



MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 28 March 2017

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SHIRE OF COLLIE
AGENDA – ORDINARY MEETING OF COUNCIL
Tuesday, 28 March 2017

Minutes of the Ordinary Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 28 March 2017 commencing at 7:03pm.

PRESENT:	Glyn Yates	Councillor (Acting Chairperson)
	Nola Green JP	Councillor (arrived 7.15pm)
	Jodie Hanns	Councillor
	Joe Italiano	Councillor
	Neil Martin	Councillor
	Ian Miffing JP	Councillor
	John Piavanini	Councillor
	Sarah Stanley	Councillor
	David Blurton	CEO
	Allison Fergie	Director Corporate Services
	Andrew Dover	Director Development Services
	Brett Lowcock	Director Technical Services
	Khushwant Kumar	Finance Manager
	Belinda Dent	CEO PA
	Julie Pelliciarì	Community Development Officer

APOLOGIES: Cr Faries, Cr Sanford. Cr Harverson had advised the Shire President via text message before the meeting that she was unable to attend this meeting due to illness. Unfortunately, this message was not received prior to the commencement of the meeting.

GALLERY: Michelle Boylan – Youthcare
Jason Romeo – Amaroo Primary School

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.

Councillor Faries has requested Leave of Absence from the next Ordinary Meeting of Council.

7360

Moved: Cr Miffing

Seconded: Cr Hanns

That Cr Faries and Cr Sanford be granted Leave of Absence for the next Ordinary Meeting of Council dated 18 April 2017.

CARRIED 7/0

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

Councillor Faries has requested Leave of Absence for this Ordinary Meeting of Council.

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7361

Moved: Cr Martin

Seconded: Cr Stanley

That Cr Faries and Cr Sanford be granted Leave of Absence for this Ordinary Meeting of Council.

CARRIED 7/0

Cr Harverson had advised the Shire President via text message before the meeting that she was unable to attend this meeting due to illness. Unfortunately, this message was not received prior to the commencement of the meeting.

2. AUSTRALIAN CITIZENSHIP CEREMONY

Nil

3. PUBLIC QUESTION TIME

Nil

4. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the meeting on 7th March 2017, a question was taken on notice in regards to the Accounts Paid Report for January 17, specifically EFT19994 – Station Motors, Reversing Camera \$488.50

Response as follows:

Both Ranger vehicles 111 CO and 112 CO were fitted with reverse cameras as both utes have fully enclosed canopy's, cages and other items that are carried which obstruct views when reversing and making it difficult to reverse out of angled parking and other tight areas such as bushland. For safety reasons and to decrease the damage to Shire and other person's private vehicle's/property approval was given to have the cameras fitted as it was within budget allocation. This payment is for the installation of one reversing camera in 111CO. This vehicle has no private use and was made in the interests of minimising risk for Council and the general public.

5. DISCLOSURE OF FINANCIAL INTEREST

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

Councillor/Staff	Agenda Item	Disclosure
Cr Italiano	14.5 Community Small Grants	Impartial - Member of Amaroo School Board
Cr Hanns	14.5 Community Small Grants	Financial – Employee of Collie Senior High School – students beneficiary of Mila Foundation program.
Cr Miffling	14.5 Community Small Grants	Impartial - Member of Collie Italian & Sporting Club

Cr Green arrived 7.15pm

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6. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Michelle Boylan YouthCare along with Jason Romeo from Amaroo Primary School provided a presentation on Chaplains in public schools, their involvement and what services they provide.

Michelle Boylan and Jason Romeo left the meeting 7.27pm.

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

Nil

8. **ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS**

Nil

9. **CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**

7362

Recommendation/Council Decision:

Moved: Cr Martin

Seconded: Cr Italiano

That Council confirms the Minutes of the Ordinary Meeting of Council held on Tuesday, 7 March 2017.

CARRIED 8/0

10. **BUSINESS ARISING FROM THE PREVIOUS MINUTES**

11. **RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL**

11.1 Receipt of the Minutes of the Bush Fires Advisory Committee

7363

Recommendation/Council Decision:

Moved: Cr Martin

Seconded: Cr Hanns

That Council receives the Minutes of the Bush Fires Advisory Committee held on 13 February 2017.

CARRIED 8/0

11.2 Adoption of the Recommendations of the Bush Fires Advisory Committee

7364

Recommendation/Council Decision:

Moved: Cr Piavanini

Seconded: Cr Miffing

That Council adopts en bloc the recommendations contained within the minutes of the Bush Fires Advisory Committee held on 13 February 2017:

11.2.1: That Council lobby relevant members of the government and opposition on behalf of Council to ensure that funding for the Bushfire Risk Planning Program be continued after the end of the 2016/17 financial year.

11.2.2 That Council endorse “Bushfire – The Facts” as suitable for public distribution.

11.2.3 That Council endorses the Appointment of the Shire’s Bush Fire Control Officers for 2016-17, as per the Bush Fires Act 1954:

These being;

a) Allanson BFB James (Jim) Lynam

b) Williams Rd BFB Julian Martin

11.2.4 That council supports the application for private companies to apply for the AVL system through DFES. This is to be at the cost of each company applying for the AVL.

CARRIED 8/0

Note: An AVL is an Automatic Vehicle Locator.

11.3 Receipt of the Minutes of the Weeds and Waterways Advisory Committee

7365

Recommendation/Council Decision:

Moved: Cr Stanley

Seconded: Cr Green

That Council receives the Minutes of the Weeds and Waterways Advisory Committee held on 2 March 2017.

CARRIED 8/0

11.4 Adoption of the Recommendations of the Weeds and Waterways Advisory Committee

Recommendation:

That Council adopts en bloc the recommendations contained within the minutes of the Weeds and Waterways Advisory Committee held on 2 March 2017:

11.4.1: That Council continue the treatment of Nardoo in 2017 and re-assess the control or eradication of Nardoo in 12 months time.

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11.4.2 That Council invite Peter Fogarty from Collie Water to attend the Weeds & Waterways Advisory Committee Meeting for the Committee opportunity to seek clarification on the Collie Water proposal.

11.4.3 That Council request that Premier Coal provide the latest status report on Lake Kepwari to the Weeds & Waterways Advisory Committee.

11.4.4 That Council modify the Weeds & Waterways Advisory Committee Terms of Reference to prohibit a Committee Member from moving or seconding minutes if they were not present at the meeting to which the minutes relate.

7366

Council Decision:

Moved: Cr Yates

Seconded: Cr Green

That Council adopts en bloc the recommendations contained within the minutes of the Weeds and Waterways Advisory Committee held on 2 March 2017:

11.4.1: That Council continue the treatment of Nardoo in 2017 and re-assess the control or eradication of Nardoo in 12 months time.

11.4.2 That Council invite Peter Fogarty from Collie Water to attend the Weeds & Waterways Advisory Committee Meeting for the Committee opportunity to seek clarification on the Collie Water proposal.

11.4.3 That Council request that Premier Coal provide the latest status report on Lake Kepwari to the Weeds & Waterways Advisory Committee.

CARRIED 8/0

7367

Council Decision:

Moved Cr Italiano

Seconded: Cr Miffling

11.4.4 That Council modify the Weeds & Waterways Advisory Committee Terms of Reference to prohibit a Committee Member from moving or seconding minutes if they were not present at the meeting to which the minutes relate.

CARRIED 6/2

11.5 Receipt of the Minutes of the Audit Committee

7368

Recommendation/Council Decision:

Moved: Cr Miffling

Seconded: Cr Stanley

That Council receives the Minutes of the Audit Committee held on 7 March 2017.

CARRIED 8/0

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11.6 Adoption of the Recommendations of the Audit Committee

7369

Recommendation/Council Decision:

Moved: Cr Piavnini

Seconded: Cr Stanley

That Council adopts en bloc the recommendations contained within the minutes of the Audit Committee held on 7 March 2017:

11.6.1: That Council receives the 2016 Compliance Audit Return as presented and authorise the Chief Executive Officer to forward it to the Department of Local Government and Communities.

11.6.2 That Council;

- 1. Receives the Regulation 17 Audit Report dated 21 December 2016 as prepared by AMD chartered Accountants (Appendix 2);**
- 2. Notes the contents of the Audit Report and management comments; and**
- 3. Direct staff to implement the following outcomes of the Report;**
 - a - Risk reporting is completed six monthly to executive management and biannually to the Audit Committee/Council in accordance with the stated policy;**
 - b - The lease database be implemented with contact details and insurance details updated;**
 - c - A register of service agreements be created. The service agreement register should be regularly reviewed and updated to ensure service agreements are current and insurance details are up to date;**
 - d - All Council plans, policies and procedures are reviewed and updated regularly in accordance with stated review dates;**
 - e - Members of the selection panel complete a conflict of interest for each tender number;**
 - f - Council consider implementing a fraud and corruption policy and litigation and claims policy;**
 - g - A post event inspection checklist be prepared and utilized for when an event has been completed; and**
 - h - Monthly credit card statements are signed to evidence independent review occurring and credit card payments are recorded and presented to Council as part of monthly payment listing.**

CARRIED 8/0

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11.7 Receipt of the Minutes of the Disability Access and Inclusion Committee

7370

Recommendation/Council Decision:

Moved: Cr Green

Seconded: Cr Martin

That Council receives the Minutes of the Disability Access and Inclusion Committee held on 9 March 2017.

CARRIED 8/0

11.8 Adoption of the Recommendations of the Disability Access and Inclusion Committee

7371

Recommendation/Council Decision:

Moved: Cr Green

Seconded: Cr Italiano

That Council adopts en bloc the recommendations contained within the minutes of the Disability Access and Inclusion Committee held on 9 March 2017:

11.8.1: That Council: Authorise staff and the Disability Access and Inclusion Committee to commence the review of the Shire of Collie Disability Access and Inclusion Plan 2013-2017 (DAIP) as adopted by Council in February 2013, including the addendum to the DAIP adopted by Council in July 2015, as per the requirements of the Disability Services Commission, including

- advertising for the review of the DAIP**
- community consultation, via survey, public forums and direct contact with community members**
- liaison with Disability Services Commission**

11.8.2: That Council: Authorise staff to investigate the options to upgrade the ACROD parking bay at the corner of Harvey and Throssell Street, to provide easier access to and from vehicles and the footpath, and cost the options for inclusion in the 2017 / 18 budget considerations.

CARRIED 8/0

12. RECEIPT OF NON COUNCIL COMMITTEE MINUTES PRESENTED TO COUNCIL

Nil

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13. CEO REPORTS

13.1 Major Projects Report – March 2017

Reporting Department:	Chief Executive Office
Reporting Officer:	David Blurton – Chief Executive Officer
Accountable Manager:	N/A
Legislation	N/A
File Number:	
Appendices:	Yes – Appendix 1
Voting Requirement	Simple Majority

Report Purpose:

To update Council on the progress of various major projects being undertaken in the financial year.

7372

Officer's Recommendation/Council Decision:

Moved: Cr Hanns

Seconded: Cr Martin

That Council receives the Major Project Update Report as provided at Appendix 1.

CARRIED 8/0

Background:

Council has established a range of initiatives under its strategic plan which will be progressed over the current financial year. Forming part of the accountability commitment and in order to keep the Council informed on the progress of various works a project update report is provided.

Statutory and Policy Implications:

N/A

Budget Implications:

N/A

Communications Requirements: (Policy No. CS 1.7)

Provided to all staff members (revised version)

Strategic Plan Implications:

Key Objective 5.0 - Our Business

Our Goal:

To make decisions and manage the resources of the organisation in a sustainable manner, with a focus on;

- Effective medium – long term planning
- Effective Communication
- Development of our staff

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- Achieving high standards in the management of Council's financial resources.
- Managing risk at an acceptable level.
- Fulfil the Council's strategic Goals and Objectives.

Relevant Precedents:

Major Project Update reports are presented to Council on a regular basis.

Comment:

Given the number and wide range of projects questions pertaining to individual items would be appreciated prior to the meeting.

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14. CORPORATE SERVICES REPORTS

14.1 Accounts Paid – February 2017

Reporting Department:	Corporate Services
Reporting Officer:	Khushwant Kumar – Finance Manager
Accountable Manager:	Allison Fergie – Director of Corporate Services
Legislation:	Local Government Act 1995 & Financial Management Regulations 1996
File Number:	FIN/024
Appendices:	Yes – Appendix 2
Voting Requirement	Simple Majority

Report Purpose:

To present the accounts paid during the month of February 2017.

7373

Officer's Recommendation/Council Decision:

Moved: Cr Martin

Seconded: Cr Stanley

That Council accepts the Accounts as presented in Appendix 2 being vouchers 3114-3115 and 41055-41079 totalling \$188,806.39 and direct payments totalling \$614,258.35 authorised and paid in February 2017.

CARRIED 8/0

Background:

In accordance with clause 12 of the WA Local Government Financial Management Regulations (1996) the Council may delegate the authority to the Chief Executive Officer (CEO) to authorise payments from both the municipal, trust and reserve funds in accordance with the Annual Budget provisions. The CEO shall cause for section 13 of the WA Financial Management Regulations (1996) to be adhered to with a list of accounts for approval to be presented to the Council each month.

Month	Cheques 2016/17	EFT 2016/17	Total Payment 2016/17
July	84,704.43	917,730.00	1,002,434.43
August	34,665.50	596,608.27	631,273.77
September	23,179.63	672,191.97	695,371.60
October	18,305.08	740,101.16	758,406.24
November	69,163.11	1,494,072.08	1,563,235.19
December	94,444.83	389,492.69	483,937.52
January	91,353.32	703,022.51	794,375.83
February	188,806.39	614,258.35	803,064.74

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Month	Cheques 2016/17	EFT 2016/17	Total Payment 2016/17
March			
April			
May			
June			

Statutory and Policy Implications:

WA Local Government Act 1995

Financial Management Regulations 1996

Council has Policy number CS3.7 which relates to the payment of Creditors, and in particular item 5.0 which relates to the presentation of accounts paid.

A list of all accounts paid in the month prior shall be presented to the Council. The list shall comprise of details as prescribed in the Local Government Financial Management Regulations (1996).

Budget Implications:

All liabilities settled have been in accordance with the Annual Budget provisions.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

Comment:

For a detailed listing of payments see Appendix 2.

The following questions were required to be taken on notice by staff:

1. EFT20068 - Microchipping cost of Dogs incurred by Rangers at the Collie Veterinary Clinic. Is this recovered from owners?
2. EFT20083 - Maintenance cost of Servicing of Items at the Collie Art Gallery regularity. How often does this occur?
3. EFT20114 - Maintenance cost of Roller Doors on Council Buildings. Which buildings does this relate to?

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14.2 Financial Report – February 2017

Reporting Department:	Corporate Services
Reporting Officer:	Khushwant Kumar– Finance Manager
Accountable Manager:	Allison Fergie – Director of Corporate Services
Legislation:	Local Government Act 1995 & Financial Management Regulations 1996
File Number:	FIN/024
Appendices:	Yes – Appendix 3
Voting Requirement	Simple Majority

Report Purpose:

This report provides a summary of the Financial Position for the Shire of Collie for the month ending February 2017.

7374

Officer’s Recommendation/Council Decision:

Moved: Cr Miffling

Seconded: Cr Stanley

That Council accept the Financial Reports for February 2017 as presented in Appendix 3.

CARRIED 8/0

Background:

In accordance with Council policy and the provisions of the Local Government Act 1995, the Financial Report for the end of the period is presented to Council for information. Refer to Appendix 3.

Statutory and Policy Implications:

WA Local Government Act 1995
Financial Management Regulations 1996

Budget Implications:

Nil

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

N/A

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Comment:

The report provided to Council as Appendix 3 is inclusive of the information required by the Local Government Act 1995 and includes information as set out in Council Policy.

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this, please contact Council Finance staff prior to the meeting.

Notes to the Financial Statements (items in bold represent new notes)

Operating Revenue by Program

1. Law, Order, and Public Safety is \$82,854 is over budget predominantly due to additional LGGs Grant from DFES for expenditure incurred in 2015/16.
2. Community Amenities is \$210,312 under budget as businesses are yet to be invoiced for bulk rubbish collection, the remainder of the organics bin grant is yet to be received and transfer station fees is lower than expected.
3. Recreation and Culture is \$256,595 over budget as the Changing Places Program Access grant of \$62,300 and Town Site Mountain Bike Trail Project grant of \$23,500 were successful (unbudgeted). Additional grant money for the Town Site Mountain Bike Trail Project will be received in 2017/18. \$199,790 has been invoiced for contribution towards the laneway development, which was unbudgeted.
4. Transport is \$314,923 under budget mainly due to the next instalment of the Roads to Recovery and Regional Road Group grants are yet to be received.
5. Economic Services is under budget by \$20,799 due to caravan park income (\$4,722) and building permit fees (\$3,934) being under budget and loss on sale of Building Services vehicle.

Operating Expenditure by Program

6. Welfare is \$14,261 under budget mostly due to the St John of God contribution has not been paid as we are still waiting for the invoice.
7. Transport is \$385,051 under budget due to roadworks (\$117,880), street lighting (\$69,135), footpath maintenance (\$28,472), street trees (\$24,897) laneway maintenance (\$28,861) and street sweeping (\$77,510) being under budget.
8. Other property and services is \$99,730 under budget due to several public works overheads and plant operations cost accounts being under budget.

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Operating Revenue by Nature and Type

9. Contributions and Reimbursement is over budget by \$35,820 as Fuel Rebate Scheme (\$34,060), Paid Parental Leave (\$12,106), Margareta Wilson reimbursement (\$7,038) and DEET Apprentice Funding (\$5,500) are over budget. The total over budget amount is reduced by insurance and worker's compensation reimbursement accounts being under budget by \$25,647.
10. Fees and Charges is \$238,570 under budget mostly due to additional bulk rubbish (\$115,117), transfer station fees (\$27,804), engineering supervision fees (\$4,000), instalments administration charge (\$7,919), pool revenue (\$17,778) and legal fees recouped (\$9,879)

Operating Expenditure by Nature and Type

11. Materials and Contracts is under budget by \$307,914 due to rates legal cost (\$10,690), niche modular system (\$11,500), Roche Park Program expense (\$11,990), pool chemicals (\$8,033), library building maintenance (\$14,820), BREC contributions (\$6,955), museum operating grant (\$20,000), Royal Life Saving and Youth Care contribution (\$10,000), Community Development grants (\$26,576), MSW Manager (\$10,000), Collie Heritage inventory (\$12,992), Depot Rehabilitation Plan (\$13,000), Asset Management Software(\$17,756), Fuel and Oil (\$14,299), rating valuation cost (\$8,259), St John donation (\$10,000), Building valuation (\$12,000), entry statement strategy plan (\$21,958), waste contract (\$61,798), organic liner bags (\$17,643) and waste management business plan (\$25,000).
12. Utility Charges is \$82,749 under budget, mainly due to a delayed payment for street lighting and pool utilities.

Non-Operating Expenditure

13. Capital purchases are currently under year to date budget, generally due to the timing of payments for certain SuperTowns contracts and MSW Redevelopment. Projects will continue to be monitored by the executive team, and major projects for 2016/17 are identified in the following table;

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Project	Original Budget	YTD Actual	Comment
SuperTowns Projects	978,239	964,749	All major projects complete, some minor works to Complete by June 2017
Collie Motorplex Improvements	2,939,956	151,770	Track extension detailed design and engineering nearing completion following feedback from Motorcycling Australia and CAMS. Preparation of tender documentation underway. New Sport and Recreation Grant agreement (\$1.57m) received for signing.
Regional Road Group works	786,000	675,276	Piavanini road complete, Mungalup road Complete, Powerhouse road complete
Roads to Recovery works	825,000	256,974	Rowe St (\$200,000) commence April 17 Concession st (\$200,000) defer Venn st (\$120,000) complete Burt St (\$30,000) complete River Ave (\$70,000) and Inkerman St (\$40,000) March Completion Shannon St (\$75,000) complete
Footpath Program	199,000	154,210	All works complete except Throssell Bridge to River Walk (\$65,000)
Special Projects	158,500	54,681	Gravel resheeting to occur April-June (\$100,000)

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14.3 2016/17 Budget Review

Reporting Department:	Corporate Services
Reporting Officer:	Khushwant Kumar – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation	WA Local Government Act (1995)
File Number:	
Appendices:	Yes – Coloured Appendix 4
Voting Requirement	Absolute Majority

Report Purpose:

To review the 2016/17 Adopted Budget.

7375

Council Decision:

Moved: Cr Stanley

Seconded: Cr Italiano

That Council by ABSOLUTE MAJORITY adopts the 2016/17 Annual Budget review as identified in Appendix 4 with the following changes;

- 1. addition of \$8,000 expenditure for town centre signage (ref resolution 7293);**
- 2. increase depot expenditure account to \$104,664;**
- 3. decrease allocation for Cherry Picker purchase to \$35,000;**
- 4. Increase Fuel tax credit revenue account to \$48,000;**
- 5. reduce transfer from building reserve to \$62,200.**

CARRIED 8/0

Background:

A thorough review of the Council's financial performance against budget has been undertaken by the Executive Management team. From this review, several items of expenditure and income have been recommended as budget reallocations. These are summarised in Coloured Appendix 4.

The purpose of this process is twofold. Firstly, it provides the Council with the opportunity to address any budget items which are or will be significantly over or under budget and secondly it allows the Council the opportunity to re-allocate its resources and consider undertaking additional projects during the current financial year.

Statutory and Policy Implications:

Section 33A of the WA Local Government (Financial Management) Regulations 1996 reads as follows:

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33A. Review of budget

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

[Regulation 33A inserted in Gazette 31 Mar 2005 p. 1048-9.]

As per Council Policy CS3.13 End of Year Surplus Policy:

The use of any identified untied surplus at the end of a financial year will be limited to one (or more) of the following transactions, in order of preference:

1. Transferred to a Reserve Account to be nominated by the Council;
2. Allocated to a “one-off” capital project;
3. Retirement of debt (where possible);

Budget Implications:

The financial impacts of the review are nil, i.e. all changes are balanced out.

Communications Requirements: (Policy No. CS 1.7)

Nil

Strategic Plan/Corporate Business Plan Implications:

KEY OBJECTIVE 5.0

Our Business

Good governance and an effective, efficient and sustainable organisation.

Outcome 5.3:

Financial sustainability and accountability, with emphases on the below strategy;

5.3.5, provide corporate financial services that support the Shires operations and meet planning, reporting and accountability requirements.

Relevant Precedents:

The 2015/16 Budget Review was adopted by the Council on 29th March 2016.

Comment:

The notes below correspond to the notes in the note column in the appendix. A revised Operating Statement and Rate Setting Statement have been produced based on the recommended budget alterations below.

2016/17 Budget Review Notes

Surplus

1. Surplus – the 2015/16 budgeted surplus (\$879,243) brought forward was \$250,263 less than the actual surplus calculated during the 2015/16 end of year financial report.

As per Council Policy (noted above), the surplus amount of \$250,263 has been recommended to allocate for:

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- Reserve for pending legal case- \$50,000: For contingency expenditures which may arise in future on pending legal case
- Building Reserve- \$99,662: The reserve is allocated out of surplus and then used for Depot capital expenditures (\$66,462) and Community Pool revitalisation Program expenditures (\$33,200)
- Riverview Loan - \$100,000- Self-supporting loan to Riverview Residence Collie (as per council resolution #7181)

Operating Expenditure

2. Information Technology expenditure has increased by \$15,480 due to extra computer licenses, extra IT support, additional work required for Depot firewalled network and replacement of the UPS for the backup server in the Library.
3. Completion of the new Depot building has required more expenditure than anticipated to enable staff to operate effectively. An additional budget of \$66,462 is proposed for FY 2016-17.
4. Planning legal fee is expected to be \$15,000 more than the budgeted amount due to legal expenses.
5. Organic Liner bags-expenditures on purchase of organic liner bags is expected to decrease so net saving of \$11,157 is anticipated by the year end.
6. Depots rehabilitation plan (\$13,000) and Asset Management Software (\$20,000) expenditures are proposed to defer till next year.
7. Street Lighting expenses has been increased by \$63,718 due to Synergy invoices received for last year (2015-16). These invoices were not received in relevant year so not paid or accrued in 2015-16.

Capital Expenditure

8. Community Pool Revitalisation Program expenditures (\$33,200) were not budgeted in Annual budget for 2016-17. The revenue of \$33,200 was included in the budget but there were no relevant expenditures included.
9. Cherry picker allocation expenses to reduce by \$50,000 based on quotation received.
10. Capital expenditures on Forklift (\$25,000) to defer for next year.
11. Drainage truck expenditures to defer till 2017-18. During current year, payment of \$88,200 related to purchase of Hino 921 truck was made. This truck was purchased last year but we did not receive invoice in 2015-16 and payment was made out of current year budget. It is recommended that purchase of the drainage truck be made next financial year.

Increase/Decrease Revenue/Expenditure That Net Out

12. Fire break work inspection revenue and expenditures (\$6,000)
13. Vehicle towing expenditures and revenue (\$2,000)
14. Untidy sites revenue and expenditures (\$8,000)
15. Other community amenities Grants -revenue and expenditures (\$31,000) for additional grant received during the year for/from South 32, Australia Day, Central park opening and Harmony day.

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16. Road to Recovery Grant (Revenue) and Concession street (expenses) \$200,000– expenditures on concession street to defer until 2017-18.
17. Margaretta Wilson Centre expenditures and reimbursement (\$12,000). The reimbursement is for Synergy bills at the Margaretta Wilson Centre which are to be recovered.
18. Supertowns Grants and expenditures (\$199,790) representing additional grants received from Bendigo Bank (\$150,000) and contribution from landowners for sealing works behind shops on Forrest St (adjacent to laneway upgrade)

Revenue

19. Transfer station fee: Transfer station is not generating revenue as expected in annual budget. Overall a decrease of \$26,860 is proposed in the revised budget.
20. Profit on asset sale- this is due to budgeted profit on sale of Council vehicle for Building Manager which was expected to generate profit of \$10,635. The expected profit was budgeted depending on book value which was calculated on the basis of Depreciation applied as per the accounting standards. But actual market value was less than the book value which ultimately wiped out the expected profit on sale.
21. Interest earning on Muni funds: Our bank balance in muni account is not generating the interest as per budgeted amount. The budget amount was based on last year results. But this year, we are having comparatively lesser funds in bank due to lesser Supertowns money in our account. The net effect on interest earning will be \$39,000 during the year.
22. Cemetery fee is expected to generate more revenue (\$10,000)
23. Sale of excess plant, equipment and computers at our old depot is expected to generate net revenue of \$25,000. This will be an item through Plant committee

Unbudgeted Grants/Expenditures

24. Government paid parental leave (revenue and expenditures)- \$27,503. Net effect \$0
25. Town site mountain bike trail project grant and expenditures- \$23,500. Net effect \$0
26. Swimming pool changing room capital grant and expenditures- \$62,300. Net effect \$0
27. Strategic community plan and corporate plan review: It is expected to spend \$25,000 on this plan review during FY 2016-17
28. Loss on asset sale- this is due to sale of Council vehicle for which budgeted loss was lesser than the actual loss. The actual loss incurred as our book value was higher which was based on the Depreciation applied as per the accounting standards. But actual market value was less than the book value which ultimately incurred a net loss on sale.

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Adjustments

- 29.** Non-cash items are excluded from Rate setting statement

Above adjustments are required to ensure that the Council remains in a financially sound position with a balanced budget.

More information was requested from Cr Piavanini in relation to the loss on sale of Manager of Building Services vehicle, specifically “Quotes for the vehicle transfer”. Staff will report this information to the Plant Committee Meeting scheduled 3rd April 2017.

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14.4 Appointment of Community Members to the Museum Advisory Committee

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	David Blurton – Chief Executive Officer
Legislation	WA Local Government Act 1995
File Number:	GOV/123
Appendices:	No
Voting Requirement	Absolute Majority

Report Purpose:

For Council to consider the Museum working group recommendation for the appointment of community members and stakeholders to the Museum Advisory Committee established to oversee the management of the Collie Museum.

7376

Officers Recommendation/Council Decision:

Moved: Cr Miffing

Seconded: Cr Hanns

That Council appoint the following community members/stakeholders to the Museum Advisory Committee for a term ending October 2019:-

- **Susan Lee**
- **Kevin Massara**
- **Mark Paget**
- **Tom Reardon**
- **Alan Wade**

CARRIED 8/0

Background:

In considering the future of the Coalfields Museum at its meeting on 25 October 2016 the Council resolved;

7221 - That Council

1. *Note that the Coalfields Museum representatives have verbally advised they do not wish to continue operating the Museum and have handed over keys to the premises to Council.*
2. *Form a working party including Information Services Manager, Director of Corporate Services, CEO and Councillors Piavanini and Italiano to oversee the formation of a new incorporated body to manage the Museum with the support of Museums WA and to attend to any other necessary tasks relating to the establishing the museum as deemed appropriate in accordance with national standards for Australian Museums and Galleries.*
3. *Authorise the use of \$20,000 carried forward in the 2016/17 Budget for any costs*

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associated with the formation of the new incorporated group.

The Museum Working Party met to progress the reopening of the Museum, and as part of the process held a public meeting on Wednesday 14th December in the Council Chambers. The purpose of the meeting was:

- To update the community on the progress of re-opening the Museum;
- To assess the level of support / interest in the community for the Museum;
- To get people to register as potential future volunteers.

The public meeting was well attended, and three options for the ongoing management of the museum were discussed. After extensive discussion, those present voted unanimously for Shire to form an advisory committee to manage the museum. This option was presented to Council for their consideration at the meeting of Council held 24 January 2017. The Council decision was:

7294 - That Council by Absolute Majority:-

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Museum Advisory Committee;*
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, Staff and Other Persons;*
- 3. In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members;*
 - 2 Councillors,*
 - Director of Corporate Services (or his/her nominee),*
 - Information Services Manager, and*
 - up to 5 Community/stakeholder representatives.*
- 4. Review this position prior to the 2019 local government elections.*

Nominations were called for by advertisements placed in the Collie Mail, on the Shire's website and Facebook pages, and by email to the persons attending the December public meeting.

Nominations were received from Stephen Bucktin, the Collie Family History Society, Grahame Old (Collie-Cardiff RSL), Yvonne Hammond, Susan Lee, Kevin Massara, Mark Paget, Richard (Tom) Reardon, David Saunders, Alan Wade, Harry Wiggers and Geoff Wilks and presented to Council for their consideration. Two further late nominations were not considered by Council. The number of nominations was greater than expected and Council requested that the museum working group consult with nominees prior to making a recommendation to Council. At its meeting held 7 March 2017 Council resolved:

7350 – That Council appoints Cr Italiano and Cr Piavanini to the Museum Advisory Committee.

and

7351 – That Council refer the applications for community membership for the Museum Committee to the Museum working group for presentation at the next meeting of Council.

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The working group has now met with nominees to ascertain if the nominee wished to be on the Committee, or if their preference would be to be involved with the museum in a volunteer capacity to work in their area of interest.

Statutory and Policy Implications:

All Committees are established under provisions of Sections 5.8 to 5.18 of the Local Government Act 1995.

Council is able to establish Committees of 3 or more by **ABSOLUTE MAJORITY** vote of the Council (all Committees whether new or re-established ones must be “created” by absolute majority) and Committees may comprise:-

- a) Councillors only,
- b) Councillors and employees,
- c) Councillors, employees and other persons,
- d) Councillors and other persons,
- e) Employees and other persons,
- f) Other persons only

When creating Committees of (a) and/or (b) type above, the Committees are to have as its members -

- i) persons appointed by **ABSOLUTE MAJORITY** of the Council,
- ii) the Shire President if he/she advises the Council at the time of appointment of the Committee his/her wish to be a member of the Committee,
- iii) the Chief Executive Officer or his representative if at the time of appointing the Committee the Council decides that it wants to have employees as members of the Committee and it is the Chief Executive Officers wish to be a member of the Committee.

At any given time each Councillor is entitled to be a member of at least one Committee of the (a) and (b) type mentioned above and if a Councillor nominates him/herself to be a member of such a committee or committees, the Council is to appoint that Councillor to at least one of the Committees as the Council decides.

Explanation: If Council has two Committees of the (a) and/or (b) types, and a Councillor nominates to go on 1 of those Committees, the Councillor must be appointed to that Committee. However, if the Councillor nominates to go on both of those Committees, the Council can decide which Committee the Councillor is appointed to (it could be both or only one depending on the circumstances, eg number of nominations received for the Committees)

Budget Implications:

Council has been carrying forward the annual allocation of \$4,000 for the past five years resulting in a balance of \$20,000 available for costs associated with management of the museum.

Communications Requirements: (Policy No. CS 1.7)

Letter to all nominees advising of Council’s decision.

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Strategic Community/Corporate Business Plan Implications:

Goal 4 Our Economy A strong and diversified economic base providing a range of business and employment opportunities

Outcome 4.3: A growing tourism industry.

Strategy 4.3.5 Promote and raise awareness of Collie's tourism potential including natural environmental and heritage attractions.

Action 4.3.5.2 Support the continued display of Collie's social history.

Relevant Precedents:

Council regularly appoints persons to Committees of Council.

Comment:

A number of people have registered their interest in volunteering at the museum, and in the longer term it is anticipated that an independent, incorporated body would be established to manage the museum into the future. This interest has been maintained, with a greater than anticipated number of nominations for positions on the Committee received.

The nominees represent a diverse range of skills and interests which would be of great value to the ongoing management of the museum. The process of consulting with each nominee regarding their preference is intended to achieve an outcome that best suits each individual and the ongoing operation of the museum.

Nominees who are unsuccessful will be contacted to encourage them to engage with the Committee and the various working groups that will be required to manage the broad range of displays and focus areas for the museum.

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Cr Miffing, Cr Hanns and Cr Italiano have declared interests in this item.

Cr Hanns left the room 8.09pm.

14.5 Community Small Grants Fund Round Two 2016/17

Reporting Department:	Corporate Services
Reporting Officer:	Julie Pelliciarì – Community Development Officer
Accountable Manager:	Allison Fergie – Executive Manager Corporate Services
Legislation	WA Local Government Act (1995)
File Number:	GAS/017
Appendices:	Yes (provided separately on 22 March 2017)
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider applications received and allocate funding from the Shire of Collie Community Small Grants Fund, Round Two 2016/17.

Officer's Recommendation:

That Council allocate the following amounts from the 2016/17 Community Small Grants Fund:

- Collie Eagles Football Club: \$5,000
- Our Community Garden: \$734
- Collie Pioneer Day Lodge: \$5,000
- Mila Foundation: \$4,560
- Amaroo Primary School P&C: \$5,000

7377

Council Decision:

Moved: Cr Stanley

Seconded: Cr Martin

That Council allocate the following amounts from the 2016/17 Community Small Grants Fund:

- **Collie Eagles Football Club: \$5,000 subject to the project being maintained by the club;**
- **Our Community Garden: \$734**
- **Mila Foundation: \$4,560**
- **Amaroo Primary School P&C: \$5,000**

CARRIED 7/0

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At the Council meeting of 13 September 2016, Council allocated \$23,424 from the Community Small Grants Fund for applications received in Round One of 2016/17.

A total of nine applications were received for Round Two of the 2016/17 Shire of Collie Community Small Grants Fund.

There were two applications requesting support for \$1,000 or under; six applications for funding between \$1,001 and \$5,000; and one application considered ineligible. The application considered ineligible was from a private for-profit enterprise, even though the project outlined was not going to provide any financial gain to the applicant.

The total amount of funds requested through the eligible applications is \$28,623. A copy of all applications received was sent to Councillor's on 22 March 2017.

Applications were assessed independently by four senior Shire staff members resulting in the ranking of applications as shown in the table below. Assessment Criteria used by the Shire staff was sent to Councillor's on 22 March 2017.

APPLICANT	PROJECT NAME	AMOUNT REQUESTED	ESTIMATED PROJECT TOTAL	RANK
Collie Eagles Football Club	Collie Recreation Ground Enclosed Playground	\$5,000	\$31,310	1
Our Community Garden	Security Lights and Camera's	\$773	\$800	2
Collie Pioneer Day Lodge	Collie Clan Gathering	\$5,000	\$61,578	3
Mila Foundation	Mila Foundation Aboriginal Youth Program	\$4,560	\$30,000	4
Amaroo Primary School P&C	Upper Primary Nature Play Stage 2	\$5,000	\$95,694	5
Collie Italian and Sporting Club	Air conditioning in main hall	\$1,000	\$7,698	6
Collie Underwater Hockey Club	Replacement of steel goals to light weight plastic and upgrade to junior loan gear	\$5,000	\$5,000	7
Collie PCYC	Teen Fitness Classes	\$2,290	\$2,290	8
TREM (Thunder Road Event Management)	Minninup Pool Pedestrian Foot Bridge	\$5,000	\$5,000	Not ranked

During the assessment of the applications the following items were noted by staff;

- All applications would be subject to relevant Council and Government approvals
- Collie Eagles Football Club does not have confirmation of \$15,000 of grant funding, if application is successful it is suggested that funding be withheld until the project has been fully funded.
- Our Community Garden: one quote received includes GST, therefore if the application is approved then the amount paid would need to be reduced by \$31.

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- Collie Pioneer Day Lodge budget is currently showing a loss of \$12,828 (or \$17,828 based on separate itemised budget and excluding Shire funding). There was rationale mentioned in the supporting documentation for the management of the deficit.
- The Mila Foundation project does not have confirmation for all funding requests, if application is successful it is suggested that funding be withheld until the project has been fully funded. The budget has only been supported by two quotes for minor services. It is mentioned in the budget costs spreadsheet that there will be a profit of \$9,000, from further discussions with the applicant this provisional profit is from an additional program (Cultural Immersion Program) that Mila is proposing to run in 2017. Any profits from the Cultural Immersion Program will be used to fund the youth program in future years.
- Amaroo Primary School P&C: proposed income is \$3,462 higher than the proposed expenses. It should also be noted that \$10,000 of grant funding is not confirmed, if application is successful it is suggested that funding be withheld until the project has been fully funded. It is not clear if one quote includes GST. Two quotes received are for organisations operating outside the Shire of Collie.

Statutory and Policy Implications:

Nil

Budget Implications:

2016/17 Budget Allocation:	\$44,000
Round One funding approved by Council*:	\$23,424
<u>Balance remaining for Round Two:</u>	<u>\$20,576</u>

Communications Requirements: (Policy No. CS 1.7)

The community small grants opening date was advertised in the Council Chat page of the Collie Mail, on the Shire website and Facebook page. Emails were sent to contact list of community organisations.

Notification will be required to all applicants on the success or otherwise of their application.

Strategic Community/Corporate Business Plan Implications:

Goal 1 Our Community A thriving, supportive and safe community

Outcome 1.3 An active and supportive community

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Relevant Precedents:

Council has allocated community grants previously, the most recent allocations being:

Council decision 7183 [13 September 2016]

Council Decision:

Moved: Cr Miffling

Seconded: Cr Harverson

That Council allocate the following amounts from the 2016/17 Community Small Grants Fund:

- ***Motoring South West Inc: \$3,100***
- ***Collie Clay Target Club Inc: \$4,545***
- ***Collie Swimming Club Inc: \$5,000***
- ***Collieburn-Cardiff Bush Fire Brigade: \$4,545***
- ***Collie Family Historical Society: \$1,000***
- ***Collie Western Riding Association: \$2,634***
- ***Collie Country Music Club Inc: \$1,600***
- ***Investing in Our Youth: \$1,000***

CARRIED 7/0

Council decision 7002 [29 March 2016]

That Council allocate the following amounts (subject to the organisations demonstrating that they can fund the entire project) from the 2015/16 Community Small Grants Fund:

- ***Coalfields Hockey Council for kitchen upgrade, \$2,897***
- ***Collie Bowling Club for shade structure, \$2,897***
- ***Collie Race Club for patio infrastructure stage 6, \$2,897***
- ***Collie Horse and Pony Club for showjumping equipment, \$2,897***

CARRIED 10/0

Comment:

The Officer's Recommendation is based on the rankings of the applications by staff assessed against the Selection Criteria.

The allocation of \$23,424 in round one provides for \$20,576 to be allocated in round two to remain within budget. The above recommendation will expend a total of \$20,294.

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15. **DEVELOPMENT SERVICES REPORTS**

Nil

16. **TECHNICAL SERVICES REPORTS**

Nil

17. **MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**

Nil

18. **QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

Mr Kumar left the room 8.22pm and returned 8.23pm.

19. **URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**

Nil

20. **ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**

Cr Stanley:

Attended Collie Community Bank Entrepreneurs Program.

Cr Miffing:

I Deputised for Cr Sanford at the Regional Road Group Elected member meeting at the Shire of Dardanup on Monday 27 March. It was a fairly straight forward meeting with a few points noted -

1. Mention by Ricky Burges, CEO of WALGA, in the State Road Funds to Local Government Advisory Committee minutes of 25 November 2016 "*Collie Williams Road – Councils in the area noted that the road has not received significant investment in years*". The WALGA representative at the Regional Road Group meeting was asked if there was anything further to make of Ms Burge's comment but he replied that it was simply noted with no outcomes to report at this time.

2. The WALGA representative reported on the matter of local governments no longer receiving free vehicle license charges for non-emergency Council owned vehicles and a consequential outcome from this State Government (Department of Transport) decision. While local governments were previously exempt from the payment of license fees they were also exempt from the payment of stamp duty on vehicle purchases but this won't be so in the future. Now in addition to the payment of license fees local governments will also have to pay stamp duty on vehicle purchases which will only compound the total outlays. WALGA had taken the matter up with Mr Mark McGowan prior to the election to ascertain the (then) State Opposition's position on the matter but Mr McGowan advised that if elected, he wouldn't be able to comment until after a comprehensive financial review of the 'state of the books'.

3. The following excerpts from the Main Roads WA report are noted as they more closely relate to Collie -

“COALFIELDS HIGHWAY – Current 2016/17 Works –

i) The contractor has returned to site to complete works commenced in 2016 on the section between Wellington Dam Road and Hamilton

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Bridge. Works are expected to be completed by mid-April 2017;
ii) Part Funding has been received to commence earthworks in April 2017 for pavement widening and extension of climbing and descending lanes on Roelands Hill. The works will also include improvements to sightlines on, and upgrade of, Sevenhills Road intersection. Further funding to complete the works in 2017/18 is expected from the RROR program;
iii) FUTURE WORKS – Planning activities continue on options to improve the intersection with Throssell/Prinsep Street in the Collie townsite. Construction component currently unfunded.

RAYMOND ROAD – Current 2016/17 Works -

i) Safer Roads funds to reconstruct and widen 3.5km section have been approved. The project will be delivered over two stages with the first 2.5km section to commence in February through to April 2017. The remaining 1km section will be completed in 2017/18 subject to additional funding being made available.”

Mr. Blurton sought direction from Council on the use of the WALGA EQuote system in light of Councils revised Purchasing Policy CS2.7.

7379

Council Decision:

Moved Cr Martin

Cr Hanns

Council endorse the request by staff to use the WALGA E Quote system for the Collie Motorplex Extension project.

Carried 8/0

21. COUNCILLOR DOCUMENTS OF INTEREST

Building Approvals – February 2017
Building Statistics Comparison Table 2017

22. ELECTED MEMBERS TRAINING OPPORTUNITIES

Please refer to the **attached** 2017 WALGA Training Calendar and contact CEO PA on 9734 9004 for any training you may wish to undertake

23. STATUS REPORT ON COUNCIL RESOLUTIONS

Summary reports on the status of Council’s resolutions are;

- ‘Closed Since Last Meeting’ at Appendix 5
- ‘All Open’ at Appendix 6

24. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil

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25. CLOSE

The Shire President thanked Council and Staff for their attendance.

The Presiding Member declared the meeting closed 8.42pm.

I certify that these Minutes were confirmed at the Ordinary Meeting of Council held on Tuesday, 18 April 2017.

.....
Presiding Member

.....
Date