



Shire of
Collie

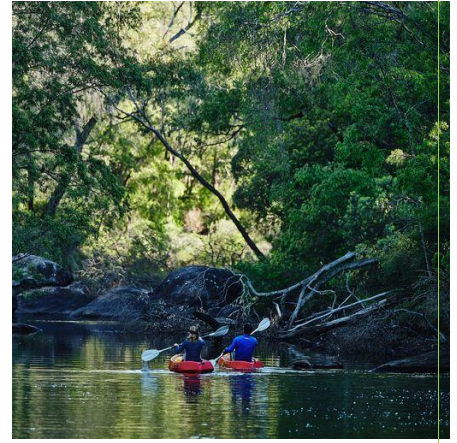
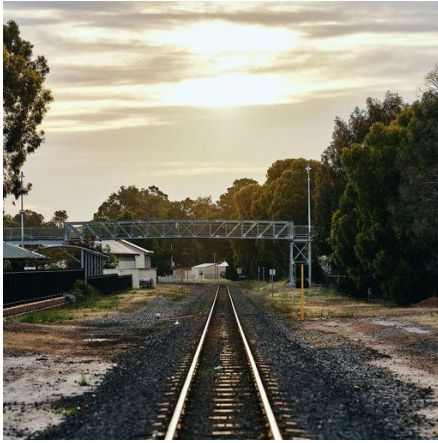
MINUTES

of the

SPECIAL MEETING OF COUNCIL

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

Contents

1.	OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE	2
2.	ELECTION OF SHIRE PRESIDENT	2
3.	ELECTION OF DEPUTY SHIRE PRESIDENT	3
4.	DRAW FOR COUNCILLORS POSITIONS AT THE COUNCIL TABLE	3
5.	PUBLIC QUESTION TIME	4
6.	DISCLOSURE OF FINANCIAL INTEREST	4
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	4
8.	REPORTS	5
8.1	Appointment of Council Delegates to Committees, Working Groups, Panels, and External Groups	5
9.	CLOSE.....	19

Minutes of the Special Meeting of the Collie Shire Council held in the Council Chambers, 87 Throssell Street Collie, on Tuesday, 21 October 2025.

The Chief Executive Officer, Mr Phil Anastasakis, welcomed elected members, staff, press and those attending as public gallery.

Prior to the official opening of the meeting, the following newly elected councillors made their declaration of office in accordance with the *Local Government Act 1995* s.2.29 before the Chief Executive Officer:

Cr Michelle Smith
Cr John Kearney
Cr Brett Hansen
Cr Rob Wells

The CEO declared the meeting open at 7:05pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:	Ian Miffling OAM JP	Councillor
	Joe Italiano	Councillor
	Gary Faries	Councillor
	Dale Hill-Power JP	Councillor
	John Kearney	Councillor
	Brett Hansen	Councillor
	Paul Moyses	Councillor
	Michelle Smith	Councillor
	Rob Wells	Councillor
	Phil Anastasakis	Chief Executive Officer
	Xandra Curnock	Director Corporate and Community Services
	Scott Geere	Director Operational Services
	Alex Wiese	Director Development Services
	Nicole Wasmann	Governance Coordinator

APOLOGY: Nil.

VISITORS: Nil.

PRESS: 1 member of the press attended

GALLERY: 1 member of the public attended

2. ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer called for nominations for the position of Shire President.

Cr Kearney nominated Cr Miffling in writing. Cr Miffling indicated his willingness to accept the nomination. There being no further nominations, Cr Miffling was declared elected as President of the Shire of Collie from October 2025 to October 2027.

The Chief Executive Officer officiated the declaration of office of President for Cr Miffling.

Cr Miffing assumed the chair and thanked Council for their trust in him as Shire President.

3. ELECTION OF DEPUTY SHIRE PRESIDENT

The President called for nominations for the position of Deputy Shire President.

Cr Faries nominated Cr Italiano in writing. Cr Italiano indicated his willingness to accept the nomination. There being no further nominations, Cr Italiano was declared elected to the office of Deputy Shire President.

The Chief Executive Officer officiated the declaration of office of Deputy President for Cr Italiano.

4. DRAW FOR COUNCILLORS POSITIONS AT THE COUNCIL TABLE

In accordance with Clause 7.1 of the *Shire of Collie Standing Orders Local Law 2017*, the Chief Executive Officer assigned seats for each councillor by random draw. Seating allocations were:

Seat 1 Cr Moyses
Seat 2 Cr Hansen
Seat 3 Cr Faries
Seat 4 Cr Kearney
Seat 5 Cr Hill-Power
Seat 6 Cr Smith
Seat 7 Cr Wells

As depicted in Figure 1 below:

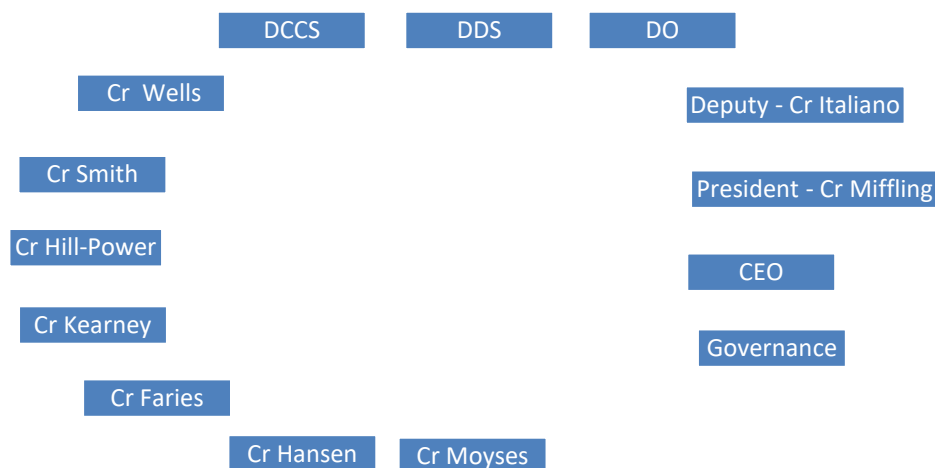


Figure 1

5. PUBLIC QUESTION TIME

Nil.

6. DISCLOSURE OF FINANCIAL INTEREST

Nil.

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.*
- 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 1995.
- 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 1995.
- 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 1995.
- 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 in accordance with Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954.*
- b) *Appoints the following as members of the Bush Fire Advisory Committee in accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995:*
 - 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.*

- a) *Townscape Reference Group*
 - Cr _____
 - Cr _____
- b) *Collie Environmental & Waterways Reference Group*
 - Cr _____
- d) *Disability Access and Inclusion Reference Group*
 - Cr _____
- e) *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 _____ Proxy
Cr _____ 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 _____

Council Decision:

Resolution: 9671

Moved: Cr Hill-Power

Seconded: Cr Hansen

That Council:

- a) *Establishes the Audit Risk and Improvement Committee in accordance with of Section 7.1A (1) of the Local Government Act 1995.*
- 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 Miffing
 - Cr Kearney
 - Cr Smith
 - Cr Faries
 - Cr Italiano

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.*

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:**Resolution: 9672****Moved: Cr Hill-Power****Seconded: Cr Hansen***That Council:*

- 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 Smith as the Presiding Member
 - Cr Wells as the Deputy Presiding Member
 - Cr Italiano
 - 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.

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:**Resolution: 9673****Moved: Cr Hansen****Seconded: Cr Smith***That Council:*

- 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 Faries as the Presiding Member
 - Cr Kearney as the Deputy Presiding Member
 - Cr Moyses
 - 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.

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:

Resolution: 9674

Moved: Cr Kearney

Seconded: Cr Faires

That Council:

- 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 Miffing as the Presiding Member
 - Cr Italiano as the Deputy Presiding Member
 - Cr Kearney
 - Cr Moyses

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:

Resolution: 9675

Moved: Cr Kearney

Seconded: Cr Faires

That Council:

- a) Establishes the Bush Fire Advisory Committee in accordance with Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954.
- b) Appoints the following as members of the Bush Fire Advisory Committee in accordance with the provisions of Section 5.9 and 5.10 (2)(a) of the Local Government Act 1995:
 - Cr Hansen
 - Cr Hill-Power
 - 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.

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:**Resolution: 9676****Moved: Cr Hansen****Seconded: Cr Moyses***That Council:*

- a) *Establishes the Townscape Reference Group.*
- b) *Appoints the following as members of the Townscape Reference Group:*
 - *Cr Smith*
 - *Cr Hill-Power*

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

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:**Resolution: 9677****Moved: Cr Hill-Power****Seconded: Cr Hansen***That Council:*

- a) *Establishes the Collie Environmental & Waterways Reference Group.*
- b) *Appoints the following as a member of the Collie Environmental & Waterways Reference Group:*
 - *Cr Faries*

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

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:**Resolution: 9678****Moved: Cr Kearney****Seconded: Cr Moyses***That Council:*

- a) *Establishes the Disability Access and Inclusion Reference Group.*
- b) *Appoints the following as a member of the Disability Access and Inclusion Reference Group:*
 - *Cr Wells*

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

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells

Against: Nil

Council Decision:

Resolution: 9679

Moved: Cr Hansen

Seconded: Cr Faries

That Council:

- a) Establishes the Events and Awards Reference Group.
- b) Appoints the following as members of the Events and Awards Reference Group:
 - Cr Miffing
 - Cr Faries
 - Cr Italiano

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

Carried: 9/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moses, Cr Smith, Cr Wells

Against: Nil

Council Decision:

Resolution: 9680

Moved: Cr Hansen

Seconded: Cr Hill-Power

That Council:

Appoints the following as delegates to external groups and committees:

- a) Local Emergency Management Committee
 - Cr Hansen
- b) Collie Delivery Unit/Just Transition Working Group
 - Cr Miffing
- c) Collie Health Service Advisory Committee
 - Cr Smith
- d) Collie River Valley Marketing Inc
 - Cr Hill-Power
- e) Collie Visitor Centre
 - Cr Smith
- f) Regional Joint Development Assess Panel
 - Cr Miffing
 - Cr Italiano
 - Cr Faries (Proxy)
 - Cr Kearney (Proxy)
- g) Motoring South West
 - Cr Faries
- h) Regional Road Group
 - Cr Hill-Power

i) SW Zone WALGA

- *Cr Miffing*
- *Cr Italiano (Proxy)*

j) Worsley Alumina Refinery and Port – CLC

- *Cr Italiano*

k) Premier Coal - Community Reference Group

- *Cr Moyses*

Carried: 9/0

For: *Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith, Cr Wells*

Against: *Nil*

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, the following Council Members are to be appointed to:

9. CLOSE

There being no further business the Shire President closed the meeting at 7:30pm.