



Shire of
Collie

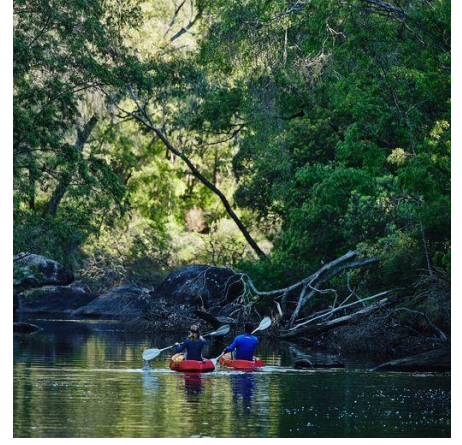
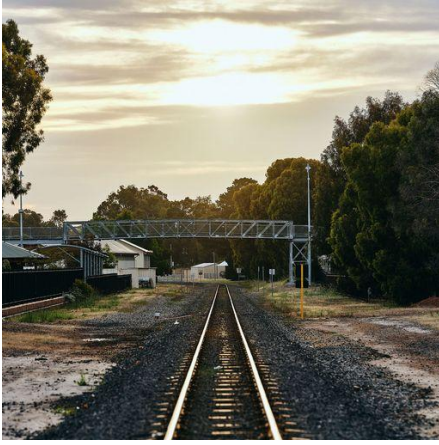
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 12 August 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

Acknowledgement of Country

The Shire of Collie acknowledges the Traditional Custodians of the land, the Wiilman and Kaniyang people of the Noongar Nation, and pays our respects to Elders, past, present and emerging. We thank them for the contributions they have made to life in the Shire of Collie and to this region.

NOTICE OF MEETING

Please be advised that the



Ordinary Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 12 August 2025

in Council Chambers at 87 Throssell Street, Collie WA

A blue ink signature, appearing to be "PA", is written over a horizontal line.

Phil Anastasakis
Chief Executive Officer

7 August 2025

DISCLAIMER

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

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

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



MEETING SCHEDULE 2025

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

Tuesday 9 September 2025

Ordinary Council Meeting

7.00pm in Council Chambers

Tuesday 14 October 2025

Ordinary Council Meeting

7.00pm in Council Chambers

Tuesday, 21 October 2025

Special Council Meeting

(Election of President and Deputy President)

7.00pm in Council Chambers

Tuesday 11 November 2025

Ordinary Council Meeting

7.00pm in Council Chambers

Tuesday 9 December 2025

Ordinary Council Meeting

7.00pm in Council Chambers



DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

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

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

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

Name (Please Print)

Signature

Date

NB

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

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

Office Use Only:

Date/Initials

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

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

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

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

[illegible]

Contents

1.	OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE	2
2.	PUBLIC QUESTION TIME	2
3.	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4.	DISCLOSURE OF FINANCIAL INTEREST	2
5.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	2
6.	NOTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	2
7.	ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS	2
8.	CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES	3
8.1	Ordinary Council Meeting – 8 July 2025	3
9.	BUSINESS ARISING FROM THE PREVIOUS MINUTES	3
10.	RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL	3
10.1	Bush Fire Advisory Committee – 30 June 2025	3
11.	CEO REPORTS	4
11.1	Corporate Business Plan Quarterly Progress Report – April to June 2025	4
11.2	WALGA Annual General Meeting – Appointment of Delegates	7
11.3	Elected Member Code of Conduct – Complaints Management Process Policy	10
11.4	Councillor Induction, Training & Professional Development Policy	18
11.5	Forums of Council, Workshops and Agenda Briefings Policy	21
11.6	Receipt of Minutes of Annual General Meeting of Electors	24
12.	OPERATIONS REPORTS	26
12.1	Tender 01/2025 Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound	26
13.	DEVELOPMENT SERVICES REPORTS	31
13.1	DAP Application - Battery Energy Storage System (BESS), No.4997 Collie- Williams Road, Collie	31
14.	CORPORATE SERVICES REPORTS	54
14.1	Budget Amendment – Alteration to Light Vehicle Trade-in and Retention for 2025/26 Financial Year	54
14.2	Fees and Charges Amendment – Burial Sites	56
14.3	Financial Management Report – June 2025	60
14.4	Accounts Paid – 16 June 2025 to 15 July 2025	64
15.	MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN	67
16.	QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN	67
17.	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION	67
18.	ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS	67
19.	STATUS REPORT ON COUNCIL RESOLUTIONS	67
20.	CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC	67
21.	CLOSE	67

Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 12 August 2025 commencing at 7:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

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

2. PUBLIC QUESTION TIME

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

Council consideration towards the Public:

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

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DISCLOSURE OF FINANCIAL INTEREST

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

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

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

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Deputation by Mr Tim Houweling and Mr Aaron Lohman regarding Item 13.1 DAP Application – Battery Energy Storage System (BESS) No. 4997 Collie-Williams Road, Collie.

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

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**8.1 Ordinary Council Meeting – 8 July 2025****Officer's Recommendation:**

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

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

10. RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**10.1 Bush Fire Advisory Committee – 30 June 2025****Officer's Recommendation:**

That Council receives the Minutes of the Bush Fire Advisory Committee Meeting held on 30 June 2025.

11. CEO REPORTS

11.1 Corporate Business Plan Quarterly Progress Report – April to June 2025	
Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/001
Appendices:	Appendix 11.1.A – Corporate Business Plan – Quarterly Progress Report, April to June 2025
Voting Requirement	Simple Majority

Report Purpose

To receive a quarterly report on the progress of actions set out in the Corporate Business Plan 2022/23 – 2026/27.

Officer's Recommendation:

That Council receives the Corporate Business Plan Quarterly Report, April to June 2025 as contained in Appendix 11.1.A.

Background:

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

Council adopted its Strategic Community Plan 2022 in December 2022 and Corporate Business Plan 2022/23 – 2026/27 in March 2023. The Corporate Business Plan 2022/23-2026/27 has been reviewed and updated in April 2024 and May 2025.

The Corporate Business Plan 2022/23 – 2026/27 sets out the various actions that will give effect to the Strategic Community Plan. The two documents are structured to provide:

Strategic Community Plan:	5 Themes
	9 Objectives
	27 Strategic Priorities
Corporate Business Plan:	51 Action

A quarterly progress report is an effective means to update Council and the community on progress against agreed priority actions.

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

Resourcing to deliver on the terms of the Corporate Business Plan 2022/23 – 2026/27 are provided for in annual budget allocations.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS 1.7)

The Strategic Community Plan was subject to communications through the community engagement process. This Report will be published on the Shire website.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.3	To share a quarterly achievements report against community strategic priorities.
Actions	5.1.3.1	Publish quarterly progress reports

Relevant Precedents:

The Strategic Community Plan and Corporate Business Plan are adopted in accordance with the terms of the Act and Regulations. Reporting against these plans is scheduled to occur quarterly.

Comment:

The Quarterly Report is designed to provide information on the progress of key projects in the Corporate Business Plan 2022/23-2026/27.

The Report identifies the status of each of the 51 actions for the period April to June 2025. Overall, the report shows positive progress of actions with 36 tasks recorded as on track or complete, 7 items are listed as behind target or at risk, 7 pending, 0 marked as critical and 1 as deferred or not proceeding.

Council is requested to receive the Quarterly Report.

11.2 WALGA Annual General Meeting – Appointment of Delegates

Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GVR/001
Appendices:	Nil
Voting Requirement	Simple Majority

Report Purpose

To advise Council of the upcoming Annual General Meeting of the Western Australian Local Government Association (WALGA) and for Council to consider the appointment of voting delegates.

Officer's Recommendation:

That Council:

- 1. Nominates Councillors _____ and _____ as voting delegates to the 2025 Western Australian Local Government Association Annual General Meeting to be held 23 September 2025;*
- 2. Authorise the Chief Executive Officer to act as proxy in the absence of either nominated Councillor; and*
- 3. Authorises the attendance of those Councillors who wish to attend the 2025 Local Government Convention.*

Background:

WALGA is the peak industry body for local government in Western Australia and advocates on behalf of its member local governments.

The Annual General Meeting of WALGA will be held at the Perth Convention and Exhibition Centre on Tuesday 23 September 2025. Each member local government is entitled to be represented by two voting delegates. A proxy is entitled to vote in the absence of a voting delegate. Voting delegates and proxies may be elected members or officers.

Registrations for voting delegates are required by Monday 8 September 2025, however delegate registrations can be completed or amended up until the start of the Annual General Meeting.

Matters considered at the Annual General Meeting are the WALGA's Annual Financial Statements, the President's Annual Report, and executive and member motions. The Agenda will be distributed at least 30 days prior to the meeting.

The Annual General Meeting is being held in conjunction with the WALGA Local Government Convention 2025 which will be held from Monday 22 September to Wednesday 24 September 2025 at the Perth Convention and Exhibition Centre, Mounts Bay Road Perth.

Statutory and Policy Implications:

Draft Policy CP1-020 Councillor Induction, Training and Professional Development

Reference Item 11.4 in this Agenda.

Policy CS3.2 Conferences and Training

1. Elected Members may be nominated and authorised to attend conferences by a direct resolution of the Council, passed at a Council meeting.

Policy CP1-006 Delegates and/or Voting at Association Conferences (previously CS1.4)

That where practical the position of the Council as it relates to items for decision at the WA Local Government Association (WALGA) Annual General Meeting shall be determined prior, providing nominated voting delegates with guidance on the Council position, notwithstanding:

- a) In the event new information is obtained / provided subsequent to the position of Council being determined the voting delegate may alter the position of the Council, providing that this be reported back to the Council at the next meeting of the full Council following the Annual General Meeting of WALGA; and
- b) In the event the Council is unable to provide direction on all or some matters the delegate must vote giving consideration to the Council's Strategic, or any other plan.

Budget Implications:

Attendance at the Annual General Meeting is free for all elected members and officers from local governments who are members of WALGA.

There are sufficient funds in the budget to cover travel, accommodation and conference expenses.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS 1.7)

Nil.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.4	To collaborate and build partnerships with the Government sector to optimise resources and service delivery.

Relevant Precedents:

Council has previously been represented by elected members and officers at WALGA Annual General Meetings and Conventions.

Comment:

Council should appoint voting delegates for the WALGA Annual General Meeting if they wish to be represented at the Meeting. It is recommended that Council appointment proxies for the two nominated Councillors, which in the absence of an elected member is proposed to be the Chief Executive Officer.

The Convention brings together elected members, suppliers, officers and key stakeholders and provides networking and collaboration opportunities. Elected members may benefit from attending the Annual General Meeting and Convention.

11.3 Elected Member Code of Conduct – Complaints Management Process Policy	
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/031
Appendices:	Appendix 11.3.A – CP1-019 Elected Member Code of Conduct Complaints Management Process Policy Appendix 11.3.B – Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates – March 2021 Appendix 11.3.C – Complaint Form (2025)
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

Council is requested to consider and adopt the Elected Member Code of Conduct Complaints Management Process Policy (refer to Appendix 11.3.A – CP1-019 Elected Member Code of Conduct Complaints Management Process Policy).

Officer's Recommendation:

That Council:

1. *Adopt the Shire of Collie Elected Member Code of Conduct Complaints Management Process Policy (refer to Appendix 11.3.A – CP1-019 Elected Member Code of Conduct Complaints Management Process Policy); and*
2. *Approve the updated Complaint Form (2025) as presented at Appendix 11.3.C in accordance with Clause 11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021.*

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie to undertake a full review of Council Policies later in the 2025 year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation and/or higher priority.

In June 2019 the *Local Government Legislation Amendment Act 2019* was passed by Parliament. Later in February 2021 the following regulations were gazetted to take effect on Wednesday, 3 February 2021:

- *Local Government (Administration) Amendment Regulations 2021*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

The legislative amendments introduce a mandatory Code of Conduct by prescribing a Model Code. The Model Code provides for:

- overarching principles to guide behaviour
- behaviours which are managed by local governments
- rules of conduct breaches which are considered by the Standards Panel.

The purpose of the model is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments. It also provides for a process to deal with complaints to ensure a consistent approach across the sector.

If a council member does not comply with any action required by the local government following a breach of the model Code, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions to resolve minor breaches.

On the 9 March 2021, the Council of the Shire of Collie resolved (Res 8685) to adopt the Model Code of Conduct as contained within the *Local Government (Model Code of Conduct) Regulations 2021*, applicable to Council Members, Committee Members and Candidates; and authorised the Chief Executive Officer for the purposes of receiving complaints and withdrawal of complaints in accordance with Clause 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.

At the time of the adoption of the Model Code of Conduct, Council did not create a new Code of Conduct Complaints Management Process Procedure under Clause 15(2) of the Code of Conduct.

The Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates recommends that local governments develop further guidelines on dealing with complaints through the introduction of a complementary policy or procedure on complaints management.

In line with this recommendation, and to provide further guidance in managing elected member complaints, a new Shire of Collie Code of Conduct Complaints Management Process Policy (refer to Appendix 11.3.A) has been developed and is presented for Council's consideration and adoption.

Reforms to the *Local Government Act 1995* are in progress. One of the reforms is the introduction of the role of Local Government Inspector and monitors. A review may be required to the Code of Conduct and this Policy, following the introduction of these reforms.

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *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.*

On the 27 June 2019 the *Local Government Legislation Amendment Act 2019* was passed by Parliament with the following regulations gazetted to take effect on Wednesday, 3 February 2021:

- *Local Government (Administration) Amendment Regulations 2021*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.*

New sections of the Local Government Act that provided for the New Regulations were proclaimed concurrently and also came into effect.

5.103. Model code of conduct for council members, committee members and candidates**5.104. Adoption of model code of conduct**

Section 5.103 of the *Local Government Act 1995* (the Act) [Model Code of Conduct for Council members, Committee members and candidates] provides that regulations must prescribe a Model Code of Conduct for Council members, Committee members and candidates and must include:

- a) general principles to guide behaviour; and
- b) requirements relating to behaviour; and
- c) provisions specified to be rules of conduct,

and may include provisions about how to deal with alleged breaches of the behaviour requirements.

The Model Code of Conduct has been adopted by the Shire of Collie as required by section 5.104 of the *Local Government Act 1995*. The adopted Code of Conduct must be published on the Shire's official website as required by section 5.104(7)) *Local Government Act 1995*.

5.105. Breaches by council members**5.106. Deciding whether breach occurred****5.107. Complaining to complaints officer of minor breach****5.108. Departmental CEO may send complaint of minor breach to complaints officer****5.109. Complaint initiated by complaints officer****5.110A. Withdrawal of complaint of minor breach****5.110. Dealing with complaint of minor breach (Standards Panel)****5.111. Dealing with recurrent breach****5.112. Allegation of recurrent breach****5.113. Punishment for recurrent breach****5.114. Making complaint of serious breach****5.115. Complaints officer to send complaint of serious breach to Departmental CEO****5.116. Allegation by Departmental CEO of serious breach****5.117. Punishment for serious breach****5.118. Carrying out orders****5.119. SAT's enforcement powers****Schedule 5.1 — Provisions about standards panels****2. Membership of standards panel**

A standards panel consists of 3 members appointed by the Minister of whom —

- (a) one person is to be an officer of the Department; and
- (b) one person is to be a person who has experience as a member of a council; and
- (c) one person is to be a person having relevant legal knowledge.

Local Government (Model Code of Conduct) Regulations 2021**Schedule 1 – Model Code of Conduct****12. Dealing with complaint**

- (1) *After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.*
- (2) *Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.*
- (3) *A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.*
- (4) *If the local government makes a finding that the alleged breach has occurred, the local government may —*
 - (a) *take no further action; or*
 - (b) *prepare and implement a plan to address the behaviour of the person to whom the complaint relates.*
- (5) *When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.*
- (6) *A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —*
 - (a) *engage in mediation;*
 - (b) *undertake counselling;*
 - (c) *undertake training;*
 - (d) *take other action the local government considers appropriate.*
- (7) *If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —*
 - (a) *its finding and the reasons for its finding; and*
 - (b) *if its finding is that the alleged breach has occurred — its decision under subclause (4).*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements:

No consultation is required in relation to this report. The Code of Conduct has been published on the Shire website and is made available to all Councillors, Committee Members and Candidates.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Local governments were required to take specific initial actions within three weeks of the new Code of Conduct regulations taking effect. At its Ordinary Council Meeting held on the 9 March 2021, Council resolved the following:

Res: 8685

That Council resolve to:

1. Adopt the Model Code of Conduct as contained within the *Local Government (Model Code of Conduct) Regulations 2021* as the City model, applicable to Council Members, Committee Members and Candidates as included at Appendix 1;
2. Request the CEO to publish the adopted Code of Conduct on the Shire of Collie website in accordance with section 5.104(7) of the *Local Government Act 1995*;
3. Authorise the Chief Executive Officer for the purposes of receiving complaints and withdrawal of complaints in accordance with Clause 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*;
4. Delegate to the Chief Executive Officer the power to appoint one or more persons to receive complaints and withdrawals of complaints in accordance with section 5.42 of the *Local Government Act 1995*;
5. Approve the Complaint form as presented at Appendix 2 in accordance with Clause 11(2)(a) of the *Local Government (Model Code of Conduct) Regulations 2021*.

CARRIED 11/0

Comment:

The Department of Local Government 'Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates' (the Guidelines) are attached [Appendix 11.3.B]. The Guidelines outline the Actions that Local Governments are required to carry out:

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- a) President or Mayor,
- b) Deputy President or Mayor (especially for complaints about the President or Mayor),
- c) Chief Executive Officer, or
- d) External consultant.

- **Complaints Officers**

At times the Chief Executive Officer may seek to pursue a more 'hands off' role in relation to undertaking the role of Complaints Officer under the Model Code and seek Council's authority to appoint additional Council officers to perform the role of Complaints Officer under the Model Code should the need arise.

Collie has resolved for the Chief Executive Officer to receive/withdraw any formal Complaints, and to delegate this responsibility if appropriate. At this time the Chief Executive Officer has not delegated this function to any other staff members.

- **Delegation to Appoint External Complaint Assessors**

Generally the Chief Executive Officer would have the ability to appoint external Complaint Assessors to assist a Complaints Officer in managing a Complaint, however on occasion it may be preferable to have the entire process managed by an external Complaints Officer. To underpin the desire to resolve Complaints in a timely manner, it is proposed through the Policy to authorise the Chief Executive Officer to be able to appoint an external Complaints Officer, subject to conditions.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints,
- provide a name/position to whom complaints should be addressed,
- prepare an online complaint form,
- engage an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

Collie has resolved to approve the Complaint form provided as a template from the Department of Local Government, Sport and Cultural Industries in 2021, however an updated Complaint form (refer to Appendix 11.3.C – Complaint Form (2025)) has been produced by WALGA to reflect the additional information required under the complaints investigation process.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

- **New Policy - Code of Conduct Complaints Management Process.**

In March 2021 Council resolved to adopt the Model Code of Conduct as contained within the *Local Government (Model Code of Conduct) Regulations 2021*.

Following the release of the WALGA Template, Council are asked to consider a new complementary complaints management process policy based on that template. The policy is detailed in Appendix 11.3.A – CP1-019 Elected Member Code of Conduct Complaints Management Process Policy.

- ***Behaviour Complaints Committee – Establishment & Delegated Authority***

While the draft Complaints Management Process policy provides Council with the ability to retain its deliberative powers in relation to Complaints, the establishment of a Behaviour Complaints Committee will do much to remove any public perception of bias and will facilitate the efficient determination of Complaints in accordance with the principles of natural justice.

As a consequence, a recommendation is made to establish a Behaviour Complaints Committee (comprising all Council members except for the complainant or respondent) with the terms of reference prescribed in the proposed Complaints Management Process Policy and an appropriate, conditioned delegation of authority to determine Complaints.

- ***Committee Terms of Reference***

The Terms of Reference for the Behaviour Complaints Committee are based on the WALGA template and included in the proposed Complaints Management Process Policy.

The above actions will provide a robust framework for the high standard of professional and ethical conduct of council members, committee members and candidates, and the timely and fair dealing of complaints.

11.4 Councillor Induction, Training & Professional Development Policy

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/031
Appendices:	Appendix 11.4.A – CP1-020 Councillor Induction, Training & Professional Development Policy. Appendix 11.4.B – CS3.2 Conference & Training
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

Council is requested to consider and adopt the Councillor Induction, Training & Professional Development Policy (refer to Appendix 11.4.A – CP1-020 Councillor Induction, Training & Professional Development Policy).

Officer's Recommendation:

That Council:

- 1. Adopt the Shire of Collie Councillor Induction, Training & Professional Development Policy (refer to Appendix 11.4.A – CP1-020 Councillor Induction, Training & Professional Development Policy); and*
- 2. Delete existing Council Policy CS3.2 Conference & Training (refer to Appendix 11.4.B – CS3.2 Conference & Training Policy).*

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie undertake a full review of Council Policies in the new year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation.

This report recommends the creation of a new Shire of Collie Councillor Induction, Training & Professional Development Policy (refer to Appendix 11.4.A – CP1-020 Councillor Induction, Training & Professional Development Policy (refer to Appendix 11.4.A – CP1-020 Councillor Induction, Training & Professional Development Policy) and the deletion of the existing Council Policy CS3.2 Conference & Training (refer to Appendix 11.4.B – CS3.2 Conference & Training Policy).

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *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.*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements:

Not applicable.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

Council members elected at elections have 12 months to complete Council Member Essentials training. This training consists of five units and can be completed through the WA Local Government Association, North Metropolitan TAFE, or South Metropolitan TAFE.

Recognising the unique and challenging role that council members have; the training provides them with the skills and knowledge to perform their role as leaders in their district.

As the requirement for training was introduced in June 2019, any council members re-elected in 2023 are exempt from the requirement to complete training within 12 months, providing they completed the Council Member Essentials training following their 2019 election.

Council members are also exempt if they have completed any of the following courses within the past five years:

- 52756WA – Diploma of Local Government (Elected Member)
- LGA50220 – Diploma of Local Government – Elected Member
- LGASS00007 – Elected Member
- LGASS00002 – Elected Member Skill Set.

To reinforce the importance of mandatory training, the WA Government is progressing local government reforms to ensure that Council members who do not complete this training within the 12-month period will not be able to receive Council member allowances until they have complied with the requirements. This is intended to be part of the second tranche reforms to Local Government Act 1995.

11.5 Forums of Council, Workshops and Agenda Briefings Policy	
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 – CP1-013 Forums of Council, Workshops & Agenda Briefings Policy Appendix 11.5.B – CS 1.11 Councillor Forum Meeting Procedures
Voting Requirement:	Absolute Majority

Report Purpose

Policy establishment and review is undertaken as a matter of good governance and forms part of the role of Council under the *Local Government Act 1995*.

Council is requested to consider and adopt the Forums of Council, Workshops and Agenda Briefings Policy (refer to Appendix 11.5.A).

Officer's Recommendation:

That Council:

1. *Adopt the Shire of Collie Forums of Council, Workshops and Agenda Briefings Policy (refer to Appendix 11.5.A – CP1-013 Forums of Council, Workshops and Agenda Briefings Policy); and*
2. *Delete existing Council Policy CS1.11 Councillor Forum Meeting Procedures (refer to Appendix 11.5.B – CS1.11 Councillor Forum Meeting Procedures).*

Background:

Policies and procedures are an essential part of any organisation and facilitate good governance within local government operations. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

While it is proposed that the Shire of Collie to undertake a full review of Council Policies later in the 2025 year and then on a triennial basis, it has been identified that a number of new Policies need to be created due to recent changes in legislation and/or higher priority.

This report recommends the creation of a new Shire of Collie CP1-013 - Forums of Council, Workshops and Agenda Briefings Policy (refer to Appendix 11.5.A) and delete existing Policy CS 1.11 Councillor Forum Meeting Procedures (refer to Appendix 11.5.B).

Statutory and Policy Implications:

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*. Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *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.*

Budget Implications:

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements:

Not applicable.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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:

Guided by the principles of good governance, policies reflect the current position of Council on a variety of matters. Council reviews its policies regularly based either on a periodic full Policy Manual review or consideration of an individual Policy on an ad hoc basis due to the urgency of the matter or changes in legislation.

Comment:

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or information sessions, workshops and corporate discussions.

The forum approach has allowed the ordinary meeting of Council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the Local Government Act 1995 (the Act).

While acknowledging that regular forums are invaluable and legitimate, there is the potential for a reduced level of transparency in the decision-making process unless there is a clear distinction between forums and the formal debate and decision-making process.

The proposed Council Policy – CP1-013 Forums of Council, Workshops and Agenda Briefings, together with the Department of Local Government, Industry Regulation and Safety Operational Guidelines No.5 – “Council Forums” provides strong guidance on the necessary procedural controls required to maintain openness and transparency in decision making.

11.6 Receipt of Minutes of Annual General Meeting of Electors

Reporting Department:	Chief Executive Office
Reporting Officer:	Nicole Wasmann – Governance Coordinator
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Appendix 11.6.A - Minutes of the Annual General Meeting of Electors
Voting Requirement	Simple Majority

Report Purpose

This report seeks Council's receipt of the Minutes of the Annual General Meeting of Electors.

Officer's Recommendation:

That Council receives the minutes of the Annual General Meeting of Electors held 8 July 2025.

Background:

The 2023/24 Annual General Meeting of Electors was held on Tuesday 8 July 2025.

Statutory and Policy Implications:

The Local Government Act 1995

5.32. Minutes of electors' meetings

The CEO is to —

- (a) *cause minutes of the proceedings at an electors' meeting to be kept and preserved; and*
- (b) *ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.*

5.33. Decisions made at electors' meetings

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
 - (a) *at the first ordinary council meeting after that meeting; or*
 - (b) *at a special meeting called for that purpose,**whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

Budget Implications:

Not applicable.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS 1.7)

Nil.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.6	To provide Good governance across the organisation.

Relevant Precedents:

Council has previously received the minutes of Annual General Meetings of Electors.

Comment:

Council is requested to receive the Minutes of the Meeting.

3. OPERATIONS REPORTS

12.1 Tender 01/2025 Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound	
Reporting Department:	Operations
Reporting Officer:	Scott Geere – Acting Director Operations
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 – Section 3.57 Local Government (Functions & General) Regulations 1996</i>
File Number:	CMG/303
Appendices:	Confidential Attachment 12.1.A – Tender Evaluation Report - Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound
Voting Requirement	Simple Majority

Report Purpose

This report provides Council with the results of the evaluation of Tender 01/2025 for the design and construct of a new plant shed and compound at the Collie Waste Transfer Station and recommends that Council not accept any tenders due to all submissions exceeding the allocated budget of \$245,000.

As the first stage of development of the Waste Transfer Station shed compound, the report recommends that Council proceed with the establishment of a secure fenced compound for plant machinery.

Officer's Recommendation

That Council:

- 1. Resolves not to accept any of the tender submissions for Tender 01/2025 'Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound', based on the Evaluation Panel Report recommendation detailed in Confidential Attachment 12.1.A – Tender Evaluation Report; and*
- 2. Endorses the utilisation of a portion of the funding allocated in the 2025/26 Budget for the Collie Waste Transfer Station new plant shed and compound, for the establishment of a secure fenced compound for plant machinery, as the first stage of development of the Waste Transfer Station shed and compound.*

Background:

The previous 100 sqm plant shed at the Waste Transfer Station was demolished in 2021 to provide space for the Renergi Development. This shed was utilised historically as a secure location to house the on-site loader and truck and was colorbond (trimdek) clad with an internal layer of weld-mesh installed for additional resilience.

Due to ongoing fuel theft and vandalism of plant machinery, the loader and truck have been stored offsite since 2023. With the imminent arrival of the new landfill compactor, a new secure plant shed was seen to be a prudent measure to help mitigate the impact of this illegal activity on Shire assets as the new landfill compactor cannot be easily stored at the depot at the end of each work day.

The Shire of Collie issued *Tender RFT 01/2025 Collie Waste Transfer Station - Design & Construct New Plant Shed and Compound* as an open Public Tender on the 14 June 2025.

This fenced compound was to incorporate a 16.5m x 11.5m (190m²) shed with earth floor (i.e. no slab-on-ground), proposed to be of concrete tilt-up construction to the external walls and incorporate three (3) roller doors to both 16.5m elevations to accommodate three (3) separate bays for plant vehicles.

TENDER DETAILS		
Request for Tender (RFT) Number:	Tender 01/2025	
RFT Title:	Collie Waste Transfer Station – Design and Construct New Plant Shed and Compound.	
Recommended Tenderer:	N/A	
Contract Term:	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost:	<i>Confidential Attachment A – Tender 02/2024</i>	
Advertising:	14 June 2025	West Australian
	6 June 2025	Tenderlink www.tenderlink.com/collie
Tender Deadline:	11 July 2025	Friday at 3.00pm WST
Tender Opening:	14 July 2025	4:32pm
Tender Observers:	Two (2) Shire of Collie employees were present.	
	Nil (0) members of the public were present	

During the open tender period one non-mandatory site meeting was held on 18 June 2025 and was attended by one (1) company representative.

Two Addendums were issued during the tender open period. These were to clarify the bare earth nature of the floor and, as a result of the on-site tender briefing, further construction detail.

Statutory and Policy Implications:

The compliance requirements throughout the tender process have been in accordance with:

- *Local Government (Functions and General) Regulations 1996; and*
- *CS3.23 Purchasing Policy.*

The compliance requirements applicable to this report and Officer Recommendation are in accordance with the *Local Government (Functions and General) Regulations 1996*:

- Rejecting and accepting tenders [F&G.r.18(5)]

Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government, by means of a written evaluation, of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.

CS3.23 Purchasing Policy requirements formed part of tender criteria.

Budget Implications:

This project is included in the 2025/26 Budget with a funding allocation of \$245,000. The project was to be fully funded by the Shire of Collie and includes \$50,000 received from Renergi as compensation for the demolition of the original plant shed that occurred in 2021.

Budget – Whole of Life Cost:

The Officer's Recommendation proposes that the project be staged. Any building structure and fenced compound will require ongoing maintenance and repairs, which would be incorporated into the Shire's annual budget and long term financial plan.

Communications Requirements: (Policy No. CS 1.7)

The tender has undergone public advertising in accordance with the following policy objectives:

1. Providing regular and consistent communication on Council's projects and activities to all stakeholders
2. Creating a positive and professional image for the Shire of Collie through open, transparent communication and increased awareness of Council's projects and activities.
3. Fostering meaningful community consultation processes in Council's activities.

The Request for Tender was advertised in the West Australian Newspaper from and on 14 June 2025. It was also advertised via Tenderlink.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	3	Our Built Environment – Safe and well-maintained shire owned facilities and infrastructure.
Objective:	3.1	To increase the Shire's capability to maintain and improve facilities and infrastructure.

Relevant Precedents:

The Shire of Collie has previously entered into contracts for the supply and delivery of buildings.

Comment:Tender Submissions

Two (2) submissions were received by the closing of the tender period on the 11 July 2025, with both submissions deemed as compliant. The two (2) submissions were received from:

- AE Hoskins Building Services; and
- Doolee Construction Pty Ltd

A Tender Evaluation Panel was formed in accordance with part 3 of the Shire of Collie CS3.23 Purchasing Policy. The panel comprised of three (3) members, including:

1. Director Operations
2. Manager Operations; and
3. Co-ordinator Technical Services

Probity Oversight

Process and probity advice during evaluation was provided by the Director Operations who also acted as Panel Chair and Evaluation Process Facilitator. All members of the Panel have made a conflict-of-interest declaration in writing, confirming they have no relationships with any of the Respondents. This evidences the probity and integrity considerations within the process.

The evaluation process consisted of:

- (a) each panel member individually read and assessed each tender. The assessment was based on the member allocating a score against the selection criterion resulting in an overall score determining their ability to provide the services. All three (3) assessments were then collated into a single collated and averaged scored outcome.
- (b) the panel discussed the tenders and reached a consensus.
- (c) a recommendation was drafted;
- (d) The evaluation report was endorsed by the Evaluation panel; and
- (e) The recommendation was finalised for CEO endorsement and approval.

The Panel have compiled an Evaluation Panel Report which includes the consensus amalgamated average (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential, in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person. The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

The objective of the Tender Evaluation Panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirements of the abovementioned Request for Tender.

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that no tender be accepted.

Submissions were deemed compliant and progressed for assessment against the following predetermined qualitative and price criteria:

CRITERIA PERCENTAGE

The weighted criterion of the assessment is outlined in Confidential Attachment 12.1.A – Tender Evaluation Report.

- (a) Demonstrated Experience 20%
- (b) Demonstrated Understanding 20%
- (c) Pricing 60%

TOTAL 100%

Evaluation Justification

The Tender Evaluation Panel recommends that all tender submissions be declined based on an assessment of submissions against the predetermined qualitative criteria shown above.

Overall, the quality of submissions presented were high and each capable of delivering the required scope of work required at the Shire of Collie's Gibbs Road Waste Transfer site, however both submissions significantly exceeded the allocated budget.

Next Steps

The anticipated mid-August arrival of the landfill compactor will allow for the compactor to be put to immediate usage. The machine itself is fitted with vandalism protection to all cap locks and has guards to all windows.

Should Council endorse the Officer's Recommendation, planning and procurement will commence to build a garrison fenced compound to house the landfill compactor as a first stage. Further stages will be considered as part of mid-year budget review and future budget deliberations.

4. DEVELOPMENT SERVICES REPORTS

13.1 DAP Application - Battery Energy Storage System (BESS), No.4997 Collie-Williams Road, Collie	
Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Director Development Services
Accountable Manager:	Alex Wiese – Director Development Services
Legislation	<i>Planning and Development Act 2005</i>
File Number:	<i>DAP/25/02916</i>
Appendices:	13.1.A – Development Application Package and Report 13.1.B – <u>Confidential</u> – Copy of all Submissions 13.1.C – Applicant Response to Public Submissions (inc. late submission) 13.1.D – Supplementary Visual Impact Assessment 13.1.E – Shire of Collie RAR
Voting Requirement	Simple Majority

Report Purpose

For Council to consider endorsing the Responsible Authority Report (RAR) and officers' recommendation regarding a Regional Development Application Panel (DAP) application for a Battery Energy Storage System (BESS) and Solar Photovoltaics (PV) Facility located at Lot 100, 102, 787 and 788 (No.4997) Collie-Williams Road, Collie.

Officer's Recommendation:

That Council:

- 1. Notes the attached Responsible Authority Report (Appendix 13.1.E) to be submitted to the Regional Development Assessment Panel in relation to Application reference DAP/25/02916; and*
- 2. Endorses the recommendations in the Responsible Authority Report as to how the application should be determined by the Regional Development Assessment Panel, pursuant to Regulation 12(5) of the Planning and Development (Development Assessment Panels) Regulations 2011.*

Background:

Urbis Ltd, on behalf of Enpowered, part of Hesperia, proposes a development application for the construction of a renewable energy generation and battery energy storage system (BESS) facility at Lots 100, 102, 787 and 788, No. 4996 Collie Williams Road in the locality of Palmer, Collie (the Site).

The BESS facility will deliver 200MW of capacity into the Southwest Interconnected System (SWIS) operated by Western Power at the point of connection. The BESS is comprised of skid-mounted power conversion units and battery cells housed in shipping containers.

The general arrangement of the BESS has been designed to address constructability, maintainability, operability, fire separation, sensitive receptors, and environmental constraints. The facility is proposed to be secured with a fence of 3m in height above ground for security purposes. The fence will consist of a minimum of 2.4m of weld mesh with a barbed wire top section.

The solar photovoltaic (PV) component of the development will have a capacity of up to 66 MW and will incorporate bifacial single-axis tracking technology. The selected tracker configuration is a one-in-portrait system with a north-south single axis, which rotates in a west-east direction. It has a turning angle range of 60 degrees in each direction. When tilted to the maximum angle of 60 degrees, the array achieves a ground clearance that ranges from 0.77 m to 2.85 m, allowing for sheep grazing in the vicinity of the solar panels. It is proposed that the existing pastoral land use on the site will continue as before, with sheep grazing alongside the renewable energy facility.

The development includes a collector substation that will feature two 330/33kV power transformers with associated switchgear, a control building, and multiple 33kV switch rooms designated for the PV and BESS systems. An evaporation pond has been provisioned to accommodate transformer oil collection in the event of any system failures.

The development will be connected via a 330kV underground cable system to the Western Power Palmer Terminal, currently under construction. The cable, with an approximate length of 2km, will be buried within an easement located within existing road reserves. This system will utilise three single-core XLPE (cross-linked polyethylene) aluminium cables. Horizontal directional drilling (HDD) techniques are proposed to traverse under roads and creeks. The cables will be enclosed in conduits for additional protection. There will also be a separate communication and earthing cable installed in a conduit, transversing the full length of the line route. Approvals required for the 330kV cable are not part of this development application.

Application Summary:

Item	Details
Applicant	Urbis Ltd on behalf of Enpowered (part of Hesperia Property Pty Ltd)
Address	Lots 100, 102, 787 and 788 No. 4996 Collie-Williams Rd, Palmer
Lot(s) Size	280 Hectares, Project Site 247.24 Hectares
Vehicle Access	Collie-Williams Road
Type of System and Facility	<ul style="list-style-type: none"> • 200MW BESS Facility, with up to 66MW AC Solar Farm • 330kV Underground Transmission Cable (~2 kilometres) • Facility Collector Substation and Control Systems • Water Storage Tanks • Internal access roads/tracks/fencing/parking
Grid Connection	Western Power Palmer Terminal
Estimated period of construction	Up to 28 months with staged works, operational 2028
Workforce	Construction: 50-100 Operations: 0-5
Nearby Land Uses	Agriculture, Rural, State Forest

Description of Site:

The subject site is located approximately 14 kilometres northeast of the Collie townsite in the locality of Palmer. The site has a total area of approximately 280ha and is straddled on both the northern and southern sides of Collie-Williams Road. The project footprint is a smaller area within the site and has a size of approximately 247ha. It is situated within a predominantly rural setting with rural properties on the east and west sides, and State Forest to the north and south east (refer to Figures 1 and 2 below).

The site is currently used for agriculture (farming), and while it has been substantially cleared, parts still house ecologically significant remnant eucalypt woodlands. The development proposes to retain vegetation in these areas (refer to Figure 2). A small dam is also situated in the far northeast corner, and the Bingham River runs adjacent to the western boundary.

The broader locality encompasses State forest, agriculture, mining, and large-scale energy developments, including the nearby Bluewater Power Station, Collie Power Station, Collie (Neon) BESS, and Synergy BESS. The site is also close to existing major energy (electrical) infrastructure, including high-voltage transmission lines.

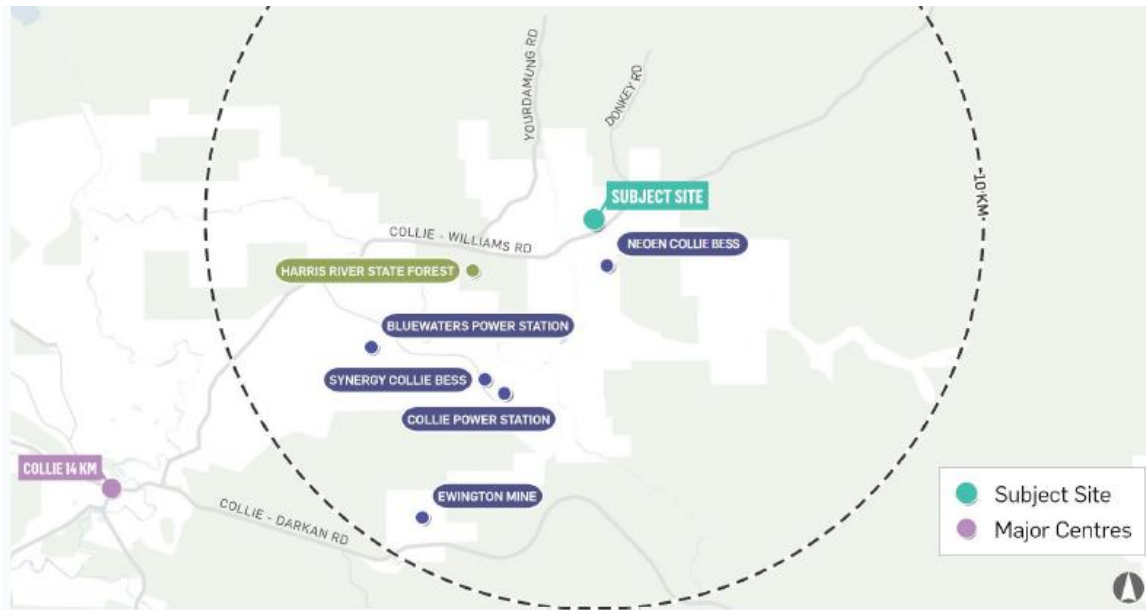


Figure 1 - Local Context Map



Figure 2 - the Site (Lots 100, 102, 787, and 788 No. 4996 Collie-Williams Rd)

Site History and Previous Approvals

The site has no previous planning or building approvals.

Applicant's Submissions:

The Full application as submitted, including additional information, responses to the Shire's initial planning assessment, supplementary documents and public advertising responses are attached to this report (refer to Appendices 13.1.A, 13.1.C, and 13.1.D). Figure 3 below shows the proposed site layout plan.

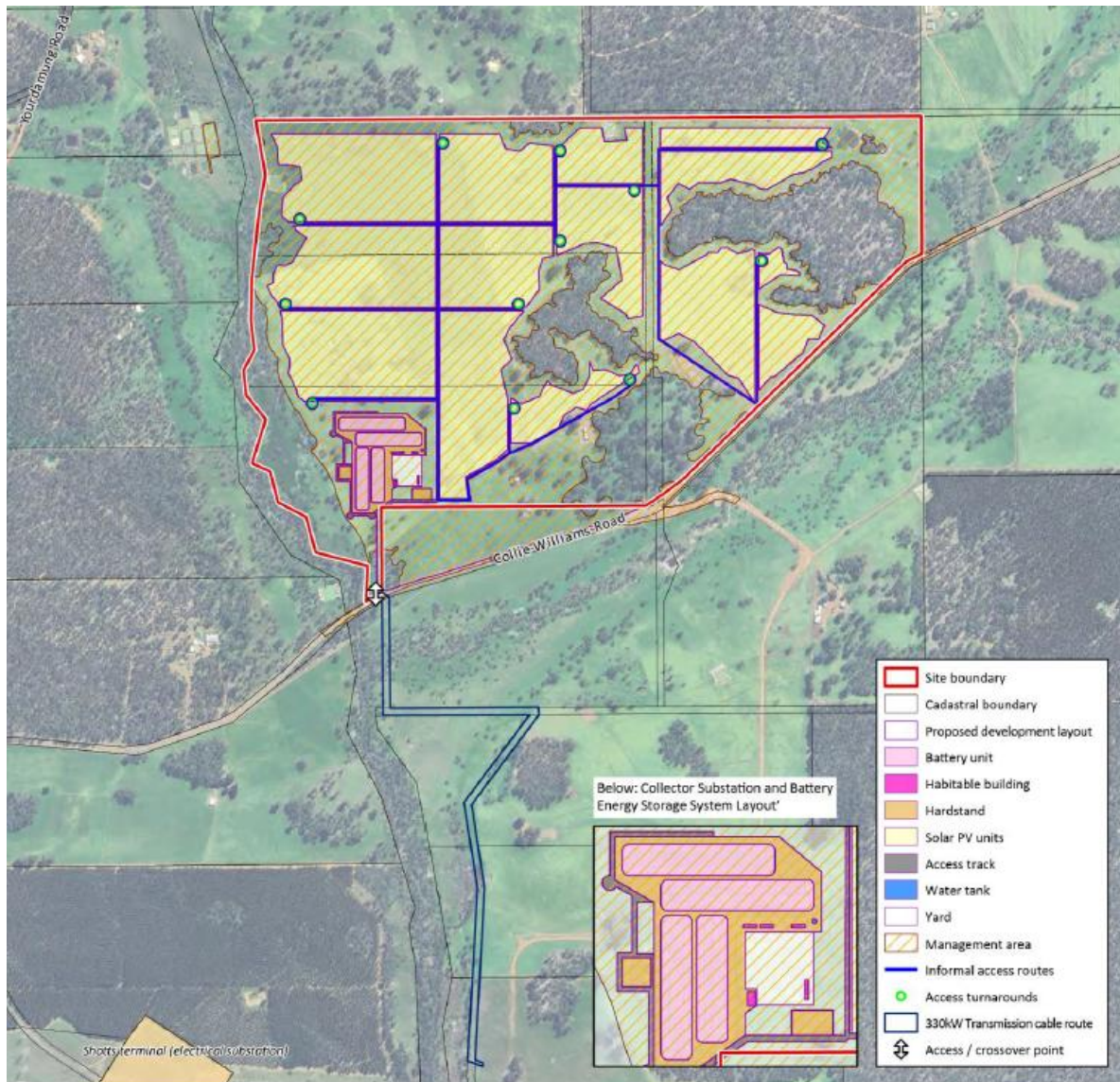


Figure 3 – Site Layout Concept

Construction and Operation:

The construction phase of the development (including preliminary site preparation work) is anticipated to last up to 28 months. The estimated peak workforce is in the order of 50-100 people, with this declining during the testing and commissioning stages. Workforce accommodation will focus initially on existing townsite and specialised workforce accommodation. The application does not include any on-site accommodation.

Once operational (currently forecast for 2028), there will be no permanent onsite staff or regular traffic to the site; however, monitoring and servicing will be undertaken broadly in accordance with the following schedule:

330kV Transmission Cable

- Inspections: Monthly
- Maintenance: As required (determined via online condition monitoring)

Facility Collector Substation

- Inspections: Monthly
- Routine Maintenance: 6 yearly

Solar and BESS

- Inspections: Monthly
- PV Cleaning: 6 monthly
- Routine Maintenance: 6 yearly

Statutory and Policy Implications:

Legislation

- *Environmental Protection Act 1986*
- *Environmental Protection (Noise) Regulations 1997*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Aboriginal Heritage Act 1972*
- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations);*
- *Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations)*
- Shire of Collie Local Planning Scheme No.6 (LPS6)

State Government Policies

- State Planning Strategy 2050
- Position Statement - Renewable Energy Facilities (DPLH/WAPC, 2020)
- State Planning Policy No. 2.0 Environment and Natural Resources Policy (DPLH/WAPC, 2003)
- State Planning Policy No. 2.5 Rural Planning (DPLH/WAPC, 2016)
- State Planning Policy No. 3.7 Planning in Bushfire Prone Areas (DPLH/WAPC, 2015)
- Guidance Statement 33 Environmental Guidance for Planning and Development (EPA, 2008)
- Bunbury Geopraphe Sub-regional Strategy (DPLH/WAPC, 2022)
- Collie's Just Transition Plan
- Western Australian Climate Change Policy

Local Policies

- Shire of Collie Local Planning Strategy (2020)
- Shire of Collie Strategic Community Plan (2022)
- Shire of Collie Local Planning Policy 1.1 Stormwater Discharge from Building Sites (2017)

Budget Implications:

Nil

Budget – Whole of Life Cost:

Nil

Communications Requirements: (Policy No. CS 1.7)

Public consultation was undertaken in the following manner:

Voluntary Applicant Consultation

Before formal advertising as part of the development application, the proponent undertook pre-consultation through discussion with:

- The Shire of Collie
- Adjacent landowners (where possible)
- Traditional Aboriginal Owners and Elders
- State Government Departments
- Battery and Solar Original Equipment Manufacturers (OEM)

Statutory Requirement:

Schedule 2, part 8 clause 64 (4) of the Planning Regulations states that a non-complex application is advertised by doing any or all of the following, as determined by the local government:

- Clause 64 (4)(a) in accordance with clause 87, public notice in the newspaper and website publishing;
- Clause 64 (4)(b) giving notices to owners and occupiers in the vicinity of the development who, in the opinion of the local government, are likely to be affected by the granting of development approval; and
- Clause 64 (4)(c) erecting, in the manner approved by the commission, a sign or signs.

Method

In considering the requirements for public consultation, Shire officers determined that public notice in the local newspaper and notification (advertising) to owners and occupiers of adjacent and surrounding properties was sufficient to ascertain any potential effects the proposal may have on surrounding residents. The complete application was published on the Shire's website and made available at the Shire Office during the consultation period.

- Shire website 30 May to 11 July 2025
- Public Notice in the local newspaper on 5 and 19 June 2025.
- Two posts on the Shire Facebook page on 5 and 19 June 2025.
- Letters to owners/occupiers of adjacent and surrounding properties on 30 May 2025.

Duration

28 days – from 30 May 2025 to 27 June 2025. Due regard was given to the Advertising Planning Proposals Policy and Schedule 2, part 8, clause 64 of the Planning Regulations.

Submissions Received

As a result of the public consultation, 4 submissions were received from 3 adjacent property owners. One of the submissions was also a late submission (received by the Shire on 05/08/2025) and was from a planning consultant acting on behalf of one of the adjacent property owners who has already lodged a submission. The purposes of the planning assessment and RAR multiple submissions by the same party and or the agent/consultant/legal representative have been combined and treated as a single objection, resulting in a total of 3 objections. The location of the objectors' properties is shown below in Figure 4.

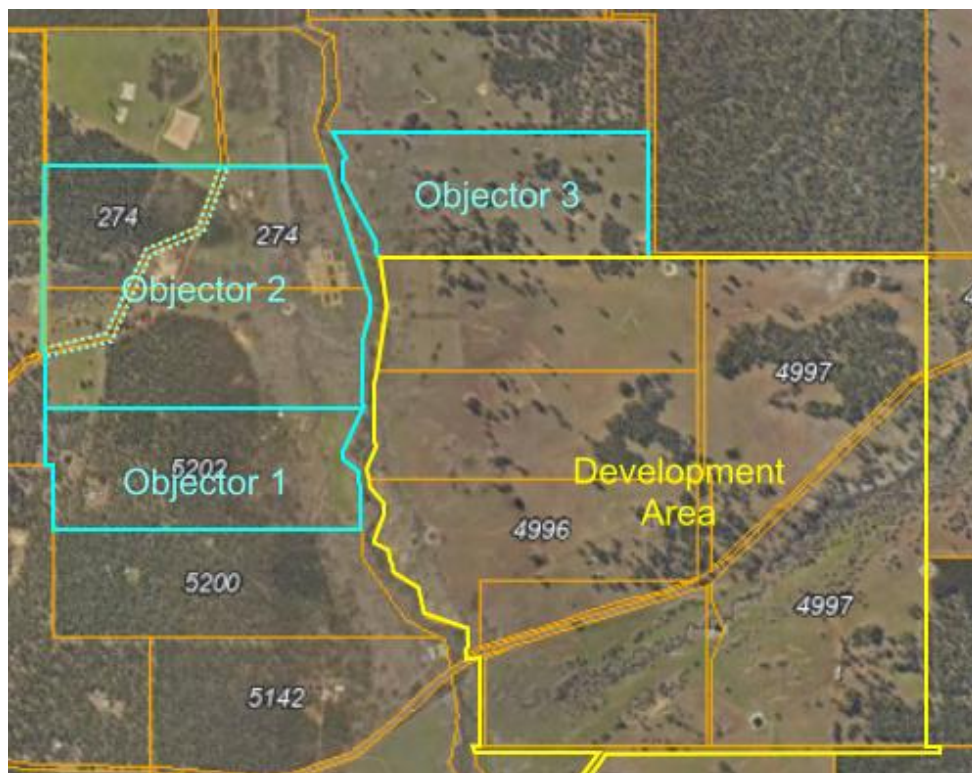


Figure 4 – Location and proximity of objectors

The 3 submissions are summarised below. Full copies of the public submission are contained in Confidential Appendix 13.1.B. The applicant's responses to the public submissions can be viewed in Appendix 13.1.D.

#	Objections to the proposal on the following grounds:	Officer Comment
3*	<ul style="list-style-type: none"> Overdevelopment and incompatibility with rural amenity. Visual amenity and views are adversely affected. Rural landscape character is harmed. General amenity is degraded. <p>* Objector 3 in Figure 4 – Location and proximity of objectors. The submitter and their agents made more than one submission.</p>	<ul style="list-style-type: none"> Submission noted and recorded. 'Renewable Energy Facility' is an 'A' use in the Zoning Table for land zoned 'Rural' in Local Planning Scheme No.6 (LPS6). As such, discretion to approve of a renewable energy facility is permitted by the Shire (local government). The Shire has advertised the development in accordance with statutory requirements. The development is not inconsistent with the Objectives of the Rural Zone as defined in the LPS6. Objective 5 states, 'To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding land uses.' The submission has some merit in that the proposal, as it stands, does not include screening and DFES identification matters to be addressed in the Bushfire Management Plan (BMP) should the development be approved. Planning conditions have been included in the RAR to address and manage: <ul style="list-style-type: none"> Traffic

		<ul style="list-style-type: none"> ○ Bush Fire ○ Stormwater ○ Amenity (inc. landscaping, screening, light escape, noise, and site security) ○ Environmental impacts <ul style="list-style-type: none"> • The development has been designed to retain limited agricultural activities (sheep grazing) on the site.
1*	<ul style="list-style-type: none"> • Visual Amenity and Views are adversely affected. • Adverse land valuation impact. • Increased risks from the development, for example fire. • Health issues from electromagnetic radiation. • Damage to the Bingham waterway from potential damage to the facility. • Raised security risk during construction. • Loss of rural amenity. <p>* * Objector 1 in Figure 4 – Location and proximity of objectors.</p>	<ul style="list-style-type: none"> • Submission noted and recorded. • The submission has some merit in that the proposal, as it stands, does not include screening and DFES identification matters to be addressed in the BMP should the development be approved. • Planning conditions have been included in the RAR to address the amenity matter raised and further screen the development from neighbouring properties – refer to point four below. • There is currently no rural dwelling (house) on the land related to this submission/objection. A supplementary Visual Impact Assessment submitted by the applicant indicates that the visual impacts can be effectively screened, and that there are locations on the land where a dwelling could be built that would not be able to view the proposed development – refer to Appendix 13.1.D. • Property value is not a relevant planning consideration and cannot be considered. • Planning conditions have been included in the RAR to address and manage: <ul style="list-style-type: none"> ○ Traffic ○ Bush Fire ○ Stormwater ○ Amenity (inc. landscaping, screening, light escape, noise, and site security). ○ Environmental impacts • Shire Officers are not aware of any evidence that renewable energy facilities and BESS's do not meet required electromagnetic radiation safety standards or pose a risk to human or animal health. • DWER, the State department responsible for environmental protection matter, reviewed the proposal and had no objections.
2*	<ul style="list-style-type: none"> • Fire risk • Pollution from heavy metals in the batteries. • Solar panels may damage the soil and thus the livestock. • Loss of visual amenity. • Land values may be 	<ul style="list-style-type: none"> • Submission noted and recorded. • The submission has some merit in that the proposal, as it stands, does not include screening and DFES identification matters to be addressed in the BMP should the development be approved. • Planning conditions have been included in the RAR to address and manage: <ul style="list-style-type: none"> ○ Traffic ○ Bush Fire ○ Stormwater

	<p>detrimentally affected.</p> <p>* Objector 2 in Figure 4 – Location and proximity of objectors.</p>	<ul style="list-style-type: none"> ○ Amenity (inc. landscaping, screening, light escape, noise, and site security) ○ Environmental impacts • The development has been designed to retain limited agricultural activities (sheep grazing) on the site. • DWER, the State Department responsible for environmental protection, has reviewed the proposal and has no objection • Property value is not a relevant planning consideration and cannot be considered.
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Referrals to Agencies:

The proposal was referred to 8 State agencies and authorities for 42 days, from 28 May 2025 to 11 July 2025. Responses were received from 7 agencies and authorities, and are summaries below:

- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)
- Department of Fire and Emergency Services (DFES)
- Dept of Planning, Lands and Heritage (DPLH)
- Department of Water and Environmental Regulation (DWER)
- Department of Jobs, Tourism, Science and Innovation (JTISI)
- Main Roads WA (MRWA)
- Water Corporation (WC)

RA#	Agency	Response Summary	Officer Comments.
1	DBCA	No objection. Provided advice regarding flora, fauna, State forest, and fire management.	Advice noted and informed planning conditions in the RAR.
2	DEMIRS	No objection.	Advice noted.
3	DFES	<p>Objected with a recommendation(s) if approved.</p> <ul style="list-style-type: none"> • The proposed development is in a location and broader landscape that has an extreme bushfire hazard on multiple aspects. In DFES's opinion, the location presents an unacceptable risk to people, property, and infrastructure. • If approved, DFES recommends the Bushfire Management Plan (BMP) be modified to ensure it is accurate and the bushfire risk management/mitigation measures are effective and can be implemented in perpetuity. Should the modified BMP affect the design of the proposal, the proposal should be amended to reflect these modifications. 	Advice noted and informed planning conditions in the RAR, specifically conditions 5, 9 and 10.
4	DPLH	<p>No objection. Provided the following advice:</p> <ul style="list-style-type: none"> • Given that the proposal will result in development in the area, the applicant is advised to contact the Aboriginal Heritage Conservation Team for advice before the commencement of any work. 	Advice noted and informed planning conditions in the RAR.

4 cont		<ul style="list-style-type: none"> The applicant is advised that the development approval does not constitute approval under the <i>Aboriginal Heritage Act 1972</i>. 	
5	DWER	No objection. Recommended an acoustic (noise) assessment.	Advice noted and informed planning condition in the RAR.
6	JTSI	No objection. Recommended a cumulative risk assessment of the area, and consultation with DFES and DWER.	Advice noted, and consultation with DFES and DWER was undertaken.
7	MRWA	No objection in principle. Provided advice on access and crossover requirements and recommended a traffic management plan to be prepared.	Advice noted and informed planning conditions in the RAR.
8	WC	No response received	Noted

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Strategic Priority:	2.1.2	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
GOAL:	3	Our Built Environment
Objective:	3.2	Sound land planning, building strategies, and schemes
Strategic Priority:	3.2.1	To revise the Local Planning Strategy to update the residential and industrial chapters, consistent with emerging needs

Relevant Precedents:

No previous decisions of Council relate to the site.

Comment:

Planning Assessment:

The proposal has been assessed against all the relevant legislative requirements of the Scheme, State and Local Planning Policies, outlined in the Legislation and Policy section of this report. The following matters have been identified as key considerations for the determination of this application:

- Transport
- Water and Environment.
- Fire/Bushfire
- Amenity

Assessment Table

Provision	Requirement	Proposal	Assessment
LPS6 - Zones, Reserves and Objectives	The whole of the land is zoned 'Rural' where the proposed main and incidental use of Renewable Energy Facility is an "A" use that is permitted at the discretion of Council with the requirement that it be advertised for public comment.	Renewable Energy Facility and land uses incidental thereto.	The proposal is permitted in the zone and is in conformance with relevant performance standards such as boundary setbacks, landscaping, and carparking.
LPS6- Land Use Permissibility		The proposal involves the development and operation of a renewable energy facility. The Proposal is therefore consistent with the land use classification 'Renewable Energy Facility', which is defined in the scheme as: renewable energy facility means premises used to generate energy from a renewable energy source predominantly and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.	<p>The proposed use is consistent with the definition of a renewable energy facility pursuant to LPS6.</p> <p>The continuation of the rural use of grazing sheep is an added bonus, as this continues the present rural use of the land and does not take the land out of rural production.</p>
LPP 1.1 Stormwater Policy	LPP1.1 applies to all planning and building applications that include conditions requiring stormwater management. The policy notes the potential for new development to cause stormwater discharge, erosion, and landform scouring. The policy notes the need for 'large developments' to be subject to condition requiring a 'Stormwater Drainage Plan.	Emerge Associates have prepared a Water Management Plan (WMP) to provide an assessment of the hydrological considerations associated with the subject site and implications on/of the proposed development about water management. (refer Appendix 13.1.A).	The Department of Water and Environmental Regulation has been consulted and provided commentary on the WMP. This is discussed in the section below.

Planning and Development (Local Planning Schemes) Regulations 2015 - Matters to be Considered	(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	Refer to comments in Section 4.4.2 – Shire of Collie Local Planning Scheme 6.	Shire Officers have determined the following in relation to these matters:
	(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving.	Not-Applicable – There are no draft/proposed local planning schemes, amendments or other proposed planning instruments that apply to the Proposal.	The proposal is consistent with the aims and generally consistent with the provisions of the Scheme.
	(c) any approved State planning policy.	Refer to comments in Section 4.2.6 – State Planning Policies	Commentary relating to State Planning Policy, particularly bushfire and environmental matters, is provided in the section below.
	(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d).	Not-Applicable	
	(e) any policy of the Commission.	Refer to comments in Section 4.2 – Strategic Considerations	The proposal is consistent with the strategic direction identified at a State and local level for the Rural zone and the wider objectives of the Collie Just Transition Plan.
	(f) any policy of the State.	Refer to comments in Section 4.2 – Strategic Considerations	
	(fa) any local planning strategy for this Scheme endorsed by the Commission.	Refer to comments in Section 4.4.1 – Shire of Collie Local Planning Scheme. Refer to comments in Section 4.5 – Local Planning Policies.	

	<p>(g) any local planning policy for the Scheme area.</p> <p>(h) any structure plan or local development plan that relates to the development.</p> <p>(i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve.</p> <p>(k) the built heritage conservation of any place that is of cultural significance.</p> <p>(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located.</p> <p>(m) the compatibility of the development with its setting, including –</p> <p>(i) the compatibility of</p>	<p>Refer to comments in Section 4.4 – Local Planning Framework</p> <p>Not-Applicable</p> <p>Not-Applicable</p> <p>Not-Applicable. The Proposal does not relate to land reserved under LPS6.</p> <p>There are no built heritage places within or nearby to the development area. Additionally the submitted Aboriginal Culture Heritage due diligence assessment did not identify any planning matters.</p> <p>The Proposal does not relate to places identified as being of cultural heritage significance therefore this requirement is not applicable</p> <p>The proposal is isolated from surrounding land use and does not result in significant air or noise emissions, or traffic volumes that may impact</p>	<p>Commentary surrounding stormwater is detailed in the section below.</p> <p>The proposal is for a land use area identified for renewable energy development. There are limited sensitive land uses in proximity to the development, and the facility is not inconsistent with the objection of the Rural zone.</p>
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	<p>the development with the desired future character of its setting; and</p> <p>(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.</p>	<p>surrounding development/land use.</p> <p>The location of the proposal, away from the Collie townsite and significant natural features (such as the Collie River) mean the proposal is unlikely to generate adverse impacts to visual amenity that are not able to be addressed via appropriate planning conditions.</p>	<p>Amenity, character and other impacts can be suitability mitigated and/or managed through the planning conditions recommended in the RAR.</p>
	<p>(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource.</p>	<p>The Proposal is unlikely to generate any impacts on the waterway, management of surface water run-off has been considered as part of a detailed WMP (refer Appendix 13.1.A). This is also further addressed through the planning conditions recommended in the RAR.</p>	<p>Environmental considerations have been detailed in the section below.</p>
	<p>(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.</p>	<p>The Proposal is in an existing, highly disturbed, Rural area. Remnant vegetation is proposed to be removed from the site and is subject to a Native Vegetation Clearing Permit application (NVCP) to the DWER. In addition while the project site has been substantially cleared, the parts that still house ecologically significant remnant eucalypt woodlands (and important individual trees) are proposed to be retained.</p>	<p>A clearing permit will be considered by DWER.</p>
		<p>The Proposal is supported several studies demonstrating management/mitigation of environmental risks such as an Environmental Assessment and Management Plan</p>	<p>Key considerations, such as environment and bushfire, are detailed in sections below.</p>

	<p>(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk.</p> <p>r) the suitability of the land for the development taking into account the possible risk to human health or safety.</p>	<p>(EAMP):</p> <ul style="list-style-type: none"> – (refer Appendix 13.1.A - appendix G) – Flora & Vegetation Survey (refer Appendix 13.1.A - appendix G) – Environmental Noise Assessment (refer Appendix 13.1.A - appendix F) – Water Management Plan (refer Appendix 13.1.A - appendix I) Bushfire Management Plan (refer Appendix 13.1.A - appendix H) Fauna and Targeted Black Cockatoo assessment (refer Appendix 13.1.A - appendix G) Visual Impact Analysis (refer Appendix 13.1.A - appendix G) <p>The content of these reports is summarised in section 5 - Environmental Considerations of this report.</p> <p>There are no significant human safety risks generated by the Proposal. However, the Proposal gives rise to potential risks to human safety in the occurrence of a bushfire. Bushfire risk and safety management considerations are described in the BMP contained at (refer Appendix 13.1.A - appendix H).</p>	<p>Bushfire considerations are detailed in the section below.</p>
	<p>(s) the adequacy of —</p> <p>(i) the proposed means of access to and egress from the site; and</p> <p>(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles</p>	<p>The Project is supported by a TIS (refer Appendix 13.1.A - appendix G). The TIS describes the potential impact on egress points and arrangements for loading and unloading of materials.</p> <p>The Project is supported by a Transport Impact Statement</p>	<p>The site is well served by a constructed sealed road primary distributor road. In accordance with the Austroads Guide to Road Design and MRWA/DPLH Road Reserves Review, the estimated design capacity of Collie-Williams Road is</p>

	<p>(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.</p>	<p>(TIS) (refer to Appendix 13.1.A - appendix E). The TIS describes the predicted volumes of traffic generated by the proposed development.</p> <p>The Proposal will not generate volumes of traffic that exceed the available capacity of the road network.</p>	<p>8,000 to 12,000 vehicles per day. 2024/25 MRWA's data indicates that current traffic volumes are well below design capacity. Traffic management and site access are proposed to be addressed via planning conditions.</p>
	<p>(u) the availability and adequacy for the development of the following —</p> <p>(i) public transport services.</p> <p>(ii) public utility services.</p> <p>(iii) storage, management and collection of waste.</p> <p>(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);</p> <p>(v) access by older people and people with disability.</p>	<p>The Proposal is not readily accessible by public transport, bicycles or pedestrians.</p> <p>The Proposed is not expected to generate significant operational waste.</p> <p>Refer to comments in Section 5.8 – Waste Management.</p>	<p>There is no public transport in this area.</p>
	<p>(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses.</p>	<p>Not-applicable.</p>	<p>Not-applicable</p>

	<p>(x) the impact of the development on the community as a Whole notwithstanding the impact of the development on particular individuals.</p>	<p>The subject site is located approximately 14 kilometres northeast of the Collie townsite in the locality of Palmer.</p> <p>The Proposal closely aligns with and directly contributes to achieving various State government energy, employment and environmental policies, namely:</p> <ul style="list-style-type: none"> – Reducing emissions from the energy sector. – Ensuring a secure and dependable electricity supply and providing affordable electricity for households and businesses. – Creating job opportunities for workers in the Collie region, with greatest employment opportunities during the construction phase. <p>The Proposal presents benefits to the community that are likely to significantly outweigh any environmental, social, or economic impacts.</p>	<p>The development is expected be a benefit to the community and promote the development of other upstream and downstream. energy intensive uses in the area and help the Collie transition.</p>
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Traffic and Access:

The development proposes using Collie Williams Road via a private accessway (a crossover and internal road) for all traffic.

Collie-Williams Road is a single-carriageway, two-lane sealed road and is approximately 7 metres (m) wide. It is classified as a Primary Distributor Road and is under the jurisdiction of Main Roads WA. In accordance with the Austroads Guide to Road Design and MRWA/DPLH Road Reserves Review, the estimated design capacity of Collie-Williams Road is 8,000 to 12,000 vehicles per day (vpd) as a Primary Distributor Road.

The applicant submitted a Traffic Impact Statement (TIS), which forecasts the following traffic volumes during the construction phase (refer to Table 1) and operational phase (refer to Table 2) of the development, which is detailed below.

Table 1: Traffic Volumes – Construction Phase

Assets	Heavy Vehicles		Light Vehicles	
	Daily Volumes	Peak Hour Volumes	Daily Volumes	Peak Hour Volumes
Transmission cable	15 – 25 trips per day	2 – 3 trips per hour	9 – 16 trips per day	6 – 11 trips per hour
Facility collector substation	15 – 25 trips per day	2 – 3 trips per hour	48 – 64 trips per day	32 – 43 trips per hour
BESS facility and solar farm	15 – 25 trips per day	2 – 3 trips per hour	64 – 72 trips per day	43 – 48 trips per hour

Table 1 – TIS volumes, Traffic Construction Phase

The TIS shows a maximum of 89 trips per day during all stages and peak hourly volumes of 73 movements. Under the WAPC Traffic Impact Assessment guidelines, an increase of 10 to 100 peak hour vehicles for a Primary Distributor Road is considered low to moderate and generally deemed acceptable without requiring a detailed capacity analysis.

Shire officers also reviewed publicly available 2024/25 Main Road WA traffic count data (refer to Figure 5), which indicates Coalfields Hwy and Collie-Williams Road are not exceeding design capacity volumes.

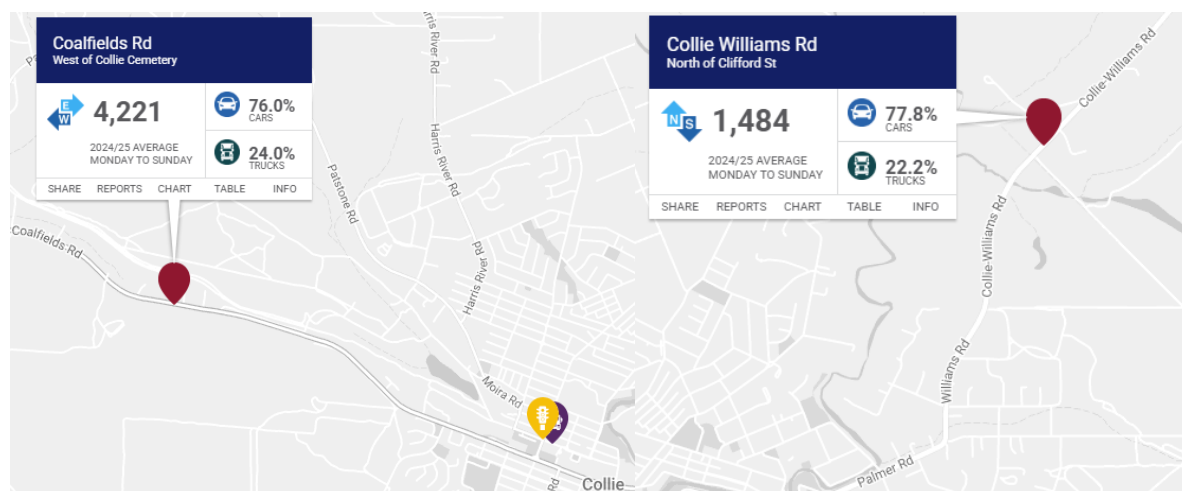


Figure 5 – Road Traffic Count Data – Main Roads WA Traffic Map Website

Once the development moves into the operational and maintenance phase(s), traffic impacts and volumes will significantly reduce and are not expected to affect road users or the Collie townsite, as shown by the modelled data in Table 2 below from the TIS.

Table 2: Traffic Volumes – Maintenance Phase

Assets	Routes	Frequency	Duration	Staff	Vehicles
Transmission cable	Inspection	Monthly	1 day	2	1 light vehicle
	Routine maintenance	Online monitoring system only			
Facility collector substation	Inspection	Monthly	1 week	3	2 light vehicles
	Routine maintenance	6-Yearly	4 weeks	10	1 MRV and 3 light vehicles
BESS facility and solar farm	Inspection	Monthly	1 week	3	2 light vehicles
	PV cleaning	6-Monthly	1 month	2	1 light vehicle
	Routine maintenance	6-Yearly	4 weeks	10	1 MRV and 3 light vehicles

Table 2 – TIS volumes, Traffic Operational and Maintenance Phase.

The proposal was also referred to MRWA, as the responsible authority for Collie-Williams Road and Coalfields Highway. MRWA responded to the referral and advised that they have no objection to the proposal; however, they recommended that a detailed traffic management plan be required to manage traffic during the construction phase. In line with the advice from MRWA, a planning condition has been recommended to ensure both traffic impacts are managed and are safe during the construction phase (this includes possible cumulative effects that may arise due to concurrent projects).

The assessment, with due regard to the advice received, is that a temporary traffic increase to the local road network is considered acceptable based on the traffic modelling, which was peer reviewed by Shire officers.

Amenity and Landscaping:

The height of the infrastructure is similar to or lower than that of a typical residential dwelling (9m or less); however, the scale is significant. The submitted Supplementary Visual Impact Assessment (refer to Appendix 13.1.D) summarises that the visual amenity impacts on the 3 adjacent properties, which have made a submission(s) objecting to the proposal. The assessment indicates that visual amenity issues can be mitigated via landscaping, screening, and/or building location.

Recommended RAR planning conditions 2, 5, 8, 12, and 13 require visual amenity, landscaping, noise, dust, stormwater, external lighting, site security, and other factors that could affect amenity to be addressed to the satisfaction of the Shire of Collie.

Infrastructure:

A 330kV underground cable system is proposed to establish a connection between the Empowered Facility collector substation and the Western Power Palmer Terminal. The cable will be laid underground, and the required approvals do not form part of this application.

The proposal will be serviced by the existing Water Corporation potable water network, which runs along the Collie-William Road (DN750 referred to as the Great Southern Town Water Supply).

Design Review Panel Advice:

Design Review Panel advice was not required.

Recommended Conditions:

1. *This decision constitutes planning approval only and is valid for a period of 4 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. *Within 12 months of the date of approval or at the commencement of operations, whichever comes first, a detailed landscaping plan must be submitted to the Shire of Collie that shows the development being further screened from neighbouring properties by a combination of earth bunds, bushes and trees to ameliorate potential visual impact on sensitive receptors as identified in the Supplementary Visual Impact Assessment (Emerge 2025) and to the satisfaction of the Shire of Collie. The landscaping plan must address the following:*
 - a) *A site plan of the existing and proposed development, including details of trees proposed to be retained.*
 - b) *The species, size at maturity, planting locations and number of proposed plants;*
 - c) *A key or legend detailing proposed species type grouped under the subheadings of tree, shrub and groundcover;*
 - d) *Proposed timing and staging of planting; and*
 - e) *Fence material, height and treatment.*

The landscaped area(s) must be planted and established in accordance with the approved Landscaping Plan. These areas must be maintained by the applicant for the entire period of operation in accordance with the Landscaping Plan and to the satisfaction of the Shire of Collie.

3. *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 maintained for the duration of the development.*
4. *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 site works and internal roads and accessways within the application area to the satisfaction of the Shire of Collie. The approved internal roads and accessways are to be constructed by the landowner/proponent.*
5. *Prior to commencement (including forward works), the proponent shall prepare a Construction Management Plan for the construction period. The Construction Management Plan must be lodged with and approved by the Shire of Collie and is required to address the following matters:*
 - a) *Public safety, amenity and site security;*
 - b) *Contact details of essential site personnel;*
 - c) *Construction operating hours;*
 - d) *Noise control and vibration management;*
 - e) *Air, sand and dust management;*
 - f) *Stormwater, drainage and sediment control;*
 - g) *Soil excavation method;*
 - h) *Waste management and materials re-use;*

- i) Traffic and access management;*
- j) Parking arrangements for contractors and subcontractors;*
- k) Location of temporary construction areas;*
- l) Community information, consultation and complaints management plan;*
- m) Compliance with AS4970-2009 relating to the protection of existing trees on the development site;*
- n) Bushfire risk and emergency management measures;*
- o) Requirements to remediate or repair any damage sustained during construction to Collie Williams Road as established by a Pre-construction Road Condition Report; and*
- p) Requirements to decommission and reinstate laydown and temporary workforce parking and office areas to pre-development condition.*

The approved Construction Management Plan must be adhered to for the entire duration of construction.

- 6. 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.*
- 7. Prior to commencement, detailed design for the new crossover to Collie Williams Road, including the construction and operation phases, is to be prepared to the satisfaction of Main Roads WA. The crossover design is to be implemented (built) before the start of the construction phase and maintained to the satisfaction of the Main Roads WA and Shire of Collie for the duration of the development.*
- 8. Prior to the development operating, an environmental management plan (EMP) is to be prepared for the protection and management of the site's environmental assets during operation, to the satisfaction of the Shire of Collie. The EMP is to be implemented for the duration of the development.*
- 9. Prior to the development operating, the applicant must submit an amended Bushfire Management Plan for the site to address the applicant's feedback to the DFES submission (Emerge 2025), to the satisfaction of the Shire of Collie.*

The occupier/owner must perform all the required Bushfire Protection Measures contained in the Bushfire Management Plan (as amended and approved by the Shire of Collie) for the duration of the development.

- 10. Prior to the development operating, arrangements are to be made for the provision of a suitable water supply service that will be available to the development, to the satisfaction of the Shire of Collie.*
- 11. 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 Management Plan and advising landowners of their obligations in respect to the use and ongoing management of the land.*
- 12. External lighting must comply with the requirements of AS4282 – Control of Obtrusive Effects of Outdoor Lighting.*

13. *The applicant is required to undertake a noise monitoring program within the first 12 months of the development operating and to provide an acoustics report to demonstrate compliance with the Environmental Protection (Noise) Regulations 1997. The acoustics report shall be prepared by a qualified acoustic engineer, outlining the results of the noise monitoring program and, if required, detailing appropriate actions and any additional mitigation measures to be undertaken to ensure that noise emissions do not contravene the provisions of the Environmental Protection (Noise) Regulations 1997. The acoustic report will be at the full cost of the owner/applicant and must be submitted for review and approval by the Shire of Collie.*

Advice Notes

- a. *It is the applicant/owner's responsibility to ensure all required approvals are obtained prior to the works commencing. Works such as de-watering, aboriginal heritage due diligence, native vegetation clearing, high voltage cable installation, or working near existing infrastructure may require separate approvals from relevant private or government agencies.*
- b. *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.*
- c. *The proponent should manage stormwater in accordance with the Decision Process for Stormwater Management in Western Australia (DWER 2017 as amended) and the Stormwater Management Manual for Western Australia (DoW 2004–2007 as amended), with design/drawing details of the stormwater management systems mentioned in the Surface Water Management Plan, to the satisfaction of the Shire of Collie.*
- d. *The development must comply at all times with the Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997 in relation to noise emissions.*

Conclusion

The proposed development for a renewable energy generation and battery energy storage system (BESS) aims to generate and store electricity for supply into the South-West Interconnection Network operated by Western Power. The proposal has satisfactorily addressed the State planning framework and the Shire of Collie's local planning framework.

The following informing statements, reports, plans, and/or assessments were provided by the applicant with the application, and in addition to public and State government agency submissions, have been given due regard by Shire Officers in preparing the RAR.

- Development Application Report – Collie BESS
- Combined Drawing and Plans
- Sustainability Statement
- Collie Solar and Storage Traffic Impact Statement
- Environmental Noise Assessment
- Collie BESS and Solar PV - Environmental Assessment and Management Plan
- Flora and Vegetation Report
- Visual Impact Analysis Report
- Bushfire Management Plan - Collie BESS and Solar PV -
- Collie BESS Project Water Management Plan
- Aboriginal and Heritage Due Diligence
- Collie BESS and Solar PV – Supplementary Visual Amenity

The RAR attached to this report recommends that the DAP approve DAP/25/02916 and accompanying plans in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of Clause 18 of the Shire of Collie Local Planning Scheme No. 6, subject to conditions.

5. CORPORATE SERVICES REPORTS

14.1 Budget Amendment – Alteration to Light Vehicle Trade-in and Retention for 2025/26 Financial Year

Reporting Department:	Corporate Services
Reporting Officer:	Xandra Curnock – Director Corporate and Community Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	FIN/065
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose

This report seeks Council approval of a budget amendment to retain a 2015 Holden Colorado single cab utility, resulting in a reduction in proceeds from disposal of property, plant and equipment of \$21,600.

Adoption of the officer's recommendation will result in a reduction to the budgeted surplus for 2025/2026 financial year.

Officer's Recommendation:

That Council:

- 1. Pursuant to Section 6.8(1) of the Local Government Act, approve an amendment to the 2025/26 Budget to reduce proceeds of asset disposal by \$21,600; and*
- 2. Support the retention of the Holden Colorado single cab utility, registration 112CO, in lieu of being traded, thereby increasing the existing light vehicle plant fleet.*

Background:

The 2025/2026 Budget includes \$1.7m of renewals and replacement of motor vehicles, including \$383,000 for light vehicles. These purchases are to be funded from the Plant Reserve (\$297,000) and the proceeds from vehicle trade-in (\$86,600).

Following the adoption of the 2025/2026 budget, it has been identified that an additional light vehicle (utility) is needed in the Shire fleet to meet the ongoing operational needs of the Building Maintenance Officer. The previous incumbent in this role used their personal vehicle for the role and was provided a motor vehicle allowance in lieu of a Shire vehicle.

Retention of one of the vehicles that is scheduled for disposal in the 2025/26 Budget will enable the Shire to meet this ongoing operational requirement. It is therefore proposed that the Holden Colorado single cab utility 112CO that is currently being used by the Shire's rangers, be retained rather than traded.

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.

Budget Implications:

The 2025/26 Budget included an amount of \$21,600 income for the disposal for the 2015 Holden Colorado single cab utility, as proceeds from asset disposal. Retaining the vehicle may result in a reduction in the budgeted surplus for 2025/2026 financial year from \$35,811 to \$14,211, unless other expenditure savings or increased income is achieved during the financial year.

Budget – Whole of Life Cost:

Introducing an additional vehicle to the Shire fleet (2015 Holden Colorado single cab utility) will increase the Shire's existing asset base for light vehicles, requiring ongoing maintenance and operating costs and replacement at the end of its life.

Communications Requirements: (Policy No. CS 1.7)

Not applicable.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	3	Our Built Environment
Outcome:	3.1	Safe and well-maintained Shire owned facilities and infrastructure. .

Relevant Precedents:

Not applicable.

Comment:

It is recommended that the 2015 Holden Colorado single cab utility not be traded-in during 2025/26 but be retained to enable the Building Maintenance Officer to undertake the role, which includes travelling to various locations and buildings within the Shire of Collie.

14.2 Fees and Charges Amendment – Burial Sites

Reporting Department:	Chief Executive Office
Reporting Officer:	Xandra Curnock, Director Corporate and Community Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995</i>
File Number:	FIN/065
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose

This report seeks Council approval to amend the 2025/26 Schedule of Fees and Charges in relation to charges for Burial Sites.

The recommended amendment will allow the Shire to recover actual labour and plant costs relating to internments, and to set more appropriate expectations for services on weekends and public holidays.

Officer's Recommendation:

That Council:

1. *In accordance with Section 6.16, 6.17 and 6.19 of the Local Government Act 1995 and Section 53 of the Cemeteries Act 1986, amend the Shire of Collie 2025/26 Schedule of Fees and Charges for the Collie Cemetery based on the following:*
 - a) *Amend the current fee chargeable for item 243 'Internment Surcharge for weekends and public holidays' from \$552.00 to \$1,400.00 (incl GST); and*
 - b) *Amend the charge description for item 243 from 'Internment surcharge for weekends and public holidays' to 'Internment surcharge for weekends and public holidays, subject to prior booking and staff availability'.*
2. *Request the Chief Executive Officer give local public notice of the amended fee and charge and notice in the Government Gazette, with the amended fee to apply from 14 days after notice is given.*

Background:

The Shire of Collie 2025/26 Schedule of Fees and Charges includes a provision for weekend burials at the cemetery; however, the existing fee does not adequately reflect the true cost to the Shire of facilitating such services outside of standard working hours. Additionally, any burials conducted over weekends requires confirmation of adequate staffing resources and machinery, as staff may not always be available for overtime.

To ensure transparency and cost recovery, it is proposed to amend the relevant fee to more accurately represent the Shire's associated overtime, administrative, and coordination costs should a weekend burial be provided. It is further proposed to revise the description of the charge to include the phrase "*subject to prior booking and staff availability*" to make clear that weekend burials may not always be possible due to staffing constraints or other operational factors.

These amendments are intended to support more sustainable service delivery while providing clarity to the community and funeral service providers regarding weekend burial arrangements.

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.*

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.*

Cemeteries Act 1986**53.Fees and charges**

- (1) *A Board may by resolution set fees and charges for any of the following purposes —*
 - (a) *issuing a funeral director's licence; and*
 - (b) *issuing a single funeral permit; and*
 - (c) *digging or opening a grave; and*
 - (d) *a grant or renewal of a grant of a right of burial; and*
 - (e) *permission to erect new or additional memorials and for supervising such work; and*
 - (f) *cremation; and*
 - (g) *conducting a funeral; and*
 - (h) *inspection of registers and issue of extracts or certified copies therefrom; and*
 - (i) *registration of the assignment or bequest of a right of burial; and*
 - (j) *exhumation; and*
 - (k) *maintenance of graves; and*
 - (l) *extraordinary services provided for funerals; and*
 - (m) *disposal of ashes; and*
 - (n) *the provision of memorials; and*
 - (o) *any other purpose necessary for the effective administration of this Act.*
- (2) *A fee or charge set by a resolution under subsection (1) shall not come into effect until not less than 14 days' notice of the fee or charge has been given in the Gazette.*
- (3) *Fees and charges set under this section shall be payable to the Board and recoverable as a debt in a court of competent jurisdiction.*
- (4) *The Minister may, by order published in the Gazette, amend or revoke a fee or charge set by a Board under this section if the Minister considers the fee or charge to be unreasonable.*

Budget Implications:

Immaterial budget implications are expected. A minimal amount of additional income will be received from adopting this amendment to the schedule of fees and charges.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS 1.7)

Not applicable.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Outcome:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships

Relevant Precedents:

Not applicable.

Comment:

The amended calculated fee allows for mobilisation of two (2) general hands to attend a weekend service to allow for the removal of in-situ formwork, and filling of the grave at overtime rates in accordance with the *Shire of Collie Industrial Agreement 2023* for a period of four (4) hours.

14.3 Financial Management Report – June 2025

Reporting Department:	Corporate Services
Reporting Officer:	Geoff Lawrence – Finance and Business Excellence Coordinator
Accountable Manager:	Xandra Curnock – Director Corporate and Community Services
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.3.A – Financial Management Reports – June 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 June 2025.

Officer's Recommendation:

That Council receive the Financial Management Reports for June 2025 as presented in Appendix 14.3.A.

Background:

In accordance with Council policy and the provisions of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* (Regulations), the Shire is required to prepare a monthly Statement of Financial Activity and Statement of Financial Position each month. Refer to Appendix 14.13A.

Statutory and Policy Implications:

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.*

Local Government (Financial Management) Regulations 1996**35. Financial position statement required each month**

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the previous month) and —*
 - (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*

(2) *A statement of financial position must be —*

- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous 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.

Future reports will include financial forecasts to the end of the financial year to enable employees to closely monitor revenue and expenditure and provide up to date forecasts for the end of the financial year. This will provide more accurate budget monitoring, assist the mid-year budget review analysis, 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.

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS 1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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 14.1.A reports on the following information for the reporting period:

- Statement of Comprehensive income by Nature
- Statement of Comprehensive income by Program
- Statement of Financial Activity
- Explanation of material variances on the Statement of Financial Activity
- Statement of Financial Position
- Supplementary notes

The Statement of Financial Activity provides Elected Members with a high level oversight of operating and capital revenues and expenditures. It is also intended to link operating results with balance sheet items and reconcile with the end of month balances.

In accordance with the Regulations, for the 2024/25 period a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) 10% or \$10,000, whichever is the greater.

For the period 1 July 2024 to 30 June 2025:

- Income is over budget by 10.65%; and
- Expenditure is under budget by 2.06%.

Commentary in relation to these variances is provided at nature and type level. A nil variance means that the year-to-date actual value is identical to the year-to-date budget estimate. Comments are therefore provided where the variance's value is >10% or >\$10,000 under or over budget.

Due to the need to focus on the end of 2025 financial year, the Monthly Financial Statement currently does not incorporate all of the detail anticipated in future reports.

The Financial Management Reports included in Appendix 14.3.A do not include end of year adjustments for the year ended 30 June 2025. The figures presented are unaudited and subject to change. The final position for the 2024/25 financial year will be reported in the 2024/25 Annual Financial Statements.

14.4 Accounts Paid – 16 June 2025 to 15 July 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 14.4.A – List of Accounts Paid
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 16 June 2025 to 15 July 2025.

Officer's Recommendation:

That Council receives the List of Accounts paid for the period 16 June 2025 to 15 July 2025 as presented in Appendix 14.4.A totalling \$1,858,094.46

Background:

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

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

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

12. *Payments from municipal fund or trust fund, restrictions on making*

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

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

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

13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

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

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

Budget Implications:

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

Budget – Whole of Life Cost:

As this report does not propose new assets, there are no direct whole of life or ongoing cost implications.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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 14.4.A.

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.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

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

17. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS****19. STATUS REPORT ON COUNCIL RESOLUTIONS**

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

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

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil

21. CLOSE