Shire of Collie

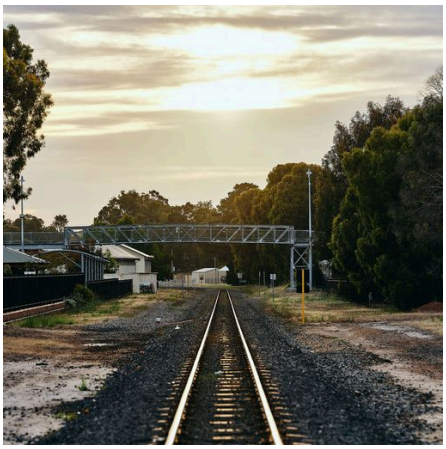
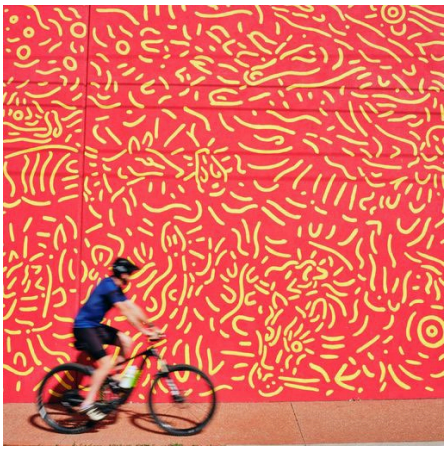
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 10 November 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, 10 November 2026

in Council Chambers at 87 Throssell Street, Collie WA.

Phil Anastasakis
Chief Executive Officer

5 November 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, 10 November 2026 commencing at 6:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

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

Cr Italiano and Cr Faries were granted a leave of absence for this meeting at the Ordinary Meeting of Council held 13 October 2026.

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

Nil

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 13 October 2026

Officer's Recommendation:

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 13 October 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 Tourism and Economic Development Committee – 20 October 2026

Officer's Recommendation:

That Council receives the Minutes of the Tourism and Economic Development Committee Meeting held on 20 October 2026.

11. CEO REPORTS

11.1 Schedule of Ordinary Council Meetings 2027	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	*Local Government Act 1995*
Appendices:	Nil
Voting Requirement	Simple Majority

Report Purpose:

For Council to determine the schedule of Ordinary Council Meetings for 2027 incorporating changing the meeting day from the second Tuesday to the fourth Tuesday of each month.

Officer's Recommendation:

That Council:

1. *Determines that the 2027 Ordinary Meetings of Council generally be held at the Shire of Collie Council Chambers on the fourth Tuesday of each month, commencing in February 2027, with no meeting scheduled for January 2027 due to a public holiday, and the December 2027 meeting to be held on the third Tuesday due to the Christmas office closure occurring on the fourth Tuesday.*
2. *Determines that the commencement time for 2027 Ordinary Meetings of Council be 6:00pm, with a light meal provided after the meeting.*
3. *Approves public notice requirements in accordance with the Local Government (Administration) Regulations 1996 (r.12 (2)).*

Background:

The schedule of Ordinary Council Meetings is determined prior to the end of the preceding year to allow for public notice advertising requirements.

The Shire of Collie Ordinary Council Meetings are currently held on the second Tuesday of each month, commencing at 6:00pm, with the exception of January when no meeting is held. Meetings are held in the Council Chambers in Collie with a light meal provided at the conclusion of the meeting.

Special Meetings may be called to deal with urgent business between Ordinary Council Meetings.

Based on other local government benchmarking and the opportunity to provide more timely reports to Council, this report proposes that Ordinary Council Meetings generally be held on the fourth Tuesday of each month in 2027, with the December meeting to be held on the third Tuesday.

Statutory and Policy Implications:

Local Government Act 1995

5.3 Ordinary and special council meetings

(1) A council is to hold ordinary meetings and may hold special meetings.

(2) Ordinary meetings are to be held not more than 3 months apart.

5.4 Calling council meetings

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least 1/3 of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

Local Government (Administration) Regulations 1996

12 Publication of meeting details (Act s. 5.25(1)(g))

1) In this regulation —

***meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.*

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

Shire of Collie Standing Orders Local Law 2017

(1) Ordinary and special Council meetings are dealt with in the Act.

(2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.

(3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

Budget Implications:

Costs associated with hosting Ordinary Council Meetings in the Council Chambers are provided for in the annual budget.

Budget – Whole of Life Cost:

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

Communications / Consultation Requirements:

The schedule of meetings will be advertised on the Shire's website in accordance with statutory public notice requirements.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.2	Good governance and financial management
Strategic Priority:	5.2.4	To benchmark against industry governance and financial standards.

Relevant Precedents:

The schedule of Council meetings for the forthcoming calendar year is determined each year.

Based on current arrangements, the scheduled meeting dates in 2027 would be:

Month	Date
February	Tuesday 9 February 2027
March	Tuesday 9 March 2027
April	Tuesday 13 April 2027
May	Tuesday 11 May 2027
June	Tuesday 8 June 2027
July	Tuesday 13 July 2027
August	Tuesday 10 August 2027
September	Tuesday 14 September 2027
October	Tuesday 12 October 2027
November	Tuesday 9 November 2027
December	Tuesday 14 December 2027

Meeting dates for committees are determined in consultation with the respective committee chair and responsible Director. Dates for meetings of committees that are required to be open to the public will be published on the Shire's website before the end of the year.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Schedule of Ordinary Council Meetings 2027
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	Not scheduling and advertising meeting dates could result in a disruption to planning.
	Legal and Compliance	Non compliance with the legislation with regards to frequency of meetings or advertising requirements could result in a contravention of the *Local Government Act 1995.*
	Reputational	Non-compliance with legislative requirements, a meeting schedule that is inconvenient for the public, or a structure that does not support effective governance of the organisation may result in reputational damage to the Shire.
	Environment	N/A
	Property	N/A

Comment:

As part of a broader benchmarking exercise, a comparison of other local government Council meeting date/times has been undertaken. The current meeting schedule of other local governments in the Southwest are:

COUNCIL	DAY	TIME
Shire of Augusta-Margaret River	Generally the fourth Wednesday of each month	5:30pm
Shire of Boyup Brook	Generally the last Thursday of each month	6:00pm
Shire of Bridgetown-Greenbushes	Generally the fourth Thursday of each month	5:30pm
City of Bunbury	Tuesday on a recurring three week cycle	5:30pm
City of Busselton	Generally the third Wednesday of each month	5:30pm
Shire of Capel	Generally the last Wednesday of each month	6:00pm
Shire of Dardanup	Generally the fourth Wednesday of each month	5:00pm
Shire of Donnybrook-Balingup	Generally the fourth Wednesday of each month	5:00pm
Shire of Harvey	Generally the fourth Tuesday of each month	4:00pm

COUNCIL	DAY	TIME
Shire of Manjimup	Generally the fourth Wednesday of each month	5:30pm
Shire of Nannup	Generally the fourth Thursday of each month	4:30pm

It is proposed that Shire of Collie Ordinary Council Meetings generally be held on the fourth Tuesday of each month in 2027, with the December meeting to be held on the third Tuesday to avoid being held on the 28 December after Christmas.

This change from the second Tuesday to the fourth Tuesday each month would provide a number of benefits to the organisation and Councillors:

- enable financial reports for a reporting period to be provided in the following month ie: January report presented to the February Council meeting. Currently financial reports are provided two months after the reporting period;
- Collie Council meetings would align with other local governments in the Southwest. This would enable topics being presented to one Southwest Council being aligned to other Council's ie: a WALGA AGM position paper being considered by all Councils at the same time; and
- holding Council meetings later in the month would provide additional time to prepare reports for Council where a decision is required, or where a response must be provided before the end of the month ie: the adoption of Compliance Audit Return, Annual Report, Annual Budget, and Budget Review.

Where an Ordinary Council Meeting is scheduled for later in the month, local governments commonly bring the December meeting forward to avoid the Christmas and New Year period. Meeting dates may also need to be adjusted where they coincide with public holidays.

If Council supports changing the meetings to the fourth Tuesday of each month, the proposed meeting dates in 2027 would be:

Month	Date
January	Tuesday 26 January 2027 (no meeting due to Aust Day)
February	Tuesday 23 February 2027
March	Tuesday 23 March 2027
April	Tuesday 27 April 2027
May	Tuesday 25 May 2027
June	Tuesday 22 June 2027
July	Tuesday 27July 2027
August	Tuesday 24 August 2027
September	Tuesday 28 September 2027
October	Tuesday 26 October 2027
November	Tuesday 23 November 2027
December	Tuesday 21 December 2027 (third Thursday)

The recommendation is to hold no Ordinary Council Meeting in January 2027 due to it being the Australia Day public holiday. If Council needs to consider any urgent matters in January, then a Special Council Meeting may be convened if required.

Council changed the commencement time of Ordinary Council Meetings from 7:00pm to 6:00pm for the 2026 meeting schedule. The recommendation proposes that the commencement time remain at 6:00pm for the 2027 schedule.

11.2 2026 Christmas and New Year Closing Dates	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	Nil
Appendices:	Nil
Voting Requirement	Simple Majority

Report Purpose:

For Council to note the proposed closing and reopening dates and times for Shire of Collie facilities over the 2026 Christmas and New Year period.

Officer's Recommendation:

That Council notes the proposed closing and reopening dates and times for Shire of Collie facilities over the 2026 Christmas and New Year Period:

Venue	Closing Date/Time	Re-opening Date/Time
Administration Building	Thursday 24 December 12:00 pm	Monday 4 January 8.30 am
Collie Public Library	Thursday 24 December 12.00 pm	Monday 4 January 8.30 am
Roche Park Recreation Centre	Thursday 17 December 7.00 pm	Monday 4 January 9.00 am
Mineworkers Memorial Swimming Pool	Thursday 24 December 4.00 pm	Saturday 26 December 12:00 pm
	Thursday 31 December 4.00 pm	Saturday 2 January 10:00 am
Shire Depot	Thursday 24 December 12.00 pm	Monday 4 January 6.30 am
Waste Transfer Station	Thursday 24 December 12:00 pm	Sunday 27 December 9.00 am
	Thursday 31 December 4.00 pm	Saturday 2 January 9.00 am

Background:

The dates and times of Christmas/New Year closing and reopening dates and times varies each year dependent on the days of the week on which Christmas Day and the associated public holidays fall. In 2026, Christmas Day falls on a Friday.

After considering the implications on Shire services and facilities, the proposed closing and re-opening dates and times for the various Shire facilities are detailed in the table below:

Venue	Closing Date/Time	Re-opening Date/Time
Administration Building	Thursday 24 December 12:00 pm	Monday 4 January 8.30 am
Collie Public Library	Thursday 24 December 12.00 pm	Monday 4 January 8.30 am
Roche Park Recreation Centre	Thursday 17 December 7.00 pm	Monday 4 January 9.00 am
Mineworkers Memorial Swimming Pool	Thursday 24 December 4.00 pm	Saturday 26 December 12:00 pm
	Thursday 31 December 4.00 pm	Saturday 2 January 10:00 am
Shire Depot	Thursday 24 December 12.00 pm	Monday 4 January 6.30 am
Waste Transfer Station	Thursday 24 December 12:00 pm	Sunday 27 December 9.00 am
	Thursday 31 December 4.00 pm	Saturday 2 January 9.00 am

Statutory and Policy Implications:

Nil.

Budget Implications:

Staff will utilise accrued leave where services are closed on normal working days.

Where an employee is required to work on Boxing Day or New Year's Day they are paid their normal hourly rate plus an additional double time and a half.

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:

Public notice of the changes to opening hours of Shire facilities over the Christmas and New Year period will be published on the Shire's website, in the local newspaper, and on social media.

Strategic Implications:

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

Relevant Precedents:
Shire facilities have closed over the Christmas and New Year period in previous years.

In 2025/26, the following closing and opening dates and times applied:

- Administration Building
  - 12:00 pm on Wednesday 24 December to 8:30 am Monday 5 January.
- Collie Public Library
  - 12:00 pm on Wednesday 24 December to 8:30 am Monday 5 January.
- Roche Park Recreation Centre
  - 12:00 pm Thursday 18 December to 9:00 am Monday 5 January
- Collie Mineworkers Memorial Swimming Pool
  - 4:00 pm Wednesday 24 December to 10:00 am Friday 26 December
  - 4:00 pm Wednesday 31 December to 10:00 am Thursday 1 January
- Shire Depot
  - 12:00 pm on Wednesday 24 December to 6:30 am Monday 5 January.
- Collie Waste Transfer Station
  - 12:00 pm Wednesday 24 December to 9:00 am Saturday 27 December
  - 4:00 pm Wednesday 31 December to 9:00 am Friday 2 January

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 Christmas and New Year Closing Dates	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
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	Potential safety risks to staff and patrons at the Swimming Pool due to visitor behaviour and lack of available support staff.
	Financial	The application of public holiday penalty rates may result in unnecessary expenditure if facilities remain open beyond periods of demonstrated need.
	Service Interruption	The community may be adversely affected if facility closure periods are excessive.
	Legal and Compliance	N/A

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
	Reputational	The Shire's reputation may be adversely affected if closure periods are perceived to be excessive.
	Environment	N/A
	Property	N/A

Comment:

Essential services to the community will continue during the facilities closure period.

- Ranger Services will be available through advertised ranger mobile number or by leaving a message with the after-hours call service.
- Works and Parks and Gardens staff will be rostered on-call throughout.
- Funeral directors will be advised of on-call staff to respond to cemetery services.
- Information services will be available if required to post essential messages.
- Emergency response staff will be available to respond in the event of an emergency.
- The Transfer Station and the Swimming Pool will only be closed for the minimum reasonable time to allow staff to spend Christmas with their families.

During 2025/26 Christmas and New Year period, the Pool opened at 10:00 am on Boxing Day and New Year's Day. It is proposed that the Pool open at 12:00 pm on Boxing Day (26 December), consistent with its normal public holiday opening hours, which align with Sunday opening hours.

It is recommended that the Pool is closed on New Year's Day due to potential for an increase in behaviour that is inconsistent with the Shire's rules of entry following New Year's Eve and New Year's Day celebrations. Due to the office shutdown, other Shire staff are not available to support Pool staff in the event of an incident. Closing on New Year's Day is also consistent with the practice of many public swimming pools across the Southwest and regional Western Australia.

Council is requested to note the proposed closing and reopening dates and times for Shire facilities over the 2026 Christmas and New Year period.

12. OPERATIONS REPORTS

Nil.

13. DEVELOPMENT SERVICES REPORTS

13.1 Draft Shire of Collie Public Health Plan 2026-2031	
Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Director of Development Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	*Health Act 2016*
Appendices:	13.1.A – Draft Shire of Collie Public Health Plan 2026-2031
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider and approve the Shire of Collie Draft Public Health Plan 2026-2031 as shown in Appendices 1, for public advertising.

Officer's Recommendation:

That Council endorse the Shire of Collie Draft Public Health Plan 2026-2031 as shown in Attachment 1, for public advertising.

Background:

Under the *Public Health Act 2016* (the Act), all local governments must develop a Council-endorsed Public Health Plan (PHP). The Shire of Collie (the Shire) PHP must align with the State Public Health Plan for Western Australia 2025 - 2031 and meet the following legislative requirements:

- Identify the public health needs of the local government district;
- Examine data relating to health status and health determinants in the local government district;
- Establish objectives and policy priorities for the promotion and protection of public health in the local government district;
- Describe the development and delivery of public health services in the local government district; and
- Include a report on the local government's performance of its functions under the Act.

Local governments must review their PHP annually and may amend or replace it at any time. A PHP must be replaced at least every five years, unless it has been updated earlier. In relation the Shire of Collie 2026-2031 PHP, an extension was granted by the Department of Health for it to be endorsed and submitted by 31 December 2026.

The draft PHP aligns with the strategic goals of the Shire of Collie Strategic Community Plan 2026-2036 and reflects the breadth of budgeted services, programs and projects delivered by the Shire to improve community health and wellbeing.

The draft PHP does not introduce new commitments, and it does not require additional budget or staff resources. It is consistent with the objectives of the *Public Health Act 2016* and the State Public Health Plan for Western Australia 2025 – 2031.

Statutory and Policy Implications:

The *Public Health Act 2016*, which requires all local governments in Western Australia to develop a Council endorsed Public Health Plan. Once adopted by Council, the Public Health Plan 2026-2031 will ensure the Shire complies with Section 45 of the Act. It is consistent with the State Public Health Plan for Western Australia 2025 - 2031 and addresses all mandated elements, including the local health needs, objectives, priorities, and review obligations.

Approval of the Public Health Plan 2026-2031 will also help guide future decision-making and resource allocation for the delivery of health and well-being services, programs and projects that align with strategic priorities and state-wide legislative requirements.

Budget – Whole of Life Cost:

The draft PHP does not introduce new commitments, and it does not require additional budget or staff resources. All budget required for implementation of the Shire's PHP in the future will be considered and approved through the Shire's annual budgeting processes.

Communications / Consultation Requirements:

The draft PHP has been developed with input from internal representatives and external agencies. The communities feedback and perspectives will be collected during a 2-week public advertising period, from 11 November 2026 to 25 November 2026.

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

Relevant Precedents:

Council previously adopted the Shire of Collie Public Health Plan 2022-2027 at the Ordinary Council Meeting held 11 April 2023 (resolution 9173).

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	Draft Shire of Collie Public Health Plan 2026-2031
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
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)

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Category	Health	That the Plan not adequately identify or address local public health needs and priorities.
	Financial	N/A
	Service Interruption	N/A
	Legal and Compliance	Failure to adopt, submit or review the Plan in accordance with the Public Health Act 2016 would result in non compliance.
	Reputational	Failure to adequately consult with the community or address identified public health priorities may affect community confidence in the Shire's public health planning.
	Environment	N/A
	Property	N/A

Comment:

The preparation of the Shire's PHP was coordinated by the Development Service Directorate, in collaboration with Community Development. Additional expert assistance has been provided by the Department of Health's Southwest Health Services (SWHS). The aim of the PHP is to capture all the existing work the Shire undertakes to improve health and wellbeing, while aligning with the vision and strategic goals in the Shire's Strategic Community Plan. The draft PHP reflects the breadth of budgeted services, programs and projects delivered by the Shire to improve community health and wellbeing. In developing a draft PHP, shire staff have been guided by the Shire's adopted strategic documents and have considered information from national and state health data and literature and local health data and demographic trends.

The draft PHP includes a draft Action Plan (refer to Appendix 13.1.A) that was developed following a review of the Shire's Strategic Community Plan and the annual budget. The draft Action Plan identifies Directorate responsible for each service, program and project to ensure clear accountability for delivery.

Once approved and finalised (after advertising), the Shire's PHP will be made publicly available as a document. Progress on the achievement of PHP actions will be reported through the Shire's integrated reporting framework. It will be reviewed and updated as required by the *Public Health Act 2016*, and it will be replaced every five years.

Conclusion

It is recommended that Council endorse the Shire of Collie Draft PHP 2026-2031, as detailed in Attachment 1, for public advertising for a period of 14 days.

The final Shire of Collie PHP will be presented to the December 2026 Ordinary Council Meeting for consideration and adoption, to ensure the Department of Health extension date for submission of 31 December 2026 is met.

13.2 Request to Partner on Wheatbelt Rail Trail(s)	
Reporting Department:	Development Services
Reporting Officer:	Alex Wiese - Director Development Services
Accountable Manager:	Phil Anastasakis - Chief Executive Officer
Legislation	N/A
Appendices:	13.2.A – Wheatbelt Rail Trails Report (Broadview Consult, May 2026)
Voting Requirement	Simple Majority

Report Purpose:

Council is requested to receive the Wheatbelt Rail Trails report, partner with the other Shires on the route to progress the actions it contains, and advocate to the State and Federal Governments for funding.

Officer's Recommendation:

That Council:

1. *Receive the Wheatbelt Rail Trails report (Appendix 13.2.A);*
2. *Partners with the other local governments on the route to progress the actions contained in this report, subject to no financial commitment being made without further Council resolution and specific budget allocations; and*
3. *Advocates to the State and Federal Governments for funding to progress the Wheatbelt Rail Trails project.*

Background:

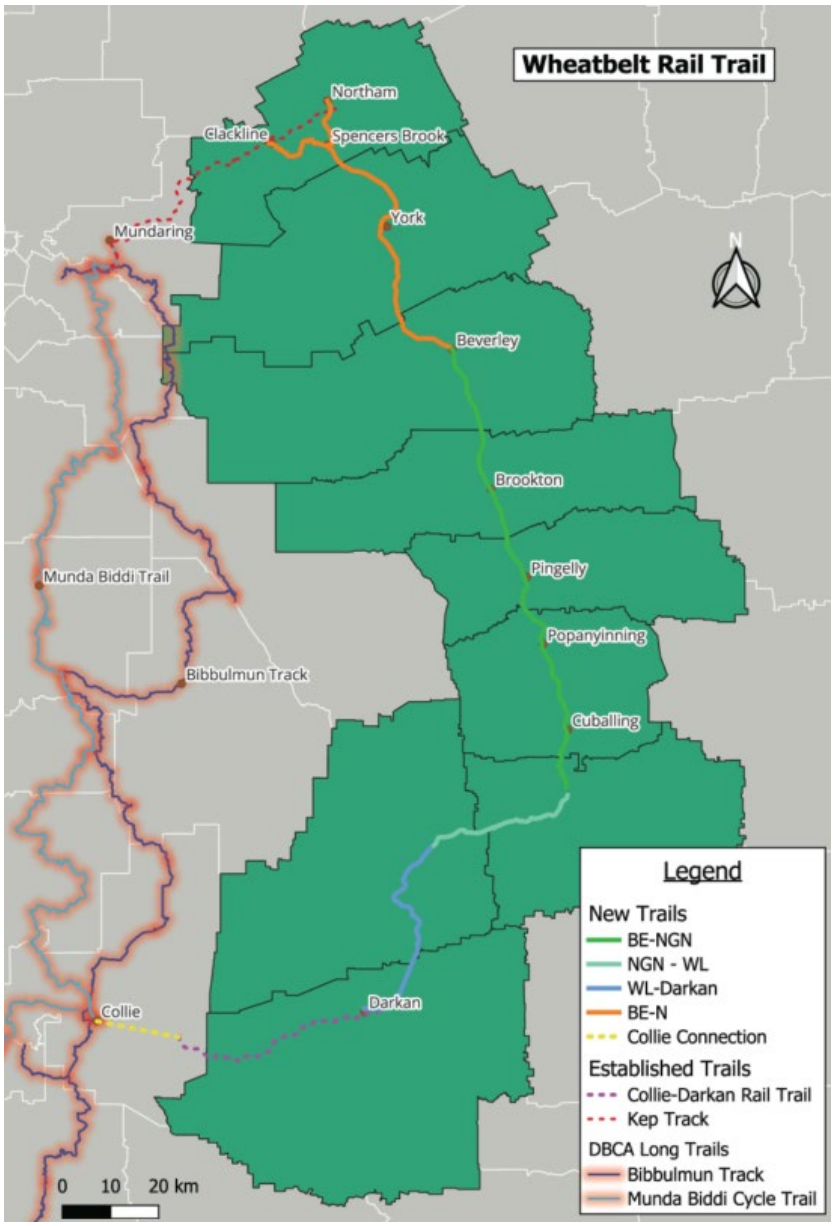
The Wheatbelt Rail Trails is a proposed ~400+km regional cycling and walking loop joining the Kep Track at Northam with the Munda Biddi and Bibbulmun Track at Collie. Approximately 150km of this loop is formed by these existing tracks, while a further ~277km is proposed to be constructed through the Shires of York, Beverley, Brookton, Pingelly, Cuballing, Narrogin, Williams, and West Arthur.

Five local governments – the Shires of Beverley, Brookton, Pingelly, Cuballing and Narrogin – have now formally adopted the *Wheatbelt Rail Trails* report by Council resolution in May/June 2026. This report consolidates earlier trail studies (*Avon Central Coast 2050 Cycling Strategy, Beverley-Narrogin Feasibility Study, Narrogin–Williams Feasibility Study, Darkan–Williams Feasibility Study,* and *Bunbury-Wellington 2050 Cycling Strategy*) to present a unified investment case for a connected Wheatbelt Rail Trail network. The Shire of Collie is now invited to join as an equal partner.

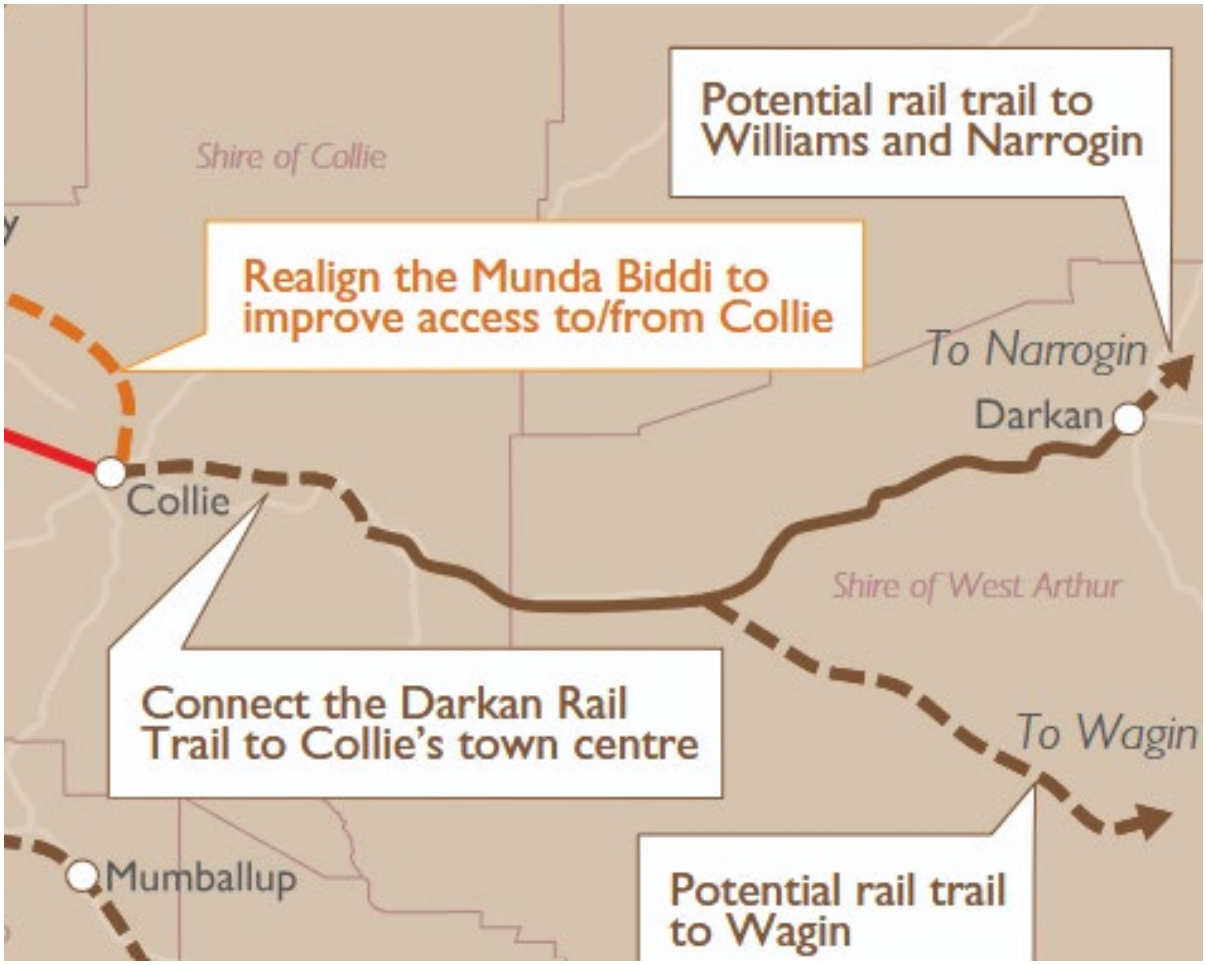
The *Collie River Valley Trails Strategy* notes that the Collie–Darkan Rail Trail is currently underused because it does not directly connect into Collie. The Strategy further notes this connection would provide a direct commuter link to Stockton Lake and the main offices of Griffin Coal and Premier Coal, making daily utilitarian use likely in addition to tourism use.

The Strategy also identifies the possibility of extending the trail 33km from Dardadine to Williams and a further 32km to Narrogin – the alignment now proposed as part of the Wheatbelt Rail Trails network – concluding that these trails should be supported as visitors are likely to commence their journey in Collie. The *Bunbury–Wellington 2050 Cycling Strategy* independently identifies this same connection as a priority Tourist Trail action, confirming alignment between the two Council-adopted strategies.

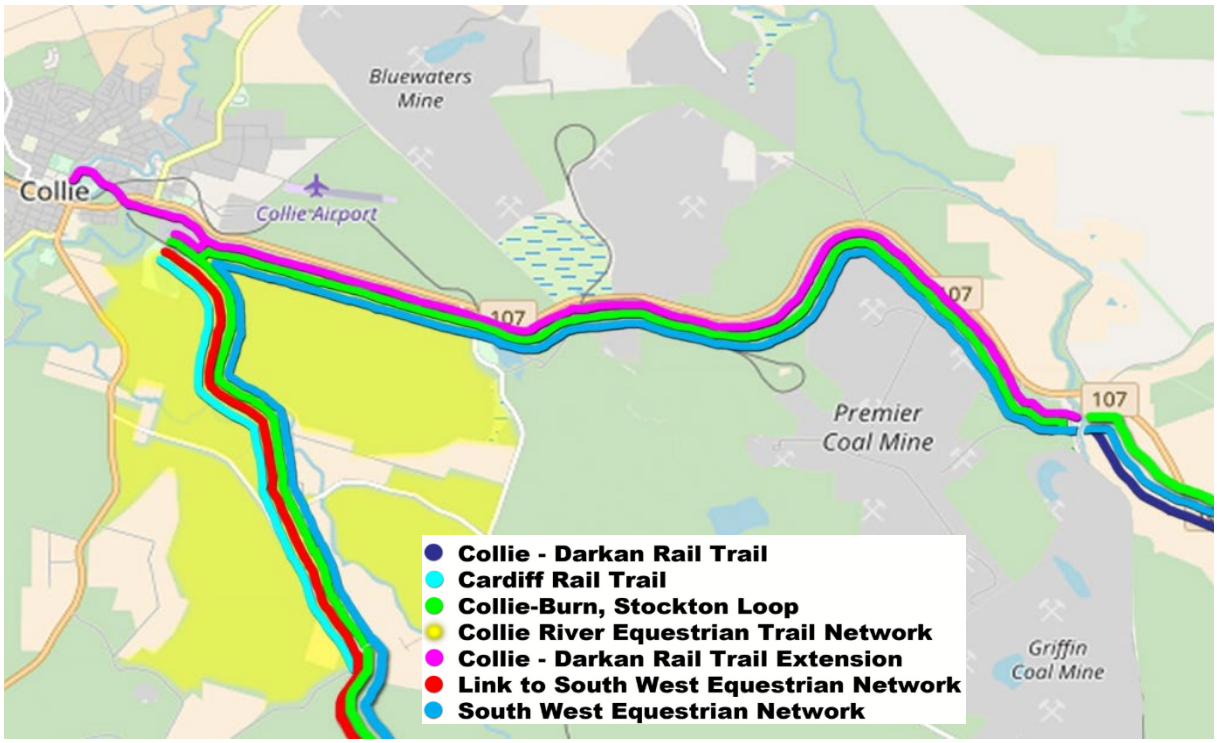
Wheatbelt Rail Trail



Bunbury-Wellington 2050 Cycling Strategy



Collie River Valley Trails Strategy



Statutory and Policy Implications:

Nil.

Budget Implications:

There are no direct or immediate financial implications arising from this report. This resolution commits the Shire of Collie to no capital or operational expenditure.

Budget – Whole of Life Cost:

There are no immediate whole-of-life budget implications associated with the recommendations. Any future costs arising from the Shire's participation in progressing the Wheatbelt Rail Trails project, including project development, implementation, maintenance or ongoing operational responsibilities, will be subject to further consideration by Council and specific budget allocations.

Communications / Consultation Requirements:

The *Collie River Valley Trails Strategy 2018–2021* and the *Bunbury–Wellington 2050 Cycling Strategy* were each developed through community and stakeholder engagement processes and formally adopted by Council on 11 December 2018.

Updated community consultation and landholder engagement specific to any route alignment within the Shire of Collie will be undertaken should this project be funded.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.2	To optimise the value to the community of the various investments in trail installations.

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	Request to Partner on Wheatbelt Rail Trail(s)	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Future project stages, including detailed design, construction, maintenance and ongoing operational costs, may require significant financial investment. There is a risk that external funding may not be secured or that project costs exceed initial estimates. No financial commitment will be made without further Council resolution and specific budget allocation.
	Service Interruption	N/A
	Legal and Compliance	Future trail development may require landholder agreements, tenure arrangements, approvals, permits and compliance with relevant legislation before construction or operation can commence.
	Reputational	Community and stakeholder expectations may increase following Council's support for the project.
	Environment	Future trail construction and development may impact native vegetation, sensitive environmental areas and surrounding land. Appropriate environmental assessments and approvals will be required before any works commence.
	Property	The proposed trail alignment may require access to private land, Crown land or land managed by other authorities. Land access, tenure, ownership and ongoing maintenance responsibilities will need to be resolved before the project progresses to construction.

Comment:

Evidence consistently shows that connected loop trails generate significantly higher visitation, repeat use and visitor spend than out-and-back trails. The Wheatbelt Rail Trails report estimates a 10% usage uplift across connected established trails could deliver an additional ~$6.7M per year in annual revenue.

Collie is well positioned to benefit from the visitor dispersal and overnight stay the wider network generates. The proposed Northam-Collie trail is estimated at ~$22.7M capital and projected at ~$7.2M annual revenue – a return on investment of 3.5 years.

The articulation of the strategic vision to create a long loop trail from Mundaring, near Perth, provides a solid argument for funding. The concept of long trails originating near Perth has been demonstrated by the success of the Munda Biddi and Bibbulmun Track. Multiple authoritative sources state that looped or connected routes increase visitor appeal, support higher repeat visitation, strengthen commercial viability, and increase annual revenue generation.

The Collie Connection (Collie – Darkan Rail Trail Extension) positions Collie at the intersection of three of WA's major long-distance trails: the Wheatbelt Rail Trails, the Munda Biddi Trail and the Bibbulmun Track, reinforcing Collie's role as a Trail Town of national significance.

The *Beverley-Narrogin Feasibility Study* conservatively projects approximately 12,645 users per year. That Study estimates local use alone at 7,285 residents per year. A feasibility study has not been completed for the Collie-Williams section, or for the entire route. However, given Collie's status as a Trail Town and greater regional population, it is anticipated that there will be significantly greater numbers of users of this section than projected for the Beverley-Narrogin section.

Adoption of this resolution enables the CEO and partner Local Governments to advocate for funding from the State and Commonwealth governments.

13.3 Draft Economic Development & Tourism Strategy	
Reporting Department:	Development Services
Reporting Officer:	Melissa Souter-Robertson - Tourism & Economic Development Coordinator
Accountable Manager:	Alex Wiese - Director Development Services
Legislation	*Local Government Act 1995*
Appendices:	13.3.A – Draft Economic Development & Tourism Strategy
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider publicly advertising the draft Shire of Collie Economic Development and Tourism Strategy (Strategy) 2026-2031.

Officer's Recommendation:

That Council endorse public advertising of the draft Shire of Collie Economic Development and Tourism Strategy 2026-2031, as contained in Appendix 13.3.A, for a period of 14 days.

Background:

In December 2020, Council endorsed the draft 2021-2025 Collie Tourism Destination Marketing Strategy (the Strategy), with the final Strategy adopted in June 2021. That strategy was developed by consulting firm DTM Tourism.

To support the achievement of the Strategy's goals and objectives, as well as Just Transition initiatives, the Shire entered into a two-year Community Investment Agreement (the Agreement) with South32 Worsley Alumina (South32) in June 2022. The two-year Agreement commenced in June 2023. Funding from South32 enabled the Shire of Collie to employ a Tourism & Marketing Coordinator to deliver key components of the Collie Tourism Marketing Strategy and to co-sponsor the Kaya Collie series of celebrations, which marked 125 years since Collie was gazetted as a town.

Since then, both the original Strategy and the South32 Agreement have expired.

A new three-year Agreement with South32 is now in place until June 2028. This Agreement features an expanded focus on economic development, while retaining tourism as a core pillar and commencing a review of the Strategy, given the significant changes since its original adoption.

The draft Economic Development and Tourism Strategy 2026-2031 has been developed by the Shire in partnership with consulting firm Delos Delta. Its development was informed by a comprehensive community engagement program, which included targeted engagement with local businesses, industry stakeholders, community members, Elected Members, and Shire staff. The process was guided by the Shire's Tourism & Economic Development Committee (TEDC).

Elected Members attended an internal workshop during the community engagement period, which took place on 18 August 2026. Elected Members were also invited to the TEDC meetings held on 29 September 2026 and 20 October 2026, where they received updates on the Strategy's drafting and were invited to provide further feedback.

Statutory and Policy Implications:

The completion of the Strategy is included in the South32 partnership agreement.

Budget Implications:

The engagement of a consulting firm for the development of the draft Strategy was funded through the South32 Agreement.

Implementation of the new Economic Development and Tourism Strategy 2026- 2031 will be dependent on budget. Initiatives and programs for the financial years 2026/27 and 2027/28 are supported and funded by the South32 Agreement. However, all initiatives and programs in 2028/29 financial year and beyond are aspirational and are currently unfunded.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications as all initiatives and programs are past 2027/28, the term of the current South32 Agreement.

Communications / Consultation Requirements:

As part of the draft Strategy development process, community-wide and targeted consultation was conducted. The community and stakeholder engagement period occurred between 13 August 2026 and 28 August 2026.

All stakeholders within the Shire of Collie were able to provide input through:

- Online survey
- In-person workshops (six held between 18–20 August 2026)
- Collie Chamber of Commerce and Industry (Chamber) Business Connections event (held on 19 August 2026)

Engagement about the input and consultation opportunities were promoted using multiple channels, including:

- Shire of Collie website
- Shire of Collie Facebook page (organic and paid posts)
- Posters in shopfront windows, the Library, and Roche Park Recreation Centre
- Direct email communication
- Advertising in the Collie Bulletin local newspaper
- Advertising on Collie Community radio station
- Chamber event promotions through Chamber marketing channels

Key external stakeholders also invited to participate via workshops included:

- South West Development Commission;
- Collie Delivery Unit;
- Tourism WA;
- Trails WA;
- Australia's South West;
- Regional Development Australia South West;
- Department of Biodiversity and Conservation and Attractions;
- Shire staff; and
- Elected Members.

It is recommended that the draft Strategy be released for public advertising and community feedback for a period of 14 days to provide a final opportunity for community input.

Strategic Implications:

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

Relevant Precedents:

Council has previously adopted the 2021 Tourism Marketing Strategy and Destination Management Plan, and the draft Economic Development & Tourism Strategy will supersede this.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Draft Economic Development & Tourism Strategy	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	Future initiatives and programs identified in the Strategy may require additional funding and resources.
	Service Interruption	N/A
	Legal and Compliance	N/A
	Reputational	Failure to deliver identified initiatives or adequately address community and stakeholder expectations may impact the Shire's reputation and confidence in its economic development and tourism planning.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
	Environment	Some future economic development and tourism initiatives may have environmental impacts and will require appropriate assessment and approvals, where applicable.
	Property	N/A

Comment:

Shire Staff and the consultants (Delos Delta) have completed a comprehensive review of the Shire's Economic and Tourism data and initiatives and have consulted with key stakeholders to develop a draft Economic Development and Tourism Strategy 2026 - 2031 (ED&T).

The revised draft ED&T has been developed utilising a robust framework in line with the West Australia Local Government Association's Economic Development Framework and other key guiding documents from State agencies. Importantly, the revised ED&T aligns with the Shire's newly endorsed Strategic Community Plan 2026-2036. Public consultation has been completed and incorporated into revising the Economic Development & Tourism Strategy and Action Plan (ED&T). The ED&T and Action Plan also clearly delineates between funded initiatives and programs, and those for which funding is sought or required.

The draft Shire of Collie ED&T is presented in Appendix 13.3.A. and developed to guide the Shire's economic development approach for the period 2026 to 2031.

The ED&T and associated Action Plan, will be a new document and will consolidate existing priorities and efforts, identify and elevate gaps, and provide an overarching strategic direction for economic and tourism activity and investment by the Shire.

The following seven strategic themes were identified as focus areas within the draft Strategy:

- Fostering Local Jobs, Business and Industry
- Building the Economy for our Community
- Investing in Collie (Places and Spaces)
- Supporting the Just Transition
- Activating our Visitor Economy
- Encouraging Economic Diversification and Innovation
- Facilitating Housing, Investment and Infrastructure

Each theme has a set of actions that are either short-term (0-2 years) which may be currently funded under the South32 Agreement or are long-term (2-5 years) and will require additional funding and resources to be delivered.

The strategic priorities in the draft Strategy are not intended to be specific actions; rather, they are high-level focus areas that will guide the Shire's direction over time.

Public advertising of the draft Strategy will provide the opportunity for community and stakeholders to review the document and provide feedback prior to final consideration and adoption by Council.

Conclusion

It is recommended that Council approve the Shire of Collie draft ED&T 2026-2031, as detailed in Appendix 13.3.A, for public advertising for a period of 14 days.

The final Shire of Collie ED&T will be presented to the December 2026 Ordinary Council Meeting for consideration and adoption.

14. CORPORATE SERVICES REPORTS

14.1 Review of Local Laws	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Alan Thornton – Director Corporate Services
Legislation	*Local Government Act 1995*
File Number:	LAW/001
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose:

For Council to consider a report in relation to a review of local laws and to determine whether each local law reviewed should remain unchanged, be repealed, or be amended.

Officer's Recommendation:

That Council resolves that:

1. *The following Shire of Collie Local Laws be amended:*
   a) *Activities in Throughfares and Public Places and Trading Local Law 2012*
   b) *Local Law No. 8 – Health*

2. *The following Shire of Collie Local Laws remain unchanged:*
   a) *Bush Fire Brigades Local Law 2017*
   b) *Extractive Industries Local Law 2015*
   c) *Cemeteries Local Law 2019*
   d) *Dogs Local Law 2020*
   e) *Local Law – Fencing 2013*
   f) *Parking and Parking Facilities Local Law 2012*

Background:

Section 3.16 the *Local Government Act 1995* (the Act) requires local governments to periodically review their local laws. Prior to recent reforms introduced by the *Local Government Amendment Act 2024,* local laws were required to be reviewed within eight years of their commencement or most recent review. Under the local government reforms, this review period is being extended to 15 years.

As part of the legislative changes, local governments are required to review any local laws that had not been reviewed within the eight years preceding the relevant legislative amendments, by 7 December 2026.

The Shire of Collie has nine local laws, eight of which have been included in the current review:

1. Activities in Throughfares and Public Places and Trading Local Law 2012
2. Bush Fire Brigades Local Law 2017
3. Cemeteries Local Law 2019
4. Dogs Local Law 2020
5. Extractive Industries Local Law 2015
6. Local Law – Fencing 2013
7. Local Law No. 8 – Health
8. Parking and Parking Facilities Local Law 2012
9. Standing Orders Local Law 2017 (excluded from this review)

The Shire of Collie Standing Orders Local Law 2017 has not been included in the current review, as statewide reforms to introduce standardised meeting procedures regulations are progressing. These regulations are being developed in consultation with the local government sector and are expected to be considered by the Regulations Working Group later in 2026. Implementation of the standardised meeting procedures are anticipated in 2027/28.

As the Standing Orders Local Law 2017 was made within the eight-year period preceding the 2024 legislative amendments, it is not currently required to be reviewed. At this stage, no information is available regarding action that may be required in relation to existing Standing Orders Local Laws following the introduction of standardised meeting procedures.

Although some of the other local laws were made within the eight-year period preceding the legislative amendments, they have also been included in the current review as part of a comprehensive review process.

The Shire's review process included a six-week public notice period during which community members were invited to make submissions.

The review aims to ensure the Shire's local laws continue to:

- align with current State legislation and regulatory requirements;
- support effective governance and service delivery;
- address changing community needs and expectations; and
- provide clear and enforceable rules for residents, businesses and visitors.

The review does not consider the need for any additional local laws. Any proposed additional local laws would be the subject of a separate report.

In reviewing the local laws, Council is to determine whether it considers that each local law should be repealed, be amended or remain unchanged.

Statutory and Policy Implications:

Transitional provisions in clause 65 of Schedule 9.3 of the *Local Government Amendment Act 2024* require local governments to review local laws that have not been reviewed within the eight years prior to legislative amendments being made. This requirement does not apply to local laws already reviewed during that period.

These reviews must be completed by 7 December 2026. Local laws not reviewed by this date will lapse.

Local Government Act 1995
3.16. Periodic review of local laws

(1) Within a period of 15 years after the day on which a local law commenced or a determination in respect of the local law was last made under subsection (4), as the case requires, a local government must carry out a review of the local law to determine whether it considers that the local law should be repealed, be amended or remain unchanged.

(2) The local government is to give local public notice stating that —

(a) the local government proposes to review the local law; and

(b) a copy of the local law may be inspected or obtained at any place specified in the notice; and

(c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

(3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.

(4) After the report has been submitted to its council, the local government must determine whether it considers that the local law should be repealed, be amended or remain unchanged.*

** Absolute majority required.*

(5) If no determination is made under subsection (4) within the applicable 15-year period under subsection (1), the local law is repealed at the end of that period.

(6) If a local law is repealed by subsection (5), the local government must, not later than 14 days after the end of the applicable 15-year period —

(a) give notice of the repeal to —

(i) the Departmental CEO; and

(ii) if a department of the Public Service other than the Department assists in the administration of an Act under which the local law was made — the chief executive officer of that other department;

and

(b) publish notice of the repeal in the Gazette; and

(c) give local public notice of the repeal.

(7) If different provisions of a local law commenced on different days, the local law is taken, for the purposes of this section, to have commenced on the earliest of those days.

(8) This section does not apply to a local law if all it does is amend the text of, or repeal, a local law.

Budget Implications:

Whilst there are no costs associated with the current review, costs may arise from the preparation of amendments and associated advertising and gazettal.

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:

Local public notice of the Review of Local Laws was advertised in accordance with s.3.16 (2) and s.1.7 of the Act. and r.3A of the *Local Government (Administration) Regulations 1996* including:

- Published on Shire's website - 28 August 2026.
- Published in a newspaper circulating generally in the district (Collie River Valley Bulletin) – 27 August 2026.
- Posted on Shire social media account (Facebook) - 28 August 2026.
- Exhibition on a notice board at the local government offices and the library - 25 August 2026.

The closing date for submissions was Friday 9 October 2026. No public submissions were received.

Strategic Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.2	Good governance and financial management
Strategic Priority:	5.2.4	To benchmark against industry governance and financial standards

Relevant Precedents:

Council has previously considered items in relation to creation, amendment and repeal of local laws.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Review of Local laws	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the residual risk rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category	Health	N/A
	Financial	N/A
	Service Interruption	Service to the community could be disrupted if local laws lapsed.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
	Legal and Compliance	Failure to review local laws in accordance with the Local Government Act 1995 and recent legislative reforms would result in the Shire not being compliant with statutory requirements and existing older local laws would lapse.
	Reputational	Outdated or inconsistent local laws may undermine enforceability and expose the Shire to legal challenges and reputational damage.
	Environment	N/A
	Property	N/A

Comment:
Details of each local law reviewed are shown below. The existing local laws are available for viewing on the Shire's website.

Activities in Throughfares and Public Places and Trading Local Law 2012
The existing Activities in Throughfares and Public Places and Trading Local Law 2012 was gazetted on 13 November 2012.

Council resolved to advertise its intention to make a new "Activities in Thoroughfares and Public Places and Trading Local Law 2019" in October 2019 whilst also requesting further information on how other local governments manage trading in public places (Resolution 8271).

Following further research, a new "Activities in Thoroughfares and Public Places and Trading Local Law 2024" was presented to Council in August 2024. The revised Local Law also incorporated the previously endorsed provisions relating to designated non-smoking areas, considered by Council at its meeting held in April 2024 (Resolution No. 9398). The making of the proposed Local Law did not progress beyond advertising.

The draft "Activities in Thoroughfares and Public Places and Trading Local Law 2024" was based on the Western Australian Local Government Association (WALGA) model. In December 2025, WALGA issued an advice note highlighting that ongoing legislative amendments since the release of the template may have affected the accuracy or relevance of its legislative references.

Changes to the requirements for street performers was previously also explored.

Given the time elapsed since the draft "Activities in Thoroughfares and Public Places and Trading Local Law 2024" was last considered, a further review is warranted to ensure the proposed Local Law reflects current legislation and operational requirements before recommencing the process to make a new local law.

Recommendation
That the Activities in Throughfares and Public Places and Trading Local Law 2012 be amended.

Bush Fire Brigades Local Law 2017

The Bush Fire Brigades Local Law 2017 was gazetted on 21 July 2017, with an amendment gazetted on 2 October 2018 following a request from the Joint Standing Committee on Delegated Legislation.

The Local Law is predominantly based on the WALGA model, with some additional provisions specific to the Shire of Collie to reflect the operational arrangements of the Shire's Bush Fire Brigades.

While there may be opportunities to refine the Local Law, no significant issues have been identified that warrant amendment at this time. It is therefore recommended that the Local Law remain unchanged.

Recommendation
That the Bush Fire Brigades Local Law 2017 remain unchanged

Cemeteries Local Law 2019

The Cemeteries Local Law 2019 was gazetted on 14 June 2019. Following consideration by the Joint Standing Committee on Delegated Legislation, several amendments were made to address drafting and other matters identified by the Committee. These amendments were gazetted on 10 January 2020.

The Shire of Collie Cemeteries Local Law 2019 is predominantly based on the WALGA model.

Feedback from Shire staff identified that the number of working days specified in clause 3.4 should ideally be increased to five. While this suggestion is supported, it is considered that the current timeframe can be managed through operational arrangements. This matter can be revisited should further amendments to the Local Law become necessary.

Overall, the Local Law is considered suitable in its current form to meet the Shire's operational requirements, and it is not proposed to amend the Local Law at this time.

Recommendation
That the Shire of Collie Cemeteries Local Law 2019 remain unchanged.

Dogs Local Law 2020

The Shire of Collie Dogs Local Law 2020 was gazetted on 4 August 2020.

The Local Law is predominantly based on the WALGA model. Shire Rangers have not identified any issues or requested amendments to its current provisions.

Given that the Local Law is relatively recent and no public submissions or staff requests for amendments have been received, it is considered suitable in its current form to meet the Shire's operational requirements. No amendments are proposed at this time.

Recommendation
That the Shire of Collie Dogs Local Law 2020 remain unchanged.

Extractive Industries Local Law 2015

The Extractive Industries Local Law 2015 was gazetted on 26 February 2016.

The Local Law requires persons wishing to conduct an extractive industry within the Shire to obtain a licence from the Shire. Its purpose is to regulate extractive industries to minimise potential impacts on the environment, roads, public health and property, and to ensure the restoration and reinstatement of excavation sites.

While there are some minor inconsistencies between the Local Law and the WALGA model, all legislative references remain current. The Local Law is considered sufficient in its current form to meet the Shire's operational and regulatory requirements, and no amendments are proposed at this time.

Recommendation

That the Extractive Industries Local Law 2015 remain unchanged

Local Law – Fencing 2013

The Shire of Collie Local Law – Fencing 2013 was gazetted on 4 July 2013.

The WALGA model Fencing Local Law is largely consistent with the Shire's existing Local Law. Development Services staff have recommended that the existing Local Law be retained without amendment.

The Local Law is considered suitable in its current form to meet the Shire's operational requirements, and no amendments are proposed.

Recommendation

That the Shire of Collie Local Law – Fencing 2013 remain unchanged.

Local Law No. 8 – Health

The Shire of Collie Local Law No. 8 – Health was gazetted on 9 February 2001. This Local Law was adopted under previous legislation and has not undergone a substantive review since its adoption. The existing Local Law contains a number of provisions developed under legacy legislation.

As such, it is recommended that the Local Law be amended to align with current industry standards.

Recommendation

That the Shire of Collie Local Law No. 8 – Health be amended.

Parking and Parking Facilities Local Law 2012

The Shire of Collie Parking and Parking Facilities Local Law 2012 was gazetted on 13 November 2012, with an amendment gazetted on 13 October 2017.

The Local Law is consistent with the WALGA model. Development Services staff have recommended that the existing Local Law be retained without amendment.

Although Council has requested further investigation into parking arrangements within the Collie town centre, the outcomes of those investigations will not be restricted by the existing Local Law. Accordingly, there is no need to amend the Local Law at this stage, and it is recommended that it be retained unchanged.

Recommendation
That the Parking Facilities Local Law 2012 be remain unchanged.

Conclusion

The officer's recommendation is that the Activities in Thoroughfares and Public Places and Trading Local Law 2012 and Local Law No. 8 – Health 2001 be amended. The remaining local laws included in the review are recommended to be retained without amendment. No local laws are recommended for repeal.

The proposed amendments will be presented to Council through a staged process, with the Activities in Thoroughfares and Public Places and Trading Local Law 2012 to be presented first.

14.2 Variation to Lease 1377/97 – Collie Motorcycle Club, Stockton Park	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Alan Thornton – Director Corporate Services
Legislation	*Local Government Act 1995* *Conservation and Land Management Act 1984*
File Number:	L1377
Appendices:	Nil
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a five-year extension of the lease with the Conservation and Land Management Executive Body for land within Collie State Forest No. 4 used by the Collie Motorcycle Club (the Club) as a motocross track, together with a corresponding extension of the sublease to the Club.

Officer's Recommendation:

That Council:

1. *Authorises the President and the Chief Executive Officer to sign and affix the Common Seal to the Deed of Variation of Lease for "Lease No. 1377/97, Collie State Forest No. 4 – Motor Cycle Scramble Course" with the Conservation and Land Management Executive Body, extending the term by five years to 28 February 2032 and increasing the minimum public liability insurance requirement to $20,000,000.*
2. *Authorises the renewal of the lease between the Shire of Collie and the Collie Motorcycle Club Inc. until 28 February 2032 based on the updated template lease agreement.*

Background:

The Collie Motorcycle Club's (the Club) premises are located on a portion of Collie State Forest No. 4 on Piavanni Road, Collie. The land is under the control of the Conservation and Land Management Executive Body (the Executive Body) and is leased to the Shire of Collie (the Shire). The Shire subleases the site to the Club.

The current lease between the Executive Body and the Shire commenced on 1 March 2005 for an initial term of five years and was subsequently extended to 28 February 2026 in 2016. It is currently operating under the holding-over provisions.

The Executive Body has offered a further five-year extension of the lease. The Deed of Variation to Lease requires minimum public liability insurance of $20,000,000, an increase of $10,000,000 from the requirement under the current lease.

The existing lease between the Shire and the Club commenced on 1 March 2016 for a term of ten years and is also currently operating under the holding-over provisions.

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

Budget Implications:

The lease between the Shire and the Club is classified as "community built and operated" with the lessee responsible for building insurance, utilities, maintenance and repair.

The lease between the Executive Body and the Shire includes annual rent, the cost of which is invoiced to the Club.

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:

The Club has confirmed its interest in continuing to sublease the site.

Shire staff have met with representatives of the Department of Biodiversity, Conservation and Attractions to discuss the proposed lease extension.

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:

In August 2016, Council resolved to extend the lease and sublease for a period of ten years.

Risk Assessment:

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Variation to Lease 1377/97 – Collie Motorcycle Club Stockton Park	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
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	N/A
	Service Interruption	The Club may experience disruption to motocross activities and events if the lease is not extended.
	Legal and Compliance	Failure to appropriately vary or renew the lease and sublease, or to comply with the applicable lease conditions and statutory requirements, may expose the Shire to legal and compliance risks.
	Reputational	Failure to facilitate the continued operation of an established sporting club may adversely affect the Shire's reputation and its relationship with the Club and the wider community. Maintaining the lease supports community sport, recreation and participation.
	Environment	Motocross activities may result in environmental impacts. The Club's ongoing operations should remain consistent with the lease conditions and any applicable environmental requirements.
	Property	The built property is owned and maintained by the Club.

Comment:

The Club remains active, with strong membership and at least nine events scheduled each year. Extending the lease for a further five-year term will provide the Club with continued security of tenure and enable it to maintain its operations at the existing site.

Council is requested to authorise the signing and affixing of the Common Seal to the Deed of Variation between the Executive Body and the Shire to extend the lease for a further five-year term.

Council is also requested to authorise the Shire to renew the sub-lease with the Collie Motorcycle Club for the corresponding five-year term. The Shire's existing lease templates are currently under review to ensure the respective responsibilities and obligations of the Shire, as lessor, and the lessee are clearly defined. Subject to Council's support for the recommendation, a new lease will be prepared using the updated template.

14.3 Financial Management Report – September 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 14.3.A – Financial Report – Sep 2026
Voting Requirement	Simple Majority

Report Purpose

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

Officer's Recommendation:

That Council receives the Financial Management Report for 30 Sept 2026 as presented in Appendix 14.3.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 – Sep 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 14.3.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.

Note 2 – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. Employee costs are lower by $609,551 due to staff vacancies. While salaries and wage costs are lower due to staff vacancies, a portion of these savings have been used to engage agency contract staff and contractors to provide ongoing service in finance, ranger services and engineering operations. Grant revenue is lower than budget due to grant funding being received in June 2025.

Note 7 – Receivables details Rates and Charges collectable as at reporting date. Outstanding rates and charges, excluding pensioner deferred balances, totalled $5,871,628. This represents 45.71% of collectible rates and charges. This is lower than the 48.73% recorded at the same time last year. Management's target is to reduce outstanding rates and charges to below 4% of collectible rates and charges by 30 June 2027.

2026/27 annual rates were raised on 15 July 2026 and were due 24 August 2026 for payment in full or for the first of four instalments. The final instalment is due on 8 March 2027.

The Financial Management Reports included in Appendix 14.3.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.

14.4 Accounts Paid – 16 Sep to 15 Oct 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 14.4.A – List of Accounts Paid Appendix 14.4.B – List of Purchasing Card Payments
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 16 Sep 2026 to 15 Oct 2026

Officer's Recommendation:

That Council:

1. *Notes the Chief Executive Officer's list of accounts for the period 16 Sep 2026 to 15 Oct 2026 paid under delegation in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.4.A totalling $1,908,614.06.*
2. *Notes the reported card transactions for the the period 16 Sep 2026 to 15 Oct 2026 in accordance with Regulation 13A(1) of the Local Government (Financial Management) Regulations 1996, as presented in Appendix 14.4.B totalling $7,198.04.*

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 Sep 2026 to 15 Oct 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 14.4.A and 14.4.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

Nil

21. CLOSE

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

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

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

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

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

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

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