



Shire of  
**Collie**

# AGENDA

for the

## SPECIAL MEETING OF COUNCIL

to be held on

**Tuesday, 31 May 2022**

**PLEASE READ THE FOLLOWING DISCLAIMER BEFORE  
PROCEEDING**

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until such time as they have been advised in writing by Council staff.

Council's Vision

A connected community that is as rich  
and diverse as its heritage and landscape.

Values

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

- Acting with integrity, transparency and accountability
  - Leading the delivery of the community's vision
- Enabling community-led endeavours to make the Shire  
of Collie a better place
  - Respectful progress

# **NOTICE OF MEETING**

## **Special Meeting of Council to consider:**

### **1. South 32 Community Investment Strategy Funding Agreement**

Members of Council are advised that a meeting will be held in the Council Chambers, 87 Throssell Street, Collie on:

**Tuesday, 31 May 2022 at 6.00pm**



Stuart Devenish  
Chief Executive Officer

27 May 2022

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#### **DISCLAIMER**

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

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

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**SHIRE OF COLLIE**  
**DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY**

**To: Chief Executive Officer**

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

\_\_\_\_\_ (Date)

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

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

\_\_\_\_\_

Name (Please Print)
Signature
Date

**NB**

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

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

Office Use Only:

Date/Initials

1. Particulars of declaration given to meeting \_\_\_\_\_
2. Particulars recorded in the minutes \_\_\_\_\_
3. Signed by Chief Executive Officer \_\_\_\_\_

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**AGENDA - SPECIAL MEETING OF COUNCIL**  
Tuesday, 27 May 2022

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Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 31 May 2022 commencing at 6:00pm.

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

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

**2. PUBLIC QUESTION TIME**

A 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

**3. DISCLOSURE OF FINANCIAL INTEREST**

Councillors in attendance at meetings must disclose to the meeting any Agenda items upon which they have a Financial Interest. Section 5.65 of the Local Government Act 1995 requires Councillors to: a) give written notification of a financial Interest before the meeting; or b) at the meeting immediately before the particular matter is discussed (notification can be given verbally).

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

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

**4. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

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

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**5. South 32 Community Investment Strategy Funding Agreement**

<b>Reporting Department:</b>	Chief Executive Office
<b>Reporting Officer:</b>	Stuart Devenish – Chief Executive Officer
<b>Accountable Manager:</b>	Stuart Devenish – Chief Executive Officer
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	CRL/048
<b>Appendices:</b>	Appendix 1 – Proposed Terms of Reference, Tourism and Marketing Committee.
<b>Voting Requirement</b>	Absolute Majority

**Report Purpose:**

For Council to consider endorsement of a funding agreement proposed by South 32 as part of their Community Investment Strategy and to address arrangements to suitably implement the projects.

**Officer's Recommendation:**

*That Council resolve, by Absolute Majority to:*

- 1. Authorise the Chief Executive Officer to execute a funding agreement with South 32 for Collie Tourism and Celebration Events;*
- 2. Amend, pursuant to section 5.10 of the Local Government Act 1995, the Terms of Reference for the Tourism and Marketing Advisory Committee to include a representative of South 32 as a member of the Committee for the term of the funding arrangement;*
- 3. Invite South 32 to be represented at the Tourism and Marketing Advisory Committee for the term referred to in 2. above; and*
- 4. immediately commence recruitment processes for a Marketing Coordinator to be appointed on a fixed-term contract basis aligning with the funding program.*

**Background:**

At its meeting on 10 May 2022, Council considered the opportunity to enter into a Community Investment Strategy funding arrangement with South32. Council resolved to thank South 32 for their support of the Collie community and offer of financial assistance, and to authorise the Chief Executive Officer to enter into negotiations with South 32 to consider the agreement for endorsement at a Special Meeting of Council.

Following the Council meeting, terms of a funding agreement have been prepared and are circulated to Councillors under separate cover.

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Council has previously established the Tourism and Marketing Advisory Committee, with terms of reference adopted by Council on 14 December 2021. These terms of reference, along with recommended amendments referred to in this report, are included at Appendix 1.

**Statutory and Policy Implications:**

Part 5 of the Local Government Act 1995 provides for Council Committees and membership arrangements.

**Budget Implications:**

Budget amendments will be facilitated as required to reflect the revenue and associated expenditure.

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

N/A

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

Goal 2: Our Economy

*Outcome 2.3 A growing tourism industry.*

*Strategy 2.3.2: Support local and regional tourism destination management and marketing initiatives that provide local tourism growth.*

**Relevant Precedents:**

N/A

**Funding Proposal:**

The funding proposal of South 32 has two main components:

1. Delivery of key components of the Collie Tourism Marketing Strategy, and
2. To celebrate Collie events under the Kaya Collie program from June 2022 to March 2023 (as developed by the Just Transition Working Group and facilitated by the Shire of Collie).

The funding agreement is in line with ordinary arrangements, and addresses matters including:

- Project purposes and objectives;
- Reporting obligations;
- South 32 recognition rights; and
- Detailed terms.

Further details that are specific to each of the project components will be set out in 'Community Investment Project Charters' as referred to in the agreement. The charters, along with reporting templates, will be completed after the signing of the financial agreement.

In making the offer of funding, South 32 has indicated it wishes to have close involvement with each initiative. In respect to the Tourism and Marketing Strategy,



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South 32 wishes to be involved with the Tourism and Marketing Advisory Committee. In respect to the Kaya Collie events, South 32 is presently represented on the Just Transition Working Group and relevant sub-group.

**Comment:**

The terms of the financial agreement itself are suitable to the projects and is recommended for execution. This will allow the project charters and associated implementation arrangements to be established.

Terms of project implementation will vary for each component and the proposed arrangements are summarised:

**1**     *Collie Tourism Marketing Strategy*

The funding will provide for appointment of a marketing coordinator over a period of two-years. Funds are also expected to cover website development, destination marketing, training and development for Visitors Centre staff, materials, event support, advertising and sundry expenses.

It is expected that a marketing coordinator will have a three-way working relationship, namely:

*Shire of Collie* –           accountable to the Shire for overall project performance, financial management, reporting and acquittals.

*Tourism and Marketing Advisory Committee* – to guide the strategic priorities for implementation of actions, monitor progress and the outcomes achieved.

*Collie Visitors Centre* – a functional working relationship, with the marketing coordinator based at the Centre. This offers benefit of first-hand exposure to visitor related activity while also allowing training and development for Visitor Centre staff.

The Visitor's Centre has confirmed it has adequate office space that can be dedicated to a marketing coordinator for the purposes of the project.

**2**     *Kaya Collie – Celebrate Collie Events*

South 32 has offered funding for a major public concert – a free community event at Collie Recreation Ground with initiatives such as a South 32 marquee providing opportunity for local not-for-profit groups to secure funds from food and beverage sales.

The planned event can be wholly managed within the context of the broader Kaya Collie program of events for the year which is being managed between the Shire and the South West Development Commission.

The project implementation arrangements set out above are in-line with South 32

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expectations and will allow effective oversight, delivery and achievement of outcomes.

Given the significant investment offered by South 32, it is appropriate for the company to be represented at the Tourism and Marketing Advisory Committee. This will help ensure alignment of priorities and make certain that outcomes are consistent with expectations.

The terms of the recommendation in this report will allow the significant support offered by South 32 to be optimised within the context of suitable governance arrangements.

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6. **CLOSE**



## Terms of Reference

### Tourism and Marketing Advisory Committee

#### 1. NAME

The name of the Committee shall be Tourism and Marketing Advisory Committee, appointed as an Advisory Committee of Council in accordance with provisions of Section 5.8 of the Local Government Act 1995.

#### 2. AIMS AND OBJECTIVES

It is the aim of the Tourism & Marketing Committee:

- 2.1 To provide advice to the Full Council on tourism and marketing related matters which contribute to the good governance of the Council.
- 2.2 To work strategically with stakeholders, agencies, community groups and organisations to optimise marketing and tourism outcomes for Collie
- 2.3 To work strategically to enhance and maintain the visual amenity and functionality within the Shire.
- 2.4 To develop ideas, coordinate and arrange projects or activities and work with stakeholders, agencies, organisations and community groups to enhance the streetscape in the Central Business District and immediate surrounds.

#### 3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial Council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, Officers and other persons.
- 3.3 In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its members:
  - Councillors;
  - The Chief Executive Officer or nominee;
  - the Community Development Officer;
  - a representative from the Collie Visitor Centre;
  - a representative from Collie River Valley Marketing Inc.
  - a representative from South 32.
- 3.4 Each member of the committee shall be eligible for re-appointment.

## 4. MANAGEMENT

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.
- 4.2 The members of the Committee shall elect a Chairperson from amongst themselves.
- 4.3 A Council Officer, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Minutes shall be circulated to all Committee members not later than seven (7) days after each meeting.
- 4.4 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee. Preferably, there shall be not less than four (4) meetings per year.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the committee.
- 4.6 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration.
- 4.7 Minutes of each Committee meeting shall be presented to Council in an outcome based framework.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 The Committee shall not direct Council Staff.
- 4.10 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.11 Members shall act in the best interests of the Committee.

## 5. Delegation

- 5.1 It is recognised that the Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

Adopted: 14 December 2021  
Council Resolution: #8903