



Shire of
Collie

AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 13 May 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

NOTICE OF MEETING

Please be advised that the




Ordinary Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 13 May 2025

in Council Chambers at 87 Throssell Street, Collie WA

A handwritten signature in blue ink, appearing to read "Phil", is positioned above a horizontal line.

Phil Anastasakis
Chief Executive Officer

7 May 2025

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.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such. Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.



MEETING SCHEDULE

2025

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, 27 May 2025	Special Council Meeting to Consider Annual Report, Long Term Financial Plan, and other items TBA in Council Chambers
Tuesday 10 June 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 8 July 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 17 August 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 9 September 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 14 October 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 11 November 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 9 December 2025	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; and
 - (b) the personal affairs of any person; and
 - (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; and
 - (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; and
 - (e) a matter that if disclosed, would reveal --
 - (i) a trade secret; or
 - (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; and
 - (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; or
 - (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; and
 - (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.

5.23A. Electronic broadcasting and video or audio recording of council meetings

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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, 13 May 2025 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

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

Nil

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 8 April 2025

Officer's Recommendation:

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 8 April 2025.

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 Corporate Business Plan	
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/086
Appendices:	Appendix 11.1.A – Corporate Business Plan 2022/23 – 2026/27 – modified May 2025 Appendix 11.1.B – Corporate Business Plan 2022/23 – 2026/27 – modified April 2024
Voting Requirement:	Absolute Majority

Report Purpose

This report presents Council with the Corporate Business Plan 2022/23-2026/27 (modified May 2025), which is presented to Council for consideration and endorsement. The Corporate Business Plan has been produced as part of the annual review of Council's Corporate Business Plan, various Asset Management Plans and Workforce Plan.

Officer's Recommendation

That Council:

- 1. Pursuant to regulation 19DA (6) of the Local Government (Administration) Regulations 1998 resolve to modify the Corporate Business Plan 2022/23 – 2026/27 (as amended in April 2024) in accordance with the recommendations within table 1 of report 11.1.*
- 2. Endorses the reviewed and updated Corporate Business Plan 2023/24 – 2026/27 (modified May 2025) (refer to Appendix 11.1A).*

Background:

In 2012 the Western Australian State Government introduced the Integrated Planning and Reporting Framework, requiring each Local Government to have a Strategic Community Plan, a Corporate Business Plan and other informing strategies in place to ensure the future provision of services and facilities is sustainable for local communities. The Strategic Community Plan expresses the long term aspirations of the community and is the overarching document that sets out the community's vision, aspirations and values over the next 10 years.

Elements of Integrated Planning and Reporting

- **Strategic Community Plan**

Council adopted its reviewed and updated ten (10) year "Strategic Community Plan 2022" in December 2022. This review was conducted five years after the development of Council's Strategic Community Plan 2017-2027 and forms part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

The Strategic Community Plan 2022-2032 has been developed to meet the vision, values and aspirations of the Shire of Collie community, while reflecting the standards outlined in the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and Guidelines.

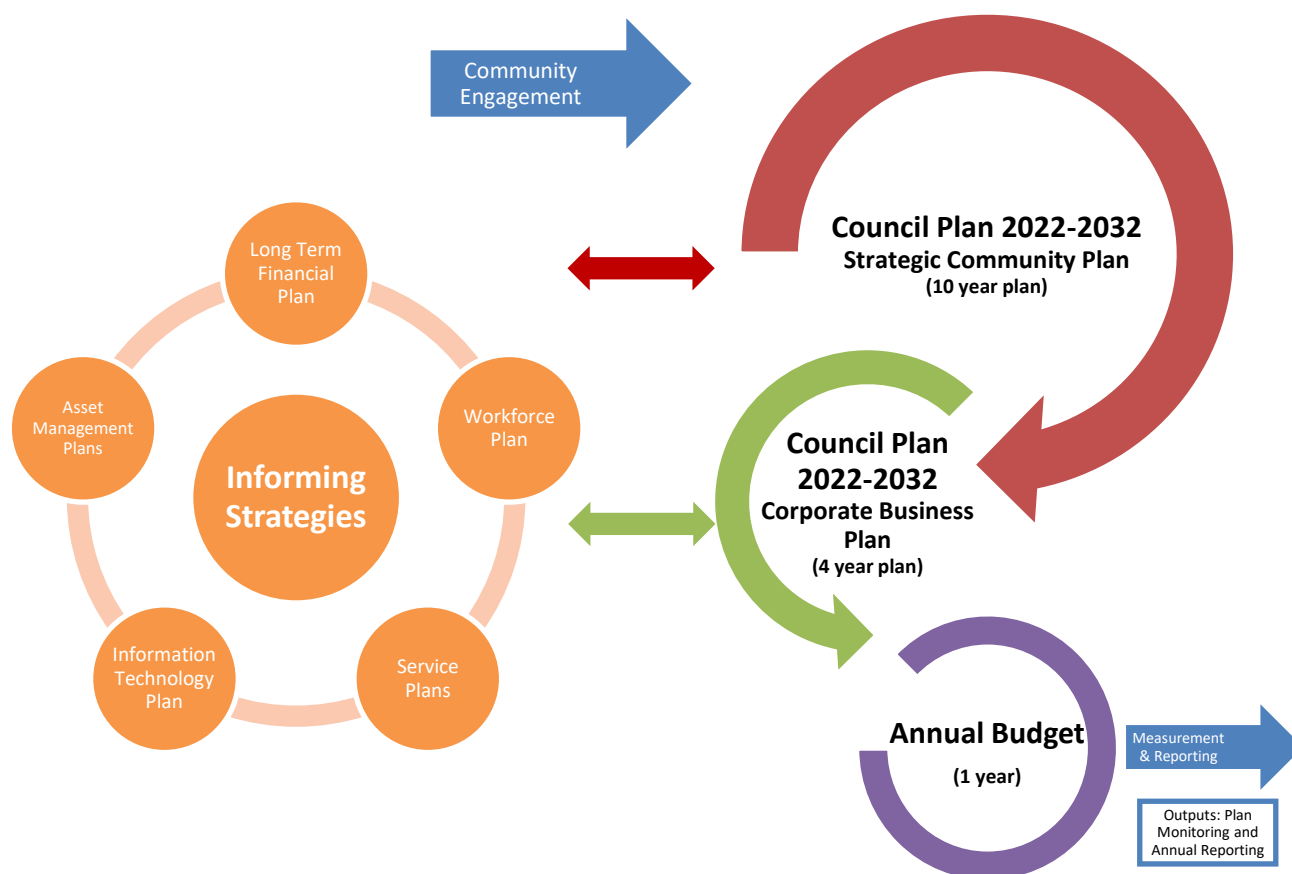
The statutory requirement is for the Strategic Community Plan to be fully reviewed every 4 years (minimum), with a desktop review after 2 years. A full review of the Plan is proposed to be commenced early in 2026, which will involve broad community engagement and workshops.

- **Corporate Business Plan**

The Corporate Business Plan (CBP) contains details of the actions and resources (human and financial) to achieve each Objective. It is a four (4) year plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the Long Term Financial Plan for the period. This long term financial planning provides an assurance that the actions contained in the Corporate Business Plan can be adequately resourced over the next four years and highlights the long term consequences of the application of human and financial resources to undertaking various projects.

The *Local Government Act 1995* requires the four (4) year Corporate Business Plan to be reviewed and updated (if required) on an annual basis. In accordance with this requirement, the Corporate Business Plan is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan and Long Term Financial Plan is usually 'sliced off' to form the basis of the draft annual budget for consideration by the Council.



Elements of Integrated Planning and Reporting

Council adopted its Corporate Business Plan 2022/23 – 2026/27 in March 2023 to align with the new Strategic Community Plan 2022. In April 2024 the Corporate Business Plan was reviewed and updated as part of the annual review cycle (refer to Appendix 11.1B).

The Corporate Business Plan adopted by Council sets out the various actions that will give effect to the Strategic Community Plan. The two documents are structured to provide:

Strategic Community Plan:	5 Themes 9 Objectives 28 Strategic Priorities
Corporate Business Plan:	56 Action

Review of Corporate Business Plan Actions

A review of all actions set out in the Corporate Business Plan has been undertaken. Each action is appropriate and continues to be suitable, with notes provided in the 'Status' and 'Quarterly Update' columns.

As part of the review, one (1) new Strategic Priority and four (4) new Actions are proposed, as outlined below in Table 1:

Table 1: Corporate Business Plan – New Strategic Priority and Actions

Strategic Priority	Action Number	Current Adopted Action	Comment and Recommendation
Our Organisation			
5.1.6 To provide Good Governance across the organisation	5.1.6.1	Monitor compliance with statutory legislative and reporting requirements	A local government industry based Compliance Manual can be developed to monitor the legislative and reporting requirements across the organisation.
	5.1.6.2	Implement a Risk Management Governance Framework and increased risk awareness	A LGIS based Risk Management Governance Framework, inclusive of Work, Health & Safety, is available.
	5.1.6.3	Develop and implement a Information Community Technology Plan and Cyber Security Strategy	The need to forward plan and manage ICT requirements is increasing, including managing risk and threats related to cyber security. Additional demands will be the need to plan for a new ERP system to replace SynergySoft by 2030.
	5.1.6.4	Integrate the Office of Auditor General Best Practice Guidelines into the Shire's operations	In recent years the OAG has provided Best Practice Guidelines for local government as an approach to improving financial and governance matters. Many of the Guidelines are anticipated to become legislative requirements in the future.

- **Linkage with Informing Strategies and Service Plans**

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government's Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

- **Review Process**

As part of Council's annual budget development cycle, the Corporate Business Plan has been reviewed and updated (refer to Appendix 11.1A) for Council's consideration and adoption.

It is noted that the State Government has foreshadowed changes to the Integrated Planning and Reporting Framework under its legislative Reform process, with changes anticipated in future years under Tranche 3. One of the proposed changes will include combining the Strategic Community Plan and Corporate Business Plan into a single "Council Plan".

Statutory and Policy Implications:

Local Government Act 1995.

2.7. Role of Council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law.*

Local Government (Financial Management) 1996**6.2. Local government to prepare annual budget**

- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government;

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996**19C. Strategic Community Plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

19DA. Corporate Business Plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Budget Implications:

Revenue and expenditure forecasts for the next four years are incorporated within the current draft Long Term Financial Plan. Once this is adopted by Council, the Council Plan will be updated to reflect relevant implications.

Resourcing to deliver on the terms of the Corporate Business Plan are provided within annual budget allocations.

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Business
Outcome:	5.1	Innovative leadership, forward planning and mutually beneficial partnerships

Relevant Precedents:

The Shire of Collie ten year “Strategic Community Plan 2022” was adopted in December 2022 in accordance with legislative requirements. Council adopted its “Corporate Business Plan 2022/23 – 2026/27” in March 2023 to align with the new Strategic Community Plan 2022.

In April 2024 the Corporate Business Plan was reviewed and updated as part of the annual review cycle.

A report on progress against these plans has been provided each quarter in the past since adoption and is proposed in the future.

Comment:

As required by the regulations, the objectives and priorities of the Strategic Community Plan and Corporate Business Plan need to take account of the capacity of the Shire's current and anticipated resources, demographic considerations and the ability to measure performance against indicators.

The review of the Corporate Business Plan has identified opportunities to update priorities and reset actions to reflect changes that have occurred over the last year of operation and tasks that have been finalised.

It is recommended that the Corporate Business Plan be formally modified accordingly.

11.2 2025/26 Loan Management Strategy

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> <i>Local Government (Financial Management) Regulations 1996</i>
File Number:	GOV/086
Appendices:	Appendix 11.2.A – Shire of Collie – Loan Management Strategy 2025
Voting Requirement:	Simple Majority

Report Purpose

This report requests that Council consider and endorse the 2025/26 Loan Management Strategy which is to be incorporated within the 2025/26 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Officer's Recommendation

That Council endorses the Shire of Collie Loan Management Strategy 2025/26 to 2034/35 (refer to Appendix 11.2.A) for the 2025/26 budget, four year Corporate Business Plan, and Long Term Financial Plan.

Background:

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years.

The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the Plan to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The Long Term Financial Plan identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan. Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

Industry good practice recommends that Council's annual budget development process includes reviewing the Loan Management Strategy that has been included in the previous year's Long Term Financial Plan, with the forecast loan principal and interest repayments included in the financial projections associated with the final Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Statutory and Policy Implications:**Local Government Act 1995.****2.7. Role of Council**

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law.*

Local Government (Financial Management) 1996**6.2. Local government to prepare annual budget**

- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

5.56. Planning for the future

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996**19C. Strategic Community Plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*

19DA. Corporate Business Plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Budget Implications:

As noted in the Loan Management Strategy, the use of debt as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

Due to the early development of the Long Term Financial Plan and Asset Management Plans, there are currently no new loans projected loans for the next 10 years under the Loan Management Strategy. However, it is anticipated that as further financial modelling and asset planning occurs during 2025/26, and the Long Term Financial Plan matures, that new loans will be required in future years to fund new assets and essential asset renewal and upgrade works.

The Loan Management Strategy (refer to Attachment 11.3A) summarises the current Shire of Collie loans, together with loan Principal and Interest (including Government Guarantee Fee) repayments.

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

The Loan Management Strategy deployed by Council in the 2025/26 financial year will form part of a long term financial planning strategy to fund the sustainable operations of Council. If Council is not able to adequately fund operations in the 2025/26 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Business
Outcome:	5.1	Innovative leadership, forward planning and mutually beneficial partnerships

Relevant Precedents:

Each year as part of the Strategic Financial Plan review and development process, it is proposed that Council review and re-adopt the Loan Management Strategy which establishes the level of debt and new loans for the next 10-15 years. Any forecast new loans are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

Comment:

Currently there are no specific restrictions on Council's ability to borrow. There is a practical limit beyond which debt service costs (Principal + Interest repayments + Government Guarantee Fee) will affect the capacity of Council to deliver service levels. It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

Council's Loan Management Strategy requires Council to consider:

- The circumstances under which borrowings are made;
- The impact borrowings will have strategically; and
- If the return on the debt (in commercial situations) can service the debt itself.

Treasury Corporation have produced an indicative debt capacity calculator which is incorporated into the Shire's Long Term Financial Plan model. While borrowing capacity will vary from year to year, the 'Indicative Additional Debt Capacity Calculator' assists Council in determining its borrowing capacity by using information within the Long Term Financial Plan. This is based on prudent loan servicing limits and provides important planning information to help the Council decide if debt should be considered as a financing source for additional future capital expenditure.

Based on financial projections within the current Long Term Financial Plan, together with projected capital expenditure and current and future loans, Council's additional borrowing capacity for the future would need to be carefully monitored. If Council were to raise additional loans it would need additional rate income to be raised to service these additional loan repayments.

For this reason the current funding of asset renewal, replacement and acquisition outlined through the various Asset Management Plans consists of a balance of debt (drawn from future rates), cash reserves (drawn from past rates) and municipal funds (drawn from current year rates).

11.3 Elected Members Fees

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 Section 7A & 7B of the Salaries and Allowances Act 1975</i>
File Number:	FIN/005
Appendices:	Nil
Voting Requirement:	Simple Majority

Report Purpose

Council is requested to review elected member fees and allowances as part of the formulation of the 2025/26 Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Officer's Recommendation:

That Council:

1. *Sets the Shire President 2025/26 Annual Attendance Fee at 55% of the prevailing maximum Band 3 value for the Shire of Collie applying from 1 July 2025, as determined by the Salaries and Allowances Tribunal.*
2. *Sets the Elected Member 2025/26 Annual Attendance Fee at % of the prevailing maximum Band 3 value for the Shire of Collie applying from 1 July 2025, as determined by the Salaries and Allowances Tribunal.*
2. *Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 55% of the prevailing maximum Band 3 value for the Shire of Collie applying from 1 July 2025, as determined by the Salaries and Allowances Tribunal.*
3. *Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 55% of the prevailing maximum Band 3 value for the Shire of Collie applying from 1 July 2025, as determined by the Salaries and Allowances Tribunal.*
4. *Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries and Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.*
5. *Reimburse travel expenses upon documentary evidence of kilometres travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy.*

Background:

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members.

Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

Section 5.98 of the *Local Government Act 1995* (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees.

Meeting Attendance Fees are payable for the attendance at each meeting. SAT determines minimum and maximum fees.

SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). The Shire of Collie has been categorised as a Band 3 Council.

The 2025/26 Salaries and Allowances Determination was released on the 4 April 2025 with an effective date of the 1 of July 2025. There was an increase of 3.5% applied to the 2024/25 Salaries and Allowances band range for elected Council members. The following table sets out the future minimum and maximum Meeting Attendance Fees as determined by the SAT on the 4 April 2025 for the 2025/26 financial year.

Minimum & Maximum Meeting Attendance Fees – 2025/26		
<u>Band 3</u>		
	Members other than President or Mayor	President or Mayor
Council Meeting (per meeting)	Minimum Fee - \$225	Minimum Fee - \$225
	Maximum Fee - \$465	Maximum Fee - \$710
Committee Meeting (per meeting)	Minimum Fee - \$110	Minimum Fee - \$110
	Maximum Fee - \$235	Maximum Fee - \$235
Independent Committee Member (per meeting)	Minimum Fee - \$0	Minimum Fee - \$0
	Maximum Fee - \$450	Maximum Fee - \$450
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	Minimum Fee - \$8,615	Minimum Fee - \$8,615
	Maximum Fee - \$18,335	Maximum Fee - \$28,385

The fees can be paid based on individual meetings or as an Annual Fee. Traditionally, the Shire of Collie has elected to make this payment as an Annual Fee in lieu of an attendance fee for each Council meeting under s5.99 of the LGA.

Prior to the 2023/24 Budget, the Shire of Collie elected to pay elected members the minimum fee determined by the SAT. In October 2023, the number of elected members at the Shire of

Collie reduced from 11 to 10. Council elected to increase the payment for sitting fees by 10% in the 2023/24 Budget.

Meeting Attendance Fees to Shire of Collie Elected Members – 2024/25

Currently Paid

	Members other than the President	President
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	\$9,152 Equates to Minimum Fee plus 10%	\$9,152 Equates to Minimum Fee plus 10%

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

** Absolute majority required.*

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance in accordance with Section 5.98(5) and Section 5.98A of the LGA.

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors. The following tables' set out the 2025/26 Annual Allowance for Band 3 as per the Salaries and Allowances Tribunal, and the Annual Allowance (Local Government Allowance) as adopted by Council for the 2024/25 financial year.

Annual Allowance for President or Deputy President – 2025/26

Band 3

	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Band 3 Allowance	Minimum Fee = \$1,152 Maximum Fee = \$41,388	Minimum Fee = \$288 Maximum Fee = \$10,347

Annual Allowance for President or Deputy President – 2024/25

Currently Paid

		President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Local Government Allowance		\$8,320	\$2,080

Members are entitled to be reimbursed for prescribed expenses in accordance with Section 5.98 of the LGA. In addition, Council may resolve to reimburse additional prescribed expenses.

Expenses that are required to be reimbursed are regulated as follows.

- ***Expenses that are to be reimbursed*** — s. 5.98(2)(a) and (3).

Reg 31. Expenses to be reimbursed (Act s. 5.98(2)(a))

- (1) *For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —*
- (a) *rental charges incurred by a council member in relation to one telephone and one facsimile machine; and*
 - (b) *child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member; and*
 - (c) *child care and travel costs incurred by a council member in completing the training required by section 5.126(1).*

As determined by SAT (8.2), the extent to which telephone and fax line rentals referred to in sub-regulation (1)(a) can be reimbursed is the actual amount.

The extent to which child care costs referred to in sub-regulation (1)(b) and (c) can be reimbursed is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.

The extent to which travel costs referred to in sub regulation (1)(b) and (c) can be reimbursed:

- (a) *if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or*
- (b) *if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back —*
 - (i) *for the person to travel from the person's place of residence or work to the meeting and back; or*

- (ii) *if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.*

Instead of reimbursing a particular type of expense, Council may resolve to pay an annual allowance that is within the prescribed range.

- ***Allowances in lieu of reimbursement of telecommunications expenses:***

Elected Members are paid an annual Information and Communications Technology (ICT) Allowance of \$686 per annum. The ICT allowance shall be paid in accordance with Section 5.99A of the Local Government Act. This allowance validates all costs relating to telephone usage including plans and contracts, rentals, mobile phones, mobile devices, extra telephone lines, call costs, internet service provider fees, and consumables incurred while performing the functions of a Councillor. SAT advise that it is not the intention for the ICT Allowance to be paid in addition to providing equipment and hardware.

The minimum ICT annual allowance determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2024/25).

- ***Allowances in lieu of reimbursement of travelling and accommodation expenses:***

The maximum annual allowance for travelling and accommodation expenses determined by SAT is \$100 per annum.

- ***Reimbursements***

Council currently pays the following allowances and expense reimbursements as prescribed.

- Travel / Accommodation - \$0.6866 per km (1600c to 2600cc), \$0.9554 (over 2600cc), \$0.5669 (under 1600cc) or actual cost incurred.
- Child Care – Maximum \$35 per hour.

Statutory and Policy Implications:

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable in accordance with Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*.

Part 8 of the *Local Government (Administration) Regulations 1996* includes the provisions on which local government payments are made to elected members, refer Regulation 30, 31, and 32.

Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive officers and Elected Members in accordance with the *Salaries and Allowances Act 1975*.

Budget Implications:

Each year Council includes in the annual budget the anticipated elected member fees, expenses and allowance based on the minimum SAT Band 3 allowance, together with any increase determined by SAT.

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:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Outcome:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships

Relevant Precedents:

Council currently pays the following Elected Member fees:

Annual Attendance Fee 2024/25	
Shire President	\$9,152
Elected Members other than Shire President	\$9,152
Annual Local Government Allowance 2024/25remove	
Shire President	\$8,320
Deputy Shire President	\$2,080
Allowances Per Annum 2024/25	
Information and Communications Technology	\$686
Reimbursements 2024/25	
Travel / Accommodation	\$0.68 km or actual expense incurred
Child Care	Reimburse expenses up to a maximum of \$35 per hour

SAT undertakes an annual review of fees and allowances and publishes the new rates in April each year.

Comment:

Elected Member remuneration is reviewed annually by the Salaries and Allowances Tribunal. The 2025/26 Salaries and Allowances Determination was released on the 4 April 2025 with an effective date of the 1 of July 2025. There was an increase of 3.5% applied to the 2024/25 Salaries and Allowances band range for elected Council members.

It is important that a broad cross section of community members are willing to run for Council as elected members, as this ensures that a diverse range of views and experience are reflected in the elected members. In can however be a disincentive for community members who work full-time or part-time to stand for Council when they may need to take time off to attend Council functions, training or meetings, or they have their own business and lose income by attending Council activities.

To overcome this potential loss of income and to attract a diverse range of candidates to stand for Council, many Councils adopt an Elected Member Annual Attendance Fee that compensates in part this loss of income.

On this basis, it is proposed that Council adopt the Annual Attendance Fee, the Local Government Allowance, and the ICT Allowance for the 2025/26 financial year based on 55% of the maximum of the Band 3 SAT allowances:

Annual Attendance Fee		
	Current 2024/25	Proposed 2025/26
Shire President	\$9,152 Equates to Minimum Fee plus 10% (Band 3)	\$15,612 (55% of Band 3 Max \$28,385)
Councillors other than Shire President	\$9,152 Equates to Minimum Fee plus 10% (Band 3)	\$10,095 (55% of Band 3 Max \$18,335)

Local Government Allowance		
	Current 2024/25	Proposed 2025/26
Shire President	\$8,320 (Band 3)	\$22,763 (55% of Band 3 Max \$41,388)
Deputy Shire President	\$2,080 (Band 3)	\$5,691 (55% of Band 3 Max \$41,388) (Band 3 = up to 25% of Shire President)*

* Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors.

Annual Information & Communications Technology (ICT) Allowance		
	Current 2024/25	Proposed 2025/26
All Councillors	\$686 (Band 3)	\$1,925 (55% of Band 3 Max \$3,500)

The minimum ICT annual allowance for determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2025/26).

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

13.1 Industrial Heritage and Mining Trail Project Scope and Grant Acceptance	
Reporting Department:	Development Services
Reporting Officer:	Yolanda Cool – Town Planner
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	EDV/082
Appendices:	Appendix 13.1.A – Industrial Heritage and Mining Trail Project Scope and Budget Appendix 13.1.B – Trail Infrastructure Costings and Site Information
Voting Requirement:	Simple Majority

Report Purpose

This report requests that Council consider and endorse the acceptance of a \$30,000 Grant from the Heritage Council of Western Australia to implement Stage 1 of the Collie Industrial Heritage and Mining Trail.

Officer's Recommendation:

That Council:

- 1. Authorise the CEO to accept a \$30,000 Heritage Council Community Grant from the Heritage Council of Western Australia to implement Stage 1 of the Collie Industrial Heritage and Mining Trail.*
- 2. Note that Stages 2 and 3 of the Collie Industrial Heritage and Mining Trail have not been endorsed would require a further report to the Council to proceed.*
- 3. Authorise \$6,805 identified for ongoing renewal in the project budget being added to the Parks and Ovals Reserve for asset preservation.*
- 4. Endorse the inclusion of the income and expenditure for Stage 1 of the Collie Industrial Heritage and Mining Trail in the 2025/26 Draft Budget.*
- 5. Notes that the cost of maintaining the Industrial Heritage and Mining Trail over ten years is estimated to be an average \$405 per year, which is to be incorporated into recreation maintenance scheduling.*

Background:

At the Ordinary Meeting of Council held on 11 February 2025, Council resolved to authorise the CEO to request a 3-month extension to accept a \$30,000 Heritage Council Community Grant that was offered to the Shire of Collie for the project. Following the resolution of the Council, a request was made to the Heritage Council, and an extension of time to accept the grant until 30 May 2025 was approved.

Council also requested that the CEO investigate the land tenure and ownership of Stage 1 trail locations and estimate the trail's whole-of-life costs. Investigation has been completed for Stage 1 of the trial and is provided in Appendix 13.1. B.

Proposal:

In conjunction with the Just Transition - Celebrating Collie's History and Promoting its Future Working Group, the Shire of Collie has developed a project scope for a new 3-stage drive-type industrial heritage and mining trail (the trail). Below is a summary of the stages and elements.

This report relates only to Stage 1, which is proposed to consist of eighteen (18) sites. Fifteen (15) sites are managed by the State Government or local government authorities, predominantly the Shire of Collie (SoC) and the Department of Biodiversity, Conservation and Attractions (DBCA). The remaining three (3) sites are privately owned. However, they are already open to the community, and the landowners have provided in-principle support for inclusion in the trail, which has yet to be formalised. Should written approval not have been obtained by the commencement of the installation, the three sites will be excluded from Stage 1.

Site Locations Stage 1			
1	Visitors Centre	10	Stockton Open Cut_ Lake Stockton Arch
2	Coalfields Museum	11	Lake Kepwari
3	Good Shed- Rail heritage *	12	Cardiff Headstone, Cardiff O/C, Cardiff Railway (QR CODE)
4	Railway Station *	13	Griffin Wyvern Railway
5	Miners Institute*		Old Griffin Wyvern & Phoenix mines
6	Phoenix Park*	14	Austral Grain Distillery
7	Old Wallsend Mine*	15	First coal discovery/Black diamond Lake (at the lake)
8	Buckingham Mill	16	Co-Operative Mine, Moira,
	Collie Darkan Railway		Old Power Station Palmerston
9	Premier Lookout Muja O/C, Muja Power Station, Centaur, Hebe, Chicken Creek Mines	17	Worsley Mill
		18	Wellington Dam

The trail is intended to incorporate and interpret significant elements of Collie's history, including coal mining, energy generation, the timber industry, fire monitoring, hydro power, and the railways and associated infrastructure.

The interpretive features are proposed to be developed following the existing Rail to River Heritage Trail and Collie Mural Trail in terms of map design, plaques, QR Codes, a website, and integration into the Collie Wambenger App.

The trail is aimed at tourists and those interested in Collie's history. It also aims to celebrate and promote Collie's long industrial heritage and contribution to powering Western Australia. The trail has been designed to complement the town's existing tourism offering and give insight into:

- The history and development of Collie;
- Collie's workers and their stories;
- Key industries; and
- Achievements and transition over time.

If completed in full, the trail will seek to link Wellington Dam, Black Diamond Lake (located in Allanson and the original coal discovery site), Collie Roundhouse, old railway networks, the Visitors Centre, the underground mine experience, the Coalfields Museum, the town centre, the rail heritage precinct, the Collie Mine Workers Institute, Wallsend Mine, Lyalls Mill, rail trails to Collie-Cardiff and Collie-Burn townsites, pit-mine rehabilitation sites (Stockton Lake, and Lake Kepwari), Collie-Darkan rail-trail, and the open-cut coal mines to showcase Collie's history.

The project milestones for Stage 1 of the trail (the subject of this report) are to:

1. Identify industrial & mining interest points in a logical trail through a staged approach – Completed.
2. Sourcing grant funding – Pending, subject to Council consideration.
3. Scoping and quotes for 18 sites in Stage 1 – Completed.
4. Shire's acceptance of a grant funding agreement and Stage 1 project scope and budget – Pending, subject to Council consideration.
5. Research each Stage 1 site to collate a description of its history and significance, photographs, audio history, video description of its history and significance, photographs, audio history, and video – In-progress, on track.
6. Engage a consultant to consolidate research to be consistent, design the map, integrate it into the webpage/Collie Wambenger App, and implement QR Codes and plaques – Pending, subject to Council consideration.
7. Installation of the Stage 1 QR makers and promotion of the trail and app – Pending, subject to Council consideration.

Statutory and Policy Implications:

In accordance with section 6.8 of the *Local Government Act 1995*, a local government is not to incur expenditure for an additional purpose, that is a purpose for which no expenditure estimate is included in the local government's annual budget, except where the expenditure:

- a) is incurred in a financial year before the adoption of the annual budget,
- b) is authorised in advance by resolution, or
- c) is authorised in advance by the mayor or president in an emergency

Budget Implications:

The Shire applied for and has been offered a \$30,000 Heritage Council WA Grant, and \$3,500 from Premier Coal Community Support Program is also included in the project's budget for digitising underground mine maps at the library, a separate but related project, as the maps will be utilised. The project's cash budget of \$33,500 includes a \$6,805 allocation to provide for unexpected and whole-of-life costs (10 years) and removal of assets at the end of life (if needed). It is proposed that the income and expenditure for the project be included in the 2025/26 budget.

Should the project be endorsed, the anticipated cost of maintaining the 18 sites in Stage 1 of the trail over its lifespan (10 years) is estimated to be on average \$405 per year, which will need to be incorporated into the recreation reserve management program.

Communications Requirements:

Public advertising was not required and has been undertaken for the project. However, the Shire completed government agency and community member/group consultation during the project development and research phases.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Strategic Priority:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
Objective:	2.2	Tourism Promotion and Attractions
Strategic Priority:	2.2.2	To optimize the value to the community of the various investments in trail installations.
GOAL:	3	Our Built Environment
Objective	3.1	Safe and well-maintained Shire-owned facilities and infrastructure
Strategic Priority:	3.1.1	To increase the Shire's capability to maintain and improve facilities and infrastructure.

Relevant Precedents:

Nil.

Comment:

The Industrial Heritage and Mining Trail has been identified by the Celebrating Collie Working Group (Just Transition sub-group) as a project that meets the objectives of the Collie Just Transition Plan.

Shire Officers have also engaged with the Industrial Heritage and Mining Trail Working Party and other stakeholders to discuss the project, sites, and content for the trail. Stakeholders included Synergy, Griffin, Yancoal, Collie Delivery Unit, Premier, South32, Water Corp, DBCA, Retired Miners Association, Rail Heritage Group, Coalfields Museum and Historical Research Centre, Collie Rotary, Worsley Community, Buckingham Heritage Group Inc and the Mining and Energy Union.

If endorsed by the Council and the grant is accepted, the next step would be to complete milestones 4-7. Appendices 13.1.A and 13.1.B provide details of the project scope and proposed trail site listing, map concept, app design, and waypoint plaque designs. The trail waypoint plaques will include:

- Collie Heritage Trail branding
- Site name
- Brief site description / site information
- QR code (link to Wambenger Trails App & Trails WA, with further information, images etc)
- Shire of Collie / other logos as required.

Tandem Design (from Murdoch University) is proposed to assist (based on quotes) in designing the original 18 site briefs for the Wambenger Trails and Trails WA App and developing the trail map and the waypoint plaques with QR codes. The Industrial Heritage and Mining Trail will align and integrate with the existing popular Mural Trail and the Rail to River Heritage Trail.

The Heritage Grant Agreement details the Shire's obligations in accepting the grant and outlines the project amount, purpose, funding payment method, schedule, and grant conditions. To allow Council consideration, the Shire has been granted an extension until 30 May 2025.

The number of sites in Stage 1 has been revised from twenty-five (25) to eighteen (18). The sites were selected based on accessibility, cost, and the Shire's ability to obtain required approvals for public access and/or installation within the project delivery frame.

The trail is anticipated to have a 10-year life. In line with Strategic Priority 3.1.1 of the Shire's Community Strategic Plan, the project budget has included \$6,805 for whole-of-life costs. This consists of \$4,050 for maintenance, \$2,000 for removal of assets at the end of life (if not renewed), and \$755 for unanticipated costs.

Possible future stages 2 and 3 are not included in this report. Should stage 1 proceed, these stages will be subject to an assessment and a further report to the Council.

Conclusion:

The Industrial Heritage and Mining Trail presents an opportunity to build on the Shire's Trail Town image while recognising Collie's industrial heritage by developing an accessible, interactive, integrated trail that tells Collie's history.

It is recommended that Council authorise the CEO to accept \$30,000 Community Grant from the Heritage Council Western Australia.

14. CORPORATE SERVICES REPORTS

14.1 Accounts Paid – 31 March 2025 to 15 April 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 14.1.A – Accounts Paid
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 31 March 2025 to 15 April 2025.

Officer's Recommendation:

That Council receives the List of Accounts paid for the period 31 March 2025 to 15 April 2025 as presented in Appendix 14.1.A totalling \$919,457.80.

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*
 - (iv) *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.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
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 14.1.A.

To enable timely completion of the report for the Agenda, the last payment date is now the 15th day of the preceding calendar month.

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.

14.2 Financial Management Report – March 2025

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.2.A – Financial Report – March 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 March 2025.

Officer's Recommendation:

That Council receive the Financial Management Reports for March 2025 as presented in Appendix 14.2.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 14.2.A.

Statutory and Policy Implications:

The 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.*

Budget Implications:

The monthly Financial Management Report provides Council with an overview of budget compared to actual expenditure and revenue. Ongoing financial forecasts to the end of the financial year have been introduced to enable employees to closely monitor revenue and expenditure, and provide up to date forecasts for the end of the financial year. This provides more accurate budget monitoring 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.

Communications Requirements: (Policy No. CS 1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
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 14.2.A reports on the following information for the reporting period:

- Statement of Financial Accounts by Nature
- Statement of Finance Accounts by Program

Due to the need to focus on the end of financial year audit and the 2023/2024 Annual Financial Statements, the Monthly Financial Statement does not incorporate all of the detail anticipated in future reports, it does include the identification of variances and a forecast end of year financial position.

With the 2023/2024 Annual Financial Statements finalised, it is anticipated that future monthly Financial Management Reports will incorporate additional reporting elements associated with Program and sub-Program Reporting, which will provide greater detail on specific income and expenditure line items.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

In accordance with Section 5.23(2)(a) and (d) of the Local Government Act 1995, the following Item 20.1 is confidential.

20.1 Collie Mineworkers Memorial Swimming Pool – Incident 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:	RSK/050
Appendices:	Nil
Voting Requirement	Simple Majority

In accordance with Section 5.23(2)(c) of the Local Government Act 1995, the following Item 20.2 is confidential.

20.2 Minningup Pool	
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:	CMG/251
Appendices:	Nil
Voting Requirement	Simple Majority

21. CLOSE