

Ordinary Council Meeting

14 October 2025

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Shire of
Collie

Ordinary Council Meeting
14 October 2025

Appendix 8.1.A
Minutes of the
Ordinary Council Meeting
9 September 2025



Shire of
Collie

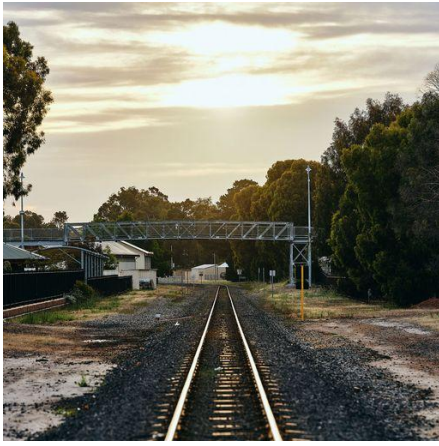
MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 9 September 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.

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Minutes of the Ordinary Meeting of the Collie Shire Council held in the Council Chambers, 87 Throssell Street Collie on Tuesday, 9 September 2025.

The Shire President declared the meeting open at 7:02pm and welcomed councillors, staff, press and those attending as public gallery.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:

Ian Miffing OAM JP	Councillor (Presiding Member)
Joe Italiano	Councillor (Deputy Member)
Leonie Burton	Councillor (via Teams)
Gary Faries	Councillor
John Kearney	Councillor
Shane Sadlier	Councillor
Michelle Smith	Councillor
 Phil Anastasakis	 Chief Executive Officer
Xandra Curnock	Director Corporate & Community Services
Scott Geere	Director Operational Services
Alex Wiese	Director Development Services
Nicole Wasmann	Governance Coordinator

APOLOGY:

Brett Hansen	Councillor
Dale Hill-Power JP	Councillor
Paul Moyses	Councillor

VISITORS: Nil

PRESS: 1 member of the press attended

GALLERY: 1 member 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 Council

Nil.

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

Council Decision:		Resolution: 9642
Moved:	Cr Faries	Seconded: Cr Sadlier
That Council grant Cr Moyses, Cr Hansen and Cr Hill-Power a Leave of Absence for this meeting.		
		Carried: 7/0
For:	Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.	
Against:	Nil.	

2. PUBLIC QUESTION TIME

Nil.

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

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 Smith	Item 20.2 - Renergi Project Update	Financial – Leases residential property to Directors.
Cr Kearney	Item 20.1 - Special Projects Director	Impartial – Work related
Ms Curnock	Item 14.2 – Budgeted Amendment LV Replacement Plan	Financial – Officer is assigned a Shire vehicle.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

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

20.1 Special Projects Director
20.2 Renergi Project Update

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Nil.

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 12 August 2025

Officer's Recommendation/Council Decision:		Resolution: 9643
Moved:	Cr Sadlier	Seconded: Cr Kearney
That Council confirms the Minutes of the Ordinary Meeting of Council held on 12 August 2025 subject to an alteration to the attendance, noting that Cr Burton was on Teams not Cr Hill-Power.		
		Carried: 7 /0
For:	Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.	
Against:	Nil.	

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil.

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

Nil.

11. CEO REPORTS

11.1 WALGA Annual General Meeting	
Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	Not Applicable
File Number:	GVR/001
Appendices:	Appendix 11.1.A - WALGA 2025 Annual General Meeting Agenda Appendix 11.1.B - Summary of WALGA Annual General Meeting Motions and Recommended Shire of Collie Position
Voting Requirement	Simple Majority

Report Purpose

For Council to provide direction to voting delegates on matters for consideration at the Western Australia Local Government Association (WALGA) 2025 Annual General Meeting.

Officer's Recommendation/Council Decision:

Resolution: 9644

Moved: Cr Kearney

Seconded: Cr Faries

That Council:

1. Supports the recommendations for items 7.1 to 7.5 as presented in the Western Australian Local Government Association (WALGA) 2025 Annual General Meeting Agenda and included in Appendix 12.1.B;
2. Authorises the Shire's voting delegates to vote in accordance with the Council position on these matters, unless additional information is presented at the Annual General Meeting which the voting delegates consider warrants a change in the position;
3. Requests an item be presented to the next Council Meeting should the Shire's delegates not vote in accordance with the Council position; and
4. Authorises the Shire's voting delegates to make a determination, in accordance with the Shire's Corporate Business Plan and other guiding plans or policies, to vote for any late items presented to the WALGA Annual General Meeting.

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

WALGA is the peak industry body for local government in Western Australia and advocates on behalf of its member local governments.

The Annual General Meeting of WALGA will be held at the Perth Convention and Exhibition Centre on Tuesday 23 September 2025. At the Ordinary Meeting of Council held Tuesday 12 August 2025, Council resolved to nominate the Shire President and Deputy Shire President as voting delegates to the Meeting, with the Chief Executive Officer to be the proxy in the absence of either nominated Councillor.

Matters considered at the Annual General Meeting are the WALGA's Annual Financial Statements, the President's Annual Report, and executive and member motions. The Agenda includes the consideration of five executive and member motions. In accordance with Council Policy detailed below, Council is to provide voting delegates with guidance on the Council position.

Statutory and Policy Implications:

Policy CP1-006 Delegates and/or Voting at Association Conferences (previously CS1.4)

That where practical the position of the Council as it relates to items for decision at the WA Local Government Association (WALGA) Annual General Meeting shall be determined prior, providing nominated voting delegates with guidance on the Council position, notwithstanding:

- a) In the event new information is obtained / provided subsequent to the position of Council being determined the voting delegate may alter the position of the Council, providing that this be reported back to the Council at the next meeting of the full Council following the Annual General Meeting of WALGA; and
- b) In the event the Council is unable to provide direction on all or some matters the delegate must vote giving consideration to the Council's Strategic, or any other plan.

Budget Implications:

Not applicable.

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)

Not Applicable.

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:	5.1.4	To collaborate and build partnerships with the Government sector to optimise resources and service delivery.

Relevant Precedents:

Each year, Council is represented at the WALGA Annual General Meeting by delegates who vote on motions.

Comment:

A table of motions and recommended decisions for each item in the WALGA Annual General Meeting Agenda has been included in Attachment 1.1.B to provide guidance to the Shire's nominated delegates.

Council is asked to consider the proposed position and provide guidance to voting delegates.

11.2 Review of Council Committee Structure and Terms of Reference

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/137
Appendices:	Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy Appendix 11.2.B – Committee Instrument of Appointment & Terms of Reference
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*.

Council is requested to consider and adopt the Council Committees, Working Groups, Reference Groups and External Committees Policy (refer to Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy).

Officer's Recommendation:

That Council:

1. *Adopts the Shire of Collie Council Committees, Working Groups, Reference Groups and External Committees Policy (refer to Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy);*
2. *Endorses the template "Committee Instrument of Appointment & Terms of Reference - 2025";*
3. *Endorses the Terms of Reference for the following Shire of Collie Committees:*
 - a) *Audit, Risk and Improvement Committee:*
 - *The membership shall consist of the following:*
 - i.) *an Independent Presiding Member (chair);*
 - ii.) *an Independent Deputy Member to the Presiding Member (deputy chair); and*
 - iii.) *five (5) Councillors.*
 - *The Committee Objectives are to focus on audit matters and reflects to a large extent the model Terms of Reference provided in the Local Government Operation Guidelines No.9 – Audit in Local Government.*
 - *The Committee Objectives include delegated powers and duties under section 5.17 of the Local Government Act, where the Audit, Risk and Improvement Committee is delegated the power to conduct the formal meeting with the Auditor required by Section 7.12(A)(2) on behalf of the local government.*

- *The Committee will continue to review the annual audit report, meet annually with the auditor, review the annual Compliance Audit Return, review the Regulation 17 Review Report on Legislative Compliance, Internal Controls and Risk Management, review the Financial Management Systems Review conducted every three (3) years, and receive the biennial Risk Summary Report, together with fulfilling the detailed functions set out in the Local Government (Audit) Regulations 1996, Regulation 14, 16 and 17.*
- b) *Tourism & Economic Development Committee:*
 - *The membership shall consist of consist of the following:*
 - a) *Three (3) Councillors*
 - b) *Chief Executive Officer*
 - c) *Director Development Services*
 - *The Committee Objectives are to focus on the development and implementation of strategic tourism and economic development initiatives aligned to the Shire of Collie Strategic Community Plan.*
- c) *Community Safety & Crime Prevention Committee:*
 - *The membership shall consist of consist of the following:*
 - a) *Three (3) Councillors*
 - b) *Chief Executive Officer*
 - c) *Director Development Services*
 - d) *Director Operations*
 - e) *Director Corporate and Community Services*
 - f) *Other Persons – law enforcement and community services agencies*
 - *The Committee Objectives are to focus on the development and implementation of the Community Safety & Crime Prevention Plan and related initiatives.*
- d) *CEO Performance Review Committee*
 - *The membership shall consist of consist of the following:*
 - a) *Five (5) Councillors.*
 - *The Committee Objectives are to oversee the annual CEO performance review.*
- e) *Bushfire Advisory Committee*
 - *The membership shall consist of consist of the following:*
 - a) *Councillors – two (2)*
 - b) *Shire of Collie - Chief Bush Fire Control Officer*
 - c) *Shire of Collie - Fire Control Officer of each volunteer bush fire brigade*
 - d) *Chief Executive Officer*
 - e) *Director of Development Services*
 - f) *Senior Ranger*
 - g) *Community Emergency Services Manager; and*
 - h) *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.*

- *The Committee Objectives are to:*
 - a) *To advise the local government on all matters relating to:*
 - i.) *the preventing, controlling and extinguishing of bush fires;*
 - ii.) *the planning of the layout of fire breaks in the district;*
 - iii.) *policy regarding prosecutions for breaches of the Bush Fires Act 1954;*
 - iv.) *the formation of bush fire brigades and the grouping thereof under group brigade officers;*
 - v.) *the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities; and*
 - vi.) *any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified above.*
 - b) *To recommend a person or persons for the position(s) of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officer for each bush fire brigade in the Shire of Collie as required.*
 - c) *To make recommendations to Council on motions received by the Bush Fires Advisory Committee from bush fire brigades.*

Reason for Decision Being Different to the Officer's Recommendation

Local Government (Administration) Regulations – r.11(da) require that where a Council decision is substantially different from the Officer's Recommendation that the reason be recorded.

The reason the Council decision is different to the Officer's Recommendation is that Council wished to include reference to a review of the Terms of Reference for the Functions, Awards and Events Reference Group.

Council Decision:

Resolution: 9645

Moved: Cr Italiano

Seconded: Cr Smith

That Council:

1. *Adopts the Shire of Collie Council Committees, Working Groups, Reference Groups and External Committees Policy (refer to Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy);*
2. *Endorses the template "Committee Instrument of Appointment & Terms of Reference - 2025";*
3. *Endorses the Terms of Reference for the following Shire of Collie Committees:*
 - a. *Audit, Risk and Improvement Committee:*
 - *The membership shall consist of consist of the following:*
 - i.) *an Independent Presiding Member (chair);*
 - ii.) *an Independent Deputy Member to the Presiding Member (deputy chair); and*
 - iii.) *five (5) Councillors.*

- *The Committee Objectives are to focus on audit matters and reflects to a large extent the model Terms of Reference provided in the Local Government Operation Guidelines No.9 – Audit in Local Government.*
 - *The Committee Objectives include delegated powers and duties under section 5.17 of the Local Government Act, where the Audit, Risk and Improvement Committee is delegated the power to conduct the formal meeting with the Auditor required by Section 7.12(A)(2) on behalf of the local government.*
 - *The Committee will continue to review the annual audit report, meet annually with the auditor, review the annual Compliance Audit Return, review the Regulation 17 Review Report on Legislative Compliance, Internal Controls and Risk Management, review the Financial Management Systems Review conducted every three (3) years, and receive the biennial Risk Summary Report, together with fulfilling the detailed functions set out in the Local Government (Audit) Regulations 1996, Regulation 14, 16 and 17.*
- b. Tourism & Economic Development Committee:*
- *The membership shall consist of consist of the following:*
 - a) *Three (3) Councillors*
 - b) *Chief Executive Officer*
 - c) *Director Development Services*
 - *The Committee Objectives are to focus on the development and implementation of strategic tourism and economic development initiatives aligned to the Shire of Collie Strategic Community Plan.*
- c. Community Safety & Crime Prevention Committee:*
- *The membership shall consist of consist of the following:*
 - a) *Three (3) Councillors*
 - b) *Chief Executive Officer*
 - c) *Director Development Services*
 - d) *Director Operations*
 - e) *Director Corporate and Community Services*
 - f) *Other Persons – law enforcement and community members*
 - *The Committee Objectives are to focus on the development and implementation of the Community Safety & Crime Prevention Plan and related initiatives.*
- d. CEO Performance Review Committee*
- *The membership shall consist of consist of the following:*
 - a) *Five (5) Councillors.*
 - *The Committee Objectives are to oversee the annual CEO performance review.*
- e. Bushfire Advisory Committee*
- *The membership shall consist of consist of the following:*
 - a) *Councillors – two (2)*
 - b) *Shire of Collie - Chief Bush Fire Control Officer*
 - c) *Shire of Collie - Fire Control Officer of each volunteer bush fire brigade*

- d) *Chief Executive Officer*
 - e) *Director of Development Services*
 - f) *Senior Ranger*
 - g) *Community Emergency Services Manager; and*
 - h) *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.*
- *The Committee Objectives are to:*
 - a) *To advise the local government on all matters relating to:*
 - i.) *the preventing, controlling and extinguishing of bush fires;*
 - ii.) *the planning of the layout of fire breaks in the district;*
 - iii.) *policy regarding prosecutions for breaches of the Bush Fires Act 1954;*
 - iv.) *the formation of bush fire brigades and the grouping thereof under group brigade officers;*
 - v.) *the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities; and*
 - vi.) *any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified above.*
 - b) *To recommend a person or persons for the position(s) of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officer for each bush fire brigade in the Shire of Collie as required.*
 - c) *To make recommendations to Council on motions received by the Bush Fires Advisory Committee from bush fire brigades.*
4. *That the Terms of Reference, including the process of appointing external representatives and the decision making process, for the Functions, Events & Awards Reference Group and associated sub groups, be considered at the October 2025 Ordinary Council Meeting.*

Carried: 7/0

For: *Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.*

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 and/or improved operational efficiency in the lead up to the 2025 local government election.

This report recommends the creation of a new Shire of Collie Council Committees, Working Groups, Reference Groups and External Committees Policy (refer to Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy) to clarify the differing roles, composition and administration of:

- Council Committees
- Operational Working Groups
- Community Project Reference Groups
- External Committees / Groups.

Noting that all existing Council Committees / Groups are disbanded on the 18 October 2025 to align with the local government elections, this report introduces a template “Committee Instrument of Appointment & Terms of Reference - 2025” under which the proposed Committees of Council will be formed following the local government election in October 2025.

These Terms of Reference determine the objectives and purpose of each Committee and will be utilised when Committees are re-formed after the local government elections. The report also recommends when and for what purpose Working Groups and Reference Groups should be established.

A copy of the template “Committee Instrument of Appointment & Terms of Reference” is provided in Attachment 11.2.A.

In accordance with section 5.8, 5.9 and 5.10 of the *Local Government Act 1995* (the Act), Council is empowered to establish committees and elect persons to serve on those committees. Committees, Working Groups and Reference Groups also play an important part in community engagement and allows opportunities for community members to be actively involved in Local Government activities and initiatives.

Establishing committees, Working Groups and Reference Groups in local government brings several benefits, both for the effective functioning of the Shire and for elected members. Some of these benefits include:

1. Improved Decision-Making

- Committees allow for focused discussion on specific issues (e.g., planning, finance, economic development).
- Smaller groups can explore complex topics in more detail than full council meetings.

2. Increased Efficiency

- Work can be divided among different groups, reducing the workload on the full council.
- Streamlines processes by enabling quicker responses and more agile problem-solving.

3. Enhanced Accountability and Transparency

- Committees can improve transparency through broader membership and involvement.
- They provide a clear structure for reporting and scrutiny.

4. Broader Engagement and Expertise

- Involving members with relevant skills or interests leads to better-informed decisions.

- Reference groups may include external stakeholders, boosting community involvement and drawing in local expertise.

5. Strategic Focus

- Enables long-term planning and monitoring of specific policy areas.
- Allows local government to pursue goals in a coordinated and sustained way.

Statutory and Policy Implications:

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

Local Government Act 1995**Subdivision 2 — Committees and their meetings****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****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:

Not applicable.

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:

Guided by the principles of good governance, Council has established an “Instrument of Appointment & Terms of Reference” for most of the Committees that it is responsible for administering. The majority of these Terms of Reference were established and formally adopted by Council in recent years and have determined the objectives and purpose of each Committee.

Comment:**1. Council Committees****• Audit, Risk and Improvement Committee**

The Audit Committee is required by legislation (section 7.1A) and the *Local Government Act 1995* specifically excludes the CEO and other staff from being a voting member, but staff do attend the meetings. A minimum of three (3) members are required on the committee, the majority are to be Council members.

This Audit Committee has historically been a Councillor only committee and currently has three Councillors as its members, which is proposed to be increased to five Councillors in the updated “Instrument of Appointment & Terms of Reference - 2025”.

The *Local Government Amendment Act 2024* amends the *Local Government Act 1995* to advance various reforms being progressed by the State Government. One of these reforms has been to revise the function and composition of the Audit Committee to become the Audit, Risk and Improvement Committee (ARIC).

The updated committee name to “Audit, Risk and Improvement Committee” and updated Objectives is based on these impending legislative changes – S.87 of the *Local Government Amendment Act 2024*.

The revised ARIC must have an Independent Presiding Member to ensure a level of neutrality and impartial oversight in chairing these meeting. An Independent Presiding Member must be a person who is not a council member of any local government or an employee of the local government. If a Deputy Presiding Member is appointed, they must also be independent. The revised ARIC will therefore consist of the following:

- a) an Independent Presiding Member (chair)

- b) an Independent Deputy Member to the Presiding Member (deputy chair)
- c) an optional Independent Committee Member as Deputy Presiding Member
- d) Councillors – proposed five (5).

The updated Committee Objectives continue to focus on audit matters and reflects to a large extent the model Terms of Reference provided in the Local Government Operation Guidelines No.9 – Audit in Local Government.

The updated Objectives also include delegated powers and duties under section 5.17 of the Act, where the Audit, Risk and Improvement Committee is delegated the power to conduct the formal meeting with the Auditor required by Section 7.12(A)(2) on behalf of the local government.

The Committee will continue to be review of the annual audit report, meeting annually with the auditor, reviewing the annual Compliance Audit Return, reviewing the Regulation 17 Review report on Legislative Compliance, Internal Controls and Risk Management, reviewing the Financial Management Systems Review conducted every three (3) years and receiving the biennial Risk Summary Report, together with fulfilling the detailed functions set out in the *Local Government (Audit) Regulations 1996*, Regulation 14, 16 and 17.

- **Tourism & Economic Development Committee**

While the Tourism & Marketing Advisory Committee is not currently active, it is proposed to reconstitute this Committee as the Tourism and Economic Development Committee to enable ongoing tourism and economic development initiatives to be examined and developed. The re-formed committee is proposed to be made up of three (3) Councillors and employees comprising the CEO, Director Development Services and Tourism & Economic Development Officer. In 2023 the former Committee had three (3) Councillors appointed to it.

The updated committee “Instrument of Appointment & Terms of Reference - 2025” and objectives continues to focus on the development and implementation of strategic tourism and economic development initiatives for Collie, with the Director Development Services appointed to manage the committee.

- **Community Safety & Crime Prevention Committee**

While the Community Safety and Wellbeing Committee is not currently active, it is proposed to reconstitute this Committee as the Community Safety and Crime Prevention Committee to enable ongoing community safety initiatives to be examined and developed, and proactive crime prevention initiatives to be developed with relevant law enforcement and community service agencies. The re-formed committee is proposed to be made up of three (3) Councillors, employees and other persons. In 2023 the former Committee had four Councillors appointed to it.

The updated committee “Instrument of Appointment & Terms of Reference - 2025” and objectives continues to focus on the development and implementation of the Community Safety & Crime Prevention Plan and related initiatives, with the Director Development Services appointed to manage the committee.

- **CEO Performance Review Committee**

The CEO Review Committee is currently an active committee with five (5) Councillors appointed to it. It is proposed to reconstitute this Committee as the CEO Performance

Review Committee to undertake the CEO's annual performance review in accordance with legislative requirements under the *Local Government Act 1995*. The re-formed committee is proposed to be made up of five (5) Councillors only.

The updated committee "Instrument of Appointment & Terms of Reference - 2025" and objectives continues to focus on the CEO's annual performance review and to conduct activities and discharge the requirements of the *Local Government Act 1995*, with the Shire President appointed to manage the committee.

- **Bushfire Advisory Committee**

The Bushfire Advisory Committee is currently an active committee with two (2) Councillors appointed to it. It is proposed to reconstitute this Committee in accordance with provisions of Section 5.8 of the *Local Government Act 1995* and Section 67 of the *Bush Fires Act 1954* as the Bushfire Advisory Committee to undertake the following:

- a) To advise the local government on all matters relating to:
 - (i) the preventing, controlling and extinguishing of bush fires;
 - (ii) the planning of the layout of fire-breaks in the district;
 - (iii) policy regarding prosecutions for breaches of the *Bush Fires Act 1954*;
 - (iv) the formation of bush fire brigades and the grouping thereof under group brigade officers;
 - (v) the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities; and
 - (vi) any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified above.
- b) To recommend a person or persons for the position(s) of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officer for each bush fire brigade in the Shire of Collie as required.
- c) To make recommendations to Council on motions received by the Bush Fires Advisory Committee from bush fire brigades.

The re-formed committee is proposed to be made up of Councillors, employees and other persons consisting of the following:

- a) Councillors – two (2)
- b) Shire of Collie - Chief Bush Fire Control Officer
- c) Shire of Collie - Fire Control Officer of each volunteer bush fire brigade
- d) Chief Executive Officer
- e) Director of Development Services
- f) Senior Ranger
- g) Community Emergency Services Manager; and
- h) 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.

The updated committee "Instrument of Appointment & Terms of Reference - 2025" and objectives continues to focus on the noted functions, with the Director Development Services appointed to manage the committee.

2. Operational Working Groups**• Work Health & Safety Working Group (Committee)**

The objectives and functions of Work, Health & Safety (WHS) Committee are part of the operational responsibilities of the CEO and managers, and is a statutory requirement under Work Health & Safety legislation. The role of the employee Committee is to:

- Review hazard, injury, damage and near miss, environmental incident reports, and/or high-risk incidents, identify and discuss any potential trends and corrective actions.
- Communication and consultation between management and Health and Safety representatives.
- Review outstanding corrective actions for incident reports and workplace inspections.
- To assess and review WHS benchmarks, strategies and key performance indicators (KPIs).

• Trails and Tourism Assets Maintenance Working Group

The objectives and functions of the Trails and Tourism Assets Maintenance Working Group form part of the operational responsibilities of the CEO and managers. The role of this Working Group is to:

- To guide and support the maintenance of trails within the Shire of Collie.
- To support, when applicable, programs and activities related to the establishment of trails within the Shire of Collie.
- Recreational Trails for the purpose of the Working Group are defined as pathways, cycleways, dual use paths and trails, for the use of walking, hiking, equestrian, kayaks, trail bikes and cycling trails within the Shire of Collie.

3. Community Project Reference Groups**• Townscape Reference Group**

While the Townscape & Environment Committee is currently active, it is proposed to reconstitute this Committee as the Townscape Reference Group and the Collie Environmental & Waterways Reference Group to enable ongoing townscape initiatives to be examined and developed separately to Environmental initiatives.

The re-formed Townscape Reference Group is proposed to be made up of two (2) Councillors, employees comprising the CEO, Director Operations and Director Development Services, and up to three (3) other persons appointed in accordance with the Terms of Reference once approved by Council. In 2023 the former Committee had four (4) Councillors appointed to it.

The function of the Townscape Reference Group is to assist with identification, development and review of proposals for streetscapes and reserves in the townsites within the Shire of Collie including:

- Collie Central Business District
- Major Tree planting programs;
- Major Signage; and
- Street furniture and public art.

- **Collie Environment & Waterways Reference Group**

While the Townscape & Environment Committee is currently active, it is proposed to reconstitute this Committee as the Townscape Reference Group and the Collie Environmental & Waterways Reference Group to enable ongoing townscape initiatives to be examined and developed separately to Environmental initiatives.

The re-formed Collie Environmental & Waterways Reference Group is proposed to be made up of one (1) Councillor, employees comprising the Director Operations and Waste and Environment Coordinator, and up to three (3) other persons appointed in accordance with the Terms of Reference once approved by Council. In 2023 the former Committee had four (4) Councillors appointed to it.

The function of the Collie Environmental & Waterways Reference Group is to assist with the identification, development, and review of proposals for areas under public management that are of environmental importance, including river revitalisation initiatives. This includes ways to implement measures to restore or protect the natural environment while respecting heritage considerations.

- **Shire of Collie Functions, Events & Awards Reference Group**

While the Shire's House Panel is currently inactive, it is proposed to reconstitute this Panel as the Shire of Collie Functions, Events & Awards Reference Group.

The re-formed Shire of Collie Functions, Events & Awards Reference Group is proposed to be made up of three (3) Councillors and employees comprising the Director Corporate & Community Services, the Community Development Officer, and the CEO's Personal Assistant, and up to three (3) other persons appointed in accordance with the Terms of Reference once approved by Council.. The former House Panel had four (4) Councillors appointed to it.

It is proposed that this Reference Group have three sub-groups to fulfill the following functions of the Shire of Collie Functions, Events & Awards Reference Group:

Civic Function & Events Sub-Group:

- Planning and delivering efficiently and effectively civic receptions and other similar civic functions.
- Recognising significant community milestones and achievements with appropriate function/s or events.

Australia Day Sub-Group:

- To facilitate Australia Day as a community day of celebration within the Shire of Collie.
- To coordinate and select the annual Shire of Collie Citizen of the Year, Young Citizen of the Year, Community Group of the Year and Environmental Award, and any other awards that the Collie Shire Council may determine to present on Australia Day.

Collie Sports Awards Sub-Group:

- To coordinate and select the annual Shire of Collie Sports Person of the Year awards.

- **Collie Christmas Decorations Reference Group**

The objectives and functions of the Collie Christmas Decorations Reference Group is to assist Collie to celebrate and embrace the spirit of Christmas as a community through:

- overseeing and assisting with the design and installation of Christmas decorations on Shire managed property in Collie; and
- encouraging community and business involvement in decorating Collie for Christmas.

- **Collie Disability Access & Inclusion Reference Group**

While the Shire's Access and Inclusion Group Committee is currently inactive, it is proposed to reconstitute this group as the Collie Disability Access and Inclusion Reference Group to enable ongoing access and inclusion initiatives to be examined and developed.

The re-formed Collie Disability Access and Inclusion Reference Group is proposed to be made up of one (1) Councillor, employees comprising the Director Corporate & Community Services and Community Development Officer, and up to three (3) other persons appointed in accordance with the Terms of Reference once approved by Council. The former Committee had two (2) Councillors appointed to it.

The function of the Collie Disability Access and Inclusion Reference Group is:

- To monitor and review the implementation of the Shire of Collie Disability Access and Inclusion Implementation Plan under the Disability Services Act 1993, or as amended from time to time.
- Through the Director Corporate & Community Services, report on the Reference Group's activities annually, for inclusion in the Shire of Collie Annual Report.
- To advise Council on appropriate matters relating to access and inclusion to Shire related programmes and works.
- To consider matters relating to people with disabilities, raised by Council, Group Members or the community that may impact the Shire of Collie.

- **Collie Recreation and Open Space Strategy Reference Group**

4. External Committees / Groups

- **LEMC**

The Shire of Collie Local Emergency Management Committee (LEMC) is currently an active committee with one Councillor appointed to it. This committee is required to be established under section 38 of *Emergency Management Act 2005* and operates as specified by State Emergency Management Committee (SEMC) Policy. It is therefore not established as a formal Council Committee, but as a Committee under the *Emergency Management Act 2005* and SEMC Policy.

It is proposed to reconstitute this External Committee as the Shire of Collie Local Emergency Management Committee to undertake the following functions:

- a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district (including recovery planning);
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements;

- c) to carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- d) to advise and assist the local government on how to manage recovery following an emergency affecting the community in the district; and
- e) to advise and assist the local government on other functions relevant to Emergency Management, including but not limited to the following:
 - (i) Preparation of annual reports as recommended by State Emergency Management Policy 2.6;
 - (ii) Providing comment on State Emergency Management Policies;
 - (iii) the adequacy of State government support to achieve efficient, effective and consistent emergency management responses at the local level.

The re-formed External Committee is to consist of:

- a) One (1) Councillor as Chairperson;
- b) Community Emergency Services Manager;
- c) Chief Bush Fire Control Officer for the Shire of Collie;
- d) State Emergency Services Local Manager;
- e) Chief Executive Officer of the Shire of Collie (or nominee);
- f) Director of Development Services, Shire of Collie;
- g) Recovery Coordinator, Shire of Collie;
- h) 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, the Officer in Charge of Collie Police, the Department of Biodiversity, Conservation and Attractions;
- i) Representatives from local industry, welfare organisations and health services.

The updated committee "Instrument of Appointment & Terms of Reference - 2025" and objectives continues to focus on the noted functions, with the Director Development Services appointed to manage the External Committee.

- **Collie Development Unit / Just Transition Working Group**

Purpose: To oversee, coordinate and implement the Just Transition initiative for Collie.

- **Bunbury Geopraphe Tourism Partnership**

Purpose: To facilitate the economic development and promotion of the Bunbury-Geopraphe Region.

- **Collie Chamber of Commerce & Industry**

Purpose: The Chamber's prime function is to advance the business, commercial and industrial interests of the area, and support the local community. It is a lobby group to present and defend the views of the business community to Government; Local, State and Federal, as well as other authorities and organisations.

- **Collie Health Service Advisory Committee**

Purpose: For local health consumers, carers, community members and health service representatives to work together to improve and inform health service planning, assess, safety and quality in Collie.

- **Collie Visitor Centre**

Purpose: To assist visitors in making the most of their time in Collie.

- **Regional Joint Development Assessment Panel**

Purpose: Council is required to appoint two representatives and two alternative representatives to the Regional Joint Development Assessment Panel which considers Development applications in Collie with a value greater than \$10 million in value, or of a value between \$2 million and \$10 million where the applicant elects such.

- **Cooperative Research Program**

Purpose: To support Australian industries to be competitive and productive and research solutions to solve industry identified problems such as coal mine rehabilitation or reuse.

- **Motoring Southwest**

Purpose: Assist in the Management of the Collie Motorplex.

- **Regional Road Group (RRG)**

Purpose: RRGs provide Local Government input on how the State Government's contribution to local roads is spent. This includes identifying road projects and providing input to road funding decisions across the region.

- **South West Zone of WA Local Government Association**

Purpose: Provides advice to, and identifies issues for consideration of, the WA Local Government Association.

- **Worsley Alumina Refinery and Port – Community Liaison Committee**

Purpose: To provide a two-way communication and engagement mechanism between Worsley and the communities in which it operates.

- **Premier Coal Community Reference Group**

Purpose: To provide a mechanism for ongoing consultation between Premier and representatives of the Collie community, providing updates on operational activities and projects and to seek feedback on activities to enable better collaboration.

11.3 Local Government Reform – Communication Agreements

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 – DLGSC – Communications Agreement Consultation Paper Appendix 11.3.B - Draft Local Government (Default Communications Agreement) Order 2025
Voting Requirement:	Simple Majority

Report Purpose

This report provides Council with an update on the Local Government Reform process, and the legislative changes being introduced as part of the Tranche 2 legislative changes, with particular focus on the introduction of Communication Agreements. A portion of the Tranche 2 changes were introduced as part of legislative changes in December 2024.

A copy of the “Communications Agreement Consultation Paper” is provided in Attachment 11.3.A.

Officer’s Recommendation/Council Decision:

Resolution: 9646

Moved: Cr Kearney

Seconded: Cr Faries

That Council:

- 1. Receives and acknowledges the information provided in relation to the Tranche 2 legislative changes introducing Communication Agreements as part of the Local Government Reform process.*
- 2. Resolves to utilise the Default Communications Agreement between the Council and the Chief Executive Officer set out in the Local Government (Default Communications Agreement) Order 2025.*

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

The local government reform process is the most significant reform to the [Local Government Act 1995](#) (the Act) in 25 years and aims to ensure local governments better serve residents and ratepayers.

Reforms have been developed in consultation with WALGA and the local government sector and are based on six (6) themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity

3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clearer roles and responsibilities
6. Improved financial management and reporting.

To ensure that key election related reforms were in place before the 2023 local government elections, the amendments to the Act were divided into 2 tranches.

- The first tranche, the *Local Government Amendment Act 2023*, focused on electoral reform. These changes applied from 18 May 2023 or as proclaimed and introduced the following :
 - Caretaker Period – S1.4A, S3.73
 - Abolition of Wards – S2.2A
 - Method of electing Mayor or President – S2.17A
 - Changes to number of elected members based on population (reducing to 9 Councillors including the Shire President for Collie) – S2.18
 - Occupier voting entitlements – S2.19, S4.31, S4.32, S4.33, S4.45, S4.46A
 - Councillor attendance – leave of absence – S2.25
 - Expanded functions of a local government – S3.1
 - Preferential voting – S4.73
 - Council and Committees – S5.18A, S5.19, S5.21, S5.33A
 - Electronic broadcasting of Council meetings – S5.23A
 - Annual Review of CEO Performance – S5.38, S5.39AA
 - Annual Report – S5.53
 - Council Plan – S5.56
 - Community Engagement Charter – S5.56A, S5.56B
 - **Communications Agreement – S5.92A**
 - Fees & Expenses Policy – S5.100, S5.129
 - Filling Extraordinary and other vacancies – Sch4.1A, Sch4.1.B
 - Preferential vote counting – Sch4.1
 - Transitional provisions – Sch9.3
 - other minor related and inconsequential changes.
- The second tranche, the *Local Government Amendment Act 2024*, focuses on introducing the new Local Government Inspector and monitors for early intervention and resolution of issues, as well as a range of other reforms to the local government sector. A portion of the Tranche 2 changes were introduced as part of legislative changes on the 6 December 2024, which are summarised below:
 - Role of Council – S2.7
 - Role of Mayor or President – S2.8
 - Role of Councillors – S2.10

- Local government offences, disqualification – S2.19, S2.22, S2.25A
- Local laws – S3.12, S3.16
- Regional Subsidiaries – S3.69, S3.70
- Postal and in-person elections – S4.1C, S4.31, S4.32
- Council and committee meetings – S5.8, S5.23
- CEO and Senior Employees – S5.37A, S5.39, S5.39BA
- Role of CEO – S5.41
- Rates and Revenue Policy – S5.56AA
- Elected member conduct records – S5.96C
- Superannuation for Council members – S5.99B
- Model Code of Conduct and Complaints – S5.103, S5.105, S5.130
- Prohibition on certain matters connected with legal matters – 6.14A
- Financing of environmental or heritage upgrade works – S6.83
- Audit, Risk & Improvement Committee – S7.1, S7.1A – S7.1CB
(must be established no later than 6 months after amendment day)
- Inquiry by Inspector, Inquiry panels – S8.1 – S8.44
- Breach Complaints and General Complaints – S8A, S8B
- Good Practice Guidelines – S9.69AA
- Development Assessment Panel Functions – S9.69B
- other minor related and inconsequential changes.

To implement these reforms, the WA Government has prepared the draft *Local Government Regulations Amendment Regulations 2025* and the draft *Local Government (Default Communications Agreement) Order 2025*.

The *Local Government (Default Communications Agreement) Order 2025* (refer to App 11.3.B) is a draft Ministerial Order, not a finalised law or established agreement. It's part of ongoing local government reforms that require Councils and their CEOs to have formal Communications Agreements outlining how they interact and share information. If a local government fails to adopt its own agreement, this draft order would provide a standard default agreement to be followed.

The draft was open for consultation until the 22 August 2025 as part of the broader reforms, with the intent of clarifying communication protocols between elected Councillors and the administrative staff. It is anticipated that the Order will come into effect on the 19 October 2025.

The purpose of Communications Agreements is to provide a standardised communications framework for local governments in Western Australia when they don't have their own internal agreement. The goal of the agreement is to ensure professionalism, responsiveness, and clear boundaries in communications between council members and the CEO's administrative staff.

The default agreement aims to set general principles for how information is requested and provided, ensuring requests are relevant to a council member's functions and are handled by the administration in an appropriate and timely manner.

Statutory and Policy Implications:***The Local Government Act 1995******Local Government Amendment Act 2023.***

The 2023 Amendment Act inserts sections 5.92A — 5.92C into the Local Government Act 1995 (the Act) which require that:

- each local government must have a Communications Agreement which deals with the matters required by the Act and regulations.
- a local government may adopt a Communications Agreement by the CEO and Council both agreeing to its terms.
- if a local government does not adopt or is unable to adopt a Communications Agreement, the default Communications Agreement set out in a Ministerial order applies.

Budget Implications:

The local government reform process has the opportunity to impact on annual budget costs based on the reforms implemented through legislative change.

Budget – Whole of Life Cost

While the local government reforms does not impact directly on the whole of life cost of assets, it does indirectly refer to asset and financial sustainability.

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:

Legislative changes occur on a regular basis for many aspects of local government operations.

Comment:

The six (6) Themes and Reform Topics are summarised below:

Theme 1: Early intervention, effective regulation and stronger penalties**1.1 Early intervention powers**

- It is proposed to establish a Chief Inspector of Local Government (the inspector), supported by an Office of the Local Government Inspector (the inspectorate).
- The inspector would receive minor and serious complaints about elected members.
- The inspector would oversee complaints relating to local government Chief Executive Officers (CEOs).
- Tony Brown, currently from WALGA has recently been appointed to this role.

1.2 Local government monitors

- A panel of Local Government Monitors would be established.
- Monitors could be appointed by the inspector to go into a local government and try to resolve problems.
- The purpose of monitors would be to proactively fix problems, rather than to identify blame or collect evidence.

1.3 Conduct panel

- The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel.
- The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting Councillors will not be eligible to serve on the Conduct Panel.

1.4 Review of penalties

- Penalties for breaching the Act are proposed to be strengthened.
- It is proposed that the suspension of Councillors (for up to three months) is established as the main penalty where a Councillor breaches the Act or Regulations on more than one occasion.
- It is proposed that a Councillor who is suspended multiple times may become disqualified from office.
- Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.

1.5 Red card referrals

- Red cards not progressed.

1.6 Vexatious complaint referrals

- Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government's operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner.
- It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to decide that the complainant is being unreasonable, and that they will no longer respond.

1.7 Other minor reforms

- Potential other reforms to strengthen guidance for local governments are being considered.

Theme 2: Reducing red tape, increasing consistency and simplicity**2.1 Resource sharing**

- Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including CEOs and senior employees.

- Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.

2.2 Standardisation of crossovers

- It is proposed to amend the Local Government (Uniform Local Provisions) Regulations 1996 to standardise the process for approving crossovers for residential properties and residential developments on local roads.

2.3 Introduce innovation provisions

- New provisions are proposed to allow exemptions from certain requirements of the Act for:
 - short-term trials and pilot projects
 - urgent responses to emergencies.

2.4 Streamline local laws

- It is proposed that local laws would only need to be reviewed by the local government every 15 years.
- Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable.

2.5 Simplifying approvals for small business and community events

- Proposed reforms would introduce greater consistency for approvals for:
 - alfresco and outdoor dining
 - minor small business signage rules
 - running community events.

2.6 Standardised meeting procedures, including public question time

- To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across Western Australia.
- Regulations would introduce standard requirements for public question time and the procedures for meetings generally.
- Further minor changes to Electors Meetings are proposed.

2.7 Regional subsidiaries

- Work is continuing to consider how Regional Subsidiaries can be best established.

Theme 3: Greater transparency and accountability

3.1 Recordings and live-streaming of all council meetings

- It is proposed that all local governments will be required to record meetings.
- Band 1 and 2 local governments would be required to live-stream meetings and make video recordings available as public archives.
- Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.

- Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum.
- All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to DLGSC for archiving.

3.2 Recording all votes in council minutes

- To support the transparency of decision-making by Councillors, it is proposed that the individual votes cast by all Councillors for all council resolutions be required to be published in the council minutes to identify those for, against, on leave, absent or who left the chamber.

3.3 Clearer guidance for meeting items that may be confidential

- Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances.
- It is proposed to make the Act more specific in prescribing items that may be confidential and items that should remain open to the public.
- All confidential items would be required to be audio recorded, with those recordings submitted to DLGSC.

3.4 Additional online registers

- It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. The following new registers, each updated quarterly, are proposed:
 - Lease register to capture information about the leases the local government is a party to (either as lessor or lessee).
 - community grants register to outline all grants and funding provided by the local government.
 - interests disclosure register that collates all disclosures made by elected members about their interests related to matters considered by council.
 - applicant contribution register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking.
 - contracts register that discloses all contracts above \$100,000.

3.5 Chief Executive Officer Key Performance Indicators (KPIs) be published

- To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs:
 - be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period).
 - the KPIs and the results be published in the minutes of the performance review meeting (at the end of the period).

Theme 4: Stronger local democracy and community engagement**4.1 Community and stakeholder engagement charters**

- It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community.

4.2 Ratepayer satisfaction surveys (band 1 and 2 local governments only)

- It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently managed ratepayer satisfaction survey.

4.3 Introduction of preferential voting

- Preferential voting is proposed to be adopted as the method to replace the current first past the post system in local government elections.
- In preferential voting, voters number candidates in order of their preferences.
- Optional preferential voting is proposed, to ensure that electors may lodge a valid vote without numbering all candidates, if they wish to vote in that way.

4.4 Public vote to elect the mayor and president

- Accordingly, it is proposed that the mayor or president for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.

4.5 Tiered Limits on the Number of Councillors

- It is proposed to limit the number of Councillors based on the population of the entire local government.
- The Local Government Panel Report proposed for a population of:
 - up to 5000 — 5 Councillors (including the president)
 - between 5000 and 75,000 — 5 to 9 Councillors (including the mayor/president)
 - above 75,000 — nine to fifteen Councillors (including mayor).
- Based on requests from impacted councils, it is proposed to adjust this to allow local governments with a population of up to 5000 people to decide to have 5, 6 or 7 Councillors.

4.6 No wards for small councils (band 3 and 4 councils only)

- It is proposed that the use of wards for councils in bands 3 and 4 is abolished.

4.7 Electoral reform — clear lease requirements for candidate and voter eligibility

- Reforms are proposed to prevent the use of 'sham leases' in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.
- The City of Perth Inquiry Report identified sham leases as an issue.

4.8 Reform of candidate profiles

- Further work will be undertaken to evaluate how longer candidate profiles could be accommodated.

- Longer candidate profiles would provide more information to electors, potentially through publishing profiles online.

4.9 Other minor electoral reforms

- Reforms are proposed to include:
 - the introduction of standard processes for vote re-counts.
 - the introduction of more specific rules concerning local government council candidates' use of electoral rolls.
 - Filling extraordinary vacancies following elections - Based on input from the sector, it is proposed to create a new power to allow vacancies on councils arising up to twelve months after an election to be filled by the next highest-polling candidate.
 - Election timeframes - It is necessary to extend timeframes for elections in the Act to account for slower postal services.
 - Electronic/online voting - It is proposed to amend the Act to allow for the future implementation of electronic voting in elections.
 - Extended leave from meetings - Based on advocacy from the sector, it is proposed to provide a right for elected representatives to take up to six months' leave if they become a parent or guardian. Similarly, they may take up to six months of medical leave with a medical certificate.

Theme 5: Clear roles and responsibilities

5.1 Introduce principles in the Act

- It is proposed to include new principles in the Act, including:
 - the recognition of Aboriginal Western Australians
 - tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal)
 - community engagement
 - financial management.

5.2 Greater role clarity

- The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law.
- It is proposed that these roles and responsibilities are further defined in the legislation.

5.2.1 Mayor or President role

- While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the mayor or president is responsible for:
 - representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council
 - facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act
 - developing and maintaining professional working relationships between Councillors and the CEO

- performing civic and ceremonial duties on behalf of the local government
- working effectively with the CEO and Councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.

5.2.2 Council role

- While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the council is responsible for:
 - making significant decisions and determining policies through democratic deliberation at council meetings
 - ensuring the local government is adequately resourced to deliver the local government's operations, services and functions — including all functions that support informed decision-making by council
 - providing a safe working environment for the CEO
 - providing strategic direction to the CEO
 - monitoring and reviewing the performance of the local government

5.2.3 Elected Member (Councillor) role

- While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected Councillor is responsible for:
 - considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including Councillors elected for a particular ward)
 - positively and fairly contributing and applying their knowledge, skill, and judgement to the democratic decision-making process of council
 - applying relevant law and policy in contributing to the decision-making of the council
 - engaging in the effective planning and review of the local government's resources, and the performance of its operations, services, and functions
 - communicating the decisions and resolutions of council to stakeholders and the public
 - developing and maintaining professional working relationships with all other Councillors and the CEO
 - maintaining and developing their knowledge and skills relevant to local government
 - facilitating public engagement with local government.
- It is proposed that elected members should not be able to use their title (e.g. Councillor, mayor or president) and associated resources of their office (such as email address) unless they are performing their role in their official capacity.

5.2.4 CEO role

- The Act requires local governments to employ a CEO to run the local government administration and implement the decisions of council.
- To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.

- While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for:
 - coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions
 - facilitating the implementation of council decisions
 - ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council
 - managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council
 - providing timely and accurate information and advice to all Councillors in line with the council communications agreement (see item 5.3)
 - overseeing the compliance of the operations of the local government with State and Commonwealth legislation on behalf of the council
 - implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.

5.3 Council communication agreements

- In State Government, there are written communication agreements between Ministers and agencies that set standards for how information and advice will be provided.
- It is proposed that local governments will need to have Council Communications Agreements between the Council and the CEO.
- These Council Communication Agreements would clearly specify the information that is to be provided to Councillors, how it will be provided, and the timeframes for when it will be provided.
- A template would be published by DLGSC. This default template will come into force if a Council and CEO do not make a specific alternative agreement within a certain timeframe following any election.

5.4 Local governments may pay superannuation contributions for elected members

- It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.

5.5 Local governments may establish education allowances

- Local governments will have the option of contributing to the education expenses for Councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council.

5.6 Standardised election caretaker period

- A State-wide caretaker period for local governments is proposed.

5.7 Remove WALGA from the Act

- The [Local Government Panel Report](#) recommended that WALGA not be constituted under the Act.
- Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.

5.8 CEO recruitment

- It is proposed that DLGSC establishes a panel of approved members to perform the role of the independent person on CEO recruitment panels.

Theme 6: Improved financial management and reporting**6.1 Model financial statements and tiered financial reporting**

- Recognising the difference in the complexity between smaller and larger local governments, it is proposed that financial reporting requirements should be tiered — meaning that larger local governments will have greater financial reporting requirements than smaller local governments.
- It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils and simpler, clearer financial statements for bands 3 and 4.

6.2 Simplify strategic and financial planning

- In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers.
- Local governments would be required to adopt a standard set of plans, and there will be templates published by DLGSC for use or adaptation by local governments.
- It is proposed that the plans that are required are:
 - Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives with a new plan required at least every eight years. These will be short-form plans with a template available from DLGSC.
 - Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets.
 - Simplified Long Term Financial Plans will outline any long-term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years.
 - A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long-Term Financial Plan) providing a forecast to ratepayers (updated at least every four years).
 - The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council.

6.3 Rates and revenue policy

- The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure.
- A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services.
- The policy would need to reflect the Asset Management Plan and the Long-Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.

6.4 Monthly reporting of credit card statements

- The statements of a local government's credit cards used by local government employees will be required to be tabled at council meetings on a monthly basis.

6.5 Amended financial ratios

- Financial ratios will be reviewed in detail, building on work already underway by DLGSC.

6.6 Audit committees

- To ensure independent oversight, it is proposed the chair of any audit committee be required to be an independent person who is not on council or an employee of the local government.
- Audit committees would also need to consider proactive risk management.
- To reduce costs it is proposed that local governments should be able to establish shared regional audit committees.
- The committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.
- No requirement for majority of independent members (only independent chair)
- Local governments may remunerate independent committee members

6.7 Building Upgrade Finance

- Reforms would allow local governments to provide loans to third parties for specific building improvements — such as cladding, heritage and green energy fixtures.

6.8 Cost of Waste Service to be Specified on Rates Notices

- It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).

11.4 Bunbury Geographe Group of Councils (BGGC) - Minutes

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:	GVR/011
Appendices:	Appendix 11.4.A – BGGC Minutes – 21 August 2025
Voting Requirement:	Absolute Majority

Report Purpose

This report presents to Council the minutes of the Bunbury Geographe Group of Councils meeting held on the 21 August 2025, and the recommendations from that meeting for Council's consideration.

Officer's Recommendation/Council Decision:

Resolution: 9647

Moved: Cr Italiano

Seconded: Cr Smith

That Council:

1. *Receives the minutes of the Bunbury Geographe Group of Council's (BGGC) meeting held on the 21 August 2025;*
2. *Endorses the BGGC recommendation that the CEO Working Group engage with all relevant stakeholders to:*
 - a) *Develop a draft governance model.*
 - b) *Fund the development of the draft governance model from the existing BGGC surplus funds up to \$20,000.*
 - c) *Develop a contributions proposal to fund the governance model.*
 - d) *Recommend the most effective member group for the region.*
 - e) *Complete the above by 31 March 2026.*
3. *Endorses the BGGC recommendation that funding for the Bunbury Geographe Tourism Partnership run through to 30 June 2026, with the decision being made on the future of the partnership by 31 March 2026.*

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

The Bunbury Geographe Group of Councils has operated as a voluntary association through an MOU since 1998. Member Councils have developed a proactive organisation providing advocacy for the region through an agreed alliance. This process has been successful as a syndicated collaboration, working on an advocacy partnership for the betterment of the region.

In late 2024 the Shire of Collie signed an updated Memorandum of Understanding (MOU) with the City of Bunbury and Shires of Capel, Dardanup, Donnybrook-Balingup and Harvey as the “Bunbury Geographe Group of Councils” (BGGC). The MOU remains in place until any or all participants withdraw from the agreement.

The purpose of the Bunbury Geographe Group of Councils is to:

- 1) Undertake the activities defined as Continuing Projects and Services in accordance with the MOU. These include:
 - a. Waste Minimisation: South West Regional Waste Group
 - b. Environmental Services:
 - i. Declared pests/weeds;
 - ii. Arum lilies control (a poisonous weed)
 - iii. Coastal Hazard Risk Management and Coastal Adaptation Planning (CHRMAP)
 - c. Regional Economic & Community Development:
 - i. Bunbury Geographe Tourism Partnership
 - ii. Bunbury Geographe Economic Alliance
 - d. Others Identified:
 - i. Regional Recycling
 - ii. Bunbury Harvey Regional Council / Subsidiary
 - iii. Land Care
 - e. Infrastructure Coordination:
 - i. Strategic Logistic Infrastructure
 - ii. Community Infrastructure
 - iii. Land, Housing & Accommodation
 - iv. Water surety and supply
 - f. Procurement Coordination
- 2) Provide a means for the Participants, through voluntary participation and the integration and sharing of resources, where the requirements of clause 7 are met, to:
 - a. Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2 Part 1 .
 - b. Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2 Part 1
 - c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages.
 - d. Assess the possibilities and methodology of facilitating economic and community development for the benefit of the Region, including, without limitation, the matters described in Schedule 2 Part 2; and
 - e. Promote, initiate, undertake, manage and facilitate the matters described in Schedule 2 Part 2.

Council considered a report on the BGGC partnership and funding related to the Bunbury Geographe Tourism Partnership at the 11 February 2025 Council meeting, where Council resolved (Res 9536):

That Council:

- 1. receives the update provided on the Bunbury Geopraphe Tourism Partnership - Regional Tourism Strategy 2024-2027;*
- 2. supports the participation by the Shire of Collie in the newly negotiated Service Level Agreement for 2025/26; and*
- 3. supports the tourism marketing program continuing to be guided by the Bunbury Geopraphe Group of Councils (BGGC) CEO's, with this group setting the strategic directions of the program and endorsing the Strategic Plan; and.*
- 4. review the Shire's continued membership in the Bunbury Geopraphe Tourism Partnership beyond 30 June 2026 as part of Council's review of its strategic focus and financial evaluation associated with the Long Term Financial Plan.*

Carried: 10/0

Council considered a further report on the BGGC partnership at the 10 June 2025 Council meeting, where Council resolved (Res 9610):

That Council, in response to the recommendation received from the Bunbury Geopraphe Group of Councils (BGGC) meeting held on the 8 May 2025, resolve the following:

- 1. That the Shire of Collie supports the continuation of a voluntary regional association based on contributing proportionally to the operating costs to support the utilisation of an Executive Support Officer to support the BGGC administrative and meeting functions.*
- 2. That the Shire of Collie does not support continuation of a voluntary regional association beyond 2025/26 where a proportional contribution is made to the operating costs to support the employment of a Chief Executive Officer (based on a \$330,000 total cost) to support the BGGC. Should the other BGGC member Councils endorse the employment of a BGGC CEO, then the Shire of Collie gives notice of its intention to withdraw from the BGGC at the end of 2025/26 in accordance with Clause 9.1 of the BGGC Memorandum of Understanding.*
- 3. That the Shire of Collie supports a meeting schedule that mirrors the South West Zone of WALGA and that these meetings be held with due regard to the Zone meetings and that the members of the Zone be appointed members for the BGGC.*
- 4. That the Shire of Collie supports the CEO Working Group sourcing governance agreements operating from others regional groups in Western Australia or other States that demonstrate a best practice model of successful collaboration (based on the Executive Support Officer model) and present these to the elected member group for consideration, considering other legal and governance arrangements.*

Carried: 8/0

The BGGC recently met on the 21 August 2025 (refer to attached Minutes – Attachment 11.4.A), where the feedback from member Councils on the future of the BGGC arrangement and a BGGC CEO proposal was raised and discussed.

The officer's recommendation is based on the BGGC discussion and recommendations.

Statutory and Policy Implications:

Local Government Act 1995

The Bunbury Geographe Tourism Partnership is a continuing project under the Bunbury Geographe Group Memorandum of Understanding, which has been signed by the Shire of Collie.

In accordance with the BGGC Memorandum of Understanding:

Clause 6. Continuing Projects & Services

- **Clause 6.5 Withdrawal**

A Participant may, at any time between 1 July and 31 December in any year, give to the Bunbury Geographe Group of Councils notice and reasons of its intention to withdraw from any of the Continuing Project and Services.

- **Clause 6.6 – When Withdrawal to take effect**

The withdrawal of a Participant under clause 9.1 shall take effect from the end of the financial year following the giving of the notice of withdrawal under clause 9.1.

Clause 7. New Projects or Services

Clause 8. Winding Up

Clause 9. Withdrawal of a Participant

- **Clause 9.1 Withdrawal**

A Participant may, at any time between 1 July and 31 December in any year, give to the Bunbury Geographe Group of Councils notice of its intention to withdraw from the Bunbury Geographe Group of Councils.

- **Clause 9.2 – When Withdrawal to take effect**

The withdrawal of a Participant shall take effect from the end of the financial year following the giving of the notice of withdrawal under clause 9.1.

Budget Implications:

The 2025/26 budget includes within GL#198330 \$20,000 towards the Bunbury Geographe Tourism Partnership.

The Long Term Financial Plan includes a general provision of \$20,000 towards Regional Tourism for 2026/27 and future years.

Budget – Whole of Life Cost

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Communications Requirements:

Not applicable.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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:

The Shire of Collie has for many years supported participation in the Bunbury Geographe Group of Councils and Bunbury Geographe Tourism Partnership and regional tourism initiatives.

The Shire of Donnybrook-Balingup have advised the group that their Council has resolved not to continue in the Bunbury Geographe Tourism Partnership from 2025/26, with their membership concluding on 30 June 2025.

The Regional Tourism Strategy 2024-2027 proposes that the tourism marketing program continues to be guided by the BGGC CEOs, with this group setting the strategic directions of the program and endorsing the Strategic Plan.

Comment:

The Business Paper presented to Council in June 2025 referred to the development of a new governance framework and funding model for the BGGC. Council considered the proposed model and while supportive of the continuation of a voluntary regional association, was not supportive of the employment of a Chief Executive Officer (based on a \$330,000 total cost) to support the BGGC.

The BGGC decisions from the 21 August 2025 meeting provide the opportunity to explore other governance and funding models that may suit the region better, and to recommend the most effective grouping if more appropriate. By undertaking this review by 31 March 2025, it enables each local government to consider its future involvement and financial contribution, with this timeframe aligning with the annual budget review and development cycle.

11.5 Annual Review of Delegations 2025

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/043
Appendices:	Appendix 11.5.A – Delegations Register
Voting Requirement:	Absolute Majority

Report Purpose

An annual review of Delegations has been undertaken with the 2025/26 Delegations Register provided for Council consideration and endorsement.

Officer's Recommendation/Council Decision:

Resolution: 9648

Moved: Cr Smith

Seconded: Cr Kearney

That Council:

- 1. Acknowledges that it has completed its annual review of delegations and duties to the Chief Executive Officer as empowered by the Local Government Act 1995, Regulations, and other relevant statutes.*
- 2. In accordance with Section 5.46(2) of the Local Government Act 1995, adopts the delegations provided for in Appendix 11.5.A.*

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

The *Local Government Act 1995* empowers Council to delegate certain power and authority to the Chief Executive Officer to carry out the functions of Council. Section 5.46 requires the delegations to be reviewed at least annually.

Delegations are used in local government in a number of circumstances including where:

- The business of the local government could not be efficiently carried on if the Council or CEO were to personally exercise their discretion to enforce all the rights or discharge all the duties; and
- Through practical administration, the Council or CEO needs to appoint other employees to exercise their discretion to make decisions, exercise powers or discharge duties on behalf of the local government.

All delegations made under the Act must be made by Absolute Majority and recorded in a register.

A number of duties are to be performed by Officer's authorised by the local government; these areas are included for Council to endorse.

To guide staff in understanding the relevant delegations to the CEO from Council, and to clarify how various delegations are enacted through employees, delegations from the CEO to employees together with any conditions or reporting requirements, are included in the Delegations Register [refer to Appendix 11.5.A)

Statutory and Policy Implications:

Local Government Act 1995

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 5.16 - 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. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** 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.*

5.43. Limits on delegations to CEO 28

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.129;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*

- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

5.44. CEO may delegate powers and duties to other employees

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (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) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,*
are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*

conditions *includes qualifications, limitations or exceptions.*

5.45. Other matters relevant to delegations under this Division

- (1) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
 - (a) *a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and*
 - (b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*
- (2) *Nothing in this Division is to be read as preventing —*
 - (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
 - (b) *a CEO from performing any of the CEO's functions by acting through another person.*

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*

- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

Section 9.10 - Appointment of authorised persons - The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. The local government is to issue the authorised person with a certificate stating the person is so authorised.

Bush Fires Act 1954

Section 59 (3) - A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

Section 48 (1) - A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act.

Graffiti Vandalism Act 2016

Section 16 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

Section 17 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

Food Act 2008

Section 118 - A local government is authorised to empower an officer to undertake duties as defined by the Act.

Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016

Section 26 - Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder: Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

Cat Act 2011

Section 44 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Section 45 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

Dog Act 1976

Section 10 AA - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Litter Act 1979 Appointment of Authorised Officers

All local government employees can be authorised officers providing they have been provided a Certificate of Appointment by the Authority, per Schedule 2 of the Litter Regulations 1981.

Town Planning

The Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Collie Local Planning Scheme No. 6 provides Council the power to delegate power to the Chief Executive Officer.

Building Act 2011

Section 127 of the Building Act 2011 enables local governments to delegate any of its powers or duties as a permit authority under the Act. Such a delegation can only be made to an employee of the local government as per the Local Government Act 1995 section 5.36 [Chief Executive Officer].

Principal Environmental Health Officer

The Environmental Health Officer [EHO or PEHO] should be delegated the powers (in the list) for the performance of his/her day-to-day duties. There may, from time to time, be an urgent or emergency situation pertaining to public health in which prompt action by an EHO is required.

There are a number of items on the list which would not pertain to any emergency but such a part of the normal day-to-day functions of an EHO and well within the capabilities and competencies of an EHO.

There are a handful of significant emergency powers which are not included in the list. They pertain to events and matters which only a Chief Executive Officer should preside over.

Budget Implications:

While this report does not have any direct budget implications, various Delegations contained within the Delegations Register have budget allocations and implications.

Communications Requirements:

Not applicable.

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:	5.1.6	To provide good governance across the organisation.

Relevant Precedents:

Council consider delegations annually in accordance with the *Local Government Act 1995*. The last review was undertaken on the in August 2023, when Council resolved (Res: 9239) to adopt the reviewed delegations.

Comment:

Each delegation has been reviewed by the Chief Executive Officer before being submitted to Council for endorsement. Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer.

Where appropriate, the Chief Executive Officer may on-delegate authority to other officers for operational reasons. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

12. OPERATIONAL REPORTS

12.1 SWRRG – Report on Major Bridges on Roads of Regional Significance

Reporting Department:	Chief Executive Office
Reporting Officer:	Scott Geere – Director Operations
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	RDS/006
Appendices:	Nil.
Voting Requirement	Simple Majority

Report Purpose

To seek Council's endorsement of a collaborative approach with other South West Regional Road Group (SWRRG) member Councils to prepare a report on major bridges on Roads of Regional Significance within the Shire of Collie.

Officer's Recommendation/Council Decision:

Resolution: 9649

Moved: Cr Smith

Seconded: Cr Sadlier

That Council:

- 1. Endorse a collaborative approach with other Southwest Regional Group (SWRRG) member Councils to engage a consultant with the necessary expertise to compile a report on the three (3) bridges within the Shire of Collie that are located on Roads of Regional Significance, based on member Councils contributing proportionally to the cost;*
- 2. Support the presentation of the collated regional report to the SWRRG Technical Committee at its November 2025 meeting, with the intent of strengthening regional advocacy for Main Roads Western Australia to retain responsibility for bridge renewal and replacement; and*
- 3. Authorise the Chief Executive Officer to progress the preparation of an individual Shire of Collie report, should a collaborative arrangement with other Member Councils not be achievable in time to meet the November 2025 reporting deadline.*

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

Main Roads Western Australia (MRWA) has been gradually withdrawing from asset management for bridges and have been progressively handing elements of the asset program to local governments, including in recent years:

- Full responsibility for culvert maintenance; and
- Management of bridge repair projects, with funding typically provided on a 2/3 contribution basis.

MRWA have recently indicated their intention to take a further step back from direct asset programming and project management of bridges. This is based on their view that local governments are better placed to manage procurement processes and have access to a wider pool of qualified contractors than MRWA.

The central concern of this intention is that local governments generally lack the technical expertise and resourcing to effectively undertake asset programming of bridges, and project management for major bridge renewal and replacement projects.

The Reporting Officer was first made aware of this matter at the South West Regional Road Group (SWRRG) Elected Members Meeting held on the 25 November 2024, when it was raised during general business. A motion was passed by the Committee as follows:

Final Motion: That the South West Regional Road Group Elected Members Committee request clarity and solutions around the risks associated with the MRWA proposed to hand over repairs to timber bridges and replacement of timber bridges with culverts to local government to project manage. These include, but are not limited to financial implications, quality control, resourcing, and safety of works both short term and after project completion.

It was again raised during the South West Regional Road Group (SWRRG) Elected Members Meeting held on the 31 March 2025, where the motion was resolved as follows:

Motion: That the South West Regional Road Group agree to Main Roads WA proposal for Local Governments to manage simple bridge repairs, with Main Roads WA providing assistance with design, survey and bridge inspections, and only in agreement between Main Roads WA and the Local Government authority.

Further concerns were raised by the South West Regional Road Group (SWRRG) Elected Members Meeting held on the 28 July 2025 regarding the handing over of further critical aspects of the bridge asset management program to local governments, and the ability for smaller local governments to financially deal with emergency bridge repair costs which are typically not eligible for funding by MRWA. A motion was passed by the Committee as follows:

Motion: That Member Councils each compile a report on major bridges on Roads of Regional Significance as outlined in ROADS 2040, within their LGA. This list is to be presented to the SWRRG Technical Committee at their November 2025 meeting for collation and decision for the ownership / responsibility / maintenance of these bridges to be passed to MRWA (Main Roads Western Australia). This collated list will be presented to Elected Members at the November meeting, then a letter to the Minister for Transport will be prepared highlighting the current and expected level of bridge maintenance within the South West Region.

As this motion relates to bridges on Roads of Regional Significance only, this will only relate to the following bridges within the Shire of Collie:

- Bridge 3518 – McAlinden Road
- Bridge 3520 – Powerhouse Road
- Bridge 3523 – Mungalup Road

Discussions have been held with technical staff from the Shire of Donnybrook-Balingup and the Shire of Boyup Brook, to discuss the prospect of a collaborative approach via the

appointment of a suitable approach to developing a report across multiple local government areas. This will provide a number of benefits:

- Consistency in approach and analysis;
- Utilisation of a consultant that has the relevant technical expertise in the field;
- Cost Sharing; and
- Stronger regional advocacy.

Statutory and Policy Implications:

Main Roads Act 1930

The *Main Roads Act 1930* establishes the powers and responsibilities of Main Roads Western Australia (MRWA) in relation to the control, construction, and maintenance of roads and associated infrastructure. The definition of 'road' under s.6 of this Act includes bridges. The gradual transfer of responsibility for certain bridge assets and maintenance functions from MRWA to Local Governments has implications for how responsibilities under the Act are interpreted and applied.

Local Government Act 1995

The *Local Government Act 1995* requires Local Governments to ensure the provision of adequate infrastructure and services to meet community needs. Should responsibility for bridges continue to be entrusted to local governments, the Shire of Collie will carry increased statutory obligations to manage bridge assets to an appropriate standard, including funding, procurement, inspection, and maintenance responsibilities

The South West Regional Road Group (SWRRG) is an external reference group, therefore any decisions made at SWRRG meeting refer to the activities and decision making role of the group. Any resolutions that refer to individual local governments operations need to be ratified by each local government, as the SWRRG does not have delegated authority from Council.

Budget Implications:

There are budget implications associated with the Shire of Collie contributing towards the engagement of a consultant to prepare the regional bridge report.

While the exact cost-sharing arrangement between member Councils is not yet known, a 2025/26 budget allocation of \$10,000 is provided for Regional Resource Sharing Initiatives (GL#104600) which could be utilised for this purpose.

Budget – Whole of Life Cost:

There are potential long term budget implications if responsibility for bridge renewal and replacement is further devolved from MRWA to local governments. Such works represent high value infrastructure projects, and without secured State funding contributions, they could pose a substantial financial burden on the Shire in future years.

Communications Requirements: (Policy No. CS 1.7)

Not applicable.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Outcome:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships

Relevant Precedents:

Not applicable

Comment:

The SWRRG resolution provides an opportunity for member Councils to highlight the scale and condition of bridges on Roads of Regional Significance within the South West region, and to collectively advocate for MRWA to retain responsibility for their long-term renewal and replacement.

However, preparation of the required report will necessitate significant technical input and resourcing. It is not considered efficient or practical for each member Council to individually undertake this task, given the shared challenges faced by all local governments in the region.

A collaborative approach between Member Councils is therefore recommended. Pooling resources to engage either an external consultant would ensure that:

- The report is compiled to a professional and technically sound standard;
- The regional advocacy case is strengthened by consistent reporting across member Councils; and
- The Shire's resource constraints are managed without diverting staff from other operational priorities.

Should a collaborative arrangement not be able to be established in sufficient time to meet the November 2025 reporting deadline, the Shire of Collie will need to progress the preparation of its own report independently to enable implementation of the intention of the SWRRG resolution.

13. DEVELOPMENT SERVICES REPORTS

Nil.

14. CORPORATE SERVICES REPORTS

14.1 Adoption of Disability Access and Inclusion Plan 2025-2029	
Reporting Department:	Corporate and Community Services
Reporting Officer:	Tamsin Emmett – Community Development Officer
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation	<i>Disability Services Act 1993</i>
File Number:	GOV/022
Appendices:	Appendix 14.1.A - Shire of Collie Disability Access and Inclusion Plan 2025-2029
Voting Requirement	Simple Majority

Report Purpose

For Council to adopt the Shire of Collie Disability Access and Inclusion Plan 2025-2029 and receive the community feedback as provided.

Officer's Recommendation/Council Decision:

Resolution: 9650

Moved: Cr Faries

Seconded: Cr Kearney

That Council:

- 1. Receives the community feedback received on the Shire of Collie Disability Access and Inclusion Plan 2024-2029;*
- 2. Adopts the Shire of Collie Disability Access and Inclusion Plan 2024- 2029 included as Appendix 14.1.A; and*
- 3. Authorises the Chief Executive Officer to submit a copy of the Shire of Collie Disability Access and Inclusion Plan 2024-2029 to the Department of Communities (Disability Services).*

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

At the Ordinary Meeting of Council held 8 July 2025, Council resolved:

That Council:

- 1. Approves the advertising of the Shire of Collie Disability Access and Inclusion Plan 2024- 2029 as attached to this report for public comment for 21 days; and*

2. *Requests the Chief Executive Officer to report the outcomes of the public comment period and present the proposed Disability Access and Inclusion Plan 2025-2029 at a subsequent 2025 Ordinary Council Meeting*

The Plan was advertised in the Collie River Valley Bulletin, on the Shire's website, via the Shire's social media channels, and on the Shire noticeboard on Forrest Street. Copies were also available in hard copy at the Shire Administration Office and Library.

One submission was received during the public comment period. The submission requested that Mario's Taxis be compensated for the services provided beyond their standard operations, and that skip bins be provided for low-income earners and people with disabilities. These matters have been considered, however, no further amendments to the Plan are proposed.

The 2025-2029 Plan outlines strategies to improve accessibility and inclusivity across Shire services, facilities, information, and community engagement, consistent with the State Disability Strategy.

Statutory and Policy Implications:

Section 29 of the *Disability Services Act 1993* (amended 2004) requires all local governments to have and implement a Disability Access and Inclusion Plan (DAIP).

The below legislation is also relevant in the development and implementation of Disability Access and Inclusion Plans.

- *Western Australian Equal Opportunity Act 1984 (amended 1988)*
- *Commonwealth Disability Discrimination Act 1992*
- *Disability (Access to Premises – Buildings) Standards 2010*
- *Local Government Act 1995*

Budget Implications:

Implementation of the Plan's actions will be accommodated within existing operational budgets, with capital works considered in future budgets as required.

Budget – Whole of Life Cost:

Any infrastructure-related initiatives arising from the Plan will be incorporated into long-term asset management and maintenance planning.

Communications Requirements: (Policy No. CS 1.7)

The Plan was advertised for public comment for 21 days. The Plan was advertised on the Shire's website, in the local newspaper, via community noticeboards, and through relevant stakeholder networks. Copies were available in both print and accessible formats upon request.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	1	Our Community
Outcome	1.2	Community connection, engagement and participation
Priority	1.2.3	Improve how we communicate with the community and other stakeholders.
GOAL:	3	Our Built Environment
Outcome:	3.1	Safe and well-maintained shire owned facilities and infrastructure
Priority:	3.1.1	To increase the Shire's capability to maintain and improve facilities and infrastructure

Relevant Precedents:

Council has previously adopted Disability Access and Inclusion Plans, including the 2017–2021 Plan, and has met all annual reporting requirements under the *Disability Services Act 1993*.

Comment:

The Disability Access and Inclusion Plan 2025–2029 is represented unchanged to Council for endorsement after public advertising and represents the Shire's ongoing commitment to creating an inclusive and accessible community for people of all abilities. The Plan was informed by community consultation, legislative requirements, and the State Disability Strategy.

Endorsement of the Plan will enable the Shire to continue improving physical access, information accessibility, inclusive decision-making, and equitable participation in community life.

Ms Curnock declared a Financial Interest in Item 14.2.

14.2 Budget Amendment Request – Alteration to Light Vehicle Replacement Plan for 2025/26 Financial Year	
Reporting Department:	Corporate and Community Services
Reporting Officer:	Xandra Curnock – Director Corporate and Community Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	FIN/065
Appendices:	Appendix 14.2.A – Light Vehicle Replacement
Voting Requirement	Absolute Majority

Report Purpose

For Council to consider an amendment to the 2025/26 Budget in relation to light vehicle purchases to ensure fleet maintenance and replacement is optimised. The proposed amendment will have no impact on the budgeted surplus or Plant Reserve fund.

Officer's Recommendation/Council Decision:

Resolution: 9651

Moved: Cr Sadlier

Seconded: Cr Smith

That Council, pursuant to Section 6.8(1) of the Local Government Act, approve amendments to the light vehicle purchases identified in the 2025/26 Budget supporting information in accordance with Appendix 14.2.A.

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

At the Ordinary Meeting of council held 8 July 2025, Council adopted the 2025/26 Budget.

The Budget included a listing of proposed light vehicle purchases as part of plant and equipment. Following the adoption of the Budget and as a result of vehicle reliability concerns, a further review of the light vehicle fleet has been undertaken and amendments to the replacement program are proposed.

At the Ordinary Meeting of Council held 12 August 2025, Council approved an amendment to the Budget to reduce the proceeds of asset disposal by \$21,600 and support the retention of the Holden Colorado single cab utility, registration 112CO.

Statutory and Policy Implications:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*;

Additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

Budget Implications:

The amendments to acquisitions and disposal to the light vehicle fleet will have no nett financial impact on the 2025/26 Budget.

Budget – Whole of Life Cost:

No material variance is expected to whole of life costs as the total number of vehicles within the light vehicle fleet is not changing.

Communications Requirements: (Policy No. CS 1.7)

Nil.

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:

Council has previously approved light vehicle fleet replacement as part of the 2025/26 Budget adoption.

Comment:

A review of vehicle replacement has occurred due to mechanical issues with cars previously not identified for replacement and with the onboarding of new staff.

The table included in Appendix 14.2.A summarises the proposed changes to the light vehicle fleet purchasing budget as listed below:

- The new Isuzu DMax vehicle, for the rangers is estimated to be \$10,000 less than budgeted, based on recent market research.
- The Director Corporate & Community Services current vehicle is a 2016 Holden Captiva which was originally scheduled for replacement in 2026/27. This vehicle has had recent mechanical issues and has travelled 132,000 km and therefore needs to be replaced sooner than originally scheduled.

Assuming a trade-in value of \$10,000 and a cost of \$70,000 for the new vehicle, based on a Isuzu MUX in line with other Director replacement vehicles, the balance of \$60,000 would continue to be funded from the Plant Reserve.

- The Manager Operations vehicle Mazda CX5, is due for replacement and is to be replaced with an Isuzu Dmax valued at \$45,000, in line with other manager vehicles. A \$15,000 saving is forecast on the original budget estimates.
- A lower trade in value is presumed for the disposal of the Director Development Services vehicle, a Holden Calais.
- The ICT Manager no longer requires the vehicle allocated to this role as this employee has opted to take a vehicle allowance in lieu of a vehicle, which is included within the employee cost budget, resulting in a \$45,000 saving on vehicle purchases and a \$45,000 reduction in Plant Reserve transfers.

The vehicles listed will be purchased, or similar, subject to availability and budgeted amounts.

The overall impact of the above is nil.

14.3 Financial Management Report – July 2025

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.3.A – Financial Report – July 2025
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending 31 July 2025.

Officer's Recommendation/Council Decision:

Resolution: 9652

Moved: Cr Kearney

Seconded: Cr Faries

That Council receive the Financial Management Reports for July 2025 as presented in Appendix 14.3.A.

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

In accordance with Council policy and the provisions of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* (Regulations), the Shire is required to prepare a monthly Statement of Financial Activity and Statement of Financial Position each month. Refer to Appendix 14.3.A.

Statutory and Policy Implications:

Local Government Act 1995

6.4. Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*

Local Government (Financial Management) Regulations 1996**34. Financial activity statement required each month (Act s. 6.4)**

(1A) *In this regulation—*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- (b) *budget estimates to the end of the month to which the statement relates; and*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the month to which the statement relates.*

(1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*

(1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*

(2) *Each statement of financial activity is to be accompanied by documents containing*

- (a) *deleted*
- (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity may be shown according to nature and type classification.*

(4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*

- (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
- (b) *recorded in the minutes of the meeting at which it is presented.*

Local Government (Financial Management) Regulations 1996

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
 - (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

Budget Implications:

The monthly Financial Management Report provides Council with an overview of budget compared to actual expenditure and revenue.

Future reports will include financial forecasts to the end of the financial year to enable 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.

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)

Nil

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:

Each month Council is presented a monthly Financial Management Report.

Comment:

The financial statements provided in Appendix 14.3.A reports on the following information for the reporting period:

- Statement of Comprehensive income by Nature
- Statement of Comprehensive income by Program
- Statement of Financial Activity
- Explanation of material variances on the Statement of Financial Activity
- Statement of Financial Position
- Supplementary notes

The Statement of Financial Activity provides Elected Members with a high level oversight of operating and capital revenues and expenditures. It is also intended to link operating results with balance sheet items and reconcile with the end of month balances.

In accordance with the Regulations, for the 2025/26 period a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) 10% or \$50,000, whichever is the greater.

For the period 1 July 2025 to 31 July 2025:

- Income is over budget by 2.45%; and
- Expenditure is under budget by 19.53%.

Commentary in relation to these variances is provided at nature and type level. A nil variance means that the year-to-date actual value is identical to the year-to-date budget estimate. Comments are therefore provided where the variance's value is >10% or >\$50,000 under or over budget.

Due to the need to focus on the end of 2025 financial year, the Monthly Financial Statement currently does not incorporate all of the detail anticipated in future reports.

The Financial Management Reports included in Appendix 14.3.A do not include end of year adjustments for the year ended 30 June 2025. The figures presented are unaudited and subject to change.

14.4 Accounts Paid – 16 July 2025 to 15 August 2025

Reporting Department:	Corporate Services
Reporting Officer:	Karen Rushton – Finance Officer
Accountable Manager:	Geoff Lawrence – Finance and Business Excellence Coordinator
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.4.A – Accounts Paid
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 16 July 2025 to 15 August 2025.

Officer's Recommendation/Council Decision:

Resolution: 9653

Moved: Cr Faries

Seconded: Cr Sadlier

That Council receives the List of Accounts paid for the period 16 July 2025 to 15 August 2025 as presented in Appendix 14.4.A totalling \$3,779,810.92.

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.

Against: Nil.

Background:

Where a Council has delegated authority to the Chief Executive Officer to make payments from the municipal or trust fund, a list of accounts paid is to be presented at the ordinary meeting each month.

In accordance with Delegation 2.2.21, the Chief Executive Officer is authorised to make payments.

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) the payee's name; and*
 - (b) the amount of the payment; and*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (i) sufficient information to identify the transaction; and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
- (a) the payee's name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment;*
 - (d) sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

Council Policy

CS3.7 Payment of Creditors

5.0 List of Accounts Paid

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

Budget Implications:

All liabilities settled have been in accordance with the annual budget provisions.

Budget – Whole of Life Cost:

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

Communications Requirements: (Policy No. CS1.7)

Nil

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:

Each month Council receives the list of accounts presented.

Comment:

A listing of payments is included in Appendix 14.4.A.

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

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

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

Nil.

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**Shire President Cr Miffing**

- 13 August – attended a District Health Advisory Committee (DHAC) meeting at the Collie Hospital.
- 15 August – attended a Just Transition Working Group ‘actions and priorities’ meeting.
- 15 August – attended a Collie Chamber of Commerce & Industry ‘Business Connections Evening’ at the Club Hotel.
- 16 August – represented Council at the Collie Cycle Club Collie-Donnybrook Cycle Race 100th Anniversary dinner at the Collie Italian Club.
- 18 August – attended by invitation from the Climate Justice Union a ‘Yarn’ gathering at the Child & Parent Centre in Wilson Park.
- 21 August – along with Cr Italiano and Mr Anastasakis attended a meeting in Capel of the Bunbury Geographe Group of Councils.
- 22 August – along with Cr Italiano and Mr Anastasakis attended a WA Local Government Association South West Zone meeting in Bridgetown.
- 26 August – attended as Council representative meetings of the Just Transition Working Group.
- 26 August – - along with Crs Italiano and Kearney attended the Councillor nomination information evening in the Council Chambers.
- 27 August – along with Cr Italiano attended as Council’s delegates by ZOOM link the meeting of the Regional Development Assessment Panel considering the battery storage and solar panel development on Williams Road.
- 2 September – - visited the Williams Road Neoen battery and Tesla repair facility projects for an update on progress.
- 9 September – represented Council at the Shire of Boyup Brook ‘Sandakan Memorial Service (World War II commemoration).

Deputy Shire President Cr Italiano

- 21 August – attended Bunbury Geograph Group of Councils meeting at Capel.
- 22 August – attended the SW Zone meeting at Bridgetown.
- 26 August – attended the presentation for potential shire election candidates.
- 27 August – attended the Regional Development Assessment Panel meeting regarding the Hysperia solar farm and battery project.
- 2 September – visited the Williams Road Neoen battery and Tesla repair facility projects for an update on progress.
- 5 September – met with Riverview Residence officials to discuss issues related to their units development project.

Cr Smith:

- 16 August – attended Collie Visitor Centre Committee Meeting .

Mr Anastasakis

- 22 August – attended a WA Local Government Association South West Zone meeting in Bridgetown.
- 2 September – visited the Williams Road Neoen battery and Tesla repair facility projects for an update on progress.
- 9 September – attended the Shire of Boyup Brook 'Sandakan Memorial Service (World War II commemoration).

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: 9654****Moved: Cr Kearney****Seconded: Cr Smith**

That in accordance with Section 5.23 (2) of the Local Government Act 1995, that the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to these matters:

- (a) A matter affecting an employee or employees.*
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

Carried: 7/0**For:** Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadler, Cr Smith.**Against:** Nil.

Cr Burton, who had joined the meeting electronically, declared that she was able to maintain confidentiality during the closed part of this meeting and that if she was no longer able to maintain confidentiality, that she would excuse herself from the meeting.

Members of the public and the press left the meeting at 9:07 pm.

Cr Kearney declared an Impartial Interest in Item 20.1.

20.1 Special Projects Director	
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/111
Appendices:	N/A
Voting Requirement:	Absolute Majority

Officer's Recommendation/Council Decision:		Resolution: 9655
Moved:	Cr Italiano	Seconded: Cr Faries
<i>That Council:</i>		
<i>1. Endorse the creation of the Special Projects Director position;</i> <i>2. Authorise the Chief Executive Officer to recruit and negotiate the terms of appointment a through a 3-5 year Contract of Employment;</i> <i>3. Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase employee costs through the employment of a Special Projects Director of \$134,750; and</i> <i>4. Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase grants and contributions income associated with the employment of a Special Projects Director of \$134,750.</i>		
		Carried: 7/0
For:	<i>Cr Miffing, Cr Italiano, Cr Burton, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.</i>	
Against:	<i>Nil.</i>	

Cr Burton left the meeting at 9:24pm.

Cr Burton returned to the meeting at 9:30pm.

Cr Smith declared a Financial Interest in Item 20.2, the nature of the interest being that Cr Smith leases a residential property to Renergi Directors at market value.

In accordance with s.5.68(1) of the *Local Government Act 1995*, Cr Smith requested the approval of the meeting to be allowed to participate in the discussion and the decision making relating to the matter.

Cr Smith left the meeting at 9:31pm whilst the Council considered her request.

Council Decision:		Resolution: 9656
Moved:	Cr Faries	Seconded: Cr Sadlier
<i>That Council, in accordance with s5.68 of the Local Government Act 1995, determine that Cr Smith's financial interest in relation to the Item 20.2 Renergi Project Update is trivial and that she be permitted to debate and participate in the decision.</i>		
		Carried: 6/0
For:	<i>Cr Miffling, Cr Italiano, Cr Faries, Cr Kearney, Cr Burton, Cr Sadlier.</i>	
Against:	<i>Nil.</i>	

Cr Smith returned to the meeting at 9:35pm.

Cr Burton left the meeting at 9:36pm.

20.2 Renergi Project Update	
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/111
Appendices:	Appendix 20.2.A – Renergi Presentation Appendix 20.2.B – Renergi Energy from Waste through Pyrolysis Lessons Learnt Report 5 - 2025
Voting Requirement:	Simple Majority

Officer's Recommendation/Council Decision:		Resolution: 9657
Moved:	Cr Faries	Seconded: Cr Sadlier
<i>That Council:</i>		
<i>1. Receive the Renergi Project update report – September 2025.</i> <i>2. Authorise the Chief Executive Officer to implement the Confidential recommendation contained within the 9 September 2025 Behind Closed Doors Report 20.2.</i>		
		Carried: 6/0
For:	<i>Cr Miffling, Cr Italiano, Cr Faries, Cr Kearney, Cr Sadlier, Cr Smith.</i>	
Against:	<i>Nil</i>	

Council Decision:**Resolution: 9658****Moved:** Cr Kearney**Seconded:** Cr Italiano*That the meeting be reopened to the public.***Carried: 6/0****For:** Cr Miffing, Cr Italiano, Cr Faries, Cr Kearney, Cr Smith, Cr Sadler.**Against:** Nil.

The meeting was reopened to the public at 10:22pm. No members of the press or the public returned to the meeting.

21. CLOSE

The Shire President declared the meeting closed at 10:23pm.



Shire of
Collie

**Ordinary Council Meeting
14 October 2025**

Appendix 10.1.A

**Minutes of the
Bush Fire Advisory Committee Meeting
4 September 2025**



Shire of
Collie

Minutes

for the

Bush Fires Advisory Committee

4th September 2025

Minutes

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1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

Chairperson declared the meeting opened at 6.34pm

Appointed Members

Councillor Paul Moyses	Shire of Collie Councillor/ Acting Chair
Alex Wiese	Shire of Collie Director Development Services
Darren Robinson	Chief Bush Fire Control Officer
Kohdy Flynn	Community Emergency Services Manager/DCBFCO
Declan Rochester	FCO Preston Road BFB
Neil Waywood	FCO Collieburn Cardiff BFB
Michael Hart	FCO Harris River BFB
Terry Hunter	FCO Shire of Collie
Julian Martin	FCO Shire of Collie
Shaun Partyka	Senior Community Ranger
Ricky Southgate	DFES District Officer Wellington

Invited Guests

Shannon Proudfoot	Captain Collieburn Cardiff BFB
Steven Melvin	Captain Worsley BFB
Archie Boyle	Captain Harris River BFB
Brad Barr	FIFWA Group

Apologies

Andy Wright	ENTS Forestry
Bryce Edwards	Forrest Product Commission
Afie Jazreen	Department of Biodiversity Conservation & Attractions
Shane Hickson	Collie VFRS Captain

Quorum

Presiding Member to ensure that there is a quorum. A quorum for this Committee is 6 voting members.

Other attendance related matters:

- 1.1 Members granted Leave of Absence at previous meeting/s.
- 1.2 Members requesting Leave of Absence for future Meetings.
- 1.3 Members who are applying for Leave of Absence for this Meeting

2. PUBLIC QUESTION TIME

Nil

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DISCLOSURE OF FINANCIAL INTEREST

Nil

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

6. **CONFIRMATION OF THE PREVIOUS MINUTES**

The minutes of the 30th June 2025 meeting are provided as attached for confirmation.

Officer's Recommendation:

That the Minutes of the Bush Fire Advisory Committee meeting held on Monday 30th June 2025 be confirmed as a true and correct record of the meeting.

MOVED: Julian Martin

SECONDED: Michael Hart

CARRIED

7. **BUSINESS ARISING**

Nill

8. **OFFICER REPORTS**

8.1 **Appointment of Fire Control Officers**

Purpose: The appointment and endorsement of Fire Control Officers for the 2025/2026 Bushfire season for the Shire of Collie in accordance with the *Bush Fires Act 1954*.

Reporting Department:	Development Services
Reporting Officer:	Kohdy Flynn
Accountable Manager:	Alex Wiese
Legislation:	<i>Bush Fires Act 1954</i>
File Number:	N/A
Appendices:	Appendix 1
Voting Requirement:	Simple Majority

Officer's Recommendation:

That the Committee recommend that Council resolve to appoint the following personnel and staff to the positions of Fire Control Officer for the 2025/26 Bushfire season in accordance with the *Bush Fire Act 1954*

Kohdy Flynn – Allanson/CESM
Declan Rochester - Collie Preston
Graham Genev – Worsley
Shaun Partyka - Shire Senior Ranger
Alyce Russell – Shire Community Ranger
Michael Hart – Harris River
Neil Waywood – Collieburn Cardiff
Shane Hickson – Collie VFRS
Terry Hunter – Collieburn Cardiff
Julain Martin – Shire of Collie
Melissa Howard – Shire of Collie BRMC
Brad Morgan – Dual FCO Shire of Collie/Boddington

MOVED: Julian Martin

SECONDED: Darren Robinson

CARRIED

Background:

The Shire is required under the *Bush Fires Act* to appoint Fire Control Officers (FCO). An FCO is a delegated representative of the Shire of Collie for the administration of the provisions under the *Bush Fires Act 1954*. The position is required to perform active operational duties involving bushfire suppression, fire prevention strategies, incident management and the issuing of permits to burn. The role of an FCO forms an integral position within the structure of a brigade and forms a professional image for the brigade's and the Shire within the field of emergency management. The position helps shapes a supportive environment as well as acting as a leader for all volunteer members.

Statutory and Policy Implications:

N/A

Budget Implications:

N/A.

Communications Requirements: (Policy No. CS 1.7)

The FCO position falls vacant annually at each brigade Annual General Meeting. Nominations are called for and then voted in by the attending members of the respective brigade.

Strategic Plan Implications:

Strategic Priority 1.1.2: To improve our emergency management planning in terms of prevention, preparedness, response and recovery capabilities.

Relevant Precedents:

N/A

Comment:

The Shire has this year received a request from the Shire of Boddington to nominate Mr Brad Morgan as a dual Fire Control Officer within the Shire's of Collie and Boddington. Section 40 of the Act allows two or more Local Governments to appoint dual FCO's for the purposes of the

Act. Officers endorsed by the Council will receive official notification and their appointments and will be advertised in the local paper as required under the Act.

8.2 Appointment of Brigade Office Bearers

Reporting Department:	Development Services
Reporting Officer:	Kohdy Flynn
Accountable Manager:	Alex Wiese
Legislation:	<i>Bush Fires Act 1954</i>
File Number:	N/A
Appendices:	Appendices 2 – 6 Bushfire Brigade Minutes
Voting Requirement:	Simple Majority

Purpose:

The endorsement of Bush Fire Brigade Officers for the Shire of Collie in accordance with the *Bush Fires Act 1954*.

Officer Recommendation:

That the Committee recommend that Council resolve to endorse the officers elected to the Shire of Collie Bushfire Brigades for the 2025/2026 season as stated in the 2025 Annual General Meeting minutes of the five brigades within the Shire.

MOVED: Terry Hunter

SECONDED: Michael Hart

CARRIED

Background:

The Shire is required under the Bush Fires Act 1954 to annually endorse the Bush Fires Brigade Officers for the effective operation and administration of each Volunteer Bush Fire Brigade.

Statutory and Policy Implications:

N/A

Budget Implications:

N/A

Communications Requirements: (Policy No. CS 1.7)

Strategic Plan Implications:

Strategic Priority 1.1.2: To improve our emergency management planning in terms of prevention, preparedness, response and recovery capabilities.

Relevant Precedents:

N/A

Comment:

Office bearers form an important role for the effective operation and management of each brigade. Office bearers are to be nominated and voted in by brigade members at their respective AGM's each year. Office bearer positions shall include as a minimum a Captain, 1st and 2nd Lieutenants, Secretary, Treasurer, Training Officer, and an Equipment Officer. It should be noted brigades may choose to appoint other positions in additions to those mentioned.

8.3 Community Emergency Services Manager:

Kohdy Flynn, Full report as attached.

8.4 Chief Bush Fire Control Officer:

Darren Robinson, thanked all for their continued efforts, with a few fires being responded to already looking forward to the season ahead continuing to work with you all, encouraged all members to get on seasonal training and refresher courses in preparation for the season ahead. Attended the W-AFAC Conference proving valuable and insightful via differing seminars, keynote speakers and displays.

8.5 Department of Fire and Emergency Services Report

Ricky Southgate, DFES District Officer Wellington. Full report as attached.

8.6 Department of Biodiversity Conservations and Attractions Report

Afie Jazreen, Fire Operations Officer, DBCA Wellington District.

Afie was an apology for the meeting, Afie report was tabled at the meeting on his behalf, full report as attached.

8.7 Ranger Report

Shaun Partyka, Senior Community Ranger.

Property Pre-Inspections are due to commence for fire hazard compliance at the start of November, with full compliance under the Shire's Firebreak and Fuel Hazard Reduction Notice due by 1st December. The notice has been sent out as part of Shires rates package.

8.8 Other Industries:

Brad Barr, FIFWA representative.

Brad introduced himself as the Forrest Industries Federation of Western Australia (FIWA) representative, representing differing plantation companies across the region who are all part of the FIFWA group. Both FPC and Wespine offer grant funding that are available to Bushfire Brigades for items not already covered by the LGGS system.

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

Nil

10. URGENT BUSINESS APPROVED BY PRESIDING MEMBER OR BY DECISION

Nil

11. AGENDA ITEMS WITH PRIOR NOTICE

Nil

12. ANNOUNCEMENTS BY PRESIDING MEMBER OR BY DECISION

Nill

13. COMMITTEE DOCUMENTS OF INTEREST

13.1 Annual Review of Bush Fire Brigade Guidelines

The Volunteer Bush Fire Brigade guidelines are due for a review and should be reviewed at the start of each season by the committee. A request for feedback was sent out with nothing received back from any brigade or member.

The intent of the guidelines is to supplement the Shire of Collie Bushfires Local Law 2017 and to provide guidance to volunteers and brigades regarding their rights and responsibilities.

It is intended to try and keep the guidelines as a user-friendly document by keeping the document as short and to the point as possible and not double up with what is already stipulated in relevant Act's or Regulations.

Input is sought from the Committee on the attached review for any alterations or additions or comment.

The only alteration that was made to the document was the addition of item 4, 4.4 Chainsaws. It was agreed by the committee to remove the wording "*the use of chainsaws should be restricted to daytime use only unless life and/or property is placed under imminent threat*". This decision was made due to the fact the chainsaws may need to be used for dry firefighting techniques and making access tracks during after daylight hours.

14. STATUS REPORT ON COUNCIL RESOLUTIONS

Nill

15. GENERAL BUSINESS

Terry Hunter. (Business from ROAC & BOC)

- Terry Hunter advised he is a peer supporter as and can be contacted directly either to assist or point personnel in the right direction for support if needed. Information regarding the Western Australian Emergency Services Hardship Scheme was provided, this scheme is funded by the WA State government and managed by a small committee. The scheme assists all WA Emergency Services personnel who may fall into hardship and can provide grants of up to \$5000. Further information can be found via their website [About - Emergency Services Volunteers' Hardship Assistance Scheme \(waesvhas.org.au\)](http://About - Emergency Services Volunteers' Hardship Assistance Scheme (waesvhas.org.au)) in addition to this the Bushfire Volunteer Association offers a similar hardship scheme for volunteers who are injured on the fire ground. Contact Terry for more information or assistance in applying.
- Terry discussed the topic of the Presumptive Cancer Legislation advising Local Government volunteers are covered via LGIS, however record keeping of incidents attended by volunteers are imperative due to the need to prove the number of hazardous fires a volunteer has attended to qualify for any form of insurance coverage.
- Terry spoke of the use of spontaneous volunteers at incidence and the complexities surrounding their insurance coverage and training.

- Terry advised the announced the chair of the Association is Dan Sanderson.
- Next ROAC is on the 9th October.

Michael Hart

- Water pressure pump at brigade is faulty, no pressure, CESM advised this can be replaced under building maintenance.

Neil Waywood

- Raised a query if auxiliary members can do water bomber re-loading to elevate active BFB members attending, CESM advised only registered active members can carry out reloading, this is due to insurance and PPE requirements, SES members will always be the first to be called to carry out the reloading.

Steve Melvin

- Raised an issue with the enclosure of the Worsley BFB generator enclosure, it is not user friendly, cannot gain access to the generator to safely re-fill or service, the roof of the enclosure has come down on a member when he was checking the generator hitting him on the head. CESM agreed it is not fit for purposes and poses a safety issue, it was never constructed correctly, advised to get a quote of what the brigade requires to sufficiently rectify the issue, dependant on cost we may be able to cover under general building maintenance or be authorised via the LGGS to expend funds given it poses a safety and access/egress issue.

Darren Robinson

- After attending the W-AFAC, was great to see all the new products that are available, of interest was the flash hood type respirators, noting these cannot be purchased under LGGS I will investigate getting some quotes from suppliers if there is interest from the brigades in doing a bulk order.
- Question was raised regarding the status with the Allanson BFB being Breathing Apparatus (BA) qualified. This was raised by DFES some time ago due to there being a large amount of industrial infrastructure already in place or currently under construction along with managing car and other structure fires within the Local Government primary response area, outside of the Gazetted Fire District. DFES commented and advised that this is supported by the region and is being actively discussed, DFES is investigating the process and has reached out to other BA qualified Local Government managed BFB brigades within the state for feedback, will provide updates accordingly.
- Concerns raised regarding FCO's being endorsed but not actively participating or attending BFAC meetings, there are people on the list who have not attended any meeting in some time. CESM advised that it is not expected that all FCO's attend every meeting however it is always recommended and welcomed if a nominated FCO cannot make the meeting that a proxy is sent on their behalf so their brigade/group is represented and important information can be conveyed. CESM will canvas any non-active FCO's and ascertain their interest to remain as FCO's and commit to the BFAC, or be removed as a member.

Julian Martin

- Queried the timeline of air recourses coming on/offline prior/after the season. With the changing climate and seasons seemingly being extended we are responding to fires in September and June with no air support available to ground crews. DFES commented that these are usually contracted services, the fixed wings are coming on earlier for the grain harvest so they are around but being based at their nominal bases would depend on contracts and seasonal conditions.

Kohdy Flynn

- Reiterated the importance of completing FIRS reports, realising the training is difficult to get on, to enable access to the DFES system to submit FIRS online, I'm receiving a lot of paper forms that are either incorrect or illegible, moving forward all FIRS will now need to be completed and submitted using the editable electronic PDF form, no more hand written reports will be accepted. I accept that the brigade's laptops are over 7 years old making this process difficult, I will be obtaining quotes to purchase all new laptops within this financial year to better assist and streamline the process.
- Spoke of the AGM reports received from the brigades being sub standard and missing critical information, these reports need to be submitted to Council for their endorsement of relevant roles as required under the Act. We all need to be a bit more professional and document the meeting correctly, I will be sending out a template for use by all brigades so we can streamline this process into the future.

16. NEXT MEETING

The next meeting date is yet to be determined.

17. CLOSE

The Chair of the meeting, Paul Moyses declared the meeting closed at 7:48pm

22 July 2025

Phil Anastasakis
Chief Executive Officer
Shire of Collie
Locked Bag 6225
Collie WA 6225

Dear Phil,

DUAL FIRE CONTROL OFFICER APPOINTMENT – 2025/2026

The Shire of Boddington would like to nominate Brad Morgan, as a Dual Fire Control Officer with the Shire of Collie for the 2025/26 fire season.

If this request is approved, please arrange the necessary local advertising.

Should you have any questions regarding this matter, please contact us on 9883 4999 or by email shire@boddington.wa.gov.au.

Yours sincerely,



Julie Burton
Chief Executive Officer

SHIRE OF COLLIE
Rego 1-25-5864

25 JUL 2025

File: EMG/025
Officer: CESM

ALLANSON VOLUNTEER BUSH FIRE BRIGADE

27 Bedlington St Allanson WA 6225

Locked bag 6225 Collie WA 6225

allansonbfb@outlook.com

ABN: 84 990 871 680

~~Agenda~~

2024/25 Allanson VBFB Annual General Meeting

Date: 11/07/25

Meeting Opening:

Location: Allanson Bush Fire Brigade

1. CALL TO ORDER

Chair: Darren Robinson

Meeting opened 1819 hrs

Minutes:

Attendance:

Darren Robinson, Graham Forrest, Rick Kenyon, Danielle Roe, Michael Currie, Amanda Currie, Keegan Wells, Greg Salter, Heather Salter, Luke Horridge, Declan Rochester, Jason Ingerfield, Declan Rochester, Tamsin Emmett

Apologies:

James Ingerfield, Jackie Robinson, Kohdy Flynn, David Morey

New Members:

David Morey,

2. 2023/24 APPROVAL ON MINUTES FROM PREVIOUS AGM

Moved: *Greg Salter*

Seconded: *Keegan Wells*

3. TREASURER'S REPORT – JACKIE ROBINSON

(See attached document)

Moved: *Julian Martin*

Seconded: *Amanda Currie*

4. CAPTAIN'S REPORT – DARREN ROBINSON

Good afternoon and thank you for attending today's meeting. This report provides an overview of Allanson Brigade's activities and achievements during the 2024-2025 financial year.

Operational Performance

The brigade has maintained its strong operational performance throughout the financial year. Within the shire, there were 98 reported fires, with Allanson Brigade successfully responding to 48 of these incidents. Our response capability remained excellent, with the brigade able to deploy appliances to every call received throughout the year.

Member participation has been outstanding, with several occasions where attendance exceeded vehicle capacity—a positive indicator of our team's commitment and readiness.

Incident Response Breakdown

Our emergency response activities included:

- **8** Good intent calls
- **12** Large bushfire incidents
- **18** Small bushfire incidents
- **7** Vehicle and rubbish fire incidents
- **2** Structural fire incidents
- **1** General service call
- **1** Hazardous situation response

Membership Status

Current membership stands at 23 active members. Allanson Brigade continues to be recognized as one of the most active brigades in the field, successfully maintaining our reputation for operational excellence.

Prescribed Burns and Revenue Generation

Prescribed burning activities were limited this year due to weather conditions and member availability. The transition from an extended hot summer directly into a wet winter provided only a brief window for burning operations.

Despite these constraints, the brigade successfully completed:

- Green waste burn at the Waste Transfer Station
- Partial completion of MAF burn near the river at Venn St.

These activities generated essential funds for station improvements.

Improvements

Revenue from prescribed burns enabled several significant station upgrades:

- **Completion of "Little AL"** - Originally donated by Mick and Amanda Currie, now upgraded to its current look.
- **Purchase of "Dirty Harry"** – our free station cleaning system
- **Dash pocket installations** on appliances for improved equipment organization

Grant Funding and Future Projects

The brigade successfully secured a \$2,500 Synergy grant for lighting installation at the water tank fill point. Rick Kenyon is coordinating this project, which will significantly improve safety during nighttime appliance refilling operations. (thank you rick for applying for the grant).

Leadership Transition

As previously announced, I will not be running as Captain this year due to other commitments. I believe the captain role requires dedicated focus and time that I cannot adequately provide while carrying out my Chief responsibilities.

Acknowledgments

I would like to express my sincere gratitude to all members for their trust and support during my tenure as Captain. Leading this brigade has been both an honour and a privilege. The dedication and professionalism demonstrated by our members continues to be exceptional.

Moved: Graham Forrest **Seconded:** Danielle Roe

5. FCO REPORT AND CESM REPORT – KOHDY FLYNN

(see attached document)

Moved: Heather Salter

Seconded: Keegan Wells

6. ELECTION OF COMMITTEE:

All positions are called vacant at this point and elections will be held.

Proxy Votes:

Nominations opened on 5/6/2025 and closed on 06/7/25 at midnight.

All Proxy votes are handed in to Captain or elected members.

Election of the committee to be by secret ballot. Counting of votes by CESM or CBFCO if present.

Each member shall have received a ballot paper including any proxies.

- **Brigade Captain**
- **Nominated:**
 - Rick Kenyon (Declined)
 - Julian Martin (accept)
 - Jason Ingerfield (accept)

- **Voted in:** Julian Martin

- **1st Lieutenant**
- **Nominated:**
 - Graham Forrest (Declined)
 - Keegan wells (accept)
 - Rick Kenyon (accept)
 - Jason Ingerfield (accept)
 - Julian Martin (accept)

- **Voted in:** Rick Kenyon

- **2nd Lieutenant**
- **Nominated:**
 - Rick Kenyon (accept)
 - Michael Currie (accept)
 - Jason Ingerfield (accept)
 - Keegan Wells (accept)
 - Jackie Robinson (accept)
 - Luke Horridge (accept)

- **Voted in:** Keegan Wells

- **3rd Lieutenant**
- **Nominated:**
 - Michael Currie (accept)
 - Luke Horridge (accept)
 - Greg Salter (accept)
 - Jason Ingerfield (accept)
 - Keegan Wells (accept)
 - Jackie Robinson (accept)
 - Rick Kenyon (accept)

- **Voted in:** Michael Currie

- **Brigade Secretary / Brigade Treasurer**
- **Nominated:**
 - Jackie Robinson (Declined)
 - Amanda Currie (Declined)
 - Luke Horridge (Declined)
 - Danielle Roe (declined)
 - Greg Salter (accept)
 - Heather Salter (accept)
- **Voted in:** Greg Salter (Secretary) Heather Salter (Treasurer)

- **FCO**
 - Nominated:**
 - Julian Martin (Declined)
 - Graham Forrest (Declined)
 - Kohdy Flynn (accept)
 - Greg Salter (Declined)

Voted in: Kohdy Flynn (Unopposed)

- **Training Coordinator**
 - **Nominated:** Heather Salter

Voted in: Heather Salter (Unopposed)

- **Maintenance Officer**
- **Nominated:**
 - Greg Salter (declined)
 - Luke Horridge (accept)
 - Rick Kenyon (declined)

- **Voted in:** Luke Horridge

Moved: Jason Ingerfield **Seconded:** Rick Kenyon

7. CHIEF BFCO COMMENTS:

See Attached Report:

8. GENERAL BUSINESS:

- Rick thanked Darren and Bushy for their commitment to Allanson BFB over the years they have been in leadership roles in the Brigade. Rick also thanked everyone that voted for him, expressed that he had to decline for captain due to family reasons.
- Julian expressed thanks for voting him in as captain and asked that we make sure that we support each other moving forward.
- Julian has suggested that we do another working bee at Hoppers place in the next month or so.
- Danielle is pregnant so she will be backing off.
- Heather's Training report is attached.
- Amanda updated us on the 'little al' seat that the fabric has been ordered and we will hopefully have a seat in a few weeks
- Amanda and Jackie did the allanson colour run this last year and it was an absolute success, and we have been asked if we can do it again this year.
- Mike bought up re-doing the grass out the front.
- Daz thanked everyone for their support over the last 6 years as captain.
- Julian has requested new pens that work in time for the next meeting.

Moved: Danielle Roe **Seconded:** Keegan Wells

Meeting close: 1923 hrs.

COLLIEBURN CARDIFF BFB ANNUAL GENERAL MEETING

SATURDAY 28TH JUNE 2025

MINUTES

1. OPENING OF THE MEETING:

11.00am by Captain Shannon Proudfoot.

2. ATTENDANCE:

Attendance sheet distributed all attending members to sign on, all apologies/proxies were announced.

Attendees: Andrew Cayzer, Trevor Shepherdson, Shannon Proudfoot, Neil Waywood, Judith Waywood, Garry Bishop, Isabella Bishop, Ben Hillbrick, Maddy Wilkinson, David Gibbs, Paul Dent, Shaun Cavallaro, Darren Robinsion, Kohdy Flynn.

Apologies: Kathy Miller, Greg Miller, Natalie Christinger, Ashley Rosemeyer, Coert Vogel, Terry Hunter.

3. CONFIRMATION OF THE PREVIOUS AGM MINUTES

That the minutes of the AGM held in 2024 be taken a true and correct record.

Moved: Shaun Cavallaro

Seconded: Trevor Shepherdson

3.1 Business Arising from the Previous Minutes:
Nill.

4. OFFICERS REPORT

4.1 Captains Report – Shannon Proudfoot:
Report as attached.

4.2 Treasurers Report – Andrew Cayzer:
Report as attached.

4.3 FCO Report – Neil Waywood:
Neil thanked everyone for their efforts over the past season.

4.4 Chief BFCO Report – Darren Robinson:
Report as attached.

4.5 CESM Report – Kohdy Flynn:
Report as attached.

5. **ELECTION OF OFFICERS FOR THE 2025/26 SEASON**

All positions were declared vacant by the presiding member,

Captain – Shannon Proudfoot

Moved: Ben Hillbrick Seconded: Paul Dent Carried

Fire Control Officer – Neil Waywood

Moved: Ben Hillbrick Seconded: Paul Dent Carried

1st Lieutenant – Trevor Sheperdson

Moved: Shaun Cavallaro Seconded: Paul Dent Carried

2nd Lieutenant – Paul Dent

Moved: Trevor Shepherdson Seconded: Shaun Cavallaro Carried

Secretary/ Treasurer – Andrew Cayzer

Moved: Shannon Proudfoot Seconded: Ben Hillbrick Carried

Training Officer – Trevor Shepherdson

Nominations Received - Trevor Shepherdson 9 votes and Kathy Miller 3 votes

Moved: Shannon Proudfoot Seconded: Neil Waywook Carried

Equipment Officer – Paul Dent

Moved: Shannon Proudfoot Seconded: Trevor Shepherdson Carried

6. **GENERAL BUSINESS**

Trevor Shepherdson – Raised he would like to run a morning tea fundraising event and possibly other stalls with all proceeds going towards Cancer Council.

Kohdy Flynn – Presented outstanding long service medals, it was decided that the medals that had been applied for but not yet received would remain confidential and organise a gathering once received to present these to the relevant members.

Andrew Cayzer – Discussed preferred changes to bank account term deposits so the invoice (once received) can be paid for the pump box on the appliance. This was agreed upon by the brigade.

Group discussion – Battery on handheld radio found to be faulty, Kohdy advised he would purchase a new one.

Pump slide on 4.4 to be completed at brigade cost, all agreed to obtain quote from SWFU and proceed, preferably prior to the season due to the appliance being out of service for it to be fitted.

Cover to be quoted and installed over the backup generator.

New fridge to replace current unserviceable fridge in kitchen, current fridge was new with building but for some reason won't maintain temperature, Kohdy advised he will purchase a new fridge for the brigade.

Brigade to order x4 vertex handheld radios via grant money.

7. MEETING CLOSURE

The meeting was closed at 12.35 by the presiding member.

COLLIE – PRESTON BFB ANNUAL GENERAL MEETING

MINUTES

FRIDAY 18TH JULY 2025

1. OPENING OF THE MEETING

Meeting was opened by Captain, Declan Rochester at 18:40 HRS

2. ATTENDANCE

Welcome to all members, announce any apologies. Attendance sheet is being distributed please fill in your details.

Attendees: Declan Rochester, Maree Kellow, Brenton Ingram, Oliver Menezes, Colin Mackey, Ben Rose, Douglas Datson, Harry Winfeild, Peter Woodman, Toby Ramshaw.

Apologies: Darrin Robinson, Lincoln Worroll

3. CONFIRMATION OF THE PREVIOUS MEETING AGM MINUTES

That the minutes of the last Collie Preston annual meeting held in 2024 be taken as a true and correct record.

Moved: Maree Kellow

Seconded: Peter Woodman

3.1 Business arising from the previous minutes.
Nill.

4. OFFICER REPORTS

4.1 Captain/FCO Report: Declan Rochester

Would like to start off with thanking each and every person that is a part of this brigade. Not only the ones that are on the truck every time there available but the people that help out behind the scenes to make sure the station is in running order

We have participated in 4 burns this year, granted an LGGS grant for our fast fill trailer for the station, the shed extension still in progress and allocation of the new appliance is on going.

4.2 Treasurers Report: Maree Kellow

Marie spoke to the brigade accounts for the 2024/25 financial year.

Petty Cash account - \$295.95, Operational account - \$2,433.22, Fund raising account - \$11,577, Totaling \$14,306.17.

4.3 Chief Report: Darren Robinson

Darren was an apology for the meeting, the Chief report is as attached.

4.4 CESM Report: Kohdy Flynn

As attached.

5. ELECTION OF OFFICERS

All positions were declared vacant and open. Where only one nomination was received for a position, the position was carried. If more than one nonanimation was received a secret ballot was carried out.

Captain - Declan Rochester

Carried.

Fire Control Officer – Declan Rochester

Carried.

1st Lieutenant – Maree Kellow

Carried

2nd Lieutenant – Oliver Menzies

Carried

3rd Lieutenant – Brenton Ingram

Nomination received – Brenton Ingram 7 votes and Ben Rose 6 votes.

Carried.

Treasurer/Secretary – Douglas Datson

Carried

Equipment Officer – Colin Mackey

Carried

6. GENERAL BUSINESS

General open discussion,

- Monthly training to re start as there seems to be more interest, training to cover burn over drills, radio familiarisation, drafting, inter brigade training and prescribed burning, Fire Mapper QR code and information training on it, DFES training calendar now open, apply for course needed/ wanted, Members were encouraged to join pre-season and inter brigade training.

7. CLOSURE OF THE MEETING

The meeting was closed at 1945 hrs. by Declan Rochester.



Harris River Volunteer Bush Fire Brigade

Annual General Meeting Minutes - 2025

Date:	Friday 18 th July 2025
Time:	18:30
Place:	Harris River Volunteer Bush Fire Brigade Station
Attendees:	Michael Hart, , Jeff Riley, Archie Boyle, Benjamin Hart, Jason Miles, , Alex Price, Bianca Le-Patourel , Kohdy Flynn, Craig Martin
Guests:	
Apologies:	Robert Head ,Adam Becker, Bill Forrest,Brett King, Rhonda hart, Shaun hart
Chair:	Michael Hart
Secretary:	Michael Hart

Item	Description
1.	Commenced Meeting at:
2.	New Starters •
3.	Acceptance of minutes of previous Annual General Meeting: Proposed resolution: That the minutes of the 2024 Annual General Meeting be accepted. Moved: Jeff Riley Seconded:jason miles
4.	Review of actions from previous Annual General Meeting: The following actions still need to be carried out: • Micheal Hart & Jason Miles to try and source Level 2 PPE for the Speedway. • Michael Hart to get quotes to purchase the bore pump. • Michael Hart to purchase a new toolbox and get it mounted on the unit to store the new chainsaw, batteries & PPE when we receive it. • Michael Hart to organise a get together/BBQ to re-burn the top of the block and burn the corner near the shed. We will also do a refresher of the Unit before the season starts. New Actions: • #1 have 1 and more coming • ,#2have pump, • #3waiting for chainsaw course • #4due to late weather did not get it done and will try this seasons • Set date to dig trench for water pipe form bore to tank.



Harris River Volunteer Bush Fire Brigade

5.	Michael Hart declared all positions open & received nominations: Fire Control Officer • Nominated: Michael Hart • Elected: Michael Hart • Moved: Jason miles • Second: Alex price Captain • Nominated: Archie Boyle • Elected: Archie Boyle • Moved: Jason miles • Second: Jeff Riley 1st Lieutenant • Nominated: Alex price • Elected: Alex price • Moved: Archie Boyle • Second: Jeff Riley 2nd Lieutenant • Nominated: Craig Martin • Elected: Craig martin • Moved:michael hart • Second: Jeff Riley Secretary • Nominated: rob head • Elected: rob head • Moved: Archie Boyle • Second: Craig Martin Treasurer • Nominated:rob head • Elected: rob head • Moved: Archie Boyle • Second: Craig martin Training Officer • Nominated: Archie Boyle • Elected: Archie Boyle • Moved: Michael Hart • Second: Jason miles Equipment Officer • Nominated: Michael Hart • Elected: Michael Hart • Moved: Alex price • Second: Archie Boyle
6.	Acceptance of Financial Report. Proposed resolution: That the financial statements tabled at the Annual General Meeting be accepted (Financial Report attached as separate report). I, Robert Head, the treasurer, hereby move that the 2024-25 financial report for the Harris River Volunteer Bush Fire Brigade be adopted as a true and accurate record of its financial status for the 2024-25 financial year. Moved: ben hart Seconded: Jeff Riley
7.	Michael Hart – Alex to follow up on speedway for 2025/2026 seasons
8.	Michael Hart – will inquiry about digger to dig new trenches



Harris River Volunteer Bush Fire Brigade

9.	Kodhy ; read out brigade annual report
10.	Kodhy : handed out 25 year service medal to Michael Hart
11.	michael hart: we did 3 private burns and fish them off.
12.	michael hart, would like to wish Archie all the best in his new role as captain and will help him through this season.
13.	Michael hart,we had 26 call out last season starting form 12/07/2024 through to 07/06/2025 to finish the season. We had 8 off our members turn out to fires and private burns through the seasons.
14.	Archie Boyle. Would like to thank Michael for the captains role thru the years.
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	Meeting close: 1905hrs

Harris River Bushfire Brigade Financial Report - FY 2024/2025

Harris River Bushfire Brigade Savings Account - Bendigo Bank - BSB: 633-000 Account: 163273131				
Date	Transaction	Withdrawals	Deposits	Balance
1/07/2024	Opening Balance			\$6,477.42
1/07/2024	Deposit Interest Paid		\$0.05	\$6,477.47
1/08/2024	Deposit Interest Paid		\$0.05	\$6,477.52
7/08/2024	Deposit - E-Banking Transfer from Petty Cash Statement account: 195096169 Shire Of Collie Payment for Private Burn		\$455.00	\$6,932.52
7/08/2024	E-Banking TFR - Transfer of Money for Archie Boyles Blue Shirt & Embroidery (Petes Menswear Collie) to Petty Cash Statement account: 195096169	\$64.79		\$6,867.73
8/08/2024	E-Banking TFR - Transfer of money for Woolworths receipt from 17/07/2024 (not claimable) to Petty Cash Statement account: 195096169	\$6.44		\$6,861.29
1/09/2024	Deposit Interest Paid		\$0.06	\$6,861.35
1/10/2024	Deposit Interest Paid		\$0.06	\$6,861.41
1/11/2024	Deposit Interest Paid		\$0.06	\$6,861.47
16/11/2024	E-Banking TFR - Transfer of Money to Petty Cash Statement account: 195096169 Sizzles Deli \$29.65 & Chicken Treat \$29.36 (Not Claimable)	\$59.01		\$6,802.46
1/12/2024	Deposit Interest Paid		\$0.05	\$6,802.51
18/12/2024	Deposit Paid - Tree Surgeons of 0369415396 (Tree Surgeons WA)		\$800.00	\$7,602.51
23/12/2024	Bank Transfer to Collie Preston BFB (BSB: 633-000 ACC: 155781156) Tree Slashing Duty	\$400.00		\$7,202.51
24/12/2024	E-Banking TFR - Transfer of Money to Petty Cash Statement account: 195096169 Top up Petty Cash Accountm- Waiting on Shire Reimbursement	\$200.00		\$7,002.51
1/01/2025	Deposit Interest Paid		\$0.06	\$7,002.57
2/01/2025	Donation to Harris River BFB from Shane Sewell		\$300.00	\$7,302.57
1/02/2025	Deposit Interest Paid		\$0.07	\$7,302.64
1/03/2025	Deposit Interest Paid		\$0.05	\$7,302.69
1/04/2025	Deposit Interest Paid		\$0.01	\$7,302.70
30/06/2025	Closing Balance			\$7,302.70

Harris River Bushfire Brigade Petty Cash Account - Bendigo Bank - BSB: 633-000 Account: 195096161				
Date	Transaction	Withdrawals	Deposits	Balance
1/07/2024	Opening Balance			\$314.04
17/07/2024	Forrest French Bread Shop Collie - Food Supplies For DFES Annual Training	\$21.60		\$292.44
19/07/2024	Woolworths Collie - Food Supplies For DFES Annual Training (\$6.44 to be reimbursed)	\$29.44		\$263.00
19/07/2024	Shire of Collie - Private Burn Payment	\$52.00	\$455.00	\$718.00
20/07/2024	Spry's Meat Market - Food Supplies For DFES Annual Training	\$52.00		\$666.00
30/07/2024	Petes Menswear Collie - Blue Shirt For Archie Boyle	\$49.72		\$616.28
30/07/2024	Petes Menswear Collie - Embroidery for Blue Shirt For Archie Boyle	\$15.07		\$601.21
1/08/2024	Deposit Interest Paid		\$0.01	\$601.22
7/08/2024	E-Banking TFR - Transfer of Private Burn Money to savings account: 163273139	\$455.00		\$146.22
7/08/2024	Deposit - E-Banking Transfer from savings account: 163273139 Blue Shirt & Embroidery for Archie Boyle		\$64.79	\$211.01
7/08/2024	Deposit - E-Banking Transfer from savings account: 163273139 Woolworths receipt from 17/07/2024 (not claimable)		\$6.44	\$217.45
23/08/2024	Direct Credit - Shire of Collie - Petty Cash Reimbursement		\$96.60	\$314.05
15/10/2024	Chicken Treat Collie (Not Claimable)	\$29.36		\$284.69
27/10/2024	Sizzles Deli Collie (Not Claimable)	\$29.65		\$255.04
3/11/2024	Woolworths Collie - Gatorade & Water for BFB	\$49.00		\$206.04
26/11/2024	Deposit - E-Banking Transfer from savings account: 163273139 Chicken Treat 15/10/2024 & Sizzles Deli 27/10/2024 (not claimable)		\$59.01	\$265.05
19/11/2024	Pak it Computers PTY Collie	\$175.00		\$90.05
22/12/2024	Collie Racing Drive Collie (Speedway)	\$16.00		\$74.05
22/12/2024	Woolworths Collie	\$54.50		\$19.55
24/12/2024	Deposit - E-Banking Transfer from savings account: 163273139 Top up Petty Cash account (Still waiting reimbursement from Collie Shire from November)		\$200.00	\$219.55
15/02/2025	Collie Racing Drive Collie (Speedway)	\$8.00		\$211.56
27/06/2025	Allanson Bushfire Brigade - Payment for Venn Street MAF Burn		675.00	\$886.56
27/06/2025	Deposit - Allanson Bushfire Brigade - Payment for Green Waste Burn at Gibbs Road		\$333.00	\$1,219.56
30/06/2025	Deposit - Shire of Collie 0420375556 - Petty Cash Reimbursement from November		\$224.00	
30/06/2025	Closing Balance			\$1,443.56

NOTES

- 1.) Bendigo Bank Signatories: Michael Hart, Robert Head, Jeff Riley
- 2.) Petty Cash Float Amount: \$314.05

DECLARATION

I, Robert Head, the treasurer, hereby move that the 2024-25 financial report for the Harris River Volunteer Bush Fire Brigade be adopted as a true and accurate record of its financial status for the 2024-25 financial year.

Secretary/Treasurer: Robert Head

Date 30.06.2025

Moved: Ben Hart
Second: Jeff Riley

Worsley BFB

ANNUAL GENERAL MEETING

AGENDA

Friday 4th, July 2025

1. OPENING OF THE MEETING @18.22 HRS, By Steven Melvin

2. ATTENDANCE

Attendees Welcomed

Apologies Viv Marshall, Graeme & Chris Genev. Ken Muhleisen

Darren Robinson CBFCO

Attendance sheet attached

3. CONFIRMATION OF THE PREVIOUS MEETING AGM MINUTES

Moved: Noel Clare

Seconded: Rob Rosconi

3.1 Business arising from the previous minutes

Nil arising.

4. OFFICER REPORTS

4.1 Captains Report - Steven Melvin attached

4.2 Treasurers Report – Steven Melvin Attached

4.3 FCO Report – Absent

4.4 Chief Report – Kohdy Flynn provided CBFCO report on behalf of Darren Robinson

4.5 CESM Report – Kohdy Flynn provided CESM report

4.6 Preparedness Facilitators Report - Alison Melvin provided report. Alison and Viv Marshal to take on Tania Roberts Fire Tree communication list.

5. ELECTION OF OFFICERS

All positions are to be declared vacant, any nominations received to be read out, if more than one nomination is received for any position a secret ballot shall take place.

Captain

Nomination/s: Steven Melvin

Successful Position: Steven Melvin

Moved: Marg Robinson Seconded: Noel Clare Carried:

Fire Control Officer:

Nomination/s: Graeme Genev (Nomination acceptance confirmed before meeting)

Successful Position: Graeme Genev

Moved: Steven Melvin Seconded: John Mattaboni Carried:

1st Lieutenant

Nomination/s: John Mattaboni

Successful Position: John Mattaboni

Moved: Steven Melvin

Seconded: Rob Rosconi

Carried:

2nd Lieutenant

Nomination/s. No nominations received

Secretary

Nomination/s: Marg Robinson,

Successful Position: Secretary Marg Robinson,

Moved:

Alison Melvin

Seconded:

Noel Clare

Carried:

Treasurer

Nomination/s: Kelly Muhleisen

Successful Position: Kelly Muhleisen (To be confirmed)

Moved: Alison Melvin

Seconded: Noel Clare

Carried:

Training Officer

Nomination/s: Ben Syme (Nomination confirmed before AGM)

Successful Position: Ben Syme

Moved: Steven Melvin

Seconded: Marg Robinson

Carried:

Equipment Officer

Nomination/s: John Mattaboni and Rob Rosconi

Successful Position: John Mattaboni and Rob Rosconi

Moved: Marg Robinson

Seconded: Steven Melvin

Carried:

6. GENERAL BUSINESS

Kohdy provided information on the following topics

- Insurance cover for volunteers, with respect to cancer claims
- Mitigation Activity Fund – progress and planned activities

Bush Fire Service awards presented.

7. CLOSURE OF THE MEETING

The meeting was closed at 19.15pm hrs by Steven Melvin

Worsley Bush Fire Brigade

Finacial Statement - 30th June 2025

4601952S1 Savings		
1-Jul-24	Openning Balance	\$10,163.13
16-Dec-24	Kitchen Supplies	-34.4 10128.73
16-Dec-24	End of year get together - supplies	-39.36 10089.37
7-Mar-25	SHARES PAID601952 (Merger)	10 10099.37
7-Mar-25	TFR FROM PRODUCT S1 MERGER	10099.37
4-Jun-25	TFR To *****52I30	-8000 2099.37
30-Jun-25	Closing Balance	\$2,099.37
4601952I30 Fixed Term		
4-Jun-25	Initial Deposit. Due 4 Dec 25	8000 8000
30/06/2025	Cloaing balance	\$8,000

Worsley BFB 2025 AGM

Captains Report

The 2024/25 season has brought about quite a few changes for our brigade. Not the least was the arrival of new 1.4 and the departure of the LT. Thankfully the LT became a high season appliance in our own shire. I think it clocked up nearly as many KM after we handed it over as it had in its life at Worsley.

The introduction of the new appliance brought about some renewed interest and enthusiasm within the brigade. Everyone was keen to become familiar with the ins and outs of the new appliance. We enjoyed a number of Saturday mornings doing some training and taking the 1.4 bush to test its capability. Having been to a few fires now, and tested by the crew, I am confident to say the 1.4 is a very capable appliance. Added to that we have space for a fridge, with cold drinks and snacks, and no longer do you have to compete for space in the cab with your helmet etc.

The brigade has attended a number of fires this year. In total we had 16 calls. Nine we attended. With the number of calls, everyone has had a chance to head out on the 1.4. Even close to home were Dale and John had to take the unit out on its first real outing. Nothing like a baptism of fire.

As always, I thank everyone for their contribution to the brigade. I respect that others may not be as enthusiastic about going to a fire on the other side of town. But all the same appreciate the effort around the station, training or fellowship.

This coming year will bring some more changes to our brigade. Lawrie and Tania's departure from the community will leave a big hole in the community and the brigade. Their passion and enthusiasm for the community and the Worsley district will be missed. I thank them for their contribution to the brigade as a Lieutenant and Preparedness team leader.

Noel has advised this year that he will retire from active duty. Thank you to Noel for his support and service. I know that he will continue to play an important role looking after our welfare on training days and generally helping out where needed.

With Lawrie moving on and Noel stepping down, it leaves some holes in our organisational structure. I look forward to others stepping up and taking on new roles within our group.

Again, thanks for your support, friendship and commitment.

Regards

Steven Melvin

Captain



SHIRE OF COLLIE BFAC 4th September 2025

CESM REPORT

Incidents of Note:

As of 2nd September there has been 10 bushfires reported for the FY within the Shire and 2 car fires. Nothing else of significance to report on.

Mitigation

- Current MAF application has been progressing well, approx. 80% complete with 6 prescribed burns outstanding. Once conditions allow looking to target priority burns first. The outstanding burns that are not complete by December will be rolled over into the next MAF application.
- High number of grass tree ignitions occurring again, as with previous years, will try to target grass trees around the town boundaries/in proximity to assets. This can be carried out by brigades at any stage, thanks to those who have been out targeting those area.
- Green waste piles at the transfer station due to commence shortly (prior to the restricted period) working with Shire officers to organise this.
- Continuing to work in with and support DFES, BRMO'S on mitigating UCL land for the coming season.
- Working with South 32 Emergency Response Team (ERT) to identify locations for ERT live fire training and for the brigades to work in with ERT member training.
- If brigades identify any burns or any requests for burns on private properties are received, happy to assist in these requests.

General Business:

- LGGS- 2025/26 operational budget has now been released **\$195,640** in operating expenditure has been approved.
\$6,477 In additional "line 9 Item" expenditure has also been approved to include:
 - Amphibio Floating Suction Strainer.
 - Fast Fill trailer with pump hoses etc (Collie Preston)**\$754,802 in capital grants have been included:**
 - Submersible Delivery Pump and associated fittings applied for via the LGGS (Worsley)
 - 1.4 Rural Tanker for Harris River BFB (In Principle)
 - Light Tanker for Allanson BFB.
- Collie Preston Shed extension is progressing slowly due to major delays with the builder, earthworks are due to commence 15th September with concrete being poured on 3rd October and the Shed being delivered on the 2nd October. While these works take place the CP 2.4 and shire of Collie LT will need to be housed in alternate locations.



- Currently 131 registered members across the brigades, membership has remained consistent. ACH registered sites within the Shire. Submitting online due diligence checks proving time consuming and challenging with planned prescribed burning areas, extending scheduled mitigation treatments out.

Training:

- Conducting a training needs analysis across the brigades to identify training shortfalls or gaps especially within the leadership roles, meeting will be held with all Captains, FCO, LT's and Training officers to progress training in an effort to support members being upskilled.
- DFES Southwest region training calendar is well underway, please ensure members are aware if they wish to attend any courses apply via eAcademy, happy to assist in this process.
- On/Off Road driver training, ongoing.
- Pre-Season training schedule will be developed, looking at October/November.
- First Aid booked in for the 1st November. (May need to change date due to SW leadership Forum)
- Any other training needed or wanted please let me know, if we can enough members interested, we may be able conduct in town.

Thanks to everyone and all brigade members for all the efforts, there hasn't been any circumstances where we haven't been able to sufficiently man our Appliances to turn out to a job.

I will be going on leave as of the 15th September for a minimum of three weeks but more than likely will be longer, although this is not an ideal time for me to take leave, due to family reasons this is out of my control. During this time, I will be mostly unavailable but will be aware of any jobs that do come in. I have full faith in the Chief, FCO's and all Brigade leaders to tackle anything that may arise, a reminder to reach out to the Southwest RDC and DFES managers if anything major is required.

Lastly, I want to thank and acknowledge everyone for getting the AGMs completed, it was great to see some new members stepping up and being elected to new roles within the brigades, I look forward to working with you all as we move into the new season ahead.



DFES Southwest BFAC report Collie

as of 04/09/2025

Seasonal Bushfire outlook

Despite large parts of the country more likely to receive wetter than normal conditions, there remain parts of the east and west where there remains a heightened risk of fire.

The Outlook for spring 2025 identifies a heightened risk of fire for the Dampier Peninsula, Derby Coast and the Central Kimberley, Little Sandy Desert, and south-eastern Pilbara in Western Australia, the south-eastern agricultural areas of the Murraylands in South Australia, and the south, southwest, central, and southwest Gippsland regions in Victoria.

The higher risk of fire in WA follows increased fuel growth following seasonal rains, coupled with the predicted warmer than normal temperatures and higher likelihood of below average rainfall through spring.

Towards the southeast of Australia, surface moisture hides deeper drying that has resulted from long term rainfall deficiencies that have built over the last 12-18 months. Some places have reported their lowest ever rainfall during this period. If spring rainfall doesn't eventuate, the conditions will rapidly switch to an increased risk of fire.

Training

16 Collie BFB members have been confirmed on DFES regional courses they have applied for. Four members have cancelled their own application or not been supported by the brigade to attend / LG to attend the training, 2 IRS cancellations, 1 First Aid and 1 assist with planned burning. Two applicants were declined for on road driver training due to regional prioritisation.

2025 course cancellations: 4

2025 courses completed: 16

Course	Month	Status	Total Students	Collie LG applications	Collie LG confirmed	Collie LG cancelled	Collie LG declined by DFES
Incident Controller L1	May	Cancelled	9	0			
Assist with Planned Burning	May	Cancelled	2	1			
Remote Area Firefighting	March	Completed	12	0			
Provide First Aid	March	Completed	9	1		1	
Assist with Planned Burning	April	Completed	9	1		1	
Structural Firefighting	May	Completed	9	1	1		
On Road Driving	May	Completed	11	1	1		
Workplace Trainer Assessor	May	Completed	14	0			
AIIMS 2017	May	Completed	19	2	2		
Fire Control Officer	May	Completed	6	4	4		
Pump Operations	June	Completed	10	0			
Advanced Bush Firefighting	June	Completed	16	2	2		
Crew Leader	June	Completed	15	2	2		
On Road Driving	June	Completed	5	1			1
Off Road Driving	June	Completed	6	0			
Incident Reporting Systems	June	Completed	10	2		2	
Bushfire Safety Awareness	July	Completed	10	0			
Firefighting Skills	July	Completed	15	0			
Emergency Driving	August	Completed	6	0			
Sector Commander	August	Completed	9	1	1		
Provide First Aid	August	Planned	12	0			
WAERN Basic and Advanced	August	Planned	15	1	1		
Plantation Firefighting	August	Planned	8	0			
Structural Firefighting	August	Planned	8	0			
On Road Driving	August	Planned	8	1			1
Pump Operations	August	Planned	10	0			
Mental Health First Aid	August	Planned	17	1	1		
Machine Supervision	September	Planned	12	1	1		
Ground Controller	September	Planned	TBC	0			
Plantation Firefighting	September	Planned	TBC	1			
Off Road Driving	October	Planned	TBC	0			
Incident Controller L1	October	Planned	7 - TBC	0			
Provide First Aid	November	Planned	10 - TBC	0			

Aboriginal Cultural heritage (ACH)

DFES SW Superintendent is working with DPLH for points of contact within the Southwest region to aid in fire response queries in areas of ACH, once established the contacts will be advised.

High Season Fleet

DFES SW have managed to keep 2x LT and 1 x 2.4 for mitigation fleet. Should the Shire require them to assist in completed prescribed burns, please reach out.

Works for high season fleet within the Southwest has commenced, with the plan for an appliance to be placed at Collie Preston for the 25/26 season.

DFES Machinery contractors

A review with DFES procurement is currently underway with an attempt to add a few more local contractors onto the DFES procurement list for suitable equipped and experienced machinery / operators in fire suppression. For Collie area this would include TandR contracting and Cardinal's contractors

Pre-season Forum

DFES SW have commenced planning for a pre-season forum to be held at the sanctuary on the 1st of November, invites to be sent in due course.

BGU Management workshop

The SW Region has implemented a brigade management workshop on Saturday 20th September 0900 till 1600hrs at the Bunbury Lighthouse. RSVP with dietary requirements by Monday 25th August 2025 to vmso.southwest@dfes.wa.gov.au or 9780 1953

New Urban Area Officer

Jeremy Willis has been appointed as Area Officer Forrest. Jeremy will be managing the Brunswick, Collie, Harvey, Waroona and Pinjarra Volunteer Fire and Rescue Services. Jeremy comes with 30+ years of firefighting experience. He was an Area Officer in the Goldfields Midlands Region for 6 years and has more recently been working in the DFES State Operations Centre.

Ricky Southgate

Acting District Officer Wellington

Lot 719 South West Highway Bunbury WA 6230

M: 0439515494 / E: Ricky.Southgate@dfes.wa.gov.au



FOR A SAFER STATE

Afternoon Kohdy,

As discussed, I am unable to attend tonight and can't source a proxy.
I would like to extend my sincere apologies to the BFAC.

Attached is a copy of our report and stakeholder liaison maps for the Shire of Collie.

No need for the report to be spoken to, but we would appreciate if the following could be mentioned through the chair:

- The Wellington District looks forward to meeting any new elected members from tonight's session.
- We are grateful to yourself (Kohdy Flynn) for your continued assistance and collaboration in fire management, and we hope you enjoy your well-deserved long service leave.

Kind regards,

Afie Jazreen

Fire Operations Officer / Acting Roads Management Officer

Wellington District - Collie

Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0437 806 867 | E: afie.jazreen@dbca.wa.gov.au

147 Wittenoom St, Collie - 6225

Collie Shire BFAC Meeting, 4th September 2025 Parks and Wildlife DBCA Wellington District Report

1. Burn Options Program 2025-26

Attached are

Wellington District 41 burns in the Burn Options Program (approx. 114,759 ha).
(NOTE. This includes five cells of the Large Scale Mosaic Wellington Northeast Burn- 46,770 ha).

Collie Shire has 22 burns in the Burn Options Program (Approx. 55,975 ha).

- WTN_011 Edward
- WTN_010 Darrell
- WTN_033 Worsley
- WTN_062 Bristol
- WTN_074 Western
- WTN_085 Wellington National Park
- WTN_101 Mungalup
- WTN_117 Arklow
- WTN_123 Windy Ridge
- WTN_130 Denham
- WTN_131 Ross (WTN NE Cell 1)
- WTN_132 Chalk (WTN NE Cell 2)
- WTN_134 Stockyard (WTN NE Cell 4)
- WTN_135 Morgan (WTN NE Cell 5)
- WTN_136 Bednall (WTN NE Cell 6)
- WTN_139 Fleays
- WTN_141 Gervasse
- WTN_142 Leach
- WTN_144 Shotts
- WTN_145 Westralia
- WTN_148 Fleays North
- WTN_151 Hadfield

Notifications to CBFCO/ Shire, private property owners & other stakeholders are currently being distributed.

2. Bushfires 2025-26

Nil fires.

3. District Staff Contacts/ Changes

District Fire Coordinator: Jewell Crossberg
Fire Operations Officer: Darren Harvey
Fire Operations Officer: Garth Grimsley
Fire Operations Officer: Afie Jazreen
A/ Assistant Fire Operations Officer: Jayden Cull

End of Report.

Afie Jazreen

Fire Operations Officer / Acting Roads Management Officer
Wellington District - Collie
Parks and Wildlife Service | Department of Biodiversity, Conservation and Attractions

M: 0437 806 867 | E: afie.jazreen@dbca.wa.gov.au
147 Wittenoom St, Collie - 6225



Shire of
Collie

**Ordinary Council Meeting
9 September 2025**

Appendix 11.1.A

**Policy CP1 – 021 Council Committees, Working
Groups, Reference Groups and External
Committees**



POLICY NO:-

CP1-021 – COUNCIL COMMITTEES, WORKING GROUPS, REFERENCE GROUPS AND EXTERNAL COMMITTEES

GOVERNANCE INFORMATION			
Procedure Link:	N/A	Administrative Policy Link:	

ADMINISTRATION INFORMATION						
History	1	CP1-021	OCM	9/09/25	Res: 9645	Synopsis: Policy created.
Version:	2					

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

This policy is to provide for the governance of Council Committees, Operational Working Groups, Community Project Reference Groups and External Committees, inclusive of requirements for establishment, appointment and reporting.

3. SCOPE / DEFINITION

This Policy applies to the Shire of Collie.

Council Committee means a Committee established under the Section 5.8 of the *Local Government Act 1995 (LG Act)*, or Section 38 of the *Emergency Management Act 2005*, or Section 67 of the *Bush Fires Act 1954*. The purpose of the Council Committee is directly linked to a statutory function of Council.

Operational Working Group means a group created for the sole purpose of providing technical advice on operational matters in a manner that complements staff competencies. An Operational Working Group has no direct tie to a statutory function of Council.

Community Project Reference Group means a group convened in relation to a specific policy development, planning process, capital project or other time limited project and provide a mechanism to engage with the community to achieve specific pre-determined objectives. These groups are established for a fixed period only.

External Committees / Groups means groups that are operated by organisations external to the Shire of Collie and are not subject to this policy even if they have as members, elected members or officers appointed to represent the interests of the Shire.

Committee Member means a person appointed to a Council Committee and includes Councillors, Community Members and/or Organisational Representatives.

Community Members means a person appointed to represent their own views.

Organisational Representative means a person appointed to represent views of the organisation, industry/business sector, community group or club.

4. POLICY

Council and the Shire will promote and facilitate diverse participation in Council committees and Reference groups, seeking to include community members from a range of backgrounds.

4.1 Council Committees

Under Section 5.8 of the *Local Government Act 1995*, the Council may establish Committees to assist the Council and may also delegate to a Committee the ability to exercise the powers and discharge the duties of the Council. Committees report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing. Committees assist good governance when they share the workload and responsibilities of the Council as a whole.

4.1.1 Purpose

Council Committees make recommendations for consideration by members of the Council or may have delegated functions based on their Terms of Reference which would have been adopted by Council. Only the Council has the right to change the Committee Terms of Reference or alter/disband or establish any new Council Committees at any time.

A Council Committee either discharges the duties or exercises the statutory powers of the Council under delegation or assists Council in its performance of those powers and duties by directly advising Council. Unless delegated otherwise, the Council has the right to accept, reject or amend any recommendation made by a committee to Council.

The objectives of a Council Committee must relate to the statutory functions of Council, be strategic in nature and must not relate to the operational function of the Shire.

4.1.2 Establishment / Terms of Reference

The Terms of Reference of each Council Committee must set out the terms of membership to cease at the date of the local government elections, after which time members may be appointed for a further term. Appointment of members can only be made by way of a formal decision of the Council by absolute majority.

A biennial review of each Council Committee's purpose (and delegation if applicable) must be undertaken prior to the local government elections to determine whether they are relevant and whether the Council Committee is still required.

The Terms of Reference should include:

- a) The objectives of the committee;
- b) The number of Council members and other persons (community members or organisational representatives) to be appointed to the committee;
- c) Details of the delegation of any powers or duties to the committee under section 5.16 of the LG Act.

- d) Details of officers responsible for providing assistance to the committee.
- e) Appointment of Presiding and Deputy Presiding Member.

4.1.3 Meeting Procedure

Meetings will be convened, conducted and recorded in accordance with the Shire of Collie Standing Orders Local Law and *Local Government (Administration) Regulations 1996*.

Council Committee members are bound by *Local Government (Model Code of Conduct) Regulations 2021*, CP1-019 – Elected Member Code of Conduct Behaviour Complaints Management Process and financial interest obligations under the LG Act.

4.1.4 Reporting Information to Council

Officers are to ensure that all recommendations listed in the Council Committee minutes are referred to Council (as a written report) for consideration at the next Ordinary Council Meeting, where practicable.

4.2 **Operational Working Groups**

4.2.1 Purpose

An Operational Working Group may be established to provide advice on operational matters in a manner that complements staff competencies. An Operational Working Group will provide opportunity for community members, organisational representatives or technical experts to provide comment, advice, local knowledge, information and feedback regarding plans, services and programs.

The objective of Operational Working Groups must be operational in effect with the aim to solely provide advice to officers in the performance of their administrative or operational roles. For this reason and to reinforce the role of Council under S2.7 of the *Local Government Act 1995*, Councillors do not participate in Operational Working Groups.

4.2.2 Establishment / Terms of Reference

To establish an Operational Working Group, the CEO must prepare a Terms of Reference which:

- a) Sets the purpose and objective of the group in alignment with the Strategic Community Plan / Corporate Business Plan.
- b) Determines the length of the group's term and any extensions.
- c) Endorses the criteria for membership and composition of the group.
- d) Reporting requirements.

These groups are coordinated and led by Shire Officers and membership does not include Councillors.

4.2.3 Meeting Procedure

Meetings will be conducted in an informal manner leading to greater opportunities for discussion.

- Meetings do not require quorum;
- Meetings to be convened on an as needs basis;
- Potential for members with conflicts of interest to participate in discussion.

4.2.4 Reporting Information to Council

To ensure Council are aware of Operational Working Groups, their purpose and topics of discussion and meeting outcomes:

- Meeting notes are to be published on the electronic shared network drive / Councillor Portal;
- Councillors are to be updated periodically by officers at Council Forums or Workshops.

4.3 Community Project Reference Groups

4.3.1 Purpose

Community Project Reference Groups specifically relate to policy development, planning processes, capital projects or other time limited projects and provide opportunity for community members, organisational representatives and/or technical experts to collaborate and deliberate in order to develop meaningful feedback, advice, and to share local knowledge and information on a specific topic and for a fixed period of time.

4.3.2 Establishment / Terms of Reference

A Community Project Reference Group may be established throughout the year as an engagement mechanism to develop community consensus on matters that have broad competing needs. Each group will be formed for a fixed period of time and with a bespoke Terms of Reference which ensures balanced membership depending on the specific pre-determined project objectives. These groups are coordinated and led by Shire Officers and membership may include Councillors.

4.3.3 Meeting Procedure

Meeting structure, duration and style will be determined for each group as part of the engagement design process and depends on the specific pre-determined project objectives. Meetings will generally be conducted in an informal manner, in some cases more of a workshop style, and in a way that fosters discussion. This may include:

- Meetings not requiring a quorum;
- Meetings convened on an as needs basis;
- Potential for members with conflicts of interest to participate in discussion;
- Customised reporting to Councillors depending on the matter at hand and project context.

4.3.4 Reporting Information to Council

To ensure Council are aware of Community Project Reference Groups, their purpose and topics of discussion and meeting outcomes:

- Meeting notes are to be published on the electronic shared network drive / Councillor Portal;
- Councillors are to be updated periodically by officers at Council Forums or Workshops.

4.4 External Committee / Groups

Being a Council Delegate representing the Shire of Collie is an important role and carries with it a high level of responsibility. It is important to ensure that the most appropriate person is appointed for a delegate position and that clear guidance is given as to the obligations of the role.

Council will only consider the appointment of a delegate/s to an external committee or group in the following circumstances:

- a) Where the body/group/organisation represents state or regional interests that are likely to impact upon the Shire of Collie;
- b) Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; or
- c) Where the body/group/organisation represents local interests and the group occupies Council property.

4.5 Councillor Delegates

4.5.1 Method of Appointing Councillors to Council Committees or External Committees / Groups

At a meeting of the Council where a Councillor is to be appointed to a Council Committee or External Committee / Group and there are more nominations than vacancies, the Chief Executive Officer is to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the Chief Executive Officer to determine the preferred delegate.

The Shire President or Presiding Member is then to call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant position and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence when required.

Where a Councillor has indicated their desire to nominate for a delegate position and the time for acceptance of nominations closes prior to the next available Council meeting, the Chief Executive Officer is to forward the relevant nomination and subsequently advise Council of the nomination, so that it can be considered and ratified through the normal process. Where the number of nominations from Councillors exceed the number of vacant positions, the Chief Executive Officer will consult with the Shire President to determine an order of preference based on experience in the position of Councillor and interest and merit in the vacant position.

4.5.2 Delegate Roles and Responsibilities

Where a Councillor has been endorsed as Council's delegate for a Council Committee or External Committee / Group the delegate shall:

- a) Understand that their appointment / membership is as a representative of the Council and is by right of their position with Council;

- b) Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. The delegate must also provide timely notice of anticipated absences to any deputy delegate where one is appointed;
- c) Ensure that in participating and contributing to decision making of the external committee, body or organisation the delegate communicates and is cognisant of Council's determined position on matters before the external organisation;
- d) Perform the functions and duties of a delegate in accordance with the standards set out in the *Local Government (Model Code of Conduct) Regulations 2021* and CP1-019 – Elected Member Code of Conduct Behaviour Complaints Management Process; and
- e) Keep Council informed of the activities and achievements of the external committee, body or organisation in a timely manner.

Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

5. REFERENCE DOCUMENTS

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Local Government (Model Code of Conduct) Regulations 2021

Shire of Collie Policy - CP1-019 – Elected Member Code of Conduct Behaviour Complaints Management Process.



Shire of
Collie

**Ordinary Council Meeting
9 September 2025**

Appendix 14.1.A

Financial Management Report August 2025



Monthly Financial Report

For the period ended 31 August 2025



SHIRE OF COLLIE

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 August 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF COLLIE
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE
FOR THE PERIOD ENDED 31 AUGUST 2025

Revenue

Rates
Grants, subsidies and contributions
Fees and charges
Interest revenue
Other revenue

Expenses

Employee costs
Materials and contracts
Utility charges
Depreciation
Finance costs
Insurance
Other expenditure

Capital grants, subsidies and contributions
Profit on asset disposals
Loss on asset disposals

Net result for the period

Other comprehensive income for the period

Items that will not be reclassified subsequently to profit or loss

Changes in asset revaluation surplus
Share of comprehensive income of associates accounted for using the equity method

Total other comprehensive income for the period

Total comprehensive income for the period

	2025/26 YTD Actual	2025/26 Budget	2025/26 YTD Budget	2024/25 Actual
	\$	\$		\$
Rates	8,130,289	8,052,978	8,049,428	7,718,980
Grants, subsidies and contributions	416,736	3,437,731	430,572	2,758,660
Fees and charges	1,905,676	2,818,949	1,944,398	2,753,006
Interest revenue	54,030	323,755	50,334	251,754
Other revenue	134,622	354,221	56,540	141,197
	10,641,353	14,987,634	10,531,272	13,623,597
Employee costs	(1,175,950)	(7,510,236)	(1,253,168)	(6,405,639)
Materials and contracts	(271,264)	(5,478,277)	(889,020)	(5,131,998)
Utility charges	(70,421)	(664,570)	(107,528)	(648,718)
Depreciation	(483,790)	(2,932,710)	(469,648)	(2,769,370)
Finance costs	(18,681)	(59,965)	(10,460)	(46,770)
Insurance	1,500	(351,176)	(58,298)	(359,059)
Other expenditure	(143,243)	(630,199)	(163,440)	(148,800)
	(2,161,849)	(17,627,133)	(2,951,562)	(15,510,354)
	8,479,504	(2,639,499)	7,579,710	(1,886,757)
Capital grants, subsidies and contributions	175,889	1,501,421	191,720	180,568
Profit on asset disposals	0	0	0	9,339
Loss on asset disposals	0	0	0	(12,860)
	175,889	1,501,421	191,720	177,047
Net result for the period	8,655,393	(1,138,078)	7,771,430	(1,709,710)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	0	0	0	0
Share of comprehensive income of associates accounted for using the equity method	0	0	0	0
Total other comprehensive income for the period	0	0	0	0
Total comprehensive income for the period	8,655,393	(1,138,078)	7,771,430	(1,709,710)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE PERIOD ENDED 31 AUGUST 2025

	2025/26 YTD Actual	2025/26 Budget	2025/26 YTD Budget	2024/25 Actual
Revenue	\$	\$		\$
Governance	18,280	393,721	66,454	108,573
General Purpose Funding	8,556,671	10,705,928	8,458,670	9,823,522
Law, order, public safety	66,878	641,032	70,754	847,948
Health	15,795	20,130	3,479	16,331
Education and welfare	0	11,500	1,955	25,000
Housing	891	6,293	1,048	6,537
Community amenities	1,783,030	2,268,780	1,814,007	2,244,172
Recreation and culture	41,696	275,424	45,877	269,025
Transport	0	187,638	186,928	9,340
Economic services	44,590	446,588	68,888	111,852
Other property and services	136,249	30,600	4,932	148,973
	10,664,080	14,987,634	10,722,992	13,611,273
Expenses				
Governance	(32,056)	(820,477)	(140,202)	(616,184)
General Purpose Funding	(6,062)	(58,751)	(17,172)	(59,633)
Law, order, public safety	(85,471)	(1,158,969)	(193,365)	(1,346,361)
Health	(13,623)	(70,403)	(10,914)	(146,093)
Education and welfare	(72,048)	(74,174)	(12,528)	(131,803)
Housing	(737)	0	0	(5,383)
Community amenities	(195,177)	(2,379,611)	(388,980)	(3,562,912)
Recreation and culture	(389,634)	(3,671,828)	(581,648)	(3,302,281)
Transport	(628,554)	(3,115,427)	(522,662)	(3,265,009)
Economic services	(178,260)	(901,218)	(261,017)	(691,316)
Other property and services	(564,273)	(5,316,310)	(823,074)	(2,324,286)
	(2,165,895)	(17,567,168)	(2,951,562)	(15,451,261)
Finance Costs				
Governance	(49)	(853)	0	(175)
Community amenities	(1,146)	(4,538)	0	(4,759)
Recreation and culture	(14,993)	(33,878)	0	(18,727)
Transport	(2,107)	(20,643)	0	(22,907)
Other property and services	(386)	(53)	0	(202)
	(18,681)	(59,965)	0	(46,770)
	8,479,504	(2,639,499)	7,771,430	(1,886,758)
Non Operating				
Capital grants, subsidies and contributions	175,889	1,501,421	0	180,568
Profit on asset disposals	0	0	0	9,340
Loss on asset disposals	0	0	0	(12,860)
	175,889	1,501,421	0	177,048
Net result for the period	8,655,393	(1,138,078)	7,771,430	(1,709,710)
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	0	0		0
Share of comprehensive income of associates accounted for using the equity method	0		0	0
Total other comprehensive income for the period	0	0		0
Total comprehensive income for the period	8,655,393	(1,138,078)	7,771,430	(1,709,710)

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

		Adopted	YTD		Variance*	Variance*	
	2024/25	Budget	Budget	YTD	\$	%	Var.
Note	Actual	Estimates	Estimates	Actual	(c) - (b)	((c) - (b))/(b)	
	\$	(a)	(b)	(c)	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	7,718,980	8,052,978	8,049,428	8,130,289	80,861	1.00%	
Grants, subsidies and contributions	2,758,660	3,437,731	430,572	416,736	(13,836)	(3.21%)	
Fees and charges	2,753,006	2,818,949	1,944,398	1,905,676	(38,722)	(1.99%)	
Interest revenue	251,754	323,755	50,334	54,030	3,696	7.34%	
Other revenue	141,197	354,221	56,540	134,622	78,082	138.10%	▲
Profit on asset disposals	9,339	0	0	0	0	0.00%	
	13,632,936	14,987,634	10,531,272	10,641,353	110,081	1.05%	
Expenditure from operating activities							
Employee costs	(6,405,639)	(7,510,236)	(1,253,168)	(1,175,950)	77,218	6.16%	
Materials and contracts	(5,131,998)	(5,478,277)	(889,020)	(271,264)	617,756	69.49%	▲
Utility charges	(648,718)	(664,570)	(107,528)	(70,421)	37,107	34.51%	
Depreciation	(2,769,370)	(2,932,710)	(469,648)	(483,790)	(14,142)	(3.01%)	
Finance costs	(46,770)	(59,965)	(10,460)	(18,681)	(8,221)	(78.59%)	
Insurance	(359,059)	(351,176)	(58,298)	1,500	59,798	102.57%	▲
Other expenditure	(148,800)	(630,199)	(163,440)	(143,243)	20,197	12.36%	
Loss on asset disposals	(12,860)	0	0	0	0	0.00%	
	(15,523,214)	(17,627,133)	(2,951,562)	(2,161,849)	789,713	26.76%	
Non cash amounts excluded from operating activities	2(c) 2,772,891	2,940,013	469,648	(185,615)	(655,263)	(139.52%)	▼
Amount attributable to operating activities	882,613	300,514	8,049,358	8,293,889	244,531	3.04%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	180,568	1,501,421	191,720	175,889	(15,831)	(8.26%)	
Proceeds from financial assets at amortised cost - self supporting loans	(20,359)	14,744	7,273	7,273	0	0.00%	
	160,209	1,702,765	198,993	183,162	(15,831)	(7.96%)	
Outflows from investing activities							
Acquisition of property, plant and equipment	(90,657)	(2,589,500)	(190,830)	0	190,830	100.00%	▲
Acquisition of infrastructure	(2,344,394)	(937,270)	(186,970)	(105,028)	81,942	43.83%	▲
Payments for financial assets at amortised cost - self supporting loans	(500,000)	0	0	0	0	0.00%	
	(2,935,051)	(3,526,770)	(377,800)	(105,028)	272,772	72.20%	
Non-cash amounts excluded from investing activities	2(c) 0	0	0	0	0	0.00%	
Amount attributable to investing activities	(2,774,842)	(1,824,005)	(178,807)	78,134	256,941	143.70%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	500,000	0	0	0	0	0.00%	
Transfer from reserves	97,500	2,142,602	2,142,602	2,142,602	0	0.00%	
	597,500	2,142,602	2,142,602	2,142,602	0	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities	(33,502)	(37,303)	(2,017)	(2,017)	0	0.00%	
Repayment of borrowings	(207,231)	(213,666)	(17,424)	(17,424)	0	0.00%	
Transfer to reserves	(853,929)	(427,071)	(427,071)	(427,071)	0	0.00%	
	(1,094,662)	(678,040)	(446,512)	(446,512)	0	0.00%	
Amount attributable to financing activities	(497,162)	1,464,562	1,696,090	1,696,090	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 2,930,455	94,740	94,740	541,064	446,324	471.10%	▲
Amount attributable to operating activities	882,613	300,514	8,049,358	8,293,889	244,531	3.04%	
Amount attributable to investing activities	(2,774,842)	(1,824,005)	(178,807)	78,134	256,941	143.70%	▲
Amount attributable to financing activities	(497,162)	1,464,562	1,696,090	1,696,090	0	0.00%	
Surplus or deficit after imposition of general rates	541,064	35,811	9,661,381	10,609,177	947,796	9.81%	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2025

	Actual 30 June 2025	Actual as at 31 August 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,835,317	8,495,766
Trade and other receivables	3,391,818	8,870,188
Other financial assets	103,964	119,267
Inventories	138,405	16,485
Other assets	521,906	896,909
TOTAL CURRENT ASSETS	8,991,410	18,398,615
NON-CURRENT ASSETS		
Trade and other receivables	677,684	671,179
Other financial assets	517,500	490,676
Property, plant and equipment	27,979,331	28,168,439
Infrastructure	159,728,751	159,381,886
Right-of-use assets	49,389	16,409
TOTAL NON-CURRENT ASSETS	188,952,655	188,728,589
TOTAL ASSETS	197,944,065	207,127,204
CURRENT LIABILITIES		
Trade and other payables	1,038,815	1,990,686
Contract liabilities	3,222,499	3,280,538
Lease liabilities	9,302	7,152
Borrowings	213,665	420,076
Employee related provisions	782,694	422,814
TOTAL CURRENT LIABILITIES	5,266,975	6,121,266
NON-CURRENT LIABILITIES		
Lease liabilities	7,696	7,829
Borrowings	1,213,264	989,428
Employee related provisions	43,626	140,364
Other provisions	3,240,607	3,846,603
TOTAL NON-CURRENT LIABILITIES	4,505,193	4,984,224
TOTAL LIABILITIES	9,772,168	11,105,490
NET ASSETS	188,171,897	196,021,714
EQUITY		
Retained surplus	35,729,998	45,295,345
Reserve accounts	4,219,746	2,504,216
Revaluation surplus	148,222,153	148,222,153
TOTAL EQUITY	188,171,897	196,021,714

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COLLIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 03 October 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF COLLIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Other assets

Less: current liabilities

Trade and other payables
Other liabilities
Lease liabilities
Borrowings
Employee related provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 August 2025
	\$	\$	\$
	5,043,545	4,835,317	8,495,766
	2,504,672	3,391,818	8,870,188
	78,341	103,964	119,267
	19,321	138,405	16,485
	1,150,000	521,906	896,909
	8,795,879	8,991,410	18,398,615
	(1,414,389)	(1,038,815)	(1,990,686)
	(2,416,721)	(3,222,499)	(3,280,538)
	(37,303)	(9,302)	(7,152)
	(213,666)	(213,665)	(420,076)
	(759,871)	(782,694)	(422,814)
	(50,000)	0	0
	(4,891,950)	(5,266,975)	(6,121,266)
	3,903,929	3,724,435	12,277,349
2(b)	(3,809,189)	(3,183,371)	(1,668,172)
	94,740	541,064	10,609,177

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of lease liabilities
- Current portion of borrowings
- Current portion of contract liability held in reserve
- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

	(4,160,933)	(4,219,746)	(2,504,216)
	37,303	9,302	7,152
	213,666	213,665	420,076
	100,775	0	0
	0	813,408	408,816
2(a)	(3,809,189)	(3,183,371)	(1,668,172)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Add: Depreciation
Movement in current contract liabilities associated with restricted cash

Total non-cash amounts excluded from operating activities

Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 August 2025	YTD Actual 31 August 2025
\$	\$	\$
2,932,710	469,648	483,790
7,303	0	0
2,940,013	469,648	(185,615)

SHIRE OF COLLIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$50,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Other revenue Mainly relates to workers compensation reimbursements. Timing variance that will be cleared by year end.	78,082	138.10%	▲
Expenditure from operating activities			
Materials and contracts This is a timing variance across a range of areas, including waste refuse , recycling and organics (\$320k) road maintenance (\$71k), parks maintenance (\$47k), vehicle costs (\$23k), ICT administration (\$20k), and other maintenance items such as public toilets, building facilities and depot operations. In addition, contractors for a number of programmed maintenance works are yet to be appointed, with only materials purchased to date. Combined with a reduced internal workforce, a lower volume of works has been delivered than originally anticipated at this stage of the year. It is expected that expenditure will increase in the coming months as contractor appointments are finalised and programmed maintenance activities progress, bringing actuals closer in line with budget by year end	617,756	69.49%	▲
Insurance Timing variance, will be cleared by year end	59,798	102.57%	▲
Non cash amounts excluded from operating activities Timing variance, will be cleared by year end	(655,263)	(139.52%)	▼
Outflows from investing activities			
Acquisition of property, plant and equipment Timing variance between budget and purchase of assets	190,830	100.00%	▲
Acquisition of infrastructure Timing variance between budget and completion of projects	81,942	43.83%	▲
Surplus or deficit at the start of the financial year Higher surplus than originally anticipated due to more grants income in 2025 than originally forecast. This figure is subject to change as the June 2025 financials have not yet been audited.	446,324	471.10%	▲

SHIRE OF COLLIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2025

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave reserve	367,208	11,439	(10,000)	368,647	426,014	11,439	(10,000)	427,453
Building reserve	807,258	35,146	(246,000)	596,404	807,259	35,146	(246,000)	596,405
Plant reserve	1,061,319	108,060	(1,115,000)	54,379	1,061,320	108,060	(1,115,000)	54,380
Waste reserve	690,943	21,523	(500,000)	212,466	690,945	21,523	(500,000)	212,468
Revaluation reserve	57,721	61,755	(24,102)	95,374	57,721	61,755	(24,102)	95,374
Airport reserve	34,199	6,065	0	40,264	34,200	6,065	0	40,265
Election reserve	9,556	20,298	(25,000)	4,854	9,556	20,298	(25,000)	4,854
River Rehabilitation reserve	110,135	3,431	0	113,566	110,135	3,431	0	113,566
Roche Park reserve	129,131	4,022	0	133,153	129,131	4,022	0	133,153
Legal reserve	182,681	8,191	(2,500)	188,372	182,681	8,191	(2,500)	188,372
Collie Mineworkers Swimming Pool reserve	128,360	3,998	(65,000)	67,358	128,360	3,998	(65,000)	67,358
Parks & Ovals reserve	268,532	8,365	0	276,897	268,534	8,365	0	276,899
New initiative reserve	290,968	9,064	(15,000)	285,032	290,968	9,064	(15,000)	285,033
Information and Communication Technology reserve	22,922	25,714	(40,000)	8,636	22,922	25,714	(40,000)	8,636
Unspent Grants reserve	0	100,000	(100,000)	0	0	100,000	(100,000)	0
	4,160,933	427,071	(2,142,602)	2,445,402	4,219,746	427,071	(2,142,602)	2,504,216

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	796,000	91,832	(0)	(91,832)
Furniture and equipment	50,500	0	0	0
Plant and equipment	10,000	91,666	0	(91,666)
Motor Vehicles	1,733,000	7,332	0	(7,332)
Acquisition of property, plant and equipment	2,589,500	190,830	(0)	(190,830)
Infrastructure - roads	796,020	129,768	2,671	(127,097)
Infrastructure - footpaths	0	2,832	176	(2,656)
Infrastructure - drainage	21,250	3,538	48,016	44,478
Infrastructure - waste facilities	60,000	40,832	0	(40,832)
Infrastructure - Bridges	60,000	10,000	54,165	44,165
Acquisition of infrastructure	937,270	186,970	105,028	(81,942)
Total capital acquisitions	3,526,770	377,800	105,028	(272,772)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,501,421	191,720	0	(191,720)
Other (disposals & C/Fwd)	186,600	0	0	0
Reserve accounts				
Building reserve	246,000	246,000	246,000	0
Plant reserve	1,096,400	1,096,400	1,096,400	0
Waste reserve	450,000	450,000	450,000	0
Information and Communication Technology reserve	30,000	30,000	30,000	0
Contribution - operations	16,349	(1,636,320)	(1,717,372)	(81,052)
Capital funding total	3,526,770	377,800	105,028	(272,772)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

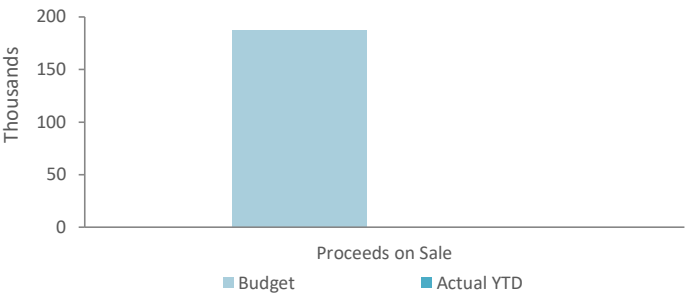
Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Motor Vehicles	(186,600)	186,600	0	0	0	0	0	0
		(186,600)	186,600	0	0	0	0	0	0



6 RECEIVABLES

Rates receivable	30 Jun 2025	31 Aug 2025
	\$	\$
Opening arrears previous year	2,170,551	2,833,291
Levied this year	7,718,980	8,130,289
Less - collections to date	(7,056,240)	(2,811,915)
Gross rates collectable	2,833,291	8,151,665
Allowance for impairment of rates receivable	0	0
Net rates collectable	2,833,291	8,151,665
% Collected	71.4%	25.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,787)	76,887	18,103	11,518	88,952	193,673
Percentage	(0.9%)	39.7%	9.3%	5.9%	45.9%	
Balance per trial balance						
Trade receivables						193,673
GST receivable						576,408
Allowance for impairment of receivables from contracts with customers						(51,558)
Total receivables general outstanding						718,523

Amounts shown above include GST (where applicable)

KEY INFORMATION

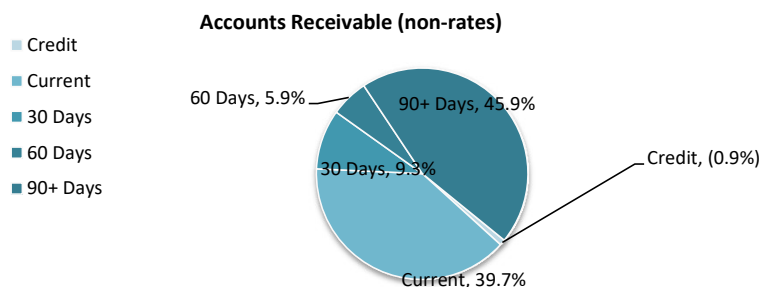
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 August 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost	0	19,743	0	19,743
Financial assets at fair value through other comprehensive income	103,964	0	(4,440)	99,524
Inventory				
Fuel	138,405	0	(121,920)	16,485
Other assets				
Prepayments	104,769	375,003	0	479,772
Contract assets	417,137	0	0	417,137
Total other current assets	764,275	394,746	(126,360)	1,032,661
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

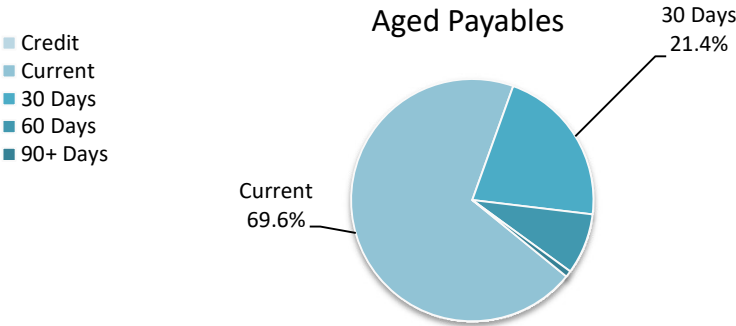
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	928,378	285,773	108,371	10,879	1,333,401
Percentage	0.0%	69.6%	21.4%	8.1%	0.8%	
Balance per trial balance						
Sundry creditors						1,333,401
Accrued salaries and wages						154,837
Bonds and deposits held						467,962
Accrued expenses						36,114
Total payables general outstanding						1,990,686
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	Budget	Actual	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	1 July 2025	Actual YTD	Budget FY	Actual YTD	Budget FY	Actual YTD	Budget FY	Actual YTD	Budget FY
		\$		\$	\$	\$	\$	\$	\$	\$	\$
Loan 117	117	475,200	476,622	0	0	(3,090)	(87,808)	473,532	387,392	(2,107)	(20,643)
Shire Depot Relocation											
Loan 118	118	28,981	28,846	0	0	0	(9,363)	28,846	19,618	(226)	(986)
Truck Bay Toilet (Throssell St) & Caravan Park Facilities											
Loan 119	119	58,872	56,828	0	0	0	(14,290)	56,828	44,582	(350)	(1,421)
Weighbridge Modifications, Irrigation Audit and Bore Development Strategy, Open Space Strategy & Roche Park Wall Stabilisation											
Loan 120	120	54,513	51,762	0	0	0	(10,571)	51,762	43,942	(260)	(1,125)
Roche Park Court 3 timber overlay and floor treatment											
Loan 121	121	118,610	111,428	0	0	0	(23,130)	111,428	95,480	(570)	(2,131)
Construction of Venn Street River Stop											
Loan 122	122	201,729	158,105	0	0	0	(30,517)	158,105	171,212	(754)	(2,606)
Building Capital Works											
Loan 123	123	9,102	8,964	0	0	0	(9,102)	8,964	0	(452)	(23)
Solar Panels											
Loan 124	124	14,140	14,015	0	0	(7,061)	(14,141)	6,954	(1)	(386)	(80)
Server Upgrade											
		961,147	906,570	0	0	(10,151)	(198,922)	896,419	762,225	(5,105)	(29,015)
Self supporting loans											
Loan 125		492,919	520,359	0	0	(7,273)	(14,744)	513,086	478,175	(13,527)	(30,124)
Collie Golf Club											
		492,919	520,359	0	0	(7,273)	(14,744)	513,086	478,175	(13,527)	(30,124)
Total		1,454,066	1,426,929	0	0	(17,424)	(213,666)	1,409,505	1,240,400	(18,632)	(59,139)
Current borrowings			213,665					420,076			
Non-current borrowings			1,213,264					989,429			
			1,426,929					1,409,505			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		Budget	Actual	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2025	1 July 2025	Actual YTD	Budget FY	Actual YTD	Budget FY	Actual YTD	Budget FY	Actual YTD	Budget FY
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Admin Plotter	5	3,078	3,079	0	0	(802)	(6,097)	2,277	(3,019)	0	(83)
Computer	6	0	0	0	0	0	(21,060)	0	(21,060)	0	(201)
Admin Colour Photocopier	1	30,057	9,569	0	0	(891)	(4,066)	8,678	25,991	0	(326)
CESM-Vehicle	9	0	0	0	0	0	(3,801)	0	(3,801)	0	0
Roche Park Photocopier	7	0	0	0	0	0	(314)	0	(314)	0	(1)
Depot Photocopier	8	4,168	4,350	0	0	(324)	(1,965)	4,026	2,203	0	(215)
Total		37,303	16,998	0	0	(2,017)	(37,303)	14,981	0	0	(826)
Current lease liabilities			9,302					7,152			
Non-current lease liabilities			7,696					7,829			
			16,998					14,981			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.



Shire of
Collie

Ordinary Council Meeting
9 September 2025

Appendix 14.2.A

List of Accounts

16 August to 15 September 2025

SHIRE OF COLLIE

List of Accounts Submitted to Council - 16th August - 15th September 2025

Chq/EFT	Date	Name	Description	Amount	Payment
Electronic Funds Transfer					
EFT40153	22/08/2025	WA AUSTRALIAN SERVICES UNION WA (ASU)	PAYROLL DEDUCTIONS/CONTRIBUTIONS UNION CONTRIBUTIONS		-\$ 157.00
EFT40154	22/08/2025	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 42,997.00
EFT40155	22/08/2025	DEPARTMENT OF HUMAN SERVICES	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 174.78
EFT40157	22/08/2025	EASIALARY PTY LTD	PAYROLL DEDUCTIONS/CONTRIBUTIONS - NOVATED LEASE		-\$ 1,399.94
EFT40159	22/08/2025	LIVING SPRINGS WATER PTY LTD	ADMIN OFFICE - SPRINGWATER DELIVERY - 04.07.2025		-\$ 182.00
EFT40160	22/08/2025	WATER CORPORATION	CENTRAL PARK/WATER PLAYGROUND TRADE WASTE CHARGES 01/07/25 - 30/06/26		-\$ 258.62
EFT40161	26/08/2025	HARLEY SCOTT	BALLOONING ACTIVITY AT COMMUNITY EVENT		-\$ 180.00
EFT40164	02/09/2025	ARROW BRONZE	INVOICES BELOW		-\$ 3,509.86
767439	30/07/2025		NICHE WALL PLAQUE - STUDMAN	\$ 379.53	
767648	05/08/2025		ROSE GARDEN PLAQUE - HUNTER	\$ 277.94	
767648	05/08/2025		NICHE WALL PLAQUE - RICHARDS	\$ 850.00	
767648	05/08/2025		NICHE WALL PLAQUE - O'NEIL	\$ 652.27	
767648	05/08/2025		NICHE WALL PLAQUE - COULSON	\$ 219.49	
767648	05/08/2025		GRANITE MONUMENT PLAQUE - CORLEY	\$ 590.95	
767648	05/08/2025		ROSE GARDEN PLAQUES FOR GIOVANNI AND NANNETTE CORRADETTI	\$ 539.68	
EFT40165	02/09/2025	ABC HYGIENE RESTORATION	BUILDING INSPECTION TO PCYC AFTER FLOODING		-\$ 1,100.00
EFT40166	02/09/2025	ALSCO PTY LTD.	INVOICES BELOW		-\$ 3,349.50
CPER2525063	30/06/2025		SANITARY BIN SERVICE	\$ 8,041.00	
CPER2525063-CRD	21/08/2025		SANITARY BIN SERVICE - CREDIT RECEIVED	-\$ 4,691.50	
EFT40167	02/09/2025	AUSRECORD	TRADITIONAL TUBE CLIP (3 IN 1) SET FOR RECORD FOLDERS, X100		-\$ 96.80
EFT40168	02/09/2025	BUNNINGS BUILDING SUPPLIES	INVOICES BELOW		-\$ 733.44
2706/99811756	13/08/2025		2V PORTABLE PRESSURE PUMP, 600MM STEEL HANDLED OUTDOOR BROOM, ADVENTURE PRODUCTS 20L BLUE WATER JERRY CAN	\$ 530.76	
2706/01355318	21/08/2025		6 X BOXES OF MUNNS TALL FESCUE PREMIUM SEED BLEND	\$ 202.68	
EFT40169	02/09/2025	BOYA EQUIPMENT PTY LTD	NEW ERGONOMIC SEAT FOR TRACTOR CO19304		-\$ 4,125.00
EFT40170	02/09/2025	BROLLY AUSTRALASIA PTY LTD	2025-2026 BROLLY SUBSCRIPTION - SOCIAL MEDIA RECORDS CAPTURING		-\$ 1,423.40
EFT40171	02/09/2025	BRAIN SPICE	LIBRARY RESOURCES EDUCATIONAL RESOURCES, PUZZLES AND GAMES		-\$ 394.79
EFT40172	02/09/2025	COLLIE AUTO ELECTRICS	INVOICES BELOW		-\$ 4,775.00
00007993	29/05/2025		REPAIRS TO ELECTRICS FOR LIGHTING ON LOADER REPLACE SUPPLIED ELECTRIC WINDOW REGULATOR AND MOTOR	\$ 200.00	
00007991	29/05/2025		REPAIR ELECTRICS FOR LIGHTING ON LOADER 18	\$ 360.00	
00007987	19/08/2025		SUPPLY & FIT NEW STARTER MOTOR TO LOADER 18	\$ 2,000.00	
00007988	19/08/2025		REPAIR INDICATORS ON TORO MOWER	\$ 270.00	
00007992	19/08/2025		REPLACE HEADLIGHT GLOBES COLORADO	\$ 175.00	
00007989	19/08/2025		SUPPLY & FIT 2 NEW BATTERIES, REPAIR WIRING DAMAGE AFTER BREAK IN TRUCK 25	\$ 1,500.00	
00007990	19/08/2025		FIT SPRAY CONTROLS TO TRACTOR 4	\$ 270.00	
EFT40173	02/09/2025	COLLIE GALLERY GROUP INC.	OPERATIONAL GRANT FOR COLLIE ART GALLERY 2025-2026		-\$ 88,000.00

Chq/EFT	Date	Name	Description	Amount	Payment
EFT40174	02/09/2025	SCOTT CHRISTINGER	INVOICES BELOW		-\$ 1,287.00
INV-1145	20/08/2025		DISCONNECT AND RECONNECT POWER TO HOT WATER SYSTEM AT WASTE TRANSFER STATION	\$ 198.00	
INV-1154	22/08/2025		REPAIR LIGHTS AT THE AIRPORT	\$ 676.50	
INV-1153	22/08/2025		REPAIR FAULTY LIGHT CIRCUIT AT THE MUSEUM	\$ 412.50	
EFT40175	02/09/2025	COLLIE VISITOR CENTRE	COLLIE VISITORS CENTRE OPERATING GRANT 2025 - 2026		-\$ 146,300.00
EFT40176	02/09/2025	CLEANAWAY PTY LTD	INVOICES BELOW		-\$ 128,447.80
21858364	31/07/2025		RECYCLING COLLECTION AT THE TRANSFER STATION - JULY 25	\$ 12,792.35	
21862143	31/07/2025		CUSTOMER SERVICE CENTRE JULY 2025, CLEANAWAY BIN REPAIRS AND MAINTENANCE JULY 2025	\$ 115,655.45	
EFT40177	02/09/2025	BOC LIMITED	INVOICES BELOW		-\$ 28.06
4039502665	28/06/2025		MONTHLY RENTAL FOR MEDICAL OXYGEN BOTTLES (SIZE C): 29/05/2025 - 27/06/2025	\$ 13.80	
4039757649	29/07/2025		MONTHLY RENTAL FOR MEDICAL OXYGEN BOTTLES (SIZE C): 28/06/2025 - 28/07/2025,	\$ 14.26	
EFT40178	02/09/2025	CRENDON MACHINERY	HIRE A SQUIRREL ELEVATING PLATFORM AND TRAILER FOR ONE DAY		-\$ 249.70
EFT40179	02/09/2025	CROSS SECURITY SERVICES	SECURITY CAMERA CHECK AND KEYPAD CHECK FOR ADMIN BUILDING		-\$ 500.28
EFT40180	02/09/2025	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	PUBLISHING OF MONTLY SHIRE UPDATE IN COLLIE BULLETIN		-\$ 528.00
EFT40181	02/09/2025	COLLIE FLOORWORLD	FLOOR GRINDING AND CARPET TILE REPLACEMENT FOR PCYC OFFICE.		-\$ 2,509.00
EFT40182	02/09/2025	CHAPPELL LANDSCAPING	1 X 20LTR DRUM GLYPHOSATE 450		-\$ 225.00
EFT40183	02/09/2025	TDCS UNIT TRUST TRADING AS CLUBMAP PTY LTD	PLANNING & IMPLEMENTATION WORKSHOPS - COLLIE BASKETBALL ASS.		-\$ 5,497.80
EFT40184	02/09/2025	CUSTOM MADE STAMPS	CAP 2025 - STAMPS FOR PAPER BAGS - GRANT FUNDED INITIATIVE		-\$ 516.30
EFT40185	02/09/2025	COLLIE SALVAGE & HARDWARE	RAPID SET PATHWAY MAINTENANCE		-\$ 648.00
EFT40186	02/09/2025	EARTH 2 OCEAN COMMUNICATINS	REPLACEMENT HANDHELD GPS UNIT FOR THE COLLIE SES		-\$ 599.00
EFT40187	02/09/2025	EAST END CONTRACTORS	COMPACT WASTE AT GIBB'S ROAD LANDFILL FACILITY.		-\$ 19,478.14
EFT40188	02/09/2025	FOUNDER ENTERPRISES PTY LTD.	CATERPILLAR GRADER CUTTING BLADES AND BOLTS		-\$ 1,116.94
EFT40189	02/09/2025	FULTON HOGAN INDUSTRIES PTY LTD	20 KG BAGS OF EZ STREET POTHOLE REPAIR - BLACK X 1		-\$ 36.00
EFT40190	02/09/2025	4PARK PTY LTD / T/A FORPARK AUSTRALIA	SAFETY PANEL & STEERING WHEEL AND PANEL BRACKET INCLUDING FREIGHT		-\$ 883.85
EFT40191	02/09/2025	STRATAGREEN	GLYPHOSATE GREEN 360 20LTR		-\$ 398.57
EFT40192	02/09/2025	HEATLEY SALES PTY LTD	INVOICES BELOW		-\$ 2,092.12
Y655635	18/08/2025		GLOVES NITRILE FOAM ECO FORCE 360 2XL, GLOVE RIGGERS PREMIUM 2XL, GLOVE RIGGERS XL	\$ 1,901.86	
Y655865	22/08/2025		STEEL BLUE MENS PARKS ZIP CUFF SAND SZ 9	\$ 190.26	
EFT40193	02/09/2025	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	INVOICES BELOW		-\$ 8,564.60
2727	15/07/2025		IT SUPPORT - MONTHLY MANAGED SERVICES - JULY 2025	\$ 8,069.60	
2796	15/08/2025		IT SUPPORT - DIRECT HOSTING - AUGUST 25	\$ 495.00	
EFT40194	02/09/2025	HOIST RIGHT	THREE MONTHLY INSPECTION OF ALL VEHICLE HOISTS		-\$ 1,302.40
EFT40195	02/09/2025	IT VISION SOFTWARE PTY LTD (Ready Tech)	TRAINING & DEVELOPMENT - SYNERGYSOFT END OF YEAR PAYROLL		-\$ 247.50
EFT40196	02/09/2025	CONNECT CCS	OVERCALLS FEE FOR CONTRACT CA0184 JULY 2025		-\$ 791.34
EFT40197	02/09/2025	SOUTH WEST ISUZU	ISUZU TIPPER TRUCK REPAIR KIT, AIR FILTER		-\$ 186.45
EFT40198	02/09/2025	LOTEX FILTER CLEANING SERVICE	INVOICES BELOW		-\$ 169.98
00011836	11/06/2025		FILTER CLEANING X 4	\$ 112.13	
00011917	09/07/2025		FILTER CLEANING X 3	\$ 57.85	
EFT40199	02/09/2025	LIVING TURF	SUPPLY FERTILISER FOR SPORSTGROUNDS		-\$ 2,227.50
EFT40200	02/09/2025	JARDINE LLOYD THOMPSON T/A JLT	HALF YEARLY CONTRIBUTION RISK COORDINATOR PROGRAM		-\$ 8,252.20
EFT40201	02/09/2025	NUTRIEN WATER	SUPPLY A REPLACEMENT PUMP FOR LIONS PARK		-\$ 4,151.36
EFT40202	02/09/2025	IXOM OPERATIONS PTY LTD	POOL CHEMICAL SERVICE FEE 01/07/2025 - 31/07/2025		-\$ 174.25

Chq/EFT	Date	Name	Description	Amount	Payment
EFT40203	02/09/2025	OZARB TREE SERVICE	INVOICES BELOW		-\$ 4,940.00
571	13/08/2025		PRUNE BOX TREE 18 OGDEN STREET	\$ 250.00	
577	22/08/2025		MAKE SAFE STORM DAMAGED TREES WORSLEY BACK AND HAMILTON ROADS WORSLEY	\$ 1,500.00	
580	27/08/2025		PRUNE 2 POWERLINE TREES AT 96 OGDEN AND ONE AT THE SHOWGROUNDS	\$ 880.00	
581	27/08/2025		PRUNE TREE AT REAR OF 353 PRINSEP ST IN BOOTH ST	\$ 1,320.00	
582	27/08/2025		PRUNE TREE IN DALY DRIVE	\$ 990.00	
EFT40204	02/09/2025	PILATTI BROS TRANSPORT	1M3 32/10 CONCRETE SUPPLIED AND DELIVERED TO PORTER STREET		-\$ 489.50
EFT40205	02/09/2025	PFI SUPPLIES (THE TRUSTEE FOR TEEPEE TRUST)	INVOICES BELOW		-\$ 1,209.05
19431	25/08/2025		CLEANING SUPPLIES TLC CONTRACT CLEANER	\$ 849.20	
19433	25/08/2025		CLEANING SUPPLIES FOR ADMIN BUILDING	\$ 359.85	
EFT40206	02/09/2025	THE PRINT SHOP BUNBURY	OFFICE ENVELOPE RESTOCK (6000)		-\$ 1,182.50
EFT40207	02/09/2025	P & S GRIGGS PLUMBING	INVOICES BELOW		-\$ 4,269.07
INV-19883	06/08/2025		SEWER PIPE REPAIR - LIONS PARK	\$ 274.67	
INV-19892	11/08/2025		REPLACEMENT OF LEAKING HOT WATER SYSTEM AT WASTE TRANSFER STATION	\$ 1,559.90	
INV-19891	11/08/2025		COLLIE PCYC VACUM & CLEAN GUTTERS. HIRE OF EWP TO ALLOW FOR INSPECTION OF RAINHEAD AT TOP OF DOWNPIPE, AND TO DIAGNOSE FAULT CAUSING STORMWATER INGRESS TO COLUMN IN FOYER.	\$ 2,275.00	
INV-19933	19/08/2025		CLEARING OF BLOCKED DUMP POINT VISITOR CENTRE	\$ 159.50	
EFT40208	02/09/2025	ALEX WRIGHT PTY LTD T/AS PETE'S TREEWORX	TREE MANAGEMENT REPORT FOR FALLS COURT RESERVE		-\$ 1,834.25
EFT40209	02/09/2025	PAULL AND WARNER RESOURCES PTY LTD T/AS SOUTH WEST FIRE	ANNUAL SERVICE AND INSPECTION OF COLLIE PRESTON 2.4 APPLIANCE		-\$ 7,436.54
EFT40210	02/09/2025	QUBE LOGISTICS	FREIGHT CHARGES 70KG (63KG) CHLORINE GAS CYLINDER FROM SHIRE POOL TO IXOM		-\$ 117.49
EFT40211	02/09/2025	RHYTHM CIVIL & CONTRACTING	BRIDGE 3523 MUNGALUP ROAD - EMERGENCY REPAIRS - PIER 5 PILE 5		-\$ 40,856.20
EFT40212	02/09/2025	RTV COMPUTERS PTY LTD.	INVOICES BELOW		-\$ 2,202.42
231864	19/08/2025		LOGITECH MK370 COMBO MOUSE & KEYBOARD	\$ 198.22	
231869	19/08/2025		LENOVO THINKVISION 34 WQHD MONITOR	\$ 1,907.40	
232240	26/08/2025		1 X LOGITECH BRIO 100 FULL HD 1080P WEBCAM	\$ 96.80	
EFT40213	02/09/2025	SOUTHERN LOCK & SECURITY	DOOR LOCK REPAIR/ REPLACEMENT AT VELODROME AND ROCHE PARK		-\$ 1,314.42
EFT40214	02/09/2025	SOS OFFICE EQUIPMENT	MONTHLY SERVICE CHARGE FOR THE SES UNIT PHOTO COPIER		-\$ 872.86
EFT40215	02/09/2025	SAPIO PTY LTD	FOR SUPPLY AND INSTALL OF A WIRELESS POINT-TO-POINT CONNECTION BETWEEN THE SHIRE ADMINISTRATION BUILDING AND THE COLLIE PUBLIC LIBRARY.		-\$ 4,631.43
EFT40216	02/09/2025	SEEK LIMITED	SEEK ADVERT - MANAGER PLANNING & DEVELOPMENT		-\$ 528.00
EFT40217	02/09/2025	SHELBY PLAYLE	REIMBURSEMENT RESIDENTIAL BUILDING SEARCH REQUEST		-\$ 62.00
EFT40218	02/09/2025	WINC AUSTRALIA PTY LTD	PAPER (A4 5 REAMS), TABS, SLEEVES, ANTIBACTERIAL WIPES, DOCUMENT WALLET		-\$ 137.89
EFT40219	02/09/2025	MARIO CONTARINO T/AS SOUTHWEST FIRE MITIGATION SERVICES	MECHANICAL MITIGATION SLASHING OF MAF TREATMENT #36964		-\$ 5,500.00
EFT40220	02/09/2025	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY RESOURCES BETTER BEGINNINGS 2025-2026 STATE LIBRARY OF WESTERN AUSTRALIA		-\$ 577.50
EFT40221	02/09/2025	TLC CARPET AND TILE CLEANING	INVOICES BELOW		-\$ 12,840.33
INV-1492	24/07/2025		WATER EXTRACTION 21.07.2025 CLEAN UP AT MARGARETTA WILSON CENTRE	\$ 275.00	
INV-1496	31/07/2025		PUBLIC TOILET AND BBQ CLEANING SERVICES	\$ 12,090.13	
INV-1512	04/08/2025		ADDITIONAL CLEANING TO VELODROME GROUND TOILET FACILITIES (2 ADDITIONAL CLEANS REQUIRED)	\$ 475.20	
EFT40222	02/09/2025	THE TRUSTEE FOR TMSW UNIT TRUST T/A TRAFFIC FORCE	MUNGALUP BRIDGE 3523 - TRAFFIC CONTROL AS REQUIRED: 17.07.2025		-\$ 1,375.63
EFT40223	02/09/2025	T&R CONTRACTING PTY LTD	SUPPLY & DELIVERY OF 100M3 WHITE SAND TO COLLIE CEMETERY		-\$ 3,960.00
EFT40224	02/09/2025	TIMELESS TREATS & TREASURES	CATERING FOR COUNCIL MEETING; DINNER AND DESSERT FOR 12 PEOPLE. (12 AUGUST 25)		-\$ 396.00
EFT40225	02/09/2025	WML CONSULTANTS	DETAILED DESIGN OF FORREST STREET DRAINAGE		-\$ 8,156.50

Chq/EFT	Date	Name	Description	Amount	Payment
EFT40226	02/09/2025	COLLIE BIN HIRE	INVOICES BELOW		-\$ 3,415.50
11560	28/07/2025		PUMP OUT RV DUMP POINT TRUCK BAY 23/07/2025	\$ 588.50	
11602	31/07/2025		BIN EMPTIES AT MINNINUP POOL JULY 2025, BIN EMPTIES AT BLACK DIAMOND JULY 2025, BIN EMPTIES AT DEPOT JULY 2025	\$ 1,925.00	
11619	22/08/2025		PUMP OUT TRUCK BAY AND VISITORS CENTRE RV DUMP POINTS	\$ 902.00	
EFT40227	02/09/2025	WURTH AUSTRALIA PTY LTD	WORKSHOP CONSUMABLES		-\$ 1,231.00
EFT40228	02/09/2025	WA DISTRIBUTORS	INVOICES BELOW		-\$ 773.50
1102609	04/08/2025		ROCHE PARK KIOSK EXPENSES - WATER, CONFECTIONERY, CRISPS, ROCHE PARK CLEANING EXPENSES - BIN LINERS, HAND TOWELS, XL DISPOSABLE GLOVES	\$ 437.20	
1106577	18/08/2025		ROCHE PARK KIOSK EXPENSES - CONFECTIONERY, WATER, COMMUNITY DEVELOPMENT OFFICER EXPENSES - 4 X PACKS - KRAFT DOUBLE BOTTLE BAGS FOR CAP 2025 (PAPER BAGS FOR STAMPING SECONDARY SUPPLIER MESSAGES), ROCHE PARK KIOSK EXPENSES	\$ 336.30	
EFT40229	09/09/2025	WESTRAC EQUIPMENT PTY LTD	PURCHASE CAT 817 LANDFILL COMPACTOR		-\$ 872,286.80
EFT40230	15/09/2025	WA AUSTRALIAN SERVICES UNION WA (ASU)	PAYROLL DEDUCTIONS/CONTRIBUTIONS - UNION CONTRIBUTIONS		-\$ 157.00
EFT40231	15/09/2025	COLLIE TOWING	TOWING THE BANDIT CHIPPER (1TLS742) BACK TO THE DEPOT		-\$ 605.00
EFT40232	15/09/2025	ARROW BRONZE	INVOICES BELOW		-\$ 710.24
768698A	01/09/2025		NICHE WALL PLAQUE - LAWRENCE	\$ 347.24	
768698B	01/09/2025		NICHE WALL PLAQUE - LYNNE SMITH	\$ 363.00	
EFT40233	15/09/2025	AIR LIQUIDE WA PTY LTD	MONTHLY GAS CLYINDER RENTAL FOR DEPOT WORKSHOP		-\$ 28.16
EFT40234	15/09/2025	AUSTRALIAN SPORTS TURF MANAGERS ASSOCIATION LTD	ANNUAL SUBSCRIPTION TO THE AUSTRALIAN SPORTS TURF MANAGEMENT ASSOCIATION INCLUDING THE WA MEMBERSHIP.		-\$ 520.00
EFT40235	15/09/2025	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 41,175.00
EFT40236	15/09/2025	BUILDING & CONSTRUCTION INDUSTRY	BCITF LEVY AUG 2025 - REMITTED AMOUNTS X 2 PERMITS		-\$ 1,582.22
EFT40237	15/09/2025	BUILDING COMMISSION	AUGUST 2025 BUILDING PERMITS X 22 (SERVICES LEVY)		-\$ 3,878.10
EFT40238	15/09/2025	BUNNINGS BUILDING SUPPLIES	ALPHA ACOUSTIC FOAM X 12 SOUNDPROOF ABSORPTION PAMEL ADHESIVE BLACK		-\$ 254.19
EFT40239	15/09/2025	BLUEBEAM AUSTRALIA PTY LTD	BLUEBEAM REVU CORE X 1 SUBSCRIPTION LICENSE		-\$ 550.00
EFT40240	15/09/2025	BUSY BEE DRY CLEANERS	DRY CLEANING - LINEN TABLE CLOTHS AUG 25		-\$ 21.78
EFT40241	15/09/2025	COLLIE AUTO ELECTRICS	INVOICES BELOW		-\$ 1,050.00
00008003	26/08/2025		TRAVEL TO SITE AND REGAS LOADER # 22 - (114CO)	\$ 350.00	
00008002	26/08/2025		SUPPLY & FIT BRAKE CONTROLLER TO 113CO	\$ 700.00	
EFT40242	15/09/2025	SCOTT CHRISTINGER	INVOICES BELOW		-\$ 1,287.00
INV-1178	02/09/2025		BBQ REPAIRS LIONS PARK	\$ 544.50	
INV-1179	02/09/2025		BBQ REPAIR ALLANSON OVAL	\$ 742.50	
EFT40243	15/09/2025	DEPARTMENT OF HUMAN SERVICES	PAYROLL DEDUCTIONS/CONTRIBUTIONS		-\$ 174.78
IN	15/09/2025	CLEANAWAY PTY LTD	INVOICES BELOW		-\$ 110,938.43
21867339	31/08/2025		CUSTOMER SERVICE CENTRE AUGUST 2025, CLEANAWAY BIN REPAIRS AND MAINTENANCE AUGUST 2025	\$ 91,762.32	
21863662	31/08/2025		RECYCLING COLLECTION AT THE TRANSFER STATION - JULY 25	\$ 19,176.11	
EFT40245	15/09/2025	CROSS SECURITY SERVICES	ALARM SYSTEM MONITORING 01/07/2025 - 30/09/2025		-\$ 2,200.00
EFT40246	15/09/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA	ORDINARY MEMBERSHIP 2025 - 2026		-\$ 130.00
EFT40247	15/09/2025	COLLIE COMMUNITY PUBLISHERS (CRV BULLETIN)	INVOICES BELOW		-\$ 813.82
1429259907	14/08/2025		COLLIE - DONNYBROOK 100TH DISPLAY ADVERT	\$ 215.60	
INV-9100	21/08/2025		CALL FOR NOMINATIONS - COUNCIL ELECTION NOTICE	\$ 598.22	
EFT40248	15/09/2025	CLEANAWAY CO PTY LTD	COLLECT AND DISPOSE OF HAZARDOUS HOUSEHOLD WASTE, INCLUDING FLUORESCENT TUBES, PAINTS, GAS BOTTLES AND FIRE EXTINGUISHERS		-\$ 10,292.72
EFT40249	15/09/2025	COREY GRAHAM	REFUND OF PENSIONER DISCOUNT FOR DOG REGO		-\$ 25.00

Chq/EFT	Date	Name	Description	Amount	Payment
EFT40250	15/09/2025	CHARGEFOX PTY LTD	CONNECTOR MANAGEMENT FEES FOR FORREST STREET COLLIE STATION 4039 FROM 01/08/2025-31/08/2025		-\$ 61.38
EFT40251	15/09/2025	TDCS UNIT TRUST TRADING AS CLUBMAP PTY LTD	CLUB DEVELOPMENT - STRATEGIC PLANNING WORKSHOP - COLLIE HOCKEY ASSOCIATION STRATEGIC PLANNING TRAINING WILL COVER LONG TERM STRATEGIC PILLARS AND OBJECTIVES WITHIN THE CLUB.		-\$ 5,497.80
EFT40252	15/09/2025	CLARK RUBBER BUNBURY	CT2130 RUBBER PROFILE, 1026 RUBBER PROFILE SAUNDERS STREET		-\$ 3,445.50
EFT40253	15/09/2025	JANG DEVELOPMENT PTY LTD T/A CHANGING SPACES	REFUND OF BCITF FEE INCORRECTLY PAID		-\$ 71.23
EFT40254	15/09/2025	DYNAMIC SECURITY MANAGEMENT P/L	ALARM CALL OUT TO VISITORS CENTRE 03.08.2025		-\$ 330.00
EFT40255	15/09/2025	EAST END CONTRACTORS	WASTE COMPACTION AT GIBBS ROAD LANDFILL FACILIY. 21.07.2025 - 07.08.2025		-\$ 12,981.32
EFT40256	15/09/2025	EMERG SOLUTIONS PTY LTD (BART Solutions)	ANNUAL SUBSCRIPTION (125 LICENSES) TO THE BART EMERGENCY MESSAGING BROADCAST SYSTEM		-\$ 2,000.00
EFT40257	15/09/2025	EASIALARY PTY LTD	PAYROLL DEDUCTIONS/CONTRIBUTIONS NOVATED LEASE		-\$ 1,399.94
EFT40258	15/09/2025	FLICK ANTICIMEX PTY LTD	TERMITE AND PEST INSPECTION FOR ALL SHIRE BUILDINGS		-\$ 13,198.03
EFT40259	15/09/2025	HEATLEY SALES PTY LTD	INVOICES BELOW		-\$ 220.04
Y655980	26/08/2025		CHEMTECH CT18 SUPERWASH 20LTR	\$ 171.36	
Y656297	02/09/2025		PRO CHOICE YELLOW PVC RAIN PANTS SIZE 2XL	\$ 48.68	
EFT40260	15/09/2025	HARLEY DYKSTRA PLANNING & SURVEY SOLUTIONS	CROWN LAND RATIONALISATION - RESERVES 19457 & 19491, CARDIFF BUSHFIURE BRIGADE		-\$ 9,845.00
EFT40261	15/09/2025	HARMONIC ENTERPRISES PTY LTD T/AS HARMONIC IT	TREND MICRO EMAIL SECURITY STANDARD RENEWAL 12 MONTH 75 SEATS		-\$ 2,640.00
EFT40262	15/09/2025	HOPKINS AUS PTY LTD.	OFFICE SUPPLIES - WHITE BOARD		-\$ 259.00
EFT40263	15/09/2025	CONNECT CCS	OVERCALLS FEE FOR CONTRACT CA0184 FOR MONTH MAR 2025		-\$ 442.42
EFT40264	15/09/2025	INTERPHONE	INTERPHONE NBN OPTIC FIBRE INTERNET 1400 MBPS 1TB ACCESS CHARGES		-\$ 130.90
EFT40265	15/09/2025	JEAN COYLE	SPORTING SCHOLARSHIP - WA BASKETBALL ACADEMY TOURING TEAM 2025 ASIA CUP		-\$ 250.00
EFT40266	15/09/2025	JAPANESE TRUCK & BUS SPARES PTY LTD	REPLACEMENT DOOR GLASS RHS FS52J OE - MITSUBISHI FUSO (CO30167)		-\$ 1,149.50
EFT40267	15/09/2025	LO-GO APPOINTMENTS	LOGO APPOINTMENT FOR STAFF VACANCY - TOWN PLANNER ROLE - 8 WEEK COVER		-\$ 5,703.71
EFT40268	15/09/2025	LIVING SPRINGS WATER PTY LTD	INVOICES BELOW		-\$ 487.00
1146A	31/08/2025		COLLIE PUBLIC LIBRARY SPRINGWATER DELIVERY BETWEEN 01/08/2025 - 31/08/2025	\$ 84.00	
1146B	31/08/2025		ADMIN OFFICE - SPRINGWATER DELIVERY BETWEEN 01/08/2025 - 31/08/2025	\$ 238.00	
INV-30569	31/08/2025		WATER COOLER ANNUAL RENTAL 01/08/2025 - 31/07/2026	\$ 165.00	
EFT40269	15/09/2025	MACSPRED PTY LTD	MACSPRED TRIMAC INDUSTRIAL WDG X 5 LANEWAY MAINTENANCE		-\$ 1,056.00
EFT40270	15/09/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	CLEANING OF PUBLIC TOILETS, BARBEQUES AND COUNCIL FACILITIES		-\$ 448.84
EFT40271	15/09/2025	OFFICEWORKS	INVOICES BELOW		-\$ 442.79
623549245	27/08/2025		LIBRARY STATIONERY - PENS, ART & CRAFT RESTOCK PAINTS BRUSHES	\$ 227.62	
623549632	28/08/2025		LIBRARY STATIONERY - COPY PAPER, PENS, ART & CRAFT RESTOCK PAINTS BRUSHES	\$ 127.52	
623564305	29/08/2025		LIBRARY STATIONERY - CRAFT RESTOCK - PAINT	\$ 87.65	
EFT40272	15/09/2025	OZARB TREE SERVICE	INVOICES BELOW		-\$ 6,980.00
585	01/09/2025		REMOVE 3 HANGING BRANCHES FROM THE ARBORETUM	\$ 550.00	
587	03/09/2025		PRUNE TEE IN ALLANSON FROM POWER LINES	\$ 330.00	
589	10/09/2025		REMOVE TREES ON WORSLEY BACK ROAD DUE TO STORM DAMAGE AND PRUNE OVERHANGING BRANCHES ON ANOTHER TREE	\$ 4,720.00	
590	10/09/2025		REMOVE DANGEROUS DEAD TREE PATSTONE ROAD ALLANSON	\$ 1,380.00	
EFT40273	15/09/2025	PFI SUPPLIES (THE TRUSTEE FOR TEEPEE TRUST)	INVOICES BELOW		-\$ 1,581.60
20042	04/09/2025		URGENT CLEANING SUPPLIES	\$ 35.00	
20100	08/09/2025		CLEANING SUPPLIES TLC CONTRACT CLEANER	\$ 774.40	
20102	08/09/2025		CLEANING SUPPLIES ADMIN, DISINFECTANT, PAPER TOWEL, TOILET PAPER, CALCIUM REMOVER	\$ 772.20	
EFT40274	15/09/2025	PRINT MEDIA GROUP	DFES PRINTED OPERATIONAL ITEMS FOR THE SHIRE OF COLLIE BFB LGGS BUSH FIRE BRIGADES		-\$ 215.66

Chq/EFT	Date	Name	Description	Amount	Payment
EFT40275	15/09/2025	P & S GRIGGS PLUMBING	INVOICES BELOW		-\$ 1,273.80
INV-19924	19/08/2025		REPLACE URINAL FITTINGS AT WALLSEND GROUNDS DUE TO VANDALISM	\$ 564.30	
INV-20024	03/09/2025		CLEARING OF BLOCKED DUMP POINT VISITOR CENTRE	\$ 709.50	
EFT40276	15/09/2025	QHSE INTEGRATED SOLUTIONS PTY LTD (SKYTRUST)	SKYTRUST INTELLIGENCE SYSTEM MONTHLY SUBSCRIPTION SKYTRUST		-\$ 493.90
EFT40277	15/09/2025	REUBEN'S NEWSAGENCY	INVOICES BELOW		-\$ 172.08
ADMIN PAPERS JUN 25	29/06/2025		NEWSPAPERS FOR ADMIN FOR JUNE 2025,	\$ 17.60	
ADMIN PAPERS JUL 25	03/08/2025		NEWSPAPERS FOR ADMIN FOR JULY 2025,	\$ 22.00	
LIB PAPERS JUL 25	03/08/2025		LIBRARY PAPERS JULY 2025	\$ 132.48	
EFT40278	15/09/2025	JILA RILEY	DEMOLISHION OF EXISTING PARTITION WALL, SUPPLY AND INSTALL ELECTRICAL BOX INTO FLOOR ADMIN BUILDING		-\$ 6,258.40
EFT40279	15/09/2025	COLLIE BETTA HOME LIVING	NEW FRIDGE TO REPLACE THE COLLIEBURN CARDIFF BFB KITCHEN FRIDGE		-\$ 1,023.00
EFT40280	15/09/2025	COLLIE RIDGE RESORT	INVOICES BELOW		-\$ 1,520.00
2136402	14/08/2025		ACCOMMODATION FOR CONTRACT PLANNER FROM 11/08/2025 TO 15/08/2025	\$ 760.00	
236500	18/08/2025		ACCOMMODATION FOR CONTRACT PLANNER FROM 18/08/2025 TO 29/09/2025	\$ 190.00	
236656	25/08/2025		ACCOMMODATION FOR CONTRACT PLANNER FROM 18/08/2025 TO 29/09/2025	\$ 190.00	
236834	01/09/2025		ACCOMMODATION FOR CONTRACT PLANNER FROM 18/08/2025 TO 29/09/2025	\$ 190.00	
236992	08/09/2025		ACCOMMODATION FOR CONTRACT PLANNER FROM 18/08/2025 TO 29/09/2025	\$ 190.00	
EFT40281	15/09/2025	REDINK HOMES	REFUND OF BCITF FEE PAID TWICE IN ERROR		-\$ 861.50
EFT40282	15/09/2025	SOUTHERN LOCK & SECURITY	DEADLOCK REPAIR AT CENTRAL PARK TOILET BLOCK		-\$ 335.00
EFT40283	15/09/2025	COLLIE MOWERS AND MORE	INVOICES BELOW		-\$ 511.30
2224#4	26/08/2025		FILE AND SHARPENING KIT, REPLACEMENT CHAIN, SERVICE TO 2 X MSA 220 CHAIN SAW	\$ 310.50	
2227	27/08/2025		INVESTIGATE STARTING FAULT/RECTIFICATION AND SERVICE TO THE COLLIE SES UNITS DUNLITE 4KVA GENERATOR	\$ 200.80	
EFT40284	15/09/2025	SOS OFFICE EQUIPMENT	MONTHLY SERVICE CHARGE FOR THE SES UNIT PHOTO COPIER AUGUST 2025		-\$ 141.26
EFT40285	15/09/2025	SAPIO PTY LTD	CCTV SOFTWARE AND LICENSES RENEWAL FOR 3 YEARS		-\$ 5,607.89
EFT40286	15/09/2025	SCOPE BUSINESS IMAGING	INVOICES BELOW		-\$ 2,771.48
720659	31/08/2025		LIBRARY PHOTOCOPIER SERVICE PLAN AND SUPPORT FROM 31/07/2025	\$ 444.72	
720658	31/08/2025		DEPOT PHOTOCOPIER SERVICE PLAN AND SUPPORT FROM 31/07/2025	\$ 225.80	
720657	31/08/2025		ADMIN PHOTOCOPIER SERVICE PLAN AND SUPPORT FROM 31/07/2025	\$ 2,100.96	
EFT40287	15/09/2025	SHAH & PATEL PTY LTD - T/A SIZZLES DELI	INVOICES BELOW		-\$ 751.30
INV-0229	25/08/2025		CATERING TO 36 PARTICIPANTS ATTENDING THE SHIRE OF COLLIE LEMC MEETING/HAZMAT EXERCISE ON 20/08/2025	\$ 587.40	
INV-0238	11/09/2025		LIGHT SUPPER FOR THE SHIRE OF COLLIE BFAC MEETING.	\$ 163.90	
EFT40288	15/09/2025	SOUTH REGIONAL TAFE	FIRST AID TRAINING FOR STAFF		-\$ 26.20
EFT40289	15/09/2025	WINC AUSTRALIA PTY LTD	ADMINISTRATION OFFICE STATIONERY SUPPLIES		-\$ 207.13
EFT40290	15/09/2025	TELSTRA LIMITED	INVOICES BELOW		-\$ 4,906.03
			MOBILE PHONES - ADMIN 02/08/2025 - 01/09/2025	\$ 63.00	
			WASTE TRANSFER STATION- 02/08/2025 - 01/09/2025	\$ 150.00	
			ROCHE PARK 02/08/2025 - 01/09/2025	\$ 120.00	
			ASSET MANAGEMENT SOFTWARE 02/08/2025 - 01/09/2025	\$ 26.00	
			PUBLIC WORKS - 02/08/2025 - 01/09/2025	\$ 321.00	
			WORKPLACE HEALTH & SAFETY - 02/08/2025 - 01/09/2025	\$ 63.00	
			SOUTH 32 TOURISM PARTNERSHIP - 02/08/2025 - 01/09/2025	\$ 63.00	
			LAND LINES - 02/08/2025 - 01/09/2025	\$ 149.89	
			INTERNET - 02/08/2025 - 01/09/2025	\$ 2,348.42	
			RECREATION GROUND FOOTBALL - 02/08/2025 - 01/09/2025	\$ 20.41	
			RANGERS - 02/08/2025 - 01/09/2025	\$ 215.00	
			MOBILE PHONES ADMIN- 02/08/2025 - 01/09/2025	\$ 245.00	
			PUBLIC WORKS- 02/08/2025 - 01/09/2025	\$ 670.70	
			COMMUNITY EMERGENCY SERVICES - 02/08/2025 - 01/09/2025	\$ 63.00	
			LGGS STATE EMERGENCY SERVICES - 02/08/2025 - 01/09/2025	\$ 152.00	

Chq/EFT	Date	Name	Description	Amount	Payment
			TECH SERVICES SOFTWARE 02/08/2025 - 01/09/2025	\$ 0.72	
			VISITORS CENTRE 02/08/2025 - 01/09/2025	\$ 84.89	
K499733061-8	12/08/2025	TELSTRA LIMITED	ACCOUNT 0500999000 INTERNET AND DATA PLAN 02/08/2025 - 01/09/2025		-\$ 150.00
EFT40291	15/09/2025	TYREPOWER	INVOICES BELOW		-\$ 995.00
3441387	26/08/2025		REPLACEMENT TYRE FOR HOLDEN COLORADO (108CO)	\$ 350.00	
3441754	27/08/2025		REPLACEMENT TYRE 3441754 - HINO (CO17693)	\$ 420.00	
3442021	27/08/2025		RECTIFICATION OF SEIZED WHEEL NUTS ON THE COLLIE SES UNITS FORD RANGER.	\$ 225.00	
EFT40292	15/09/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FOR DELIVERY FROM WESTRAC		-\$ 54.31
EFT40293	15/09/2025	TIMBER INSIGHT	PEDESTRIAN SUSPENSION BRIDGE MAINTENANCE WORKS PROGRESS CLAIM 2		-\$ 26,400.00
EFT40294	15/09/2025	BUNBURY TT P/L T/A TOTAL TOOLS BUNBURY	SES TRAILER - CORDLESS PACK AND TOOLS - LGGS FUNDED		-\$ 4,763.00
EFT40295	15/09/2025	SYNERGY	INVOICES BELOW		-\$ 47,230.84
3000243361	28/08/2025	SYNERGY	WASTE TRANSFER STATION 05/09/2025 - 06/08/2025	\$ 913.42	
			COLLIE ART GALLERY 05/06/2025 - 01/08/2025	\$ 1,167.05	
			THROSSELL STREET LIGHTS 10/06/2025 - 08/08/2025	\$ 123.26	
			THROSSELL STREET LIGHTS 10/06/2025 - 08/08/2025	\$ 468.70	
			HERITAGE PARK 27/05/2025 - 24/07/2025	\$ 123.32	
			DEPOT 22/07/2025 - 19/08/2025	\$ 3,754.26	
			WYVERN PARK 30/05/2025 - 30/07/2025	\$ 126.83	
			59 WITTENOOM ST - STREET LIGHTING 05/06/2025 - 04/08/2025	\$ 127.42	
			THROSSELL ST - STREET LIGHTING 05/06/2025 - 05/08/2025	\$ 127.15	
			POOL 05/06/2025 - 05/08/2025	\$ 12,791.06	
			THROSSELL ST DECORATIVE LIGHTS 28/06/2025 - 27/07/2025	\$ 57.42	
			LOT 5605 EALING RD - BUSH FIRE BRIGADE 27/05/2025 - 24/07/2025	\$ 168.54	
			ALLANSON RESERVE 27/06/2025 - 25/08/2025	\$ 128.14	
			WALLSEND GROUND / SHOWGROUND 15/07/2025 - 18/08/2025	\$ 1,280.88	
			LIBRARY 05/06/2025 TO 01/08/2025	\$ 1,293.36	
			ADMINISTRATION OFFICE 15/07/2025 - 18/08/2025	\$ 1,891.27	
			ROCHE PARK 15/07/2025 - 18/08/2025	\$ 1,885.16	
			ACCOUNT FEE	\$ 4.78	
2022533109	03/09/2025	SYNERGY	ELECTRICITY STREET LIGHTING 25/07/2025 - 24/08/2025,		-\$ 20,798.82
EFT40296	15/09/2025	WESTRAC EQUIPMENT PTY LTD	REPLACEMENT AIRCON CONDENSER FOR CAT MOTOR GRADER (CO14596)		-\$ 1,525.15
EFT40297	15/09/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCIL TRAINING - CEO PERFORMANCE REVIEW		-\$ 6,270.55
EFT40298	15/09/2025	WATER CORPORATION	INVOICES BELOW		-\$ 1,485.57
0133 9006817397	02/07/2025		FOOTBALL CLUBROOMS & CHANGEROOMS PRINSEP ST COLLIE LOT 328 WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025,	\$ 244.26	
0170 9006815500	23/07/2025		CENTRAL PARK / WATER PLAYGROUND 81FORREST STREET COLLIE WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025,	\$ 114.62	
0188 9006815519	23/07/2025		FORREST STREET TOILETS FORREST STREET WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025	\$ 246.15	
0154 9006815527	23/07/2025		CBD GARDENS - FORREST STREET WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025,	\$ 191.04	
0201 9006816335	23/07/2025		SOLDIERS PARK - WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025	\$ 202.06	
0173 9006817370	23/07/2025		VELODROME CHANGEROOMS AND TOILETS - MEDIC STREET WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025	\$ 125.38	
0067 9021079388	23/07/2025		MENS SHED WATER USE AND SERVICE CHARGE 01/07/2025 - 31/08/2025 - ON CHARGED	\$ 118.71	
0134 9006817397	02/09/2025		FOOTBALL CLUBROOMS & CHANGEROOMS PRINSEP ST COLLIE LOT 328 WATER USE AND SERVICE CHARGE 01/09/2025 - 31/10/2025	\$ 243.35	

Chq/EFT	Date	Name	Description	Amount	Payment
EFT40299	15/09/2025	WA DISTRIBUTORS	INVOICES BELOW		-\$ 620.50
1108904	25/08/2025		ROCHE PARK CLEANING SUPPLIES - DISPOSABLE GLOVES, ROCHE PARK KIOSK EXPENSES - CONFECTIONERY, SPORTS DRINKS	\$ 439.25	
1111083	01/09/2025		ROCHE PARK KIOSK SUPPLIES	\$ 98.65	
1111082	01/09/2025		ROCHE PARK CLEANING SUPPLIES- HAND TOWELS, BIN BAGS,	\$ 98.65	
EFT40300	15/09/2025	WREN OIL	PUMP OUT OF BULK WASTE OIL AT WASTE TREATMENT STATION 27.08.2025		-\$ 143.00
EFT40301	15/09/2025	WEED PEST & VERMIN CONTROL - NEIL FRASER	TREAT WHITE ANTS IN THE WITTENOOM ST MEDIAN STRIP		-\$ 396.00
Payment by Petty Cash					
ADMIN PETTY CASH AUG 25	02/09/2025	SHIRE OF COLLIE - PETTY CASH	TECH SCREWS, MILK, MUDGUARD WASHER & SPRING TOGGLE, KITTY LITTER, GIFT - LARGE HANDCRAFTED VASE		-\$ 290.75
Payments made by BPAY					
		NO BPAY PAYMENTS			
Payments made by direct debit					
DD33335.1	16/08/2025	3E ADVANTAGE PTY LTD	ADMIN PHOTOCOPIER (AUG 2025) - PRINCIPAL		-\$ 566.50
DD33369.1	22/08/2025	WA TREASURY CORPORATION	INVOICE BELOW		-\$ 5,246.30
			GUARANTEE FEE 30/06/2025 FOR LOAN 122	\$ 754.00	
			GUARANTEE FEE 30/06/2025 FOR LOAN 123	\$ 452.38	
			GUARANTEE FEE 30/06/2025 FOR LOAN 124	\$ 350.96	
			GUARANTEE FEE 30/06/2025 FOR LOAN 117	\$ 2,106.90	
			GUARANTEE FEE 30/06/2025 FOR LOAN 118	\$ 226.43	
			GUARANTEE FEE 30/06/2025 FOR LOAN 119	\$ 349.57	
			GUARANTEE FEE 30/06/2025 FOR LOAN 120	\$ 259.66	
			GUARANTEE FEE 30/06/2025 FOR LOAN 121	\$ 569.75	
			GUARANTEE FEE 30/06/2025 FOR LOAN 125	\$ 176.65	
DD33405.1	15/09/2025	SG FLEET AUSTRALIA PTY LTD	COMMUNITY EMERGENCY SERVICES MANAGER VEHICLE (CO31241) AND VEHICLE POD LEASE		-\$ 1,644.88
DD33407.1	01/09/2025	LES MILLS ASIA PACIFIC	LES MILLS SIGNATURE PARTNERSHIP PACKAGE AS PER CONTRACT (1-24-9741)		-\$ 739.06
DD33436.1	21/08/2025	AMPOL	INVOICE BELOW		-\$ 11,168.08
9431636261	23/07/2025		DIESEL DELIVERY 23/07/2025 4000LTRS	\$ 7,486.60	
9431581959	09/07/2025		DIESEL DELIVERY 09/07/2025 2000LTRS	\$ 3,681.48	
DD33437.1	21/08/2025	IINET CONNECT BETTER	INVOICE BELOW		-\$ 224.95
			NBN25 SATELLITE MONTHLY CHARGE (21/08/2025 - 21/09/2025) - COLLIE PRESTON BFB	\$ 44.99	
			NBN25 SATELLITE MONTHLY CHARGE (21/08/2025 - 21/09/2025) - HARRIS RIVER BFB	\$ 44.99	
			NBN25 SATELLITE MONTHLY CHARGE (21/08/2025 - 21/09/2025) - ALLANSON BFB	\$ 44.99	
			NBN25 SATELLITE MONTHLY CHARGE (21/08/2025 - 21/09/2025) - WORSLEY BFB	\$ 44.99	
			NBN25 SATELLITE MONTHLY CHARGE (21/08/2025 - 21/09/2025) - CARDIFF BFB	\$ 44.99	
DD33439.1	24/08/2025	AUSTRALIA POST	ADMIN POSTAGE JULY 2025 - INCLUDING RATES PRINTING		-\$ 6,914.86
DD33444.1	24/08/2025	AUSTRALIA POST	LIBRARY - JULY 2025 POSTAGE		-\$ 68.05
DD33446.1	05/09/2025	FINRENT PTY LTD	LEASE LIABILITY - ADMIN PLOTTER LEASE - SEP 2025		-\$ 402.59
DD33447.1	08/09/2025	3E ADVANTAGE PTY LTD	DEPOT PHOTOCOPIER LEASE SEP 2025		-\$ 181.50

Chq/EFT	Date	Name	Description	Amount	Payment
Payments made by purchasing card					
DD33435.1	21/08/2025	AMPOLCARD	INVOICE BELOW		-\$ 1,664.57
E33057	01/07/2025		AMPOL CARD - FUEL JULY 2025 (104CO)	\$ 64.07	
E8968	24/07/2025		AMPOL CARD FUEL JULY 2025 (106CO)	\$ 115.00	
E7440	07/07/2025		AMPOL CARD FUEL JULY 2025 (102CO)	\$ 98.43	
E8289	16/07/2025		AMPOL CARD FUEL JULY 2025 (102CO)	\$ 95.59	
E7089	02/07/2025		AMPOL CARD FUEL JULY 2025 (100CO)	\$ 83.93	
E8465	18/07/2025		AMPOL CARD FUEL JULY 2025 (100CO)	\$ 72.94	
E8680	21/07/2025		AMPOL CARD FUEL JULY 2025 (107CO)	\$ 97.65	
E1033	03/07/2025		AMPOL FUEL CARD - JULY 2025 (CEO)	\$ 102.72	
E7609	09/07/2025		AMPOL FUEL CARD - JULY 2025 (CEO)	\$ 71.93	
E8245	16/07/2025		AMPOL FUEL CARD - JULY 2025 (CEO)	\$ 86.72	
E8861	23/07/2025		AMPOL FUEL CARD - JULY 2025 (CEO)	\$ 100.11	
E33494	04/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 69.91	
E9288	28/07/2025		AMPOL FUEL CARD - JULY 2025 (CEO)	\$ 83.98	
E33895	08/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 63.14	
E4560	14/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 75.15	
E8271	16/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 88.55	
E35405	21/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 70.62	
E8940	23/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 78.33	
E9418	29/07/2025		AMPOL CARD FUEL JULY 2025 (104CO)	\$ 79.52	
E9002	24/07/2025		AMPOL CARD FUEL JULY 2025 (105CO)	\$ 66.28	
DD33408.1	05/09/2025	WRIGHT EXPRESS AUSTRALIA PTY LTD	INVOICES BELOW		-\$ 521.19
11340	16/08/2025		WEX MOTORPASS AUG 25 FUEL + CARD FEES (1EFB204)	\$ 100.52	
11346	16/08/2025		WEX MOTORPASS AUG 2025 FUEL AND CARD FEES (CO17526)	\$ 110.10	
78 1EMN510	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1EMN510)	\$ 5.50	
78 1HAA346	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1HAA346)	\$ 5.50	
78 1EZE593	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1EZE593)	\$ 5.50	
78 1HXV736	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1HXV736)	\$ 5.50	
78 1EOB12	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1EOB12)	\$ 5.50	
9309	28/07/2025		WEX MOTORPASS AUG 2025 FUEL (CO31241)	\$ 144.02	
10289	06/08/2025		WEX MOTORPASS AUG 2025 FUEL & CARD FEES (CO31241)	\$ 111.55	
78 1DAN765	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1DAN765)	\$ 5.50	
78 CO20218	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (CO20218)	\$ 5.50	
78 1CXV789	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1CXV789)	\$ 5.50	
78 1CST499	22/08/2025		WEX MOTORPASS JUN 2025 CARD FEES (1CST499)	\$ 5.50	
78 1DCF765	22/08/2025		WEX MOTORPASS AUG 2025 CARD FEES (1DCF765)	\$ 5.50	

Chq/EFT	Date	Name	Description	Amount	Payment
DD33406.1	15/09/2025	COLES SUPERMARKET (RETAIL DECISIONS PTY LTD)	INVOICES BELOW		-\$ 807.20
17400	21/08/2025		MILK FOR ADMIN OFFICE	\$ 14.30	
768400	07/08/2025		COFFEE BEANS 1KG BAG X 2 (ADMIN OFFICE)	\$ 44.00	
868500	14/08/2025		TISSUES, INSTANT COFFEE, SCOURERS	\$ 28.25	
212400	25/08/2025		MILK, KLEENEX TISSUES, MOCCONA COFFEE, MILO 1KG	\$ 82.00	
267000	26/08/2025		COLES PREPAID SIM CARD MINNINGUP POOL AREA GRANT FUNDED	\$ 12.00	
603400	31/07/2025		ROCHE PARK CLEANING EXPENSES - MOP & BUCKET, PINE-O-CLEEN, MULTI PURPOSE SPRAY, TOILET BLUE, ANTIBACTERIAL SURFACE SPRAY, TOILET DISCS, ROCHE PARK KIOSK EXPENSES - COFFEE, TEABAGS, SUGAR SACHETS, CONFECTIONERY, NOODLE CUPS, BAKING PAPER, KETTLE	\$ 236.85	
283800	07/08/2025		ROCHE PARK CLEANING EXPENSES - TOILET BLU, ANTIBACTERIAL SURFACE SPRAY, ROCHE PARK KIOSK EXPENSES - BREAD, CHICKEN, HAM, CHEESE, S/ROLLS, PIES, CONFECTIONERY, NOODLE CUPS	\$ 142.60	
19300	21/08/2025		ROCHE PARK CLEANING EXPENSES - TOILET DISCS, TOILET BLU, WASHING POWDER, GLEN 20, WIPES, ROCHE PARK STATIONERY EXPENSES - BLU TAC, STICKY TAPE, ROCHE PARK KIOSK EXPENSES - COFFEE, TEA BAGS, CONFECTIONERY, HAM, CHEESE, BREAD, CHICKEN, MARGARINE, PIES, S/ROLLS, NOODLE CUPS, SUGAR	\$ 247.20	
Corporate Credit Card					
	14/08/2025	BENDIGO BANK CREDIT CARD	INVOICES BELOW		-\$ 4,127.88
			LENOVO AUSTRALIA - LAPTOP	\$ 3,894.88	
			DEPT TRANSPORT - PLATE APPLICATION 058CO	\$ 225.00	
			CARD FEE X 2	\$ 8.00	
	14/09/2025	BENDIGO BANK CREDIT CARD	INVOICES BELOW		-\$ 1,621.87
			ADOBE CREATIVE SUITE RENEWAL OF LICENCE	\$ 1,055.87	
			OFFICEWORKS - COMPUTER SCREEN	\$ 247.00	
			DMIRS (DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY) DANGEROUS GOODS ANNUAL LICENCE		
			FEE COLLIE SWIMMING POOL	\$ 311.00	
			CARD FEE X 2	\$ 8.00	

Chq/EFT	Date	Name	Description	Amount	Payment
Payroll					
SHIRE PAYROLL		SHIRE PAYROLL			
			PAYROLL PPE 24/08/2025		
			INCLUDING BELOW REIMBURSEMENTS	\$ 84.01	-\$ 151,689.76
			STAFF DISCOUNT INCENTIVE SCHEME ROCHE PARK	\$ 45.00	
			STAFF DISCOUNT INCENTIVE SCHEME ROCHE PARK	\$ 14.00	
			STAFF DISCOUNT INCENTIVE SCHEME ROCHE PARK	\$ 222.84	
			SWIMMING POOL OFFICE SUPPLIES	\$ 220.00	
SHIRE PAYROLL		SHIRE PAYROLL	PRE EMPLOYMENT MEDICAL		
			PAYROLL PPE 7/09/2025		-\$ 153,944.66
			INCLUDING BELOW REIMBURSEMENTS		
			QUARTERLY SUBSCRIPTION - BODY BALANCE / BODY PUMP	\$ 202.81	
			STAFF DISCOUNT INCENTIVE SCHEME ROCHE PARK	\$ 73.00	
			REPLACEMENT TILES	\$ 67.00	
DD33315.1	22/08/2025	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM)	SUPERANNUATION FOR PPE 10.08.2025		-\$ 32,252.85
DD33381.1	02/09/2025	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM)	SUPERANNUATION PAYABLE FOR PPE 24.08.2025		-\$ 31,880.26
DD33450.1	15/09/2025	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM)	SUPERANNUATION PAYABLE FOR PPE 07.09.2025		-\$ 32,586.06
					-\$ 30,021.84
					-\$ 31,872.41
Bank Code					
BENMUNI					-\$ 2,358,224.83
					-\$ 2,358,224.83

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
9 September 2025**

Appendix 19.1.A

Council Resolutions

Closed Since Last Meeting

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9653	09-Sep-25	14.4	Accounts Paid – 16 July 2025 to 15 August 2025	That Council receives the List of Accounts paid for the period 16 July 2025 to 15 August 2025 as presented in Appendix 14.4.A totalling \$3,779,810.92.	Closed since last meeting	DCC	No further action required.
9652	09-Sep-25	14.3	Financial Management Report – July 2025	That Council receive the Financial Management Reports for July 2025 as presented in Appendix 14.3.A.	Closed since last meeting	DCC	No further action required.
9651	09-Sep-25	14.2	Budget Amendment Request – Alteration to Light Vehicle Replacement Plan for 2025/26 Financial Year	That Council, pursuant to Section 6.8(1) of the Local Government Act, approve amendments to the light vehicle purchases identified in the 2025/26 Budget supporting information in accordance with Appendix 14.2.A.	Closed since last meeting	DCC	No further action required.
9650	09-Sep-25	14.1	Adoption of Disability Access and Inclusion Plan 2025-2029	That Council: 1.Receives the community feedback received on the Shire of Collie Disability Access and Inclusion Plan 2024-2029; 2.Adopts the Shire of Collie Disability Access and Inclusion Plan 2024- 2029 included as Appendix 14.1.A; and 3.Authorises the Chief Executive Officer to submit a copy of the Shire of Collie Disability Access and Inclusion Plan 2024-2029 to the Department of Communities (Disability services).	Closed since last meeting	CDO	Report lodged.
9647	09-Sep-25	11.4	Bunbury Geographe Group of Councils (BGGC) - Minutes	That Council: 1.Receives the minutes of the Bunbury Geographe Group of Council's (BGGC) meeting held on the 21 August 2025; 2.Endorses the BGGC recommendation that the CEO Working Group engage with all relevant stakeholders to: a)Develop a draft governance model. b)Fund the development of the draft governance model from the existing BGGC surplus funds up to \$20,000. c)Develop a contributions proposal to fund the governance model. d)Recommend the most effective member group for the region. e)Complete the above by 31 March 2026. 3.Endorses the BGGC recommendation that funding for the Bunbury Geographe Tourism Partnership run through to 30 June 2026, with the decision being made on the future of the partnership by 31 March 2026.	Closed since last meeting	CEO	
9646	09-Sep-25	11.3	Local Government Reform – Communication Agreements	That Council: 1.Receives and acknowledges the information provided in relation to the Tranche 2 legislative changes introducing Communication Agreements as part of the Local Government Reform process. 2.Resolves to utilise the Default Communications Agreement between the Council and the Chief Executive Officer set out in the Local Government (Default Communications Agreement) Order 2025.	Closed since last meeting	CEO	

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9645	09-Sep-25	11.2	Review of Council Committee Structure and Terms of Reference	That Council: 1.Adopts the Shire of Collie Council Committees, Working Groups, Reference Groups and External Committees Policy (refer to Appendix 11.2.A – CP1-021 – Council Committees, Working Groups, Reference Groups and External Committees Policy); 2.Endorses the template “Committee Instrument of Appointment & Terms of Reference - 2025”; 3.Endorses the Terms of Reference for the following Shire of Collie Committees: - a.Audit, Risk and Improvement Committee: •The membership shall consist of consist of the following: - i.) an Independent Presiding Member (chair); - ii.) an Independent Deputy Member to the Presiding Member (deputy chair); and - iii.) five (5) Councillors. •The Committee Objectives are to focus on audit matters and reflects to a large extent the model Terms of Reference provided in the Local Government Operation Guidelines No.9 – Audit in Local Government. •The Committee Objectives include delegated powers and duties under section 5.17 of the Local Government Act, where the Audit, Risk and Improvement Committee is delegated the power to conduct the formal meeting with the Auditor required by Section 7.12(A)(2) on behalf of the local government. •The Committee will continue to review the annual audit report, meet annually with the auditor, review the annual Compliance Audit Return, review the Regulation 17 Review Report on Legislative Compliance, Internal Controls and Risk Management, review the Financial Management Systems Review conducted every three (3) years, and receive the biennial Risk Summary Report, together with fulfilling the detailed functions set out in the Local Government (Audit) Regulations 1996, Regulation 14, 16 and 17. - b.Tourism & Economic Development Committee: •The membership shall consist of consist of the following: - a)Three (3) Councillors - b)Chief Executive Officer - c)Director Development Services	Closed since last meeting	CEO	

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
				•The Committee Objectives are to focus on the development and implementation of strategic tourism and economic development initiatives aligned to the Shire of Collie Strategic Community Plan. - c.Community Safety & Crime Prevention Committee: •The membership shall consist of consist of the following: - a)Three (3) Councillors - b)Chief Executive Officer - c)Director Development Services - d)Director Operations - e)Director Corporate and Community Services - f)Other Persons – law enforcement and community members •The Committee Objectives are to focus on the development and implementation of the Community Safety & Crime Prevention Plan and related initiatives. - d.CEO Performance Review Committee •The membership shall consist of consist of the following: - a)Five (5) Councillors. •The Committee Objectives are to oversee the annual CEO performance review. - e.Bushfire Advisory Committee •The membership shall consist of consist of the following: - a)Councillors – two (2) - b)Shire of Collie - Chief Bush Fire Control Officer - c)Shire of Collie - Fire Control Officer of each volunteer bush fire brigade - d)Chief Executive Officer - e)Director of Development Services - f)Senior Ranger - g)Community Emergency Services Manager; and - h)Other representatives from state government agencies whose responsibility include bushfire	Closed since last meeting	CEO	

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
				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. •The Committee Objectives are to: a)To advise the local government on all matters relating to: i.) the preventing, controlling and extinguishing of bush fires; ii.) the planning of the layout of fire breaks in the district; iii.) policy regarding prosecutions for breaches of the Bush Fires Act 1954; iv.) the formation of bush fire brigades and the grouping thereof under group brigade officers; v.) the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities; and vi.) any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified above. b)To recommend a person or persons for the position(s) of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Bush Fire Control Officer for each bush fire brigade in the Shire of Collie as required. c)To make recommendations to Council on motions received by the Bush Fires Advisory Committee from bush fire brigades. 4.That the Terms of Reference, including the process of appointing external representatives and the decision making process, for the Functions, Events & Awards Reference Group, and associated sub groups, be considered at the October 2025 Ordinary Council Meeting.	Closed since last meeting	CEO	
9644	09-Sep-25	11.1	WALGA Annual General Meeting	That Council: 1.Supports the recommendations for items 7.1 to 7.5 as presented in the Western Australian Local Government Association (WALGA) 2025 Annual General Meeting Agenda and included in Appendix 12.1.B; 2.Authorises the Shire's voting delegates to vote in accordance with the Council position on these matters, unless additional information is presented at the Annual General Meeting which the voting delegates consider warrants a change in the position; 3.Requests an item be presented to the next Council Meeting should the Shire's delegates not vote in accordance with the Council position; and 4.Authorises the Shire's voting delegates to make a determination, in accordance with the Shire's Corporate Business Plan and other guiding plans or policies, to vote for any late items presented to the WALGA Annual General Meeting.	Closed since last meeting	CEO	
9643	09-Sep-25	8.1	Minutes - Ordinary Council Meeting – 12 August 2025	That Council confirms the Minutes of the Ordinary Meeting of Council held on 12 August 2025 subject to an alteration to the attendance, noting that Cr Burton was on Teams not Cr Hill-Power.	Closed since last meeting	GC	No further action required.

Council Resolutions Closed Since Last Meeting

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9556	11-Mar-25	10.1	Townscape & Environment Committee - 26 February 2025	That the Townscape and Environment Committee consider if the spatial extent of the Committee is the Collie Townsite, or the Collie Townsite and other localities within the Shire of Collie.	Closed since last meeting	DOS	Change following review of committees at September 25 OCM
9555	11-Mar-25	10.1	Townscape & Environment Committee - 26 February 2025	That the Townscape & Environment Committee consider the addition of biosecurity issues as an aim/objective of the committee within the terms of reference.	Closed since last meeting	DOS	Change following review of committees at September 25 OCM
9554	11-Mar-25	10.1	Townscape & Environment Committee - 26 February 2025	That Council review the terms of reference of the Townscape & Environment Committee to clarify areas of focus and spatial extent.	Closed since last meeting	CEO	Change following review of committees at September 25 OCM



Shire of
Collie

**Ordinary Council Meeting
9 September 2025**

**Appendix 19.1.B
Council Resolutions
Open**

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9657	09-Sep-25	20.2	Renergi Project Update	That Council: 1.Receive the Renergi Project update report – September 2025. 2.Authorise the Chief Executive Officer to implement the Confidential recommendation contained within the 9 September 2025 Behind Closed Doors Report 20.2.	Open	CEO	Further advice to be received.
9655	09-Sep-25	20.1	Special Projects Director	That Council: 1.Endorse the creation of the Special Projects Director position; 2.Authorise the Chief Executive Officer to recruit and negotiate the terms of appointment a through a 3-5 year Contract of Employment; 3.Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase employee costs through the employment of a Special Projects Director of \$134,750; and 4.Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to increase grants and contributions income associated with the employment of a Special Projects Director of \$134,750.	Open	CEO	Recruitment to commence following finalisation of funding agreements.
9649	09-Sep-25	12.1	SWRRG – Report on Major Bridges on Roads of Regional Significance	That Council: 1. Endorse a collaborative approach with other Southwest Regional Group (SWRRG) member Councils to engage a consultant with the necessary expertise to compile a report on the three (3) bridges within the Shire of Collie that are located on Roads of Regional Significance, based on member Councils contributing proportionally to the cost; 2.Support the presentation of the collated regional report to the SWRRG Technical Committee at its November 2025 meeting, with the intent of strengthening regional advocacy for Main Roads Western Australia to retain responsibility for bridge renewal and replacement; and 3.Authorise the Chief Executive Officer to progress the preparation of an individual Shire of Collie report, should a collaborative arrangement with other Member Councils not be achievable in time to meet the November 2025 reporting deadline.	Open	DO	
9648	09-Sep-25	11.5	Annual Review of Delegations 2025	That Council: 1.Acknowledges that it has completed its annual review of delegations and duties to the Chief Executive Officer as empowered by the Local Government Act 1995, Regulations, and other relevant statutes. 2.In accordance with Section 5.46(2) of the Local Government Act 1995, adopts the delegations provided for in Appendix 11.5.A.	Open	GC	Web site to be updated.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9640	12-Aug-25	12.1	Tender 01/2025 Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound	That Council: 1.Resolves not to accept any of the tender submissions for Tender 01/2025 'Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound', based on the Evaluation Panel Report recommendation detailed in Confidential Attachment 12.1.A – Tender Evaluation Report; and 2.Request the Chief Executive Officer to investigate and provide further information and costings on alternative options.	Open	DO	Further information on alternative options being investigated.
9633	12-Aug-25	11.5	Forums of Council, Workshops and Agenda Briefings Policy	That Council: 1.Adopt the Shire of Collie Forums of Council, Workshops and Agenda Briefings Policy (refer to Appendix 11.5.A – CP1-013 Forums of Council, Workshops and Agenda Briefings Policy); and 2.Delete existing Council Policy CS1.11 Councillor Forum Meeting Procedures (refer to Appendix 11.5.B – CS1.11 Councillor Forum Meeting Procedures).	Open	GC	Website to be updated with new policy
9632	12-Aug-25	11.4	Councillor Induction, Training & Professional Development Policy	That Council: 1.Adopt the Shire of Collie Councillor Induction, Training & Professional Development Policy (refer to Appendix 11.4.A – CP1-020 Councillor Induction, Training & Professional Development Policy); and 2.Delete existing Council Policy CS3.2 Conference & Training (refer to Appendix 11.4.B – CS3.2 Conference & Training Policy).	Open	GC	Website to be updated with new policy
9631	12-Aug-25	11.3	Elected Member Code of Conduct – Complaints Management Process Policy	That Council: 1.Adopt the Shire of Collie Elected Member Code of Conduct Complaints Management Process Policy (refer to Appendix 11.3.A – CP1-019 Elected Member Code of Conduct Complaints Management Process Policy); and 2.Approve the updated Complaint Form (2025) as presented at Appendix 11.3.C in accordance with Clause 11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021.	Open	GC	Website to be updated with new policy
9628	12-Aug-25	10.1	Bush Fire Advisory Committee – 30 June 2025	That Council send a letter of thanks to Mr Terry Hunter for his valuable service of 55 years.	Open	DDS	A letter has been drafted and will be presented to Mr. Terry Hunter in person by the Shire
9615	08-Jul-25	13.1	Coalfields Museum and Historical Research Centre Business Case	That Council 1.Receive the Coalfields Museum & Historical Research Centre Business Case V1.1 dated May 2025; and 2.Request that the Chief Executive Officer work with the Coalfields Museum and Historical Research Centre and the Collie Visitor Centre to investigate the feasibility of the recommended option in the Business Case (Option 2: Co-location with the Collie Visitor Centre), and provide a report on the outcome to a future Ordinary Council Meeting before the end of 2025.	Open	DDS	Internal project working group has met to commence planning.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9602	10-Jun-25	13.4	Collie Visitor Centre Expansion Project – Grant Funding	That Council: 1.Note the findings and recommendations contain in the Feasibility Study for the proposed Collie Visitor Centre Expansion completed by Patrick Quinlivan in 2023 [Appendix 13.4.A]. 2.Authorises the CEO to finalise a revised scope of works for inclusion in a public tender with Collie Visitor Centre and Project Control Group for expansion of the Collie Visitor Centre project as detailed in the signed Financial Assistance Agreement (FAA) between the Department of Primary Industries and Regional Development (DPIRD) and the Shire of Collie dated 21 April 2022 [Appendix 13.4.B]. 3.Note that a further report(s) will be provided to Council as expansion of the Collie Visitor Centre project involves a public tender	Open	DDS	The Shires project working group has met, and a revised Funding Assistance Agreement (FAA) has been submitted to the Department of Creative Industries, Tourism and Sport. The Shire is awaiting feedback and/or approval of the revised FAA to commence the project.
9573	8-Apr-25	20.1	Food Organic and Garden Organic (FOGO) Waste	That Council: 1.Continue with the 3-bin FOGO collection service to households in Collie in accordance with Option 1 for the remainder of 2025, with the FOGO collection service diverted to Shire of Collie Waste Transfer site; 2.Request that the CEO provides a further report at the December 2025 Ordinary Council Meeting on the longer term future of the FOGO service in the Shire of Collie. 3.Communicate to the community the continued support for the FOGO service and the separation of waste as it is anticipated that this temporary diversion to the Shire’s Waste facility is an interim arrangement due to factors outside of the control of the Shire of Collie.	Open	EWC/DOS /CEO	Further report to be provided in December 2025
9566	8-Apr-25	11.1	2025/26 Rating Strategy	That Council: 1.In line with forecast growth: a)Endorse a projected base rate revenue increase of 4.5% for the 2025/26 budget; b)Endorse a projected base rate revenue increase of 4.5%, 4.5%, 4.5% and 4.5% for the four year Corporate Business Plan; c)Endorse a projected base rate revenue increase of 3.5% for years five to fifteen of the Long Term Financial Plan. 2.Endorse the Rating Strategy 2025/26 to 2034/35 (Appendix 11.1.A) including the proposed introduction of Differential Rating from the 2026/27 financial year. 3.Endorse the establishment of the following proposed 6 Differential Rates across 11 Rating Categories: ii)RESIDENTIAL (including Residential Vacant) ii)COMMERCIAL (including Commercial Vacant) iii)INDUSTRIAL (including Industrial Vacant) iv)RURAL RESIDENTIAL (including Rural Residential Vacant) v)ACCOMMODATION vi) UV Rural (including Mining)	Open	CEO/DCCS	Included in draft long term financial plan. Future public workshops to be scheduled, potentially December 2025.

Council Resolutions Open

Res No.	Resolution Date	Item No	Title	Motion	Status	Action By	Comment
9558	11-Mar-25	10.2	Audit Committee Meeting – 11 March 2025	That Council support the Audit Committee’s request to receive a report on the current Water Corporation water consumption invoices and locations to assess whether seasonal water consumption or leakage is the cause of current expenditure levels.	Open	DCS	Information collated and to be presented to a future meeting of the Audit Committee.
9528	10-Dec-24	14.1	Rotary Fire Tower Restoration Project - Reserve 30555 Coombes Street, Collie	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.	Open	CEO/DOS	
9473	10-Sep-24	14.1	Draft Council Policy - Operations Policy 1.24 - Asset Management Policy	That Council resolves to; 1.Authorise officers to advertise for public comment the proposed draft Shire of Collie Asset Management Policy for a period of 28 days; 2.Subject to no objections being received during the advertising process, proceed with the policy without modification; and 3.Subject to 2. above, authorise officers to publish a notice of the Shire of Collie Asset Management Policy.	Open	GC	Advertising completed. No public submissions. To be incorporated in policy manual.
9380	12-Mar-24	13.3	Collie Airfield Master Plan	That the Council: 1. adopts the Collie Airfield Master Plan; 2. instruct CEO to investigate project planning for the implementation of the Collie Airfield Master Plan.	Open	DDS	Actions are underway to progress land tenure arrangements for the site
9260	12-Sep-23	15.1	Acknowledgement of Country	That Council review and amend Policy CS 4.6: •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	GC	An Acknowledgement of Country is on website and in major reports currently. Survey provided to elected members. Collated responses to guide policy review.
9259	12-Sep-23	14.3	Proposed Road Widening – Christie Street, Collie	That the Council resolve to authorise necessary actions to widen the road reserve adjacent lot 1173; 16 Christie Street, Collie.	Open	DOS	Arrangements are being made to undertake the required survey
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	DCCS	Given time lapse since decision a new report will be presented to Council.