



Shire of  
**Collie**

# MINUTES

for the

## SPECIAL MEETING OF COUNCIL

held on

Tuesday, 31 May 2022

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Minutes of 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 6:04pm.

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

**PRESENT:**

Sarah Stanley	Councillor (Presiding Member)
Ian Miffing OAM JP	Councillor
Brett Hansen	Councillor
John Kearney	Councillor
Joe Italiano	Councillor
Michelle Smith	Councillor
Gary Faries	Councillor
Rebecca Woods	Councillor
Leonie Scoffern	Councillor
Stuart Devenish	Chief Executive Officer
Nicole Wasmann	Director Corporate Services

**APOLOGIES:**

Elysia Harverson	Councillor
Brent White	Councillor
Rick Miller	Director Technical Services
Matthew Young	Director Development Services

**GALLERY:**

Dee O'Brien, Jacinta Cantatore

- 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 Absence for this Special Meeting of Council.

**9001**

**Moved: Cr Fairies**

**Seconded: Cr Scoffern**

**That Council grant Leave of Absence to Cr White and Cr Harverson for this Special Meeting of Council.**

**CARRIED 9/0**

**2. PUBLIC QUESTION TIME**

Nil.

**3. DISCLOSURE OF FINANCIAL INTEREST**

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

<b>Councillor/Staff</b>	<b>Agenda Item</b>	<b>Disclosure</b>
Cr Stanley	5 - South 32 Community Investment Strategy Funding	Financial
Cr John Kearney	5 - South 32 Community Investment Strategy Funding	Impartial – Work Related
Cr Ian Miffling	5 - South 32 Community Investment Strategy Funding	Impartial – Member of South32 Community Liaison Committee

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

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

Cr Stanley declared a Financial Interest in Item 5.

Cr Stanley vacated the chair and Cr Miffling assumed the chair.

Cr Stanley left the room at 6.06pm.

**9002**

**Moved: Cr Kearney**

**Seconded: Cr Italiano**

**That Council suspends Standing Orders.**

**CARRIED 8/0**

Cr Miffling invited Dee O'Brien to address Council in relation to the South 32 Community Investment Strategy Funding Agreement. Dee O'Brien provided an overview of the Agreement and responded to questions from Councillors.

**9003**

**Moved: Cr Kearney**

**Seconded: Cr Woods**

**That Council resume Standing Orders.**

**CARRIED 8/0**

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

<b>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.

**9004**

**Officer's Recommendation/Council Decision:**

**Moved: Cr Italiano**

**Seconded: Cr Woods**

**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.**

**CARRIED 8/0**

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**9005**

**Council Decision:**

**Moved: Cr Smith**

**Seconded: Cr Italiano**

**That the Chairperson of the Tourism Marketing and Advisory Committee be included in the recruitment panel.**

**CARRIED 8/0**

**9006**

**Council Decision:**

**Moved: Cr Hansen**

**Seconded: Cr Kearney**

**That Council thank South 32 for their significant contribution through the community investment strategy program.**

**CARRIED 8/0**

**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.

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

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**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, 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.

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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 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.

Cr Stanley returned to the room at 6.28pm.

Cr Miffing vacated the chair and Cr Stanley resumed the chair at 6.28pm.



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**6. CLOSE**

The Presiding Member declared the meeting closed at 6.29pm.