

Ordinary Council Meeting

11 February 2025

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Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

Appendix 8.1.A

**Minutes – December Ordinary Council Meeting
2024**



Shire of
Collie

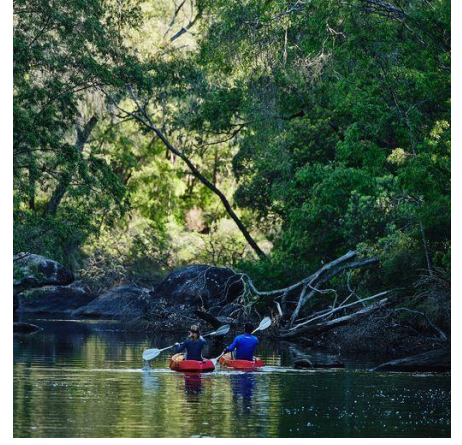
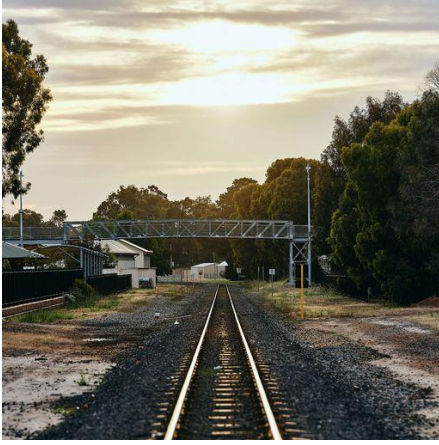
MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 10 December 2024



Our Vision

Collie - *A progressive community, rich in opportunities and as diverse as its heritage and landscape.*

Our Values

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

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

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

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

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Minutes of the Ordinary Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 10 December 2024.

The Shire President declared the meeting open at 7.00pm and welcomed all Councillors, staff, those attending as public gallery and guests Karen Wright and Angela Trevithick.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:	Ian Miffling OAM JP	Councillor (Presiding Member)
	Joe Italiano	Councillor
	John Kearney	Councillor
	Dale Hill-Power JP	Councillor
	Brett Hansen	Councillor
	Paul Moyses	Councillor
	Gary Faries	Councillor
	Shane Sadlier	Councillor
	Phil Anastasakis	Chief Executive Officer
	Nicole Wasmann	Director Corporate Services
	Isabel Fry	Acting Director Development Services
	Scott Geere	Director Operational Services
	Amber Nikola	Executive Assistant/HR

APOLOGY:	Michelle Smith	Councillor
	Leonie Scoffern	Councillor

GUESTS: Karen Wright, Regional Director of Urbis - attending via Teams link
Angela Trevithick, Director of Major Project Facilitation at JTSI - attending via Teams link

PRESS: 1 member of the press attended

GALLERY: 10 members of the public attended

- 1.1 **Councillors granted Leave of Absence at previous meeting/s.**
Nil
- 1.2 **Councillors requesting Leave of Absence for future Ordinary Meetings of**
Nil
- 1.3 **Councillors who are applying for Leave of Absence for this Ordinary Meeting of Council.**

Officer's Recommendation/Council Decision:	Resolution: 9504
Moved: Cr Kearney	Seconded: Cr Faries
That Council grant Cr Smith and Cr Scoffern a Leave of Absence for the 10 December 2024 Ordinary Council Meeting.	
	Carried:8/0
For:	Cr Miffling, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Hansen, Cr Sadlier.
Against:	Nil

2. PUBLIC QUESTION TIMEMs Varian

Question 1 – Ms Varian raised concerns regarding the overgrown weeds and grass on a verge nearby her home on Wallsend street. Ms Varian requested confirmation of who was responsible for the verges and how often the Shire maintained them.

Answer - Mr Geere acknowledged the frustration with overgrown verges and confirmed that a lot of planning is underway currently to implement a new regime over the coming weeks to enhance the ability of the Operations team to attend to the verges.

Question 2 – Ms Varian also raised concerns over the lid to her green waste bin becoming lost and that she was struggling to have it replaced. Stated has spoken to Shire admin team who have advised her to place the bin out on the verge so that Cleanaway can replace the lid. However, noted that the lid has not been replaced to date.

Answer – Mr Geere asked to take the concern on notice to allow him time to investigate further and make contact with Cleanaway.

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Questions taken on notice from the previous Council meeting.

Ms Golubic

Question 1 - Ms Golubic raised concerns over the safety and legality of trucks, specifically K&S Transport utilising Crampton and Mungalup Road for their access route, transporting waste from Alcoa to Dardanup.

Mr Geere asked to take the query on notice to allow him time to investigate the matter appropriately.

Response:

The Collie Munballup / Crampton Road / Mungalup Road access route is identified on MRWA's HVS Network Map as being approved for *Tandem Drive – Prime Mover Concessional Network Level 2*. This is a level beyond standard public roads, which are generally classed as RAV Network 1 roads.

RAV Network 2 roads allow for B-Doubles up to 27.5m length, or a Prime Mover with semi-trailer plus pig trailer up to 27.5 metres length.

This road was approved by MRWA in accordance with their '*Operating Conditions – Restricted Access Vehicle, Prime Mover, Trailer Combinations*', and '*Standard Restricted Access Vehicle Route Assessment Guidelines*'. The assessment was undertaken by a qualified MRWA technician to ensure road suitability.

Ms Robinson

Question – Ms Robinson raised concerns that there were no safety railings in place for the steps located at the entrance Collie Eagles Football Clubrooms. Ms Robinson referenced a personal injury in February 2023 and correspondence with the Football Club. A request was made for the Council to work with the Collie Eagles Football Club to install safety rails.

Answer - The Shire President advised that this issue would be taken on notice to allow staff to further investigate.

Response:

22/11/2024 – Director of Operations corresponded via email with the Collie Eagles Football Club Secretary about the following:

1. Background information regarding, and options for, a disability accessible parking bay for the CEFC building;
2. No parking signage; and
3. Handrail information for the stair to comply with AS 1428.1-2009 for disability access.

02/12/2024 – Director of Operations met with 2x Collie Eagles Football Club representatives onsite to discuss the email correspondence further, and to run through the set-out onsite. It was agreed onsite that:

1. The Collie Eagles Football Club will provide and install the handrail to their building, and additional bollards to mitigate any potential blockage at the bottom landing by vehicle parking. This is due to the Shire of Collie not being responsible for any repairs, including major structural, under the terms of the lease agreement; and
2. The Shire will provide a DDA accessible parking bay in accordance with 'Option B' of the 22/11/2024 email when the Shire next have line-marking works undertaken by a contractor.

4. DISCLOSURE OF FINANCIAL INTEREST

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

Councillor/staff	Agenda Item	Disclosure
Cr Miffing	11.10 - Collie Visitor Centre	Impartial
Cr Hill-Power	11.10 – Collie Visitor Centre	Impartial
Cr Kearney	Item 13.1 - Council Endorsement of Coolangatta Industrial Estate Structure Plan - Lot 2, Lot 3001, Lot 3002, Lot 113 Boys Home Road, Palmer	Impartial – Work related.
Cr Hansen	Item 13.1 - Council Endorsement of Coolangatta Industrial Estate Structure Plan - Lot 2, Lot 3001, Lot 3002, Lot 113 Boys Home Road, Palmer	Financial

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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

6.1 – Legal Matter (Rates)

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Item 12.4 was brought forward due to interested attending persons.

Council Decision:	Resolution: 9505
Moved: Cr Faries	Seconded: Cr Kearney
<i>That Council suspend Standing Orders at 7.12pm.</i>	
	Carried: 8/0
For:	<i>Cr Miffling, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Hansen, Cr Sadlier.</i>
Against:	<i>Nil.</i>

12.4 Collie Community Broadcasting Association – Request for Variation to Permitted Use

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation	<i>Land Administration Act 1997</i>
File Number:	L31879
Appendices:	Nil
Voting Requirement	Simple Majority

Council Decision:	Resolution: 9506
Moved: Cr Kearney	Seconded: Cr Moyses
<i>That Council resume Standing Orders at 7.15pm.</i>	
	Carried: 8/0
For:	<i>Cr Miffling, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Hansen, Cr Sadlier.</i>
Against:	<i>Nil.</i>

Report Purpose

For Council to consider a request for a variation to the permitted use of the lease with the Collie Community Broadcasting Association Inc. (CCBA) to enable activities associated with the operation of the Collie River Valley Bulletin newspaper to be undertaken from their premises.

Officer's Recommendation/Council Decision:	Resolution: 9507
Moved: Cr Faries	Seconded: Cr Hill-Power
<i>That, subject to Ministerial consent, Council:</i>	

1. approve a variation, to the permitted use of the lease with the Collie Community Broadcasting Association Inc. (portion of Reserve 31879) from “activities consistent with community broadcasting” to “activities consistent with community media”; and
2. authorise the Shire President and the Chief Executive Officer to sign and affix the common seal to a lease variation document.

Carried:8/0

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

Against: Nil

Background:

The CCBA has a lease with the Shire of Collie for a portion of Reserve 31879, located on the corner of Wittenoom Street and Steere Street South. The CCBA has constructed a building on the site which is used for the Collie Community Radio.

The permitted use of the lease is “activities consistent with community broadcasting”.

A request has been received from CCBA for the use to be changed to “activities consistent with community media”. This will enable the CCBA to utilise the premises for activities associated the Collie River Valley Bulletin newspaper, which they have recently acquired.

Statutory and Policy Implications:

The land is Crown land for which the Shire has a management order. In accordance with Section 18 of the *Land Administration Act 1997*, ministerial approval is required when dealing with interests in Crown land.

Budget Implications:

There are no budget implications.

Communications Requirements: (Policy No. CS 1.7)

A request for ministerial consent will be undertaken if approved by Council .

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1.0	Our Community
Objective:	1.2	Community connection, engagement and participation.

Relevant Precedents:

Council has previously approved variations for lease areas.

Comment:

The variation to the lease to enable administrative functions associated with the newspaper to be undertaken from the CCBA’s existing premises is minor.

The lease between the Shire and CCBA is for the land only, with CCBA responsible for all matters associated with the building.

If the request is supported by Council, ministerial approval will be requested.

Item 13.1 was brought forward due to interested attending persons.

Cr Hansen declared a Financial Interest in item 13.1 and left the chambers at 7.16pm.

Council Decision:	Resolution: 9508
Moved: Cr Kearney	Seconded: Cr Faries
<i>That Council suspend Standing Orders at 7.16pm.</i>	
	Carried: 7/0
For:	<i>Cr Miffing, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Sadlier.</i>
Against:	<i>Nil.</i>

13.1 Council Endorsement of Coolangatta Industrial Estate Structure Plan - Lot 2, Lot 3001, Lot 3002, Lot 113 Boys Home Road, Palmer	
Reporting Department:	Development Services
Reporting Officer:	Glen Burton – Town Planner
Accountable Manager:	Isabel Fry – Acting Director Development Services
Legislation:	<i>Planning and Development Act 2005</i>
File Number:	LUP059
Appendices:	Appendix 13.1.A Structure Plan Report and Map Appendix 13.1.B Schedule of Submissions Appendix 13.1.C Schedule of Modifications
Voting Requirement:	Simple Majority

The Presiding Member invited members of the gallery to speak on the application with further queries responded to by with Ms Fry, Karen Wright, and Angela Trevithick.

Council Decision:	Resolution: 9509
Moved: Cr Kearney	Seconded: Cr Sadlier
<i>That Council resume Standing Orders at 7.37pm.</i>	
	Carried: 7/0
For:	<i>Cr Miffing, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Sadlier.</i>
Against:	<i>Nil.</i>

Report Purpose

For Council to consider and provide a recommendation to the Western Australian Planning Commission regarding the proposed Coolangatta Industrial Estate Structure Plan at Lot 2, Lot 3001, Lot 3002, Lot 113 Boys Home Road, Palmer.

Officer's Recommendation/Council Decision:**Resolution: 9510****Moved: Cr Italiano****Seconded: Cr Kearney**

That Council, in accordance with Schedule 2, Part 4 - Planning and Development (Local Planning Schemes) Regulations 2015 resolves to:

- 1. Note the submissions received during the advertising period.*
- 2. Support with modification as per Appendix 13.1.C, the proposed Coolangatta Industrial Estate Structure Plan.*
- 3. Submit the advertised Structure Plan with accompanying material, a schedule of submissions and schedule of proposed modifications to the Western Australian Planning Commission for approval.*

Carried:7/0

For: Cr Miffling, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney,
Cr Sadlier.

Against: Nil

Background

The Structure Plan has been lodged by Urbis Pty Ltd. (Applicant), on behalf of the Department of Jobs, Tourism, Science and Innovation (JTSI).

The Shire of Collie Local Planning Strategy 2020 identified the need for additional industrial-zoned land in Collie, leading to the rezoning of portions of this land as part of the Shire of Collie Local Planning Scheme No. 6 in 2021.

The proposed Coolangatta Industrial Estate Structure Plan (the Structure Plan) spans 1,432.11 hectares and incorporates the Bluewaters Power Station and its associated facilities and the Collie Power Station. The Bluewaters Power Station and facilities were originally included in the Coolangatta Industrial Estate Structure Plan 2010, which was later amended in 2019 to accommodate the WesTrac Technology Training Centre.

In 2023 the Joint Development Assessment Panel granted Development Approval for the Synergy BESS and in 2024 for the Green Steel WA Collie Steel Mill, both within the proposed Structure Plan area. The 2010 Structure Plan is to be superseded by the lodged Coolangatta Industrial Estate Structure Plan upon its adoption.

In early 2022, the Department of Jobs, Tourism, Science, and Innovation (JTSI) conducted an Industrial Land Use Capability Assessment for the Coolangatta Industrial Estate. The assessment was aimed at evaluating the land's suitability for industrial use and identifying potential pathways for its future development. The study identified approximately 20 industrial lots across three key development areas, forming the basis for the proposed Structure Plan.

The Structure Plan has been prepared to inform the future zoning of the Coolangatta Industrial Estate (CIE), layout of industrial lots, as well as the provision of road networks, drainage systems, and essential infrastructure, while ensuring compatibility with other existing plans and activities. Primary access to the CIE will be provided through the existing road network, including Boys Home Road, Collie-Williams Road, and Coalfields Road and indicative connection to rail through an extension to the existing Griffin Rail Loop.

The CIE's zoning is designed to support a wide range of general industrial uses, allowing flexibility for emerging industries while minimizing potential impacts on the surrounding

environment, public health, and local community. The intent is to provide for a flexible development layout that can be adapted to evolving market demands, allows for permeable road and movement networks and provides consistency for existing development within the CIE.

The Structure Plan is a key response to the WA Government's Just Transition Plan for Collie, which aims to support the region's shift from a coal-based economy to a more diversified and sustainable future. The Plan focuses on creating new job opportunities and developing emerging industries, such as renewable energy and technology, to ensure long-term employment for the community. It includes retraining programs and reskilling opportunities for workers affected by the closure of coal-fired power stations, as well as relocation assistance where necessary. This Plan seeks to ensure that Collie's transition is fair, inclusive, and minimises the social and economic impacts on the local community, while fostering a more sustainable future. The Just Transition ties in with the Collie Industrial Transition Fund that supports infrastructure projects to unlock industrial land on support investment in renewable energy, manufacturing, and technology, while ensuring that the community benefits from the transition.

Application

Item	Data
Total area covered by the Structure Plan	1,432.11 hectares
Proposed Land Uses	<ul style="list-style-type: none"> • Strategic Industry • General Industry • Rural
Estimated Lot Yield	10 - 15 Lots
Proposed Effective Period	20 years commencing from the day of endorsement

The Coolangatta Industrial Estate Structure Plan and accompanying planning report has been lodged with the following supporting documents:

- **Appendix A-** CIE Bushfire Management Plan;
- **Appendix B-** CIE Bushfire Emergency Access Technical Note;
- **Appendix C-** Secondary Access Correspondence;
- **Appendix D-** Infrastructure and Servicing Report;
- **Appendix E-** Environmental Assessment and Management Strategy;
- **Appendix F-** District Water Management Strategy;
- **Appendix G-** Traffic Impact Assessment;
- **Appendix H-** Land Use Analysis

Staging

The Structure Plan report has included a Staging Plan for the CIE, indicating that development is likely to occur in 3 stages. This staging is largely influenced by market demand, site levels, earthworks and the delivery of infrastructure. It is anticipated that the full build out could occur by 2045, reflected in the request for a 20 year life span for the Structure Plan, in lieu of the standard 10 year life span for these documents.

Stage 1 (2025-2030): Synergy BESS, Collie Power Station and Bluewaters Farm Holdings (Bluewaters Power Station, WesTrac, Green Steel WA) and associated works. These developments are either existing or have obtained development approval and will have

associated works and upgrades that are required. These are likely to occur in the interim, with ultimate works to be undertaken in accordance with the Structure Plan.

Stage 2 (2030-2045): Central Area to Collie-Williams Road, including landholdings to both the north and south of Boys Home Road. This stage will require major upgrades to Collie-Williams Road and major associated intersections. This stage also contemplates land that is proposed to be rezoned from Rural to General Industry, which will require further investigation and reporting through the planning process.

Stage 3 (2030-2045): Bluewaters Power Station and adjoining General Industry. This stage will be reliant on the decommissioning of the Bluewaters Power Station and de-constraining of land from former activities.

Roads and Access

The Structure Plan is supported by a Transport Impact Assessment (TIA) prepared by Arup.

The Structure Plan area is accessed via Collie-Williams Road which provides access to both the west and east via Coalfields Highway and Collie Lake King Road. At present, Collie-Williams Road is classified as a Tandem Drive Network (TDN) 4 with conditions, restricting the size of vehicle to a maximum of a 27.5m B-Double. Access and movements are conditional on the school bus route which also utilises the road, limiting the times which industrial traffic can utilise the road.

Coalfields Highway is a TDN7 with conditions relating to the use of low gear and auxiliary breaks in identified dangerous locations. TDN7 restricts the size of vehicle to a maximum of 36.5m B-Triple.

The TIA estimates up to 20% of vehicle movements are attributed to heavy vehicle movements within the vehicle peak. Therefore, the road network within CIE is designed for up to TDN7 vehicles in order to accommodate the end users of the estate and future access options. At full build out, it is estimated that the total vehicle numbers will be 7,934 daily, with a total of 468 trips within peaks.

The proposed street layout and street types within the Structure Plan area have been designed to ensure suitability for industrial development and to also accommodate the necessary servicing and infrastructure. The Structure Plan report also recognises the need for upgrades or further investigations into existing intersections, roads, bridges and culverts as development of the CIE continues. The proposed emergency access way will also need to be upgraded to facilitate emergency access and egress to the CIE.

Bushfire

A Bushfire Management Plan has been prepared by Ecological, with an accompanying Bushfire Emergency Access Technical Note, prepared by Linfire, to support the Structure Plan.

It is identified that there are portions of the CIE located within extreme bushfire hazard level areas, however the Structure Plan report summarises that future detailed design can be refined to ensure appropriate siting of development, within moderate or low risk areas. This could be achieved through -

- The removal of hazards as development occurs (subject to obtaining environmental approvals) and/or
- Ensuring designs accommodate appropriate setbacks from any retained vegetation with the subject site. All future stages of development of the CIE will also be required to demonstrate compliance with State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and AS3959.

During pre-lodgement discussions, there was an identified need for an alternative emergency access route in to and out of the CIE. A proposed emergency access way has been identified on the Structure Plan. The route extends south from the proposed Local Distributor Road, through the Griffin Ewington Mine and onto Coalfields Highway. In order to achieve compliance with SPP3.7 the emergency access is to be maintained at:

- Minimum 6m in width (trafficable surface)
- Minimum clearance 6m (W) x 4.5m (H)
- Maximum weight capacity 15T
- Maximum grade of 10% if unsealed and 14.3% if sealed- averaging 10%
- Managed through an easement to provide legal access to emergency services.

It is acknowledged that the emergency access is 4.7km in length, which exceeds the maximum 500m set out on the SPP3.7 Guidelines, however any other alignment that was investigated was considered unviable.

Shire of Collie Officers have previously indicated no objections to the proposed arrangements for the emergency access and also the potential for this access to be secured as a public road, managed by the Shire, in the long term.

Infrastructure

A servicing report has been undertaken to support the formulation of the Structure Plan.

All lots within the Structure Plan area will be serviced by existing infrastructure, or new infrastructure as follows:

1. Water: to be connected to new Water Corporation assets being a 6ML Collie Water Tank and additional reticulation lines into the Structure Plan area. Infrastructure to be provided by Water Corporation.
2. Wastewater: to be treated on site as appropriate by proponents.
3. Electricity: to be connected to the existing Western Power network via new Western Power assets being zone substations and extensions to the 330kV network. Provision of power is dependent on the power requirements for future proponents and requires further discussion with Western Power.
4. Gas: Reticulated gas is not proposed, future proponents will need to investigate pipeline connection options or non-reticulated gas for their development.

Rail

Early investigations into the CIE identified the opportunity to connect the site to the existing Ewington rail infrastructure that services Griffin Coal. The servicing report prepared by Arup identified the potential for a common user rail extension spur into the Structure Plan area to service future proponents. This would require 1.9km of additional rail track plus a run-around track. The indicative location of this rail spur has been indicated on the Structure Plan, however further details around the levels, grades and future tenure/management of the rail line will need to be considered at a later stage.

Environment

An Environmental Assessment and Management Strategy has been prepared by Ecological to support the Structure Plan.

The identified environmental values in the CIE which were investigated in these reports were:

- Climate
- Landforms, topography and soils
- Flora and vegetation

- Terrestrial fauna
- Hydrology
- Aboriginal and non-indigenous heritage
- Historical and existing land uses
- Bushfire hazards

The Structure Plan has been designed to consider the following environmental mitigation measures:

- Impacts to vegetation classified as being in 'Very Good' to 'Excellent' condition, as well as potential Black Cockatoo habitat (threatened fauna species) have been minimised as far as practicable, by preferentially proposing developments within previously disturbed land.
- No development is proposed to occur within the buffer zones of any Registered or Lodged Aboriginal Heritage sites.
- Preparation of a District Water Management Strategy (DWMS) to outline the groundwater and surface water management strategies utilised in the design of the Structure Plan.
- Preparation of a Bushfire Management Plan (BMP).

The Environmental Assessment and Management Strategy also considers the environmental framework which is to be implemented across the site as part of future planning processes, including:

- Consideration of opportunities to retain vegetation or trees within future lots or road verges as part of the future detailed civil design process where possible.
- Identification of areas of the CIE where Targeted Black Cockatoo habitat assessments are recommended to be undertaken and potential referrals required pursuant to the *EPBC Act*.
- Potential for Aboriginal Cultural Heritage Surveys to be undertaken for development of land in proximity to the Collie River Waugal, Shotts and Shotts Grave sites.
- Identification of areas of the site where preliminary site investigation for potential contamination may be necessary due to the presence of existing and historical mining operations and power stations.
- Preparation of the following Management Plans is recommended to support future planning processes to ensure environmental impacts are mitigated and managed.
 1. Fauna Management Plan
 2. Urban Water Management Plan(s)
 3. Individual site-specific Bushfire Management Plans/BAL Assessments
 4. Acid Sulphate Soils Management Plan(s), if necessary.

Water

A District Water Management Strategy (DWMS) has been prepared by Urbaqua to support the Structure Plan.

Due to the size of the current lots and lack of detail around the development layouts of those seeking to establish in the CIE, the Applicant has advised that more detailed stormwater drainage management measures will be designed at the point of subdivision to manage a range of rainfall events up to and including the 1% Annual Exceedance Probability (AEP) through onsite management measures.

Design of lots and roads within the Structure Plan area assist with the management of water and de-risking of development through:

- Onsite retention systems will be required by proponents to manage the quantity and

- quality of surface water generated by proposed developments.
- Stormwater generation from the first 15mm of rain will be contained on site and infiltrated via vegetated infiltration systems.
- Rainfall events affecting the road network will be captured by vegetated roadside swales.
- A development level of 203.48m AHD is the recommended minimum floor level for habitable floors in areas below this contour.

The DWMS also indicates the need for a Water Management Plan (WMP) to be prepared for specific developments and proponents, which will address their specific operational requirements. The WMPs should address the following:

- Detailed engineering designs for drainage and wastewater
- Landscape design to manage water quality and infiltration
- Water efficiencies within the development
- Frameworks for implementation of water management strategies specific to each proponents development outcomes.

Develop Contributions via Landowner Agreements

Development Contribution Plans (DCP) aid in the delivery of infrastructure generated by development and subdivision of large land development projects with high levels of land fragmentation or ownership. DCPs are prepared in accordance with State Planning Policy 3.6 Infrastructure Contributions (SPP3.6).

The Structure Plan report indicates the intent to facilitate landowner agreements, in lieu of a Development Contribution Plan, as a resolution to aid in the delivery of infrastructure. This arrangement is subject to further discussion and negotiation to be implemented in future development stages and will be supported by State Government funding relating to the implementation of the Just Transition Plan.

Local Planning Scheme No.6 (LPS6)

Should the Structure Plan be approved, land use and development within the CIE must be consistent with the prescribed zonings and reservations as detailed in the Structure Plan map, as defined by LPS6. It is intended that the zones depicted on the Structure Plan map be normalised through a future amendment to LPS6 zoning maps.

The Structure Plan contemplates zoning various portions of the CIE as Strategic Industry, General Industry and Rural.

Strategic Industry

The objectives of the Strategic Industry zone pursuant to LPS6 are:

- *To designate industrial sites of State or regional significance.*

General Industry

The objectives of the General Industry zone pursuant to LPS6 are:

- *To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.*
- *To accommodate industry that would not otherwise comply with the performance standards of light industry.*
- *Seek to manage impacts such as noise, dust and odour within the zone.*

With reference to the area proposed as General Industry within the Structure Plan, the objectives are also to:

- *Balance development potential with the protection of the existing power station including any envisaged power station expansions, from any external impacts associated with proposed development.*
- *To consider the proximity of adjacent mining and subsequent impacts on proposed development.*

Rural

The objectives of the Rural zone pursuant to LPS6 are:

- *To provide for the maintenance of enhancement of specific local rural character.*
- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*
- *To provide for the operation and development of existing future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.*
- *To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.*

With reference to the area proposed as Rural within the Structure Plan, the intention is to reflect the current rural activities being undertaken and effectively maintain a buffer to the Collie River and adjoining vegetation. Additional housing/rural accommodation uses are restricted to avoid conflicts with the strategic industry and energy related uses.

Statutory and Policy Implications:

Planning and Development (Local Planning Schemes) Regulations 2015

- Part 4 – Structure Plans
 - Cl. 16 Preparation of Structure Plan
 - Cl. 17 Action by local government on receipt of Application
 - Cl. 18 Advertising structure plan
 - Cl. 19 Consideration of submissions
 - Cl. 20 Local government report to Commission
 - Cl.21 Cost and expenses incurred by local government
 - Cl. 22 Decision of Commission

Shire of Collie Local Planning Strategy 2019

Coolangatta Industrial Estate:

‘Currently there is a limited supply of larger industrial lots to service general industries, and none are currently available for purchase. As such, Coolangatta has the potential to supply such lots, which would also assist to encourage general industry uses currently located in the light industrial area or on rural land to relocate.’

Shire of Collie Local Planning Scheme No.6

- Part 3 – Zones & Objectives – Light Industry, General Industry and Industrial Development
- Special Control Areas SCA3, SCA6 and SCA8
- Clause 34 – Additional Site and Development Requirements for Specific Lots

Coolangatta Industrial Estate Structure Plan

The Coolangatta Industrial Estate Structure Plan was prepared in 2010 to support the development of the Bluewaters Power Station and surrounding land which was identified for future industrial uses. The 2010 structure plan required noise attenuation measures be incorporated into the design of future industries to ensure noise levels at the boundary of SCA8 would not be breached.

An amendment to the Structure Plan was undertaken in 2019. As part of this amendment approximately 156 Hectares of the Structure Plan Area, surrounding the Bluewaters Power Station, primarily Lots 1 and 2 Boys Home Road, was updated. The amended structure plan provides for additional land use permissibility relating to the operations of the existing Power Station and ancillary uses and an additional minor land use 'Automated Machinery/Equipment Demonstration & Training Area' within the Structure Plan area.

State Planning and Development Framework

- State Planning Strategy 2050
- State Planning Policy 2.0 – Environment and Natural Resources Policy
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas
- State Planning Policy 4.1 – State Industrial Buffer Policy
- State Planning Policy 5.4 – Road and Rail Noise
- Guidance for the Assessment of Environmental Factors No.3 – Separation Distanced between Industrial and Sensitive Land Uses
- Development Control Policy 4.1 – Industrial Subdivision
- Bunbury Geographe Sub- Regional Strategy
- WA Regional Freight Transport Network Plan
- Collie Just Transition Plan
- Economic Development Action Plan for the Collie and Bunbury Regions

Budget Implications:

The Structure Plan will not impact the Shire's current budget. As development progresses, there will be impacts to future budgets through rates income and future maintenance costs for infrastructure as it is transferred to the Shire as public assets and usage increases.

Communications Requirements:

The Structure Plan was advertised in accordance with Schedule 2, Part 4 Cl.18 (3a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The proposal was advertised for a period of 42 days from 3 October to 14 November 2024. Twenty (20) submissions were received over this period including industry, agency and public submissions.

Advertising was undertaken using the following methods:

1. Letters to property owners within a buffer distance of 4km of the Structure Plan boundary.
2. Post on the Shire's website, for the entire advertising period, including full suite of attachments.
3. Post on the Shire's Facebook on two separate occasions on 15 October 2024 and 5 November 2024.
4. Advertisement in the local newspaper with two runs published on 17 October 2024 and 7 November 2024.
5. Drop-in session, hosted by Urbis and Shire of Collie at the Shire Office on 23 October 2024.
6. Letters/Emails to relevant agencies and service including:
 - Department of Planning, Lands and Heritage
 - Department of Water and Environmental Regulation

- Department of Fire and Emergency Services
- Department of Energy, Mines and Industry Regulation
- Main Roads WA
- Department of Biodiversity, Conservation and Attractions
- Water Corporation
- Department of Health
- Department of Jobs, Tourism, Science and Innovation
- Telstra
- Western Power
- ATCO Gas (on behalf of Alinta)

Refer to Appendix 13.1.B Summary of Submissions which provides a full summary of all submissions received, with Officer and Applicant comment.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	3	Our Built Environment
Objective:	3.2	Sound land planning and building strategies and schemes

Comment:

The role of the Local Government in the determination of Structure Plans is firstly to ensure that all information as referred to in Schedule 2, Part 4, Cl. 16 of the *Deemed Provisions* has been provided. Once all the information is provided, the Local Government is to accept the Structure Plan for assessment and advertising. The Structure Plan is then required to be advertised for a period of 42 days. Following advertising, the Local Government is to consider submissions received and prepare a report to the Western Australian Planning Commission, including a recommendation for modifications to the Structure Plan and if it should be approved by the Commission.

Advertising

A full summary of submissions with Officer and Applicant responses is provided in Appendix 13.1.B.

Public:

Submissions received from the public were generally supportive of the proposal on the basis of increasing industrial land availability in Collie. The drop-in session hosted at the Shire Office on 23 October also reflected the general support from those who attended.

The public submissions were consistent in the items raised, generally relating to the condition, grade and traffic volume as they relate to Boys Home Road, Collie-Williams Road and the Paul Street/Coalfields Highway intersection, the interface between the CIE and adjoining rural landholdings, separation distances and impacts from future industrial activities and queries around power easements shown on the Structure Plan.

Main Roads WA (MRWA) also provided a submission on the proposal, which noted the need for road upgrades in the immediate area, particularly to the Boys Home Rd and Collie-Williams Rd intersection. As a MRWA controlled road, it has also been raised that MRWA has included Collie-Williams Rd on their program of works for upgrade and they have been progressing land tenure rationalisation to facilitate this in the future. Individual proponents will also be required to undertake their own Traffic Impact Assessments at development approval stage, which will

further inform required upgrades and timing. Construction traffic will continue to be managed through the appropriate Traffic Management Plans as projects arise.

To address the interface between the CIE and adjoining rural landholdings, the Applicant has agreed to demarcating a 50m buffer on the Structure Plan along Collie-Williams Road to ensure this separation, this has been reflected in the recommended modifications. The Applicant has also agreed to removing the portion of 330kV power easement that meets with adjoining rural land from the Structure Plan through modification, as the services are not required to extend to this point and removing them provides clarity that adjoining landowners will not be subject to the continuation of these easements.

Separation distances between industrial and sensitive land uses as required by the EPA guidance document will apply to all development in the CIE, considered at development application stage.

Industry:

Submissions received from key industry stakeholders, being those already established and those seeking to establish in the CIE or immediate area. These submissions raised some missing details around the servicing report for the CIE, which has been reflected through proposed modifications for inclusion. Queries were generally around the future formation of landowner agreements, State government funding for infrastructure and staging of infrastructure to avoid duplication. While these are important issues requiring further attention, these are not issues that need to be resolved at this stage in the process. It is important to note that Structure Plans are 'due regard' documents, meaning that development through future planning processes are only required to be generally in accordance with the Structure Plan, allowing for flexibility in staging and approach in the future.

Several submissions received from industry requested the inclusion of an adjoining parcel of land owned by Griffin Coal to be included in the Structure Plan boundaries. This is not supported by the Applicant or Shire Officers. The Structure Plan boundary has been defined in consultation with key stakeholders including the Department of Jobs, Tourism, Science and Innovation, Synergy, Bluewaters Farm Holdings, the Shire of Collie and consultant team. There has been a significant body of work undertaken, from the Coolangatta Land Use Capability Study to the Structure Plan and adjacent traffic and rail studies over the site and surrounds. These studies have detailed the capacity and capabilities of the land to accommodate industrial development.

In determining the Structure Plan boundary, inclusion of the land covered by the Griffin Coal State Agreement was not considered appropriate. This is in part due to the implications associated with the ongoing State Agreement (being a legislative agreement subject to current negotiations), but also due to the lack of technical investigations, interfaces and design outcomes over land which are all required to demonstrate the capability of the land to sustain industrial development. As the final Structure Plan boundary runs adjacent to the Griffin Coal State agreement area, and a portion of this land is identified as Industrial Development, there is the opportunity for Griffin Coal to undertake the necessary technical investigations to support a structure plan amendment to include this area within the Coolangatta Industrial Estate Structure Plan at an appropriate point in the future.

In response to considering the land owned by Griffin Coal, a modification has been recommended that provides an indicative location for an additional local road to provide access to these parcels of land from within the CIE, subject to a structure plan being prepared for this land in the future.

Agency/ Service Providers:

Referral responses received from key agencies have had implications in requiring modifications to the Structure Plan maps, report and supporting documentation. Outside of the responses requiring additional investigation to be undertaken, agencies had no objections to the Structure Plan, providing general advice or compliance details for future planning.

As a result of the submission received by Department of Water and Environmental Regulation (DWER), it has been recommended that the Structure Plan be modified to annotate the land that is currently zoned Rural and is proposed as General Industry in the Structure Plan, to make clear that this land has not yet been considered by the EPA for rezoning and this process is required to occur prior to being developed. DWER has also requested that further investigation and detail be provided to support the District Water Management Strategy. This modification will require further engagement with DWER, as is indicated in the recommended modifications.

Additionally, DWER's submission raised that ~181 ha of the Coolangatta Blue Gum plantation falls within the proposed CIE. The Coolangatta plantation forms a part of Synergy and Western Power's CAWS Act offsets for the clearing of State Forest for the purpose of the development of electricity transmission infrastructure. Whilst Synergy and Western Power currently hold offset credits with the DWER, any removal of the plantation assets from the Coolangatta plantation will impact the clearing credit scheme. This may reduce Synergy and Western Powers ability to readily undertake electricity generation works in the future due to land availability constraints for offset purposes within the Wellington Dam Catchment Area. This will need to be considered for future development of this lot.

The Department of Fire and Emergency Services (DFES) raised concerns relating to the broader landscape risk associated with the location of the site. An emergency access way has been proposed, which extends south of the site through State Forest and Griffin Coal licence areas to improve access and egress from the site in case of an emergency, however the access is not compliant with SPP3.7. DFES has requested that the Applicant provide an updated BMP, in consultation with Department of Planning, Lands and Heritage (DPLH) and DFES, which provides for further bushfire mitigation strategies. Shire Officers have supported the approach of allowing the consultation to occur once the Structure Plan has been referred to DPLH, rather than delaying the consideration of the Structure Plan by Council. The Applicant requested this approach as re-engaging their consultant at this time would cause significant delays to the structure plan. DPLH has indicated that this is a suitable approach.

The Department of Biodiversity, Conservation and Attractions (DBCA) reiterated some of the environmental issues raised by DWER in their submission, as well as referencing the need for the Bushfire Management Plan to be updated. DBCA raised queries around the environmental values on the site as identified in the Environmental Assessment and Management Strategy. DBCA has identified that the potential impacts have not been adequately identified, in conjunction with potential mitigation methods. As a result, a modification has been recommended that prompts the Applicant to further consider ecological linkages and native vegetation retention, which should be reflected on the final structure plan.

Recommendation

Shire Officers have undertaken an assessment of the Coolangatta Industrial Estate Structure Plan and considered the submissions received from the public, industry and agencies, as well as feedback from the drop-in session. Shire Officers were also regularly involved in the preparation of the Structure Plan, participating in the stakeholder working group up until lodgement of the Plan. Officers have also regularly engaged with the Applicant, JTSI and DPLH throughout the assessment process to formulate the recommended modifications (refer Appendix 13.1.C).

It is acknowledged that there are a number of elements of the project that are requiring further investigation and work to be undertaken for the Structure Plan to advance through to approval by the Western Australian Planning Commission (WAPC). In the interest of ensuring the project is not delayed, Officers have formulated the modifications to prompt the further work to be completed, however is not definitive in what is to be provided, as further consultation by the Applicant with responsible agencies, DPLH and the Shire will be required. It is also important to note that future tenure arrangements, particularly relating to rail and the emergency access way will continue to be pursued as development of the CIE progresses, as these issues are not yet resolved to their full extent, however the State is confident is these being able to be resolved.

As recognised in the implementation section of the Structure Plan report, there is additional detail and reporting that will be required at subdivision and development application stage. The Structure Plan report, in conjunction with matters raised by agencies, will inform the inclusion of future Local Planning Scheme No 6. provisions into the structure plan, to be ratified in the future through an amendment to the Scheme. A draft of these provisions has been included in Appendix 13.1.C, which will be subject to future endorsement by Council.

Conclusion

The Coolangatta Industrial Estate Structure Plan is an important step in realising the objectives of the State's Just Transition Plan for Collie. Collie has been identified at a state level as an area with a comparative advantage in developing new energy technologies, with its undeveloped industrial areas and skilled energy and manufacturing workforce. The Coolangatta Industrial Estate has the baseline level of infrastructure required for future development and can offer large land areas to facilitate industrial development. This will be essential in facilitating the development of key industries to provide employment and economic diversification for Collie.

It is recommended that Council resolve to note the submissions received during the advertising period, support the Coolangatta Industrial Estate Structure Plan with modifications and authorise the lodgement of the Structure Plan and recommended modifications to the Western Australian Planning Commission for approval.

Cr Hansen returned to the chambers at 7.42pm.

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 12 November 2024

Officer's Recommendation/Council Decision:		Resolution: 9511
Moved: Cr Moyses		Seconded: Cr Hansen
That Council confirms the Minutes of the Ordinary Meeting of Council held on 12 November 2024.		
		Carried:8/0
For:	Cr Miffing, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Hansen, Cr Sadlier.	
Against:	Nil	

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

9.1 Council Endorsement of the Updated Shire of Collie Bushfire Risk Management Plan	
Reporting Department:	Development Services
Reporting Officer:	Kohdy Flynn – Community Emergency Services Manager
Accountable Manager:	Isabel Fry – Acting Director Development Services
Legislation:	<i>Bush Fires Act 1954, Emergency Management Act 2005</i>
File Number:	EMG/010
Appendices:	Appendix 9.1.A Updated Bushfire Risk Management Plan
Voting Requirement:	Simple Majority

Report Purpose

For Council to endorse the updated Shire of Collie Bushfire Risk Management Plan as recommended by the Bushfire Advisory Committee and authorise Officers to submit the Plan to the Department of Fire and Emergency Services, Office of Bushfire Risk Management.

Officer's Recommendation/Council Decision:		Resolution: 9512
Moved: Cr Faries		Seconded: Cr Sadlier
That Council, in relation to the updated Shire of Collie Bushfire Risk Management Plan, resolve to:		
<ol style="list-style-type: none"> 1. Note that no submissions were received during the public advertising period; 2. Endorse the updated Bushfire Risk Management Plan; and 3. Authorise the Chief Executive Officer to submit the Plan to the Department of Fire and Emergency Services, Office of Bushfire Risk Management. 		

		Carried:8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney, Cr Hansen, Cr Sadlier.</i>	
Against:	<i>Nil</i>	

Background:

This Bushfire Risk Management Plan (BRMP) provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk within the community. A BRMP is to be developed for local government areas with a significant bushfire risk.

The drafted BRMP is an update to the previously approved Plan. Throughout its development the updated BRMP has been prepared with consideration to the Guidelines for Preparing a Bushfire Risk Management Plan, by consultation and communication with land and asset managers to ensure an informed and collaborative approach to managing bushfire risk.

The updated BRMP was due to be submitted to the Office of Bushfire Risk Management (OBRM) by 30th September, due to the endorsement requirements of this Plan an extension to this date had been requested and granted to allow time for the Plan to be endorsed by the BFAC and the Shire Council. The extension that was requested by the Shire was granted by OBRM. The new submission date for the Shire of Collie is now 30th December.

Once the updated BRMP has been endorsed by OBRM the Plan will be reviewed by the Shire on a two-yearly basis to capture any new or significant assets or changes and identify any emerging associated risks.

An endorsed BRMP is a requirement of the Shire to be eligible to submit future applications for funding from the Mitigation Activity Fund Grants Program to continue treating bushfire risks within the Shire of Collie. If the Shire does not submit its BRMP by 30 December 2024, there is a risk of losing this funding.

The Western Australian Government established the Mitigation Activity Fund Grants Program (MAFGP) to reduce bushfire hazards that pose a high risk to assets across the State. This program provides essential support for local governments with approved Bushfire Risk Management Plans, enabling them to manage and treat bushfire risks on State land under their jurisdiction. Many local governments face financial limitations, and the MAFGP offers crucial funding to implement mitigation strategies that would otherwise be challenging to afford. These treatments significantly reduce bushfire risk, helping protect life, property, and critical infrastructure within communities. The Shire of Collie has been a successful recipient in several MAFGP rounds to carry out a range of bushfire mitigation treatments across the Shire, enhancing safety for all residents. Mitigation activities funded by the MAFGP are a vital component of the Shire's efforts to proactively manage bushfire risk, ultimately reducing the potential impacts of catastrophic fire events on the community.

A recommendation relating to the updated Bushfire Risk Management Plan was made to Council from the Bushfire Advisory Committee at the Ordinary Meeting of Council held 12 November 2024. The Committee recommendation was amended to allow the public to comment and provide feedback on the draft Shire of Collie Bushfire Risk Management Plan. Council resolved (Resolution 9494):

That Council advertise by public notice, the review of the Bushfire Risk Management Plan to the general public, to provide opportunity for comment and refer the results of any feedback received to the bush fire committee, for further consideration.

Statutory and Policy Implications:

Bushfires Act 1954

Emergency Management Act 2005

Budget Implications:

Should the Shire be unsuccessful in submitting the updated Bushfire Risk Management Plan to OBRM by the 30 December 2024, the Shire will not be eligible to obtain funding from the Mitigation Activity Fund Grants Program. This will have significant budget implications as the Shire will need to fund all mitigation activities from Shire operating budgets to reduce bushfire risk.

Communications Requirements:

As requested by Council, the Bushfire Risk Management Plan has been advertised for a period of 14 days, from 21 November to 5 December 2024. The Plan was advertised on the Shire's website and the local newspaper.

No submissions were received during this period.

Extensive communication has been completed with DFES and relevant stakeholders on the implementation and review of this Plan.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1	Our Community
Objective:	1.1	Community health, safety and wellbeing

Relevant Precedents:

The BRMP is an update to the previously approved Plan.

Comment:

The updated BRMP has been advertised for public comment as requested by Council at its Ordinary Meeting of Council held 12 November 2024. No submissions were received during this period, therefore it was not required to be referred through the Bushfire Advisory Committee for further consideration.

The Plan represents an update to the previously approved BRMP and is part of an ongoing effort to evaluate and improve strategies for identifying, assessing and addressing bushfire risk across the Shire. The Plan has received preliminary feedback from OBRM, who have provided in principle support of the Plan, subject to it being endorsed and submitted by the due date of 30 December 2024.

The preparation and endorsement of the Plan will ensure the Shire of Collie is eligible to apply for Mitigation Activity Fund Grant Program funding, to undertake essential mitigation work within the Shire.

It is recommended that Council note no submissions were received during the advertising period, endorse the Officer and Bushfire Advisory Committee recommendation and authorise the Chief Executive Officer to submit the updated Bushfire Risk Management Plan to Department of Fire and Emergency Services, Office of Bushfire Risk Management.

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

10.1 Townscape & Environment Committee Meeting

Officer's Recommendation/Council Decision:

Resolution: 9513

Moved: Cr Moyses

Seconded: Cr Faries

That Council receive the minutes of the Townscape & Environment Committee Meeting held on the 12 November 2024.

Carried:8/0

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

Against: Nil

Committee's Recommendation

That Council endorses the installation of the Historic Personnel Carrier to Phoenix Park approximately 5-8 metres opposite southern mural face of the Memorial Wall.

Council Decision:

Resolution: 9514

Moved: Cr Italiano

Seconded: Cr Sadlier

That Council endorses the installation of the Historic Personnel Carrier to Phoenix Park approximately 5-8 metres opposite southern mural face of the Memorial Wall, with the skip to be placed on parallel railway lines.

Carried:8/0

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

Against: Nil

11. CEO REPORTS

11.1 Schedule of Ordinary Council Meetings and Forum Arrangements 2025

Reporting Department:	Chief Executive Office
Reporting Officer:	Amber Nikola – Executive Assistant
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Nil
Voting Requirement:	Simple Majority

Report Purpose

To confirm the schedule of Ordinary Meeting dates of Council for 2025 and arrangements for Councillor Forums.

Officer's Recommendation

That Council resolve to:

1. *Confirm the Meeting Schedule for the 2025 Ordinary Council Meetings to be held at the Shire of Collie Council Chambers on the second Tuesday of each month, commencing February 2025;*

- 2A. *Commence the Ordinary Council meetings at 6.00pm with the light meal provided after the meeting;*
OR
- 2B. *Commence the Ordinary Council meetings at 6.00pm with the light meal provided before the meeting;*
OR
- 2C. *Commence the Ordinary Council meetings at 7.00pm with the light meal provided before the meeting;*
OR
- 2D. *Commence the Ordinary Council meetings at 7.00pm with the light meal provided after the meeting;*

3. *Convene Councillor Forums based on the "Councillor Forum Meeting Procedure" on an as needs basis based on items being raised with the Shire President by Elected Members or the CEO; and*

4. *Authorise the details referred to in point 1 and 2 above, to be published.*

Council Decision:**Resolution: 9515****Moved: Cr Hansen****Seconded: Cr Sadlier***That Council resolve to:*

1. *Confirm the Meeting Schedule for the 2025 Ordinary Council Meetings to be held at the Shire of Collie Council Chambers on the second Tuesday of each month, commencing February 2025;*
2. *Commence the Ordinary Council meetings at 7.00pm with the light meal provided after the meeting;*
3. *Convene Councillor Forums based on the "Councillor Forum Meeting Procedure" on an as needs basis based on items being raised with the Shire President by Elected Members or the CEO; and*
4. *Authorise the details referred to in point 1 and 2 above, to be published.*

Carried:7/1**For:** Cr Miffing, Cr Italiano, Cr Moses, Cr Faries, Cr Kearney, Cr Hansen, Cr Sadlier.**Against:** Cr Hill Power**Background:**

Currently, Ordinary Council meetings for the Shire of Collie are held on the second Tuesday night of each month (except January), with agenda papers provided to Councillors and made available publicly no later than the preceding Friday.

On 10 October 2023, Council resolved (Resolution 9277) to continue to hold Councillor Forums every quarter in accordance with the adopted Councillor Forum Meeting Procedure, with such meetings open to the public.

That Council resolve to continue to hold councillor forum every quarter in accordance with Councillor Forum Meeting Procedure set out at Appendix 12.3.A and open to the public.

For a number of reasons, the Councillor Forums have not been held regularly over the last 12 months.

Statutory and Policy Implications:

Regulation 12(2) of the *Local Government (Administration) Regulations 1996* require details of public meetings to be published on the Shire's website. Details include meeting date, time and place.

Clause 2.1 of the *Shire of Collie Standing Orders Local Law 2017* requires an Ordinary meeting of the Council to be held on a monthly basis or otherwise as determined by the Council. The clause also allows a Special meeting of the Council for business that is urgent, complex in nature, for a particular purpose or confidential.

Budget Implications:*Nil*

Communications Requirements: (Policy No. CS 1.7)

A primary intent of Policy CS1.7 is to ensure regular and consistent communication on Council's project and activities to all stakeholders. This report seeks to establish meeting arrangements that ensure effective conduct of business.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Meetings are scheduled on an annual basis.

Comment:

Consistent with the arrangements for 2024, it is recommended that the Ordinary meetings of Council be held each second Tuesday of the month commencing in February 2025 as per the schedule below:

COUNCIL MEETING SCHEDULE
11 February 2025
11 March 2025
8 April 2025
13 May 2025
10 June 2025
8 July 2025
12 August 2025
9 September 2025
14 October 2025
11 November 2025
9 December 2025

The schedule of Ordinary Council meetings complies with Standing Orders and will allow for the conduct of Council business, with Special Council meetings called on an as needs basis.

As a light meal is provided at the conclusion of the meeting, as in previous years Council may wish to consider commencing the meeting at 6.00pm in lieu of 7.00pm. Alternatively Council may wish to have the light meal provided prior to the meeting to enable Councillors to interact in a social manner before the formal meeting commences. The recommendation includes a number of options for Council's consideration.

Councillor Forums – Meeting Procedure CS1.10**Policy Objective**

To ensure Council Forums are held in a way that is consistent with the principles of transparency and accountability. The policy also provides procedural guidance on the conduct and administration of forums.

Scope

This policy applies to all Councillor Forums.

Policy Statement**1 Purpose**

The purpose of a Councillor Forum is to:

- Provide an opportunity for elected members and staff to present ideas and concepts for future consideration;
- Provide an opportunity for staff to gain input from elected members as they research matters and draft reports for presentation to Council; and
- Provide a forum for two-way communication between elected members and key staff members on important Council and public interest related matters.

More specifically, the forums will allow:

Concept Consideration

This involves Councillors and Shire staff meeting to discuss and explore ideas, strategies and concepts relating to the business of local government. Examples of the types of matters that might be canvassed are:

- Current matters of a local or regional significance
- Matters relating to the future development of the Shire
- Emerging changes to the local government sector and implications for the Shire
- Cross-agency matters

Agenda Considerations

These are opportunities for the Chief Executive Officer and Shire staff to brief Councillors on upcoming agenda items for formal meetings.

Public Interest Considerations

The Council may address matters whereby members of the public can hear information about a particular issue.

2 Principles

Councillor Forums operate under the following principles:

1. Debate does not occur at a Councillor Forum.
2. Decisions will not be made at a Councillor Forum.
3. Councillors and officers will be required to adhere to the same Codes of Conduct that apply to Elected Members and officers.

3 Forum Conduct and Administration

The objectives of this policy will be met through the observance of the following arrangements:

1. The meeting is chaired by the Shire President, Deputy Shire President, or in absence of both, an Elected Member.
2. All questions from Councillors are directed through the Chair.
3. The Chair may, at his or her discretion, allow questions from the public.

4. *Members of the public do not have the right to speak unless invited to do so by the Chair.*
5. *Presentations may be received from any party on a matter relevant to Council as determined by the Chair.*

The Shire President or Deputy Shire President, in collaboration with the Chief Executive Officer will/may:

1. *determine the meeting agenda;*
2. *vacate the meeting where there are insufficient matters to warrant a meeting; and/or*
3. *call an urgent meeting when matters warrant such.*

Public notice of a quarterly Councillor Forum will be given on the Shire's website with the same notice period as required for Ordinary Meetings of Council. Urgent meetings do not require prior notice.

Attendees include all Elected Members and staff as determined appropriate by the Chief Executive Officer. Members of the public may attend except where the Chair determines it necessary or appropriate to discuss a matter behind closed doors. This may include matters affecting an employee, personal affairs of any person, contracts, legal advice or other.

If, at a forum, the Chair is of the opinion that by reason of disorder or otherwise the business of the forum cannot effectively continue, the Chair may adjourn the forum to a time and date to be set.

As no decisions are made at forums, only a general record of items are documented, along with attendance and any interests declared. Records of meetings will be published on the Shire website.

4 Declaration of Interest

All Elected Members and officers in attendance are to disclose any financial and conflicts of interest in relation to matters to be discussed. Those who have a financial interest will not participate in that part of the forum. There is no opportunity for a person with a financial interest to remain in the meeting room when the relevant matter is discussed.

As adopted by Council at its meeting dated 12 March 2024.

While the Councillor Forum Meeting Procedure Policy was reviewed in March 2024, due to changes in senior staff and other business disruptions, Councillor Forums have not been held as anticipated. To enable administration staff time to adjust to workloads and increase staffing resources, it is recommended that Councillor Forums continue to be held but be called on an as needs basis based on items being raised with the Shire President by Elected Members or the CEO.

11.2 2024 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:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Nil
Voting Requirement:	Simple Majority

Report Purpose

For Council to consider the expected closure dates for Shire facilities over the Christmas and New Year period.

Officer's Recommendation/Council Decision:

Resolution: 9516

Moved: Cr Italiano

Seconded: Cr Moyses

That Council endorse the following timetable of closing/opening dates and times of Shire of Collie facilities for the 2024 Christmas and New Year Period:

Venue	Closing Date/Time	Re-opening Date/Time
Administration Building	Tuesday 24 December 4.30pm	Thursday 2 January 8.00am
Collie Public Library	Tuesday 24 December 4.30pm	Thursday 2 January 8.30am
Roche Park Recreation Centre	Thursday 19 December 7.00pm	Monday 6 January 9.00am
Mineworkers Memorial Swimming Pool	Tuesday 24 December 4.00pm	Friday 27 December 6.30am
	Tuesday 31 December 4.00pm	Thursday 2 January 6.30am
Shire Depot	Tuesday 24 December 12 noon	Thursday 2 January 6.30am
Waste Transfer Station	Tuesday 24 December 12 noon	Friday 27 December 9.00am
	Tuesday 31 December 4.00pm	Thursday 2 January 9.00am

Carried:8/0

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

Against: Nil

** Staff were asked to investigate the opportunity to open the swimming pool on the 26 December and 1 January if possible.*

Background:

The dates and times of Christmas/New Year closing dates and times varies each year dependent on the day of the week on which Christmas Day and the associated public holidays fall. In 2024, Christmas Day falls on a Wednesday.

After considering the implications on Shire of Collie services and facilities, the proposed closing and re-opening hours for the various Shire venues are shown in the table below:

Venue	Closing Date/Time	Re-opening Date/Time
Administration Building	Tuesday 24 December 4.30pm	Thursday 2 January 8.00am
Collie Public Library	Tuesday 24 December 4.30pm	Thursday 2 January 8.30am
Roche Park Recreation Centre	Thursday 19 December 7.00pm	Monday 6 January 9.00am
Mineworkers Memorial Swimming Pool	Tuesday 24 December 4.00pm	Friday 27 December 6.30am
	Tuesday 31 December 4.00pm	Thursday 2 January 6.30am
Shire Depot	Tuesday 24 December 12 noon	Thursday 2 January 6.30am
Waste Transfer Station	Tuesday 24 December 12 noon	Friday 27 December 9.00am
	Tuesday 31 December 4.00pm	Thursday 2 January 9.00am

While the various Council facilities will be open to the community based on the above opening days and hours, many will be operating on minimal staffing levels to enable staff to apply to take additional leave days over the Christmas / New Year period if they wish.

Budget Implications:

Nil - Staff taking leave will be utilising leave entitlements for the times they are not at work.

Communications Requirements: (Policy No. CS 1.7)

Public notice to be given advising of the open/closed hours for the various facilities.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

The Shire venues have closed at times over the Christmas and New Year period in previous years.

Comment:

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

- Ranger Services will be available throughout by calling the 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 throughout in the event of an emergency.
- The Transfer Station and the Swimming Pool are only closed for the minimum reasonable time to allow staff to spend Christmas with their families.

With public holidays falling on the Wednesday 25 December, Thursday 26 December and Wednesday 1 January, and staff receiving a local government holiday over the Christmas period, there are essentially only two additional days of closure between Christmas Eve and the 2 January 2025.

Experience has shown that very few customers have attended Shire venues in the days between Christmas Day and New Year, therefore minimal inconvenience to the community is anticipated.

11.3 Policy Framework Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.3.A - Policy Framework
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it is proposed that a Policy Framework be established under which Policies can be created, reviewed, modified or deleted.

Council is requested to consider and adopt the following new Policy Framework Policy (refer to Appendix 11.3.A - Policy Framework) and the Policy review cycle.

Officer's Recommendation/Council Decision:

Resolution: 9517

Moved: Cr Hill Power

Seconded: Cr Kearney

That Council adopt the Shire of Collie "CP1-001 Policy Framework Policy" (refer to Appendix 11.3.A - Policy Framework) inclusive of the following:

- i) A full review of the Council Policy Manual is to be conducted at least once every three (3) years, with ad hoc policies presented to Council on an as needs basis;*
- ii) Council Policies focus on the strategic and statutory decision-making obligations of the Council. They will address strategic, financial or operations resources and may guide services and service levels. Setting of Council Policies is a primary function of the Council as provided by section 2.7(2)(b) of the Local Government Act 1995.*
- iii) Management Policies (described as Administration Policies) apply to the day-to-day operations of the Shire. They provide principles for the control of activity and decision making relevant to the Chief Executive Officer's duties or delegate. A primary function of the Chief Executive Officer is to manage the operations of the local government as provided by section 5.41(d) of the Local Government Act 1995. As such, the CEO is the decision maker for the adoption, amendment or revoking of Administration Policy.*
- iv) Management Practice (described as Administration Procedures) provides greater detail than an Administrative Policy and will typically outline the process or steps required to implement an Administration Policy; or may address a specific stand-alone function or activity. Management Practices can establish internal controls that support services levels, maximise efficiency and effectiveness, meet compliance obligations, mitigate risks and ensure suitable operational standards.*

Administration Procedures are generally established by the CEO or a responsible Director who has authority under the terms of the relevant position description or delegation to do so.

- v) *A Standard Operating Procedure is very detailed on “how” to accomplish a specific job, task or assignment. They are likely to relate to specialised operations or to repetitive tasks undertaken by the administration. Procedures may be established by the CEO or a responsible officer who has authority under the terms of the relevant position description or delegation to do so.*

Carried:8/0

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

Against: Nil

Background:

The Council has carried out a comprehensive Policy manual review in the past. Since that time, several new policies and amendments to policies have been endorsed by Council.

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

To assist and guide Council and staff in the creation, review, modification and deletion of various Council policies and procedures, a Policy Framework has been established. This will form the foundation for the future systematic review and update of all Council and Management Policies.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council—*

- (a) governs the local government’s affairs; and*
- (b) is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to—*

- (a) oversee the allocation of the local government’s finances and resources;
and*
- (b) determine the local government’s policies.*

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2 – Deemed provisions for local planning schemes.

Sections 4, 5 & 6

4. Procedure for making local planning policy

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

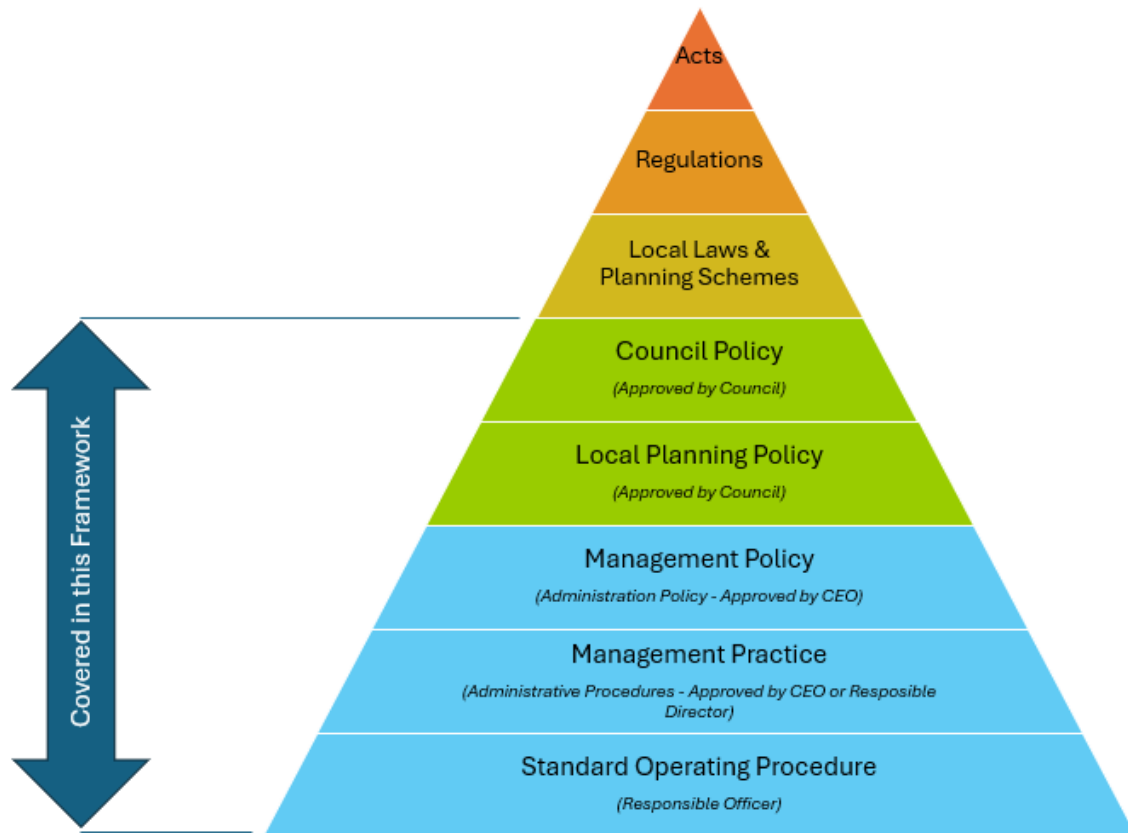
Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

A policy framework is a logical structure that is established to organise policy documentation into groupings that reflect their role and function. The purpose of this new Policy is to outline the agreed Policy Framework for the Shire of Collie, enabling the various policies and practices to be correctly prepared, understood and implemented.

Policy Structure

The hierarchy of instruments is illustrated below:



Acts

Acts, Regulations, Local Laws and Planning Schemes are legislative instruments and have the force and effect of law. These instruments are established through parliamentary, Governor or Ministerial processes.

Council Policy

Council policies focus on the strategic and statutory decision-making obligations of the Council. They address strategic, financial or operations resources and may guide services and service levels. Setting of policies is a primary function of the Council as provided by section 2.7(2)(b) of the *Local Government Act 1995*.

Local Planning Policy

Local Planning Policies are a subset of the Local Planning Scheme and guide decision-making under the terms of the Scheme. Local Planning Policies are adopted under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Management Policy

Management policies (described as **Administration Policies**) apply to the day-to-day operations of the Shire. They provide principles for the control of activity and decision making relevant to the Chief Executive Officer's duties or delegate.

A primary function of the Chief Executive Officer is to manage the operations of the local government as provided by section 5.41(d) of the *Local Government Act 1995*. As such, the CEO is the decision maker for the adoption, amendment or revoking of Administration Policy. At an operational level, this is administered through the Executive Management Team

Operational meetings where the consideration and adoption of these Policies by the Executive is recorded.

Management Practice

Management Practice (described as **Administration Procedures**) provides greater detail than an Administrative Policy and will typically outline the process or steps required to implement an Administration Policy; or may address a specific stand-alone function or activity. Management Practices can establish internal controls that support services levels, maximise efficiency and effectiveness, meet compliance obligations, mitigate risks and ensure suitable operational standards.

Administration Procedures are generally established by the CEO or a responsible Director who has authority under the terms of the relevant position description or delegation to do so.

Standard Operating Procedure

A Standard Operating Procedure is very detailed on “how” to accomplish a specific job, task or assignment. They are likely to relate to specialised operations or to repetitive tasks undertaken by the administration. Procedures may be established by the CEO or a responsible officer who has authority under the terms of the relevant position description or delegation to do so.

11.4 Local Government Elections Caretaker Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.4.A – CP1-002 Local Government Elections Caretaker Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

Council is requested to consider and adopt the Local Government Elections Caretaker Policy (refer to Appendix 11.4.A – CP1-002 Local Government Elections Caretaker Policy).

Officer's Recommendation/Council Decision:

Resolution: 9518

Moved: Cr Kearney

Seconded: Cr Moyses

That Council adopt the Shire of Collie Local Government Elections Caretaker Policy (refer to Appendix 11.4.A – CP1-002 Local Government Elections Caretaker Policy).

Carried:8/0

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

Against: Nil.

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation. This report recommends the creation of a new Shire of Collie Local Government Elections Caretaker Policy (refer to Appendix 11.4.A – CP1-002 Local Government Elections Caretaker Policy).

The State Government's Local Government Reform process has introduced a standardised caretaker period across all local governments in Western Australia. It prevents a local

government from making significant decisions while an election is underway, particularly decisions that would bind a future Council to a particular course of action.

The caretaker period will apply to all ordinary local government elections from 2025 onwards. It will also apply to any election to elect a Council after it has been declared vacant or dismissed. It will not apply to extraordinary local government elections. The caretaker period runs from the close of nominations to declaration of the poll.

WALGA have provided a template Caretaker Policy which has formed the foundation of the proposed Shire of Collie Local Government Elections Caretaker Policy, resulting from the changes to Section 3.73 of the *Local Government Act 1995*.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

Caretaker Period

Division 5 outlines what a local government may and may not do during the Caretaker Period, with section 1.4A of the *Local Government Act 1995* defines the Caretaker Period.

Division 5 — Caretaker period

3.73. Restrictions on what local government may do during caretaker period

(1) *In this section —*

emergency means —

- (a) *the occurrence, or imminent occurrence, of an event, situation or condition that is a hazard under the definition of that term in the Emergency Management Act 2005 section 3; or*
- (b) *a public health emergency as defined in the Public Health Act 2016 section 4(1);*

land transaction has the meaning given in section 3.59(1);

major land transaction has the meaning given in section 3.59(1);

major trading undertaking has the meaning given in section 3.59(1);

senior employee means a senior employee under section 5.37;

significant act means any of the following —

- (a) *making a local law (including making a local law to amend or repeal a local law);*
- (b) *entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;*

- (c) *entering into a major land transaction;*
- (d) *entering into a land transaction that is preparatory to entry into a major land transaction;*
- (e) *commencing a major trading undertaking;*
- (f) *entering into a contract, or other agreement or arrangement, in prescribed circumstances;*
- (g) *inviting tenders in prescribed circumstances;*
- (h) *deciding to do anything referred to in paragraphs (a) to (g);*
- (i) *an act done under a written law or otherwise that is a prescribed act.*
- (2) *During a caretaker period, a local government must not do a significant act.*
- (3) *Subsections (4) to (6) apply despite subsection (2).*
- (4) *A local government may do a significant act during a caretaker period if —*
 - (a) *the local government's decision to do the significant act was made before the caretaker period; and*
 - (b) *any prescribed requirements are met.*
- (5) *A local government may do a significant act during a caretaker period if it is necessary for the local government to do the significant act during the caretaker period in order to comply with any of the following —*
 - (a) *a written law;*
 - (b) *an order of a court or tribunal;*
 - (c) *a contractual obligation of the local government under a contract entered into by the local government before the caretaker period.*
- (6) *The Departmental CEO may authorise a local government to do a significant act during a caretaker period if the Departmental CEO is satisfied that it is necessary for the local government to do the significant act during the caretaker period —*
 - (a) *because of an emergency; or*
 - (b) *to ensure the proper operation of the local government.*

Sections 4.87, 5.93 and 5.103 of the *Local Government Act 1996*

Regulation 8 of the *Local Government (Rules of Conduct) Regulations 1996*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:**Caretaker Period**

The new Caretaker Period requirements commence on 1 July 2024.

In State and Federal Government the government enters what is called a caretaker period when a general election is held. This period means that crucial decisions that would bind a new government are not made while the electors are deciding who the new government should be. Many local governments currently also carry out a caretaker period for their ordinary elections, however this is decided on a case by case basis.

Why it's being introduced for local government level?

Just like State and Federal Governments, local governments should not be making significant decisions while an election is underway, particularly decisions that would bind a future Council to a particular course of action. Many local governments already implement caretaker periods through their own Council policies and decisions.

While the administration of a local government is not changed by an election, an administration is subject to the direction of the Council chosen by the electors. As such, entering major contracts, changing the CEO and similar significant decisions should not be made until after the local government election concludes. This allows a potential new Council to choose the course of action that best reflects the electors they represent.

This reform intends to standardise a caretaker period across all local governments in Western Australia.

When does the caretaker period apply?

The caretaker period will apply to all ordinary local government elections from 2025 onwards.

The caretaker period runs from the close of nominations to declaration of the poll.

It will also apply to any election to elect a Council after it has been declared vacant or dismissed. It will not apply to extraordinary local government elections.

What will the caretaker period mean for local government decision making?

During a caretaker period a local government must not do a significant act unless an exception applies.

The first exception relates to decisions which were made prior to the caretaker period but not yet actioned. In this circumstance a local government can implement a decision made prior to the caretaker period, such as signing a major contract, but it must first give local public notice of the details of the:

- a. significant act and the date it will occur; and
- b. the decision made prior to the caretaker period and the date it was made.

This local public notice must also be provided to the Director General of the DLGSC.

The second exception provides that a local government may do a significant act to comply with the law, an order of a court of tribunal or a contractual obligation arising from a contract entered into by a local government before the caretaker period. This ensures that a local government's legal obligations can be met (s.3.73(5)).

The third and final exception allows a local government to undertake a significant act in an emergency with the approval of the Director General of the DLGSC. This ensures that emergency responses can be undertaken during this period.

What is a significant act?

The Act and Functions and General Regulations set out several matters which constitute a significant act. It is a significant act to both make the decision to undertake a significant act and to undertake that significant act. For example, both the decision of the Council to enter into a major contract and the CEO signing the contract are significant acts.

The list below may assist in understanding what are the significant acts not permitted during the caretaker period.

Prescribed significant act and example:

- a. **Making a local law** (including making a local law to amend or repeal a local law).
The making of a waste local law.
- b. **Entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee.**
Resolving to appoint a person as CEO or signing the contract for that person's appointment.
- c. **Entering into a major land transaction.**
Resolving to undertake a major land transaction or signing the contract of sale for the land transaction.
- d. **Entering into a land transaction that is preparatory to entry into a major land transaction.**
The CEO using delegated authority to purchase a portion of adjoining land for a major land transaction and signing the associated contract for purchase.
- e. **Commencing a major trading undertaking.**
Resolving to commence the operation of a golf course for profit or opening the golf course for the first time.
- f. **Entering into a contract, or other agreement or arrangement worth, or expected to be worth more than \$250,000** (this includes contracts for good and services or the disposal or acquisition of property or entering into 2 or more contracts to avoid this requirement.)
Resolving to accept the tender for a major works contract or signing the contract with the successful tenderer.
- g. **Inviting tenders worth more or expected to be worth more than \$250,000.**
The CEO determining to go to tender for some works or giving actual notice of the opening of the tender.
- h. **Deciding to do anything referred to in paragraphs (a) to (g).**
The decision by council or delegated authority to do any of the above.

- i. **An act done under a written law or otherwise that is a prescribed act.**
Refer to regulation 3A of the Local Government (Functions and General) Regulations 1996.

The prescribed matters include:

- establishment or changes to a regional local government or regional subsidiary
- commencing the adoption, amendment or repeal of a local planning strategy, scheme, or policy
- commencing procurement of a panel of pre-qualified suppliers.

11.5 Recording & Live Streaming of Council Meetings Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.5.A – CP1-014 Recording & Livestreaming of Council Meetings Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

Council is requested to consider and adopt the Recording & Livestreaming of Council Meetings Policy (refer to Appendix 11.5.A – CP1-014 Recording & Livestreaming of Council Meetings Policy).

Officer's Recommendation/Council Decision:

Resolution: 9519

Moved: Cr Kearney

Seconded: Cr Sadlier

*That Council adopt the Shire of Collie Recording & Livestreaming of Council Meetings Policy (refer to Appendix 11.5A *as amended – CP1-014 Recording & Livestreaming of Council Meetings Policy).*

Carried:8/0

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

Against: Nil

** The Policy as presented in Appendix 11.5A of the Agenda was amended in subclause 4.1.1 to read as follows: "All Council meeting proceedings will be audio recorded by the Shire of Collie, and may only be video recorded at the discretion of the Shire President, including all Behind Closed Doors and Confidential discussions in accordance with section 5.23 of the Local Government Act 1995".*

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation. This report recommends the creation of a new Shire of Collie Recording & Livestreaming of Council Meetings Policy (refer to Appendix 11.5.A – CP1-014 Recording & Livestreaming of Council Meetings Policy).

The State Government's Local Government reform process has introduced a number of legislative changes across all local governments in Western Australia. Part 2A of the *Local Government (Administration) Regulations 1996*, titled electronic broadcasting and video or audio recording of Council meetings, will apply to meetings of Council held on or after 1 January 2025.

The objective of this Policy is to ensure that there is a true and accurate account of debate, discussions, questions, answers and proceedings for meetings of Council through the recording of Council meetings. This will ensure a process is in place to record, store, retrieve and manage Council meeting recordings and outline the access to recorded Council meetings.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

Part 2A — Electronic broadcasting and video or audio recording of council meetings (Act s. 5.23A)

14F. Application of Part

(1) *This Part applies for the purposes of section 5.23A(2).*

(2) *This Part applies to meetings of councils held on or after 1 January 2025.*

Note for this subregulation:

This Part does not apply to meetings of committees of councils.

14G. Terms used

(1) *In this Part —*

broadcast technology, *in relation to a local government, means the technology by means of which meetings of its council are, or are to be, publicly broadcast under regulation 14H(2);*

closed proceedings, *in relation to a council, means —*

- (a) *if a meeting of the council is closed to the public — the meeting; or*

(b) if a part of a meeting of the council is closed to the public — that part of the meeting;

electronic meeting means a meeting held by electronic means under regulation 14D;

improvised recording — see regulation 14I(4);

meeting day, in relation to a council's meeting, means the day on which the meeting is held;

publicly available — see subregulations (2) and (3);

recording means a video recording (with audio) or an audio only recording;

recording technology, in relation to a local government, means the technology by means of which recordings of meetings of its council are, or are to be, made under regulation 14I(1)(a);

usual meeting place, in relation to a council, means the place at which its meetings (other than electronic meetings) are, or are to be, usually held.

(2) For the purposes of this Part, a local government makes a video recording publicly available by making a copy of the recording publicly available for viewing (with audio) —

(a) on its official website; or

(b) on another website a link to which is publicly provided on its official website.

(3) For the purposes of this Part, a local government makes an audio only recording publicly available by making a copy of the recording publicly available for listening to —

(a) on its official website; or

(b) on another website a link to which is publicly provided on its official website.

(4) For the purposes of subregulations (2) and (3), the quality of the copy of the recording —

(a) must be substantially the same as the quality of the recording; and

(b) without limiting paragraph (a), must meet the requirement of regulation 14I(2)(b) or (c) (as applicable), subject to regulation 14I(5)(b) if the recording is an improvised recording.

Note for this regulation:

In this Part, class 1 local government and class 2 local government have the meanings given in the Local Government (Constitution) Regulations 1998 regulations 2A and 2B.

14H. Class 1 local governments and class 2 local governments to broadcast council meetings publicly

14I. Local governments to make recordings of council meetings

(1) A local government must —

(a) make a recording of every meeting of its council in accordance with subregulation (2); and

(b) make the recording publicly available —

(i) within 14 days after the meeting day; and

(ii) until, at least, the end of the period of 5 years after the meeting day;

and

(c) retain the recording until, at least, the end of the period of 5 years after the meeting day; and

- (d) provide a copy of the recording to the Departmental CEO if the Departmental CEO requests a copy under subregulation (11)(a) during —*
- (i) the period of 5 years after the meeting day; or*
 - (ii) any longer period during which the local government retains the recording or any copy of it.*
- (2) For the purposes of subregulation (1)(a) —*
- (a) if the meeting is a meeting of the council of a class 1 local government or class 2 local government — the recording must be a video recording (with audio), except that the recording may be an audio only recording —*
 - (i) if the meeting is not held at the council's usual meeting place and is not an electronic meeting; or*
 - (ii) to the extent that the recording is of closed proceedings of the council;*
- and*
- (b) if, or to the extent that, the recording is a video recording (with audio) — the quality of the recording must be sufficient to allow persons effectively to watch and listen to the deliberations and communications that are part of the meeting's proceedings; and*
 - (c) if, or to the extent that, the recording is an audio only recording — the quality of the recording must be sufficient to allow persons effectively to listen to the deliberations and communications that are part of the meeting's proceedings.*
- (3) Subregulation (4) applies to a council's meeting, or a part of a council's meeting, if, because of a technological failure beyond the control of the local government, it is not possible for a recording of the meeting or part (as the case requires) to be made by means of the local government's recording technology.*
- (4) Despite subregulation (1)(a), the meeting or part may be held so long as the local government does everything that is reasonably practicable to make a recording (an improvised recording) of the meeting or part by means other than the local government's recording technology.*
- (5) An improvised recording must —*
- (a) cover as much of the meeting or part as it is reasonably practicable to cover; and*
 - (b) meet the requirement of subregulation (2)(b) or (c) (as applicable) to the extent reasonably practicable.*
- (6) If a meeting or part is held under subregulation (4) and an improvised recording is made —*
- (a) subregulation (1)(b) to (d) apply to the improvised recording; and*
 - (b) the local government must publish on its official website, for the period during which it makes the improvised recording publicly available under subregulation (1)(b), a notice that does the following in effect —*
 - (i) states that it was not possible for a recording of the meeting or part to be made by means of the local government's recording technology and explains why that was the case;*
 - (ii) states that the improvised recording was made by means other than the local government's recording technology;*
 - (iii) states the means by which the improvised recording was made;*
 - (iv) states any deficiencies in the improvised recording and explains the reasons for them.*

Examples for this subparagraph:

1. *The improvised recording is deficient if it does not cover the whole of the meeting or part.*

2. *The improvised recording is deficient if it does not meet the requirement of subregulation (2)(b) or (c) (as applicable).*

(7) *Subregulation (8) applies if —*

(a) *a meeting or part is held under subregulation (4); but*

(b) *no improvised recording is made because it is not reasonably practicable for the local government to make any improvised recording.*

(8) *The local government must publish on its official website, in accordance with the timings in subregulation (1)(b)(i) and (ii), a notice that does the following in effect —*

(a) *states that it was not possible for a recording of the meeting or part to be made by means of the local government's recording technology and explains why that was the case;*

(b) *states that no improvised recording was made;*

(c) *states that it was not reasonably practicable for the local government to make any improvised recording and explains why that was the case.*

(9) *If a part of a meeting is held under subregulation (4) —*

(a) *the local government must make a recording of the rest of the meeting under subregulation (1)(a) by means of the local government's recording technology; and*

(b) *subregulation (1)(b) to (d) apply to that recording accordingly.*

(10) *Despite subregulation (1)(b), a local government must not make a recording publicly available to the extent that the recording is of closed proceedings of its council.*

Note for this subregulation:

This subregulation does not affect a local government's duty to make a recording under subregulation (1)(a) of any closed proceedings of its council, to retain the recording under subregulation (1)(c) and to provide a copy of the recording to the Departmental CEO under subregulation (1)(d) if requested under subregulation (11)(a).

(11) *For the purposes of subregulation (1)(d) —*

(a) *the Departmental CEO may request a copy of the recording for the purpose of obtaining information about a matter concerning the local government or its operations or affairs; and*

(b) *the quality of the copy provided to the Departmental CEO —*

(i) *must be substantially the same as the quality of the recording; and*

(ii) *without limiting subparagraph (i), must meet the requirement of subregulation (2)(b) or (c) (as applicable), subject to subregulation (5)(b) if the recording is an improvised recording.*

14J. Informing members of public of broadcasting or recording

A local government must take reasonable steps to ensure that members of the public attending a meeting of its council are informed beforehand of the following, as applicable —

(a) *that the meeting will be publicly broadcast;*

(b) *that a recording of the meeting will be made.*

Example for this regulation:

Members of the public could be informed by means of a notice displayed in a prominent place near or inside the meeting room.

14K. Defamation

(1) A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —

- (a) publicly broadcasting a meeting;
 - (b) making a recording of a meeting;
 - (c) making a recording of a meeting publicly available;
 - (d) retaining a recording of a meeting or a copy of a recording;
 - (e) providing a copy of a recording of a meeting to the Departmental CEO.
- (2) In subregulation (1), references to a meeting include a part of a meeting.

Budget Implications:

While this report does not have any direct budget implications, there may be a cost implication associated with administering this Policy and changes required to recording equipment.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

The new Recording & Livestreaming of Council Meetings requirements commence on 1 January 2025.

Council is required to comply with this new legislative requirement, and the creation of this new Policy will guide administration staff in implementing these requirements as they apply to a Band 3 Council.

11.6 Execution of Documents & Application of the Common Seal Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.6.A – CP1-015 Execution of Documents and Application of the Common Seal Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

Council is requested to consider and adopt the Execution of Documents and Application of the Common Seal Policy (refer to Appendix 11.6.A – CP1-015 Execution of Documents and Application of the Common Seal Policy).

Officer's Recommendation/Council Decision:

Resolution: 9520

Moved: Cr Moyses

Seconded: Cr Faries

That Council adopt the Shire of Collie Execution of Documents and Application of the Common Seal Policy (refer to Appendix 11.6.A – CP1-015 Execution of Documents and Application of the Common Seal Policy).

Carried:8/0

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

Against: Nil

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation. This report recommends the creation of a new Shire of Collie Execution of Documents and Application of the Common Seal Policy (refer to Appendix 11.6.A – CP1-015 Execution of Documents and Application of the Common Seal Policy).

The attachment of the Common Seal requires the accompanying signatures of both the Shire President, or in their absence the Deputy Shire President, and the Chief Executive Officer or the person acting in that position. In the absence of the requirement to affix a Common Seal, the Chief Executive Officer is empowered under the *Local Government Act 1995* to authenticate a document. The requirement for the Common Seal to be affixed is therefore a question of balancing good governance with operational efficiencies.

The Policy provide guidance to the Chief Executive Officer by general authority of Council to affix the Shire of Collie Common Seal to various Seal documents and clarifies where the execution of documents does not require the Common Seal.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

The Shire of Collie Standing Orders local Law refers to the use and application of the Common Seal.

Section 2.5(2) of the *Local Government Act 1995* stipulates that a local government is "a body corporate with perpetual succession and a Common Seal". Whilst it is clear that a local government, as a body corporate, has a Common Seal, there is no stipulated requirement for the use of the Common Seal in particular circumstances.

Section 9.49 stipulates that a document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its Common Seal if signed by the Chief Executive Officer or an employee of the local government who purports to be authorised by the Chief Executive Officer to so sign.

Section 9.49(A) stipulates that a document is duly executed by a local government if the Common Seal is affixed in accordance with the Act; or it is signed on behalf of the Local Government by a person authorised by resolution to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

The Chief Executive Officer is to have charge of the Common Seal and is responsible for the safe custody and proper use of it.

The Common Seal may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the Shire President or in their absence the Deputy Shire President, and the Chief Executive Officer or an Acting Chief Executive Officer authorised by him or her.

The Administration is to record in a register each date on which the Common Seal was affixed to a document, the purpose of the document, and the number of copies sealed. A report listing the documents to which the Common Seal has been affixed is to be presented to the next Councillor Information Bulletin.

11.7 Related Party Disclosures Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.7.A – CP1-016 Related Party Disclosures Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

Council is requested to consider and adopt the Related Party Disclosures Policy (refer to *Appendix 11.7.A CP1-016 Related Party Disclosures Policy*).

Officer's Recommendation/Council Decision:

Resolution: 9521

Moved: Cr Kearney

Seconded: Cr Faries

That Council adopt the Shire of Collie Related Party Disclosures Policy (refer to Appendix 11.7.A – CP1-016 Related Party Disclosures Policy).

Carried:8/0

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

Against: Nil

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation. This report recommends the creation of a new Shire of Collie Related Party Disclosures Policy (refer to *Appendix 11.7.A CP1-016 Related Party Disclosures Policy*).

Under the *Local Government Act 1995*, and *Local Government (Financial Management) Regulations 1996*, all local governments in Western Australia must produce annual financial statements that comply with the Australian Accounting Standards (AASB).

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities including local governments.

The objective of AASB 124 *“is to ensure that an entity’s financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties”*.

This policy provides a framework for the identification of related party relationships and the disclosure of related party transactions with Council. The objective of this policy is to provide guidance on:

- The identification of Council’s related parties;
- Management of Related Party transactions;
- Recording such transactions; and
- Disclosure of the transactions in the Shire of Collie Annual Financial Statements in accordance with AASB 124.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government’s affairs; and*
- (b) *is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government’s finances and resources; and*
- (b) *determine the local government’s policies.*

The *Local Government Act 1995*, and *Local Government (Financial Management) Regulations 1996*, require all local governments in Western Australia to produce annual financial statements that comply with the Australian Accounting Standards (AASB).

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

The Related Party Disclosure Policy seeks to reduce the risk that the Shire of Collie's transactions may be influenced by the interests of parties related to the transaction. This occurs where the parties are in a position to influence the decision of whether a benefit is provided to them, and the terms of the provision of that benefit.

It is therefore important that Key Management Personnel act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that Key Management Personnel of the Shire of Collie are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

11.8 Fraud, Corruption & Misconduct Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.8.A – CP1-017 Fraud, Corruption & Misconduct Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

Council is requested to consider and adopt the Fraud, Corruption & Misconduct Policy (refer to Appendix 11.8.A – CP1-017 Fraud, Corruption & Misconduct Policy).

Officer's Recommendation/Council Decision:

Resolution: 9522

Moved: Cr Hill Power

Seconded: Cr Hansen

That Council adopt the Shire of Collie 017 Fraud, Corruption & Misconduct Policy (refer to Appendix 11.8A – CP1-017 Fraud, Corruption & Misconduct Policy).

Carried:8/0

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

Against: Nil

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation. This report recommends the creation of a new Shire of Collie Fraud, Corruption & Misconduct Policy (refer to Appendix 11.8.A – CP1-017 Fraud, Corruption & Misconduct Policy).

This Policy has been established to communicate the Council's zero tolerance approach and response actions to fraudulent and corrupt conduct within the performance of its functions and

interactions with contractors and suppliers, the community and all other stakeholders of the Council.

This Policy applies to :

- Elected Members;
- Committee Members;
- All workers whether by way of appointment, secondment, contract, agency staff, temporary arrangement or volunteering;
- Any external party involved in providing goods or services to the Council such as contractors, consultants and outsourced service providers.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government’s affairs; and*
- (b) *is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government’s finances and resources; and*
- (b) *determine the local government’s policies.*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

The Council expects its Elected Members, Committee Members and employees to act in compliance with the Shire of Collie relevant Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Council. A zero tolerance attitude is taken to fraudulent or corrupt conduct which will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

11.9 Litigations Policy	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.9.A – CP1-018 Litigations Policy
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

Council is requested to consider and adopt the Litigations Policy (refer to Appendix 11.9.A – CP1-018 Litigations Policy).

Officer's Recommendation/Council Decision:

Resolution: 9523

Moved: Cr Faries

Seconded: Cr Sadlier

That Council adopt the Shire of Collie Litigations Policy (refer to Appendix 11.9.A – CP1-018 Litigations Policy).

Carried:8/0

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

Against: Nil

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation. This report recommends the creation of a new Shire of Collie Litigations Policy (refer to Appendix 11.9.A – CP1-018 Litigations Policy).

This Policy has been established to assist in maintaining proper standards in litigation. It is intended to reflect the existing law and is not intended to amend the law or impose additional legal or professional obligations upon legal practitioners or other individuals. The Policy applies

to civil claims and civil litigation involving the Shire, including litigation before courts, tribunals, inquiries and in arbitration and other alternative dispute resolution processes.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

The obligation to act as a model litigant requires more than merely acting honestly and in accordance with the law and court rules. It also goes beyond the requirement for lawyers to act in accordance with their legal ethical obligations. Essentially it requires that the Council act with complete propriety, fairly and in accordance with the highest standards.

The obligation requires that the Council act honestly and fairly in handling claims and litigation.

The obligation does not require that the Council be prevented from acting firmly and properly to protect its interests. It does not prevent all legitimate steps being taken in pursuing litigation, or from testing or defending claims made.

Cr Miffing and Cr Hill-Power declared an Impartiality Interest in item 11.10.

11.10 Collie Visitor Centre	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	N/A
Voting Requirement:	Simple Majority

Report Purpose

Following receipt of a request from the Collie Visitor Centre for additional Shire assistance in relation to staff training and administration support, the Council is requested to consider this matter to enable a response to be provided to the Committee.

Officer's Recommendation/Council Decision:

Resolution: 9524

Moved: Cr Hill Power

Seconded: Cr Moyses

That Council does not support the request from the Collie Visitor Centre for additional administration support for the following reasons:

- *Council has allocated \$133,000 in the 2024/25 budget towards the operation of the Collie Visitor Centre, and additional staffing costs would exceed this budget allocation.*
- *The Shire does not have the capacity to support this request.*

and recommend that the Visitor Centre seek to enter into a private arrangement to provide additional administration support and training to the Manager and staff.

Carried:8/0

For: *Cr Miffing, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney
Cr Hansen, Cr Sadlier.*

Against: *Nil*

Background:

The Collie Visitor Centre Committee have advised that the role of Manager at the Visitor Centre has been awarded, with the new Manager commencing on Monday 2 December 2024.

A request has been received from the Committee for assistance from the Shire in financial administration and training for the new Manager. The Committee are requesting that the former Collie Visitor Centre Manager, who now works part-time at the Shire of Collie, continue to work for a period (possibly half a day/week) at the Visitor Centre to assist and train the new Manager.

The Committee do not foresee this arrangement continuing long term but rather as an interim arrangement until the new Manager is settled into the role.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

S 2.7. Role of council

(1) *The council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

Budget Implications:

The Shire of Collie has increased the funding allocation in the 2024/25 budget to the Collie Visitor Centre to \$133,000.

Communications Requirements: (Policy No. CS 1.7)

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.2	Tourism Promotion and Attractions
Strategic Priority:	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing

Relevant Precedents:

Due to the complexity of management and employee obligations associated with employing staff, it is not a regular arrangement for a local government to be providing direct staffing support to a Visitor Centre when they are an independent incorporated body.

Comment:

The former Visitor Centre Manager currently works 3 days a week for the Shire in an Accountant role, focussing on backup payroll and finance duties. The existing Payroll Officer has scheduled leave and the Accountant will be doing critical payroll duties for up to 6 weeks, in addition to assisting in End of Financial Year tasks.

For this reason the Shire does not have the capacity to support this request from the Collie Visitor Centre Committee.

It is recommended that Council not support the request from the Collie Visitor Centre but alternatively suggest that the Visitor Centre Committee seek to enter into a private arrangement to provide additional administration support and training to the Manager and staff from within their existing allocated Council funding.

12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – November 2024	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 12.1.A – Accounts Paid –November 2024
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid during the month of November 2024.

Officer's Recommendation/Council Decision:

Resolution: 9525

Moved: Cr Faries

Seconded: Cr Kearney

That Council receive the list of accounts paid in the month of November 2024 as presented in Appendix 12.1.A totalling \$2,185,103.29.

Carried:8/0

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

Against: Nil

Background:

In accordance with Delegation 2.2.21- payments from the Municipal or Trust Funds adopted by Council on 8 August 2023, the Chief Executive Officer is authorised to incur expenditure in accordance with the Annual Budget provisions and limited over-expenditure, subject to subsequent budget amendment. In doing so, section 13 of the *Local Government (Financial Management) Regulations 1996* is to be adhered to with a list of accounts for approval to be presented to the Council each month.

Statutory and Policy Implications:

In accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, 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. The list is to include the payee's name; the amount of the payment; the date of the payment; and sufficient information to identify the transaction.

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:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Each month Council is presented a list of accounts paid during the preceding month.

Comment:

A listing of payments is included in Appendix 12.1 A

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

12.2 Financial Management Report – October 2024

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 12.2.A – Financial Report – October 2024
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending October 2024.

Officer’s Recommendation/Council Decision:

Resolution: 9526

Moved: Cr Hill Power

Seconded: Cr Moyses

That Council receive the Financial Management Report for October 2024 as presented in Appendix 12.2.A.

Carried:8/0

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

Against: Nil

Background:

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

The report is to be presented to an Ordinary Meeting of Council within two months of the end of the reporting period.

Statutory and Policy Implications:

Regulation 34 (1) (a) of the *Local Government (Financial Management) Regulations 1996* states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates; budget estimates to the end of the month to which the statement relates; actual amounts of expenditure, revenue and income to the end of the month to which the statement relates, material variances between monthly budget and actual figures, and net current assets on a monthly basis.

In accordance with section 34(5) of the *Local Government (Financial Management) Regulations 1996* each year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances. In this case, the Shire of Collie has adopted the material variance of 10% or \$10,000, whichever is greater, for reporting variations to the Budget in the monthly statement of financial activity reported to Council.

Budget Implications:

The monthly Financial Management Report provides Council with an overview of budget compared to actual expenditure and revenue. Ongoing financial forecasts to the end of the financial year are being introduced to enable Council employees to closely monitor revenue and expenditure, and provide up to date forecasts for the end of the financial year. This will provide more accurate budget monitoring, assist the mid-year budget review analysis, and will form a solid foundation for the estimated Surplus/(Deficit) at 30 June, which informs the future Budget and Long Term Financial Plan development process.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Each month Council is presented a monthly Financial Management Report for the preceding month.

Comment:

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

- Rate Setting Statement by Nature and Type
- Material Variances
- Cash and Investments

End of year reconciliations for the 2023/24 financial year are still being finalised which may affect the figures in this report.

Where possible, questions relating the report should be submitted to the Director Corporate Services before noon on the day of the scheduled meeting. This will ensure a response can be provided at the Council Meeting.

12.3 Council Elected Member Appointment to Audit Committee and Nomination to Development Assessment Panel

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 Planning and Development (Development Assessment Panels) Regulations 2011</i>
File Number:	CMG/030
Appendices:	12.3.A Table of Committee Appointments
Voting Requirement	Absolute Majority

Report Purpose

For Council to consider appointments to Council committees and groups and the nomination of an elected member to the Development Assessment Panel following the recent extraordinary election.

Officer's Recommendation:

That Council:

- a) *appoint Cr Faries as a member to the Audit Committee.*
- b) *nominate Cr Moyses as an alternate local government Development Assessment Panel member.*
- c) *appoint Cr Sadlier as a member to the _____ Committee(s) of Council.*

*** Part (c) is only required if Cr Sadler requests to go on a Committee of Council.*

Council Decision:

Resolution: 9527

Moved: Cr Hansen

Seconded: Cr Hill Power

That Council:

- a) *appoint Cr Faries as a member to the Audit Committee.*
- b) *nominate Cr Moyses as an alternate local government Development Assessment Panel member.*

Carried:8/0

For: *Cr Miffing, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney
Cr Hansen, Cr Sadlier.*

Against: *Nil*

Background:

Elected members are appointed to Committees every two years following Council ordinary elections.

Council's current structure includes five Committees established under the *Local Government Act 1995*, plus the Bush Fire Advisory Committee, and the Local Emergency Management Committee.

Additionally, the Shire of Collie has a number of panels and working groups which operate in accordance with terms of reference adopted by Council.

Following the passing of Cr Harverson, Cr Sadlier has been elected to office.

Cr Harverson was a member of the Audit Committee, Tourism and Marketing Advisory Committee, and the Townscape and Environment Committee. She was also a member of the Recreation Facilities and Open Space Working Group, and the House Panel. Cr Harverson was a deputy appointment to the Development Assessment Panel.

As the Audit Committee had only three members including Cr Harverson, an additional person is required to be appointed to this Committee.

All other Committees have sufficient persons appointed to meet the requirement of the *Local Government Act 1995*, however, Cr Sadlier may wish to be a member of a Committee and in accordance with the *Local Government Act 1995*, Cr Sadlier is entitled to be appointed to at least one Committee.

A summary of elected member appointments as at October 2023, is included in the Appendices.

Statutory and Policy Implications:

Council Committees are established under provisions of Sections 5.8 to 5.18 of the *Local Government Act 1995*.

Committees may comprise: -

- a) Councillors only,
- b) Councillors and employees,
- c) Councillors, employees and other persons,
- d) Councillors and other persons,
- e) Employees and other persons,
- f) Other persons only

In accordance with Section 5.10 of the *Local Government Act 1995*, members are to be appointed by Council by Absolute Majority. At any given time, each Council member is entitled to be a member of at least one Committee and if a Councillor nominates him/herself to be a member of such a Committee or Committees, the Council is to appoint that Councillor to at least one of the Committees as the Council decides. If at a meeting of the Council a local government is to make an appointment to a Committee that has or could have a Council member as a member and the president informs the local government of his or her wish to be a member of the Committee, the local government is to appoint the Mayor or President to be a member of the Committee.

Council Policy CS1.5 identifies that appointment to Committees and delegates will occur at a special meeting held after elections.

In accordance with section 7.1A of the *Local Government Act 1995*, a local government is required to have an Audit Committee consisting of three or more persons. At least three of the members are to be elected members. Changes are anticipated to the structure of Audit Committees through legislative review.

Appointments to the Development Assessment Panel are made in accordance with the *Planning and Development (Development Assessment Panels) Regulations 2011*. Local governments nominate elected members. The regulations require a register to include the names of four members of the Council of each local government, two members and two as alternative members.

Budget Implications:

There are no budget implications.

Communications Requirements: (Policy No. CS 1.7)

Relevant agencies or organisations will be advised of any changes made to delegates.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Appointments to Committees are normally made following ordinary elections.

Comment:

Council is required to appoint an additional elected member to the Audit Committee and to nominate an elected member as an alternate local government member to the Development Assessment Panel.

Cr Sadlier should also be provided with the opportunity to be appointed to one or more Committees.

13. DEVELOPMENT SERVICES REPORTS

Item 13.1 brought forward due to attending interested persons.

14. OPERATIONS REPORTS

14.1 Rotary Fire Tower Restoration Project - Reserve 30555 Coombes Street, Collie	
Reporting Department:	Development Services
Reporting Officer:	Scott Geere – Director Operations
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Planning and Development Act 2005</i>
File Number:	N/A
Appendices:	Nil
Voting Requirement:	Simple Majority

Report Purpose

For Council to provide in principle support for the Rotary Club of Collie to locate the Hut for the Munro Fire Tower project, being Stage 1 of their restoration project, to a site in the Shire of Collie for the purposes of storage and restoration work.

Officer's Recommendation:

That Council authorise the Chief Executive Officer entering into a Facility User Agreement with the Rotary Club of Collie over a portion of Reserve 30555 Coombes Street, Collie for the purposes of storage and restoration of the Stage 1 Hut element of the Munro Fire Tower Project, at no charge for a period not exceeding 3 years, unless otherwise extended by Council.

Council added an additional sentence to the Officer's Recommendation to ensure that Council support was clearly only for Stage 1.

Council Decision:

Resolution: 9528

Moved: Cr Italiano

Seconded: Cr Kearney

That Council authorise the Chief Executive Officer entering into a Facility User Agreement with the Rotary Club of Collie over a portion of Reserve 30555 Coombes Street, Collie for the purposes of storage and restoration of the Stage 1 Hut element of the Munro Fire Tower Project, at no charge for a period not exceeding 3 years, unless otherwise extended by Council. This agreement does not in any way indicate support for the project beyond Stage 1.

Carried:8/0

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

Against: Nil

Background:

At the Council Forum session held on 3 August 2021, the Rotary Club of Collie made a presentation to the Shire's Elected Members introducing a project to relocate the Munro fire tower (Appendix 9) to the Shire of Collie, for the purpose of heritage and tourism.

The Munro fire tower was built in 1962, located 3km southeast of Grimwade. The tower is not currently in use, however, is still standing and in good condition. The hut associated with the tower has been destroyed by the elements. There is currently a similar hut from the Collie tower, which was previously located on Mungalup Hill, stored at the Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Depot in Collie.

On 1 July 2021, the Shire was approached by Rotary Club of Collie to discuss an opportunity to relocate a disused fire tower into Collie. After a series of meetings a report was considered by Council on 14 September 2021 (MOTION 8809 Rotary Fire Tower Relocation Project-Preliminary Site Analysis)

That Council resolve to:

- 1. Provide in-principle support for the Rotary Fire Tower Relocation Project, for the Munro Fire Tower to be relocated to Collie;*
- 2. Authorise Officers to continue working with the Collie Rotary Club to identify and analyse site selections for the fire tower; and*
- 3. Require the final preferred location(s) for the fire tower to be referred to Council for determination.*

After some delays Collie Rotary has established a Collie Fire Tower Planning Committee to progress their project. Rotary has recently secured approval from Wellington DBCA for the removal of the Mungalup hut and timbers from its Collie depot.

The Shire's former CEO, Mr Stuart Devenish supported the Collie Rotary using portion of the old depot site to relocate and restore the Mungalup hut and fire tower adjacent to the storage shed on the western side of the Roche Park carpark (portion of Reserve 30555) in the form of a MOU or Facility User Agreement.

An item was presented to Council on the 10 September 2024 for consideration of utilising the site for storage and refurbishment of the entire tower for a period not exceeding 3 years.

Council made it known during the discussion of this item at the 10 September 2024 meeting that there are a number of matters related to this project that still require clarification, including:

- Long term consequences if Council were to grant site access for the full tower restoration project. This may potentially lead to Council being tied to the non-acquittal of project grant funding received by the Rotary Club of Collie should a destination site for the future refurbished tower be unable to be identified and/or agreed upon;
- Ongoing life cycle asset maintenance, safety and security obligations;
- Insurance liabilities should the tower be sited on land vested in the Shire of Collie;
- Intended operation of the Munro Fire Tower for visitors.

The Council Decision made at the 10 September 2024 Ordinary Meeting of Council (MOTION 9472 Rotary Fire Tower Restoration Project – Reserve 30555 Coombes Street, Collie) was therefore as follows:

That Council defer this request until further clarification can be sought around the expectations of both the Collie Rotary and the Shire regarding the fire tower project.

A presentation to Council was subsequently made by John Bylund on behalf of the Rotary Club of Collie at the 12 November 2024 Ordinary Meeting of Council. Mr Bylund presented a modified proposal to Council to instead consider a staged approach to the project, summarised as follows:

- The project will now be split into two (2) separate stages, being the Stage 1 'Hut' and the Stage 2 'Tower';
- The Rotary Club of Collie is now seeking Council consideration of the use of Reserve 30555 Coombes Street, Collie for the purposes of storage and refurbishment of the Stage 1 'Hut' element only; and
- The Rotary Club of Collie will provide further clarification to Council at a later date around their intentions for the Stage 2 'Tower' element.

Statutory and Policy Implications:

Nil

Budget Implications:

There is potential asset management, maintenance, and insurance cost associated with a timber tower and hut located on Council reserve or freehold land.

Communications Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1	Our Community
Objective:	1.1	Community health, safety and wellbeing
Objective	1.2	Community connection, engagement and participation
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Objective	2.2	Tourism promotion and attractions

Comment:

Whilst the final location of the fire tower is yet to be resolved, the Rotary Club of Collie need a location in Collie to restore the Stage 1 Hut in the short-term.

The old depot land is seen to be adequate for this purpose, and it will not adversely impact the greater active laydown storage area currently being used by the Shire. Additional presence at the site will also provide passive surveillance to the area as well as a site that is open to the public to view the restoration taking place over time.

Collie Rotary has advised that it would need to carry out the preliminary work of fence repair and extension, with the possibility of some minor ground levelling, which will be undertaken by the volunteer group members. The cost of fence repairs will also be paid for by the Rotary Club.

It is recommended that the Council authorise the Chief Executive Officer to prepare and endorse a Facility User Agreement with the Rotary Club of Collie for 3 years for the Stage 1

Hut, based on no fee being charged for the use of this Shire facility. This will allow some flexibility for the Shire in considering future expansion of Roche Park, but sufficient time for the Rotary Club to complete the restoration works.

14.2 Tender 01-2024 Supply and Delivery of Landfill Compactor

Reporting Department:	Operations
Reporting Officer:	Scott Geere – Director Operations
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	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
File Number:	CMG/289
Appendices:	Confidential Attachment A – Tender Evaluation Report
Voting Requirement	Simple Majority

Report Purpose

This report provides Council with the results of the evaluation of tenders for Tender 01/2024 for the Supply and Delivery of Landfill Compactor and recommends that Council accept the tender for this plant item to the preferred Tenderer.

Officer's Recommendation/Council Decision:

Resolution: 9529

Moved: Cr Italiano

Seconded: Cr Kearney

That Council resolve to:

1. *Accept the tender submission for Tender 01/2024 Supply and Delivery of Landfill Compactor received from Westrac Pty Ltd, named as Respondent 1 in the Evaluation Panel Report recommendation detailed in Confidential Attachment A – Evaluation Report, which is identified as the most advantageous, for a lump sum value;*
2. *Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, to negotiate minor variations to the contract for Tender 01/2024 Supply and Delivery of Landfill Compactor before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996; and*
3. *Authorise the Chief Executive Officer, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for Tender – 01/2024 Supply and Delivery of Landfill Compactor.*
4. *If within 6 months of this resolution a contract is unable to be formed for Tender 01/2024 Supply and Delivery of Landfill Compactor with Westrac Pty Ltd, identified in Evaluation Panel Report recommendation shown in [Confidential Attachment A Tender 01/2024 as the most advantageous, then the Shire of Collie accepts the tender submission received from Tutt Bryant Equipment, identified as the next most advantageous in the Evaluation Panel Report recommendation shown in Confidential Attachment A Tender 01/2024.*

Carried:8/0

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

Against: Nil

Background:

The Shire of Collie’s Gibbs Road Waste Transfer site requires daily compaction to both achieve compliance with prescribed license conditions for the site, and to maximise the effective useful remaining life of the facility by ensuring that airspace volume is efficiently maximised.

The Shire of Collie has been reliant on the wet hire of local contractors for several years in varying frequency and effectiveness to provide a compaction service, however it is recognised that this service needs to be carried out directly by the Shire with a purpose-built machine. This is further discussed in Confidential Attachment A – Tender Evaluation Report.

The Shire of Collie issued Tender RFT 01/2024 Landfill Compactor as an open Public Tender on the 11 October 2024.

TENDER DETAILS		
Request for Tender (RFT) Number:	Tender 01/2024	
RFT Title:	Collie Landfill Compactor	
Recommended Tenderer:	Westrac Pty Ltd	
Contract Term:	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost:	<i>Confidential Attachment A – Tender 01/2024</i>	
Advertising:	19 October 2024	West Australian
	11 October 2024	Tenderlink www.tenderlink.com/collie
Tender Deadline:	15 November 2024	Friday at 2.00pm WST
Tender Opening:	15 November 2024	2.02pm
Tender Observers:	Two (2) Shire of Collie employees were present	
	Nil (0) members of the public were present	

One addenda was issued during the RFT Open Period. This was to clarify the required operating weight of the machine and extend the acceptable delivery timeframe from four (4) months to five (5) months.

During the open tender period one non-mandatory site meeting was held on the 21 October 2024 and was attended by a total of 1 company representative.

Statutory and Policy Implications:

The compliance requirements throughout the tender process have been in accordance with:

- *Local Government (Functions and General) Regulations 1996*; and
- CnG CP034 Procurement Policy.

The compliance requirements applicable to this report and Officer Recommendation are in accordance with the *Local Government (Functions and General) Regulations 1996*:

- Accept a tender [F&G.r.18(4)]

Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government, by means of a written evaluation, of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept

CS3.23 Purchasing Policy requirements formed part of tender criteria.

Budget Implications:

A budget of \$800,000 was adopted in the Shire of Collie 2024/25 Annual Budget, with the funding source being derived from both the Plant Reserve and Waste Reserve on a 50/50 split basis.

Communications Requirements: (Policy No. CS 1.7)

The tender underwent public advertising in accordance with the following policy objectives:

1. Providing regular and consistent communication on Council's projects and activities to all stakeholders.
2. Creating a positive and professional image for the Shire of Collie through open, transparent communication and increased awareness of Council's projects and activities.
3. Fostering meaningful community consultation processes in Council's activities.

The Request for Tender was advertised in the West Australian Newspaper from and on the 19 October 2024. It was also advertised via Tenderlink.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	3.1	Safe and well-maintained shire owned facilities and infrastructure
Objective:	3.1.1	To increase the Shire's capability to maintain and improve facilities and infrastructure.

Relevant Precedents:

The Shire of Collie has previously entered into contracts for the supply and delivery of plant and equipment.

Comment:

Tender Submissions

Three (3) tender submissions were received by the deadline, including alternative and non-conforming Tenders, with all three submissions eligible to be assessed: -

- Westrac – CAT 817 Landfill Compactor
- Tutt-Bryant – Bomag 573 Landfill Compactor
- GCM Enviro – Tana H260

A Tender Evaluation Panel was formed in accordance with part 3 of the Shire of Collie CS3.23 Purchasing Policy. The panel comprised of three (3) members, including:

1. Director Operations
2. Co-ordinator Environment and Waste; and
3. Shire Mechanic.

Probity Oversight

Process and probity advice during evaluation was provided by the Director Operations who also acted as Panel Chair and Evaluation Process Facilitator. All members of the Panel have made a conflict-of-interest declaration in writing, confirming they have no relationships with any of the Respondents. This evidences the probity and integrity considerations within the process.

The evaluation process consisted of:

- (a) each panel member individually read and assessed each tender. The assessment was based on the member allocating a score against the selection criterion resulting in an overall score determining their ability to provide the services. All three (3) assessments were then collated into a single collated and averaged scored outcome.
- (b) discussion with any technical consultants to the panel *-nil*
- (c) the panel discussed the tenders and reviewed the technical consultant's advice, and then reached a consensus on the shortlisted preferred top 2 Tenderers. These were reviewed again with focus on relevant experience and demonstrated understanding and the evaluation scores were amalgamated and averaged to provide a ranking for consideration.
- (d) Reference and ABN checks on recommended tenderer was undertaken;
- (e) a recommendation was drafted;
- (f) The evaluation report was endorsed by the Evaluation panel; and
- (g) The recommendation was finalised for CEO endorsement and approval.

The Panel have compiled an Evaluation Panel Report which includes the consensus amalgamated average (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential, in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person. The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

The objective of the Tender Evaluation Panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirements of the abovementioned Request for Tender.

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report be accepted at the estimated Tender Value.

Submissions were deemed compliant and progressed for assessment against the following predetermined qualitative and price criteria:

CRITERIA PERCENTAGE

The weighted criterion of the assessment is outlined in Confidential Attachment A – Tender Evaluation Report.

- (a) Relevant Experience 20%
- (b) Respondents Resourcing 20%
- (c) Tendered Price 60%

TOTAL 100%

Evaluation Justification

The Tender Evaluation Panel recommends Westrac Pty Ltd based on an assessment of submissions against the predetermined qualitative criteria shown above. The submission provided by the Respondent performed well across criteria's (a) and (b) scoring 34.6 and scoring 31.8 for (c), bringing their overall score to 66.5.

Overall, the quality of submissions presented were high and each capable of delivering the required scope of work required at the Shire of Collie's Gibbs Road Waste Transfer site.

All three (3) submission received present plant options which will vastly improve the operation of the site.

If within 6 months of this resolution a contract is unable to be formed for RFT 01/2024 Landfill Compactor with Westrac Pty Ltd identified in Evaluation Panel Report recommendation shown in as the most advantageous, then the Shire of Collie accepts the tender submission received from Tutt Bryant Equipment, identified as the next most advantageous in the Evaluation Panel Report recommendation shown in [Confidential Attachment A - RFT 01/2024 Landfill Compactor.

In determining Westrac Pty Ltd as the preferred Tenderer, the supplier has provided the following information:

Due Diligence YES/NO

- Has the recommended Tenderer supplied Referees YES
- Has the recommended Tenderer supplied Financial Information YES
- Was a Conflict of Interest declared? If yes, please specify how it was managed? NO

The Evaluation Panel therefore recommends that the contract for the supply of a Landfill Compactor be awarded to Westrac Pty Ltd at the total estimated contract cost provided in the confidential attachment.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

The Shire President advised that a late confidential item had been tabled as Item 20.1 and that the meeting would be closed to the public to discuss.

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

- 13 November - met with officials from the Net Zero Economy Agency (explanation of their role under new Federal Government legislation);
- 13 November - attended the 'welcome in' at the Council office for our new Director of Development Services Mr Alex Weise;
- 14 November - attended the Westrac Training Centre information day;
- 20 November - attended the Energy Transition Forum in the Mineworkers' Institute;
- 21 November - attended the Shire Sports Persons of the Year Awards at Roche Park;
- 22 November - attended along with Cr Italiano and CEO Mr Anastasakis the meeting in Manjimup of the South West Zone of the Local Government Association;
- 28 November - attended the AGM of Riverview Inc (ValleyView) and thanked their Board of Management for all they do for aged care in Collie;
- 2 December - met with Assistant Federal Government Minister Tim Ayres who visited for briefings on the Just Transition process in Collie;
- 4 December - attended as an observer the Local Emergency Management Committee meeting in the Council Chambers;
- 6 December - along with Cr Italiano and CEO Mr Anastasakis met with Ms Anna Erickson and Mr Richard Summerfield to discuss their Endurance Riders' Association application for the 2027 National Quilty Horse Endurance event to be held in Collie.

Deputy Shire President Cr Joe Italiano

- 11 November – Laid a wreath at the Collie-Cardiff RSL's Remembrance Day service.
- 13 November – Met with Net Zero Authority representatives.
- 13 November – Met shire's new development services director Alex Weiss.
- 20 November – Attended Collie's Just Transition presentation.
- 22 November – Attended SW WALGA zone meeting in Manjimup.
- 5 December – Attended Worsley Alumina community consultation group meeting.
- 6 December - Met with representatives of the WA Endurance Riders' Association regarding the 2027 Tom Quilty event.

Cr Hill Power

- 6 December - Presentation of award at Allanson Primary School.

Cr Hansen

- 4 December - Chaired LEMAC meeting
- 10 December – Attended Wilson Park Primary School awards

Cr Moyses

- 21 November - attended the Shire Sports Persons of the Year Awards at Roche Park

Cr Faries

- 21 November - attended the Shire Sports Persons of the Year Awards at Roche Park

Cr Sadlier

- 10 December – Attended Collie Senior High School award ceremony
- 10 December – Attended Amaroo Primary School graduation ceremony

Mr Anastasakis

- 14 November – Westrac Open Day
- 19 November – WALGA CEO, Nick Sloan
- 21 November – attended the Shire Sports Persons of the Year Awards at Roche Park
- 22 November – WALGA SW Zone meeting in Manjimup
- 29 November – Tidy Towns Sustainable Communities Award in Perth
- 2 December – Federal Senator Ayres
- 6 December – MLA Jodie Hanns
- 8 December – Carols in the Park, Collie

Miss Fry

- 11 November – Department of Communities and APP consulting around regional housing issues research.
- 12 November – Small Business Development Corporation
- 14 November – WesTrac Technology Training Centre Open Day
- 21 November - attended the Shire Sports Persons of the Year Awards at Roche Park
- 4 December – Shire of Collie LEMC meeting

Mr Geere

- 14 Nov – Attended expanded WesTrac Technology Training Centre open day

19. STATUS REPORT ON COUNCIL RESOLUTIONS

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

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

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Council Decision:	Resolution: 9530
Moved: Cr Hill-Power	Seconded: Cr Kearney
That Council close the meeting to the public based on legal advice received and to be considered by Council.	
	Carried: 8/0
For:	Cr Miffling, Cr Italiano, Cr Hill-Power, Cr Moyses, Cr Faries, Cr Kearney Cr Hansen, Cr Sadlier.
Against:	Nil.

All members of the gallery and press left the chambers at 8.54pm.

20.1 Legal Advice (Rates)	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis - Chief Executive Officer
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	Local Government Act 1995
File Number:	GOV/003
Appendices:	Appendix 20.1.A – Annual Budget 2024/25
Voting Requirement:	Absolute Majority

Officer Recommendation/Council Decision:	Resolution: 9531
Moved: Cr Faries	Seconded: Cr Hill-Power
<p>1. That Council for the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2024/25, and pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following Uniform General Rates and Minimum Payments on Gross Rental and Unimproved Values:</p> <p style="margin-left: 20px;">a. General Rates</p> <ul style="list-style-type: none"> • Gross Rental Value 0.08228 Rate in the dollar • Unimproved Value 0.00507 Rate in the dollar <p style="margin-left: 20px;">b. Minimum Payments</p> <ul style="list-style-type: none"> • Gross Rental Value (Developed) \$1,230.00 • Gross Rental Value (Vacant) \$992.00 • Unimproved Value \$992.00 <p>2. Pursuant to Section 6.3 of the Local Government Act 1995, Council adopts the budget contained in Appendix 20.1A for the Shire of Collie for the 2024/25 financial year which includes the following:</p>	

- *Statement of Comprehensive Income by Nature and Type*
- *Statement of Cash Flows*
- *Statement of Financial Activity*
- *Notes to and Forming Part of the budget*

Carried: 8/0

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

Against: Nil

Council Decision:

Resolution: 9532

Moved: Cr Kearney

Seconded: Cr Hansen

That Council reopen the meeting to the public.

Carried: 8/0

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

Against: Nil.

CLOSE

There being no further business the Shire President closed the meeting at 8.59pm.





Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

Appendix 12.1.A

Accounts Paid – December 2024

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
Electronic Funds Transfer					
EFT38764	04/12/2024	WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions		- 157.00
EFT38765	04/12/2024	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions		- 51,267.00
EFT38766	04/12/2024	DEPARTMENT OF HUMAN SERVICES	Payroll Deductions/Contributions		- 174.78
EFT38767	04/12/2024	COALFIELDS MUSEUM AND HISTORICAL RESEARCH CENTRE INC	Annual Contribution 2024/25 - Coalfields Museum Operating Grant		- 75,900.00
EFT38768	04/12/2024	CLEANAWAY PTY LTD	October 24 Contract		- 102,036.22
EFT38769	04/12/2024	CIVIL PRODUCTS WA	Road Maintenance Signage including stands		- 1,467.40
EFT38770	04/12/2024	CENTRAL REGIONAL TAFE	Training course for Ranger		- 907.01
EFT38771	04/12/2024	DEAN GUJA	Contract Environmental Health - NOV 24		- 11,456.50
EFT38772	04/12/2024	GUARDIAN ANGEL SAFETY PTY LTD	Garmin Mini 2 Satellite Communicators, Activation Fee, Training, Testing, Set-up & Configuration - rangers and isolated workers		- 4,228.46
EFT38773	04/12/2024	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	Microsoft Licences - annual fee		- 29,850.48
EFT38774	04/12/2024	OZARB TREE SERVICE	Remove Dead limbs in trees in Lefroy St, Deakin & Robb Streets		- 660.00
EFT38775	04/12/2024	COLLIE BETTA HOME LIVING	Vacuum Cleaner bags		- 100.00
EFT38776	04/12/2024	TLC CARPET AND TILE CLEANING	Public Toilet and BBQ cleaning service - October 24		- 12,090.13
EFT38777	11/12/2024	BARRIER REEF GROUP BUNBURY PTY LTD T/A TKL CONTRACTORS	Verge Bond Refund for BP 2023090		- 2,050.00
EFT38778	11/12/2024	JASON PETER BIRCHENALL	Rates refund for assessment A1832		- 5,000.00
EFT38779	11/12/2024	WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions		- 157.00
EFT38780	11/12/2024	AGRIZZI FARM MACHINERY	Skid and Blades for Rotary Slasher		- 1,124.00
EFT38781	11/12/2024	ABBERFIELD TECHNOLOGY	Supply Security Metal Cover and Upgrade for Coin Timer		- 1,452.00
EFT38782	11/12/2024	AUSPAN GROUP	Verge Bond Refund for BP 2022147		- 1,025.00
EFT38783	11/12/2024	AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION	Yearly Membership		- 615.00
EFT38784	11/12/2024	ARROWES ROADING SAFETY PTY LTD	Traffic Signage: eStop parts order: Lantern Battery, Hand Control etc		- 3,885.20
EFT38785	11/12/2024	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions		- 45,099.00
EFT38786	11/12/2024	ATC WORK SMART INC	Mechanic Trainee Paid 12/10/2024		- 5,182.79
EFT38787	11/12/2024	BUILDING & CONSTRUCTION INDUSTRY	BCITF Levy - 2024018, 38 Jones Street		- 2,730.67
EFT38788	11/12/2024	BUNNINGS BUILDING SUPPLIES	Hy-Clor 10kg Granular Pool Chlorine x15-10kg tubs		- 1,502.95
EFT38789	11/12/2024	J. BLACKWOOD & SON PTY LTD	ROTO-SURE Measuring Wheel RSCLA-P		- 296.55
EFT38790	11/12/2024	COLLIE AUTO ELECTRICS	Pre Summer Check of Machinery A/C Systems		- 240.00
EFT38791	11/12/2024	SCOTT CHRISTINGER	Replace uplighting in the Water Park / Power Outlet and security for Filtration system at Transfer Station / Work to Hot Water System (HWS) at Roche Park		- 4,693.75
EFT38792	11/12/2024	DEPARTMENT OF HUMAN SERVICES	Payroll Deductions/Contributions		- 174.78
EFT38793	11/12/2024	PETE'S	Pants for employees		- 452.55
EFT38794	11/12/2024	CRENDON MACHINERY	Hire Squirrel 678 Single #25 Bin Forks & Trailer		- 260.70
EFT38795	11/12/2024	COLLIE CHAMBER OF COMMERCE & INDUSTRY	Gift Voucher for departing staff member (18 years of service)		- 850.00
EFT38796	11/12/2024	CHEFMASTER AUSTRALIA	240 Ltr Clear Bin Liner		- 1,734.98
EFT38797	11/12/2024	CONSERVATION COUNCIL OF WA INC.	Bat Walk and Talk at Library by K Sheldrick (Partially funded by Grant)		- 1,229.69
EFT38798	11/12/2024	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	Monthly Shire Update in the CRVB - Full Page		- 528.00
EFT38799	11/12/2024	CENTRAL GARAGE	Remove Clutch from and carry out inspection new clutch required - for CO17693		- 2,733.50
EFT38800	11/12/2024	CHARGEFOX PTY LTD	Connector Management Fees - Eleconronic Vehicle Charging		- 59.40
EFT38801	11/12/2024	CHAPPELL LANDSCAPING	Glyphosate 450		- 450.00
EFT38803	11/12/2024	JANG DEVELOPMENT PTY LTD T/A CHANGING SPACES	Verge Bond Refund for BP 20223070		- 4,100.00
EFT38804	11/12/2024	CORSIGN WA	Road Signsage for Various Streets		- 957.00
EFT38805	11/12/2024	ABN RESIDENTIAL T/A DALE ALCOCK HOMES SOUTH WEST	Verge Bond Refund for BP 2022137		- 1,025.00

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
EFT38806	11/12/2024	DIGITAL COACHING INTERNATIONAL PTY LTD T/A TOURISM TRIBE	Installation and Set-Up of Google Analytics for Collie River Valley Website - Tourism and Marketing project		- 1,375.00
EFT38807	11/12/2024	TJ DEPIAZZI	Pine Bark Mulch for Parks & Gardens		- 7,116.57
EFT38808	11/12/2024	DWYER & FELTON T/A MOW MASTER TURF EQUIPMENT	VM03 Verti-Blade 8 Point Tungsten Tip for Vertimower		- 1,295.75
EFT38809	11/12/2024	EAGER BEAVER SLASHING & CLEARING PTY LTD	Slashing Allanson verges		- 2,200.00
EFT38810	11/12/2024	COLLIE FLORIST	Wreath for Remembrance Day		- 65.00
EFT38811	11/12/2024	4PARK PTY LTD / T/A FORPARK AUSTRALIA	S5286 HNG Bogie Body (2 parts with bolts & wheels no handle)		- 987.80
EFT38812	11/12/2024	STRATAGREEN	Apparent Glyphosate 450 for Parks & Gardens		- 405.90
EFT38813	11/12/2024	HENDERSON HARDWARE	Epoxy Resin, Liquid Nails, Paint brush, screws, Paint, Metal Primer etc.		- 934.10
EFT38814	11/12/2024	HEATLEY SALES PTY LTD	Saline Eyewash Drop Refill 250ml x 20 for Depot		- 581.90
EFT38815	11/12/2024	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	IT Support - Hosted backups OCT 2024		- 495.00
EFT38816	11/12/2024	HOME GROUP WA SOUTH WEST	Verge Bond Refund for BP 2022046		- 2,050.00
EFT38817	11/12/2024	CONNECT CCS	Overcalls fee for contract CA0184 for month SEP 2024		- 375.38
EFT38819	11/12/2024	INTERPHONE	Interphone NBN Optic Fibre Internet 1400 MBPS 1tb Access Charges		- 130.90
EFT38820	11/12/2024	JASON SIGNMAKERS	Various Signs W/Anti Graffiti Overlay and Mounts		- 2,586.01
EFT38821	11/12/2024	SOUTH WEST ISUZU	Filters and oil for Sweeper VT651		- 712.16
EFT38822	11/12/2024	LASERMAN TECHNOLOGIES	Radio Detection Cat4+ Kit Underground Services Locator		- 4,785.00
EFT38823	11/12/2024	LYN BUREK	Co-ordinator and Umpire - Roche Park Social Netball 2024		- 105.00
EFT38824	11/12/2024	LESCHENAULT COMMUNITY NURSERY INC	Various Plants for Parks & Gardens		- 312.25
EFT38825	11/12/2024	LG COMMUNITY PARTNERS PTY LTD	Finance Support from week ending 04.10.2024 to week ending 06.12.2024 - during Finance Manager position vacancy		- 17,820.00
EFT38826	11/12/2024	IXOM OPERATIONS PTY LTD	Service Fees for Chlorine Cylinders at Collie Swimming Pool - 70kg and 920kg		- 209.55
EFT38828	11/12/2024	OFFICEWORKS (ON LINE ORDERS ONLY)	Library stationery - Markers, Paper, Glue, Sharpies, Tissues etc		- 211.63
EFT38829	11/12/2024	OZARB TREE SERVICE	Prune trees around Wilson Park Primary		- 1,100.00
EFT38830	11/12/2024	PILATTI BROS TRANSPORT	0.8m3 of N32/10mm Kerb Mix Concrete, Supplied & Delivered to 71 Wittenuom St		- 411.84
EFT38831	11/12/2024	PRIME SUPPLIES	Flammable Liquid Storage Cabinet, E-COOL Bandanas - High Vis.		- 6,324.98
EFT38832	11/12/2024	THE PRINT SHOP BUNBURY	Business Cards		- 159.50
EFT38833	11/12/2024	P & S GRIGGS PLUMBING	Repair leaking tap at Central Park, Install Filtration system at Transfer Station, Unblock toilet at truck bay, Fix blockage and tap at Central Park, Replace solenoid and panel at Central park, Fix burst pipe at Soldiers Park.		- 7,877.41
EFT38834	11/12/2024	PAULL AND WARNER RESOURCES PTY LTD T/AS SOUTH WEST FIRE	Modify Supplied Hoses to suction hose - Allanson & Cardiff - LGGS		- 2,557.76
EFT38835	11/12/2024	JILA RILEY	Verge Bond Refund for BP 2023072, BP 20224149, and BP 2023021		- 3,075.00
EFT38836	11/12/2024	COLLIE RIDGE RESORT	Website & SEO Workshop - Catering - Tourism and Marketing project		- 175.00
EFT38837	11/12/2024	REDINK HOMES	Verge Bond Refund for BP 2022148		- 1,025.00
EFT38838	11/12/2024	ROY KENNETH SMITH	Refund of Shipping Container Storage Bond		- 1,000.00
EFT38839	11/12/2024	COLLIE MOWERS AND MORE	Brushcutter with Bullbars, Polesaw, Repairs to Brushcutter and Autocut		- 2,947.20
EFT38840	11/12/2024	SPROCKETS ADVENTURES PTY LTD T/A COLLIE TROPHIES AND	Sports Awards - Trophy and Medal engraving		- 174.00
EFT38841	11/12/2024	SCOPE BUSINESS IMAGING	Supply 4 - toner cartridges for Roche Park photocopier		- 1,058.20
EFT38842	11/12/2024	SHELFORD CONSTRUCTIONS PTY LTD	Verge Bond Refund - BP 2022028		- 1,025.00
EFT38843	11/12/2024	SNELLS DISTRIBUTION PTY. LTD. T/A/ AMALGAMATED	Summer Movie Series - Licence for Movie - local sponsored		- 350.00
EFT38844	11/12/2024	COLLIE SIGNFX	Supply of 27 Safety signs for the Swimming Pool		- 1,551.00
EFT38845	11/12/2024	SOUTHWEST HOIST AND CRANE	Service Vehicle Hoists in Workshop		- 1,302.40
EFT38846	11/12/2024	ST JOHN AMBULANCE WESTERN AUSTRALIA	First Aid kits and supplies for Vehicles and facilities, Snake Bite bandage		- 1,137.19
EFT38847	11/12/2024	PLUS CREATIVE PTY LTD T/A SIGNS PLUS	Staff name badges x 6		- 106.00

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
EFT38848	11/12/2024	SHELBY PLAYLE	Financial Support - Oct / Nov 24		- 2,808.00
EFT38849	11/12/2024	WINC AUSTRALIA PTY LTD	A3 poster frames x 12 - For WHS information signs, Paper, Coffee, Teabags etc		- 969.21
EFT38850	11/12/2024	SOUTHWEST ISUZU	Isuzu Truck 8983478420 Cable; Parking		- 263.44
EFT38851	11/12/2024	THOMSON AUTO PARTS	Roof Rack, Battery Charger, Nut Rivet, UHF Radio, Service Kits		- 2,377.00
EFT38852	11/12/2024	STATE LIBRARY OF WESTERN AUSTRALIA	2024-2025 Better Beginnings Program		- 588.50
EFT38853	11/12/2024	T-QUIP	Support gear box etc for Peruzzo, Belt Cover ASM, Hose Radiator for Mower		- 2,447.89
EFT38854	11/12/2024	TYREPOWER	Tyres for Loader		- 3,520.00
EFT38855	11/12/2024	TRUE BLUE TURF	Supply and lay 500m2 Kenda turf to PCYC, 250m2 Visitor Centre, 150M2 Lions Park including delivery fee		- 19,657.00
EFT38856	11/12/2024	THE COLLIE PROVIDORE	Catering - Silent Book Club Special Event		- 100.00
EFT38857	11/12/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight for delivery from Chefmaster, Corsign, Stewart & Heaton, Pathwest		- 683.56
EFT38858	11/12/2024	TJK Events	Refund of Event fees un-used - 02/10/2024		- 264.33
EFT38859	11/12/2024	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-Employment Medical Assessment		- 291.50
EFT38860	11/12/2024	WHITE BUILDING CO PTY LTD	Refund of Verge Damage Bond - BP 2022133		- 1,025.00
EFT38861	11/12/2024	THE WEST AUSTRALIAN NEWSPAPERS LTD	Tender Advertisement in the South West Times on 17/10/24.		- 348.73
EFT38862	11/12/2024	BUNBURY WA SKILLS TRAINING	Working safely at heights training for staff		- 1,200.00
EFT38863	11/12/2024	WATERCHEM AUSTRALIA PTY LTD	Pool Chlorine Servicing		- 5,907.00
EFT38864	11/12/2024	WA DISTRIBUTORS	Bin Liner 50L x 30, Bin Liner 80L Biocompost x20		- 216.15
EFT38865	11/12/2024	WA TREASURY CORPORATION	Loan Repayments		- 85,645.50
EFT38866	11/12/2024	WATTLEUP TRACTORS BUNBURY	Silvan 8000 12v pump - (CO31533)		- 300.00
EFT38867	11/12/2024	WESTSIDE WINDSCREENS	Replacement Windscreen Calais (102CO)		- 1,980.00
EFT38868	20/12/2024	ACES (Animal Care & Equipment Services)	Cat & Dog protection and handling gloves for Ranger		- 317.45
EFT38869	20/12/2024	MICHELLE GLOVER (Shelle's Fancy Face Painting & Artistry)	Australia Day Facepainting workshop - DEPOSIT		- 500.00
EFT38870	20/12/2024	AVA RONEY	Social Women's Netball Umpire payment		- 105.00
EFT38872	20/12/2024	ARROW BRONZE	Plaque order for the Niche Wall and Memorial Garden		- 1,134.17
EFT38873	20/12/2024	ACCESS WELLBEING SERVICES (Centrecare Inc)	Access EAP Counselling		- 187.00
EFT38874	20/12/2024	AMAROO DELI & CAFE	Catering for Council Meetings and Staff Farewell		- 451.00
EFT38875	20/12/2024	ALCOHOL AND DRUG FOUNDATION INC	Refund of unspent CAP - 0888		- 1,540.00
EFT38876	20/12/2024	ANNA FARRELL	Social Women's Netball Umpire payment		- 90.00
EFT38877	20/12/2024	NORTHSTAR ASSET PTY LTD T/A ARTISTRALIA	License for Australia Day Movie, sponsored by local business		- 440.00
EFT38878	20/12/2024	ATC WORK SMART INC	Mechanic Trainee Paid 07/12/2024		- 2,574.95
EFT38879	20/12/2024	BUILDING COMMISSION	Building Services Levy NOV 2024, less Remitted Amounts		- 1,283.97
EFT38880	20/12/2024	BAILEYS FERTILISERS	Ag lime, Pit Gypsum and grosopr to Soccer, Cricket, Football grounds		- 13,964.53
EFT38881	20/12/2024	BUSY BEE DRY CLEANERS	Dry Cleaning of Shire of Collie linen cloths for Council meetings		- 152.46
EFT38882	20/12/2024	BUNBURY HARVEY REGIONAL COUNCIL	Organics disposal Banksia Road - OCT 2024		- 28,514.25
EFT38883	20/12/2024	COLLIE FREIGHTLINES	Freight for Delivery from Miracle, Bunbury Trucks, Westrac, Abbots Water, Stratagreen, Playco, Scope		- 2,201.52
EFT38884	20/12/2024	COLLIE AUTO ELECTRICS	Supply & Fit New A/C Compressor on Cat. Loader - 1DQY895		- 3,420.00
EFT38885	20/12/2024	PETE'S	PPE and clothing for employees		- 1,132.05
EFT38886	20/12/2024	COLLIE MACHINE SHOP	Supply 1 Pin and Fit New Head to Old Pin		- 154.00
EFT38887	20/12/2024	CRENDON MACHINERY	Hire of Squirrel Crab Steer and Trailer		- 238.70
EFT38888	20/12/2024	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	Monthly Shire Update in the CRVB - Full Page - 10 OCT 24		- 528.00
EFT38889	20/12/2024	COLLEEN MARIE DEANGELIS	Social Women's Netball Umpire payment		- 75.00
EFT38890	20/12/2024	COLLIE HOCKEY ASSOCIATION	Venue hire for club development workshop Thurs 8th of August		- 100.00

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
EFT38891	20/12/2024	CHARGEFOX PTY LTD	Connector Management Fees EV charger from 01/10/2024 - 30 days		- 61.38
EFT38892	20/12/2024	CHRONICLE RIP PTY LTD	Cemetery program including setup and software pro licence for first 12 months		- 19,164.20
EFT38893	20/12/2024	CLEANAWAY INDUSTRIAL SOLUTIONS PTY LTD	Administration fee		- 37.50
EFT38894	20/12/2024	COLLIE PETS AND VETS	Veterinary Services		- 317.60
EFT38895	20/12/2024	COLLIE SALVAGE & HARDWARE	25mm x 25mm x 1.6mm x 6.5m painted Rect. hollow section (RHS- Galv) + Mesh sheet for Christmas Decorations		- 154.45
EFT38896	20/12/2024	CAPE TRAINING AND ASSESSING PTY LTD	Skid Steer (Bob Cat) Ticket for 4 Staff, Backhoe/Loader Operations for 2 Staff		- 4,100.00
EFT38897	20/12/2024	CORSIGN WA	Safety - Grabrail, Rear and Long Marker Truck Plates		- 3,973.20
EFT38898	20/12/2024	CHARLOTTE WHITE	Lino Printing Workshop - 5th Dec 24		- 910.00
EFT38899	20/12/2024	DEAN GUJA	Contract Environmental Health - DEC 24		- 7,266.60
EFT38900	20/12/2024	ERGOLINK ERGONOMICS (MAX & CLAIRE PTY LTD)	Heavy Duty Office Chair with arms and delivery for Transfer Station		- 1,141.21
EFT38901	20/12/2024	EAST END CONTRACTORS	Compaction of general waste at Collie Waste Transfer Facility for NOV 12,15,19,22,26,29		- 11,368.50
EFT38902	20/12/2024	EMERG SOLUTIONS PTY LTD (BART Solutions)	Annual charge for brigade direct SMS emergency broadcast (BART) Licenses		- 990.00
EFT38903	20/12/2024	ETHAN WALKER	Rates refund for assessment A2702		- 1,348.05
EFT38904	20/12/2024	FESTOON LIGHTING AUSTRALIA	Lighting works & Christmas decoration install and removal for Christmas 2024		- 20,568.00
EFT38905	20/12/2024	FLOW MOUNTAIN BIKE	South West Destination Marketing Campaign - Tourism and Marketing Project		- 3,842.44
EFT38906	20/12/2024	FUEL TECHNOLOGY PTY LTD	Diesel Tank Cleaning Breather Replacement Depot		- 2,260.50
EFT38907	20/12/2024	GUARDIAN ANGEL SAFETY PTY LTD	Monthly Guardian Angel Monitored Everywhere Low Data Plan for Garmin Satellite Devices Through to 30 June 2025 for 4 Units		- 3,484.80
EFT38908	20/12/2024	GEMMA O'BRIEN	Social Women's Netball Umpire payment		- 165.00
EFT38909	20/12/2024	GLENYS SWAN	Social Women's Netball Umpire payment		- 180.00
EFT38910	20/12/2024	IT VISION (Ready Tech)	Processing and mentoring with Rates		- 16,354.80
EFT38911	20/12/2024	ILLION AUSTRALIA PTY LTD T/A ILLION TENDERLINK	Subscription renewal for Tenderlink		- 181.50
EFT38912	20/12/2024	CONNECT CCS	After hours call monitoring for contract CA0184 for month OCT 2024		- 714.29
EFT38913	20/12/2024	INTERFIRE AGENCIES	PPE for BFB Members, Boots, Harness, Gloves, Helmet, Shoes etc.		- 2,197.79
EFT38914	20/12/2024	INTERPHONE	Interphone NBN Optic Fibre Internet 1400 MBPS 1tb Access Charges		- 130.90
EFT38915	20/12/2024	LTRN CONTRACTING PTY LTD TRADING AS JLT CEILINGS	Supply and install a new ceiling and cornice to the kitchen at Roche Park		- 5,379.00
EFT38916	20/12/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Recruitment Ad - LGPRO - Manager Financial Services		- 180.00
EFT38917	20/12/2024	LIONS CLUB OF COLLIE	Annual Contribution 2024/25 - Christmas Pageant		- 4,000.00
EFT38918	20/12/2024	LYN BUREK	Co-ordinator and Umpire - Roche Park Social Netball 2024		- 105.00
EFT38919	20/12/2024	LGIS WA	Shire of Collie Insurance Renewal Premium 2024-25 - second payment		- 300,339.24
EFT38920	20/12/2024	IAN H MIFFLING	Reimbursement of travel for WALGA meeting in Manjimup		- 425.92
EFT38921	20/12/2024	MAURICE FREDERICK LAW	Rates refund for assessment A1467		- 666.50
EFT38922	20/12/2024	MOVAT PTY LTD T/A TRUSTEE FOR MOVAT TRUST	Renewal of the Collie SES Unit MOVAT Software for 2025.		- 200.00
EFT38923	20/12/2024	NUTRIEN WATER	Ball Valve Brass 25mm Lockable - for Water Stand Pipes		- 65.76
EFT38924	20/12/2024	CORNELIS VOGEL	Verge Bond Refund for BP 2021166		- 1,000.00
EFT38925	20/12/2024	ROBERT JOHAN VROSSINK	Refund of Bond for relocating dwelling		- 5,895.24
EFT38926	20/12/2024	PRIME SUPPLIES	M18 Tuel Outdoor Power Head W/Line Trimmer Attachment, Flat Bar		- 596.20
EFT38927	20/12/2024	PRINT MEDIA GROUP	DFES operational items - Vehicle ID stickers and Permit to burn booklets.		- 168.53
EFT38928	20/12/2024	PETER HARMS	Refund on overpayment		- 437.40
EFT38929	20/12/2024	THE PRINT SHOP BUNBURY	Business cards		- 451.00
EFT38930	20/12/2024	PINNACLE SAFETY AND TRAINING	WHS Training 25 - JH - Implement and monitor WHS policies, procedures programs		- 549.00
EFT38931	20/12/2024	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTRUST)	Skytrust WHS System - Monthly Subscription Skytrust		- 493.90

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
EFT38932	20/12/2024	COLLIE RIDGE RESORT	Catering - Charlotte White Lino Print Workshop		- 270.00
EFT38933	20/12/2024	RAC BUSINESSWISE	Roadside Assistance for 2024/25 - 105CO and 107CO		- 249.14
EFT38934	20/12/2024	RCA Civil Group Pty Ltd	FTR 01-2023 - Widening and sealing of shoulders Mornington and Gastaldo Road		- 78,132.03
EFT38935	20/12/2024	SLATER - GARTRELL SPORTS	DLGSC - Club development competition \$250 voucher as a giveaway prize - survey question for all		- 250.00
EFT38936	20/12/2024	SOUTHERN LOCK & SECURITY	2 x keys for registered system for reticulation.		- 40.00
EFT38937	20/12/2024	COLLIE MOWERS AND MORE	Chlorine 20Ltr		- 160.00
EFT38938	20/12/2024	STATION MOTORS	Supply & Install Cargo Barrier to Isuzu Mux 113CO, Service on 100CO, Repair CO485, Rear Break Kit for 117CO, Lever Kit for 53CO		- 3,798.62
EFT38939	20/12/2024	SOS OFFICE EQUIPMENT	Photocopier Billing for SES Printer -		- 5.23
EFT38940	20/12/2024	SPROCKETS ADVENTURES PTY LTD T/A COLLIE TROPHIES AND	Engraved Black/Gold Lettering Tag for Park Bench		- 42.00
EFT38941	20/12/2024	STIRLING ARMS HOTEL	Accommodation for Ranger to attend training courses. 5/11 - 8/11/2024		- 1,050.00
EFT38942	20/12/2024	SEEK LIMITED	SEEK - Standout Out Upgrade - Manager Financial Services		- 93.50
EFT38943	20/12/2024	SHIRE OF UPPER GASCOYNE	Contribution towards LSL for previous employee		- 5,591.10
EFT38944	20/12/2024	SHAH & PATEL PTY LTD - T/A SIZZLES DELI	Food and drinks for crews attending reignition Coolangatta 29/11/24		- 170.00
EFT38945	20/12/2024	STEPHANIE ANN ROBINSON	Social Women's Netball Umpire payment		- 75.00
EFT38946	20/12/2024	THOMSON AUTO PARTS	Penrite Greenkeeper 2 Stoke Oil 20 Ltr		- 150.00
EFT38947	20/12/2024	THE ROYAL LIFE SAVING SOCIETY OF WA	Watch around water posters, LG cards, watch around water bands, Back stroke flags x2		- 342.71
EFT38948	20/12/2024	TALIS CONSULTANTS	Bi-Annual Sampling & analysis at Transfer Station, Reports & Sampling for groundwater		- 9,915.71
EFT38949	20/12/2024	TEAGAN RONEY	Social Women's Netball Umpire payment		- 135.00
EFT38950	20/12/2024	T&R CONTRACTING PTY LTD	Sand cartage from SOC Stockpile at Premier Coal to Waste Transfer Station.		- 2,392.50
EFT38951	20/12/2024	VON BIBRA SIGNS	Various Signage including Security Signage, Corflute Signage, Event parking etc		- 1,704.00
EFT38952	20/12/2024	WESTRAC EQUIPMENT PTY LTD	Engine Oil Leak Repair to Cat Loader - (1DQY895), Chair Base parts for Loader (CO30051), Fastener Part for Loader (CO30051)		- 4,383.44
EFT38953	20/12/2024	COLLIE BIN HIRE	Skip Hire and empty for Minningup, Black Diamond & Shire Depot OCT 24		- 3,366.00
EFT38954	20/12/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	Elected member training - WALGA		- 770.00
EFT38955	20/12/2024	BUNBURY WA SKILLS TRAINING	EWP training for 4 staff		- 1,840.00
EFT38956	20/12/2024	WA DISTRIBUTORS	Roche Park Kiosk expenses - confectionery, sport drinks, water etc		- 832.75
EFT38957	20/12/2024	WESTERN AUSTRALIA POLICE	Volunteer BFB Checks for OCT 2024		- 36.00
EFT38958	20/12/2024	WEED PEST & VERMIN CONTROL - NEIL FRASER	Chemical free weed spraying of the playgrounds, Rec Ground, Wittenoom Street, Central Park and Swimming Pool		- 6,133.00
EFT38959	20/12/2024	YOUTHCARE	2024/2025 Annual Shire Contribution towards Chaplaincy Services in Collie		- 5,500.00
EFT38960	24/12/2024	RUSSELL ORD PHOTOGRAPHY	Tourism and Marketing Project - Photography and Videography - 80%		- 12,355.56
EFT38961	24/12/2024	ASK WASTE MANAGEMENT PTY LTD	Consultancy Refuse Site		- 847.00
BPAY					
EFT38962	24/12/2024	SYNERGY	ELECTRICITY 395602740 Lot 964 Wittenoom St 15/10/2024 to 18/11/2024		- 57,367.07
	24/12/2024	SYNERGY	Electricity: Account 102659550 Street Lighting 25/10/2024 - 24/11/2024	19,701.36	
	24/12/2024	SYNERGY	Lot 0 Coombes St - Arboretum	124.25	
	24/12/2024	SYNERGY	86 Throssell St - Lighting	126.13	
	24/12/2024	SYNERGY	Lot 1000 Davis St - Airstip	133.54	
	24/12/2024	SYNERGY	130 Prinsep St - Recreation Ground	123.30	
	24/12/2024	SYNERGY	Medic St Service - Parks & Gardens	119.26	
	24/12/2024	SYNERGY	Lot 143 Bedlington - Allanson Reserve	415.47	
	24/12/2024	SYNERGY	Loc 19242 Lefroy St - Soldiers Park	1,205.79	

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
	24/12/2024	SYNERGY	8 Morrison way - Depot	4,730.10	
	24/12/2024	SYNERGY	81 Forrest St - Central Park	1,438.18	
	24/12/2024	SYNERGY	Lot 1599 Moore St - Wyvern Park	115.53	
	24/12/2024	SYNERGY	Lot 328 Medic street - Lighting	141.59	
	24/12/2024	SYNERGY	Lot 2867 Forrest ST - Lighting	590.95	
	24/12/2024	SYNERGY	Lot 964 Wittenoom Street - Pool	33,788.11	
	24/12/2024	SYNERGY	Throssell St - Lighting	54.69	
	24/12/2024	SYNERGY	Laurie St - Barbara Smith Playground	127.89	
	24/12/2024	SYNERGY	Lot 5605 Ealing Rd - Bush Fire Brigade	226.96	
	24/12/2024	SYNERGY	Loc 15195 U A Coombes St - Roche Park - Soccer Pitch	123.48	
	24/12/2024	SYNERGY	15 Buckingham Way - Barbara Smith Playground	123.84	
	24/12/2024	SYNERGY	Lot 6128 Harris River - Bush Fire Brigade	245.93	
	24/12/2024	SYNERGY	Roberts St - Caretaker Cottage Rec Ground	446.71	
	24/12/2024	SYNERGY	Loc 15195 Coombes St - Wallsend Street Ground / Showground	1,171.42	
	24/12/2024	SYNERGY	Lot 1970 Denton Rd - Neath Park	69.07	
	24/12/2024	SYNERGY	Loc 14616 Wittenoom St - Library	415.95	
	24/12/2024	SYNERGY	Lot 1000 U 51 Crampton St - Lions Park	601.03	
	24/12/2024	SYNERGY	Lot 1308 Prinsep St - Radio Hut & Mast	1,043.32	
	24/12/2024	SYNERGY	Loc 30555 Paul St - Roche Park	127.57	
	24/12/2024	SYNERGY	A 21 Forrest St - Central Park / Water Playgorund	1,478.63	
	24/12/2024	SYNERGY	Lot 2793 Coombes St	313.78	
	24/12/2024	SYNERGY	87 Throssell Street - Admin Building	1,088.72	
	24/12/2024	SYNERGY	Lot 391 Dudley St - Bush Fire Brigade	156.19	
	24/12/2024	SYNERGY	Lot 30555 Coombes St - Roche Park	1,824.21	
	24/12/2024	SYNERGY	24 Simmonds St - Bush Fire Brigade	123.30	
	24/12/2024	SYNERGY	Lot 422 Simmonds St - Bush Fire Brigade	359.84	
	24/12/2024	SYNERGY	Lot 2751 Steere St - Spicer Street Park	129.24	
	24/12/2024	SYNERGY	Lot 1531 Rowley St - Heritage Park	115.21	
	24/12/2024	SYNERGY	161 Throssell Street REPLACEMENT READING Credit Applied - re' NOV 23 - Sep 24	- 15,753.47	
EFT38963	24/12/2024	TELSTRA LIMITED	Telephone and internet charges		- 5,253.11
EFT38964	24/12/2024	WATER CORPORATION	Water		- 8,416.93
9006823797	22/11/2024	WATER CORPORATION	Wallsend Showgrounds	630.65	
9006816335	22/11/2024	WATER CORPORATION	Soldiers Park	394.28	
9006814575	22/11/2024	WATER CORPORATION	Museum	54.82	
9006814954	22/11/2024	WATER CORPORATION	Admin Office	508.90	
9006813927	22/11/2024	WATER CORPORATION	Wittenoom St - Old Collie Community Radio Station site	483.22	
906814962	22/11/2024	WATER CORPORATION	Swimming Pool	1,793.69	
9006828272	26/11/2024	WATER CORPORATION	Wallsend St BMX (Invoiced to User)	421.01	
9006813935	22/11/2024	WATER CORPORATION	Library	286.31	
9006815519	22/11/2024	WATER CORPORATION	Forrest St Toilets	662.02	
9006817370	22/11/2024	WATER CORPORATION	Toilets at Velodrome	240.70	
9006815500	22/11/2024	WATER CORPORATION	Central park / Water Playground	943.42	
9006815084	22/11/2024	WATER CORPORATION	Truck Bay Toilets	105.80	
9006815527	22/11/2024	WATER CORPORATION	Forrest Street (CBD Gardens)	775.90	

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
9006805679	26/11/2024	WATER CORPORATION	Allanson BFB	283.62	
9021079388	22/11/2024	WATER CORPORATION	Men's Shed	194.87	
9021019406	22/11/2024	WATER CORPORATION	Depot	637.72	
Direct Debit					
DD	05/12/2024	FINRENT PTY LTD	Lease Liability - Admin Plotter Lease DEC 24		- 402.59
DD	08/12/2024	3E ADVANTAGE PTY LTD	Depot Photocopier Dec 24		- 181.50
DD	16/12/2024	3E ADVANTAGE PTY LTD	Admin Photocopier (DEC 2024)		- 566.50
DD	15/12/2024	SG FLEET AUSTRALIA PTY LTD	CESM Vehicle (CO31241) and Vehicle Pod Lease		- 1,644.88
DD	02/12/2024	LES MILLS ASIA PACIFIC	Les Mills Signature Partnership Package as per contract (I-24-9741)		- 712.00
DD	21/12/2024	IINET CONNECT BETTER	NBN25 Satellite Monthly Charge (21.12.2024 - 21.01.2025) - BFB		- 224.95
DD	21/12/2024	AMPOL	Diesel Delivery 04/11/2024 5000Ltr & 21/11/2024 - 4000LT		- 16,281.10
DD	24/12/2024	AUSTRALIA POST	Admin Postage		- 821.40
DD	30/11/2024	FEES	Bank Fees various		- 4,468.87
Purchasing Card					
DD32618.1	06/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Transactions as below		- 1,613.02
27661	05/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fee BFB (1EFB204)	94.70	
27160	30/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1DCF765)	98.88	
26957	28/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (CO17526)	131.57	
69 1EMN510	22/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees BFB (1EMN510)	4.40	
26952	28/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1HAA346)	211.61	
27664	05/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1HAA346)	210.00	
830	19/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1HAA346)	86.00	
69 1HAA346	22/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees BFB (1HAA346)	4.40	
28432	13/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel and Card Fees BFB (1EZE593)	22.91	
27428	02/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card fees BFB (1EOB212)	41.80	
27272	31/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (CO31241)	164.95	
734	11/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (CO31241)	161.13	
69 CO31241	22/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees BFB (CO31241)	4.40	
26823	27/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1DAN765)	128.91	
26999	29/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel & Card Fees BFB (CO20218)	13.17	
26950	28/10/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card fees BFB (1CXV789)	111.24	
29155	21/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1DCF765)	122.95	
DD32607.1	16/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Transactions as below		- 1,327.79
815900	04/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Coffee for Admin office	20.00	
301900	13/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Cleaning expenses and Kiosk items for resale	180.73	
840900	21/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Cleaning expenses and Kiosk items for resale	229.25	
884200	04/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Cleaning expenses and Kiosk items for resale	56.87	
894800	12/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Morning tea catering for meeting	35.95	
66000	19/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Admin Office supplies - Coffee, tea bags, Toilet fresh discs	83.20	
758600	31/10/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Catering: Silent Book Club & Halloween & Coffee beans	53.40	
200900	26/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Refreshments - Library events, milk, sugar, chocolate, servietts, biscuits etc.	44.04	
272700	11/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Coles UHT Milk 1 Ltr, Coffee	116.40	
68611	14/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Hydralite 40Pack, Fly Spray	167.60	
25800	31/10/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Cleaning expenses and Kiosk items for resale	216.75	

SHIRE OF COLLIE

List of Accounts Submitted to Council - December 2024

Chq/EFT	Date	Name	Description	Amount	Payment
36400	07/11/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Cleaning expenses and Kiosk items for resale	123.60	
DD32608.1	21/12/2024	AMPOLCARD	Transactions as below		- 1,287.28
E29193	22/11/2024	AMPOLCARD	Fuel (Workshop)	226.71	
E858	21/11/2024	AMPOLCARD	Fuel (104CO)	50.06	
E29178	21/11/2024	AMPOLCARD	Fuel (104CO)	42.82	
E922	26/11/2024	AMPOLCARD	Fuel (106CO)	95.32	
E27869	07/11/2024	AMPOLCARD	Fuel (100CO)	85.70	
E29408	25/11/2020	AMPOLCARD	Fuel (100CO)	61.83	
E27612	04/11/2024	AMPOLCARD	Fuel (105CO)	112.00	
E471	31/10/2024	AMPOLCARD	Fuel (102CO)	79.37	
E27741	06/11/2024	AMPOLCARD	Fuel (102CO)	72.53	
E755	12/11/2024	AMPOLCARD	Fuel (102CO)	75.84	
E28985	19/11/2024	AMPOLCARD	Fuel (102CO)	78.09	
E3942	24/11/2024	AMPOLCARD	Fuel (102CO)	80.83	
E1085	28/11/2024	AMPOLCARD	Fuel (102CO)	64.85	
E19108	31/10/2024	AMPOLCARD	Fuel (104CO)	78.08	
E799	18/11/2024	AMPOLCARD	Fuel (104CO)	83.25	
Corporate Credit Card					
DD32606.1	14/12/2024	LENOVO AU	Invoices below		- 2,708.06
20112024	13/11/2024	LENOVO AU	ThinkPad T16 Gen 3	2,419.07	
07112024	07/11/2024	LENOVO AU	Docking Station	288.99	
DD32606.2	14/12/2024	BENDIGO BANK CREDIT CARD	Credit Card Fee NOV 24		- 4.00
Payroll					
Shire Payroll	04/12/2024	SHIRE PAYROLL	PPE 01/12/2024		- 167,604.64
Shire Payroll	18/12/2024	SHIRE PAYROLL	PPE 15/12/2024		- 168,204.08
DD	05/12/2024	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM)	Superannuation for PPE 01.12.2024		- 32,267.79
DD	19/12/2024	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM)	Superannuation for PPE 15.12.2025		- 31,996.40

Bank Code	
BENMUNI	- 1,681,566.98
BENTRUST	-
	<u>- 1,681,566.98</u>

Certificate of Chief Executive Officer

This schedule of accounts to be passed for payment, covering vouchers as above was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been fully certified as to the receipt of goods and the rendition of services and as to prices, computations and costings and the amounts shown are due for payment.



Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

Appendix 12.1.B

Accounts Paid Report – January 2025

SHIRE OF COLLIE

List of Accounts Submitted to Council - January 2024

Chq/EFT	Date	Name	Description	Amount	Payment
Electronic Funds Transfer					
EFT38965	07/01/2025	ON HOLD ON LINE	Monthly On Hold Messages		- 231.00
EFT38966	07/01/2025	WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions		- 157.00
EFT38967	07/01/2025	ARROW BRONZE	Cemetry - Niche Wall Plate		- 418.28
EFT38968	07/01/2025	AIR LIQUIDE WA PTY LTD	Monthly gas clylinder rental for Depot workshop		- 56.32
EFT38969	07/01/2025	AMAROO DELI & CAFE	Catering for Council Meeting and Shire Chirstmas function		- 1,045.00
EFT38970	07/01/2025	AQUILA FOODFOREST	Balancing biodiversity & productivity Workshop - Library nature evetns series partial South32 funded		- 550.00
EFT38971	07/01/2025	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED T/A ONE MUSIC	APRA Music Licencing Fee		- 347.64
EFT38972	07/01/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions		- 44,703.00
EFT38973	07/01/2025	ATC WORK SMART INC	Mechanic Trainee Wages		- 4,287.66
EFT38974	07/01/2025	BUNNINGS BUILDING SUPPLIES	Holman 65mm Press PVC Cap Ends		- 24.75
EFT38975	07/01/2025	J. BLACKWOOD & SON PTY LTD	Cabinet Storage Battery Charging 18		- 7,139.00
EFT38976	07/01/2025	BADGE-A-MINIT	Aus Day 2025 - Badge Machine for craft activiies - Australia Day events grant		- 899.80
EFT38977	07/01/2025	BUZCON PTY LTD	Refund for Overpayment - BP #2024093		- 61.26
EFT38978	07/01/2025	STATEWIDE BEARINGS	425gm Delo Starplex, Tube Union for Jobber Drill, Quick Connector Adaptor, Guages, Adaptors etc.		- 662.62
EFT38979	07/01/2025	DEPARTMENT OF HUMAN SERVICES	Payroll Deductions/Contributions		- 174.78
EFT38980	07/01/2025	COLLIE RAILWAY STATION GROUP INC	Reimbursement for Electricity as per sub meter		- 256.10
EFT38981	07/01/2025	COLLIE CHURCH OF CHRIST	Grant for Collie Youth Group		- 1,000.00
EFT38982	07/01/2025	COLLIE PETS AND VETS	Veterinary Services for Shire of Collie		- 115.50
EFT38983	07/01/2025	CRV AIR	For degassing of whitegoods (landfill compliance)		- 1,386.00
EFT38984	07/01/2025	COLLIE SALVAGE & HARDWARE	Running Order: Retic parts, paint, brushes, screws, stakes, Nozzels, Survey Pink etc		- 239.50
EFT38985	07/01/2025	COLLIE UNDERWATER HOCKEY	Sporting Scholarships for National Championships - U15 and U19 teams		- 1,750.00
EFT38986	07/01/2025	LANDGATE	SLIP Subscription Services 2024/2025		- 2,609.00
EFT38987	07/01/2025	GRIFFO'S SOFT SERVE, SLUSH N COFFEE PTY LTD	Catering for Christmas Function		- 330.00
EFT38988	07/01/2025	HEATLEY SALES PTY LTD	Gloves - Multiple glove size, Safety Specs etc - Local Government Grant Scheme		- 2,801.30
EFT38989	07/01/2025	INTERPHONE	Interphone NBN Optic Fibre Internet 1400 MBPS 1tb Access Charges		- 130.90
EFT38990	07/01/2025	JANICE PLATT	Content / Blog Writing		- 150.00
EFT38991	07/01/2025	LYN BUREK	Co-ordinator and Umpire - Roche Park Social Netball 2024		- 60.00
EFT38992	07/01/2025	LESCHENAULT CATCHMENT COUNCIL (LCC)	Contribution to 'Community Caring for the Collie River'		- 49,478.00
EFT38993	07/01/2025	LG COMMUNITY PARTNERS PTY LTD	Accounting Support - Nov / Dec 24		- 6,682.50
EFT38994	07/01/2025	LAUREL LEAF CAKES & CATERING	Catering for Staff Christmas Party - 20th December		- 1,250.00
EFT38995	07/01/2025	MCFERRAN ADVISORY SERVICES	Provision of Collie Housing infill project		- 3,300.00
EFT38996	07/01/2025	MCLEODS LAWYERS	Governance compliance advice - confidential agenda item		- 1,366.86
EFT38997	07/01/2025	MYRIAD HUMAN RESOURCES	Provision of HR Consultancy services		- 640.00
EFT38998	07/01/2025	MIRACLE RECREATION EQUIPMENT	2m Aluminium Picnic Setting		- 1,842.50
EFT38999	07/01/2025	NUTRIEN WATER	10 Coils and freight to Collie For Central park Water Playground		- 269.21

SHIRE OF COLLIE

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Chq/EFT	Date	Name	Description	Amount	Payment
EFT39000	07/01/2025	IXOM OPERATIONS PTY LTD	Service Fees for Chlorine Cylinders at Collie Swimming Pool		- 216.54
EFT39001	07/01/2025	OFFICEWORKS (ON LINE ORDERS ONLY)	Phone cover and screen protector for ranger		- 60.39
EFT39002	07/01/2025	OZARB TREE SERVICE	Remove dead tree and stump prune - Wellington Blvd and Eden St		- 990.00
EFT39003	07/01/2025	PICTON CIVIL PTY	Hire of 2 double-sided tippers and 2 prime mover to transport sand from Premier Coal to Transfer Station		- 5,060.00
EFT39004	07/01/2025	THE PRINT SHOP BUNBURY	A4 Letterheads		- 289.30
EFT39005	07/01/2025	P & S GRIGGS PLUMBING	Rectify faulty hydrant solenoid and flange at Roche Park		- 1,113.60
EFT39006	07/01/2025	REGIONAL DEVELOPMENT AUSTRALIA - SOUTH WEST	REMPPLAN 2025 Contribution towards the provision of economic and community profiling for the whole South West.		- 550.00
EFT39007	07/01/2025	RIVER VALLEY VETS	Veterinary Services for Shire of Collie		- 120.00
EFT39008	07/01/2025	SOUTH WEST LOCKSMITHS	Keys for Admin Building & Visitors Centre		- 119.75
EFT39009	07/01/2025	SCOPE BUSINESS IMAGING	Admin, Library & Depot Photocopier Service plan		- 3,273.02
EFT39010	07/01/2025	SNELLS DISTRIBUTION PTY. LTD. T/A/ AMALGAMATED	Summer Movie Series - GST payment on one movie not paid previously		- 35.00
EFT39011	07/01/2025	COLLIE SIGNFX	Six Seasons information board at Jack Mears 2300x1220 mm Printed/laminated ACM sign		- 902.00
EFT39013	07/01/2025	WINC AUSTRALIA PTY LTD	Admin Office stationery - Paper, scissors, tissues, tape, pens etc.		- 96.88
EFT39014	07/01/2025	T-QUIP	Supply upper for Zero turn mower		- 486.21
EFT39015	07/01/2025	TAYLOR DEANS	Donation - End of Year School Presentation		- 200.00
EFT39016	07/01/2025	TEAM GLOBAL EXPRESS PTY LTD	Freight for multiple Deliveries from Corsign		- 305.36
EFT39017	07/01/2025	TLC CARPET AND TILE CLEANING	Public Toilet and BBQ cleaning service		- 11,911.93
EFT39018	07/01/2025	URBIS PTY LTD	Provision of Collie Housing Infill Project		- 24,073.50
EFT39019	07/01/2025	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-Employee Medical Assessment		- 247.45
EFT39020	07/01/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	South West Country Zone - Annual Subscription 2024/2025		- 660.00
EFT39021	07/01/2025	THE WEST AUSTRALIAN NEWSPAPERS LTD	Widening and Sealing of Shoulders on Harris River Road Tender		- 397.49
EFT39022	14/01/2025	CLEANAWAY PTY LTD	Recycling Collection at the Transfer Station - October and November		- 37,219.14
EFT39023	14/01/2025	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	Bulletin advert - Bush Fire Risk Management Plan review		- 611.69
EFT39024	14/01/2025	CHARGEFOX PTY LTD	Connector Management Fees for Forrest Street Collie Station - vehicle charger		- 59.40
EFT39025	14/01/2025	COLLIE CHURCH OF CHRIST	Sponsorship for the Carols in the Park 2024		- 2,000.00
EFT39026	14/01/2025	ENVIRONMENTAL AND AGRICULTURAL TESTING SERVICES (PARLAN PTY LTD)	River rivatilisatoin strategy water sampling - Nutrient suite (quarterly) and Diquat & Paraquat (Bi-annually); Cool chain freight and administration for 8 sampling events quarterly.		- 10,368.16
EFT39027	14/01/2025	EAST END CONTRACTORS	Compaction of general waste at Collie Waste Transfer Facility 3,6,9,10,12,13/12/24		- 8,016.25
EFT39028	14/01/2025	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	IT Support - Block Hours Renewal, Hosted Backups		- 11,022.00
EFT39029	14/01/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Advertising Finance Manager role		- 360.00
EFT39030	14/01/2025	PREMIER COAL PTY LTD	Q2 24/25 Sand Removal Fees and Royalties		- 5,453.73
EFT39031	14/01/2025	GLOBAL KIDS OZ T/A RECYCLED MATS	AEDC Grant - Yarning mat for storytime		- 201.60
EFT39032	14/01/2025	SEEK LIMITED	Recruitment Advert - Manager Financial Services		- 456.50
EFT39035	21/01/2025	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED T/A ONE MUSIC	APRA Music Licencing - 01/01/2025 - 31/03/2025 - Pool Service Agreement		- 341.98

SHIRE OF COLLIE

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EFT39036	21/01/2025	BUNNINGS BUILDING SUPPLIES	Bunnings, wetter soil, Fertilizer, non-slip paint, paver sand		- 194.87
EFT39037	21/01/2025	PFD FOOD SERVICES PTY LTD	Resale items for pool kiosk		- 2,269.15
EFT39038	21/01/2025	JANICE PLATT	Content / Blog Writing -Tourism and Marketing Project		- 150.00
EFT39039	21/01/2025	CROMAG PTY LTD T/A SIGMA CHEMICALS	2024-2025 Bulk pool chemicals, testing tablets & tubs		- 6,054.68
EFT39040	21/01/2025	WA DISTRIBUTORS	Kiosk Items for sale - Drinks, Pies, Sausage Rolls, Lollies, Crisps		- 2,056.25
EFT39042	24/01/2025	MICHELLE GLOVER (Shelle's Fancy Face Painting & Artistry)	Train volunteers and staff to provide the facepainting for Australia Day Breakfast and future events		- 654.00
EFT39043	24/01/2025	WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions		- 314.00
EFT39044	24/01/2025	AMAROO DELI & CAFE	Sports Awards - Catering		- 550.00
EFT39045	24/01/2025	AUSTRALIND LANDSCAPING SUPPLIES	Limestone Block 500 x 350 x 240mm		- 454.80
EFT39046	24/01/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions		- 93,514.00
EFT39047	24/01/2025	Alpha Trophies Pty Ltd T/A Badge-A-Minit	Badge Machine for Australia Day Craft activity - Freight		- 55.00
EFT39048	24/01/2025	DEPARTMENT OF HUMAN SERVICES	Payroll Deductions/Contributions		- 349.56
EFT39049	24/01/2025	COLLIE MACHINE SHOP	Manufacture Lifting Jig for Works Department		- 709.50
EFT39050	24/01/2025	CLEANAWAY PTY LTD	Recycling Collection at the Transfer Station - December		- 3,861.60
EFT39051	24/01/2025	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	Bulletin - Collie Preston Bush Fire Brigade AGM notice		- 118.80
EFT39052	24/01/2025	CHARGEFOX PTY LTD	Connector Management Fees for Forrest Street Collie Station - vehicle charger		- 61.38
EFT39053	24/01/2025	COLLIE PIZZA PTY LTD T/A Dominos	Thank A Volunteer - Pizza for event - grabt funded		- 740.00
EFT39054	24/01/2025	COLLIE PETS AND VETS	Veterinary Services for Shire of Collie		- 738.65
EFT39055	24/01/2025	COLLIE SALVAGE & HARDWARE	Supplies for fixing the Sleigh in place for Christmas Decorations		- 164.55
EFT39056	24/01/2025	CORSIGN WA	Signage including curved road, chevron, no through road, T Junction, hazard board, street signs, and parks		- 2,403.94
EFT39057	24/01/2025	TJ DEPIAZZI	Pine Bark Mulch 50 cubic metres		- 4,632.65
EFT39058	24/01/2025	EARTH 2 OCEAN COMMUNICATINS	UHF Handheld Radio - Twin Pack for Transfer Station		- 249.00
EFT39059	24/01/2025	PFD FOOD SERVICES PTY LTD	Kiosk Stock		- 1,042.10
EFT39060	24/01/2025	4PARK PTY LTD / T/A FORPARK AUSTRALIA	Hang N Glide Rollers For Neath Park		- 410.30
EFT39061	24/01/2025	HEATLEY SALES PTY LTD	Steel Blue Composite Boot (Parks & Gardens Staff)		- 203.16
EFT39062	24/01/2025	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	IT Support - Hosted Backups		- 495.00
EFT39063	24/01/2025	CONNECT CCS	After hours call service		- 480.48
EFT39064	24/01/2025	LFA FIRST RESPONSE	Replacement First Aid Equipment for all BFB Fire Appliances - LGGS		- 1,760.30
EFT39065	24/01/2025	LGIS WA	Motor Vehicle Adjustment for 2023-24 - insurance		- 330.34
EFT39066	24/01/2025	BUCHER MUNICIPAL	835-66 Channel Brushes for Road Sweeper VT651		- 1,188.00
EFT39067	24/01/2025	MILLARD MARINE	Service and rectify fuel gauge issue on the Collie SES Flood Boat.		- 2,853.60
EFT39068	24/01/2025	NUTRIEN WATER	Filters for Hebe Park		- 471.24
EFT39069	24/01/2025	J & J Swan Pty Ltd T/A Partners in Safety	Re-stock of clear and tinted safety glasses to BFB members		- 739.20
EFT39070	24/01/2025	P & S GRIGGS PLUMBING	Yearly backflow testing to all RPZD devices		- 3,700.00
EFT39071	24/01/2025	COLLIE BETTA HOME LIVING	Scales - for fitness challenge at Roche Park		- 89.00
EFT39072	24/01/2025	SCOPE BUSINESS IMAGING	Admin, Library & Depot Photocopier Service plan		- 2,075.14
EFT39073	24/01/2025	SCAVENGER SUPPLIES Pty Ltd	10 PPE Kit Bags for BFB members		- 913.00

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EFT39074	24/01/2025	SPRY'S MEAT MARKET	Catering for Christmas Function, Meat & Bread		- 690.00
EFT39075	24/01/2025	SHANE RICHARD SADLIER	Refund of Candidate Deposit		- 100.00
EFT39076	24/01/2025	T-QUIP	Parts for Zero turn mower, Peruzzo Panther, Service kits for GM360, GM3250-D, Z Master		- 1,992.43
EFT39077	24/01/2025	TYREPOWER	Tyres and alignment for 104CO, CESM Vehicle		- 2,115.00
EFT39078	24/01/2025	TEAM GLOBAL EXPRESS PTY LTD	Freight for Delivery from Corsign		- 68.66
EFT39079	24/01/2025	WML CONSULTANTS	Tender Documentation - Harris River Road, road project fee		- 4,936.80
EFT39080	24/01/2025	WESTRAC EQUIPMENT PTY LTD	Replace Faulty Coil - CO14596 - Cat Motor Grader		- 714.22
EFT39081	24/01/2025	COLLIE BIN HIRE	Pump out Visitors Centre, Truck Bay, Skip Hire for Various Locations, Pump out and refill with water at Black Diamond		- 5,431.36
EFT39082	24/01/2025	WA DISTRIBUTORS	Roche Park Kiosk refill and cleaning items		- 241.85
EFT39083	24/01/2025	WA TREASURY CORPORATION	Loan repayments		- 33,299.08
EFT39084	24/01/2025	WATTLEUP TRACTORS BUNBURY	Evaporator Assy A/Con for Kubota Tractor		- 1,499.05
EFT39085	24/01/2025	WEED PEST & VERMIN CONTROL - NEIL FRASER	Control of Blackberry at Montgomery St, Throssell St drain & river		- 1,650.00
EFT39086	31/01/2025	TILMA GROUP PTY LTD	Tourism and Marketing Project - Events Toolkit - 30 %		- 4,947.53
EFT39087	31/01/2025	WA AUSTRALIAN SERVICES UNION WA (ASU)	Payroll Deductions/Contributions		- 157.00
EFT39088	31/01/2025	AUSTRALIAN TAXATION OFFICE	Payroll Deductions/Contributions		- 48,045.00
EFT39089	31/01/2025	BUILDING COMMISSION	Building Services Levy less remitted amounts - DEC 2024		- 1,821.00
EFT39090	31/01/2025	DEPARTMENT OF HUMAN SERVICES	Payroll Deductions/Contributions		- 174.78
EFT39091	31/01/2025	CLEANAWAY PTY LTD	Waste Refuse Contract		- 89,426.17
EFT39092	31/01/2025	COLLIE CHURCH OF CHRIST	Australia Day Breakfast		- 2,500.00
EFT39093	31/01/2025	COLLIE PETS AND VETS	Veterinary Services		- 170.60
EFT39094	31/01/2025	CANVAS WORKS SOUTH WEST	Supply 3 new sail shades for Soldiers Park		- 9,100.00
EFT39095	31/01/2025	COALFIELDS WEARPARTS PTY LTD	Edge Set for Motor Grader - CO17002		- 586.83
EFT39096	31/01/2025	EAGER BEAVER SLASHING & CLEARING PTY LTD	Fire Mitigation works		- 3,630.00
EFT39097	31/01/2025	DOR TRADING PTY LTD T/A IMCO AUSTRALASIA	PAR - Permanent Asphalt Repair		- 4,950.00
EFT39098	31/01/2025	SOUTH WEST ISUZU	Element Oil for Tipper (CO668)		- 145.57
EFT39099	31/01/2025	LOTIX FILTER CLEANING SERVICE	Cleaning of Filters of plant at Depot		- 71.75
EFT39100	31/01/2025	MCLEODS LAWYERS	Planning Prosecution		- 10,503.51
EFT39101	31/01/2025	NUTRIEN WATER	Hunter Pro C controller for Rec/Football Ground, Solenoid Valves		- 2,337.35
EFT39102	31/01/2025	NEWGROUND WATER SERVICES PTY LTD	Installation costs of Vortex at the Recreation Ground.		- 2,530.00
EFT39103	31/01/2025	PILATTI BROS TRANSPORT	Supply Concrete for Throssell Street Gardens		- 337.70
EFT39104	31/01/2025	PFI SUPPLIES	Cleaning Items for Shire ammenaties, mop head, detergent etc		- 253.60
EFT39105	31/01/2025	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTRUST)	Skytrust Intelligence System - WHS software		- 493.90
EFT39106	31/01/2025	SLATER - GARTRELL SPORTS	Replacement basketball nets plus spares		- 118.00
EFT39107	31/01/2025	STATE EMERGENCY SERVICE	Catering for various courses & call outs, cleaning items		- 248.70
EFT39108	31/01/2025	STATION MOTORS	45,000km service for 104CO - Mazda CX5		- 376.17
EFT39109	31/01/2025	WINC AUSTRALIA PTY LTD	Stationery; Sharpies, laminating pouches, clipboard, pens		- 118.44
EFT39110	31/01/2025	THOMSON AUTO PARTS	Filter, Pivot head, Sun shade, Blades, Bolt Cutter		- 656.37
EFT39111	31/01/2025	TYREPOWER	Tyre for CO19468 Tipper Truck		- 500.00

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EFT39112	31/01/2025	BUNBURY TT P/L T/A TOTAL TOOLS BUNBURY	SES consumables: Blade, Bit drill, screwdriver & drill set		- 175.00
EFT39113	31/01/2025	WESTRAC EQUIPMENT PTY LTD	Service Kits & Parts for Backhoe (CO30051), parts for Loader		- 1,526.92
EFT39114	31/01/2025	WA DISTRIBUTORS	Roche Park Kiosk supplies		- 930.20
EFT39115	31/01/2025	WEED PEST & VERMIN CONTROL - NEIL FRASER	Fire Mitigation works		- 1,848.00
CHQ 41998	31/01/2025	SHIRE OF COLLIE - PETTY CASH	Gift for employee, cleaning supplies, coffee, milk etc.		- 312.15
BPAY					
EFT39033	20/01/2025	SYNERGY	ELECTRICITY		- 49,394.87
		SYNERGY	Electricity - Street Lighting	19,677.47	
		SYNERGY	Loc 5263 Throssell St - Waste Transfer Station	628.78	
		SYNERGY	161 Throssell Street	1,151.16	
		SYNERGY	Throssell street - Lighting	449.30	
		SYNERGY	Lot 143 Bedlington Street - Allanson Reserve	145.01	
		SYNERGY	8 Morrison way - Depot	1,900.27	
		SYNERGY	59 Wittenoom St	120.96	
		SYNERGY	Lot 964 Wittenoom St - Pool	22,362.07	
		SYNERGY	Montgomery St - Allanson Reserve	320.13	
		SYNERGY	Loc 15195 Coombes St - Wallsend Showgrounds	824.48	
		SYNERGY	87 Throssell Street - Admin Building	663.51	
		SYNERGY	Lot 30555 Coombes St - Roche Park	1,151.73	
EFT39034	20/01/2025	WATER CORPORATION	Water		- 1,061.00
9006817397		WATER CORPORATION	Prinsep St / Recreation Ground Facilities	698.42	
9006805409		WATER CORPORATION	Allanson Fire Brigade, Bedlington St Allanson	5.88	
9006813302		WATER CORPORATION	59 Wittenoom St - Woodturners / Radio (invoiced to users)	206.96	
9006810515		WATER CORPORATION	Lions Park Facilities	149.74	
Direct Debit					
DD	05/01/2025	FINRENT PTY LTD	Lease Liability - Admin Plotter Lease		- 402.59
DD	01/01/2025	BOQ FINANCE (AUST) LIMITED	Computer Lease - JAN 2025		- 7,796.20
DD	08/01/2025	3E ADVANTAGE PTY LTD	Depot Photocopier Dec 24		- 181.50
DD	16/01/2024	3E ADVANTAGE PTY LTD	Admin Photocopier (DEC 2024)		- 566.50
DD	05/01/2025	SG FLEET AUSTRALIA PTY LTD	CESM Vehicle (CO31241) and Vehicle Pod Lease		- 1,644.88
DD	02/01/2025	LES MILLS ASIA PACIFIC	Les Mills Signature Partnership Package		- 739.06
DD	21/01/2025	IINET CONNECT BETTER	NBN25 Satellite Monthly Charge (21.12.2024 - 21.01.2025) - BFB		- 224.95
DD	21/01/2025	AMPOL	Diesel Deliveries		- 14,545.32
DD	24/01/2025	AUSTRALIA POST	Admin Postage		- 821.40
DD	30/11/2024	FEES	Bank Fees various		- 2,423.49
Purchasing Card					
DD32683.1	06/01/2025	WRIGHT EXPRESS AUSTRALIA PTY LTD	Cards below		-1067.80
1084	07/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel and Card Fees BFB (1EFB204)	63.67	
70-CXV789	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1CXV789)	4.40	

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119	21/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fee BFB 1CST499	60.63	
1080	07/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1DCF765)	104.39	
29251	22/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (CO17526)	170.05	
308	29/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees (CO17526)	88.58	
70-1EMN510	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees BFB (1EMN510)	4.40	
399	30/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1HAA346)	154.29	
1872	17/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1HAA346)	130.80	
70-1EZE593	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees BFB (1EZE593)	4.40	
70-1HXV736	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	New Card / Card Fees - 1HXV736	12.40	
97	27/11/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1EOB212)	26.01	
514	02/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1EOB212)	40.01	
1539	12/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel BFB (1EOB212)	71.73	
70-1EOB212	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees (1EOB212)	4.40	
70-CO31241	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees - CESM Vehicle (CO31241)	4.40	
1082	07/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Fuel + Card Fees BFB (1DAN765)	118.84	
70-CO20218	22/12/2024	WRIGHT EXPRESS AUSTRALIA PTY LTD	Card Fees - CO20218	4.40	
DD32682.1	14/01/2025	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Transactions as below		-1989.59
977700	10/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Fire ground welfare and hydration supplies for BFB members.	45.60	
550400	03/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Milk, Paper plates, Tissues, Notebook, Hydralyte, Coffee, Cleaning items etc	309.85	
999400	11/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Items for Training Catering - Depot, Biscuits, muffins etc.	29.02	
267800	16/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	USB-C Wall Charger Pack - WHS Equipment	139.80	
140.35	20/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Depot Consumables and cleaning items, Milk, Handwash, Insect Spray etc	140.35	
620800	20/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Kiosk Re-fill, chips, lollies etc. Gifts for Snrs Fitness windup	153.50	
395900	18/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	RP Food for Snrs End of Year windup, RP expenses, Batteries, Milk, tea towels	195.77	
462800	19/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Roche Park Cleaning expenses - toilet discs, toilet blue, hand soap & anti bacterial surface spray	71.25	
552000	03/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Thank A Volunteer - Movie Snacks and Catering supplies - grant	174.00	
23100	11/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Catering for Freaky Friday at Pool - Kiosk Supplies, Sausages, Juiceboxes, Ice Creams	288.60	
147600	20/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Christmas function - cooked chicken, condiments, non-alcoholic drinks.	112.10	
36400	04/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Admin office: Morning tea staff farewell	36.80	
298500	05/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Admin office: AA & AAA batteries	27.50	
506700	19/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Christmas Catering Supplies - plates, bowls, cutlery, cups, napkins etc. Cleaning supplies	100.30	
951500	13/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Pound supplies - kitty litter, cat food, dog treats	88.50	
482300	19/12/2024	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	Groceries - Christmas children's activities for Library	76.65	
DD32675.1	21/01/2025	AMPOLCARD	Fuel Card		-1696.12
E280	24/12/2024	AMPOLCARD	Fuel (Workshop)	192.32	
E11212	30/11/2024	AMPOLCARD	Fuel (100CO)	65.34	
E1069	07/12/2024	AMPOLCARD	Fuel (100CO)	71.27	
E1239	10/12/2024	AMPOLCARD	Fuel (100CO)	16.50	

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E1762	16/12/2024	AMPOLCARD	Fuel (100CO)	60.00	
E1174	30/11/2024	AMPOLCARD	Fuel (102CO)	59.23	
E1401	05/12/2024	AMPOLCARD	Fuel (102CO)	80.50	
E1339	11/12/2024	AMPOLCARD	Fuel (102CO)	99.36	
E6579	15/12/2024	AMPOLCARD	Fuel (102CO)	87.32	
E26	20/12/2024	AMPOLCARD	Fuel (107CO)	105.73	
E123	21/12/2024	AMPOLCARD	Fuel (106CO)	97.93	
E274	24/12/2024	AMPOLCARD	Fuel (P&G)	114.22	
E974	28/12/2024	AMPOLCARD	Fuel (P&G)	92.71	
E8893	29/12/2024	AMPOLCARD	Fuel (P&G)	103.66	
E729	04/12/2024	AMPOLCARD	Fuel (104CO)	90.97	
E295	18/12/2024	AMPOLCARD	Fuel (104CO)	69.81	
E7048	22/12/2024	AMPOLCARD	Fuel (104CO)	74.68	
E334	24/12/2024	AMPOLCARD	Fuel (104CO)	68.02	
E1022	06/12/2024	AMPOLCARD	Fuel (CO31241)	146.55	
Corporate Credit Card					
DD	14/01/2024	BENDIGO BANK CREDIT CARD - CEO	CEO Credit Card Fee		- 4.00
Payroll					
Shire Payroll	15/01/2025	SHIRE PAYROLL	PPE 12/01/2025		- 176,379.15
Shire Payroll	29/01/2025	SHIRE PAYROLL	PPE 26/01/2025		- 175,354.85
DD	15/01/2025	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM)	Superannuation for PPE 12.01.2025		- 34,003.40

Bank Code	
BENMUNI	- 1,112,708.95
BENTRUST	-
	<u>- 1,112,708.95</u>

Certificate of Chief Executive Officer

This schedule of accounts to be passed for payment, covering vouchers as above was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been fully certified as to the receipt of goods and the rendition of services and as to prices, computations and costings and the amounts shown are due for payment.



Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

Appendix 12.2.A

Financial Report – November 2024

SHIRE OF COLLIE

STATEMENT OF FINANCIAL ACTIVITY
for the Month of November 2024

	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	Forecast 2024/25	YTD Variance	% Variance
INCOME STATEMENT - By Nature						
OPERATING ACTIVITIES						
Revenue from Operating Activities						
Rates	7,700,592	7,699,740	7,699,591	7,700,592	(149)	0.00%
Rates excluding general rates						
Grants, subsidies and contributions (other than capital grants, subsidises and contributions)	1,489,118	979,982	343,009	1,722,712	(636,973)	-65.00%
Fees and charges	2,801,620	1,173,605	2,046,930	2,761,620	873,325	74.41%
Interest earnings	328,928	126,630	69,555	328,928	(57,075)	-45.07%
Other revenue	-	-	501,304	400,000	501,304	
Profit on asset disposals	7,122	-	-	7,122	-	
	12,327,380	9,979,957	10,660,389	12,920,974		
Expenditure from Operating Activities						
Employee costs	(6,915,000)	(2,922,663)	(3,052,367)	(7,183,320)	(129,704)	4.44%
Materials and contracts	(5,027,536)	(2,206,876)	(1,844,492)	(5,029,738)	362,384	-16.42%
Utility charges (electricity, gas, water etc.)	(620,000)	(273,088)	(143,212)	(620,000)	129,876	-47.56%
Depreciation on non-current assets	(2,769,370)	(1,154,642)	-	(2,769,370)	1,154,642	-100.00%
Finance costs	(52,540)	(17,371)	(2,204)	(52,540)	15,167	-87.31%
Insurance expenses	(357,251)	(157,889)	(160,391)	(357,251)	(2,502)	1.58%
Other expenditure	(114,780)	(47,815)	(5,016)	(115,779)	42,799	-89.51%
Loss on asset disposal	-	-	-	-	-	
	(15,856,477)	(6,780,344)	(5,207,682)	(16,127,998)		
Non-Cash amounts excluded from Operating Activities	2,769,370	1,151,280	-	2,762,248	(1,151,280)	-100.00%
ACTIVITES ATTRIBUTED TO OPERATING ACTIVITIES	(759,727)	4,350,893	5,452,707	(444,776)		
INVESTING ACTIVITIES						
Inflows from Investing Activities						
Capital grants, subsidies & contributions	1,863,612	931,808	-	1,863,292	(931,808)	-100.00%
Proceeds from disposal of assets	40,000	16,667	-	40,000	(16,667)	-100.00%
Proceeds from financial assets at amortised cost - advance and self supporting loan	12,081	10,676	-	25,623	(10,676)	-100.00%
	1,915,693	959,151	-	1,928,915	(959,151)	-100.00%
Outflows from Investing Activities						
Payments for property, plant & equipment	(1,019,500)	(432,083)	4,170	(1,022,000)	436,253	-100.97%
Payments for construction infrastructure	(2,994,163)	(1,240,276)	(733,049)	(2,976,663)	507,227	-40.90%
Payments for financial assets at amortised cost - advance and self supporting loan	(500,000)	(500,000)	(500,000)	(500,000)	-	0.00%
	(4,513,663)	(2,172,360)	(1,228,879)	(4,498,663)	943,481	-43.43%
Non-Cash amounts excluded from Investing Activities	-	-	-	-	-	
ACTIVITES ATTRIBUTED TO OPERATING ACTIVITIES	(2,597,970)	(1,213,209)	(1,228,879)	(2,569,748)		
FINANCING ACTIVITIES						
Inflows from Financing Activities						
Proceeds from new borrowings	500,000	500,000	500,000	500,000	-	0.00%
Transfers from reserve accounts	897,500	-	-	897,500	-	
	1,397,500	500,000	500,000	1,397,500		
Outflows from Financing Activities						
Repayment of borrowings	(210,322)	(87,634)	-	(180,094)	87,634	-100.00%
Payments for principal portion of lease liabilities	(33,502)	(13,959)	-	(33,502)	13,959	-100.00%
Transfers to reserve accounts	(778,928)	-	-	(778,929)	-	
	(1,022,752)	(101,594)	-	(992,525)	101,594	-100.00%
ACTIVITES ATTRIBUTED TO FINANCING ACTIVITIES	374,748	398,406	500,000	404,975		
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	3,009,447	3,009,447	3,009,447	3,009,447		
Amount attributable to Operating Activities	(759,727)	4,350,893	5,452,707	(444,776)	1,101,814	25.32%
Amount attributable to Investing Activities	(2,597,970)	(1,213,209)	(1,228,879)	(2,569,748)	(15,670)	1.29%
Amount attributable to Financing Activities	374,748	398,406	500,000	404,975	101,594	25.50%
Surplus or deficit at the end of the financial year	26,498	6,545,538	7,733,275	399,898	1,187,737	18.15%

SHIRE OF COLLIE

STATEMENT OF FINANCIAL ACTIVITY

(RATE SETTING STATEMENT)

for the Month of November 2024

By Program	Page	2024/25		
		Budget	YTD Actual	Estimated Actual
		\$		\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		3,009,448	3,009,448	3,009,448
Revenue from Operating Activities				
General Purpose Funding (Excluding General Rates)	2	832,554	318,676	832,554
Governance	5	49,000	11,090	49,000
Law, Order & Public Safety	9	180,000	153,455	403,098
Health	15	18,000	14,936	18,000
Education & Welfare	19	52,278	0	52,278
Housing	23	6,080	2,871	6,080
Community Amenities	25	2,420,027	1,796,358	2,416,981
Recreation & Culture	34	338,400	94,380	307,664
Transport	42	187,690	180,568	187,690
Economic Services	47	509,224	63,991	509,224
Other Property & Services	52	21,000	324,480	421,000
Total Revenue		4,614,253	2,960,804	5,203,569
Expenditure from Operating Activities				
General Purpose Funding	2	(67,475)	(16,758)	(67,475)
Governance	5	(806,681)	(116,769)	(806,681)
Law, Order & Public Safety	9	(979,682)	(254,260)	(979,682)
Health	15	(215,348)	(71,800)	(215,348)
Education & Welfare	19	(121,159)	(9,499)	(121,159)
Housing	23	(6,777)	(2,035)	(6,777)
Community Amenities	25	(3,263,551)	(1,327,685)	(3,263,551)
Recreation & Culture	34	(3,718,900)	(1,290,142)	(3,718,900)
Transport	42	(4,017,614)	(2,550,863)	(4,017,614)
Economic Services	47	(1,061,848)	(342,342)	(1,061,848)
Other Property & Services	52	(1,591,144)	774,470	(1,851,144)
Total Expenses		(15,850,179)	(5,207,684)	(16,110,179)
Net Result Excluding Rates		(11,235,926)	(2,246,879)	(10,906,610)
Operating Activities excluded				
(Profit)/Loss on Asset Disposals		(6,298)	0	(7,122)
Movement in Deferred Pensioner Rates		0	0	0
Movement in Employee Benefit Provisions		0	0	0
Movement in Contract Liabilities (Grant Revenue & JTPS)		0	0	0
Depreciation of Assets		2,769,370	0	2,769,370
Net Non-Cash Operating Activities		2,763,072	0	2,762,248
Amount attributable to Operating Activities		(8,472,854)	(2,246,879)	(8,144,362)
INVESTING ACTIVITIES				
Non-operating Grants, Subsidies and Contributions		1,863,612	0	1,863,292
Purchase of Land Held for Resale		0	0	0
Purchase of Land & Buildings		(74,500)	4,170	(59,500)
Purchase of Plant & Equipment		0	0	0
Purchase of Motor Vehicles		(962,500)	0	(962,500)
Purchase of Furniture & Fittings		0	0	0
Infrastructure Assets		(2,976,663)	(733,049)	(2,976,663)
Advances to Community Groups		0	0	0
Payments for financial assets at amortised cost - self supporting loans		(500,000)	(500,000)	(500,000)
Proceeds for Disposal of Assets		40,000	0	40,000
Amount attributable to Investing Activities		(2,610,051)	(1,228,879)	(2,595,371)
FINANCING ACTIVITIES				
Repayment of Debentures		(210,322)	0	(180,094)
Proceeds from New Debentures		500,000	500,000	500,000
Lease Principal Repayments		(33,502)	0	(33,502)
Proceeds from Self-Supporting Loans		25,623	0	25,623
Transfers to Cash Backed Reserves (restricted assets)		(778,929)	0	(778,929)
Transfers from Cash Backed Reserves (restricted assets)		897,500	0	897,500
Amount attributable to Financing Activities		400,370	500,000	430,598
Budget Deficiency before General Rates		(10,682,535)	(2,975,758)	(10,309,135)
Estimated amount to be Raised from General Rates		7,699,585	7,699,585	7,699,585
Net current assets at end of financial year - Surplus/(Deficit)		26,498	7,733,275	399,898







Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

Appendix 12.2.B

Financial Report – December 2024

SHIRE OF COLLIE

STATEMENT OF FINANCIAL ACTIVITY
for the Month of December 2024

	Budget	YTD Budget	YTD Actual	Forecast	YTD	%
INCOME STATEMENT - By Nature	2024/25	2024/25	2024/25	2024/25	Variance	Variance
OPERATING ACTIVITIES						
Revenue from Operating Activities						
Rates	7,700,592	8,341,456	7,699,591	7,700,592	(641,865)	-7.69%
Rates excluding general rates						
Grants, subsidies and contributions (other than capital grants, subsidies and contributions)	1,489,118	1,050,057	424,103	1,722,712	(625,954)	-59.61%
Fees and charges	2,801,620	1,399,610	2,263,005	2,761,620	863,395	61.69%
Interest earnings	328,928	164,456	109,230	328,928	(55,226)	-33.58%
Other revenue	-	-	501,306	400,000	501,306	
Profit on asset disposals	7,122	-	-	7,122	-	
	12,327,380	10,955,579	10,997,234	12,920,974		
Expenditure from Operating Activities						
Employee costs	(6,915,000)	(3,512,549)	(3,985,317)	(7,183,320)	(472,768)	13.46%
Materials and contracts	(5,027,536)	(2,617,577)	(2,257,438)	(5,029,738)	360,139	-13.76%
Utility charges (electricity, gas, water etc.)	(620,000)	(324,166)	(222,368)	(620,000)	101,798	-31.40%
Depreciation on non-current assets	(2,769,370)	(1,395,646)	-	(2,769,370)	1,395,646	-100.00%
Finance costs	(52,540)	(20,452)	(14,950)	(52,540)	5,502	-26.90%
Insurance expenses	(357,251)	(186,019)	(321,918)	(357,251)	(135,899)	73.06%
Other expenditure	(114,780)	(57,378)	(6,324)	(115,779)	51,054	-88.98%
Loss on asset disposal	-	-	-	-	-	
	(15,856,477)	(8,113,787)	(6,808,314)	(16,127,998)		
Non-Cash amounts excluded from Operating Activities	2,769,370	1,381,536	-	2,762,248	(1,381,536)	-100.00%
ACTIVITES ATTRIBUTED TO OPERATING ACTIVITIES	(759,727)	4,223,328	4,188,920	(444,776)		
INVESTING ACTIVITIES						
Inflows from Investing Activities						
Capital grants, subsidies & contributions	1,863,612	931,808	-	1,863,292	(931,808)	-100.00%
Proceeds from disposal of assets	40,000	20,000	-	40,000	(20,000)	-100.00%
Proceeds from financial assets at amortised cost - advance and self supporting loan	12,081	12,812	-	25,623	(12,812)	-100.00%
	1,915,693	964,620	-	1,928,915	(964,620)	-100.00%
Outflows from Investing Activities						
Payments for property, plant & equipment	(1,019,500)	(518,500)	4,170	(1,022,000)	522,670	-100.80%
Payments for construction infrastructure	(2,994,163)	(1,488,332)	(804,735)	(2,976,663)	683,597	-45.93%
Payments for financial assets at amortised cost - advance and self supporting loan	(500,000)	(500,000)	(500,000)	(500,000)	-	0.00%
	(4,513,663)	(2,506,832)	(1,300,565)	(4,498,663)	1,206,267	-48.12%
Non-Cash amounts excluded from Investing Activities	-	-	-	-	-	
ACTIVITES ATTRIBUTED TO OPERATING ACTIVITIES	(2,597,970)	(1,542,212)	(1,300,565)	(2,569,748)		
FINANCING ACTIVITIES						
Inflows from Financing Activities						
Proceeds from new borrowings	500,000	500,000	500,000	500,000	-	0.00%
Transfers from reserve accounts	897,500	-	-	897,500	-	
	1,397,500	500,000	500,000	1,397,500		
Outflows from Financing Activities						
Repayment of borrowings	(210,322)	(105,161)	-	(180,094)	105,161	-100.00%
Payments for principal portion of lease liabilities	(33,502)	(16,751)	-	(33,502)	16,751	-100.00%
Transfers to reserve accounts	(778,928)	-	-	(778,929)	-	
	(1,022,752)	(121,912)	-	(992,525)	121,912	-100.00%
ACTIVITES ATTRIBUTED TO FINANCING ACTIVITIES	374,748	378,088	500,000	404,975		
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	3,009,447	3,009,447	3,009,447	3,009,447		
Amount attributable to Operating Activities	(759,727)	4,223,328	4,188,920	(444,776)	(34,408)	-0.81%
Amount attributable to Investing Activities	(2,597,970)	(1,542,212)	(1,300,565)	(2,569,748)	241,647	-15.67%
Amount attributable to Financing Activities	374,748	378,088	500,000	404,975	121,912	32.24%
Surplus or deficit at the end of the financial year	26,498	6,068,651	6,397,802	399,898	329,151	5.42%

SHIRE OF COLLIE

STATEMENT OF FINANCIAL ACTIVITY

(RATE SETTING STATEMENT)

for the Month of December 2024

By Program	Page	2024/25		
		Budget \$	YTD Actual	Estimated Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		3,009,448	3,009,448	3,009,448
Revenue from Operating Activities				
General Purpose Funding (Excluding General Rates)	2	832,554	361,775	832,554
Governance	5	49,000	11,075	49,000
Law, Order & Public Safety	9	180,000	157,916	403,098
Health	15	18,000	15,000	18,000
Education & Welfare	19	52,278	0	52,278
Housing	23	6,080	3,333	6,080
Community Amenities	25	2,420,027	1,979,962	2,416,981
Recreation & Culture	34	338,400	115,260	307,664
Transport	42	187,690	180,568	187,690
Economic Services	47	509,224	67,380	509,224
Other Property & Services	52	21,000	405,379	421,000
Total Revenue		4,614,253	3,297,648	5,203,569
Expenditure from Operating Activities				
General Purpose Funding	2	(67,475)	(35,769)	(67,475)
Governance	5	(806,681)	(186,178)	(806,681)
Law, Order & Public Safety	9	(979,682)	(321,540)	(979,682)
Health	15	(215,348)	(85,657)	(215,348)
Education & Welfare	19	(121,159)	(17,272)	(121,159)
Housing	23	(6,777)	(2,628)	(6,777)
Community Amenities	25	(3,263,551)	(1,640,701)	(3,263,551)
Recreation & Culture	34	(3,718,900)	(1,685,435)	(3,718,900)
Transport	42	(4,017,614)	(3,119,839)	(4,017,614)
Economic Services	47	(1,061,848)	(407,904)	(1,061,848)
Other Property & Services	52	(1,591,144)	694,609	(1,851,144)
Total Expenses		(15,850,179)	(6,808,314)	(16,110,179)
Net Result Excluding Rates		(11,235,926)	(3,510,666)	(10,906,610)
Operating Activities excluded				
(Profit)/Loss on Asset Disposals		(6,298)	0	(7,122)
Movement in Deferred Pensioner Rates		0	0	0
Movement in Employee Benefit Provisions		0	0	0
Movement in Contract Liabilities (Grant Revenue & JTPS)		0	0	0
Depreciation of Assets		2,769,370	0	2,769,370
Net Non-Cash Operating Activities		2,763,072	0	2,762,248
Amount attributable to Operating Activities		(8,472,854)	(3,510,666)	(8,144,362)
INVESTING ACTIVITIES				
Non-operating Grants, Subsidies and Contributions		1,863,612	0	1,863,292
Purchase of Land Held for Resale		0	0	0
Purchase of Land & Buildings		(74,500)	4,170	(59,500)
Purchase of Plant & Equipment		0	0	0
Purchase of Motor Vehicles		(962,500)	0	(962,500)
Purchase of Furniture & Fittings		0	0	0
Infrastructure Assets		(2,976,663)	(804,735)	(2,976,663)
Advances to Community Groups		0	0	0
Payments for financial assets at amortised cost - self supporting loans		(500,000)	(500,000)	(500,000)
Proceeds for Disposal of Assets		40,000	0	40,000
Amount attributable to Investing Activities		(2,610,051)	(1,300,565)	(2,595,371)
FINANCING ACTIVITIES				
Repayment of Debentures		(210,322)	0	(180,094)
Proceeds from New Debentures		500,000	500,000	500,000
Lease Principal Repayments		(33,502)	0	(33,502)
Proceeds from Self-Supporting Loans		25,623	0	25,623
Transfers to Cash Backed Reserves (restricted assets)		(778,929)	0	(778,929)
Transfers from Cash Backed Reserves (restricted assets)		897,500	0	897,500
Amount attributable to Financing Activities		400,370	500,000	430,598
Budget Deficiency before General Rates		(10,682,535)	(4,311,231)	(10,309,135)
Estimated amount to be Raised from General Rates		7,699,585	7,699,585	7,699,585
Net current assets at end of financial year - Surplus/(Deficit)		26,498	6,397,802	399,898



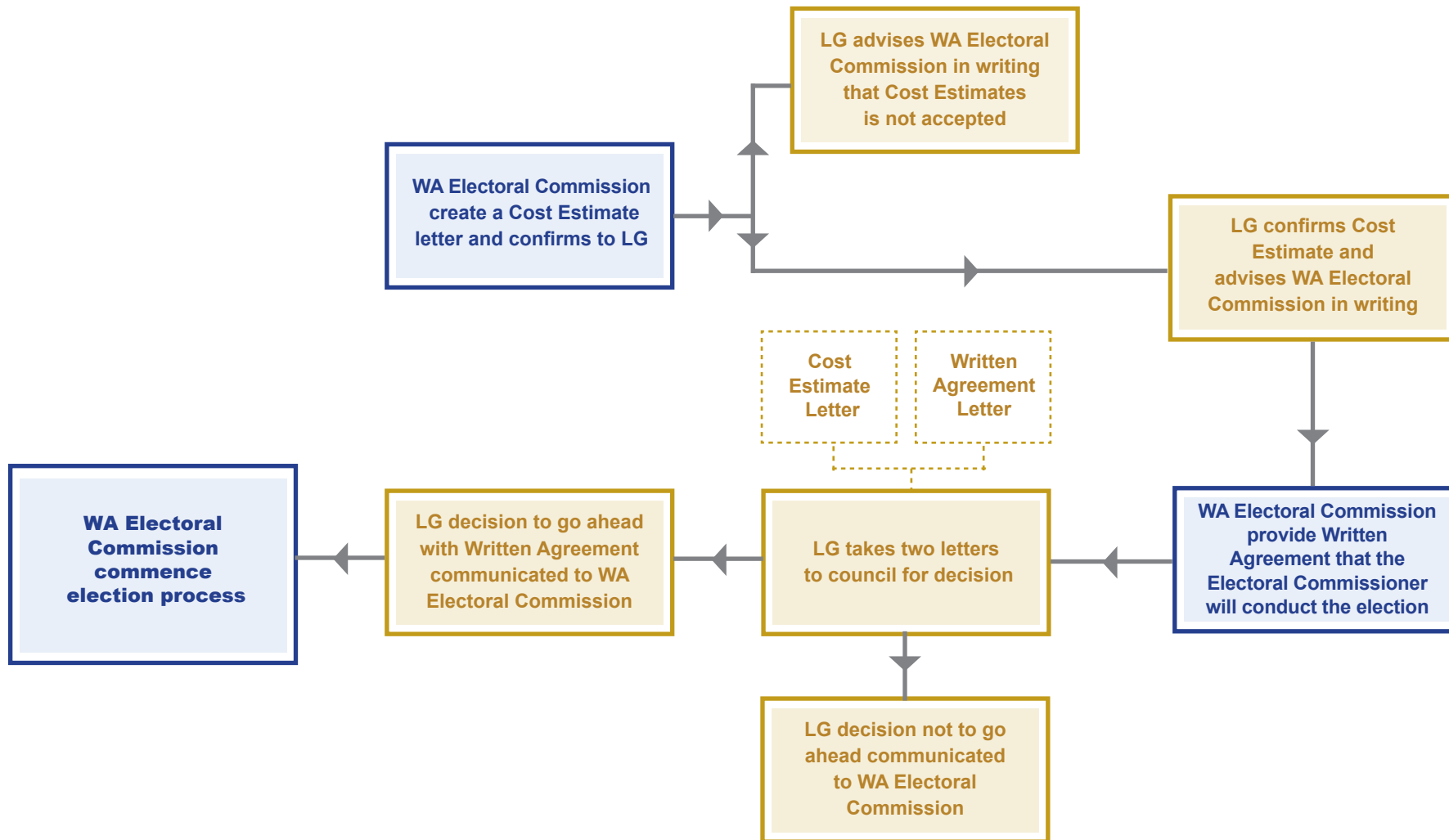
Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

Appendix 12.4.A

Cost Estimate Letter

Local Government Ordinary Election Process







Mr Phil Anastasakis
Chief Executive Officer
Shire of Collie
87 Throssell Street
COLLIE WA 6225

Dear Mr Anastasakis,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$43,988 (ex GST).

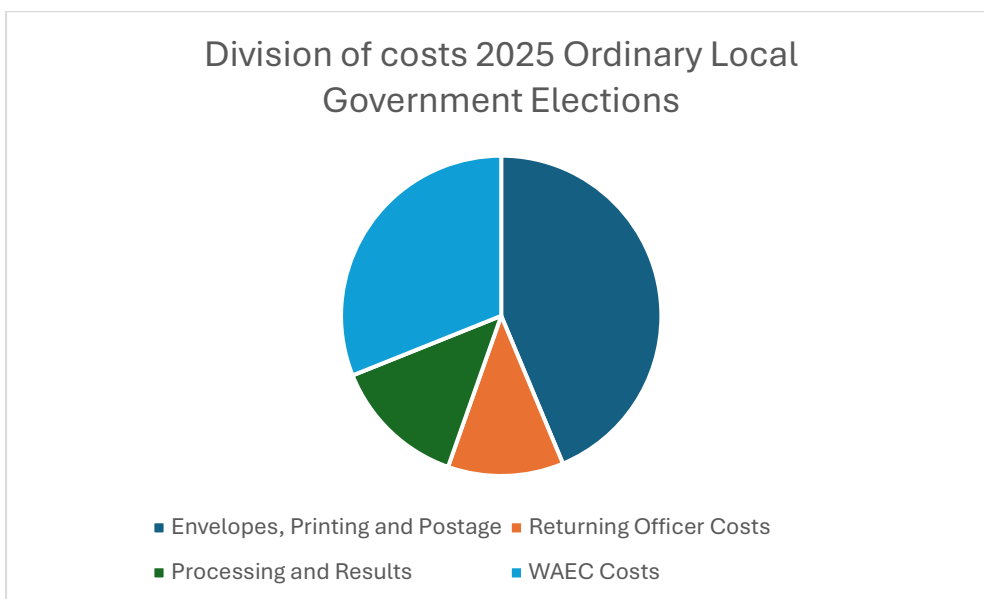
This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor(s) vacancies;
- 7000 electors;
- response rate of approximately 40%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,



Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024





Shire of
Collie

**Ordinary Council Meeting
11 February 2025**

**Appendix 12.4.B
Written Agreement Letter**



Mr Phil Anastasakis
Chief Executive Officer
Shire of Collie
87 Throssell Street
COLLIE WA 6225

Dear Mr Anastasakis,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 28 January 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of Collie. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motion/s must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motion/s must be passed by an absolute majority.

Once the Council passes the above mentioned motion/s, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R Kennedy'.

Robert Kennedy
ELECTORAL COMMISSIONER

29 January 2025





Shire of
Collie

**Ordinary Council Meeting
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Appendix 13.1.A

**Industrial Heritage and Mining Trail Project
Scope and Budget**



Industrial Heritage and Mining Trail - Scope

The Shire of Collie and Just Transition – Celebrating Collie’s History and Promoting its Future Working Group is developing a new drive-type industrial heritage and mining trail.

The trail will incorporate and interpret significant elements of Collie’s history, within the themes of coal mining, energy generation (hydro-power and coal fired power), timber industry (growing, milling and fabrication), fire monitoring (fire watch towers) and the railways and associated infrastructure.

The interpretive side features to be developed along the lines of, and compliment, the Rail to River Heritage Trail and Collie Mural Trail (and also in terms of the map design, plaques, QR Codes, website and integration into the Collie Wambenger App).

The trail is aimed at the tourists, and those with a particular interest in the industrial history. Its aim to celebrate and promote Collie’s long industrial heritage and contribution to powering Western Australia. It is hoped that the trail will become a tourist destination in its own right, by giving an insight into:

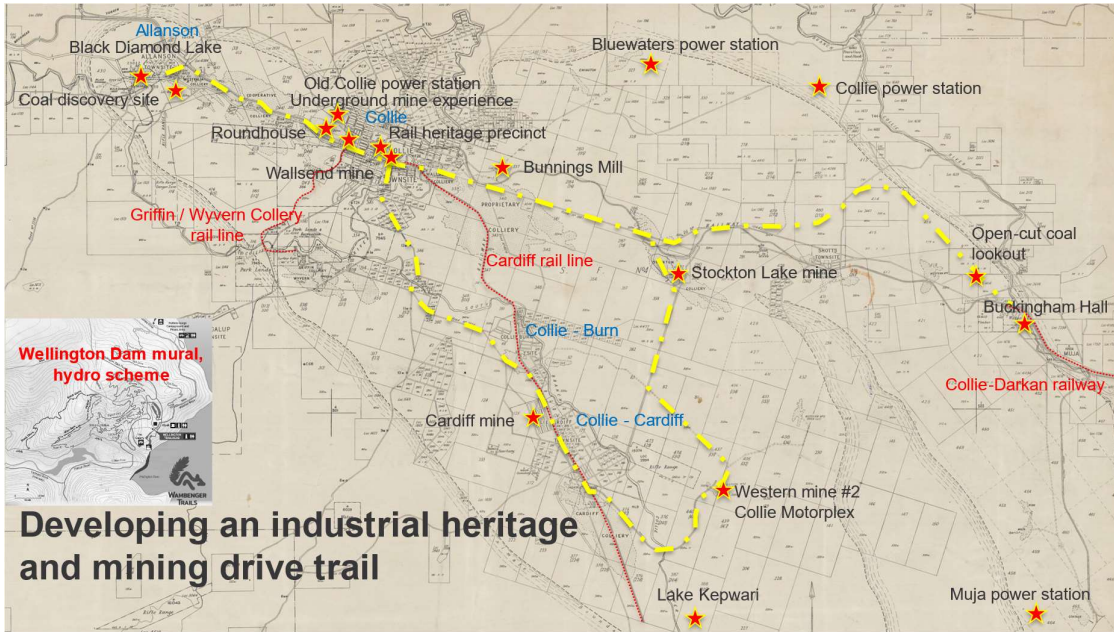
- The history and development of Collie
- Collie’s workers
- Key industries
- Achievements

The trail will guide visitors linking Wellington Dam, Allanson (Black Diamond Lake and the original coal discovery site), the roundhouse, to the old railway networks, the visitors Centre and underground mine experience, Coalfields museum, town centre to view objects like the dragline, Munro Tower, rail heritage precinct, Collie Mine Workers Institute, Wallsend Mine, Lyalls Mill, rail trails out to Collie-Cardiff and Collie-Burn townsites and their mine sites, pit-mine rehabilitation sites (Stockton Lake, Lake Kepwari), Collie-Darkan rail-trail, and then onto the open-cut coal mines that tells the stories of:

- Mining
- energy
- Railways
- Forestry

The main components for establishing such a trail would be:

1. Identify points of interest in a logical trail
2. Funding needs to be sourced.
3. Undertake research on each site to collate description of history and significance, photographs, audio history, video etc.
4. Engage a consultant to project manage the project, consolidate research so that it is consistent, design the map, integrate into the webpage/Collie Wambenger App, and implement QR Codes and plaques.



Developing an industrial heritage and mining drive trail



Working Party

Working Party to establish the main trail components:

- Identify points of interest ✓
- Stage trail development and roll out
- Map out logical trail
- Undertake simple research on each site. For each site collate:
 - Written summary of each site
 - Photographs of each site
 - Oral stories of each site
 - Links to other trails or work (e.g. the Rail to River Heritage Trail has QR Cdes and information in the Goods Shed)

Stage 1 - Industrail Heritage & Mining Trail Budget - January 2025

Stage 1 Income	Secured	Non-Secure
Heritage Council of WA	\$30,000	\$0
Premier Coal*	\$3,500	\$0
TOTAL	\$33,500	\$0

Stage 1 Costs	What	Costs	In-Kind Support ***	Quotes
1	Identify points of interest	\$ -	\$ 5,000.00	
2	Map out as a logical trail	\$ -	\$ 5,000.00	
3	Source funding	\$ -	\$ 5,000.00	
4	Undertake simple research on each site	\$ -	\$ 10,000.00	
5	Collating and Facilitating Project**	\$ -	\$ 8,000.00	
6	Digitisation Underground Maps*	\$ 3,500.00	\$ -	
7	Consultant costs (design map and trail plaques , app, and integrate research)	\$ 10,000.00	\$ 10,000.00	Yes
8	Trail signage-Trail Point Plaques with QR Codes	\$ 2,500.00	\$ 12,000.00	Yes
9	Construction materials	\$ 5,000.00		Yes
10	Instalation of the QRcodes and Posts	\$ 5,000.00	\$ 5,000.00	Yes
11	Map printing	\$ 1,500.00	\$ -	Yes
12	Contingency and Maintenance	\$ 5,500.00	\$ -	
TOTAL		\$33,000	\$55,000	

* Separate but related project

** Shire of Collie In-kind Support

*** Estimated @ \$50p/hr for community groups/volunteers and \$80 per hour for professional staff





Shire of
Collie

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Appendix 19.1.A

Motions – Closed since last meeting

Resolution	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9499	12-Nov-24	15.1	Variation to Policy CS2.2 – Purchase of Gift	That the Council endorse the purchase of a severance gift valued at \$350 for the Acting Chief Executive Officer/Director of Development Services in recognition of his service to the Shire of Collie.	closed since last meeting	DCS	
9498	12-Nov-24	12.2	Financial Management Report – September 2024	That Council accept the Financial Management Report for September 2024 as presented in Appendix 12.2.A.	closed since last meeting	DCS	
9497	12-Nov-24	12.1	Accounts Paid – October 2024	That Council accepts the list of accounts as presented in Appendix 12.1.A totalling \$1,036,571.62 authorised and paid in October 2024.	Closed since last meeting	DCS	
9486	8-Oct-24	12.2	Financial Management Report – August 2024	That Council accept the Financial Management Report for August 2024 as presented in Appendix 12.2.A.	Closed since last meeting	DCS	
9485	8-Oct-24	12.1	Accounts Paid – September 2024	That Council accepts the list of accounts as presented in Appendix 12.1.A totalling \$791,562.39 authorised and paid in September 2024.	Closed since last meeting	DCS	
9479	24-Sep-24	5.1	Adoption of 24/25 Budget	Pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulation 1996, Council adopts the budget contained in Appendix 5.1.A for the Shire of Collie for the 2024/25 financial year which includes the following: <ul style="list-style-type: none"> • Statement of Comprehensive Income by Nature and Type • Statement of Cash Flows • Statement of Financial Activity • Notes to the budget 2. For the purpose of yielding the deficiency disclosed by the Budget for 2024/25 in 1 above, and pursuant to Section 6.32, 6.34 and 6.34 of the Local Government Act 1995, the Shire of Collie imposes the following general rates and minimum payments on Gross Rental and Unimproved Values a. General Rates <ul style="list-style-type: none"> • Gross Rental Value 0.08228 cents in the dollar • Unimproved Value 0.5070 cents in the dollar b. Minimum Payments <ul style="list-style-type: none"> • Gross Rental Value (Developed) \$1,230 • Gross Rental Value (Vacant) \$992 • Unimproved Value \$992 3. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64 (2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full by instalments: a. Option 1 – payment in full of rates and charges made on or before 15 November 2024 b. Option 2 - four instalments • First instalment to be made on or before 15 November 2024 <ul style="list-style-type: none"> • Second instalment to be made on or before 17 January 2025 • Third instalment to be made on or before 21 March 2025 • Fourth instalment to be made on or before 23 May 2025 4. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charges where the owner has elected to pay rates and service charges through an instalment option of \$6 for each instalment after the initial instalment is paid. 5. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5% where the owner has elected to pay rates and service charges through an instalment option. 6. Pursuant to Section 6.51 (1) and subject to section 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 10% for rates and service charges and costs of proceedings to recover such charges that remains unpaid after becoming due and payable. 7. Pursuant to Section 6.16 of the Local Government Act 1995 and other relevant legislation, Council adopts the Fees and Charges contained in Appendix 5.1.A for the Shire of Collie for the 2024/25 financial year. 8. In accordance with the Local Government Act 1995, Local Government (Financial Management) Regulation 1996 and the Salaries and Allowance Act 1975, Council adopts: a. Annual attendance fees of \$9,152 per elected member b. Annual ICT allowance of \$686 per elected member c. Annual Shire President allowance of \$8,320 and d. Annual Deputy Shire President allowance of \$2,080 9. In accordance with Regulation 34(15) of the Local Government (Financial Management) Regulations 1996, the level to be used in statements of financial activity in 2024/25 for reporting material variance shall be 10% or \$10,000, whichever is the greater.	Closed since last meeting	DCS	
9494	17-Sep-24	5.1	Draft Budget for the 2024/25 Financial Year	That Council endorses the 2024/25 draft budget, as presented in Appendix 5.1.A, subject to the following alterations, for the purpose of preparing the 2024/25 Annual Statutory Budget for adoption: a) Decrease of \$5,000 to the amount shown for cemetery drainage, due to correction, b) Decrease of \$8,000 to the amount shown for maintenance of the Margaretta Wilson Centre, due to correction; c) Decrease of \$10,000 to audit costs; d) Increase of \$10,000 to the contribution to the Visitor Centre; e) Increase of \$2,000 to the contribution to the Museum; f) Increase of \$10,000 to maintenance of public ablutions; g) Increase of \$7,000 to digitisation of historical records; h) Inclusion of \$12,000 for repairs and refurbishment to the administration office; i) Inclusion of \$15,000 for repairs to infrastructure at the cemetery; j) Inclusion of \$4,500 for park infrastructure in Cardiff; k) Removal of \$2,000 contribution to FestiVArty; l) Inclusion of \$2,000 contribution to PCYC safeSPACE program; m) Inclusion of \$1,000 contribution to Collie Church of Christ youth program; n) Inclusion of \$29,000 income from costs	Closed since last meeting	DCS	
9471	10-Sep-24	12.4	Sports Awards Selection Panel	That Council appoint Hayley Digney and Carissa Page to the Shire of Collie Sport Awards Selection Panel for a term of four years.	Closed since last meeting	DCS	
9470	10-Sep-24	12.3	Extraordinary Election	That Council 1. declare the date of the extraordinary election as Thursday 5 December 2024; 2. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and 3. decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.	Closed since last meeting	DCS	
9469	10-Sep-24	12.3	Extraordinary Election	That Council 1. declare the date of the extraordinary election as Thursday 5 December 2024; 2. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and 3. decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.	Closed since last meeting	DCS	





Shire of
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Appendix 19.1.B

Motions - Open

Resolution	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9260	12-Sep-23	15.1	Acknowledgement of Country	That Council review and amend Policy CS 4.6: <ul style="list-style-type: none"> • Provide direction and guidance to Councillors and officers of the Shire of Collie as to when Welcome to and Acknowledgement of Country should be included at meetings and functions; and • Ensure that an Acknowledgement of Country is included on the Shire website and in significant corporate documents and publications. 	Open	DCS	An Acknowledgement of Country is on website and in major reports currently. Survey provided to elected members. Collated responses to guide policy review considerations.
8952	08-Feb-22	20.2	Disposal of Property to Recover Rates (3 Year Process)	That Council resolve by Absolute Majority to enact Section 6.64 (1) (b) of the Local Government Act 1995 to sell the parcel of land attached to Assessment 37 (23 Clifton Street, COLLIE WA 6225) due to non-payment of rates and services for a period of three years or more.	Open	FM	Pending further legal action
8775	13-Jul-21	12.8	Buckingham Hall Training Project Proposal	That Council resolve to collaborate with the Heritage Skills Association WA to call for Expressions of Interest for the future use of the site.	Open	DCS	