



Shire of
Collie

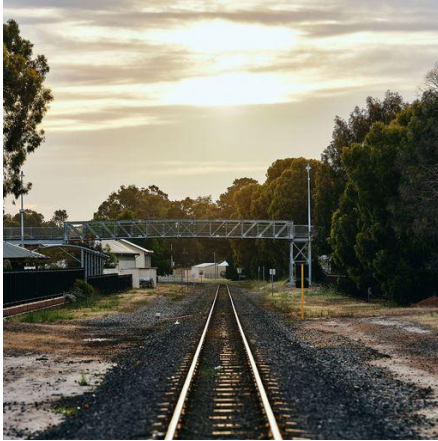
MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 10 June 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

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Minutes of the Ordinary Meeting of the Collie Shire Council held in the Council Chambers, 87 Throssell Street Collie on Tuesday, 10 June 2025.

The Shire President declared the meeting open at 7:00pm and welcomed councillors, staff, visitors, press and those attending as public gallery.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:

Ian Miffing OAM JP	Councillor (Presiding Member)
Joe Italiano	Councillor (Deputy Member)
Gary Faries	Councillor
Dale Hill-Power JP	Councillor (via Teams)
John Kearney	Councillor
Brett Hansen	Councillor
Paul Moyses	Councillor
Michelle Smith	Councillor

Phil Anastasakis	Chief Executive Officer
Alex Wiese	Director Development Services
Scott Geere	Director Operational Services
Nicole Wasmann	Governance Coordinator

APOLOGY:

Shane Sadlier	Councillor
Leonie Burton	Councillor

VISITORS:

Sarah Bowes	APM
Ronald Donoghue	Collie Family Centre
Mark Sheldon-Stemm	Valley View

PRESS: 1 member of the press attended

GALLERY: 5 members of the public attended

1.1 Councillors granted Leave of Absence at previous meeting/s

Nil.

1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council

Nil.

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

Council Decision:		Resolution: 9586
Moved: Cr Hansen		Seconded: Cr Faries
<i>That Council grant Cr Sadlier and Cr Burton a Leave of Absence for this meeting.</i>		
		Carried: 8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.</i>	
Against:	<i>Nil.</i>	

2. PUBLIC QUESTION TIMEMrs Golding

With reference to item 13.1 Application to Amend Development Approval – Industry (Steel Mill)

Question 1 – Mrs Golding asked if the traffic movements would be via Coalfields Highway and Throssell Street, raising concern that the number of traffic movements per day included in the agenda item was a lot higher than that initially proposed at a Green Steel meeting she had attended.

Response – The Shire President indicated a traffic impact study had been prepared and was part of the agenda item for consideration tonight. He advised that this study has been reviewed by Main Roads, who have no concerns with regards to the traffic volume, however they do have concerns about the turning points at intersections. In the agenda report there is a description about how these turning points need to be addressed by the applicant. The President confirmed that the traffic movements would be via Coalfields Highway and Throssell Street.

Question 2 – Mrs Golding mentioned that the application referred to a number of buses for transporting employees and asked if the just transition funding would make sure that the employees who will lose their jobs at the power station and mines are trained in the appropriate skills needed for this project and be given first preference for the jobs.

Response – The Shire President advised that through the just transition process each of the companies that is affected by closure are working within their own organisations in briefing their employees and taking note of their requirements for up skilling. Those employees wishing to be retained for potential work in new industries are being catered for through the just transition process and the Jobs and Skills Centre.

Question 3 – Mrs Golding noted that Boys Home Road and Collie-Williams Road are mentioned and seem to have a lot of funding allocated but there is no mention of Coalfields Highway and Throssell Street. Referencing livestock, grain and log trucks, Mrs Golding asked what is going to be done to ensure residents safety along Throssell Street.

Response - The Shire President confirmed that the need for work on Boys Home Road and the intersections had been responded to and advised that the trucks have the necessary permits through the Main Roads licensing system and are entitled to use the road.

Mr Logue

Question 1 – Mr Logue provided Council with an update regarding the Over 50's Social Club's investigations into finding a suitable venue and asked if the lease to the Collie Senior Citizens on part of the Margaretta Wilson Centre would be automatically renewed or would it be advertised to other groups when it expired in 2029.

Response – The Shire President confirmed that Shire leases normally have one option for renewal and that the lease to the Collie Senior Citizens had already been renewed in accordance with the option clause. The lease will expire in 2029.

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Ms Dent

Question 1 - Ms Dent asked when a new granite monument would be built at the cemetery for the internment of ashes, as no plots were available in the existing monuments.

Answer – The cost to construct a new monument has been included in the draft 2025/26 Budget for consideration by Council.

Question 2 - Ms Dent referred to plans previously prepared for the Cemetery and asked when the area would have a garden and bench seat.

Answer – The Operations team is developing an updated cemetery plan to accommodate a new monument. This will give opportunity for further site amenity and beautification including gardens and seating.

4. DISCLOSURE OF FINANCIAL INTEREST

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

Councillor/staff	Agenda Item	Disclosure
Cr Kearney	13.1 Application to Amend Development Approval – Industry (Steel Mill) – Lot 2 (No. 154) Boys Home Road, Palmer	Impartial – Work related
Cr Kearney	13.3 Tourism Strategy – South32 Grant Funding	Impartial – Work related
Cr Kearney	13.4 Collie Visitor Centre Expansion Project – Grant Funding	Impartial – Work related
Cr Kearney	20.4 Riverview Development	Impartial – Work related
Cr Faries	17.2 Budget Amendment – Laurie Street and Saunders Street Intersection	Impartial – Son lives on intersection
Cr Faries	20.4 Riverview Development	Impartial – Board member of Riverview
Cr Smith	13.1 Application to Amend Development Approval – Industry (Steel Mill) – Lot 2 (No. 154) Boys Home Road, Palmer	Impartial – Lives on Throssell Street
Cr Smith	13.4 Collie Visitor Centre Expansion Project – Grant Funding	Financial – Proximity – Lives opposite Visitor Centre

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Ms Bowes, APM, and Mr Donoghue, Collie Family Centre, provided a presentation to Council on behalf of the Disability Reference Group.

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

20.1 – Collie Mineworkers Memorial Swimming Pool – Incident Update

20.2 – Employee Matter

20.3 – Bunbury Geographe Group of Council's – Executive Officer

20.4 – Riverview Development

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Item 20.4 was brought forward.

Cr Kearney and Cr Faries declared impartial interests in item 20.4.

20.4 Riverview Development	
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:	CSV/020
Appendices:	Nil
Voting Requirement	Simple Majority

Council Decision:		Resolution: 9587
Moved: Cr Kearney		Seconded: Cr Faries
<p><i>That in accordance with Section 5.23 (2) of the Local Government Act 1995, that the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to these matters:</i></p> <p><i>(e) a matter that if disclosed, would reveal -</i></p> <p><i>(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.</i></p>		
		Carried: 8/0
For:	Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.	
Against:	Nil.	

Members of the press and the public, with the exception of Mr Sheldon-Stemm, left the meeting at 7:52 pm.

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

Council Decision:**Resolution: 9588****Moved: Cr Kearney****Seconded: Cr Faries***That Council suspend Standing Orders.***Carried: 8/0****For:** Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.**Against:** Nil.

Mr Sheldon-Stemm provided a presentation to Council in relation to the proposed Valley View development on Pendleton St.

Council Decision:**Resolution: 9589****Moved: Cr Kearney****Seconded: Cr Smith***That Council resume Standing Orders.***Carried: 8/0****For:** Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.**Against:** Nil.**Council Decision:****Resolution: 9590****Moved: Cr Faries****Seconded: Cr Kearney***That the meeting be reopened to the public.***Carried: 8/0****For:** Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.**Against:** Nil.

Members of the press and the public returned to the meeting at 8:12 pm.

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**8.1 Ordinary Council Meeting – 13 May 2025****Officer's Recommendation/Council Decision:****Resolution: 9591****Moved: Cr Moyses****Seconded: Cr Italiano**

That Council confirms the Minutes of the Ordinary Meeting of Council held on 13 May 2025.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney,
Cr Moyses, Cr Smith.

Against: Nil

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

10. RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**10.1 Audit Committee Meeting – 19 May 2025****Officer's Recommendation/Council Decision:****Resolution: 9592****Moved: Cr Faries****Seconded: Cr Smith**

That Council receives the Minutes of the Audit Committee Meeting held 19 May 2025.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney,
Cr Moyses, Cr Smith.

Against: Nil

Committee Recommendation/Council Decision:**Resolution: 9593****Moved: Cr Smith****Seconded: Cr Moyses**

That Council acknowledges the conducting of the Audit Exit Meeting for the 2023/24 Financial Year held on 19 May 2025 with AMD Chartered Accountants and the 2024/25 Audit Entry meeting.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney,
Cr Moyses, Cr Smith.

Against: Nil

11. CEO REPORTS

11.1 Acceptance of Annual Report and Annual Electors Meeting – 2023/24	
Reporting Department:	Chief Executive Office
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.1.A - Annual Report
Voting Requirement:	Absolute Majority

Report Purpose

This report seeks Council's receipt and acceptance of the Shire of Collie Annual Report 2023/24 and to consider the proposed time and date for the 2023/24 Annual Electors Meeting.

Officer's Recommendation/Council Decision:

Resolution: 9594

Moved: Cr Smith

Seconded: Cr Faries

That Council:

1. *Receive and adopt the Shire of Collie Annual Report for the 2023/24 financial year [Appendix 11.1.A], inclusive of the annual audit report.*
2. *Hold the Shire of Collie 2023/24 Annual Electors Meeting on Tuesday, 8 July 2025 in the Council Chambers, commencing at 6.00pm.*

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

Background:

In accordance with the *Local Government Act 1995*, a local government is required to prepare an annual report for each financial year. The 2023/24 Annual Report has been prepared in accordance with the legislative requirements.

In addition to the adoption of the Annual Report, it is also necessary to set the date for the Annual Electors Meeting.

Statutory and Policy Implications:***Local Government Act 1995.***

Section 5.54 of the *Local Government Act 1995* (the Act), stipulates that the annual report is to be accepted no later than 31 December. Where the auditor's report is not available in time for the annual report to be accepted by 31 December, the annual report is to be accepted no later than 2 months after the auditor's report becomes available.

In accordance with Section 5.27 of the Act, a general meeting of the electors of a district is to be held once every financial year on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

Section 5.53 of the Act stipulates the requirements of the Annual Report including:

- (a) a report from the mayor or president;*
- (b) a report from the CEO;*
- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
- (f) the financial report for the financial year;*
- (g) such information as may be prescribed in relation to the payments made to employees;*
- (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year;*
- (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;*
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) the number of complaints recorded in the register of complaints; and*
 - (ii) how the recorded complaints were dealt with; and*
 - (iii) any other details that the regulations may require;*
- and*
- (i) such other information as may be prescribed.*

Prescribed information identified in the *Local Government (Administration) Regulations 1996* includes the number of employees of the local government entitled to an annual salary of \$130,000 and within each \$10,000 band over \$130,000.

Annual reports also include information in relation to responsibilities relevant to *WA Freedom of Information Act 1992* and *State Records Act 2000*.

Budget Implications:

Nil.

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: (Policy No. CS1.7)

In accordance with the Act, 14 days local notice shall be given of the date, time, place and purpose of the Annual Electors Meeting.

In accordance with Section 5.55 of the Act, Local Public Notice of the availability of the Annual Report shall be given and the Report published on the official website within 14 days of acceptance by the local government.

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 2022/23 Annual Electors Meeting was held at Roche Park on Tuesday 6 February 2024.

Comment:

It is proposed to hold the Annual Electors Meeting on Tuesday 8 July 2025, commencing at 6.00pm in the Shire of Collie Council Chambers.

Council is requested to consider and accept the 2023/24 Annual Report as included at Appendix 11.1.A.

11.2 Reserves Management Strategy – 2025/26

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:	FIN/003
Appendices:	Appendix 11.2.A
Voting Requirement:	Simple Majority

Report Purpose

This report requests that Council consider and endorse the 2025/26 Reserves 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/Council Decision:

Resolution: 9595

Moved: Cr Italiano

Seconded: Cr Kearney

That Council:

- 1) *Endorses the Reserves Management Strategy 2025/26 to 2034/35 [Appendix 11.2.A] for the 2025/26 budget, four year Corporate Business Plan, and Long Term Financial Plan.*
- 2) *Endorses the creation of an Unspent Grants Reserve and Carried Forward Projects Reserve, together with updated Reserve purposes as noted within the Reserves Management Strategy 2025/26 to 2034/35 [Appendix 11.2.A].*

Carried: 8/0

For: *Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.*

Against: *Nil.*

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 ten years.

The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool in prioritising and ensuring the financial sustainability of the Local Government. Annual Budgets are directly aligned to the Corporate Business Plan and LTFP.

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

Industry best practice recommends that Council's annual budget development process includes reviewing the Reserves Management Strategy that has been included in the Long Term Financial Plan. This is done in conjunction with a review of forecast loan principal and interest repayments and cashflow requirements included in the Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Statutory and Policy Implications:**Local Government Act 1995.****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;*

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 Reserve Management Strategy, cash backed reserves can be used for a variety of purposes, including:

- a) to provide funds for future liabilities.
- b) to provide funds for future asset acquisitions / replacement.
- c) to hold unspent funds for specific projects.
- d) to reduce the reliance on borrowing by accumulating funds for specific projects.

The current projected transfers to and from Reserves over the next 10 years under the Reserves Management Strategy [refer to Appendix 11.2.A] seek to achieve the above purposes, while ensuring adequate cashflow is maintained by the Shire.

Budget – Whole of Life Cost

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

The Reserves 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.

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
Priority	5.1.1	To develop a long-term financial plan based on industry best practice
	5.1.2	To progressively improve the Shire's financial health indicators
Actions	5.1.1.1	Develop an initial 10-year budget
	5.1.2.2	Progressively increase financial Reserve balances and increase renewal expenditure

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 Reserves Management Strategy.

Comment:

The purpose of the Reserve Management Strategy is to provide a consolidated summary of annual transfers to and from the Shire of Collie's cash backed reserve funds.

The Shire maintains a number of cash reserves for a variety of purposes:

- a) to provide funds for future liabilities.
- b) to provide funds for future asset acquisitions / replacement.
- c) to hold unspent funds for specific projects.
- d) to reduce the reliance on borrowing by accumulating funds for specific projects.

Where relevant, reserves are supported by comprehensive plans that detail future funding requirements and the necessary annual allocations to reserves. Those reserves and trust accounts that do not require budgeted allocations from general revenue are not included within this document.

All cash backed reserve accounts are supported by money held in financial institutions, and invested in accordance with the Shire of Collie's Investment Policy.

The purpose for each reserve is included in the Annual Budget and reported each year in the Annual Report. The use of reserve funds is restricted to the defined purpose of each reserve under the *Local Government Act 1995*, unless amended during the budget process or through statutory public notice.

The existing and proposed new Reserves, and proposed purposes, are listed below:

1) Building Reserve

Purpose: To facilitate renewals and replacement of Council owned buildings and infrastructure associated with a building. This is to ensure financial capacity to sustain building assets and ultimate replacement where required.

2) Plant Reserve

Purpose: To facilitate purchase of new plant and plant replacements established in Council's plant replacement program. This is to enable plant changeover at the optimal time to achieve high trade-in values, maximise usage and retain the provision of safe and reliable plant.

3) Waste Reserve

Purpose: To facilitate the renewal and replacement of plant, buildings and infrastructure, along with landfill closure and remediation obligations.

4) Leave Reserve

Purpose: To assist in the funding of annual leave and long service leave along with temporary appointment to cover leave periods.

5) Revaluation Reserve

Purpose: Established to minimise the impact of the Valuer General's cost associated with rates revaluations every 3-4 years, and to facilitate the conducting of Asset Revaluations required every 3-5 years.

6) Airport Reserve

Purpose: To facilitate renewal, replacement, or upgrade of all airport related assets.

7) Roche Park Reserve

Purpose: To facilitate renewals and replacement of buildings and infrastructure associated at Roche Park Centre.

8) Election Reserve

Purpose: Established to minimise the impact of the cost of Local Government Election. This reserve is to ensure the impact is spread over the years.

9) River Rehabilitation Reserve

Purpose: To facilitate the activities for the Collie River Revitalisation.

10) Legal Reserve

Purpose: Established to minimise the impact of legal proceedings.

11) Parks & Ovals Reserve

Purpose: To facilitate renewals and replacement of major parks and gardens infrastructure and equipment.

12) Collie Mineworkers Swimming Pool Reserve

Purpose: To facilitate renewals and replacement of buildings and infrastructure associated at the Collie Mineworkers Swimming pool.

13) New Initiative

Purpose: To Facilitate in the funding of new strategic initiatives.

14) Information & Communication Technology

Purpose: To facilitate the capital renewal and replacement of information and communication technology equipment, including the SynergySoft Enterprise Resource Planning (ERP) system.

15) Unspent Grants Reserve

Purpose: This Reserve is established to identify unexpended grants and special projects funding.

This Reserve is an Operational Reserve. Not all movements to and from the Reserve are included in the annual budget due to the timing of projects and known expenditure, but are authorised in advance by Council through the establishment of the Reserve Purpose.

16) Carried Forward Projects Reserve

Purpose: Established to hold unspent project funds to be carried forward into future financial years. Project funds that are not expended within 2 financial years of their initial allocation to this reserve are to be reallocated to the Municipal Fund.

This Reserve is an Operational Reserve. Not all movements to and from the Reserve are included in the annual budget due to the timing of projects and known expenditure, but are authorised in advance by Council through the establishment of the Reserve Purpose.

11.3 Draft Fees & Charges – 2025/26

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:	FIN/065
Appendices:	Appendix 11.3.A – Draft Fees and Charges 2025/26
Voting Requirement:	Simple Majority

Report Purpose

This report presents Council with the draft 2025/26 Fees and Charges, which form part of the 2025/26 budget development process. The final Fees and Charges will be included in the budget adoption report presented to Council in July 2025.

Officer's Recommendation/Council Decision:

Resolution: 9596

Moved: Cr Italiano

Seconded: Cr Faries

That Council:

1. *Endorse the Draft Shire of Collie 2025/26 Schedule of Fees and Charges included as [Appendix 11.3.A], to become effective 8 July 2025.*
2. *Where required, give local public notice of the applicable Fees and Charges.*

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

Background:

Section of 6.16 to 6.19 of the *Local Government Act 1995* contains the provisions for local governments to set Fees and Charges annually. Historically Council has adopted its annual Fees and Charges later in the financial year, through the Annual Budget adoption process.

Reviewing the draft 2025/26 Fees and Charges early in the year allows Council to prioritise and implement budget forecast revenue streams into the 2025/26 Annual Budget from the 1 July 2025.

Statutory and Policy Implications:**Local Government Act 1995****6.16. Imposition of fees and charges**

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

- (a) under section 5.96 (copy of various registers, reports, plans, local laws, etc); or*
- (b) under section 6.16(2)(d) (copy of licenses, permits, certificates, etc); or*
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

- (4) Regulations may —*

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
- (b) limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —

(a) determine an amount that is inconsistent with the amount determined under the other written law; or

(b) charge a fee or charge in addition to the amount determined by or under the other written law.

(2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

two years, alternating between a Minor Strategic Review and a Major Strategic Review.

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;

Budget Implications:

Revenue associated with the adoption of the 2025/26 Fees and Charges will be included in Council's four-year 2025/26 – 2028/29 Corporate Business Plan, 10 year Long Term Financial Plan, and the 2025/26 Annual Budget.

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
Priority	5.1.1	To develop a long-term financial plan based on industry best practice
	5.1.2	To progressively improve the Shire's financial health indicators
Actions	5.1.1.1	Develop an initial 10-year budget

Relevant Precedents:

Each year, setting of the Fees and Charges forms part of the Annual Budget / Long Term Financial Plan development process.

Comment:

Council is requested to consider and endorse the draft Fees & Charges for the 2025/26 financial year. The endorsed Fees and Charges will form part of the 2025/26 Annual Budget. Any further adjustments to the Fees and Charges for 2025/26 will be included as part of the Budget adoption meeting scheduled for 8 July 2025.

The proposed fees and charges have been reviewed not only on the basis of cost recovery, but to also allow for a clear application by staff and not be cost prohibitive. Input has been sought from Directors and key members of staff.

In the schedule of draft 2025/26 Fees and Charges, the majority of the fees and charges have increased by an average of 3.2%, partly reflective of CPI and other costing methodologies. The level of the fee or charge is set taking into account the cost, the importance to the community and the price of competitors. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no 'revenue leakage' which can result if the underlying costs on which the fee or charge is based exceeds CPI.

It should be noted that whilst some fees and charges have not increased over time, for example statutory fees such as Dog Registration Fees and FOI Applications, all fees and charges are reviewed on an annual basis.

The list of the proposed Draft 2025/26 Fees and Charges also includes several new Fees as noted in Appendix 11.3.A.

11.4 Long Term Financial Plan – 2025/26

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 11.4.A – Long Term Financial Plan Appendix 11.4.B – Confidential Attachment - Workforce Plan
Voting Requirement:	Simple Majority

Report Purpose

Council is requested to consider and endorse the Shire of Collie Long Term Financial Plan 2025/26 - 2034/35, which has been produced as part of the annual review of Council's Corporate Business Plan, various Asset Management Plans and Workforce Plan.

Year one of the Long Term Financial Plan will form the basis of the 2025/26 Annual Budget.

Officer's Recommendation/Council Decision:

Resolution: 9597

Moved: Cr Smith

Seconded: Cr Faries

That Council endorses the Shire of Collie Long Term Financial Plan 2025/26 – 2034/35 [Appendix 11.4.A] which demonstrates a financially sustainable position over the next 10 year period.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

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 ten years.

The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool in prioritising and ensuring the financial sustainability of the Local Government. Annual Budgets are directly aligned to the Corporate Business Plan and LTFP.

The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index, local government cost index, interest rates, etc. Major capital and operational expenditure implications included in the Integrated Planning and Reporting suite are included and specifically referenced in the LTFP.

The LTFP includes strategies regarding:

- Rating Structure;
- Fees and Charges;
- Alternative Revenue Sources;
- Pursuit of Grants;
- Workforce;
- Reserves;
- Debt Funding;
- Asset Disposal; and
- Investment Policy.

For the purposes of the Long Term Financial Plan and based on Council's resolution to apply a 4.5% increase for the 2025/26 financial year, the following rate increases have been forecast:

Year	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Rate % Increase	4.5	4.5	4.5	4.5	3.5	3.5	3.5	3.5	3.5	3.5

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 ten years are incorporated within the current Shire of Collie Long Term Financial Plan.

Budget – Whole of Life Cost

Financial commitments made within the various plans that form part of the Long Term Financial Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

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
Priority	5.1.1	To develop a long-term financial plan based on industry best practice
	5.1.2	To progressively improve the Shire's financial health indicators
Actions	5.1.1.1	Develop an initial 10-year budget
	5.1.6.3	Develop and implement a Information Community Technology Plan and Cyber Security Strategy

Relevant Precedents:

The Shire of Collie has not had an up to date Long Term Financial Plan for many years, however previous budget and annual financial report data has formed the foundation of the current Long Term Financial Plan 2025/26 - 2034/35.

Comment:

The financial projections within the LTFP have been reviewed and updated based on Councillor and staff input, the 2024/25 mid-year budget review, updated forecasts and long term asset management works programs. The financial elements and plans integrated with the LTFP have been modelled to produce a ten year Statement of Financial Activity by Nature and Program [refer to Appendix 11.4.A], which identifies the projected rate income required to achieve a sustainable financial position.

A full copy of the final Long Term Financial Plan inclusive of the ten year Statement of Financial Activity (Rate Setting Statement), detailed Schedules and Notes, is provided as part of Appendix 11.4A.

While Council has continued to incur increased costs in material and contract costs, through tight budgetary measures, cost control and additional revenue, an end of year surplus for 2025/26 of \$94,739 is currently forecast. The following table summarises the projected end of year financial position for the next 10 years:

Long Term Financial Plan – 10 Year Financial Forecast											
Year	24/25 Forecast	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
\$ Surplus / (Deficit)	95k	22k	103k	51k	66k	37k	78k	106k	9k	91k	74k

Significant Drivers and Assumptions in the Long Term Financial Plan:

i) Rating Strategy:

The Rating Strategy endorsed by Council in April 2025 includes the provision for future rate revenue increases based on a 4.5% rate revenue increase for the next 4 years and 3.5% rate revenue increases for the remainder of the 10 year LTFP.

The Strategy includes the proposed introduction of Differential Rating from 2026/27, which will provide a broader basis for the raising of rate income and enable different rates in the dollar being applied to the following six different rating categories:

- i) RESIDENTIAL (including Residential Vacant)
- ii) COMMERCIAL (including Commercial Vacant)
- iii) INDUSTRIAL (including Industrial Vacant)
- iv) RURAL RESIDENTIAL (including Rural Residential Vacant)
- v) ACCOMMODATION
- vi) UV Rural (including Mining)

ii) Loan Management Strategy:

In May 2025 Council endorsed the Loan Management Strategy which included the servicing of eight existing Council loans and one Self Supporting Loan over the next 10 years.

Through the production of the LTFP and the inclusion of the future Enterprise Resource Planning (ERP) replacement project, the need for a new loan is identified in 2029/30 and included in the LTFP

iii) Information Communication Technology:

In May 2025 Council endorsed the reviewed and updated Corporate Business Plan 2022/23 – 2026/27. The Plan included the development and implementation of an Information Community Technology Plan and Cyber Security Strategy in 25/26.

As part of the development of an ICT Plan, the need for a new ERP system to replace the aging SynergySoft accounting system has been identified in the next 4-5 years and is included in the LTFP. The replacement of an ERP system is a significant project for any organisation, and is complicated further due to the governance, financial reporting, records keeping, GIS mapping and compliance requirements of local governments.

Other local governments in Western Australia are facing a similar need with costs estimated to be anywhere between \$500,000 - \$5m+, depending on the size of the local government and the elements included within the ERP.

iv) Workforce Planning:

A 10 year Workforce Plan has been included within the LTFP [Appendix 11.4.B – Workforce Plan] and includes a gradual increase in staffing in specific areas of change or need ie: a new ICT Manager role. The employee costs associated with the Workplan Plan, together with Award and projected wages increases, have been included in the LTFP.

v) Asset Management:

While the creation of various Asset Management Plans are in differing stages of development or completion, the provision for the future purchase/replacement of plant and vehicles, building and infrastructure, together with maintenance have been included in the LTFP.

In future years as the LTFP develops and matures, it is anticipated that more detailed Asset Management Plans will be developed and presented to Council as part of the overall sustainable management of Council assets and facilities.

This includes future planning around recreation and sporting facilities within the Collie townsite and district.

vi) Elected Member Fees & Allowances:

In May 2025 Council endorsed the Councillor Fees and Allowance for 2025/26 primarily based on 55% of the Salaries & Allowances Tribunal Band 3 upper and lower limits.

vii) Assumptions:

The development of the LTFP is based on a number of assumptions and the utilisation of demographic data and statistical trends. These include the use of the Consumer Price Index (CPI), Award and Minimum Wage Index, Local Government Cost Index, ABS growth estimates, Local Government Grants Commission and other data sources.

While the financial forecasts within the LTFP are a reasonable estimate of future income and expenditure, variations will occur, which reinforces the need for the LTFP to be reviewed and updated on an annual basis.

Through the consideration and adoption by Council of the various elements making up the Long Term Financial Plan (ie: Rating Strategy, Debt Management Plan, Fees & Charges, Councillor Fees & Allowances, Asset Management Plans, etc), together with management and staff recommendations, a Long Term Financial Plan has been produced that demonstrates a financially sustainable position for the Shire of Collie over the next 10 years.

11.5 Draft Annual Budget 2025/26

Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.5.A – Draft 2025/26 Annual Budget
Voting Requirement:	Simple Majority

Report Purpose

This report presents the draft 2025/26 Annual Budget for Council consideration, deliberation, and endorsement. Following the endorsement of the draft Budget, the final 2025/26 Annual Budget papers will be formulated and presented to Council in the statutory format for final adoption at the 8 July 2025 Ordinary Council meeting.

Officer's Recommendation/Council Decision:

Resolution: 9598

Moved: Cr Kearney

Seconded: Cr Italiano

That Council endorse the Shire of Collie 2025/26 Draft Budget, inclusive of the following elements:

1. *Operating Income and Expenditure presented in Schedules 3 to 14, as contained in Appendix 11.5.A, which includes the following:*
 - a. *Statement of Financial Activity by Nature and Program;*
 - b. *Statement of Financial Activity showing an amount required to be raised from rates for 2025/26 of \$8,049,428 as amended;*
 - c. *Revenue generated from the Schedule of Fees and Charges for 2025/26;*
 - d. *Notes to and Forming Part of the Budget; and*
 - e. *Budget Program Schedules.*
2. *Asset Capital Expenditure, including New, Upgrade and Renewal capital works.*
3. *Rating Strategy.*
4. *Reserve Transfers and Loans as outlined in the Reserves Management Strategy and Loan Management Strategy.*

Carried: 8/0

For: *Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.*

Against: *Nil.*

Background:

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its four year Corporate Business Plan and ten year Long Term Financial Plan. The Corporate Business Plan and Long Term Financial Plan are reviewed annually, with the first

year of the Long Term Financial Plan being 'sliced off' to form the basis of the draft annual budget.

The draft 2025/26 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

This report recommends Council endorse the draft Shire of Collie 2025/26 Annual Budget, inclusive of the proposed 4.5% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure. [refer to Appendix 11.5.A].

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;*

Local Government (Administration) Regulations 1996**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:

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2025/26 financial year.

The draft budget for the year has been prepared on the basis of a 4.5% rate revenue increase (excluding interim rate income), which is forecast to produce an end of year surplus of \$19,805. The small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2024/25 is \$94,740, which is reflected in the opening surplus at the start of the 2025/26 financial year. This forecast will vary when the final annual financial report is produced for 2024/25, with the final result reflected in the financial statements when the 2025/26 mid-year budget review is conducted in February/March 2026.

The fees and charges when adopted will determine the amount of revenue to be received during the 2025/26 financial year for certain areas. The fees and charges revenue has been forecast in the draft budget income projections and is based on the recent decisions of Council.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2025/26 budget it is proposed a total of \$8,049,428 be raised from general property rates. This includes \$5,000 in forecast Interim Rate revenue that will be received during the 2025/26 financial year, based on new ratable properties being built or changes to the valuation of existing properties. The expected yield from rates will be sufficient to balance the 2025/26 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

The rating strategy deployed by Council in the 2025/26 financial year has formed part of a long term financial planning strategy to maintain 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: (Policy No. CS1.7)

Nil.

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
Priority	5.1.1	To develop a long-term financial plan based on industry best practice
	5.1.2	To progressively improve the Shire's financial health indicators
Actions	5.1.1.1	Develop an initial 10-year budget

Relevant Precedents:

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Collie Long Term Financial Plan 2025/26 – 2034/35.

Comment:

The draft budget document follows a similar format to that intended for the final document and includes the following information:

- Financial statements including the Statement of Financial Activity (by Nature), with a Statement of Financial Activity (by Program) provided as a summary of Schedules 3 to 14;
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document); and
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2025/26 Budget.

The 2025/26 draft budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
 - Loan Management Strategy;
 - Reserve Management Strategy;
 - Rating Strategy;
- Workforce Plan;
- Asset Management Plans;
- Elected Member Fees, Expenses & Allowances; and
- Fees & Charges Schedule.

Elected Member and staff Budget Requests are considered within the body of this report.

While the 2024/25 financial year has not yet ended, the draft 2025/26 Budget document presented to Council represents the current forecast closing surplus on the 30 June 2025.

The final 2025/26 Budget document is scheduled to be presented to Council and adopted at the Ordinary Council Meeting on the 8 July 2025. It is not anticipated that the final budget document will vary from the current draft budget, unless Council resolves to vary any of the revenue or expenditure items presented in the draft budget.

- ***Statement of Financial Activity – by Program (formerly Rate Setting Statement)***

An important part of local government budgeting is the classification of budget estimates into the various mandatory descriptions. Local Government accounting systems are required to have the capacity to output accounting reports in at least two classifications, being:

- Nature classifications; and
- Statutory Reporting Program (function or activity).

Historically local governments reported by Statutory Reporting Program as the primary method required by Australian Accounting Standard 27 (AAS27). From 1 July 2023, local government budgets and annual reports must be shown according to Nature classification. However, it is noted that several regulations and the WA Local Government Grants Commission still require information reported by Program.

For the above reasons, and to provide management with an established method to review and manage Program budgets, the draft 2025/26 includes both a Statement of Financial by Nature and a Statement of Financial by Program. The final statutory budget will only include a Statement of Financial by Nature, together with a Statement of Comprehensive Income and Statement of Cash Flows.

The Statement of Financial Position shows the proposed financial position for the year, after including all operating revenue and expenditure, capital expenditure, loan repayments, transfers to and from reserves, income from sale of assets and rates. The statement is designed to show how much must be raised from rates to record a breakeven result.

The draft Budget for 2025/26 as presented produces a surplus of \$19,805 at the end of the financial year. There is effectively a deficit of \$74,935 for the 12-month period, as the forecast opening surplus of \$94,740 is taken into consideration when calculating the end of year position.

If grants, revenue and the estimated brought forward surplus do not meet expectations or there are requests to increase or add expenditure items, this position will not be achievable. The other factor to be taken into account is the value of projects and items that have not been completed in 2024/25 and need to be brought forward to 2025/26 through to the proposed new Carried Forward Projects Reserve.

- **Rates**

The draft 2025/26 Budget includes a 4.5% rate revenue increase (excluding interim rate income) spread across the two Uniform General Rates of Unimproved Value (UV) and Gross Rental Value (GRV). This in accordance with Council's previous resolution through the adoption of the Rating Strategy and Long Term Financial Plan, whereby Council endorsed a projected rate revenue increase of 4.5% for the 2025/26 budget.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2025/26 budget, it is proposed a total of \$8,049,428 be raised from general property rates. This includes Council's forecast Interim Rate revenue of \$5,000 for the 2025/26 financial year. The expected yield from rates will be sufficient to balance the 2025/26 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Based on a 4.50% rate revenue increase, the Gross Rental Value (GRV), Unimproved Value (UV) and Minimum Rates are included as follows:

	Unimproved Value Rate in Dollar	Gross Rental Value Rate in Dollar	GRV Minimum Rate	GRV Lesser Minimum Rate	UV Minimum Rate
2024/25 – Current	\$0.00507	\$0.08228	\$1,230.00	\$992.00	\$992.00
2025/26 – Current	\$0.005288	\$0.084694	\$1,291.50	\$1,291.50	\$1,041.60

The increase applied to GRV and UV properties represents Council's endorsement of an overall 4.5% rate revenue increase for the 2025/26 budget.

The endorsed Rating Strategy for 2025/26 includes the GRV - Developed minimum rate increasing by 5% to \$1,291.50, with the same minimum rate being applied to the GRV – Vacant minimum rate, as an incentive for owners to develop or release residential land and deter land banking by developers. The UV - Unimproved minimum rates will increase by the same 5% to \$1,041.60.

The outcome of the rates modelling required to produce an overall 4.5% rate revenue increase results in an average 3.1% increase in GRV (developed) properties not on the minimum rate, with a 5% increase in GRV (developed) minimum rates. The application of a single GRV minimum rate through the removal of the Lesser Minimum of \$992.00, will result in an increase of \$299.50 for GRV vacant land.

The following table provides a summary of the rates modelling produced, which reflects the percentage increase and shows the mean (average), median (midpoint) and mode (most common) rate for each rating category (excludes Specified Area Rates, Waste Charges and ESL Levy):

General Rate Category	Value	Number on Minimum Rate	Number on General Rate	Mean Rate	Median Rate	Mode Rate Range
UV – Rural	UV	287	294	\$1,717.83	\$1,052.31	\$1,001 - \$1,500
GRV – Developed	GRV	1,491	2,129	\$1,553.42	\$1,365.27	\$1,001 - \$1,500
GRV – Vacant	GRV	183	14	\$1,417.61	\$1,291.50	\$1,001 - \$1,500
GRV – Heavy Industry	GRV	0	3	\$98,994.86	\$11,142.34	\$2,001 - \$2,500
GRV – Light Industry	GRV	1	49	\$3,741.63	\$3,192.96	\$2,501 - \$3,000
GRV – Commercial	GRV	27	89	\$4,081.37	\$2,268.11	\$1,001 - \$1,500
GRV – CBD	GRV	0	3	\$62,898.28	\$57,168.45	\$85,001 - \$116,500
TOTAL		1,989	2,581	\$1,635.22	\$1,299.21	\$1,001 - \$1,500

It should be noted that some GRV and UV properties will receive either an increase or decrease in their rates due to Landgate GRV and UV revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however, property owners are entitled to appeal valuations issued by Landgate should they believe their UV valuation is not correct.

Household 3 bin waste collection charges have been increased 3.2% from \$425.00 to \$439.00 to predominantly reflect the forecast increase in kerbside collection contract costs associated with the waste contract.

- ***Brought Forward Position***

The draft 2025/26 Budget includes an estimated brought forward surplus from 30 June 2025 of \$94,740. The surplus compares favourably with the original budget position of \$26,498. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

- ***Councillor and Staff Budget Requests***

Councillors were sent an email on the 14 March 2025 providing the opportunity for budget requests to be submitted by the 28 March 2025. The following budget submissions were received, with Officer comments provided for each submission:

Cr Moyses

I would like my request to be tabled and considered, if not in next year's budget, certainly in the near future.

The Collie Velodrome site at the Recreation Ground has not been used for cycling for at least 40 years. The actual velodrome itself is in disrepair and the infield is substandard and not being utilised to its full potential. This piece of land, which is not being used, is an ideal location for some sort of leisure or sporting activity.

I know this location has previously been discussed, prior to me being on Council, but I am unaware of any outcome. I am aware that this will be of significant cost and discussions most likely pushed aside, as has been done in the past. I believe, in the next few years, the Roche Park facility will be requiring major repairs. I would like discussions to consider relocating this indoor sporting complex to the velodrome site.

It is a perfect location for this type of facility. Parking could also be accessed from the Medic Street end, where the old skatepark used to be. Some sort of junior sports oval could also be an alternative option.

Officer Comment:

The current condition and future use of the Collie Velodrome site has in part been identified as a need in Collie in the draft "Shire of Collie: Open Space and Community Recreation Facilities Strategy" developed over 2023 and early 2024.

The Open Space and Community Recreation Facilities Strategy represents a platform for the Shire to work with sporting clubs and community groups in order to achieve Strategic Priority 1.2.2 of the Strategic Community Plan 2022-2027.

Broader planning and development of sport and recreation facilities within the Collie townsite and around the Shire can be considered and planned for through further development of this draft Strategy, after which a final version will be presented to Council in the future. As part of the 2025/26 Workforce Plan, the creation of a new position "Manager Community & Recreation" has been established, which will provide a dedicated staff member to progress this area.

1. Cr Sadlier

- *The implementation of speed bumps to the north and south side of Atkinson Street north roundabouts.*
- *Assistance with repairs and possible changes to the shooting complex for the Collie Pistol and Collie Rifle Clubs to meet Firearms Act 2024.*

This affects many people and with the sudden changes to Regs has made it hard to comply for many clubs and it is something we don't want to lose. We have a lot of people coming from all over the Southwest to join and there could be more DCBA use of this facility as well as local police. The Shire has previously assisted with some jobs out there but most of the work is done by members out of their own pocket.

Cost for both clubs to comply around \$60,000.00

Officer Comment:

The CEO and Director Development Services met with representatives from the Collie Pistol Club and the Sporting Shooters to discuss their needs into the future. Shire staff are continuing to explore the needs of the clubs raised at the meeting to provide guidance and assistance on available options for the future and interim period leading up to the establishment of a new lease agreement.

The Shire has a Policy (OD 1.4) "Use of Council Resources for Community Works" enabling each sporting body or community based group to receive in-kind support from the Shire up to a value of \$1,500 per year. This practical assistance has been provided in the past and is available in the future, in accordance with the Policy.

The Director Operations will look into the suggestion of speed bumps to the north and south side of Atkinson Street north roundabouts, with a report to Council in the future on the matter which will identify all of the relevant safety and use considerations and cost.

2. Cr Miffing

- *I would like Council to consider the demolition and cleaning up of the former radio station site adjacent to the Library. I don't know if the building is being used for any other purposes at the moment but it is a real eye sore as it stands. I wouldn't have any idea of cost but at least if it's listed it can be considered year by year.*
- *2 items for the Library:*
 - *I would like to have placed for consideration a wall mounted fold down baby changing table for the public toilet. The toilet air-lock was installed previously but not the baby change table;*
 - *Consideration for a 'circular desk set up' for the front-line staff. I'm advised that such a set up provides for a better work flow and better protection (safety) for staff.*

As a fairly regular user of the Library these are matters I've wondered about, particularly noticing the open space around the front-line staff (as opposed to the security measures in place in the main Council office).

Officer Comment:

The suggested demolition of the former radio station building has been raised in other forums recently and is being considered as part of a potential redevelopment of the entry to the Collie Swimming pool. This would provide additional parking outside the pool area and form a new entry to the pool which was more defined rather than through the library car parking area. Further opportunities exist for these conceptual works to be done in conjunction with a new storage / meeting room for the swimming club, which is funded from a portion of the State Government funds allocated to the heated swimming pool project.

Following this investigation, a report will be presented to Council in the future regarding this concept for Council's consideration.

The draft 2025/26 budget includes a \$5,000 provision for sundry furniture and fittings, with this provision increased to \$15,000 in 2026/27. This provides the opportunity for the Director Corporate & Community Services to work with staff to explore these suggestions and other needs of staff over the coming 2 years.

3. Cr Smith

- a) Fix Drainage Outside Premier Hotel. Lanes repaired Clean-up of Forrest Street footpath. Fix bio-degradable. Drain near Bendigo Bank Hall. Remove or cull dead trees from River near show ground and around river. Cleanup and general repair of Minningup Pool.
- b) Removal of planter boxes outside Railway Station to allow access for vehicles.
- c) Disabled bay near chemist in Throssell St but not in main street - look at possible relocation to Mungilup Road.
- d) Funds for Christmas Lights at least \$5000
- e) Architectural plan or like for the covering of trains at the Visitor Centre.

Officer Comment:

The maintenance items under (a) will be examined and considered by the Director Operations as part of the scheduled maintenance program, and rectified where possible.

The removal of planter boxes under (b) and relocation of Disabled parking bays (c) will need to be investigated by the Directors Operations / Director Development Services to verify suitable parking options.

Funding for Christmas decorations and lights of \$10,000 has been included in the draft 25/26 Budget.

The Collie Visitor Centre precinct is a current and emerging topic being explored by Shire staff, which will include the area occupied by the trains. Future reports to Council will identify options for this area, seeking Council's endorsement of any plans for the precinct.

4. Community Development Officer - Collie Festival Committee

Karen Turner on behalf of the Collie Festival Committee, would like to be considered for an annual operating grant for Collie's annual art festival, newly named "Collie Creates" (formerly Festiv Arty).

Officer Comment:

FestivArty was not held in 2024/25. A new Committee has been established and it has been renamed. The Committee is seeking reinstatement of their previous Shire funding commencing in 25/26 Budget – and ongoing annually. The last contribution to this festival was \$2,000 in 2022/23.

At this time no contribution has been included in the draft 2025/26 budget, however there is \$25,200 allocated towards various Collie groups as a donation or contribution.

- ***Staffing***

A concerted effort has been made in this budget to contain staff costs in the 2025/26 budget and future years, however the Council is growing, and additional staff may be required to maintain and develop Council's facilities and services to the community. Provision has been made in the 2025/26 Budget for an Industrial Agreement minimum wage increase of 3.2%, with an allocation of 0.5% for performance increases, which are advancing employees to a higher level due to promotion, new qualifications or responsibilities, above standard performance or providing a performance bonus.

As part of considering and adopting the Shire of Collie Long Term Financial Plan, the Workforce Plan for the 2025/26 – 2034/35 was incorporated. The Workforce Plan identifies the full-time equivalent staff required for Council's operations.

Based on the Workforce Plan, the total number of full-time equivalent (FTE) staff at the end of 2025/26 will be 70.38 FTE which is an increase of 1.36 FTE (previously 69.02 FTE). The total salaries and wages cost (including superannuation) associated with the employment of 70.38 FTE's is \$7,517,828, compared to \$6,915,000 in 2024/25.

Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

- ***(Profit)/Loss on Asset Disposals***

The forecast profit and loss on disposal for the 2025/26 financial year is nil, implying that the budgeted trade in values of Council vehicles is in line with the written down value contained within Council's Motor Vehicle Asset Management Plans. The majority of vehicle/plant disposals (9) scheduled to be carried out in 2025/26 reflect the Executive and Compliance Vehicle Asset Management Plan contained in the LTFP, and the timing of carried forward vehicle deliveries. The actual profit or loss on asset disposal on all other plant and vehicle disposals will be calculated during the year based on the sale price and written down asset value.

- **Capital Works Programme**

A total of \$2,783,890 is to be spent in 2025/26 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets, including carried forward projects. Council will allocate \$1,680,000 from Reserves to fund this expenditure, with the balance of funding sourced from external grants and contributions, proceeds from the sale of assets, or municipal funds.

Council has commenced the establishment of Asset Management Plans for its various classes of assets, which project over a 10+ year period the required capital upgrade, expansion and renewal requirements. These Asset Management Plans include the regular transfer of funds to Reserves to ensure the Council's cash flow requirements can be met each year. As these Plans are developed in future years, they will provide greater guidance on the asset renewal, upgrade and new asset requirements of the Shire of Collie.

- **Carried Forward Projects**

The 2025/26 draft budget includes a number of carried forward capital projects that were not able to be completed during the 2024/25 financial year due to a number of factors. These projects are predominantly capital Transport Construction and are identified in their respective sections of the budget.

Carried Forward Project	Job Ref	Expenditure \$	Funding Source
Transport Construction			
Waste Transfer Station Security – building to house compactor	J1144	45,000	Municipal funds
Forrest St (Design & Construct - Provision of Bio-Retention Basin at Margaretta Wilson Centre Carpark)	J3533	21,250	Municipal Funds
Swinging Bridge	J8051	60,000	Municipal Funds

- **Loan Borrowings**

The 2025/26 budget does not include the raising of any new loans. Council will continue to repay existing loans during the year, with total Principal payments of \$213,665 and Interest/Government Guarantee Fee payments of \$59,139.

- **Reserves**

Transfers to reserves are expected to total \$427,070 for the 2025/26 year. Reserve Interest of \$129,570 is forecast to be earned on cash backed reserves during 2025/26, with 100% returned to the Reserve fund. This compares with the forecast interest for 2024/25 of \$56,000. This increase in earnings forecast is attributed to increased cash reserves being invested in term deposits, rather than short term in municipal funds.

Transfers from reserves (including carried forward projects) totalling \$2,116,602 are primarily used for capital projects. Reserve transfers are detailed in the explanatory information of the draft budget document in accordance with the reserve transfers endorsed in the Reserves Management Strategy.

The 2025/26 Budget expects less funds to be transferred to reserves than from reserves. If the reserve transfers proceed as budgeted, the expected balance of reserves at 30 June 2026 will be \$2,471,401 and is a decrease on the expected balance at the start of the year of \$4,160,933.

- ***Revenue and Expenditure Explanatory Information***

This area of the budget primarily represents the operating expenditure and revenue for the coming year.

The draft budget for 2025/26 is balanced and Councillors are encouraged to examine the document thoroughly. Councillors are welcome to contact the Chief Executive Officer prior to the Council meeting to discuss any questions.

Additional Officer Comment:

The following information was provided after the distribution of the agenda.

In addition to the four (4) Councillor budget requests submitted and noted in Agenda item 11.5, one additional Councillor submission was received by Cr Italiano on the 17 March 2025, but was not included in the original agenda report.

Cr Italiano

1. Hodson Terrace - as per 2024/25 budget
2. Bradbury Rd, Collieburn - single lane seal as has been done at Annersley Drive (off Ewing Street) in North Collie. Requested in 2024/25 but no allocation made. Perhaps stage 1 of 3 or 4 stages?
3. Recreation ground oval - new grass surface and extend ground North to allow vehicular access on the South-East corner.

Officer Comment:

Hodson Terrace road works (profiling of pavement repair, re-seal, line marking) was included in the 2024/25 budget for a total cost of \$70,300. This project was 100% funded by a Roads to Recovery grant. This project has been fully completed in 24/25.

The Bradbury Road works (1.4km construction and seal) was not included in the 24/25 budget but was noted as a Deferred Project. This project has not been included in the 25/26 draft budget at this time due to the focus on completing outstanding capital works and increased maintenance for 25/26. However, should this backlog be completed by the time that the mid-year budget review is undertaken in February 2026, then there is the opportunity for it to be reconsidered at that time.

The current condition and future use of the Recreation Ground oval has in part been identified as a need in Collie in the draft “Shire of Collie: Open Space and Community Recreation Facilities Strategy” developed over 2023 and early 2024, and more recently through various community comments. Broader planning and development of sport and recreation facilities within the Collie townsite and around the Shire (including the Recreation Ground and Collie Velodrome) can be considered and planned for through further development of this draft Strategy, after which a final version will be presented to Council in the future. As part of the 2025/26 Workforce Plan, the creation of a new position “Manager Community & Recreation” has been established, which will provide a dedicated staff member to progress this area.

12. OPERATIONS REPORTS

Nil

13. DEVELOPMENT SERVICES REPORTS

Cr Kearney and Cr Smith declared impartial interests in item 13.1.

13.1 Application to Amend Development Approval – Industry (Steel Mill) – Lot 2 (No. 154) Boys Home Road, Palmer	
Reporting Department:	Development Services
Reporting Officer:	Isabel Fry – Manager Planning and Development
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	<i>Planning and Development Act 2005</i>
File Number:	A5984
Appendices:	Appendix 13.1.A – Application incl. Traffic Impact Assessment Appendix 13.1.B – MRWA Referral Response
Voting Requirement:	Simple Majority

Report Purpose

For Council to consider an application to amend a development approval for an Industry (Steel Mill) at Lot 2, No. 154 Boys Home Road, Palmer.

Officer's Recommendation/Council Decision:

Resolution: 9599

Moved: Cr Italiano

Seconded: Cr Faries

That Council, in relation to an application to amend a development approval for an Industry (Steel Mill) at Lot 2 (No. 154) Boys Home Road, Palmer, approve the application, subject to the following amended conditions:

- 1. This decision constitutes planning approval only and is valid for 3 years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.*
- 2. Prior to commencement, detailed design drawings and specifications to demonstrate surface water, stormwater and drainage management are to be submitted and approved to the satisfaction and specification of the Shire of Collie. The stormwater and drainage management design is to be implemented at construction and for the duration of the development.*
- 3. Prior to commencement, engineering drawings and specifications are to be submitted, approved and works undertaken in accordance with the approved engineering drawings and specifications, for the provision of road and intersection upgrades and internal roads through and connecting to the application area to the satisfaction of the Shire of Collie. The approved internal roads are to be constructed and maintained into the future by the landowner/proponent, at the proponent's cost.*

4. *Prior to commencement, engineering drawings and specifications are to be submitted, approved and works undertaken in accordance with the approved plans, engineering drawings and specifications, for the provision of site works on the development site, to the satisfaction of the Shire of Collie. All site works are to be implemented in accordance with the approved plans, at the proponent's cost.*
5. *Prior to commencement, a detailed landscaping plan must be submitted to the satisfaction of and approved by the Shire of Collie. The landscape plan must address the following and is required to relate only to administration and carparking areas on the site:*
 - a) *a) site plan of the existing and proposed development with natural and finished ground levels;*
 - b) *The location, species and size of existing vegetation and vegetation to be removed;*
 - c) *Exact species, maturity, location and number of proposed plants;*
 - d) *A key or legend detailing proposed species type grouped under the subheadings of tree, shrub and groundcover;*
 - e) *Fence material, height and treatment; and*
 - f) *Lighting.*
6. *Prior to commencement, the proponent shall prepare a Construction Management Plan for the construction period, to the satisfaction and specification of the Shire of Collie, that includes but is not limited to:*
 - a) *Hours of construction;*
 - b) *Location of temporary construction and laydown areas;*
 - c) *Construction waste management;*
 - d) *Occupational health and safety;*
 - e) *Noise, vibration and dust management;*
 - f) *Drainage management;*
 - g) *Site traffic management;*
 - h) *Bushfire risk and emergency management measures; and*
 - i) *Construction environmental management.*
7. *Prior to commencement, detailed design, drawings and specifications for the proposed effluent disposal system is to be submitted and approved to the specifications and satisfaction of the Shire of Collie. The effluent system design is to be implemented at construction and for the duration of the development.*
8. *Prior to commencement, a Traffic Management Plan shall be prepared and submitted to Main Roads at the full cost of the applicant. The Traffic Management Plan shall review the risks of heavy vehicle, in particular Restricted Access Vehicles, turn movements and volumes at the junction during the construction phase of development, and shall detail recommendations for implementation to ensure that road safety risks associated with turning heavy vehicles are managed to an acceptable safety standard and level, to the specifications of Main Roads, the final Traffic Management Plan is to be approved and to the satisfaction of the Shire of Collie.*
9. *Prior to occupation of the development, an easement made pursuant to Sections 65 and 65A of the Transfer of Land Act (1893) is to be placed on the certificate of title of Lot 2 specifying a right of carriageway over a portion(s) of Lot 2. The easement is to provide an extension to the existing right of carriageway easement (reference M914193) and provide vehicle access to the proposed development from Boys Home Road to the satisfaction of the Shire of Collie.*

10. *Prior to construction of the connection to the Railway Loop, the landowner is to enter into an agreement with the Shire of Collie for the purposes of establishing an easement pursuant to Sections 65 and 65A of the Transfer of Land Act (1893), for the provision of extended rail infrastructure through Lot 2 to the boundary of Lot 3001 (as amended) on Plan 051101 Boys Home Road Palmer, including:*
 - a) *Specifications of land, railways, and rail crossing requirements;*
 - b) *Triggers and timing for the provision of an easement; and*
 - c) *Parties to be benefited by the easement.*
11. *Prior to commencement, the proponent shall prepare a Pre-construction Condition Report for the gazetted portion of Boys Home Road, and existing Bluewater Power Station intersection.*
12. *Prior to the development operating, the proponent will remediate or repair any damage through Green Steel WA attributed construction over the gazetted portion of Boys Home Road to the standard identified in a Pre-Construction Road Condition Report.*
13. *Within 5 years from the date of commencement, the proponent will secure access to the Railway Loop as identified in the approved plans. If access cannot be secured and the development intends to proceed, further approval is to be sought, to the satisfaction of the Shire of Collie.*
14. *Prior to the development operating, the proponent will decommission and reinstate laydown and temporary workforce parking areas to pre-development condition.*
15. *Prior to the development operating, the landscaped area(s) must be planted and established in accordance with the endorsed Landscape Plan. These areas must be maintained at all times by the applicant in accordance with the Landscaping Plan and to the satisfaction of the Shire of Collie, at the proponent's cost.*
16. *The applicant must perform all of the required Bushfire Protection Measures contained in the Bushfire Management Plan (as amended) dated 14 February 2024 for the duration of the development.*
17. *Prior to the development operating, the applicant is to submit an amended Bushfire Management Plan for the site, to the satisfaction of the Shire of Collie, that is to include:*
 - a. *Removal of any text reference to a 'suitable destination' being on site and replace all references with 'Bushfire Refuge'; and*
 - b. *Identifying that the 'Bushfire Refuge' is a place of last resort when no other options for evacuation are available.*
18. *A Section 70A Notification pursuant to the Transfer of Land Act 1893 must be placed on the titles of all lots, at the full cost of the applicant, alerting landowners to the existence of the approved Bushfire Fire Management Plan and advising landowners of their obligations in respect to the use and ongoing management of the land.*
19. *Prior to Issue of a Building Permit, a Design Compliance Statement for the proposed Bushfire Refuge is to be provided to the Shire of Collie, also confirming that the hydrant system will be designed in accordance with the FES Commissioner's Operational Requirements and as per AS2419. This Design Compliance Statement is to specifically reference all DA revision documentation pertaining to the Bushfire Refuge and verify compliance with the ABCB 2014 Information Handbook for the Design and Construction of Community Bushfire Refuges and the approved Bushfire Management Plan and is to be signed off by a suitably accredited Building Surveyor or Fire Engineer, to the satisfaction of the Shire of Collie.*

20. *Prior to Issue of an Occupancy Permit, a Construction Compliance Statement for the Bushfire Refuge and hydrant system is to be provided to the Shire of Collie. This Construction Compliance Statement is to specifically reference the as constructed building, inspection date, testing records, and all documentation pertaining to the Bushfire Refuge to verify compliance with the ABCB 2014 Information Handbook for the Design and Construction of Community Bushfire Refuges and Australian Standard AS2419 and the approved Bushfire Management Plan and is to be signed off by a suitably accredited Building Surveyor or Fire Engineer, to the satisfaction of the Shire of Collie.*
21. *The approved Bushfire Refuge is to be audited annually at the proponent's cost for functional compliance against the requirements of the ABCB 2014 Information Handbook for the Design and Construction of Community Bushfire Refuges by a suitably qualified technician, with readily accessible records of these audits kept onsite within the refuge building, to the satisfaction of the Shire of Collie.*
22. *The applicant is required to undertake a noise monitoring program within the first 6 months of the project operating, to demonstrate compliance with acceptable criteria of the Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997.*
- An acoustics report shall be prepared by a qualified acoustic engineer, detailing appropriate actions and mitigation measures to be undertaken to ensure that noise emissions do not contravene the provisions of the Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997. The acoustic report will be at the full cost of the owner/applicant and must be submitted for the endorsement of the Shire of Collie.*
23. *Prior to the development operating, car parking bays must be provided on the subject site at the proponent's cost in accordance with the approved plans, to the satisfaction of the Shire of Collie.*
24. *Prior to the development operating, arrangements are to be made for connection to a suitable power supply at the proponent's cost, to the satisfaction of the Shire of Collie.*
25. *Prior to the development operating, arrangements are to be made for provision of a suitable water supply service at the proponent's cost, that will be available to the development, to the satisfaction of the Shire of Collie.*

Advice Notes

- a. The applicant is advised that the clearing of native vegetation in Western Australia requires a Clearing Permit under the *Environmental Protection Act 1986* unless the clearing is for an exempt purpose. Proponents are advised to contact the Department of Environment Regulation on (08) 9725 4300 for further advice in this regard. It should also be noted that the clearing of native vegetation within the Shire of Collie may result in impacts upon the *Country Areas Water Supply Act 1947* and an additional permit from the Department of Water may be required.
- b. As the proposal is not exempt under the *Environmental Protection 1986* clearing regulations, a CAWS Act licence to clear vegetation under Part IIA of the *Country Areas Water Supply Act 1947* is not required in this instance.

- c. This development approval does not remove or affect any statutory responsibility the owner may have in notifying the relevant Federal Government public authority(s) of the proposal under the Commonwealth of Australia *Environment Protection and Biodiversity Conservation Act 1999*.
- d. The Applicant is advised that they must obtain an Environmental Protection Authority works approval and licence issued under the *Environmental Protection Act 1986*.
- e. It is the applicant's responsibility to ensure all required approvals are obtained prior to the works commencing. Works such as de-watering, native vegetation clearing or working near existing infrastructure may require separate approvals from relevant private or government agencies.
- f. The Department of Water and Environmental Regulation and the Department of Biodiversity, Conservation and Attractions should be consulted for advice on the preparation of the environmental management plan as required.
- g. In reference to Condition 3, the engineering drawings are to be provided to Synergy for review, where works are proposed directly over or adjacent to Synergy's saline pipeline. These drawings are to be to the specification of Synergy.
- h. The Applicant is advised that future stages may be subject to a Developer Contribution Plan, pending structure planning of the wider Coolangatta Industrial Estate.
- i. In relation to Condition 5 requiring a landscaping plan, this is to address the area relating to and surrounding the building areas on the site, it is not intended to cover the whole development site.
- j. The proponent should manage stormwater in accordance with the decision process for stormwater management in Western Australia (DWER 2017) and the Stormwater Management Manual for Western Australia (DoW 2004–2007), with design/drawing details of the stormwater management systems mentioned in the Surface Water Management Plan – to the satisfaction of the Shire of Collie.
- k. The development must comply with the Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997 in relation to noise emissions.

Carried: 6/2

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Kearney, Cr Moyses,

Against: Cr Smith, Cr Hill-Power

Background:

An application [refer Appendix 13.1.A] to amend a development approval for an Industry (Steel Mill) at Lot 2, 154 Boys Home Road has been received by the Shire of Collie. The Application has been prepared by GHD and the Applicant is Green Steel of WA Collie Pty Ltd (GSWA). The landowner is Bluewaters Farm Holding Pty Ltd.

At a Special Meeting of Council held 30 April 2024, Council endorsed the Responsible Authority Report for GSWA's original development application to be considered by the Development Assessment Panel (DAP). The application was granted conditional approval from the DAP at the meeting held 16 May 2024. GSWA has been progressing through the clearance of approval conditions and has obtained State and Federal environmental approvals.

This application is for an amendment to the development approval granted by the DAP, which the Applicant has requested be considered by the Shire of Collie, pursuant to regulation 17a of the *Planning and Development (Development Assessment Panels) Regulations 2011*.

The amendment seeks to modify the approval conditions to enable additional truck movements to serve the steel mill. Additional movements will involve the transportation of scrap metal and finished products as an interim measure while the proposed rail infrastructure is being developed for the site. This amendment is critical for the Applicant to be able to maintain the project timeline and ensure the economic viability of the steel mill.

The application seeks to amend conditions 9 and 12 of the existing development approval. Condition 9 reads as follows:

'Prior to occupation of the development, the landowner is to enter into an agreement with the Shire of Collie for the purposes of establishing an easement pursuant to Section 136C of the Transfer of Land Act (1893), for the provision of extended rail infrastructure through Lot 2 to the boundary of Lot 3001 on Plan 051101 Boys Home Road Palmer, including:

- a) Specifications of land, railways and rail crossing requirements.*
- b) Triggers and timing for the provision of an easement.*
- c) Parties to be benefited by the easement.'*

Condition 12 reads as follows:

'Prior to the development operating, the proponent will secure access to the Griffin Railway Loop as identified in the approved plans. If access cannot be secured and the development intends to proceed, an updated Transport Impact Assessment and amended proposal is to be submitted for approval, accommodating the increase in road traffic volume and access needs for the site, to the satisfaction of the Shire of Collie.'

Previous Approval

The previous approval involves the establishment of a green steel recycling facility (green steel recycling steel mill). The proposal includes the following built elements:

- A total proposal area of approximately 102.8 hectares
- EAF steel mill facility comprising enclosed 'Meltshop', 'Rolling Mill' and 'Finishing Area' areas
- Extension of the Griffin Coal Mine rail loop to an Intermodal Yard at the steel mill
- Processed scrap metal storage yard and cold slag disposal storage areas
- Incoming road, drainage and utility infrastructure and connection to existing 330kV transmission line
- High voltage sub-station
- Water, sewerage and fume treatment plant and air separation plant
- Industrial gas, diesel and LPG storage facilities
- Administration, amenities and workshop area
- Stormwater retention basins
- On-site parking for approximately 181 light vehicles, with additional parking areas for buses and
- standing of delivery vehicles
- Process and fire water infrastructure.

The approved mill includes the extension of the existing Griffin Coal Mine rail loop. The extension, approximately 2,200 metres in length, will bring rail connectivity to the steel mill to enable delivery of scrap metal and export of finished product primarily by rail. The approved proposal involves the extension of the existing rail loop to the south of Lot 2 which includes a small section on Crown land, currently reserved for State Forest.

The approved mill anticipates that 500,000 tonnes of steel scrap that will be delivered annually. The previous approval anticipated that 450,000 tonnes of steel product would be delivered by the rail extension.

Proposed Amendment

The amendment specifically requests approval for a road-based (truck) transportation solution to move scrap metal to the steel mill and finished products away from the steel mill while awaiting completion of the rail infrastructure as described above.

The existing approval contemplates some truck movements in operational conditions. The detail of the additional truck movements to be generated while the interim road-based transportation option is in use is as per the below:

Parameter	Existing Approval	Proposed
Truck movements	10 per day (20 two-way)	Additional 40 per day (80 two-way)
Vehicle type	B-doubles	Primarily (pocked) A-doubles (27.5m)
Primary route	Not specified for trucks	Coalfields Highway (~85% of traffic)
Secondary route	Not specified for trucks	Collie-Williams Rd (~15% of traffic)
Operating days	Not specified	Monday to Friday (approx. 250 days per year)
Operating hours	Not specified	First arrival to Collie -10:00 Last departure from Collie – 19:30
Operational restrictions	Not specified	Restrictions for school bus pick-up time (7:30 – 8:30) and drop-off time (15:00 – 16:00). Collie-Williams Road to be used only as a redundancy and/or emergency access option.

The increased truck movements do not alter the current approved site layout. The existing site design already accommodates 12 truck parking spaces, which are sufficient for the proposed operation. Trucks are expected to be in continuous movement throughout the day, with only short breaks (as required) on site before departing back to Perth. This operational approach minimises the need for extended on-site parking and ensures efficient flow of vehicles through the facility.

The site's loading and unloading areas were designed with future capacity expansion in mind and can handle the increased throughput without modification. Entry and exit points remain unchanged, with internal traffic management protocols updated to accommodate the higher frequency of vehicle movements.

Work to secure future tenure and access over the proposed railway extension, as well as authority to access the existing spur and rail loop is ongoing. The process is lengthy due to:

- The requirement to excise a portion of State Forest
- Bring about change the land tenure to Crown land areas
- Meet the legislative requirements for constructing rail.

The above activities are further complicated by the *Collie Coal (Griffin) Agreement Act 1979*. GSWA has been actively pursuing the implementation of the rail extension, including the following activities:

- Advanced meetings and discussions with the Public Transport Authority
- Advanced discussions with the Department of Jobs, Tourism, Science and Industry (soon to be Department of Energy and Economic Diversification) relating to the coordination of tenure and legislative change required to advance the connection
- Assessments required to facilitate detailed design of rail infrastructure.

Rail transport remains the preferred mode of transportation in the medium term and beyond. The conceptual alignment of the rail extension and the plans for the intermodal transport yard remains unchanged from that assessed as part of the existing development approval.

All other aspects of the proposed steel mill remain materially unchanged from the development previously approved by the DAP.

Statutory and Policy Implications:

Planning and Development (Development Assessment Panels) Regulations 2011

17A. Amendment or cancellation of development approval by responsible authority

(1) An owner of land in respect of which a development approval has been granted by a DAP pursuant to a DAP application may apply, under the relevant planning instrument, for the responsible authority under that instrument to amend or cancel the development approval (an application).

(2) For the purposes of subregulation (1), the provisions of the Act, the Planning and Development (Local Planning Schemes) Regulations 2015, the Planning and Development Regulations 2009 and the relevant planning instrument apply to the making and determination of, and the review of a decision on, an application as if the development approval —

- (a) had not been granted pursuant to a DAP application; and*
- (b) had been granted by the responsible authority.*

(3) As soon as practicable after an application is determined, the responsible authority must give the DAP executive director written notification of the determination which must include the following —

- (a) the date of the determination;*
- (b) the determination;*
- (c) the terms of any condition to which the approval of the application is subject;*
- (d) reasons for any refusal of the application.*

Budget Implications:

Nil.

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:

The original application was broadly advertised during the assessment period, and referrals were undertaken to relevant agencies. As the amendment does not materially change the development and requires consideration only in relation to the Traffic Impact Assessment, the proposal has only been referred to Main Roads WA in this instance. Their complete submission is included in Appendix 13.1.B.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	3	Our Built Environment
Objective:	3.2	Sound land planning and building strategies and schemes

Relevant Precedents:

Conditional approval of the original application has previously been endorsed by Council and granted by the Development Assessment Panel.

Comment:

The assessment of the original application was based on the development being predominantly serviced by rail; however, as reflected in the imposed conditions, the need for an interim transport measure was considered. As required by the conditions, the Applicant prepared a revised Traffic Impact Assessment.

The proposed amendment increases the number of truck movements at the operations stage by 40 per day, one way (80 two way), resulting in a new total of 50 truck movements per day, one way (100 two way) for the development. Operational traffic remains within designed capacities for the surrounding network and key intersections.

The proposed additional truck movements will be A-Double (Pocket, 27.5m) trailered vehicles. An updated preliminary swept path analysis has been prepared for the TIA. The TIA notes the potential for these vehicles to run off at both the Boys Home Road/Collie-Williams Road intersection and the Boys Home Road/Bluewaters Power Station access road intersection. As a result, minor upgrades to road shoulders, curbing, and roadside infrastructure are likely required to accommodate the manoeuvring of larger vehicles. The immediate area surrounding the development site is the subject of the Coolangatta Industrial Estate Structure Plan and other significant development applications, which have required road upgrades following detailed design. Conditions relating to detailed design and infrastructure upgrades will be carried forward into this proposal and are to be facilitated through a coordinated approach.

Operationally, there are several measures that the Applicant has identified that may be implemented to mitigate the impact of increased truck movements, such as:

- Truck arrival and departure times managed to avoid peak traffic periods
- Tracking vehicle movements to ensure compliance with approved limits and operational timing restrictions
- Regular maintenance checks for all transport vehicles to minimise noise and emissions

- Driver training on local conditions and safety requirements
- Establishment of communication protocols with local authorities.

Shire officers have consulted with the Applicant and the Department of Jobs, Tourism, Science and Innovation (JTSI) regarding the imposition of a time limit for utilising the interim road transport arrangement, before it is expected that rail access will be obtained. A 5-year time limit has been reflected in the recommended conditions of approval for the amendment.

Main Roads WA

The application was referred to Main Roads WA (MRWA) for comments, due to Collie-Williams Road and Coalfields Highway being MRWA-managed roads. As the Coolangatta Industrial Estate Structure Plan has progressed, MRWA and JTSI have been engaged in ongoing discussions regarding intersection upgrades related to Collie-Williams Road. As indicated in MRWA's referral response, upgrades to the intersection of Boys Home Road and Collie-Williams Road will be required to facilitate GSWA's development, both for construction and operation. As it stands, MRWA estimates that their project timeline for the intersection upgrades is for construction in the 2027/28 financial year; GSWA anticipates commencing before this date.

To reflect the difference in timing, MRWA has requested, through a recommended condition, that a Traffic Management Plan be prepared that informs access to the site and any upgrades/modifications required to ensure road safety risks associated with turning heavy vehicles are managed to an acceptable level. In response to this request, the Applicant has advised that they have no objections to the recommended condition being included by the Shire and are committed to investigating further upgrades to the intersection as required.

Conclusion

It is acknowledged that Green Steel WA intends to continue working with the Department of Jobs, Tourism, Science and Innovation on securing access to rail for their development and is making progress towards this goal. The interim measure, subject to this approval, will enable GSWA to commence construction and enter operations before rail access is finalised. This is essential for supporting the financing and the commencement of operations in line with the development approval.

Except for the modification of existing conditions 9 and 12 (now 10 and 13), the addition to the condition (8) requested by MRWA, and rectifying administrative errors, the conditions remain unchanged from the Development Assessment Panel's approval. It is recommended that the application to amend the existing development approval be approved, subject to conditions.

13.2 Community Emergency Services Manager - Memorandum of Understanding

Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Director Development Services
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	<i>Local Government Act 1995; Emergency Services Act 2005; Bush Fires Act 1954</i>
File Number:	CMG/246
Appendices:	Appendix 13.2.B - Confidential Attachment 2025-28 CESM MOU Agreement
Voting Requirement:	Simple Majority

Report Purpose

The purpose of this report is for Council to consider endorsing the 2025-2028 Memorandum of Understanding (Confidential Attachment 13.2) between the Shire of Collie and the Department of Fire and Emergency Services (DFES) in respect of the continuation of the Shire of Collie Community Emergency Services Manager (CESM) role.

Officer's Recommendation/Council Decision:

Resolution: 9600

Moved: Cr Smith

Seconded: Cr Moyses

That Council authorise the Chief Executive Officer to negotiate and execute the 2025-2028 Community Emergency Services Manager Memorandum of Understanding (refer to Confidential Attachment 13.2) between the Shire of Collie and the Department of Fire and Emergency Services, for the employment of a Community Emergency Services Manager.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil..

Background:

All Local Governments across Western Australia participate in Local Emergency Management Committees and share Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005* (the Act), in partnership with the Department of Fire and Emergency Services (DFES). In addition to their obligations under the Act, many Local Governments work collaboratively to ensure they can meet these obligations and add value to the important task of keeping their communities safe, which can include the employment of a joint Community Emergency Services Manager (CESM) under a Memorandum of Understanding (MOU) with DFES.

The Community Emergency Services Manager (CESM) is an important liaison role between DFES, the Shire, and the State Emergency Services (SES) and Bushfire volunteer groups. DFES jointly funds CSEM roles across the State, which work to an annual operational plan that covers areas and activities such as prevention, preparedness, response, special projects, and administration of funds/resources, and equipment to the SES and Bushfire volunteer groups.

At the Ordinary Council Meeting in September 2021, Council endorsed the Shire of Collie entering into with the Shire of West Arthur and the Department of Fire and Emergency Services, a Memorandum of Understanding (MOU) to share a Community Emergency Services Manager employed by the Shire of Collie. The MOU has expired and is in a holding over period, and a new agreement is required to maintain the arrangement.

The Shire of Collie comprises five bushfire brigades, with 130-plus members that are actively serving to protect our community in respect of bushfire risk. The Shire's brigades are the first point of response to all bushfire incidents within the Shire and are also responsible for all structure fires and car fires outside of the gazetted fire district.

The Shire also has one of the highest bushfire risk profiles in the South-West, with 78% of the Shire comprising State Forest. The Shire comprises of a diverse collection of landscapes, with varying risk profiles, and emerging demands, particularly in terms of more complex firefighting capabilities and challenges. Extensive efforts are required to ensure risks are effectively managed across a full spectrum of training and development levels, recruitment processes, succession planning, risk management, infrastructure planning, resource allocation, grants administration, bushfire risk reduction, and Occupational Health and Safety requirements. The CESM plays a crucial role in coordinating and fulfilling these obligations for the Shire's and DEFS.

The purpose of this report is for Council to consider endorsing a new 2025 to 2028 MOU between the Shire of Collie and DFES in respect of the continuation of the CESM role. The new MOU differs from the expired MOU in that a three-way MOU with the Shire of West Arthur is no longer proposed. This is because, prior to the 2025 State election, the State Government announced additional funding for the State's CESM program. Since that time, in consultation with the State CESM Coordinator, the Shires of Narrogin, West Arthur, and Cuballing have secured a dedicated CESM position.

The new MOU and CESM arrangements (between the Shire of Collie and DFES, and the Shires of Narrogin, West Arthur, and Cuballing and DEFS) have the benefit of not requiring the CESM(s) to work across two different DFES areas that have separate plans and reporting obligations.

The Shire of Collie and DFES MOU (refer to the confidential Attachment 13.2) outlines the respective roles and responsibilities deemed necessary to manage the position of a Community Emergency Services Manager (CESM) in the Shire of Collie. The document has been jointly prepared by the Shire of Collie and DFES.

Key objectives underpinning the new and continuing MOU are defined as follows:

- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community;
- operate to a consistent set of protocols and equipment standards;
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes;
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members;
- provide and/or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond;
- work as part of the Emergency Services Team within the Emergency Services and Community Safety Business Unit of the Shire of Collie;

- develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shire of Collie and DFES;
- enhance community ownership of fire prevention and preparedness programs and activities; and
- create and maintain a pool of qualified level 1 incident controllers among volunteers across the bushfire brigades of the Shire of Collie.

Statutory and Policy Implications:

There are no direct statutory or policy implications arising from the MOU for the CESM role between the Shire and DFES, as it is not a legally binding document. However, the MOU and employment of a CESM assists the Shire in meeting its obligations under the *Local Government Act 1995*, the *Emergency Services Act 2005*, and the *Bush Fires Act 1954*.

Budget Implications:

The CESM role is currently 40% funded by the Shires and 60% funded by DFES. Due to the removal of the Shire of West Arthur from the MOU, the Shire of Collie salary and on-cost contribution will increase by 12% or approximately \$21,750.

The proposed future CESM role is based on a fixed-term Shire of Collie Contract of Employment position; therefore, there is no budget impact outside of the three-year term of the agreement and MOU. However, it is anticipated that the contract and MOU will be renegotiated in the third year prior to their expiration. An alternative employment arrangement is being explored with DFES where DFES would be the primary employer of the CESM role, however the current MOU is based on the CESM role being a Shire of Collie employee.

In terms of operational costs, the following matters should also be noted:

- Overtime for attendance at DFES-controlled operational incidents and any other authorised DFES matters will be approved by DFES and paid by DFES.
- DFES fully pays the on-call allowance.
- Overtime for authorised attendance at Shire-controlled operational incidents and any other authorised Shire matters will be approved by the Shire of Collie and paid by the Shire of Collie.
- The vehicle used by the CESM is leased and funded under the same 60%, 40% cost-sharing funding arrangement.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1	Our Community
Objective:	1.1.1	Community health, safety, and wellbeing
Strategy:	1.1.2	To improve our emergency management planning in terms of prevention, preparedness, response, and recovery capabilities.

Relevant Precedents:

Ordinary Council Meeting - 14 September 2021

Council resolved to:

1. *Authorise the Chief Executive Officer to enter into arrangements with the Shire of West Arthur and the Department of Fire and Emergency Services for a joint Community Emergency Services Manager; and*
2. *Agree that the local government component of the Community Emergency Services Manager funding should be allocated with 30% going to the Shire of West Arthur and 70% to the Shire of Collie.*

Comment:

The options in relation to the CESM MOU are outlined below:

Option 1

Council endorses the new MOU for the CESM role between the Shire of Collie and DFES. This option extends CESM's role for an additional 3-year term, with a dedicated focus on the Shire of Collie. The budget implications of this option are considered minimal and are outlined below.

Option 2

Council does not endorse the new MOU. This will discontinue the Community Emergency Services arrangement and require the Shire to fund Emergency Services functions within its annual budget fully to meet its statutory obligations under the *Local Government Act 1995*, *Emergency Services Act 2005*, and the *Bush Fires Act 1954*.

Option 1 is recommended.

For the reasons discussed in this report, it is recommended that the MOU be endorsed for signing by the CEO, inclusive of any final minor negotiated amendments.

Cr Kearney declared an impartial interest in item 13.3.

13.3 Tourism Strategy – South32 Grant Funding	
Reporting Department:	Development Services
Reporting Officer:	Melissa Souter-Robertson – Tourism Marketing Coordinator
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	EDV/008
Appendices:	Appendix 13.3.A – Tourism Marketing Strategy & Destination Management Plan Appendix 13.3.B – Confidential Attachment – Community Investment Agreement South32
Voting Requirement:	Simple Majority

Report Purpose

Council is requested to note the update on the Collie Tourism and Marketing Strategy 2021–2025, the South32 Partnership Agreement, and to endorse a review of the Strategy in the 2025/26 financial year. The update provides a summary of actions taken to achieve the goals and deliverables aimed at enhancing the visitor economy.

Officer's Recommendation/Council Decision:

Resolution: 9601

Moved: Cr Faries

Seconded: Cr Hansen

That Council:

- 1. Receives the overview of the Shire of Collie's achievements in progressing the objectives and goals in the 2021-2025 Collie Tourism Marketing Strategy & Destination Management Plan [Appendix 13.3.A].*
- 2. Receives the update on the Shire of Collie and South32 Worsley Alumina Community Investment Agreement.*
- 3. Note the Shire of Collie's positive discussions with South32 Worsley Alumina on a new 2025-2028 Community Investment Agreement and authorise the CEO to execute the final agreement.*
- 4. Note that an allocation will be included in the draft 2025/26 budget in line with the South32 Worsley Alumina 2025-2028 Community Investment Agreement once executed.*

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

Background:

In July 2020, the Shire of Collie established the Tourism and Marketing Advisory Committee (TMAC) as a committee of Council, tasked to develop a tourism marketing strategy and subsequent marketing campaigns, aiming to capitalise on tourism opportunities in Collie. The TMAC undertook the process of engaging marketing consultants and subsequently provided a recommendation to Council. At the Ordinary Council Meeting of 27 October 2020, the Council resolved to appoint Distinctly Tourism Management (DTM) to develop a tourism destination marketing strategy for the Shire of Collie.

In December 2020, Council endorsed the draft 2021-2025 Collie Tourism Destination Marketing Strategy (the Strategy), with the final Strategy adopted in June 2021. It was then distributed to Collie River Valley Marketing Inc., the South-West Development Commission, the Department of Premier and Cabinet, and members of TMAC. The Strategy has since been published on the Shire of Collie website and implemented by the Shire.

The Strategy identifies opportunities to leverage the Shire's unique heritage, adventure appeal, and mining and industrial tourism. It includes a vision and mission for tourism in Collie, developed in partnership with local tourism stakeholders. It provides a comprehensive overview of brand attributes and key tourism drivers while addressing current gaps in access, accommodation, and visitor services.

Stakeholder consultations, community surveys, and reviews of the Shire's strategic documents, as well as other information informing regional and state strategies and plans, have shaped the plan's focus on leadership, brand development, infrastructure, and event management. The Strategy aims to cultivate a vibrant tourism community that celebrates Collie's cultural, built, and natural heritage, and outlines specific goals and actions under six key pillars:

1. Visitor Servicing
2. Destination Marketing
3. Product Development Projects
4. Tourism Capability Building
5. Signage and Wayfinding
6. Events

To support the implementation of the Strategy's goals and objectives and Just Transition initiatives, the Shire also entered into a Community Investment Agreement with South32 Worsley Alumina (South32) in June 2022 with a two-year term. The landmark \$415,000 community investment provided funds to support the growth of the tourism industry and economic diversification in Collie. The funding from South32 was used in two ways:

- To enable the Shire of Collie to employ a professional Marketing Coordinator to deliver key components of the Collie Tourism Marketing Strategy, attracting more visitors to the region; and
- Co-sponsoring the Kaya Collie series of celebrations marking 125 years since Collie was gazetted as a town.

Since then, the Shire's Tourism Marketing Coordinator has worked collaboratively with stakeholders and the Collie Visitor Centre on the ongoing delivery of both the Strategy and South32 Community Investment projects.

Statutory and Policy Implications:

There are no policy implications resulting from the recommendations of the report, except where relevant Shire Policies exist in relation to specific activities or services of the Shire of Collie.

This report and the Strategy contribute to the Shire's fulfilment of its statutory requirements under the s3.56 of the *Local Government Act 1995* as outlined below

Section 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.

Budget Implications:

There are no financial implications associated with the recommendations in this report. However, based on the proposed South32 agreement being executed, an allocation has been included in the draft 2025/26 budget to reflect the proposed South32 Worsley Alumina 2025-2028 Community Investment Agreement contribution value, and the expenditure associated with this agreement.

Communications Requirements:

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
	2.2	Tourism promotion and attractions
Strategy:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing

Relevant Precedents:

Nil

Comment:

The Strategy is a comprehensive document that contains a large number of recommendations.

This report provides an update on Shire of Collie 2021-2025 Collie Tourism Destination Marketing Strategy. It includes an attachment (refer to Appendix 13.3.A) that provides an overview (under each key tourism priority) of the Shires' achievements in progressing the objectives and goals in the Strategy. In addition to the outcomes achieved through the initial South32 Community Investment Agreement (refer to confidential attachment – Appendix 13.3.B).

Both the Strategy and the South32 Community Investment Agreement are set to expire in 2025, with the latter scheduled to lapse on 30 June 2025. The report recommends commencing a review of the Strategy in 2025/26, as many elements have changed since it was originally undertaken. It also seeks to inform the Council on recent discussions between the CEO and the Director of Development Services with South32 regarding a new three-year agreement.

The discussions have been overwhelmingly positive and are expected to result in a new, expanded agreement before the existing agreement expires. The new agreement proposes an expanded focus on economic development whilst retaining tourism as a core pillar, in addition to ongoing support for the Shire of Collie to employ a professional to both drive and coordinate outcomes. In this regard, the Council is requested to note the update and South32's ongoing commitment to helping create a strong and sustainable future for Collie.

Cr Kearney declared an impartial interest in item 13.4.

Cr Smith declared a proximity interest in item 13.4 and left the room at 9:13 pm.

13.4 Collie Visitor Centre Expansion Project – Grant Funding	
Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Director Development Services
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	GAS/036
Appendices:	Appendix 13.4.A – Feasibility Study for Proposed Collie Visitor Centre Expansion Appendix 13.4.B – Confidential Attachment Financial Assistance Agreement - Collie Visitor Centre Building Expansion
Voting Requirement:	Simple Majority

Report Purpose

This report seeks for Council to note the findings and recommendations in the Feasibility Study for the grant-funded Collie Visitor Centre Expansion project, receive a status update on the project, and to authorise the CEO to finalise a revised scope of works for inclusion in a public tender.

Officer's Recommendation/Council Decision:

Resolution: 9602

Moved: Cr Italiano

Seconded: Cr Kearney

That Council:

- 1. Note the findings and recommendations contain in the Feasibility Study for the proposed Collie Visitor Centre Expansion completed by Patrick Quinlivan in 2023 [Appendix 13.4.A].*
- 2. Authorises the CEO to finalise a revised scope of works for inclusion in a public tender with Collie Visitor Centre and Project Control Group for expansion of the Collie Visitor Centre project as detailed in the signed Financial Assistance Agreement (FAA) between the Department of Primary Industries and Regional Development (DPIRD) and the Shire of Collie dated 21 April 2022 [Appendix 13.4.B].*
- 3. Note that a further report(s) will be provided to Council as expansion of the Collie Visitor Centre project involves a public tender.*

Carried: 7/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses,.

Against: Nil.

Background:

In 2021 a Business Case was submitted by the Collie Visitor Centre Inc. (CVC) through the Royalties for Regions funding program. This grant application resulted in the CVC receiving a grant of \$362,000 for an upgrade of the Collie Underground Replica Mine and the Shire of Collie receiving a grant of \$537,000 through the Collie Industry Attraction and Development Fund for the expansion of the Collie Visitor Centre (the Expansion Project), subject to a Financial Assistance Agreement (FAA) between the Department of Primary Industries and Regional Development (DPIRD) and the Shire of Collie being signed.

In 2023, the upgrade of the Collie Underground Replica Mine was completed under budget, and CVC obtained approval for the remaining project funds to be reallocated to a new CVC website, which is expected to be completed in June or July 2025.

On 21 April 2022, the FAA was signed by DPIRD and the Shire of Collie, and a milestone payment of \$37,000 was made to the Shire of Collie.

The FAA between DPIRD and the Shire of Collie (refer to the confidential attachment – Appendix 13.4.B) required the establishment of a ‘Project Control Group’ as defined (PCG) and the development of a forward Business Plan, together with an options analysis detailing alternative uses that support the ongoing need for the building extension space and demonstrate long-term sustainability, including management responsibility for the ongoing maintenance of the CVC.

In line with these requirements, a PGC was established in 2022, and a feasibility study (the Study) was commissioned from a qualified consultant (Patrick Quinlivan – refer to Appendix 13.4.A).

The Study was completed in May 2023 and resulted in the following key findings:

- 1. The need and justification for the proposed Trail Hub is demonstrated and this study recommends that the Shire of Collie proceeds with the Trail Hub component subject to a review of the current concept design.*
- 2. There is currently not a demonstrated need and justification for a new State Government funded café at the CVC.*
- 3. A revised cost estimate obtained in September 2022 indicates that there has been a significant increase in costs since the original cost estimate was obtained in August 2020, resulting in a shortfall in funding for the current proposal of approximately \$170,000.*
- 4. A review of the current concept design has identified a number of issues that would affect the functionality of the proposed facilities and reduce their revenue generating potential.*
- 5. This study supports the proposed Trails Hub being located adjacent to the Collie Visitor Centre and recommends that the Shire and the CVC come to an agreement regarding responsibilities for ongoing management and maintenance of the facilities.*
- 6. This study supports Option 3 as the recommended development option which is to prepare a Master Plan for the CVC precinct and proceed with the proposed Trails Hub development.*
- 7. The operating Income and Expenditure forecasts prepared for this study are more conservative than those included in the original Business Case and indicate that the proposed Café would be unlikely to provide a major revenue stream for the CVC or generate a significant return on investment. The estimates also indicate that the proposed Trails Hub would be unlikely to generate sufficient revenue to cover operational costs and would require an ongoing subsidy of around \$15,000 per year to operate.*

The Study concludes with the following recommendations for the Shire of Collie and the Council:

- 1. Recognises the need and supports the development of the proposed Collie Trail Hub, subject to a review of the current concept design.*
- 2. For the reasons outlined in this report, elects not to support the proposed development of a Café at the Collie Visitor Centre at this time.*
- 3. Submits a request to the Department of Primary Industries and Regional Development (DPIRD) seeking a variation to the purpose of the approved grant. The revised purpose would be “Collie Trails Hub Facilities” or similar and include an allowance for planning and design.*
- 4. Subject to approval of the requested grant variation by DPIRD, establishes a Working Group made up of Shire and community representatives, and other key stakeholders to undertake the following tasks.*
 - a. Prepare a Master Plan for the Collie Visitor Centre precinct to identify opportunities for future development and landscaping of the site including the proposed Trails Hub facilities and improving connectivity with the town centre.*
 - b. Review and update the concept design for the proposed Trails Hub to ensure that it meets the needs of Mountain Bike riders.*
 - c. Obtain cost estimates for any proposed works.*
 - d. Seek public comment on the draft Master Plan and concept plans for the Trails Hub.*
 - e. Present the draft plans to Council for consideration and adoption.*

Since the completion of the Study, for various reasons, including an over-budget cost estimate and staffing changes at the Shire, the Expansion Project has not progressed. However, with the appointment of the new Shire of Collie CEO, Phil Anastasakis, in October 2024, meetings were resumed with the Collie Visitor Centre, the Project Control Group and DPIRD, resulting in support for a revised proposal for the Expansion Project that would enable the delivery of the project in the short term (approximately 12 months), subject to consideration by Council, and compliance with local government procurement requirements.

Statutory and Policy Implications:

Section 3.57 of the *Local Government Act 1995* and *Local Government (Function and General) Regulations 1996* part 4, division 2, regulation 11 (a) requires tenders to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, worth more than \$250,000 unless sub-regulation (2) states otherwise.

Budget Implications:

The remaining \$500,000 of grant funding outlined in the Financial Assistance Agreement (FAA) between the Department of Primary Industries and Regional Development (DPIRD) and the Shire of Collie has been included in the draft 2025/26 budget, together with the associated capital expenditure.

Communications Requirements:

In accordance with the Financial Assistance Agreement (FAA) between the Department of Primary Industries and Regional Development (DPIRD) and the Shire of Collie, the Shire has attended a Project Control Group meeting, which included representatives from the CVC, South-West Development, the Department of Premier and Cabinet - Collie Delivery Unit, and DPIRD.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
	2.2	Tourism promotion and attractions
Strategy:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability
	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing

Relevant Precedents:

The Shire of Collie has undertaken many capital works project that have involved grant funding, based on a defined scope of works and criteria within a Financial Assistance Agreement (FAA).

Comment:

The revised proposal for the Expansion Project below has been based on the study's recommendations, the requirements of the signed FAA agreement with DPIRD, the \$537,000 grant funding allocated to the project and Collie Visitor Centre, the Project Control Group, and DPIRD. It also reflects the needs and current operating environment of the CVC.

The revised Expansion Project proposal excludes the Café (and deck area) in line with Study recommendation two, prioritises building and site works that align with the operating needs of the CVC, and separates master planning work to allow for consideration of the Collie Trail Hub and future development opportunities, so as not to impede the timely delivery of the project.

The revised Expansion Project proposes the following:

1. The priority building upgrade areas are the back-of-house area and the public ablution area within the CVC. Specifically, the toilets and showers, the staff room, the office, the storage area, and the IT area.

It is proposed that the Shire use a public tender design-and-construct process (incorporating CVC consultation in scope finalisation) to deliver the upgrade within budget and aligned to need and use. The public tender will include project management to support the on-time completion of the upgrades.

2. \$50,000 of the grant funding is reserved for information and communications technology renewal and display furniture upgrades at CVC. It is proposed that the Shire use a written quote and design process or include this as a separable portion within the tender (incorporating CVC consultation), to deliver this element in accordance with the Shire's Procurement Policy.
3. Depending on the outcome of 1 and 2 above, unspent project funds will be allocated to:
 - a. The installation of a false roof to the top of the replica mine tunnel to address ongoing water leaks.
 - b. Landscaping and street furniture renewal.

To progress the revised Expansion Project, the following steps are required:

1. Council consideration and endorsement of the revised Expansion Project (we are here);
2. The Shire write to DPIRD to request a standard variation to the existing FAA and to extend the project completion date. This does not require Ministerial approval as the FAA is under \$1 million, and can be approved by the Executive Director, Regional Development and Investment;
3. Finalise building upgrade scope of works with CVC for inclusion in public tender and or quote documents (the Procurement Documents);
4. Once the Procurement Documents are finalised, for the revised Expansion Project to spend the remaining \$500,000, the Shire sends a formal letter requesting a Variation to the Financial Assistance Agreement (FAA) for the necessary changes (including milestones), along with supporting Procurement Documents to DPIRD;
5. A formal Letter of Variation signed by DPIRD's Executive Director, Regional Development and Investment;
6. Procurement in accordance with Shire of Collie Policies and the *Local Government Act 1995*, including Council consideration of the public tender (which required further report(s) to Council);
7. Project delivery commences;
8. Grant Acquittal; and
9. Concurrently, Steps 2-8, the Shires engage the South-West Development Commission, Premier and Cabinet's Collie Delivery Unit, DPIRD, and stakeholders on a Master Plan for the area and Collie Centre Business District.

It is recommended that Council endorse the revised approach to the Collie Visitor Centre Expansion Project.

Cr Smith returned to the meeting at 9:15pm

14. CORPORATE SERVICES REPORTS

14.1 Accounts Paid – 16 April to 15 May 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/Council Decision:

Resolution: 9603

Moved: Cr Hansen

Seconded: Cr Smith

That Council receives the List of Accounts paid for the period 16 April 2025 to 15 May 2025 as presented in Appendix 14.1.A totalling \$1,366,823.08.

Carried: 8/0

For: *Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.*

Against: *Nil.*

Background:

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

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

Statutory and Policy Implications:**Local Government Act 1995****Local Government (Financial Management Regulations) 1996****12. Payments from municipal fund or trust fund, restrictions on making**

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

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

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

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;
 - (d) sufficient information to identify the payment.

- (2) *A list prepared under subregulation (1) must be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Council Policy**CS3.7 Payment of Creditors****5.0 List of Accounts Paid**

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

Budget Implications:

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

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 – April 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 – April 2025
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending 30 April 2025.

Officer's Recommendation/Council Decision:

Resolution: 9604

Moved: Cr Italiano

Seconded: Cr Faries

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

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

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

Nil

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

Council Decision:

Resolution: 9605

Moved: Cr Miffing

Seconded: Cr Faries

That the Council consider Urgent Business item 17.1 and 17.2.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

17.1 Appointment of Presiding Members to Council Committees

Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/009; GOV/135; COV/138; GOV/064; GOV/103
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose

The purpose of this report is to enable Council to consider appointments of Presiding Members to Council Committees, following changes to the *Local Government Act 1995* (the Act).

Officer's Recommendation/Council Decision:

Resolution: 9606

Moved: Cr Smith

Seconded: Cr Italiano

That Council reaffirms the appointments of:

- 1. Cr Italiano as the Presiding Member of the Audit Committee until 18 October 2025.*
- 2. Cr Faries as the Presiding Member of the Community Safety and Wellbeing Committee until 18 October 2025.*
- 3. Cr Smith as the Presiding Member of the Presiding Member of the Tourism and Marketing Advisory Committee until 18 October 2025.*
- 4. Cr Smith as the Presiding Member of the Townscape and Environment Committee until 18 October 2025.*
- 5. Cr Miffing as the Presiding Member of the CEO Review Committee until 18 October 2025.*

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

Background:

The *Local Government Amendment Act 2024*, introduced provisions to improve transparency and clarity around the operation of Council Committees. One key change is the process for the appointment of the Presiding Member and Deputy Presiding Member.

At its Special Meeting held 24 October 2023, Council appointed members to the Shire's Audit Committee, Community Safety and Wellbeing Committee, Tourism and Marketing Advisory Committee, CEO Review Committee, and Townscape and Environment Committee.

The committees elected their own Presiding Members at their first meeting following the appointment of members. Amendments to section 5.12 and 5.13 of the Act require that Council now make these appointments by an absolute majority. The Council appointments are to be made by 1 July 2025.

The existing presiding members are:

Audit Committee	Cr Italiano
Community Safety and Wellbeing Committee	Cr Faries
Tourism and Marketing Advisory Committee	Cr Smith
Townscape and Environment Committee	Cr Simth
CEO Review Committee	Cr Miffing

Statutory and Policy Implications:

Local Government Act 1995 (as amended by the *Local Government Amendment Act 2024*)

5.12. Presiding members and deputies

- (1) The local government must appoint a member of a committee to be the presiding member of the committee.
- (2) The local government may appoint a member of a committee to be the deputy presiding member of the committee.

1.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Local Government Amendment Act 2024**67. Presiding members**

- (2) For each of its existing committees, a local government must make its first appointment of the presiding member under new section 5.12(1) no later than 1 July 2025.
- (3) Until the first appointment is made, the person who, immediately before amendment day, is the presiding member of the existing committee may continue to be the presiding member.

Budget Implications:

There are no financial implications associated with the report.

Budget – Whole of Life Cost:

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

Communications Requirements: (Policy No. CS 1.7)

The Department of Local Government Sport, Sport and Cultural Industries undertook consultation as part of the *Local Government Act 1995* reform process.

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:

Presiding Members were previously appointed by Committees.

Comment:

The appointment of Deputy Presiding Members is optional.

The term of appointment of the Presiding Members is to be until the next local government ordinary election day. It is recommended that Council reaffirms the committee appointments of all existing Presiding Members.

Cr Faries declared an impartial interest in item 17.2.

17.2 Budget Amendment – Laurie Street and Saunders Street Intersection	
Reporting Department:	Chief Executive Office
Reporting Officer:	Christine Szostak – Technical Officer
Accountable Manager:	Scott Geere – Director Operations
Legislation	<i>Local Government Act 1995</i>
File Number:	RDS/013
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose

The purpose of this report is for Council to consider a budget amendment to enable works to be completed on the intersection of Laurie Street and Saunders Street, funded through the Local Roads and Community Infrastructure (LRCI) funding program.

Council Decision/Officer's Recommendation:

Resolution: 9607

Moved: Cr Kearney

Seconded: Cr Moyses

That Council approve a budget amendment to include \$15,000 for the reseal of the Laurie Street and Saunders Street intersection in the 2024/25 Budget utilising Local Roads and Community Infrastructure Phase 4b grant funding.

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

Background:

The Shire of Collie was allocated \$195,689 under the Federal Governments Local Roads and Community Infrastructure Phase 4b program, which is to be spent exclusively on road projects. Funding is dependent on projects being full completed and expended by 30 June 2025.

The final invoice from our LRCI funded re-seal projects received on the 29 May 2025 has revealed a saving of approximately \$15,000 from the contractors original quotation.

To enable the funds to be full utilised prior to their 30 June 2025 cessation, staff have identified an additional project, being resealing the intersection of Laurie Street and Sauders Street, which the contractor has advised can be delivered prior to 30 June 2025. While there may have been other projects that could have been funded through the LRCI grant, this project has been identified as being able to be fully completed and paid for by 30 June 2025.

If the remaining unspent LRCI grant funds are not fully expended by 30 June 2025, then the Shire will forfeit the remaining unspent grant funds.

Statutory and Policy Implications:**Local Government Act 1995****6.8. Expenditure from municipal fund not included in annual budget**

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

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

The Shire is required to comply with the conditions of the signed grant agreement with the Commonwealth Government.

Budget Implications:

The cost of the proposed project will be fully met by the LRCI grant funding.

Budget – Whole of Life Cost:

No new asset is being created. The works will extend (renew) the life of the existing road asset.

Communications Requirements: (Policy No. CS 1.7)

The funding body has indicated that approval can be given for the additional project.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	3	Our Built Environment
Outcome:	3.1	Safe and well-maintained Shire owned facilities and infrastructure. .

Relevant Precedents:

There have been previous amendments to LRCI programs.

Comment:

The resealing of the Laurie Street and Saunders Street intersection has been identified because of extensive deterioration to the wear course which has resulted in potholing, surface wear down to the base course, and ongoing loose surface material.

Council is asked to support the request to enable the full utilisation of the grant funding.

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

Shire President Cr Miffing

- 19 May - attended Audit Committee meeting at Shire.
- 23 May - along with CEO and local MLA Jodie Hanns attended Minningup Pool for a photo take regarding Minningup Pool proposed maintenance works.
- 20 May - met with Mr Guy Templeton from Sydney who is working on a 'climate solutions photography' project with a special interest on how the Just Transition programs are working for Collie. Mr Templeton met with a number of Collie business people who have been recipients of small grants to assist employment within their businesses.
- 22 May - represented Council, and gave a short address of thanks, at the Synergy small grants recipients' awards.

Deputy Shire President Cr Italiano

- 13 May – attended tour and Visitor Centre grant update.
- 27 May – met with the Shire President and CEO to discuss the proposed Coalfields Museum Business Case.
- 6 June – attended workshop for the Long Term Financial Plan.
- 10 June – attended Citizenship Ceremony.

Cr Hansen

- 21 May – chaired the Local Emergency Management Committee meeting.
- 6 June – attended workshop for the Long Term Financial Plan.

19. STATUS REPORT ON COUNCIL RESOLUTIONS

Summary reports on the status of Council's resolutions are:

- 'Closed Since Last Meeting' at Appendix 19.1.A
- 'All Open' at Appendix 19.1.B

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Council Decision:

Resolution: 9608

Moved: Cr Smith

Seconded: Cr Kearney

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

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

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

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

Staff, with the exception of Mr Anastasakis, and members of the public and the press left the meeting at 9:35pm.

20.1 Employee Matter	
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:	PER/706
Appendices:	Confidential 20.1.A
Voting Requirement	Simple Majority

A confidential report was circulated to members under separate cover (Confidential Report 20.1).

Council Decision:		Resolution: 9609
Moved: Cr Smith		Seconded: Cr Moyses
<i>That Council:</i>		
<ul style="list-style-type: none"> i) <i>Receives and adopts the Committee minutes of 5 and 19 May 2025.</i> ii) <i>Notes the Committee's complete satisfaction with the performance of the CEO.</i> iii) <i>Agrees with the Committee's recommendation for the CEO's employment to continue beyond his six (6) months probationary period.</i> iv) <i>Conducts a full Council review of the CEO's annual performance in accordance with terms of his employment contract.</i> 		
		Carried: 8/0
For:	<i>Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.</i>	
Against:	<i>Nil.</i>	

Staff returned to the meeting at 9:40 pm.

20.2 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

A report was provided by the CEO.

20.3 Bunbury Geographe Group of Councils - Executive Officer

Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GVR/006
Appendices:	Appendix 20.3.A – Unconfirmed Minutes Bunbury Geographe Group of Councils – meeting held 8 May 2025 Appendix 20.3.B – BGGC MOU
Voting Requirement:	Simple Majority

A confidential report was circulated to members under separate cover (Confidential Report 20.3).

Council Decision:
Resolution: 9610
Moved: Cr Smith
Seconded: Cr Italiano

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

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

Carried: 8/0

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney, Cr Moyses, Cr Smith.

Against: Nil.

20.4 Riverview Development

Item 20.4 was brought forward.

Council Decision:**Resolution: 9611****Moved: Cr Faries****Seconded: Cr Hansen***That the meeting be reopened to the public.***Carried: 8/0**

For: Cr Miffing, Cr Italiano, Cr Faries, Cr Hansen, Cr Hill-Power, Cr Kearney,
Cr Moyses, Cr Smith.

Against: Nil.

The meeting was reopened to the public at 10:15 pm.

21. CLOSE

There being no further business the Shire President declared the meeting closed at 10:16 pm.