



Shire of  
**Collie**

# MINUTES

for the

# ORDINARY MEETING OF COUNCIL

held on

Tuesday, 19 July 2022

SHIRE OF COLLIE  
**MINUTES - ORDINARY MEETING OF COUNCIL**  
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Minutes of the Ordinary Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 19 July 2022 commencing at 7:00pm.

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

**PRESENT:**

Ian Miffing OAM JP	Councillor (Deputy Shire President)
Brett Hansen	Councillor
John Kearney	Councillor
Joe Italiano	Councillor
Michelle Smith	Councillor
Gary Faries	Councillor
Elysia Harverson	Councillor
Leonie Scoffern	Councillor
Brent White	Councillor

Stuart Devenish	Chief Executive Officer
Matthew Young	Director Development Services
Rick Miller	Director Technical Services
Nicole Wasmann	Director Corporate Services
Hasreen Mandry	Finance Manager
Cassie Keir	CEO Personal Assistant

**APOLOGIES:**

Sarah Stanley	Councillor (Shire President)
Rebecca Woods	Councillor

**GALLERY:**

Joe Hetherington (left Chambers at 7.17pm)  
Steve and Claire Sprigg (left Chambers at 7.44pm)

**PRESS:**

Nola Green	CRV Bulletin
Jacinta Cantatore	SW Times

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

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

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

Crs Stanley and Woods seek a leave of absence for this Ordinary Council Meeting.

9021

**Recommendation/Council Decision:**

**Moved: Cr Faries**

**Seconded: Cr Hansen**

**That Council grant Crs Stanley and Woods a Leave of Absence for this Ordinary Council Meeting.**

**CARRIED 9/0**

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**2. PUBLIC QUESTION TIME**

<b>9022</b>	<b>Moved: Cr Scoffern</b>	<b>Seconded: Cr Kearney</b>
	<b>That Council suspend Standing Orders</b>	
		<b>CARRIED 9/0</b>

Mr Hetherington noted that a motion had been passed in February 2022 to have a public forum regarding South Branch/Lake Kepawari and asked why the meeting had been cancelled and who made the decision?

Response:

Mr Devenish advised that there was no decision to cancel the public forum. Following collaboration with the State Government Minister Kelly advised that he was not available but committed to send his Senior Officers to a public meeting. It was decided that a public morning tea would be appropriate. Mr Devenish reiterated the importance of collaborating with the State Government as the matter is wholly under control of the State and not the Shire. A morning tea will be arranged in the near future, which will be publicised and the community will have the opportunity to ask questions.

<b>9023</b>	<b>Moved: Cr Kearney</b>	<b>Seconded: Cr Harverson</b>
	<b>That Council resume Standing Orders</b>	
		<b>CARRIED 9/0</b>

Mr Hetherington left the Chambers at 7.17pm.

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

Cr Italiano

EFT33374 – Water Corporation – Questioned excessive cost of water to Finlay Park and if a leak was detected.

Mr Miller responded:

EFT33374 - \$23,530.03 is the total water bill for the 16 different locations listed immediately below the transaction.

The water meter for Finlay Park also services Baarnimaar Park and the Art Gallery. Although there was a temporary leak at Finlay Park, the water usage was 4,000L/day less than for the same period last year.

Cr Miffling

EFT33436 – Central Garage – Questioned the ‘change over for coloured lights’ charge.

Mr Miller responded:

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The Rangers' vehicles have flashing lights on front, rear and light bar on roof. A previous ranger had blue flashing lights installed on the back of canopy, the reasoning was to stand out more and make traffic slow down particularly when dealing with stock on roads. As Rangers we are not authorised to have blue lights as only emergency response vehicles are approved, we can only have red and amber as per our light bar.

It was intended to have these changed as part of the vehicle change overs but due to the changes in council vehicle policies regarding trade in schedule this had been delayed. As one of the rear lights on 112 CO had failed it was considered a good time to proceed with the changes, with all lights now red and amber.

**4. DISCLOSURE OF FINANCIAL INTEREST**

Nil

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Members of the public invited by the Chairperson may address the meeting after Standing Orders have been suspended.

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

- There is one matter for which the meeting may be closed to the public.

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

Item 13.1 to be brought forward due to interest by attending persons.

<b>9024</b>	<b>Moved: Cr Harverson</b> <b>That Council move into Committee.</b>	<b>Seconded: Cr White</b>  <b>CARRIED 9/0</b>
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The public left the chambers at 7.23pm.

<b>9025</b>	<b>Moved: Cr Kearney</b> <b>That Council move out of Committee.</b>	<b>Seconded: Cr Scoffern</b>  <b>CARRIED 9/0</b>
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Members of the public returned at 7.40pm.

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**13.1 Tender 03/2022 – Provision of Cleaning Services for Public Toilets, Barbeques, and Council Facilities (3-year contract)**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Scott Geere – Manager Building Services
<b>Accountable Manager:</b>	Matt Young – Director Development Services
<b>Legislation</b>	Local Government Act 1995 – Section 3.57 Local government (Functions and General) Regulations 1996 – r.11,r.13,r.14,r.18,r.20,r.21A
<b>File Number:</b>	CMG/264
<b>Appendices:</b>	CONFIDENTIAL – Appendix 13.1.A
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

For Council consideration to accept or reject Tender 03/2022 Provision of Cleaning Services for Public Toilets, Barbeques and Council facilities.

**9026 Officer's Recommendation/Council Decision:**

**Moved: Cr Faries**

**Seconded: Scoffern**

**That Council resolve to:**

- 1. accept the tender, being submitted by TLC Carpet and Tile Cleaning, to provide in accordance with Tender 03/2022 Provision of Cleaning Services for Public Toilets, Barbeques and Council facilities (three year contract) for an annual payment of \$113,317.35 ex GST;**
- 2. authorise the Chief Executive Officer, to liaise with the successful tenderer to make minor variations before entry into contract;**
- 3. authorise the Chief Executive Officer, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the 3-year contract for Tender 03/2022 Provision of Cleaning Services for Public Toilets, Barbeques and Council facilities.**

**CARRIED 9/0**

**9027 Officer's Recommendation/Council Decision:**

**Moved: Cr Italiano**

**Seconded: Cr Hansen**

**That Council resolve to acknowledge and thank Dave Swan for 25 years of service to the Shire of Collie.**

**CARRIED 9/0**

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**Question Taken on Notice**

Cr Faries noted that a weekly clean was scheduled for the Wallsend ground and asked who actually uses the facilities?

Mr Young took the question on notice.

**Background:**

The current three year cleaning contract with Dave's Cleaning Service for the cleaning of public toilets, barbeques and council facilities is due to expire on the 28 August 2022. The current contractor has notified the Shire that they do not intend to seek to extend or submit for a new contract.

A new tender has subsequently been advertised to allow for a new contract for the provision of this service for a three year period.

This contractual arrangement is commonly used by Local Governments as the tasks require service 7 days per week at various hours of the day, and also outside of working hours, on occasion. This method has been in place by the Shire of Collie for approximately 21 years.

The public facilities that current require cleaning consist of:

- Public Toilets – 16 sites;
- Barbeques – 4 sites;
- Change Rooms – 2 sites.

The tender was advertised as follows via the following mediums:

- Tenderlink on the 2 June 2022;
- South Western Times on the 2 June 2022; and
- Collie Mail on the 2 June 2022.

The tender period closed on the 24 June 2022.

**Statutory and Policy Implications:**

Tendering for this contract was undertaken in accordance with the *Local Government (Functions and General) Regulations 1996 Part 4 – Tenders for provision of Goods or Services*.

Shire of Collie Corporate Services Policy 2.8 CS2.7 - Tenders, Quotations & Price Preference Policy.

**Budget Implications:**

Allocations included in annual budget.

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

Nil.

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

*Outcome 3.4: Council buildings and service-related assets that support community needs.*

*Strategy 3.4.1: Ensure public buildings, facilities and public amenities are provided and maintained at an appropriate standard.*

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**Relevant Precedents:**

Nil.

**Comment:**

The cleaning of Shire facilities has been carried out by Dave's Cleaning Services for the last twenty-five (25) years, with the Shire supplying nearly all material including chemicals, toilet rolls, and other disposable items. The contractor is responsible for providing the service including required vehicle/s and equipment and is to dispose of all waste in accordance with relevant legislation and environmental guidelines, whilst adhering to Shire policy requirements.

At different times of the year the level of service will change dependant upon seasonable usage by the public. Also regular events like the Collie Show and other community attractions will require special cleans to ensure a health and inviting image for Collie.

The request for tender requires a cost to be submitted with variations and 'additional' cleaning prices. The term of the contract is for 3 years. It is proposed that the contract commences from 29<sup>th</sup> August 2022.

Tenders closed on the 24 June 2022 and one tender was received from a local Collie-based contractor, being TLC Carpet and Tile Cleaning with a price of \$113,317.35 (excl. GST) per annum.

The business proprietors, Steven and Claire Sprigg, are currently outfitted with all necessary equipment to carry out the required cleaning scope. They primarily specialise in carpet and tile cleaning however, carry out general cleaning duties for at least one local business.

Due to the demanding 7-day a week contract they also intend to recruit another 2 local employees should they be successful with their submission. This is to ensure staff are always on hand for emergency call-outs as well.

A referee check was carried out by the Manager of Building Services as part of this vetting process, with very favourable feedback received from their clients in terms of customer service and workmanship.

The Manager Building Services evaluation assessment recommends that TLC Carpet and Tile Cleaning represent value for money and the most advantageous for the shire to deliver the subject service.

Mr and Mrs Sprigg left the Council Chambers at 7.44pm.



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

9028

**Recommendation/Council Decision:**

**Moved: Cr White**

**Seconded: Cr Scoffern**

**That Council confirms the Minutes of the Ordinary Meeting of Council held on 14 June 2022.**

**CARRIED 9/0**

**9. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

Nil.

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

Nil.

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**11. CEO REPORTS**

Nil

**12. CORPORATE SERVICES REPORTS**

**12.1 Accounts Paid – May 2022**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Hasreen Mandry – Finance Manager
<b>Accountable Manager:</b>	Nicole Wasmann – Director Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995 &amp; Financial Management Regulations 1996</i>
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	Appendix 12.1.A – Accounts Paid – May 2022
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

To present the accounts paid during the month of May 2022.

**9029 Officer's Recommendation/Council Decision:**

**Moved: Cr Kearney**

**Seconded: Cr Harverson**

**That Council accepts the Accounts as presented in Appendix 12.1.A being vouchers 41861-41864 totalling \$512.05 and direct payments totalling \$339,451.19 authorised and paid in May 2022.**

**CARRIED 9/0**

**Questions Taken on Notice**

Cr Faries

EFT 33588 - \$2,548.49 Bunbury Trucks to replace clutch in truck. Why did we use Bunbury Trucks to change a clutch instead of our staff, given we now have a hoist?

Mr Miller took the question on notice.

EFT 33619 - \$990.00 to Dynamic Security Management for an alarm call out to Roche Park. This seems expensive for a call out, is Dynamic Security Management a local contractor?

Mrs Wasmann took the question on notice.

**Background:**

In accordance with Delegation 14 adopted by Council on 10 August 2021, the Chief Executive Officer (CEO) is authorised to incur expenditure in accordance with the

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Annual Budget provisions and limited over-expenditure subject to subsequent budget amendment. In doing so, section 13 of the *Financial Management Regulations 1996* is to be adhered to with a list of accounts for approval to be presented to the Council each month.

Month	2021/22		
	Cheques	Electronic Transfer	Total Payment
July	\$892.50	\$1,223,621.35	<b>\$1,224,513.85</b>
August	\$894.15	\$965,386.72	<b>\$996,280.87</b>
September	\$1,395.45	\$791,284.41	<b>\$791,284.41</b>
October	\$2,587.35	\$633,745.89	<b>\$636,333.24</b>
November	\$1,753.60	\$494,393.69	<b>\$496,147.29</b>
December	\$1,721.00	\$830,299.78	<b>\$832,020.78</b>
January	\$622.12	\$1,542,894.19	<b>\$1,543,516.31</b>
February	\$288.00	\$654,150.09	<b>\$654,438.09</b>
March	\$17,017.75	\$1,426,694.90	<b>\$1,443,712.65</b>
April	\$4,881.18	\$1,302,459.11	<b>\$1,307,340.29</b>
May	\$512.05	\$339,451.19	<b>\$339,963.24</b>
June			

**Statutory and Policy Implications:**

*WA Local Government Act 1995*  
*Financial Management Regulations 1996*

Council Policy CS3.7 relates to the payment of Creditors, and in particular item 5.0 which relates to the presentation of accounts paid.

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

**Budget Implications:**

All liabilities settled have been in accordance with the Annual Budget provisions.

**Communications Requirements: (Policy No. CS1.7)**

Nil

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

Nil

**Relevant Precedents:**

N/A

**Comment:**

For a detailed listing of payments see Appendix 12.1.A. Any questions relating to the accounts please forward prior to the meeting for clarification.

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**12.2 Financial Report – May 2022**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Hasreen Mandry – Finance Manager
<b>Accountable Manager:</b>	Nicole Wasmann – Director Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995 &amp; Financial Management Regulations 1996</i>
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	12.2.A – Financial Report – May 2022
<b>Voting Requirement</b>	Absolute Majority

**Report Purpose:**

To provide a summary of the Financial Position for the Shire of Collie for the month ending May 2022.

**9030 Officer's Recommendation/Council Decision:**

**Moved: Cr Italiano**

**Seconded: Cr Faries**

**That Council resolve by Absolute Majority to accept the Financial Management Report for May 2022 as presented in Appendix 12.2.A.**

**CARRIED 9/0**

**Background:**

In accordance with Council policy and the provisions of the *Local Government Act 1995*, the Financial Report and budget amendments required for the end of the period is presented to Council for information. Refer to Appendix 12.2.A.

**Statutory and Policy Implications:**

*Local Government Act 1995*  
*Financial Management Regulations 1996*

**Budget Implications:**

Nil

**Communications Requirements: (Policy No. CS1.7)**

Nil

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

Nil

**Relevant Precedents:**

N/A

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**Comment:**

In accordance with the *Local Government (Financial Management) Regulations 1996* (Regulation), a monthly financial report must be compiled on variances greater than the percentage agreed by Council, which for the 2021/22 financial year is plus or minus 10% or \$10,000.

The financial statements provided in Appendix 12.2.A reports on the following information for the reporting period:

- Snapshot of the overall financial performance
- Financial Activity by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Financial Position
- Material Variances
- Budget Amendments
- Cash and Investments
- Reserve and Trust balances
- Capital Projects
- Other Projects
- Borrowings & Advance
- Leases
- Asset Disposals
- Receivables and Payables

For reporting period May 2022, it is to be noted that total cumulative revenue is 1% under the year-to-date budget and total cumulative expenditure is 21% under the year-to-date budget.

	Full Year Budget	YTD Budget	YTD Actual	YTD Comparison
<b>Operating Revenue</b>	11,705,970	9,945,303	12,218,973	over
<b>Capital Revenue</b>	8,322,041	4,528,269	2,417,713	under
<b>Financing Revenue</b>	489,427	22,342	22,342	

	Full Year Budget	YTD Budget	YTD Actual	YTD Comparison
<b>Operating Expenditure</b>	14,610,652	13,218,591	12,191,184	under
<b>Capital Expenditure</b>	8,066,361	3,955,779	3,399,353	under
<b>Financing Expenditure</b>	1,604,638	620,631	620,631	

Commentary for the material variances is provided at account level which are identified on pages 9-16 of Appendix 12.2.A.

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**12.3 Adoption of the 2022/23 Budget**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Hasreen Mandry – Finance Manager
<b>Accountable Manager:</b>	Nicole Wasmann – Director Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	FIN/048
<b>Appendices:</b>	Appendix 12.3.A- Annual Budget 2022/23 Appendix 12.3.B – Supplementary Budget Information Appendix 12.3.C – Schedule of Fees and Charges
<b>Voting Requirement</b>	Absolute Majority

**Report Purpose:**

Council to consider the adoption of the draft 2022/23 Budget including determination of elected members fees for the year, imposition of rates and service charges, and adoption of fees and charges.

Mr Miller noted some minor description changes at page 33 of Appendix 12.3.B – Supplementary Budget Information document as follows:

1. Gastaldo Road correct location is SLK – 8.50 to 12.50 km.
2. McAlinden Road correct location is SLK 0.00 to 3.00 kms for widening works and audible edgelines from SLK 0.00 to 7.9
3. Powerhouse Road correct location is SLK 6.75 to 12.00.
4. Leffroy/Johnston Street – adding Johnston St to description as it is to be treated as one road that happens to change name at 90 degree bend.

**Officer Recommendation #1/Council Decision**

**Moved: Cr Harverson**

**Seconded: Cr Smith**

**That Council resolve to adopt the following annual fees for payment to elected members in lieu of individual meeting attendance fees:**

1. annual attendance fees of \$7,880 per elected member;
2. annual telecommunication allowance of \$600 per elected member;
3. annual Shire President allowance of \$4,000; and
4. annual Deputy Shire President allowance of \$1,000.

**CARRIED 9/0**

9031

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**Recommendation #2 / Council Decision**

**Moved: Cr Italiano**

**Seconded: Cr Faries**

**That Council resolve to:**

1. adopt the annual budget for the Shire of Collie for the year ending 30 June 2023 as per Appendix 12.3.A;
2. adopt the schedule of fees and charges presented in Appendix 12.3.A for the 2022/23 financial year;
3. impose the following general rates and minimum rates on gross rental and unimproved valued properties:
  - a) General Rates  
GRV - 10.2447 cents in the dollar  
UV – 0.6121 cents in the dollar
  - Minimum Rates  
GRV – Developed - \$1,044  
GRV – Vacant - \$884  
UV - \$884
4. adopt the following payment option dates and fees:
  - a) payment in full on or before 4.30pm Monday 12 September 2022;
  - b) four equal instalments at intervals of two calendar months;
    - (i) First instalment - Monday 12 September 2022
    - (ii) Second instalment - Monday 14 November 2022
    - (iii) Third instalment - Monday 23 January 2023
    - (iv) Fourth instalment - Monday 27 March 2023
  - c) instalment Interest Charges;
    - (i) A 3.0% interest rate imposed on each instalment after the initial instalment.
  - d) instalment Administration Fee
    - (i) An instalment administration charge of \$6 for each instalment, after the initial instalment is paid, where the owner has elected to pay rates and service charges through an instalment option.
  - e) interest charges;
    - (i) A penalty interest rate of 7% for rates (and service charges) plus the cost of proceedings to recover such charges that remain unpaid after becoming due and payable.
5. apply rating concessions for the following organisations for 2022/23 (*CS 3.16 Rating Policy*)

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<b>Assessment</b>	<b>Organisation</b>	<b>Concession</b>	<b>Value</b>
<i>A3977</i>	<i>RSL Collie</i>	<i>100%</i>	<i>\$1,044</i>
<i>A3990</i>	<i>County Women's Association</i>	<i>100%</i>	<i>\$1,044</i>
<i>A4337 &amp; A5321</i>	<i>Riverview Residences (Steere Street &amp; Pendleton Street)</i>	<i>100%</i>	<i>\$46,134</i>
<i>A4779</i>	<i>North Collie Hall Management Group</i>	<i>100%</i>	<i>\$1,044</i>
<i>A150</i>	<i>Collie Pioneer Day Lodge</i>	<i>100%</i>	<i>\$1,044</i>
<i>A5043</i>	<i>Collie Italian Club</i>	<i>100%</i>	<i>\$10,065</i>
<i>A995</i>	<i>Energy West Hall</i>	<i>100%</i>	<i>\$2,451</i>
<i>A4813</i>	<i>Red Cross Shop</i>	<i>100%</i>	<i>\$1,811</i>

**6. adopt the following waste charges for 2022/23:**

- a) 3 bin collection service of \$365 per annum;
- b) 3 bin collection service- pensioner of \$348 per annum; and
- c) Rural waste levy of \$169 per annum.

**7. adopt the altered names and purposes of the reserve funds as reflected in Budget document at Appendix 12.3A; and**

**8. adopt the material variance of 10% or \$10,000, whichever is greater, for reporting variations to the 2022/23 Budget in the monthly statement of financial activity reported to Council.**

**CARRIED 9/0**

**Background:**

The process for the development of the draft 2022/23 Budget has encompassed several workshops with elected members including:

Workshop 1 - To consider the broad parameters of the budget including terms, desired financial outcomes, and changes to reserve categories in line with long term financial planning.

Workshop 2 – To consider the priorities for each service area.

Workshop 3 – To review the detailed allocations in line with the priorities.

Workshop 4 – To refine the final draft allocations.

These discussions have helped guide the terms of the proposed budget that is now presented for consideration of adoption.

Fees and charges were previously endorsed by Council at the Ordinary Meeting held 10 May 2022, to enable the new fees and charges to be imposed from the commencement of the financial year. They incorporate an increase of 2.5% on the previous year.



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The amount required from rates is determined by identifying all available income less required expenditure. The general and minimum rate is then calculated based on the amount required from rates.

**Statutory and Policy Implications:**

The accompanying draft 2022/23 Budget has been prepared in accordance with the Local Government Act 1995, the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Section 6.2 (1) of the *Local Government Act 1995* states that by no later than 31 August each year, each Local Government is to prepare and adopt (by absolute majority), in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

As part of the budget adoption process, section 6.2 (4) (b) requires detailed information relating to the rates and service charges which will apply to land within the district.

**Materiality Threshold**

The *Local Government (Financial Management) Regulations 1996* require that each year a local government is to adopt a materiality level for the purpose of reporting variances in the monthly Statement of Financial Activity.

**Reserve Accounts**

In accordance with the Local Government Act, a local government may change the purpose or proposed use of a reserve if disclosed in the annual budget. A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

**Elected members fees and charges**

The Salary and Allowances Tribunal determines the minimum and maximum amount of fees that may be paid to elected members. A council may determine that elected members be paid an annual fee for meeting attendance rather than individual meeting fees. The annual attendance fee included in the draft Budget is the minimum determined by the Salaries and Allowances Tribunal for the Shire of Collie.

**Budget Implications:**

The adopted budget will guide all operating expenditure and income, programs and projects for the 2022/23 year.

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

Goal 5: Our Business - Good governance and an effective, efficient and sustainable organisation

Outcome 5.3: Financial Sustainability and Accountability

- Strategy 5.3.4: Ensure a rating system is in place which is transparent and promotes equity, timeliness, affordability and comparability.
- Strategy 5.3.5: Provide corporate financial services that support the Shire's operations and meet planning, reporting and accountability requirements.

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**Comment:**

The draft budget has been prepared based on the following principles while aligning with the goals of the Shire of Collie Strategic Community and Corporate Business plans:

1. Budget to surplus
2. Progressive revenue provisioning
3. Avoid borrowings
4. Limit discretionary spend
5. Minimise new liabilities
6. Optimise renewal works.

The draft Budget as presented proposes a 5% rate revenue increase with a predicted surplus of \$13,700.

No new loan borrowings are proposed. Existing borrowings will require principal and interest repayments of \$222,559 and \$38,241 respectively. Loan principal outstanding is expected to decrease from \$1,534,855 to \$1,312,296.

The actual income and expenditure identified for the 2021/22 financial year may change once the annual financial statements are finalised.

**Capital Expenditure**

The capital expenditure program is focused on renewal works and minor upgrades to existing assets. The total capital expenditure program is \$5,962,218 of which \$4,755,636 is funded from grants and \$114,045 from Shire reserve funds.

The capital expenditure on infrastructure, including roads and parks and gardens, is \$3,698,144 of which \$2,819,855 is grant funded

The building capital program includes expenditure of \$1,845,074 which will be funded from grants of \$1,662,291 and reserve funds of \$114,045.

**Operating Budget**

The economic environment has changed over the last twelve months with movement to inflation and interest rates. Increases to the cost of insurance, employee costs, and other services have impacted the budget.

The 2022/23 operating budget compared to 2021/22 includes increases to rates revenue of \$323,500 and fees and charges of \$94,632.

Notable projects include:

- Celebrating Collie's history (Kaya Collie) \$155,000
- South 32 tourism partnership \$207,500
- Pathway renewal \$40,000
- Collie community radio building \$30,000

Continuation of Collie River rehabilitation, completion of Minningup Pool feasibility study, and completion of heritage trail is also provided for.

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The budget includes ongoing operational support to local organisations. The contribution to the Visitor Centre has increased by \$22,000, while all other contributions have remained at 2021/22 levels.

The draft budget does not incorporate allowance for Renergi. Budget amendments to incorporate the Renergi process into Shire operations are intended once further details are defined. It is expected that the amendments will be at least cost neutral to the Shire.

**Reserve Funds**

Reserve accounts are established to enable funds to be put aside to meet future requirements. Following a review of the existing reserve accounts, changes have been made to the name and purpose of some reserves. The following changes have been reflected in the draft Budget document.

Reserve	Current Purpose	Revised Purpose
<b>Leave</b>	To be used to assist in the funding of the annual leave and long service leave. The reserve is not expected to be utilised within a set period as further transfer to reserve will be made as the funds are utilised	To assist in the funding of annual leave and long service leave along with temporary appointment to cover leave period.
<b>Building</b>	To be used to assist in the maintenance of Council owned buildings. The reserve is not expected to be utilised within a set period as further transfers to the reserve account will be made as the funds are utilised. This reserve is designed to spread the impact on rates over future financial years.	To facilitate renewals and replacement of Council owned buildings and infrastructure associated within a building. This is to ensure financial capacity to sustain building assets, and ultimate replacement where required.
<b>Plant</b>	To be used to assist the plant replacement program as established in Council's Plant Replacement Program. The reserve is not expected to be utilised within a set period as further transfers to the reserve account will be made as the funds are utilised.	To facilitate purchase of new plant and plant replacements established in Council's plant replacement program. This is to enable plant changeover at optimal timing.
<b>Waste</b>	To be used to assist Council's Waste Management Program. The reserve is not expected to be utilised within a set period as further transfers to the reserve account will be made as the funds are utilised	To facilitate the renewal and replacement of plant, buildings and infrastructure, along with landfill closure and remediation obligations

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<b>Reserve</b>	<b>Current Purpose</b>	<b>Revised Purpose</b>
<b>Revaluation</b>	Established to minimise the impact of the Valuers General's cost associated with rates revaluation every 3 years. This reserve is to ensure the impact is spread over 3 years.	(unchanged)
<b>Airstrip (Renamed to Airport)</b>	To be used to conduct maintenance works as required at the Collie Airstrip. It is indefinite when this will be utilised	To facilitate renewal, replacement, or upgrade of all airport related assets.
<b>Election</b>	Established to even out the impact of Local Government elections.	Established to minimise the impact of the cost of Local Government Election. This reserve is to ensure the impact is spread over the years.
<b>River Rehabilitation</b>	Established to fund recommendations emanating from Councils Collie River Revitalisation plan.	To facilitate the activities for the Collie River Revitalisation.
<b>Roche Park</b>	To be used for capital improvements at Roche Park	To facilitate renewals and replacement of buildings and infrastructure associated at Roche Park Recreation Centre.
<b>Legal</b>	Established to minimise the impact of legal proceedings	(unchanged)
<b>Collie Mineworkers Swimming Pool</b>	Replacement of major swimming pool infrastructure and equipment	To facilitate renewals and replacement of buildings and infrastructure associated at the Collie Mineworkers Swimming Pool.
<b>Parks and Garden</b>	Replacement of major parks and gardens infrastructure and equipment	To facilitate renewals and replacement of major parks and gardens infrastructure and equipment
<b>Infrastructure (Renamed to New Initiative)</b>	To be used to assist renewal of infrastructure. The reserve is not expected to be utilised within a set period as further transfers to the reserve account will be made as the funds are utilised.	To facilitate in funding of new initiatives.

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Unspent grants are identified as a liability in the Shire's balance sheet and therefore no longer need to be recognised in a separate reserve account.

No expenditure has been identified in the draft budget for capital plant. The plant replacement program will be reviewed, and proposed plant purchases will be separately considered through a budget amendment.

The budget includes an increase to reserve of \$748,955. The amount will be decreased by the net cost of plant purchases.

### **Fees and Charges**

The fees and charges included in the draft budget are as approved by Council in May 2022, except for the following amendments:

- Roche Park for the cost of Strength for Life assessment \$60 to \$65 due to an increase in fees paid by the Shire;
- shipping container for storage bond to change to \$1,000 as per Local Planning Policy;
- second-hand dwellings and buildings to change to \$5,000 as per Local Planning Policy; and
- addition of the statutory fees under *Offensive Trades Regulations 1976*.

### **Conclusion**

The draft budget continues the focus on the long-term financial sustainability of the Shire. It is affordable, financially responsible, and will assist to improve the financial health of the Shire while maintaining levels of service that meet community expectations.

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**13. DEVELOPMENT SERVICES REPORTS**

**13.2 Arrangements for Management of Volunteer Bush Fire Brigades: WALGA Proposed Advocacy Position**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Kohdy Flynn
<b>Accountable Manager:</b>	Matt Young – Director Development Services
<b>Legislation</b>	<i>Bush Fires Act 1954</i> Work Health and Safety Act 2020
<b>File Number:</b>	EMG/005
<b>Appendices:</b>	Appendix 13.4.A WALGA Proposed Advocacy Position
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:** For Council to consider a position in relation to the management of volunteer bush fire brigades.

**9032 Officer's Recommendation:**

**Moved: Cr Hansen**

**Seconded: Cr Italiano**

**That Council resolve to:**

- 1. support arrangements for the management of Volunteer Bushfire Brigades, which allows Local Government to continue to manage their brigades where they have the capacity and to support the recommendations stated in the WALGA advocacy position referred to as option 3 "Hybrid Model";**
- 2. seek greater flexibility in how the local government expends the LGGS allocated budget to cover currently ineligible items;**
- 3. lodge a submission with the State Government outlining why it should not take over the bush fire brigade management for Collie; and**
- 4. Advise WALGA of the Shire of Collie's position as 1, 2 and 3 above.**

**CARRIED 9/0**

**Background:**

The State Government is currently drafting the *Consolidated Emergency Services Act* (CES Act) which will consolidate the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and the *Emergency Services Act 1988* into a single piece of legislation, anticipated to be released for consultation in 2023. Along with the recent introduction of the *Work Health and Safety Act 2020* (WHS Act 2020) which has shone a spotlight on Local Government responsibilities for managing volunteer's and bush fire brigades. WALGA has released a Proposed Advocacy Position on Arrangements for the Management of Volunteer Bushfire Brigades and are seeking comment from all Local Governments.

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Included in the Ferguson Report into the 2016 Waroona Fire were recommendations and statements made regarding the management of bush fire brigades and the perceived need to bring these brigades under State management in an effective and supportive manner.

Volunteer bush fire brigades have played a vital role in Western Australia's emergency services network since 1954. The establishment of the *Bush Fires Act* saw the commencement of Local Governments being given responsibility to establish and coordinate their respective volunteer brigades and its members. In recent years policy and procedural changes have occurred to maintain fire fighter safety as a priority.

The recent changes to the *WHS Act 2020* bring with it some new changes as the Act is brought into line with the rest of Australia. Primarily concerning Local Government is:

- Section 7: The meaning of the term 'Worker' and that it now defines volunteers as workers, in this case a Volunteer Firefighter is an unpaid worker of the Shire.
- Section 16: A person may have more than one duty of care at one time.
- Section 19: Primary duty of care by the 'person conducting a business or undertaking' (PCBU) is to ensure the health and safety of workers and others who may be affected by the carrying out of work or the situations they are entering or exposed to.
- Section 28: Workers have a duty to follow and comply with the requirements set out by the or instructed by the PCBU.

Often volunteers are called to respond to incidents outside our local Shire boundaries and we rely on our neighbouring Shire's volunteers to assist us when an incident is beyond our capacity. A key challenge for Local Governments is that there is no consistent approach to the minimum training standards for bush fire volunteers across Western Australia. Currently minimum standards and training requirements rely on each Local Government's local laws or relevant policies. As PCBUs have the overall responsibility to ensure the health and safety of workers carrying out a given task, this may have implications under the *WHS Act* if inexperienced or ill-equipped workers from other areas are injured at an incident that the Shire has control over.

Contained within the advocacy paper WALGA have identified four options for the future management of Brigades.

1. **Status quo:** Continue with the current arrangements whereby the majority of brigades are managed by Local Government.
2. **Improvements:** Continue with current arrangements for Local Government management with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. **Hybrid Model:** Local Government continues to manage their brigades where they have the capacity, capability, and resources to do so; however, where they do not have the capacity and resources, responsibility for management is transferred to DFES.
4. **Transfer:** Responsibility for management of all brigades is transferred to the State Government, consistent with the arrangements in other States or Territories.

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In 2021 WALGA undertook an emergency management survey which 104 local Governments responded to. As part of the results 93% were not satisfied with the current arrangements for the management of brigades and 51% expressed that their Local Government does not support the requirements for Local Government to manage brigades.

Based on the feedback received by WALGA the most appropriate model for future management would be option 3, the Hybrid Model, with additional support and resourcing from the State Government to include:

1. The expansion of the Community Emergency Services Manager program to every Local Government who wish to participate.
2. Development of guidelines and resources to assist in the managing of brigades.
3. Better access to DFES training.
4. Develop mandatory and minimum training requirements, including recognition of prior competency.

**Statutory and Policy Implications:**

*Bush Fires Act 1954*  
*Work Health and Safety Act 2020*

**Budget Implications:**

N/A

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

Communication and consultation with the Shire's Bush Fire Brigade volunteers will need to take place before any decision is made to deviate from current procedures.

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

Strategy 1.5.2: Support emergency and fire management planning, preparedness, response and recovery arrangements.

**Relevant Precedents:**

N/A

**Comment:**

Local Governments have always had an obligation to provide a safe working environment and protect all volunteers from harm. The introduction of the WHS Act has highlighted this requirement to Local Governments and has generated active discussion for the future management of brigades.

As far as the Shire of Collie is concerned the introduction of the new WHS Act has not significantly impacted our volunteers or the way they operate as a collective. The Shire is fortunate in the fact that it receives significant funding each year via the Local Government Grant Scheme (LGGs) to equip all the Shires active volunteers with appropriate PPE to better prepare them to carry out their duties. The Shire has adopted a Volunteer Bush Fire Brigade Policy, DS 2.1 which outlines the minimum training



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standard each member shall complete before being approved to attend any incident or controlled burning operation. The Shire has also developed a Fit for Duty Policy outlining what is expected of each member when they are called upon to perform their duties. Every incident is managed by an experienced officer, with safety being the number one priority.

The Shire of Collie volunteer members have not been directly consulted with regarding the future management of our brigades, however, are aware of WALGAs proposal through discussion with eth Shire's CESM.

Since the proposed advocacy position has been released by WALGA the Emergency Services Minister Hon. Stephen Noel Dawson has commented on the proposal saying that no brigade's management will be handed over to the State to control unless it is mutually agreed upon by the relevant volunteers of the brigade's and the Local Government.

It may be an attractive option for some smaller Shire's with limited capacity, funding, and resources to hand control over to better meet the requirements of what is expected of them. Therefore, it should be up to the individual Shires and volunteer group how they want to be managed. At this stage the Shire of Collie has the capacity and is continuing to meet its obligations under the relevant legislation, however, there does needs to be more control given and changes implemented by the State Government to individual Local Governments regarding the administering and expending of LGGS funding each year.

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**5. TECHNICAL SERVICES REPORTS**

**14.1 Request for Approval to Collect Native Seed From Shire of Collie Road Reserves**

<b>Reporting Department:</b>	Technical Services
<b>Reporting Officer:</b>	Rick Miller – Director Technical Services
<b>Accountable Manager:</b>	Rick Miller – Director Technical Services
<b>Legislation</b>	<i>Local Government Act (1995)</i> <i>Biodiversity Conservation Act 2016</i> Biodiversity Conservation Regulations 2018
<b>File Number:</b>	ENV/044
<b>Appendices:</b>	N/A
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:** Council to consider a request from Greening Australia Ltd for permission to collect native plant seed from within reserves vested in the Shire of Collie.

**9033 Officer's Recommendation/Council Decision:**

**Moved: Cr Harverson                      Seconded: Cr Smith**

**That Council resolve to grant Greening Australia Ltd appointed staff, permission to access and collect native seed from local government reserves within the Shire of Collie, subject to the following conditions:**

- 1. permission is for a twelve month period, commencing July 2022;**
- 2. all persons collecting native seed are licensed according to the *Biodiversity Conservation Act 2016* and *Biodiversity Conservation Regulations 2018* and will abide by the conditions of this license;**
- 3. this letter allows for collection only by Greening Australia Ltd appointed staff and supervised affiliates;**
- 4. appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds;**
- 5. all care will be taken to avoid the disturbance of fauna habitat;**
- 6. all care will be taken to avoid any disturbance that may lead to soil degradation; and**
- 7. a report detailing shire reserves accessed and seed collected, to be provided once the annual collection period is complete.**

**CARRIED 9/0**

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**Background:**

Greening Australia Ltd (GAL) submitted correspondence on the 14 June 2022 seeking permission for appointed staff of GAL, to collect native seed from within reserves vested to the shire of Collie.

GAL are a not-for-profit committed to restoring Australia's diverse landscapes and protecting biodiversity in ways that benefit communities, economies, and nature. The seed collected is used for environmental restoration projects, where biodiversity and quality is paramount.

All of their seed management activities are conducted within the framework of the Florabank Guidelines. All representatives collecting seed for GAL are experienced in collecting native seed and are licensed under the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018. Any person collecting seed on behalf of GAL is required to abide by the conditions of this licence.

**Statutory and Policy Implications:**

Nil

**Budget Implications:**

Nil

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

Nil

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

Goal 3: Our Natural Environment

*Outcome 3.1 A protected natural environment.*

**Relevant Precedents:**

N/A

**Comment:**

This is a typical request asked of many Councils in the regions from various native seed collecting stakeholders including Parks and Wildlife (DBCA), Greening Australia and others smaller companies. Permission is normally granted to collect seed from native species in local government reserves for the purpose of enabling planned revegetation programs that will usually benefit the local area and region.

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**6. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**

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

**7. QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**8. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**

Nil

**9. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**

Cr Stanley submitted the following announcements in writing to be tabled in her absence.

- 15 June: CRC – TiME Board visit to Collie
- 17 June: Disaster Relief Australia Flood Mapping & Simulation Exercise
- 23 June: Rotary Club of Collie Apprentice Award Dinner
- 24 June: Meeting of the South West Zone of WALGA
- 28 June: Met with Hanson, as possible investors in Collicrete
- 1 July: Colliefields 125 years celebrations
- 5 July: Meeting of representatives from various organisations regarding proposed geopolymer-hempcrete building material project
- 7 July: Meeting with Mia Davies MLA, Leader of the Opposition and Shadow Minister for Regional Development
- 8 July: Ministerial Forum on Housing and Land Shortages
- 11 July: Collie River Valley Marketing meeting
- 13 July: Meeting with SW District Police
- 5 July: Meeting of representatives from various businesses/organisations regarding proposed geopolymer-hempcrete building material project
- 18 July: Meeting with Jodie Hanns MLA, Member for Collie Preston

**Upcoming events**

- 21 July: Worsley Mine Expansion - ERD Briefing
- 21 July: Collie Chamber of Commerce Business After Hours hosted by South32 Worsley Alumina
- 23 July: Collie Art Gallery exhibition opening - Seven Forms, sponsored by the Dept of Local Government, Sport and Cultural Industries. Seven artists observe layers of meaning attached to sites and artifacts encountered in the Collie region.
- 27 July: Planned LEMC flood exercise (TBC)

**Cr Miffing**

- 25 June - Deputised for the Shire President representing the Council at the Lions Club of Colie Change-over Dinner;
- 27 June - Attended along with other Councillors and staff a viewing of the NEOEN battery storage proposal at Myaree Farm;

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- 7 July - Attended along with other Councillors and staff the visit to Council by Mia Davies MLA and Shane Love MLA;

Cr Haverson

- 7 July - Meeting with Mia Davies MLA, Leader of the Opposition and Shadow Minister for Regional Development

Cr Smith

- 19 July – Attended the Just Transition Diversifying the local economy sub-group and Celebrating Collie.

Cr Italiano

- 27 June – Myaree Farm visit with Neoen

Cr Scoffern

- 27 June – Myaree Farm visit with Neoen

Cr Faries

- 27 June – Myaree Farm visit with Neoen

Stuart Devenish

- 17 June – Disaster Relief Australia Flood Mapping & Simulation Exercise
- 18-22 June – Attended Australian Local Government Association Annual General Assembly
- 23 June – Chaired the Renergi Project Coordination Group meeting
- 23 June - Rotary Club of Collie Apprentice Award Dinner
- 24 June - Meeting of the South West Zone of WALGA
- 27 June – Myaree Farm visit with Neoen
- 1 July – meeting with Chamber of Minerals and Energy
- 1 July - Colliefields 125 years celebrations
- 4 July – meeting with auditors
- 4 July – attended Naidoc week opening celebrations
- 7 July - Meeting with Mia Davies MLA, Leader of the Opposition and Shadow Minister for Regional Development
- 7 July – chaired the Enterprise Bargaining
- 8 July - Ministerial Forum on Housing and Land Shortages
- 13 July - Meeting with SW District Police
- 15 July – Attended South West Regional Waste Group meeting
- 18 July - Meeting with Jodie Hanns MLA, Member for Collie Preston
- 19 July – Attended the Just Transition Diversifying the local economy sub-group

**10. STATUS REPORT ON COUNCIL RESOLUTIONS**

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

- 'Closed Since Last Meeting' at Appendix 19.A
- 'All Open' at Appendix 19.B

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**11. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**

**12. CLOSE**

The Deputy Shire President thanked Council and Staff for their attendance. The Presiding Member declared the meeting closed at 8.35pm.

I certify that these Minutes were confirmed at the Ordinary Meeting of Council on Tuesday 9 August 2022.

.....  
Presiding Member

.....  
Date