



Shire of
Collie

AGENDA

for the

SPECIAL MEETING OF COUNCIL

to be held on

Tuesday, 21 October 2025



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

Acknowledgement of Country

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

NOTICE OF MEETING

Please be advised that a



Special Meeting of Council

will be held on

Tuesday, 21 October 2025

commencing at **7:00pm**

in Council Chambers at 87 Throssell Street, Collie WA

The purpose of the meeting is to:

1. Swear in newly elected Council Members
2. Elect a President and Deputy President.
3. Allocate seating arrangements
4. Appoint Council delegates to Council committees, working groups, panels, and external groups.

A handwritten signature in blue ink, appearing to read "Phil", followed by a horizontal line.

Phil Anastasakis
Chief Executive Officer

16 October 2025

DISCLAIMER

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

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



DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

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

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

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

Name (Please Print)

Signature

Date

NB

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

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

Office Use Only:

Date/Initials

1. Particulars of declaration given to meeting

2. Particulars recorded in the minutes

3. Signed by Chief Executive Officer

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Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 21 October 2025 commencing at 7.00pm.

Prior to the official opening of the meeting, Council Members elected at the Ordinary Local Government Election held on Saturday 18 October 2025, will make declarations to office in accordance with the *Local Government Act 1995* s. 2.29.

1. OPENING/ATTENDANCE/APOLOGIES

In accordance with Schedule 2.3, clause 3, of the *Local Government Act 1995*, the Chief Executive Officer will preside until the office President is filled.

2. ELECTION OF SHIRE PRESIDENT

The Shire President will be elected in accordance with the Schedules 2.3 and 4.1 of *Local Government Act 1995*.

Procedure

1. The Chief Executive Officer will call for final nominations.
2. Nominations are to be given to the Chief Executive Officer in writing.
3. If a Council Member is nominated by another Council Member, the Chief Executive Officer is not to accept the nomination unless the nominee has advised verbally or in writing that they are willing to accept the nomination to office.
4. After sufficient time, the Chief Executive Officer is to formally declare nominations to be closed.
5. Where only one candidate is nominated for the Office of the President, the Chief Executive Officer will declare that Councillor elected to the Office of President.
6. Where more than one candidate is nominated, nominees for the President shall have the opportunity to address the Council prior to the election vote.
7. Pursuant to regulation 11A the Local Government (Constitution) Regulations 1998, the Chief Executive Officer will ensure ballot papers in the form of Form 10 are prepared with the nominees for election.
8. The Council Members are to vote on the matter by secret ballot using the Optional Preferential Voting system.
9. The Chief Executive Officer will oversee the count of the votes.
10. Where there is a candidate with a majority of the votes after all preferences are distributed, the Chief Executive Officer will declare that person elected to the Office of the President.

The election will be followed by the Declaration of Office by the newly elected Shire President.

At the completion of the election process for the Shire President, the newly elected Shire President takes the Chair.

3. ELECTION OF DEPUTY SHIRE PRESIDENT

The Deputy Shire President will be elected in accordance with the Schedules 2.3 and 4.1 of Local Government Act 1995.

Procedure

1. The Shire President will call for final nominations.
2. Nominations are to be given to the Chief Executive Officer in writing.
3. If a Council Member is nominated by another Council Member, the Shire President is not to accept the nomination unless the nominee has advised verbally or in writing that they are willing to accept the nomination to office.
4. After sufficient time, the Shire President is to formally declare nominations to be closed.
5. Where only one candidate is nominated for the Office of the Deputy President, the Shire President will declare that Councillor elected to the Office of Deputy President.
6. Where more than one candidate is nominated, nominees for the Deputy President shall have the opportunity to address the Council prior to the election vote.
7. Pursuant to regulation 11A the Local Government (Constitution) Regulations 1998, the Chief Executive Officer will ensure ballot papers in the form of Form 10 are prepared with the nominees for election.
8. The Council Members are to vote on the matter by secret ballot using the Optional Preferential Voting system.
9. The Chief Executive Officer will oversee the count of the votes.
10. Where there is a candidate with a majority of the votes after all preferences are distributed, the Shire President will declare that person elected to the Office of the Deputy President.

The election will be followed by the Declaration of Office by the newly elected Deputy Shire President.

4. DRAW FOR COUNCILLORS POSITIONS AT THE COUNCIL TABLE

The CEO will conduct a draw for Councillors positions at the Council table commencing from the seat closest to the Chief Executive Officer and working clockwise around the Council table. Names will be drawn randomly, and Councillors will take their places according to each successive name drawn.

5. PUBLIC QUESTION TIME

A 15-minute public question time is made available to allow members of the public the opportunity of questioning Council on matters which relate to the purpose of the meeting.

6. DISCLOSURE OF FINANCIAL INTEREST

Councillors in attendance at meetings must disclose to the meeting any Agenda items upon which they have a Financial Interest. Section 5.65 of the *Local Government Act 1995* requires Councillors to: a) give written notification of a financial Interest before

the meeting; or b) at the meeting immediately before the particular matter is discussed (notification can be given verbally).

A Disclosure of Financial Interest Form is attached to this Agenda and can be used by Councillors for disclosure purposes - simply tear out and hand to the Chief Executive Officer. Additional forms will always be available at Council/Committee meetings.

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

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

8. REPORTS

8.1 Appointment of Council Delegates to Committees, Working Groups, Panels, and External Groups

Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/137
Appendices:	Appendix 8.1.A CP1-021 Council Committees, Working Groups, Reference Groups and External Committees Policy
Voting Requirement	Absolute Majority

Report Purpose

For Council to consider the appointment of Councillors and Presiding Members to committees, panels and working groups and the appointments of delegates to other groups and associations. .

Officer's Recommendation:

That Council

1) *Audit Risk and Improvement Committee*

- a) *Establishes the Audit Risk and Improvement Committee in accordance with of Section 7.1A (1) of the Local Government Act 1995 e*
- b) *Appoints the following as members of the Audit Risk and Improvement Committee in accordance with Section 7.1A(2) of the Local Government Act 1995:*

Cr _____
 Cr _____
 Cr _____
 Cr _____
 Cr _____

With independent members to be appointed at a future meeting of Council.

- c) *Delegates authority to the Audit, Risk and Improvement Committee to meet with the Shire's Auditor at least once every year on behalf of the Council in accordance with section 7.1B and 7.12A of the Local Government Act 1995.*

2. Tourism and Economic Development Committee

- a) *Establishes the Tourism and Economic Development Committee in accordance with Section 5.8 of the Local Government Act*
- b) *Appoints the following as members of the Tourism and Economic Development Committee In accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995:*

Cr _____ as the Presiding Member

Cr _____ as the Deputy Presiding Member

Cr _____

Chief Executive Officer

Director Development Services

With other members to be appointed in accordance with the Terms of Reference at a future meeting of Council.

3. Community Safety & Crime Prevention Committee

- a) *Establishes the Community Safety and Crime Prevention Committee in accordance with Section 5.8 of the Local Government Act*
- b) *Appoints the following as members of the Community Safety & Crime Committee In accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995:*

Cr _____ as the Presiding Member

Cr _____ as the Deputy Presiding Member

Cr _____

Chief Executive Officer

Director Development Services

Director Operations

Director Corporate and Community Services

With other members to be appointed in accordance with the Terms of Reference at a future meeting of Council.

4. CEO Performance Review Committee

- a) *Establishes the CEO Performance Review Committee in accordance with Section 5.8 of the Local Government Act*
- b) *Appoints the following as members of the CEO Performance Review Committee In accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995:*

Cr _____ as the Presiding Member

Cr _____ as the Deputy Presiding Member

Cr _____

Cr _____

Cr _____

5. Bush Fire Advisory Committee**a) Establishes the Bush Fire Advisory Committee**

Cr _____

Cr _____

Shire of Collie - Chief Bush Fire Control Officer

Shire of Collie - Fire Control Officer of each volunteer bush fire brigade

Chief Executive Officer

Director of Development Services

Senior Ranger

Community Emergency Services Manager; and

Other representatives from state government agencies whose responsibility include bushfire and emergency management and should include as a minimum a representative of the Department of Fire and Emergency Services and Parks and Wildlife Service.

6. Establishes the following Community Project Reference Groups and Councillor delegates.**Townscape Reference Group**

Cr _____

Cr _____

Collie Environmental & Waterways Reference Group

Cr _____

Disability Access and Inclusion Reference Group

Cr _____

Events and Awards Reference Group

Cr _____

Cr _____

Cr _____

7. Appoints the following delegates:**a) Local Emergency Management Committee**

Cr _____

b) Collie Delivery Unit/Just Transition Working Group

Cr _____

c) Collie Health Service Advisory Committee

Cr _____

d) Collie River Valley Marketing Inc

Cr _____

e) Collie Visitor Centre

Cr _____

f) Regional Joint Development Assess Panel

Cr _____

Cr _____

Cr _____

Cr _____

Proxy

Proxy

g) *Motoring South West*
Cr _____

h) *Regional Road Group*
Cr _____

i) *SW Zone WALGA*
Cr _____
Cr _____ *Proxy*

j) *Worsley Alumina Refinery and Port – CLC*
Cr _____

k) *Premier Coal - Community Reference Group*
Cr _____

Background:

In accordance with the Local Government Act 1995, tenure of committee membership expires on the day of the ordinary election.

Following the ordinary election on 18 October 2025, Council is required to make appointments to committees.

Council is also asked to consider the appointment of delegates to other groups and associations as Council representatives.

At the Ordinary Meeting of Council held 9 September 2025, Council adopted the Shire of Collie Council Committees, Working Groups, Reference Groups and External Committees Policy (Refer Appendix 8.1.A CP1-021 Council Committees, Working Groups, Reference Groups and External Committees Policy).

Statutory and Policy Implications:

The following *Local Government Act 1995* requirements apply to the business before Council in relation to committees.

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council.*

** Absolute majority required.*

Note for this section: A local government may delegate powers and duties to a committee under section 5.16.

5.9. Committees, types of

(1) *In this section —*

other person means a person who is not a council member or an employee.

(2) *A committee is to comprise —*

(a) *council members only; or*

- (b) *council members and employees; or*
- (c) *council members, employees and other persons; or*
- (d) *council members and other persons; or*
- (e) *employees and other persons; or*
- (f) *other persons only.*

5.10. Appointment of committee members

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *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 mayor or president informs the local government of the mayor or president's 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.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of the CEO's wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,*

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

- (1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

** Absolute majority required.*

- (2) *.....*

5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*

whichever happens first.

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*

whichever happens first.

5.12. Presiding members and deputies

- (1) *The local government must appoint* a member of a committee to be the presiding member of the committee.*

** Absolute majority required.*

- (2) *The local government may appoint* a member of a committee to be the deputy presiding member of the committee.*

** Absolute majority required.*

5.13. Deputy presiding members, functions of

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member is vacant; or*
- (b) *the presiding member is not available or is unable or unwilling to perform the functions of presiding member,*

then the deputy presiding member, if any, may perform the functions of presiding member.

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,*

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

5.15. Reduction of quorum for committees

The local government may reduce the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.*

** Absolute majority required.*

5.16. Delegation of some powers and duties to certain committees

- (1) *Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
- (a) *a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and*
 - (b) *any decision to amend or revoke a delegation under this section is to be by an absolute majority.*
- (4) *Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

5.17. Limits on delegation of powers and duties to certain committees

- (1) *A local government can delegate —*
- (a) *to a committee comprising council members only, any of the council's powers or duties under this Act except —*
 - (i) *any power or duty that requires a decision of an absolute majority of the council; and*
 - (ii) *any other power or duty that is prescribed;**and*
 - (b) *to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and*
 - (c) *to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —*
 - (i) *the local government's property; or*
 - (ii) *an event in which the local government is involved.*
- (2) *A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).*

5.18. Register of delegations to committees**5.19. Quorum for meetings**

- (1) *The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.*
- (2) *.....*

5.20. Decisions of councils and committees

- (1) *A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (2) *A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.*
- (3) *.....*

5.21. Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a matter is voted on at a meeting of a council or committee, the following information must be recorded in the minutes —*
 - (a) *the total votes cast for;*
 - (b) *the total votes cast against;*
 - (c) *the individual vote of each member of the council or committee.*
- (4A) *Subsection (4) does not apply to a vote that is required to be by secret ballot under Schedule 2.3.*
- (4B) *Regulations may prescribe how information is to be recorded for the purposes of subsection (4)(a), (b) or (c).*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*
Penalty for this subsection: a fine of \$10 000.

5.22. Minutes of council and committee meetings

- (1) *The CEO must cause minutes to be kept of the proceedings of a meeting of a council or a committee.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Local Government Amendment Act 2024**Division 1A — Audit, risk and improvement committee****7.1A. Establishment of audit, risk and improvement committee**

Council Policy CP1-021 Council Committees, Working Groups, Reference Groups and External Committees applies to the establishment of Committees.

Budget Implications:

The administration of Council Committees requires significant resources to prepare agendas, notes, reports and minutes. In addition to the administration, staff time is also taken up with queries from Committee members, attendance to meetings and workshops.

At some meetings up to five staff members may be in attendance. Where a committee meets four times a year, it is estimated that the administration could cost as much as \$15,000 per annum in staff productivity and time.

It is therefore important that Committees are run efficiently and effectively to assure maximum benefit is achieved, and the attendance at Committees by Councillors and community members is optimised.

Budget – Whole of Life Cost:

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

Communications Requirements: (Policy No. CS 1.7)

Relevant external bodies will be advised of council member appointments.

Strategic Community Plan/Corporate Business Plan Implications:

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

Relevant Precedents:

Appointments are made to committees following each ordinary election.

Comment:

In accordance with Council Policy CP1-021 Council Committees, Working Groups, Reference Groups and External Committees applies to the establishment of Committees.

9. CLOSE