



Shire of
Collie

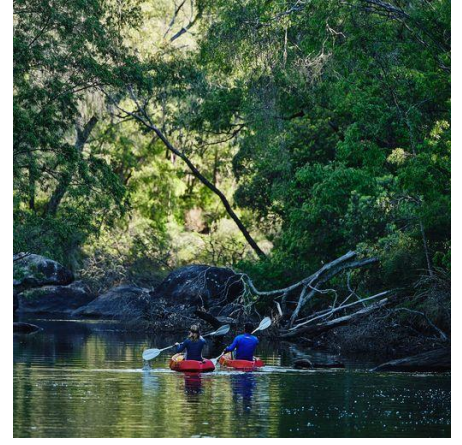
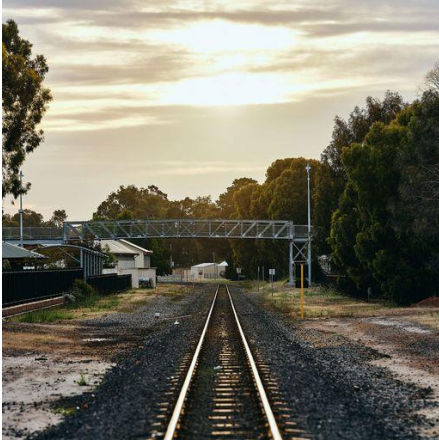
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 10 September 2024



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

NOTICE OF MEETING

Please be advised that the



Ordinary Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 10 September 2024

in Council Chambers at 87 Throssell Street, Collie WA

A handwritten signature in black ink, appearing to read "M Young", is written over a horizontal line.

Matthew Young
Acting Chief Executive Officer

5 September 2024

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.

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.



MEETING SCHEDULE

October 2024

Councillors are reminded of the following meeting. Please note that other meetings may be planned that are not shown here. Councillors are advised to contact the Committee's Presiding Member/Chairperson if in doubt.

Tuesday 8 October

Ordinary Council Meeting

7.00pm in Council Chambers



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 _____

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

- 5.23. (1) Subject to subsection (2), the following are to be open to members of the public
- (a) all Council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following --
- (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (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;
 - (e) a matter that if disclosed, would reveal --
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to --
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23 (1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 10 September 2024 commencing at 7:00pm.

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 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.

Council consideration towards the Public:

When public questions necessitate resolutions of Council, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates need for the public to wait an indeterminate period of time).

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. 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.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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

Councillors may disclose at this point any matters which they wish to have discussed 'behind closed doors' i.e. the meeting is closed to members of the public. Section 5.23 of the *Local Government Act 1995* applies and the meeting may only go behind closed doors for matters expressly prescribed in the Act - see section of the Act appended immediately after the Disclosure of Financial Interest form.

Any decision (of the meeting) to close the meeting or part of the meeting and the reasons for the decision are to be recorded in the Minutes of the meeting.

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS**8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES****8.1 Ordinary Council Meeting – 13 August 2024****Officer's Recommendation:**

That Council confirms the Minutes of the Ordinary Meeting of Council held on 13 August 2024.

8.2 Special Council Meeting – 4 September 2024**Officer's Recommendation:**

That Council confirms the Minutes of the Special Meeting of Council held on 4 September 2024.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Only items that have been deferred from a previous Ordinary Council Meeting for either further consideration by Councillors or for additional background information may be dealt with under this item. Details of Business Arising items will always be listed on the Agenda.

10. RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**10.1 Local Emergency Management Committee – 21 August 2024****Committee Recommendations:**

That Council receive the minutes of the Local Emergency Management Committee meeting held on the 21 August 2024.

10.2 Townscape and Environment Committee – 28 August 2024**Committee Recommendations:**

That Council receive the minutes of the Townscape and Environment Committee meeting held on the 28 August 2024

Committee Recommendations:

That Council adopt the recommendation contained within the minutes of the Townscape and Environment Committee meeting held on the 28 August 2024;

11.1 - That Shire Reporting Officers provides a report setting out the proposal and options for remediation / modification to the next Committee meeting.

11. CEO REPORTS

Nil

12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – August 2024

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 12.1.A – Accounts Paid – August 2024
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid during the month of August 2024.

Officer's Recommendation:

That Council accepts the list of accounts as presented in Appendix 12.1.A totalling \$1,571,881.14 authorised and paid in August 2024.

Background:

In accordance with Delegation 2.2.21- payments from the Municipal or Trust Funds adopted by Council on 8 August 2023, the Chief Executive Officer is authorised to incur expenditure in accordance with the Annual Budget provisions and limited over-expenditure subject to subsequent budget amendment. In doing so, section 13 of the Financial Management Regulations 1996 is to be adhered to with a list of accounts for approval to be presented to the Council each month.

Statutory and Policy Implications:

In accordance with Regulation 13 and 13A of the Local Government (Financial Management) Regulations 1996, 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. The list is to include the payee's name; the amount of the payment; the date of the payment; and sufficient information to identify the transaction.

Council Policy CS3.7 relates to the payment of creditors, and in particular item 5.0 which relates to the presentation of accounts paid. A list of all accounts paid shall be presented to Council within two months. The list shall comprise of details as prescribed in the Local Government Financial Management Regulations 1996.

Budget Implications:

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

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

Not applicable.

Comment:

A listing of payments is included in Appendix 12.1 A

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

For a detailed listing of payments see Appendix 12.1.A.

12.2 Financial Management Report – July 2024

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 12.2.A – Financial Report – July 2024
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending July 2024.

Officer's Recommendation:

That Council accept the Financial Management Report for July 2024 as presented in Appendix 12.2.A.

Background:

In accordance with Council policy and the provisions of the *Local Government Act 1995*, the Financial Report required for the end of the period is presented to Council for information. Refer to Appendix 12.2.A.

The report is to be presented to an Ordinary Meeting of Council within two months of the end of the reporting period.

Statutory and Policy Implications:

Regulation 34 (1) (a) of the *Local Government (Financial Management) Regulations 1996* states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates; budget estimates to the end of the month to which the statement relates; actual amounts of expenditure, revenue and income to the end of the month to which to which the statement relates, material variances between monthly budget and actual figures, and net current assets on a monthly basis.

In accordance with section 34(5) of the *Local Government (Financial Management) Regulations 1996* each year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances. In this case, the Shire of Collie has adopted the material variance of 10% or \$10,000, whichever is greater, for reporting variations to the Budget in the monthly statement of financial activity reported to Council.

Budget Implications:

Nil.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

Not applicable.

Comment:

The financial statements provided in Appendix 12.2.A reports on the following information for the reporting period:

- Rate Setting Statement by Nature and Type
- Material Variances
- Statement of Financial Positions
- Cash and Investments
- Receivables & Payables

As the budget has not been adopted, comparison amounts are not available.

End of year reconciliations for the 2023/24 financial year are still being finalised which may affect the figures in this report.

Where possible, questions relating the report should be submitted to the Director Corporate Services before noon on the day of the scheduled meeting. This will ensure a response can be provided at the Council Meeting.

12.3 Extraordinary Election	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/038
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose

For Council to determine the date and the method of conducting an extraordinary election including the appointment of the Electoral Commissioner.

Officer's Recommendation:

That Council

1. *declare the date of the extraordinary election as Thursday 5 December 2024;*
2. *declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the extraordinary election; and*
3. *decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.*

Background:

Due to an office of councillor becoming vacant, the Shire of Collie is required to hold an extraordinary election.

The term of office will expire in October 2025.

With consideration for statutory timelines, the election could be held between 25 November and 13 December 2024. There is no requirement to hold the election on a Saturday, should Council determine a weekday suitable.

If only one nomination is received, the candidate will be elected unopposed and there will be no requirement for an election.

The method of the election must be determined prior to inviting nominations. The election may be held as a postal election or a voting in person election. If the election is to be conducted as a postal election, the Electoral Commissioner is to be responsible for the conduct of the election. The Electoral Commissioner could also be responsible for a voting in person election, should Council choose.

The Western Australian Electoral Commission (WAEC) has provided estimates of \$38,000 (including GST) to conduct a postal election and \$18,000 (including GST) to be responsible for a voting in person election. If only one nomination is received the cost will be considerably less. Costs not included in the estimates include non-statutory advertising and local

government staff required to assist with voting. An in-person election would require considerably more Shire staff.

The Shire's Chief Executive Officer, or another person appointed by Council, could be Returning Officer for a voting in person election.

Statutory and Policy Implications:

In accordance with Section 4.8 of the *Local Government Act 1995*, if the office of councillor becomes vacant an election to fill the office is to be held.

There are exceptions, as detailed below, however they do not apply in this instance:

- When the office has been filled within the previous 12 months and backfill provisions apply (Schedule 4.1A or 4.1B); and
- Where postponement may be considered when the vacancy occurs within 12 months of the next election (Section 4.16).

Section 4.9 requires an extraordinary election to be held, within four months of the vacancy occurring, on a day decided by either the President, in writing, or the Council, at a meeting held within one month of the vacancy. If the date has not been determined within one month of the vacancy occurring, the Electoral Commission is to determine the date.

The CEO is to be the returning officer of a voting in person election unless other arrangements are made.

In accordance with section 4.20(4) of the *Local Government Act 1995*, a local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

A declaration under subsection (4) has no effect if it is made after the 80th day before election day and cannot be rescinded after the 80th day.

The election may be held as a postal election or a voting in person election in accordance with section 4.61 of the *Local Government Act 1995*. The decision to hold a postal election has no effect unless it is made after a declaration is made under section 4.20(4), that the Electoral Commissioner is to be responsible for the conduct of the election, or in conjunction with such a declaration.

Budget Implications:

The estimated cost of the election will be included in the 2024/25 Budget.

Communications Requirements: (Policy No. CS 1.7)

Advice to the Electoral Commissioner of the Council decision.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5.0	Our Organisation
Outcome:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships.

Relevant Precedents:

The Electoral Commissioner has undertaken postal elections for the Shire of Collie since 1999, including an extraordinary election in 2005 where only one nomination was received and the candidate was elected unopposed.

Comment:

As there is no requirement to hold the election on a Saturday and electors would be able to complete either a postal vote or an early vote prior to the election day, it is recommended that the day of the election be Thursday 5 December, however Council may wish to determine another date between 25 November and 13 December 2024.

If a voting in person election is held, electors will be able to complete an early vote at the Shire Office during normal office hours. Early voting could also be provided on a Saturday prior to the election.

The staffing costs to conduct the election on a weekday will be less than a Saturday and given the end of year and Christmas celebrations occurring over this period, staff and candidates may be unavailable for vote counting on a Friday or Saturday evening. As the last Ordinary Meeting of Council in 2024 is scheduled for Tuesday 10 December, an election on 5 December would provide the successful candidate and the Shire with sufficient time to undertake formal arrangements and preparations prior to the December meeting.

Whilst there may be considerable cost savings with a voting in person election, due to staff resourcing requirements for an in person election and as the community is familiar with postal voting, which has been in place in Collie since 1999, it is recommended that the method of voting be postal.

12.4 Shire of Collie Sport Awards Selection Panel

Reporting Department:	Corporate Services
Reporting Officer:	Tamsin Emmett – Community Development Officer
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation	N/A
File Number:	RCS/024
Appendices:	Nil
Voting Requirement	Simple Majority

Report Purpose

For Council to consider community nominations for the Shire of Collie Sport Awards Selection Panel.

Officer's Recommendation:

That Council appoint Hayley Digney and Carissa Page to the Shire of Collie Sport Awards Selection Panel for a term of four years.

Background:

The Shire of Collie Sports Awards Selection Panel meet several times a year to organise the annual Sports Person of the Year Awards and to review nominations and select the winners for each award category.

The Collie Sports Awards Selection Panel guidelines, as adopted by Council in September 2016 and reviewed in August 2017, are:

- a) The number of committee positions on the Shire of Collie Sport Awards Selection Panel is five (5).
- b) A Shire of Collie Councillor to be appointed to Chair the Shire of Collie Sport Awards Selection Panel with a further Councillor to be appointed as Deputy Chair, both appointments to be non-voting members of the Panel.
- c) A staff member be made available to provide administrative support to the panel.
- d) The Shire of Collie Sport Awards Selection Panel is to comprise of any member of the Collie community with the skills necessary to consider and adjudicate within the selection process.
- e) The Shire of Collie Sport Awards Selection Panel is to be appointed directly by Council, with appointments to the Shire of Collie Sport Awards Selection Panel to be for four (4) year terms. Retiring panel positions are to be advertised for community nomination in each year following the expiration of terms (i.e. 2018, 2020, and so on).
- f) Retiring Shire of Collie Sport Awards Selection Panel members are eligible for renomination and reappointment by Council.
- g) The Sport Awards Selection Panel is to determine the recipients of the following awards annually, with nominations required:
 - (i) Junior Sportsperson of the Year
 - (ii) Sportsperson of the Year (JL Mumme medal)
 - (iii) Special Achievement Award (coaching, team official, etc)

- (iv) Robinson-Hannan Volunteer of the Year Award
- (v) Wall of Champion inductee(s) if required
- h) The Shire of Collie Sport Awards Selection Panel is to make recommendations to Council through an Officer's Report for the presentation of the awards each year. Appropriate staff to organise the delivery of the awards in conjunction with Councillors, and within the budget allocated by Council.
- i) The Shire of Collie Sport Awards Selection Panel will review the eligibility criteria for all awards annually.
- j) The Shire of Collie Sport Awards Selection Panel will assess all Expressions of Interest received from sporting clubs to host the event and make a recommendation to Council of the most appropriate host club.

In October 2023, Council appointed Cr Faries and Cr Moyses to the Panel.

Current community representatives on the panel are:

- Jamie Moloney and Jay Hewson – appointed August 2021
- Greg Bell, Peta Ellery and Jodie Pilatti – appointed September 2019

With the term of appointment expiring for those members appointed in 2019, nominations were invited from the community. Nominations were received from Hayley Digney and Carissa Page. Greg Bell, Peta Ellery and Jodie Pilatti chose not to renominate.

Statutory and Policy Implications:

Policy C4.5 states that the the conferring of the Sports person of the Year Awards is to be guided by the selection criteria established by the Sports person of the Year Panel and as amended from time to time by Council resolution.

The Panel is not established as a Committee of Council in accordance with the *Local Government Act 1995*.

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

Nominations were invited by public notice on the Shire Face Book page, the Collie River Valley Bulletin and the Community Noticeboard located on Forrest Street in June 2024. Emails with nomination forms were sent to all sporting groups/clubs in Collie.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1	Our Community
Outcome:	1.2.2	To work with sporting clubs and community groups to promote volunteering and increase participation.

Relevant Precedents:

Council has previously made appointments to the Panel, most recently in August 2021.

Comment:

Both nominees have demonstrated involvement in local sporting clubs and that they have the skills necessary to consider and adjudicate within the selection process.

Carissa Page indicated that she has held roles on the Collie Eagles Football Club, Collie River Valley Little Athletics Association and Collie BMX Club. She has also been a participant in netball and motocross.

Hayley Digney has held the position of President of Collie Under Water Hockey Club for six years and Coach for eight years. She has represented Collie, Western Australia and Australia at multiple State, national and international competitions.

It is recommended that Council appoint both nominees to the Panel.

13. DEVELOPMENT SERVICES REPORTS

13.1 Rotary Fire Tower Restoration Project - Reserve 30555 Coombes Street, Collie

Reporting Department:	Development Services
Reporting Officer:	Matt Young – Acting Chief Executive Officer
Accountable Manager:	Matt Young – Acting Chief Executive Officer
Legislation:	<i>Planning and Development Act 2005</i>
File Number:	N/A
Appendices:	Nil
Voting Requirement:	Simple Majority

Report Purpose

For Council to provide in principle support for a project to relocate a fire tower to a site in the Shire of Collie, for the purpose of heritage and tourism

Officer's Recommendation:

That Council authorise officers to enter into a facility user agreement with Collie Rotary over portion of Reserve 30555 Coombes Street, Collie for a period not exceeding 4 years, unless otherwise extended by Council.

Background:

At the Council Forum session held 3 August 2021 the Rotary Club of Collie made a presentation to the Shire's Elected Members introducing a project to relocate the Munro fire tower (Appendix 9) to the Shire of Collie, for the purpose of heritage and tourism.

The Munro fire tower was built in 1962, located 3km southeast of Grimwade. The tower is not currently in use, however, is still standing and in good condition. The hut associated with the tower has been destroyed by the elements. There is currently a similar hut from the Collie tower, which was previously located on Mungalup Hill, stored at the Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Depot in Collie.

On 1 July the Shire was approached by Rotary Club of Collie to discuss an opportunity to relocate a disused fire tower into Collie. After a series of meetings a report was considered by Council on 14 September 2021 (MOTION 8809 Rotary Fire Tower Relocation Project-Preliminary Site Analysis)

That Council resolve to:

- 1. Provide in-principle support for the Rotary Fire Tower Relocation Project, for the Munro Fire Tower to be relocated to Collie;*
- 2. Authorise Officers to continue working with the Collie Rotary Club to identify and analyse site selections for the fire tower; and*
- 3. require the final preferred location(s) for the fire tower to be referred to Council for determination.*

After some delays Collie Rotary has established a Collie Fire Tower Planning Committee to progress their project. Rotary has recently secured approval from Wellington DBCA for the removal of the Mungalup hut and timbers from its Collie depot.

The Shire's previous CEO agreed to Collie Rotary using portion of the old depot site to relocate and restore the Mungalup hut and fire tower adjacent to the storage shed on the western side of the Roche Park carpark (portion of Reserve 30555) in the form of a MOU or Facility User Agreement.

Collie Rotary has advised that it would need to carry out the preliminary work of fence repair and extension, with the possibility of some minor ground levelling.

The old Shire depot land is presently being used by the operations team to store or transfer materials and machinery.

Statutory and Policy Implications:

Nil

Budget Implications:

Nil

Communications Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1	Our Community
Objective:	1.1	Community health, safety and wellbeing
Objective	1.2	Community connection, engagement and participation
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Objective	2.2	Tourism promotion and attractions

Comment:

Whilst the final location of the fire tower is yet to be resolved the Collie Rotary community group need a location in Collie to restore the hut and fire tower. The old depot land is sufficiently large to allow this restoration project to be completed and secured. Additional presence at the site will also provide passive surveillance to the area as well as a site that is open to the public to view the restoration taking place over time.

It is recommended that the Council authorise officers to prepare and endorse a facility user agreement with Collie Rotary for 4 years. This will allow some flexibility for the Shire in considering future expansion of Roche Park, but sufficient time for Collie Rotary to complete the restoration.

14. OPERATIONS REPORTS

14.1 Draft Council Policy - Operations Policy 1.24 - Asset Management Policy	
Reporting Department:	Operations
Reporting Officer:	Isabel Fry – Manager Planning and Development
Accountable Manager:	Scott Geere – Acting Director Operations
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/155
Appendices:	Appendix 14.1.A Draft Asset Management Policy
Voting Requirement:	Simple Majority

Report Purpose

For Council to review and endorse a new draft Asset Management Policy for public advertising.

Officer's Recommendation:

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.*

Background:

The Shire does not currently have a policy for Asset Management as part of its strategic framework. As recommended by the Department of Local Government: Asset Management Framework and Guidelines, local governments should have policy in place to outline its asset management objectives, targets and plans.

The policy should establish a platform for service delivery and provide the framework that enables the Asset Management Strategy and Plans to be produced. The policy assigns service delivery responsibilities and supports 'whole of life' and 'whole of organisation' approaches to asset management.

The Plant Panel discussed the Asset Management Policy and Strategy at its meeting on 22 August, wherein full support was given to improving the Shire's strategic approach to asset management.

Officers have drafted an Asset Management Policy (refer Appendix 14.1.A), with objectives and principles specific to asset management for the Shire of Collie.

This policy includes but is not limited to the following asset classes:

- Transport- public road and path networks, including:
- Roads (sealed and unsealed)
- Laneways

- Pathways
- Trails
- Signage
- Kerbing
- Drainage infrastructure
- Bridges
- Streetlights
- Property- buildings, pools, recreation grounds, civic buildings, community leased buildings, emergency services facilities, public art and murals.
- Parks, ovals, reserves, rivers and street trees
- Places - waste transfer station, aerodrome, depots
- Plant and equipment
- Street furniture
- Property - buildings
- Parks, ovals and reserves

This Policy is based upon the following fundamental principles:

- Service focus – ensuring service delivery needs form the basis of asset management;
- Integrated planning – require careful consideration of the acquisition, disposal and operation of assets in line with the Shire of Collie’s Strategic Community Plan and Corporate Business Plan;
- Informed decision-making – incorporating a whole of life-cycle approach to asset management;
- Life cycle planning- providing safe and well maintained Shire owned facilities and infrastructure in accordance with the Shire of Collie Strategic Community Plan;
- Sustainability – providing for present needs while sustaining resources for future generations;
- Fiscal responsibility – selection of asset management practices that promote best practice within the context of the Shire’s anticipated short, medium and long-term budget positioning; and
- Risk management – identify and manage risks associated with assets and mitigate negative impacts of risk while optimising available opportunities to the Shire and the community.

Statutory and Policy Implications:

- *Local Government Act 1995*
 - Section 2.7 Role of Council – (2) (b) determine local government’s policies.
- *Local Government (Financial Management) Regulations 1996*
- WA Department of Local Government: Integrated Planning and Reporting Framework Guidelines, October 2010.
- WA Department of Local Government: Asset Management Framework and Guidelines, May 2011.
- Institute of Public Works Engineering Australia, IPWEA, International Infrastructure Management Manual.

Budget Implications:

Nil.

Communications Requirements: (Policy No. CS 1.7)

The draft policy will be advertised for a period of 28 days. Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. Community consultation will allow for the community to comment on the proposed approach and principles to asset management, as well as assisting in defining levels of service.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1	Our Community
Objective:	1.1	Community health, safety and wellbeing
Objective:	1.2	Community connection, engagement and participation
GOAL:	3	Our Built Environment
Objective:	3.1	Safe and well-maintained shire owned facilities and infrastructure
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships

Comment:

It is recognised that the Shire has a responsibility to provide and maintain its assets in a way that does not place economic, social or environmental burdens on future generations. This policy provides a framework, which does not currently exist, that will ensure a coordinated, accountable and integrated approach to asset management, that aligns with the financial capabilities of the Shire.

The draft Policy requires the Shire to draft and implement an Asset Management Strategy and Asset Management Plans which will be essential in establishing a strategic and consistent approach to asset management over the next 10 years. The key output of the Policy actions, being an Asset Management Strategy will be able to establish a sound framework for asset planning and management and will assist in guiding workforce and resource deployment, clarity over asset ownership and obligations, funding responsibilities, budgeting and external funding priorities.

The following principles are proposed to guide the development of the Shire's Asset Management Strategy:

- Assets are to be acquired, maintained and renewed to adequately meet present- day community expectations, be fit for purpose and create minimal backlog of maintenance and renewal works;
- Community expectations will be quantified through the implementation of Service Standards informed by asset lifecycle activities and incorporated into targeted asset management plans and the long-term financial plan.
- Decision on implementation of new assets, major upgrades or acceptance of donated assets is to be informed by lifecycle costing analysis to determine the true cost of operating and maintaining the asset.
- The Shire will continuously development is asset management capability and implement systems and practices that enable to storage, sharing and evaluation of

asset data, knowledge and information and use these resources to inform its Workforce Plan.

- Guide the establishment of an asset management information system.

The Shire of Collie will formalise the short, medium and long term strategic direction of asset management through the adoption of its Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, annual budget and asset management strategy and plans.

Officers recommend that the draft Policy reviewed and subsequently advertise a notice of the policy for public comment. If any submissions are received on the draft Policy it will be presented to Council for consideration.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Elected Members have the ability to submit notices of motion between meetings and up to a time prescribed in standing orders before a meeting.

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

Members have the ability to submit notices of questions between meetings and up to a time prescribed in standing orders before a meeting.

17. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS****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**21. CLOSE**