAL INTEREST

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

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

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

## 5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

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

20.1 – Employee Matter

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

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

### 8.1 Ordinary Council Meeting – 8 September 2026

**Officer's Recommendation:**

*That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 8 September 2026.*

## 9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

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

### 10.1 Bush Fire Advisory Committee – 15 September 2026

**Receipt of Minutes**

**Officer's Recommendation:**

*That Council receives the Minutes of the Bush Fire Advisory Committee Meeting held on 15 September 2026.*

**Appointment of Fire Control Officers**

**Officer's Recommendation:**

*That Council:*

1. *Appoints the following personnel as Fire Control Officers for the 2026/27 bush fire season in accordance with the Bush Fire Act 1954:*
    - *Kohdy Flynn – Allanson BFB*
    - *Graham Genev – Worsley BFB*
    - *Michael Hart – Harris River BFB*
    - *Declan Rochester - Collie Preston BFB*
    - *Neil Waywood – Collieburn Cardiff BFB*
    - *Shane Hickson – Collie Volunteer Fire & Rescue Service*
    - *Terry Hunter – Shire of Collie*
    - *Julian Martin – Shire of Collie*
    - *Peter Lubcke – Dual FCO – Shire of West Arthur*
    - *Brad Morgan – Dual FCO – Shire of Boddington*
    - *Stefan Ansell – Shire of Collie – Ranger*
    - *Dallas Brennan – Shire of Collie – Ranger*
    - *Shaun Partyka – Shire of Collie – Ranger*
    - *Quinn Newton – Shire of Collie – Bushfire Risk Management Coordinator*
    - *Robert Schmidt – Shire of Collie – Community Emergency Services Manager*
    - *Alex Wiese – Shire of Collie – Director Development Services*

2. *Appoints the following personnel to the positions of Chief Fire Control Officer and Deputy Chief Fire Control Officer for the 2026/27 and 2027/28 bush fire seasons in accordance with the Bush Fires Act 1954:*
   - *Darren Robinson – Chief Bush Fire Control Officer*
   - *Kohdy Flynn – Deputy Chief Bush Fire Control Officer*

## 10.2 Tourism and Economic Development Committee – 29 September 2026

**Officer's Recommendation:**

*That Council receives the Minutes of the Tourism and Economic Development Committee Meeting held on 29 September 2026.*

## 11. CEO REPORTS

| 11.1 SecondBite Food Distribution Hub | |
|---|---|
| **Reporting Department:** | Chief Executive Office |
| **Reporting Officer:** | Phil Anastasakis – Chief Executive Officer |
| **Accountable Manager:** | Phil Anastasakis – Chief Executive Officer |
| **Legislation** | *Local Government Act 1995* |
| **File Number:** | CSV/41 |
| **Appendices:** | Appendix 11.1.A – SecondBite Food Distribution Hub Proposal for Shire of Collie |
| **Voting Requirement** | Simple Majority |

**Report Purpose:**

SecondBite is a national food relief charity who repurpose surplus food for people in need. A proposal has been received from SecondBite to enhance existing community support networks and build a sustainable, locally coordinated food relief system for the Collie community.

This report recommends that Council support the proposal together with a stakeholder meeting to gauge community support, with the option of using the former Ewington School as a potential distribution hub.

**Officer's Recommendation:**

*That Council:*

1. *Supports the SecondBite Food Distribution Hub proposal for the Collie community.*
2. *Supports the hosting of a stakeholder meeting to gauge community support.*
3. *Supports consideration of the former Ewington School as one potential location for a food distribution hub.*

**Background:**

SecondBite is a national food relief charity ensuring good food doesn't go to waste while people go hungry. For more than 20 years, they have rescued surplus food from growers, manufacturers, and retailers (like Coles), distributing it freely to charities and community groups across Australia.

SecondBite was established in 2005 in Melbourne, and through its distribution networks has provided over 350 million meals to people in need.

Through a nationwide food rescue network, including supporting hundreds of community organisations across Western Australia from a distribution warehouse in Perth, fresh produce and pantry staples are supplied to frontline charities and community groups.

Where ingredients need to be transformed into nutritious, ready-to-eat meals, dedicated kitchens provide that capability. This end-to-end approach ensures people receive the food they need, in the way they need it. Together, more than 700,000 Australians are supported every week through this system.

A proposal has been received from SecondBite (refer to Appendix 11.1.A) outlining a community-led food distribution initiative for the Shire of Collie to strengthen local food relief, reduce food waste, and improve access to nutritious food for residents in need.

**Statutory and Policy Implications:**

***Local Government Act 1995***

***2.7. Role of council***

*(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*

*(2) The council's governing role includes the following —*

*(a) overseeing the allocation of the local government's finances and resources;*

*(b) determining the local government's policies;*

*(c) planning strategically for the future of the district;*

*(d) determining the services and facilities to be provided by the local government in the district;*

*(e) selecting the CEO and reviewing the CEO's performance;*

*(f) providing strategic direction to the CEO.*

*(3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*

*(a) the council's governing role is separate from the CEO's executive role as described in section 5.41;*

*(b) it is important that the council respects that separation.*

*(4) The council must make its decisions —*

*(a) on the basis of evidence, on the merits and in accordance with the law; and*

*(b) taking into account the local government's finances and resources.*

*(5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*

*(6) The council has the other functions given to it under this Act or any other written law.*

**Budget Implications:**
While this report does not have any direct budget implications, should the Ewington School site be a preferred distribution hub then a formal lease would need to be established, which may include a $0 lease fee to support the volunteer community service.

**Budget – Whole of Life Cost:**

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

The Ewington School site is a Shire asset and is currently vacant. Ongoing maintenance of the buildings is required by Council if a lessee is not occupying the building and site.

**Communications / Consultation Requirements:**

This report supports the hosting of a community stakeholder meeting to gauge support for the SecondBite proposal.

**Strategic Implications:**

| STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN | | |
|---|---|---|
| **GOAL:** | 1 | Our Community |
| **Objective:** | 1.2 | Community connection, engagement and participation |
| **Strategic Priority:** | 1.2.2 | To work with sporting clubs and community groups to promote volunteering and increase participation. |

**Relevant Precedents:**

There are a number of charity and community service organisations in Collie that provide areas of support for vulnerable people in need.

The SecondBite proposal works with these existing organisations to support the Collie community.

**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 | SecondBite Food Distribution Hub | |
| 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 | A nil lease fee would be offset by reduced maintenance costs for the Shire on the Ewington School. |
| | Service Interruption | N/A |
| | Legal and Compliance | If a lease was established, this would need to be advertised. |
| | Reputational | Confidence in Council's support for charity and community service groups and people in need. |
| | Environment | N/A |
| | Property | The use of the Ewington School by a charity organisation would enable maintenance to be performed on the facility and reduced deterioration through lack of use |

**Comment:**

This report seeks Council's support for the SecondBite proposal, which provides the opportunity to collaborate with a charity and local support groups for the benefit of the Collie community.

## 12. OPERATIONS REPORTS

Nil.

## 13. DEVELOPMENT SERVICES REPORTS

| 13.1 Proposed Scheme Amendment - 185 Throssell Street and 1 Wellington Boulevard, Collie - Mixed Use Zone | |
|---|---|
| **Reporting Department:** | Development Services |
| **Reporting Officer:** | David Quelch – Manager Planning & Development |
| **Accountable Manager:** | Alex Wiese – Director Development Services |
| **Legislation** | Amend a Local Planning Scheme – *Planning and Development Act 2005* |
| **File Number:** | A6036 |
| **Appendices:** | Appendix 13.1.A – Planning Scheme Amendment Report |
| **Voting Requirement** | Simple Majority |

**Report Purpose:**

For Council to consider initiating the process to amend the Shire of Collie Local Planning Scheme No. 6 to allow rezoning from Special Use Zone 1 (the Collie Ridge Resort site) to a Mixed Use Zone.

**Officer's Recommendation:**

*That Council:*

1. *Pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015, adopts (for the purpose of advertising) Scheme Amendment No. 5 to Local Planning Scheme No.6 to rezone land from Special Use Zone 1 to Mixed Use Zone with a R40 density code and delete SU1 row from Table 6.*

2. *Pursuant to Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves that, in its opinion, Local Planning Scheme No. 6 Amendment No. 5 is a Standard Amendment as it is an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.*

**Background:**

The Shire of Collie has received a development application for a proposed planning scheme amendment (the Amendment) for 185 Throssell Street and 1 Wellington Boulevard, Collie (the Site). Canford Hospitality Consultants Pty Ltd lodged the application on behalf of Collie Ridge Resort. The application included the report in Appendix 13.2.A. The Site is currently zoned Special Use Zone 1 (SU1), which does not permit any land use other than 'Motel'.

The Amendment proposes changing the land use zoning to a Mixed Use Zone (MUZ). This would allow a 'Hotel' use to be considered for development approval and support Collie Ridge Resort's (CRR) intention to apply to the Department of Racing, Gaming and Liquor to change its licence from a Motel Liquor Licence to a Hotel Liquor Licence. CRR seeks to change its liquor licence to serve alcohol without a meal, install in-room mini-bars, and sell wholesale liquor to local clubs and groups.

The resolutions in this report, if endorsed, are the first step in a multi-stage process under the State's planning framework, which includes a further report(s) to Council.

Site Description

The subject site comprises of two land parcels (i.e. 185 Throssell Street and 1 Wellington Boulevard) which has a combined area of 2.79 hectares and is located less than 1km west of the Collie town centre. The site contains a motel (Collie Ridge Resort) which comprises of 134 accommodation rooms, two restaurants, function and conference facilities and other ancillary amenities.

The site forms part of the western gateway to Collie for traffic travelling from Perth and Bunbury along the Coalfields Highway. The site is mostly surrounded by an established residential area featuring a mix of single houses and grouped dwellings. However, to the north (on the opposite side of Throssell Street) is land in the Special Purpose Zone (Heritage and Tourism) which features the 'Collie Round House' and beyond is a railway reserve. The western section of the south boundary of the site abuts a drainage retarding basin. Refer to Figure 1 – Location Map below.

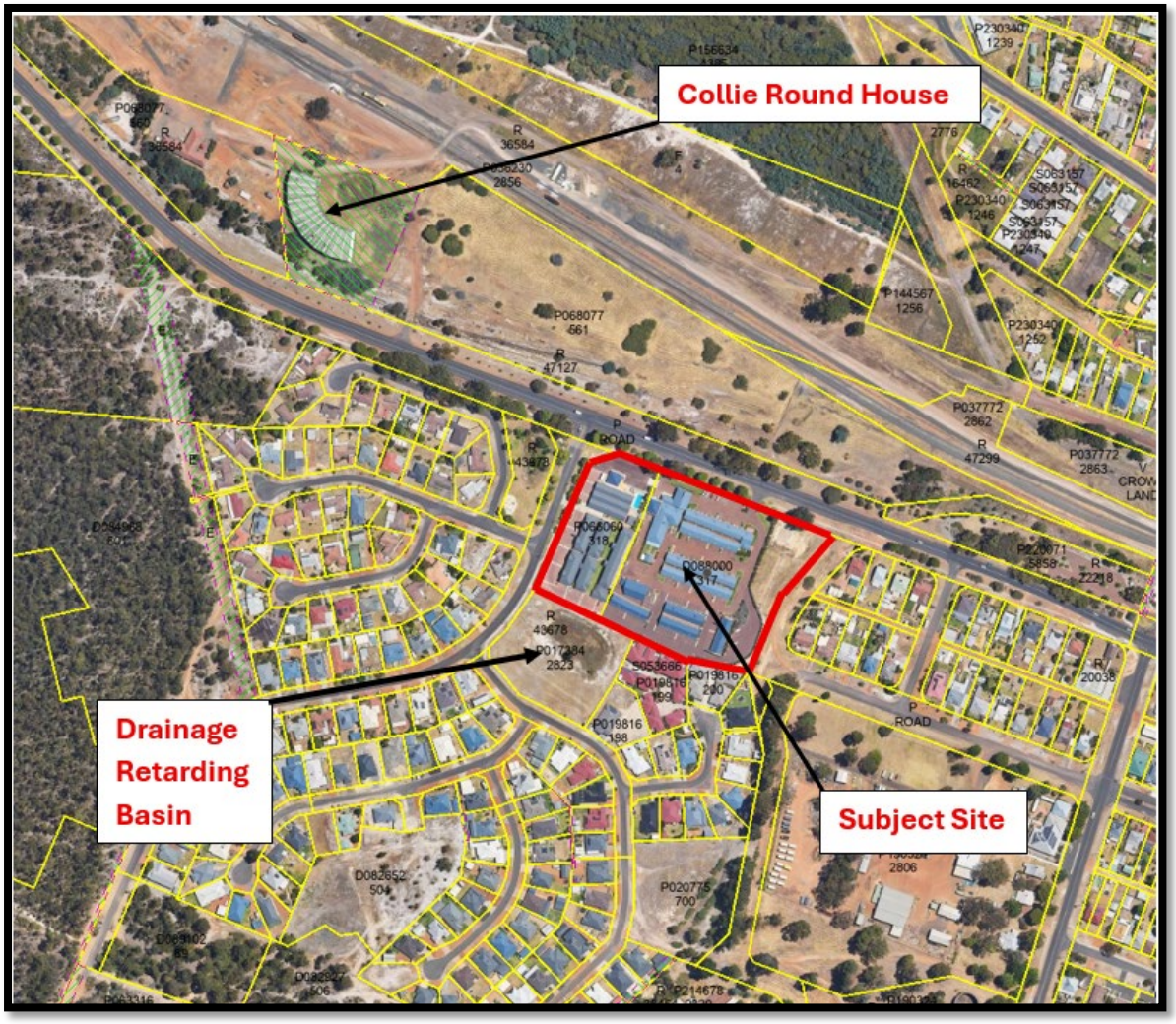



**Figure 1 – Location Map**

Application

The application seeks to initiate an amendment to the Local Planning Scheme No. 6 scheme map and text by rezoning the site from SU1 to MUZ with a R40 density code and delete the SU1 row from 'Table 6 - Special use zones in Scheme area' as shown in the map and table below.

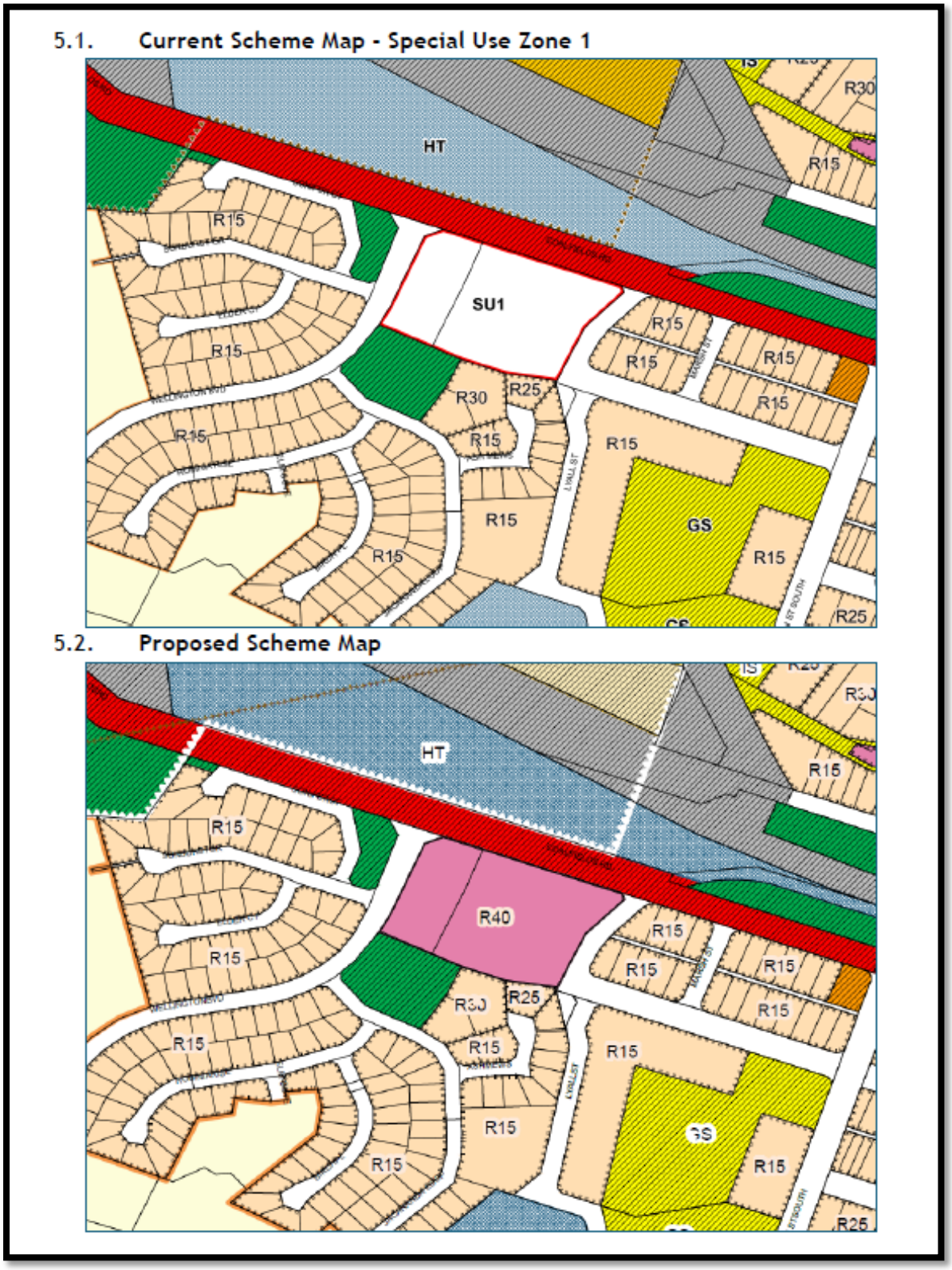



**Figure 2 – Amended Scheme Map**

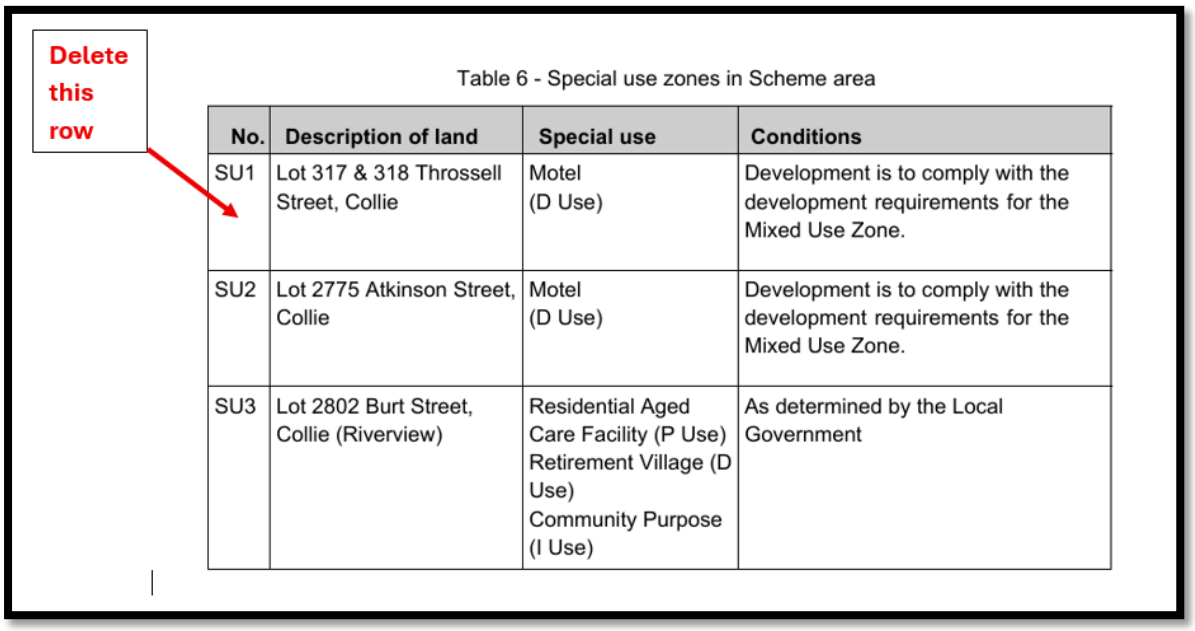



**Figure 3 – Delete SU1 Row of Table 6**

The Special Use Zone 1 only allows consideration of a 'Motel' (D use) while all other land uses are not permitted. The purpose of the amendment is to permit the owner / operator to apply for development approval for a 'Hotel' that will include the following activities:

- Service of liquor without the requirement for a meal;
- Service of liquor when kitchen operations are not open;
- Cocktail-style and standing functions;
- Bar service to patrons;
- Service to accommodation guests consistent with hotel operations;
- Ancillary on-site takeaway packaged liquor sales;
- Expanded tourism and hospitality offerings.

Further, the applicant has stated the following:

- The proposal does not represent the establishment of a traditional tavern or packaged liquor outlet.
- No dedicated bottle shop is proposed;
- Packaged liquor sales would be ancillary to hotel operations;
- Custom orders and guest sales would predominate.

The merits of the proposed rezoning is discussed in the 'Comment' section of the report.

**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 3.0 – Urban growth and settlement*
- *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:**
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 Scheme Amendment - 185 Throssell Street and 1 Wellington Boulevard, Collie - Mixed Use Zone | |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4) | |
| Risk Action Plan (treatment or controls proposed) | Advertise and follow the State planning framework for the consideration of an amendment to the Shire of Collie Local Planning Scheme No.6 to allow, subject to development approval. | |
| 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 | Appeal provisions may 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:**

Local Planning Scheme Regulations (the LPSR)

The LPSR 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 3.0 – Urban growth and settlement (SPP3.0)

The subject site is located within the 'Special Use' Zone, and SPP3.0 applies to all urban settlements in Western Australia, including regional townships. *The overall aim of the policy is to facilitate sustainable patterns of urban growth and settlement by setting out the requirements of sustainable settlements and communities and the broad policy in accommodating growth and change. This policy should be taken into account in preparing regional and local planning strategies, and planning schemes and amendments, and given weight in statutory decision making in relation to urban growth and settlement.*

The key objectives of SPP3.0 relevant to the assessment of this proposed scheme amendment are as follows:

- *To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.*
- *To manage the growth and development of urban areas in response to the social and economic needs of the community and in recognition of relevant climatic, environmental, heritage and community values and constraints.*
- *To coordinate new development with the efficient, economic and timely provision of infrastructure and services.*

The original Collie Ridge Motel commenced operations in 2005 with approximately 25 rooms. The motel was subsequently expanded to 53 rooms and in 2017 the former Comfort Inn Collie was acquired and amalgamated into the operation, significantly increasing accommodation capacity. Further investment resulted in the establishment of a rooftop function venue, swimming pool, gym, playground and upgraded restaurant facilities. The proponent now seeks to facilitate approval for a Hotel to offer a broader range of hotel services as described in the 'Application' section of the report.

The operation of a Hotel on the subject site is likely to stimulate economic activity; create employment; and become an alternative social venue for visitors and members of the Collie community. Therefore, it is considered that the proposed scheme amendment is consistent with the objectives of the SPP3.0.

Shire of Collie Local Planning Strategy 2020 (the Strategy)

The Strategy is silent on 'Special Use Zone', however a discussion of the proposed scheme amendment in relation to economy, employment, mixed use and promotion of tourism is provided below:

*1. Economy*

The 'Economy' goal of the Strategy states *A strong and diversified economic base driven by a range of business and employment opportunities.* SU1 is very restrictive and only permits the use of a Motel. Rezoning the site to MUZ will provide much greater flexibility to establish a range of businesses that contribute to a diversified economy and job growth.

*2. Employment*

The Strategy states that *A total of 89% of the population are engaged in some form of paid employment: 51.8% were employed full time, 30.1% were employed part-time. Unemployment at 11% is higher than the State average of 7.8%*. Given that the unemployment rate in Collie is higher than the State average, it is important to help promote hospitality businesses which employ a high number of both full and part-time staff.

*3. Mixed Business*

In relation to 'Mixed Business', under general comments, the Strategy states *Change in zoning from Residential to Mixed Use will only be supported once the current town centre is at capacity and demand necessitates more space as determined by the Local Government.* In this case, the subject site is not zoned Residential and therefore rezoning from SU1 to MUZ can be supported. Nonetheless, at development approval stage, the compatibility of land uses and amenity impacts will need to be addressed.

*4. 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. Although the Strategy mostly promotes nature-based tourism, it does state that *Historical infrastructure associated with the Railway remains unused and unrestored. Options exist to use these for tourism or other commercial uses, including the 'Roundhouse' which has recently become available.* The subject site is located less than 300 m southeast of the 'Roundhouse' and therefore well suited to serve visitors to this attraction.

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

***Special Use Zone 1***

The subject site is located within the Special Use Zone 1. The objectives of the Special Use Zone seek:

- *To facilitate special categories of land uses which do not sit comfortably within any other zone.*
- *To enable the Council to impose specific conditions associated with the special use.*

The 'Clause 17 - Zoning Table' does not specify land use permissibility, however states *Refer to clause 21*' which reads as follows:

*(1) Table 6 sets out –*
*(a) special use zones for specified land that are in addition to the zones in the zoning table; and*
*(b) the classes of special use that are permissible in that zone; and;*
*(c) the conditions that apply in respect of the special uses*

*(2) A person must not use any land, or any structure or buildings on land, in a special use zone except for a class of use that is permissible in that zone and subject to the conditions that apply to that use.*

*Note: Special use zones apply to special categories of land use which do not comfortably sit within any other zone in the Scheme.*

Table 6 specifies the special use number, description of land, special use and conditions as shown in Figure 4 below. SU1 only allows consideration of a 'Motel' (D Use) while all other land uses are not permitted. This provision is considered too restrictive and does not provide for the consideration of other land uses that can support growth in the economy, tourism and employment.

Table 6 - Special use zones in Scheme area

| No. | Description of land | Special use | Conditions |
|---|---|---|---|
| SU1 | Lot 317 & 318 Throssell Street, Collie | Motel (D Use) | Development is to comply with the development requirements for the Mixed Use Zone. |
| SU2 | Lot 2775 Atkinson Street, Collie | Motel (D Use) | Development is to comply with the development requirements for the Mixed Use Zone. |
| SU3 | Lot 2802 Burt Street, Collie (Riverview) | Residential Aged Care Facility (P Use)<br>Retirement Village (D Use)<br>Community Purpose (I Use) | As determined by the Local Government |

**Figure 4 – Table 6 Special Use Zone in Scheme Area**

***Mixed Use Zone***

The objectives of the Mixed Use Zone seek:

- *To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels.*

- *To allow for the development of a mix of varied but compatible land uses such as housing, offices, showrooms, amusement centres, eating establishments and appropriate industrial activities which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents.*

Under the MUZ, a 'Hotel' is an 'A' use which *means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions*.

An application for development on land in the MUZ is required to be assessed against 'Clause 33.5 – Commercial and Mixed Use Zone Requirements' which sets out requirements in relation to residential development, loading and unloading, vehicle access and car parking, location of services, landscaping, facades and built form and fencing. Further, 'Schedule 1 – Zone

Development Requirements – Mixed Use' also sets out requirements in relation to minimum lot area, minimum effective lot frontage, maximum plot ratio, minimum front / side / rear setbacks, minimum landscaping, building height and other requirements (i.e. R-Codes).

The above requirements, together with 'Clause 67 – Consideration of application by local government' (matters to be considered) of the *Planning and Development (Local Schemes) Regulations 2015,* provide a more than adequate planning framework for the assessment of a development approval application, particularly for a Hotel. Further, given that a 'Hotel' is an 'A' use in the MUZ, a development approval application must be advertised to seek comment from surrounding landowners and the broader community.

Overall, the proposed amendment does not remove the need for future development approvals, licensing approvals or operational measures where required. Matters such as noise, traffic, parking, patron management, servicing, trading hours and liquor licence impacts can be assessed through the relevant approval processes and conditioned where appropriate. This provides a mechanism to manage amenity while allowing great flexibility in the choice of land use. Also, there are many properties on Throssell Street that are in the MUZ, and most have a R40 density code.

***Clause 40 – Land Use Terms Used***

Pursuant to this clause, 'Hotel' *means premises the subject of a hotel licence other than a small bar or tavern licence granted under the Liquor Control Act 1988 including any betting agency on the premises*.

External Stakeholder Consultation

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

The Commission has 42 days, or a longer period if 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 River Valley Bulletin newspaper; and
- Letter to affected property owners and occupiers

Conclusion

The resolutions in this report, if endorsed, are the first step in a multi-stage process under the State's planning framework, which includes a further report(s) to Council after public advertising as set out in the statutory and policy implication section of this report.

Amendment No. 5 has been drafted to allow consideration of a hotel development on the Site. Rezoning the site from SU1 to MUZ will provide greater flexibility for a range of residential, retail and commercial land uses that can help stimulate economic growth, tourism / hospitality and employment within the Shire of Collie.

| 13.2 Adoption of Trading in Public Places Policy (CP3-002) | |
|---|---|
| **Reporting Department:** | Development Services |
| **Reporting Officer:** | Alex Wiese – Director of Development Services |
| **Accountable Manager:** | Phil Anastasakis – Chief Executive Officer |
| **Legislation** | *Local Government Act 1995*<br>*Shires of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012* |
| **File Number:** | LUP/019 |
| **Appendices:** | 13.2.A – Community Submissions – Combined<br>13.2.B – Trading in Public Places Policy CP3-002<br>13.2.C – Public Submissions Confidential |
| **Voting Requirement** | Absolute Majority |

**Report Purpose:**

For Council to adopt the Trading in Public Places Policy (CP3-002) following public advertising.

**Officer's Recommendation:**

*That Council:*

1. *Adopts the (amended) Trading in Public Places Policy (CP3-002) contained in Appendix 13.3.B3*
2. *Pursuant to Section 6.16 of the Local Government Act 1995, amends the Fees & Charges contained in its 2026/27 Budget for 'Trading in Public Places' to the fees shown below:*
    a. *Application Fee $50*
    b. *Licence Fee Day $10*
    c. *Licence Fee Weekly $40*
    d. *Licence Fee Monthly $120*
    e. *Licence Fee Annually $600.*
3. *Pursuant to Section 6.19 of the Local Government Act 1995, gives local public notice of the intention to introduce the amended fees and charges, with the amended fees to apply from 1 November 2026.*

**Background:**

Mobile trading (referred to as trading in public places by local governments) is commonplace across Australia. This form of trading can benefit communities in a number of ways, including:

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

However, trading in public places must be conducted in a safe and respectful manner that does not negatively impact the amenity of the area, cause nuisance, or adversely affect local 'bricks and mortar' businesses. This is typically managed through a Council policy, which guides local government staff in assessing and approving applications. As the Shire of Collie (the Shire) currently does not have a Trading in Public Places Policy, the Shire has publicly advertised a policy and is returning it to Council for consideration.

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

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

**Statutory and Policy Implications:**

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

***Local Government Act 1995***

***2.7. Role of council***

*(1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*

*(2) The council's governing role includes the following —*

*(a) overseeing the allocation of the local government's finances and resources;*

*(b) determining the local government's policies;*

*(c) planning strategically for the future of the district;*

*(d) determining the services and facilities to be provided by the local government in the district;*

*(e) selecting the CEO and reviewing the CEO's performance;*

*(f) providing strategic direction to the CEO.*

*(3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*

*(a) the council's governing role is separate from the CEO's executive role as described in section 5.41;*

*(b) it is important that the council respects that separation.*

*(4) The council must make its decisions —*

*(a) on the basis of evidence, on the merits and in accordance with the law; and*

*(b) taking into account the local government's finances and resources.*

*(5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*

*(6) The council has the other functions given to it under this Act or any other written law.*

***6.16 Imposition of fees and charges***

*(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

*(2) A fee or charge may be imposed for the following —*

*(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

*(b) supplying a service or carrying out work at the request of a person;*

*(c) subject to section 5.94, providing information from local government records;*

*(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*

*(e) supplying goods;*

*(f) such other service as may be prescribed.*

*(3) Fees and charges are to be imposed when adopting the annual budget but may be —*

*(a) imposed* during a financial year; and*

*(b) amended* from time to time during a financial year.*

** Absolute majority required.*

***6.19 Local government to give notice of fees and charges***

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

**Budget – Whole of Life Cost:**

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

**Communications / Consultation Requirements:**

The draft Trading in Public Places Policy CP3-002 was publicly advertised for 28 days, with submissions closing at 5.00pm on 14 August 2026. A total of 47 submissions were received, summarised in the comments section of this report.

**Strategic Implications:**

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

**Relevant Precedents:**

N/A

**Risk Assessment:**

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

| **TIER 2 – 'Low' or 'Moderate' Inherent Risk.** | | |
|---|---|---|
| Risk Event | Adoption of Trading in Public Places Policy (CP3-002) | |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) | |
| Risk Action Plan (treatment or controls proposed) | Provisions within the Policy have been drafted to provide a balanced approach to address competition with the Shire's existing bricks and mortar businesses, amenity and public safety. | |
| Residual Risk Rating (after treatment or controls) | Low (1 - 4) | |
| Risk Category | Health | Uncontrolled trading may have negative public safety and food safety impacts. |
| | Financial | N/A |
| | Service Interruption | N/A |
| | Legal and Compliance | N/A |
| | Reputational | Provisions within the Policy have been drafted to provide a balanced approach to address competition with the Shires existing bricks and mortar businesses, community interest and amenity concerns. |
| | Environment | N/A |
| | Property | Uncontrolled trading on Shire land may lead to damage, contamination or misuse of the land. |

**Comment:**

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

Draft Trading in Public Places Policy CP3-002 (TPP CP3-002) was endorsed for public advertisement at the ordinary Council meeting held on 7 July 2026. The Shire received 47 submissions (refer to Appendix 13.2.A), summarised below.

Submission Summary

- 47 Submissions
  - 38 supported Central Business District (CBD) trading*
  - 9 Opposed CBD trading
- 4 Brick-and-Mortar CBD businesses made submissions; all opposed CBD trading
- Strong views were present on both sides

* A mobile food vehicle had submission forms at their caravan, which increased the response rate.

In reviewing Council policy CP3-002, Shire staff aimed to balance potential impacts on businesses with benefits to tourism, liveability, and community activation. It is recommended that the policy be amended following public advertisement, with the proposed changes implemented.

1. Public place trading is prohibited in the Collie CBD, unless:
   a. It is associated with an event; or
   b. Is for charitable or not-for-profit purposes.

2. 6 new pre-approved public place trading locations are included in the Council policy CP3-002*
   I. Minningup Pool Carpark Areas
   II. Allanson (Tom Lowry) Oval
   III. Dog Agility Park
   IV. Roche Park – Front (left) and Rear Car Parks
   V. Lions Park
   VI. East-end Bridge Parking Area (Gravel Area Parking Area)

   * Other non-CBD locations can also be considered

| | | |
|---|---|---|
| Minningup Pool Carpark Area<br> | Allanson (Tom Lowry) Oval<br> | Dog Agility Park<br> |
| Roche Park<br> | Lions Park<br> | East-end Bridge<br> |

3. The fees in the Shire's 2026/27 Schedule of Fees and Charges for 'Trading in Public Place' are reduced as follows:

| Current Fee | | Proposed New Fees | |
|---|---|---|---|
| Application Fee | $87 | Application Fee | $50 |
| Licence Fee Day | $20 | Licence Fee Day | $10 |
| Licence Fee Weekly | $80 | Licence Fee Weekly | $40 |
| Licence Fee Monthly | $240 | Licence Fee Monthly | $120 |
| Licence Fee Annually | $2,000 | Licence Fee Annually | $600 |

If adopted, the Trading in Public Places Policy CP3-002 will provide guidance to traders and Shire officers on street and public place trading permits in Collie. It addresses the sale of food and other goods and services.

Conclusions
Council is recommended to adopt the Council policy CP3-002.

| 13.3 2026/27 Pool Season Opening and Closing Date and Times | |
|---|---|
| **Reporting Department:** | Development Services |
| **Reporting Officer:** | Alex Wiese – Director Development Services |
| **Accountable Manager:** | Phil Anastaskis – Chief Executive Officer |
| **Legislation:** | *Dangerous Goods Safety Act 2004*<br>*Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*<br>*Health (Aquatic Facilities) Regulations 2007* |
| **File Number:** | RCS/002 |
| **Appendices:** | Nil |
| **Voting Requirement** | Absolute Majority |

**Report Purpose**

To update Council on the 2026/27 planning and preparation for the Collie Mineworkers Memorial Swimming Pool season.

***Officer's Recommendation:***

*That Council:*

1. *Pursuant to Section 6.12 of Local Government Act 1995 authorises entry fees to be waived for Saturday, 7 November 2026, at the Collie Mineworkers Memorial Swimming Pool for a community free day.*
2. *Notes the proposed 2026/27 season dates and opening hours.*

**Background:**

The Collie Mineworkers Memorial Swimming Pool (the Pool) is owned and operated by the Shire of Collie and is open to the public for summer each year.

**Statutory and Policy Implications:**

In operating the pool, the Shire is required to comply with *Dangerous Goods Safety Act 2004,* the *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007,* and *the Health (Aquatic Facilities) Regulations 2007.*

***Local Government Act 1995***

***6.12 Power to defer, grant discounts, waive or write off debts***

(1) Subject to subsection (2) and any other written law, a local government may —

(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money,

which is owed to the local government.

* Absolute majority required.

**Budget Implications:**
The Shire's 2026/27 budget includes allocations for staffing, pool operations and maintenance.

**Communications Requirements: (Policy No. CS1.7)**
The pool season dates and times will be published on the Shire's website, in the local newspaper, and on social media channels on or after 14 October 2026.

**Strategic Community Plan/Corporate Business Plan 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:** | 5.1.5 | To imbed our strategic priorities throughout the organisation |

**Relevant Precedents:**
N/A

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

| **TIER 2 – 'Low' or 'Moderate' Inherent Risk.** | | |
|---|---|---|
| Risk Event | 2026/27 Pool Season Opening and Closing Date and Times | |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) | |
| Risk Action Plan (treatment or controls proposed) | Implementation of appropriate procedures, plans, and safe work method statements. | |
| Residual Risk Rating (after treatment or controls) | Low (1 - 4) | |
| Risk Category Assessed Against | Health | Operating procedures and risk assessments have been reviewed, updated and are being implemented. |
| | Financial | Appropriate budget allocations for staff and maintenance have been included in the Budget. |
| | Service Interruption | Low |
| | Legal and Compliance | Operating procedures and risk assessments have been reviewed, updated and are being implemented. |

| TIER 2 – 'Low' or 'Moderate' Inherent Risk. | | |
|---|---|---|
| | Reputational | The Shire could suffer reputational damage and a loss of trust if an incident occurs. Staff have been recruited for the 2026/27 season. |
| | Environment | Operating procedures and risk assessments have been reviewed, updated and are being implemented. |
| | Property | Required maintenance has been scheduled and or completed. |

**Comment:**

Recruitment for pool staff is progressing well, with all positions expected to be filled before the new season begins. Staff training and inductions are scheduled for late October to ensure a smooth opening and successful swim season.

To mark the start of the 2026/27 season, a free community open day is also planned for Saturday, 7 November 2026.

Proposed Season Dates:

- Open - Monday, 2 November 2026
- Close - Saturday, 24 April 2027

Proposed Opening and Closing Times:

Summer Hours - 02 November 2026 to 28 March 2027

- Monday to Friday: 6:30 am – 6:30 pm
- Saturday: 10:00 am – 6:30 pm
- Sunday: 12:00 pm – 6:30 pm

Winter/Autumn Hours -29 March 2027 to 24 April 2027*

- Monday to Friday 6:30 am 10:00 am and 2:00 pm – 5:00 pm**
- Saturday10:00 am – 5:00 pm
- Sunday 12:00 pm – 5:00 pm

* The CEO will review the winter/autumn and may authorise changes based on attendance and usage.
** Winter hours have been reduced from 6 pm to 5 pm to align with a significant reduction in attendance at this time in the 2025/26 patron logs.

Update on Maintenance and Compliance Requirements

The Shire has managed the issues raised in the Royal Life Saving WA Pool Safety Assessment 2025 and Department of Local Government, Industry Regulation and Safety Incident Investigation Outcomes reports following the March 2025 chlorine incident. This has included completion of required remediation work, and implementation of updated operating procedures and risk assessments.

In addition, the following major maintenance is scheduled for completion prior to opening:

- Roof and ceiling repairs to fix water leaks in both change rooms
- Replacement of lateral and filter medium in the 50-metre pool filters

- Servicing and replacement of all pressure gauges and pumps in the plant room
- Replacement of the manual vacuum pump
- Servicing of the automatic pool cleaners
- Replacement of the hot water system in the ladies' and mens' changerooms
- Servicing and auditing of chlorination equipment
- Installation of a higher windsock flag pole for improved visibility

Options regarding the replacement of shade poles and sail for the toddler pool are being investigated by staff. This will determine whether shade sails can be erected before the pool opens to the public or after the opening date.

Conclusion

With staff recruitment and training proceeding smoothly and maintenance in progress, the pool is set to open on schedule for the 2026/27 season.

## 14. CORPORATE SERVICES REPORTS

| 14.1 Sharing of CCTV with WAPOL | |
|---|---|
| **Reporting Department:** | Corporate Services |
| **Reporting Officer:** | Chris Murray – Manager ICT |
| **Accountable Manager:** | Alan Thornton – Director Corporate Services |
| **Legislation** | *Local Government Act 1995*<br>*Privacy & Responsible Information Sharing Act 2024*<br>*Surveillance Devices Act 1998*<br>*Freedom of Information Act 1992* |
| **File Number:** | CMG/207 |
| **Appendices:** | 14.1.A WALGA MOU Final Draft<br>14.1.B Persona LGA CEO Document<br>14.1.C Persona Community Safety Manager |
| **Voting Requirement** | Simple Majority |

**Report Purpose:**

WAPOL have approached the Shire of Collie to request the Shire join the State-Wide Police CCTV sharing project using the Safer Cities vGRID platform. A memorandum of understanding has been developed by WALGA and WAPOL for this purpose.

This report is intended to inform Council about the status of the Shire's CCTV infrastructure and seek endorsement for sharing the Shire's main CCTV system with WAPOL.

**Officer's Recommendation:**

*That Council endorses the sharing of the Shire of Collie CCTV footage to the WAPOL Safer Cities vGRID CCTV sharing platform on the understanding that the initial gateway device is supplied by WAPOL.*

**Background:**

The Shire has invested in a CCTV network that includes fifty cameras at locations around the Collie townsite for the purpose of crime prevention and community safety.

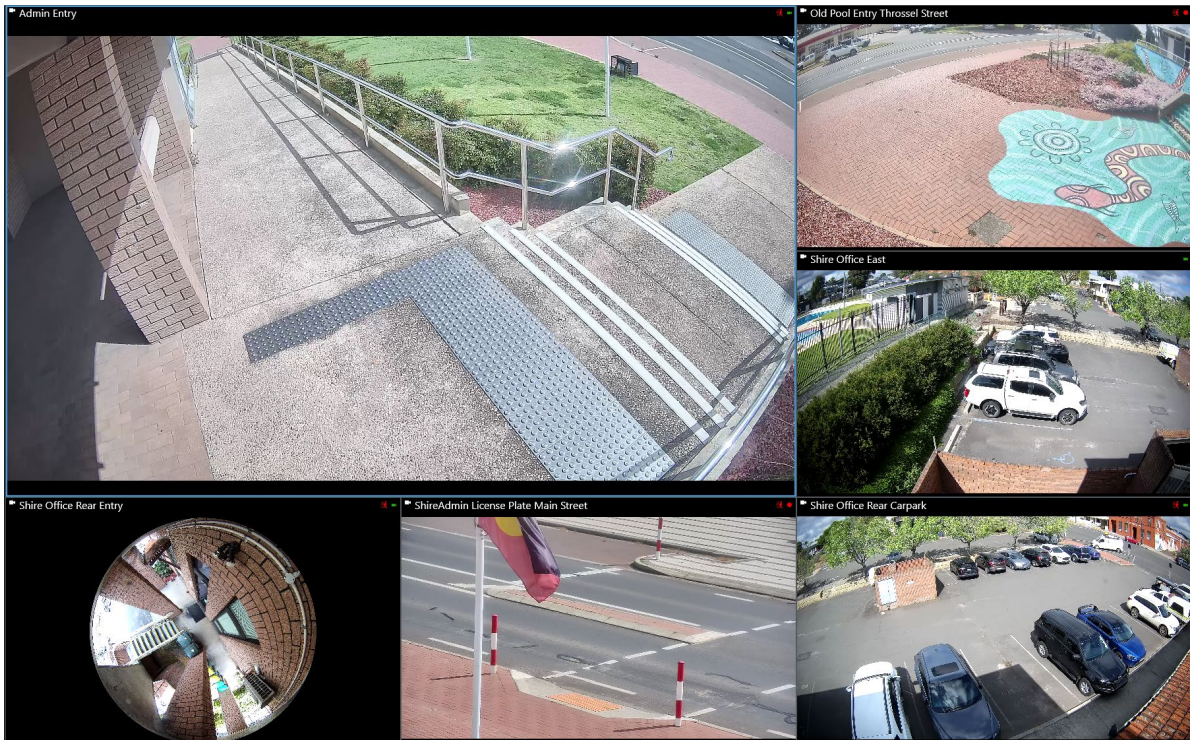
The camera types and their locations are as follows:

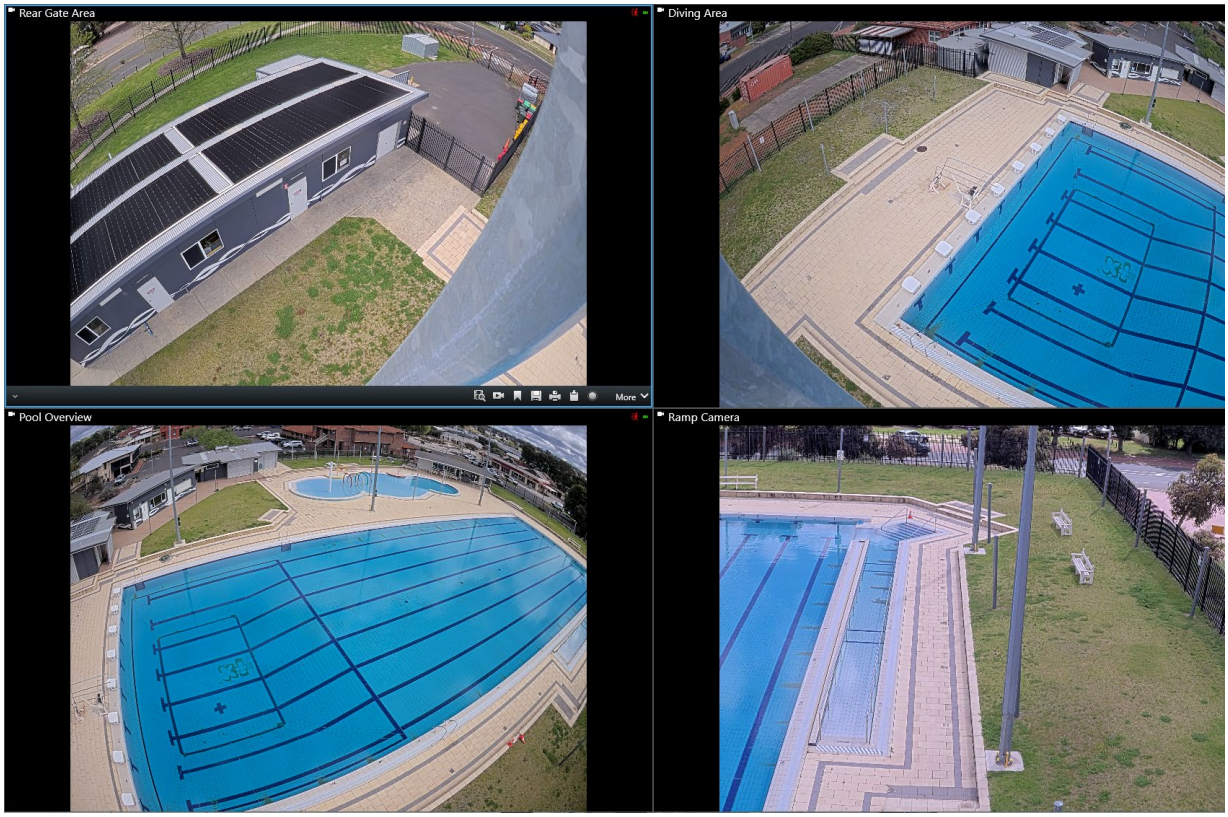
| | |
|---|---|
| Visitor Centre Licence Plate Camera | Hikvision HIK−2CD7A26GPIZ8 ANPR |
| Visitor Centre Overview Camera | Hikvision DS-2CD5546G0-IZ(H)SY Dome |
| Collie Shopping Centre Carpark West | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Red Cross North | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Skate Park North West | DarkFighter Outdoor Moto Varifocal Dome Network Camera |

| | |
|---|---|
| PCYC ANPR Forrest St West | DeepinView ANPR Moto Varifocal Bullet Camera |
| PCYC Carpark South | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Central Park East | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Central Park Forrest Street East | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Central Park East playground | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Footbridge Throssel Street South | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Footbridge Throssel Street North | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Hendersons Hardware West | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Skate Park South | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Hendersons Hardware East | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Soldier Park PTZ | DarkFighter IR Network Speed Dome |
| Central Park Music Shell | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Foot Bridge Forrest Street West | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Foot Bridge Forrest Street | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Shire Office East | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Collie Shopping Centre Carpark East | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Wagon Cafe Forrest Treet West | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| PCYC Carpark North | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Solar Pole Coalfields HWY East | DarkFighter Fixed Turret Network Camera |
| Wagon Cafe Forrest Treet East | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Central Park The Wagon North | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Central Park The Wagon West | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Central Park Forrest Street / Steere Street N Roundabout | DarkFighter Outdoor Moto Varifocal Dome Network Camera |
| Truck Stop - Location 23 | DarkFighter Outdoor Moto Varifocal Dome Network Camera |

| | |
|---|---|
| Soldier Park North East | DarkFighter IR Network Speed Dome |
| Solar Pole Johnston South | DarkFighter Fixed Turret Network Camera |
| Soldier Park North West | DeepinView ANPR Moto Varifocal Bullet Camera |
| Solar Pole Coalfields HWY West | DarkFighter Fixed Turret Network Camera |
| Solar Pole Johnston Street North | DarkFighter Fixed Turret Network Camera |
| Soldier Park North East | DarkFighter IR Network Speed Dome |
| Skate Park PTZ | 42X DarkFighter IR Network Speed Dome PTZ |
| Central Park Forrest Street / Harvey Street PTZ | 42X DarkFighter IR Network Speed Dome PTZ |
| PCYC PTZ | 42X DarkFighter IR Network Speed Dome PTZ |
| Medic Street / Harvey Street PTZ West | 42X DarkFighter IR Network Speed Dome PTZ |
| Medic Street / Harvey Street PTZ East | 42X DarkFighter IR Network Speed Dome PTZ |
| Solar Pole Johnston PTZ | DarkFighter IR Network Speed Dome |
| Solar Pole Coalfields HWY PTZ | DarkFighter IR Network Speed Dome |
| Solar Pole 3 CNR Forrest St & Atkinson St Location 20 | Panoramic ColorVu Fixed Turret Network Camera |
| Solar Pole 3 CNR Forrest St & Atkinson St Location 20 | DeepinView Moto Varifocal Bullet Camera |
| Cnr Patterson & Coalfields Location 21 | Panoramic ColorVu Fixed Turret Network Camera |
| Cnr Patterson & Coalfields Location 21 | AI Network 40x IR PTZ |
| RSL Location 22 | Outdoor Darkfighter Dome Camera |
| RSL Location 22 | DarkFighter Fixed Dome Network Camera |
| Truck Stop Location 23 | Outdoor AcuSense Gen 2 Turret Camera |
| Truck Stop Location 23 | Outdoor AcuSense Gen 2 Turret Camera |

The Shire Administration Office has another six cameras placed around the building and four cameras on the Pool for our own safety, security, and monitoring purposes.




The Shire also has small standalone CCTV systems at Roche Park, Depot and Pound.

The Waste Transfer Station has a CCTV system but only one camera is serviceable due to repeated ongoing damage and vandalism at the site.

A grant has recently been received that will allow us to add two new Automatic Number Plate Recognition cameras to the fleet. These should be installed by November and will allow Police to quickly review passing traffic accurately as to the vehicle registration information.

WAPOL, via Senior Seargent Darryl Noye from Collie Police, have subsequently approached the Shire to invite us to join in to the state-wide CCTV sharing system that is using the Safer Cities vGRID platform and share our town CCTV camera with this system using a gateway device to stream our content securely.

The details of the arrangements are found in Appendices 14.1A, 14.1B & 14.1C.

**Statutory and Policy Implications:**

***Local Government Act 1995***

***Privacy & Responsible Information Sharing Act 2024***

***Surveillance Devices Act 1998***

***Freedom of Information Act 1992***

Police have legislative arrangements that allow them to access information from third parties that satisfies requirements, including PRIS which is key to a data sharing request.

**Budget Implications:**

The gateway device required to enable the streaming of out CCTV footage will initially be supplied by WAPOL and will include a 5-year warranty. The MOU indicates after the 5 year warranty period if replacement is required. The replacement cost in 5 years plus would be a best estimate of $5,000.

**Budget – Whole of Life Cost:**

CCTV Maintenance is currently a budget line item where SAPIO provide twice yearly services for checking, cleaning and updating of cameras and equipment and is approximately $20,000 per annum.

**Communications / Consultation Requirements:**

Nil

**Strategic Implications:**

| STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN | | |
|---|---|---|
| **GOAL:** | 1 | Our Community |
| **Objective:** | 1.1 | Community health, safety & wellbeing |
| **Strategic Priority:** | 1.1.3 | To work with Police and other agencies to improve community safety and security |

**Relevant Precedents:**

Shire signed MOU in 2016 by the Shire to agree to register the Shire CCTV systems with Police.

**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 | Sharing of CCTV with WAPOL | |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4) | |
| Risk Action Plan (treatment or controls proposed) | Memorandum of Understanding | |
| Residual Risk Rating (after treatment or controls) | Low (1 - 4) | |
| Risk Category | Health | N/A |
| | Financial | N/A |
| | Service Interruption | Gateway device secure |
| | Legal and Compliance | Managed via MOU |
| | Reputational | N/A |
| | Environment | N/A |
| | Property | N/A |

**Comment:**

Shire staff have received requests from WAPOL including the Arson Squad very recently for access to or to download footage from our CCTV systems. Outside of the Shire, this is currently only available on a computer at the Collie Police Station.

Providing this footage manually is highly time consuming for Shire staff. Providing this access would allow Police to view our footage themselves using the vGRID platform very quickly from anywhere and could lead to faster response and better policing outcomes. When the two new Automatic Number Plate Recognition cameras come online this will provide an enhanced benefit.

The request aligns with the Shire's Corporate Business Plan and would provide benefits to the community, particularly when specialised police are involved and would contribute to the State-Wide WAPOL policing services.

| 14.2 Financial Management Report – August 2026 | |
|---|---|
| **Reporting Department:** | Corporate Services |
| **Reporting Officer:** | Geoff Lawrence – Finance Manager |
| **Accountable Manager:** | Alan Thornton – Director Corporate Services |
| **Legislation** | *Local Government Act 1995 & Financial Management Regulations 1996* |
| **File Number:** | FIN/024 |
| **Appendices:** | Appendix 14.2.A – Financial Report – August 2026 |
| **Voting Requirement** | Simple Majority |

**Report Purpose**

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

**Officer's Recommendation:**

*That Council receives the Financial Management Report for 31 August 2026 as presented in Appendix 14.2.A.*

**Background:**

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

**Statutory and Policy Implications:**

***Local Government Act 1995***

***6.4. Financial Report***

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

*(2) The financial report is to —*

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

*(b) contain the prescribed information.*

***Local Government (Financial Management) Regulations 1996***

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

*(1A) In this regulation—*

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

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

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

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

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

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

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

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

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

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

*(a) deleted*

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

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

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

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

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

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

***Local Government (Financial Management) Regulations 1996***

***35. Financial position statement required each month***

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

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

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

*(2) A statement of financial position must be —*

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

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

**Budget Implications:**

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

**Budget – Whole of Life Cost:**

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

**Communications / Consultation Requirements:**

Nil

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

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

**Relevant Precedents:**

Each month Council is presented a monthly Financial Management Report.

**Risk Assessment:**

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

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

**Comment:**

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

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

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

In accordance with the Regulations, for 2026/27 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.

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

The Financial Management Reports included in Appendix 14.2.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.

| 14.3 Accounts Paid – 16 August to 15 September 2026 | |
|---|---|
| **Reporting Department:** | Corporate Services |
| **Reporting Officer:** | Geoff Lawrence – Finance Manager |
| **Accountable Manager:** | Alan Thornton – Director Corporate Services |
| **Legislation:** | *Local Government Act 1995 & Local Government (Financial Management) Regulations 1996* |
| **File Number:** | FIN/024 |
| **Appendices:** | Appendix 14.3.A – List of Accounts Paid<br>Appendix 14.3.B – List of Purchasing Card Payments |
| **Voting Requirement** | Simple Majority |

**Report Purpose**

To present the accounts paid for the period 16 August 2026 to 15 September 2026

**Officer's Recommendation:**

*That Council:*

1. *Notes the Chief Executive Officer's list of accounts for the period 16 August 2026 to 15 September 2026 paid under delegation in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.3.A totalling $862,133.03.*
2. *Notes the reported card transactions for the the period 16 August 2026 to 15 September 2026 in accordance with Regulation 13A(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.3.B totalling $6,184.54.*

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

**Comment:**

A listing of payments is included in Appendix 14.3.A and 14.3.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

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

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

## 18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

## 19. STATUS REPORT ON COUNCIL RESOLUTIONS

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

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

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

In accordance with Section 5.23(2)(b) of the Local Government Act 1995, the following Item 20.1 is confidential.

| **20.1 Employee Matter** | |
|---|---|
| **Reporting Department:** | Chief Executive Office |
| **Reporting Officer:** | Phil Anastasakis – Chief Executive Officer |
| **Accountable Manager:** | Phil Anastasakis – Chief Executive Officer |
| **Legislation** | *Local Government Act 1995* |
| **File Number:** | GOV/111 |
| **Appendices:** | Nil |
| **Voting Requirement** | Simple Majority |

## 21. CLOSE

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

| Risk Category Consequence Table – Guideline | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Rating (Level)** | **Health** | **Financial Impact** | **Service Interruption** | **Legal and Compliance** | **Reputational** | **Environmental** | **Property** |
| **Insignificant (1)** | Near-Miss or First Aid | Less than $10,000 | No material service interruption | **Compliance** - No noticeable regulatory or statutory impact.<br>**Legal** – Threat of litigation requiring small compensation.<br>**Contract** – No effect on contract performance. | Unsubstantiated, low impact, low profile or 'no news' item.<br>**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.<br>**Legal** – Single minor litigation.<br>**Contract** – Results in meeting between two parties in which one party expresses concern. | Substantiated, low impact, low news item<br>**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<br>< 1 week | **Compliance** - Short term non-compliance but with significant regulatory requirements imposed.<br>**Legal** – Single moderate litigation or numerous minor litigations.<br>**Contract** – Receive verbal advice that, if breeches continue, a default notice may be issued. | Substantiated, public embarrassment, moderate impact, moderate news profile.<br>**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<br>< 1 month | **Compliance** - Non-compliance results in termination of services or imposed penalties.<br>**Legal** – Single major litigation or numerous moderate litigations.<br>**Contract** – Receive/issue written notice threatening termination if not rectified. | Substantiated, public embarrassment, high impact, high news profile, third party actions.<br>**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<br>> 1 month | **Compliance** - Non-compliance results in litigation, criminal charges or significant damages or penalties.<br>**Legal** – Numerous major litigations.<br>**Contract** – Termination of contract for default. | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions.<br>**Example**: Worldwide news, focused articles (e.g. 60 minutes). Regulatory/Political oversight and involvement. | Uncontained, irreversible impact. | Extensive damage requiring prolonged period of restitution.<br>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:<br>• Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives.<br>• Indirect refers to the risks which threaten the delivery of project outcomes. |

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