



MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 11 July 2017

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Minutes of the Ordinary Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 11 July 2017 commencing at 6:01pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:

Wayne Sanford	Councillor (arrived at 6.59 and assumed the position of Presiding Member)
Glyn Yates	Councillor (Presiding Member until 6.59PM)
Nola Green, JP	Councillor
Elysia Harverson	Councillor
Joe Italiano	Councillor
Jodie Hanns	Councillor (arrived 6.03pm)
Ian Miffling, JP	Councillor
John Piavanini	Councillor
Sarah Stanley	Councillor
David Blurton	CEO
Allison Fergie	Director Corporate Services
Brett Lowcock	Director Technical Services
Andrew Dover	Director Development Services
Khushwant Kumar	Finance Manager
Hasreen Mandry	Assistant Accountant
Belinda Dent	CEO PA

APOLOGIES: Neil Martin Councillor
Gary Faries Councillor

GALLERY: Murray Carter OBRM (left at 6.46pm)
Heath Soutar Snr Sgt Collie Police (left at 6.07pm)
Nathan Playle (arrived at 6.30pm and left at 6.58pm)
Robert Quinn DFES (arrived at 6.57pm and left at 7.19pm)

- 1.1 Councillors granted Leave of Absence at previous meeting/s.
Cr Martin and Cr Faries have been granted Leave of Absence for this meeting.
- 1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council.
- 1.3 Councillors who are applying for Leave of the Absence for this Ordinary Meeting of Council.

7473

Moved: Cr Stanley

Seconded: Cr Harverson

That Cr Sanford be granted leave of absence until his arrival at this Ordinary Meeting of Council.

CARRIED 8/0

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2. **AUSTRALIAN CITIZENSHIP CEREMONY**

Nil

3. **PUBLIC QUESTION TIME**

Nil

4. **RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

5. **DISCLOSURE OF FINANCIAL INTEREST**

The Presiding Member advised that Disclosures of Financial Interests have been received from Councillors/staff as listed below:

Councillor/Staff	Agenda Item	Disclosure
Cr Stanley	Item 14.3 and 14.4 Budget and Consideration – Committee Member of the Collie Gallery Group, Collie River Valley Marketing and Collie Visitors Centre. Supplier to Collie River Valley Marketing. Item 15.1 Overheight Shed - Neighbour	Impartial Financial Proximity
Cr Miffing	Item 14.3 and 14.4 Budget and Considerations – Grant to Collie Visitors Centre, Possible savings to delete Collie Lawn Tennis Club Ground assistance. Member Collie Gallery Group.	Financial – Wife is employee of Collie Visitors Centre. Impartial – President of Lawn Tennis Club. Impartial
Cr Hanns	Item 14.3 and 14.4 Budget and Considerations – Member of Collie Gallery Group	Impartial for both items.
Cr Piavanini	Item 14.3 Budget – Collie Gallery Group	Impartial – Wife is a member of the group.

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

Members of the public invited by the Chairperson may address the meeting after Standing Orders have been suspended.

- Senior Sergeant Heath Soutar – Introduced himself as the new Officer In Charge at the Collie Police Station.

Senior Sergeant Heath Soutar left the Council Chambers 6.07pm.

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- Mr Murray Carter from OBRM addressed Council regarding the Bushfire Risk Management Plan and took questions and provided responses to Councillors.

Mrs Hasreen Mandry left the room 6.28pm.

Mrs Hasreen Mandry returned 6.29pm.

Mr Nathan Playle arrived in Chambers 6.30pm.

Mr Murray Carter from OBRM left Chambers 6.46pm.

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

Cr Stanley declared an interest in Item 15.1 and left the room at 6.52pm.

15.1 Over-Height Shed

Reporting Department:	Development Services
Reporting Officer:	Kelly Beauglehole – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Planning and Development Act 2005 WA Local Government Act 1995
File Number:	A3227
Appendices:	Yes – Appendix 4 - Plans
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a request for permission to construct an outbuilding with wall and apex heights in excess of that allowable under Local Planning Policy 2.1 – Outbuilding Control.

7474

**Moved: Cr Piavanini
Suspend Standing Orders.**

Moved: Cr Harverson

CARRIED 7/0

Mr Playle answered questions from Councillors regarding height and location requirements for the shed.

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7475

**Moved: Cr Piavanini
Resume Standing Orders.**

Moved: Cr Italiano

CARRIED 7/0

Officer's Recommendation:

That Council:

pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to:

refuse to grant approval to Nathan Brian Playle for the construction of a shed at 5 River Ave Collie 6225 for the following reasons:

- 1. The wall height is 5 metres with an apex height of 5.5m which exceeds the Policy position of 3m wall height and 4.2m apex, this is a significant increase on the Shire's existing position for varying the R-Codes, and more than twice the height of the R-Codes deemed-to-comply requirements; and*
- 2. The shed sits forward of the primary front setback line making it a dominant feature in the streetscape.*

7476

Council Decision:

Moved: Cr Piavanini

Seconded: Cr Miffling

That Council:

Permit the shed construction providing it be relocated to the rear of the property.

CARRIED 7/0

Background:

The application has been made to vary R-Code provisions for outbuilding control. The applicant wishes for the building to be assessed in its original condition (plans attached) instead of applying the amendments requested by Shires officers.

Statutory and Policy Implications:

Planning and Development (Local Planning Schemes) Regulations 2015

Extracted relevant clauses from Schedule 2 Deemed Provisions:

cl. 66 Matters to be Considered by Local Government

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (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 another proposed planning instrument that the local government is seriously considering adopting or approving;

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- (c) any approved State planning policy;
- (g) any local planning policy for the Scheme area;
- (m) the compatibility of the development with its setting including 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;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (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) 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;
- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (y) any submissions received on the application;
- (zb) any other planning consideration the local government considers appropriate.

Local Planning Scheme No. 5

The subject lot is zoned Residential (R15). The proposal has been assessed in accordance with the following clause(s) of the Scheme:

5.2 Residential Design Codes

State Planning Policy 3.1 - Residential Design Codes

Part 5.4.3 Outbuildings

Local Planning Policy- Outbuilding Control:

4.5 Maximum Outbuilding Heights

Budget Implications:

Nil

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Communications Requirements: (Policy No. CS 1.7)

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.*

Strategic Community Plan/Corporate Business Plan Implications:

Goal 3: Our Built Environment

Outcome 3.1 Appropriate Land Use, Development and Conservation of Heritage;

Strategy 3.1.1: Ensure appropriate Planning Controls for land use and development through the administration of the local planning scheme and strategies.

Relevant Precedents:

Resolution 5503 on 13 September 2011: *That Council grant approval for an over height outbuilding with a wall height 4.0m and apex height of 4.79m at Lot 10 (No.4) River Avenue, Collie*

Resolution 6208 on 10 September 2013: *That Council grant approval for the development of an over floor area shed at Lot 728 # 79 Coombes Street, Collie subject to the following conditions:*

- a) *The apex height of the shed is reduced to 4.5 metres;*
- b) *The area of the shed is reduced to 150 square metres...*

Comment:

After preliminary assessment of the proposal, the Shire advised the applicant that the proposal is not likely to be supported in its current condition, due to non-compliance with the R-Codes requirements under 5.4.3 Outbuildings in the following ways:

- Exceeds 60m²;
- Exceeds a wall height of 2.4m;
- Exceeds a ridge height of 4.2m
- Encroaches into the front setback area;
- Does not comply with Table 2a, requiring a 1.6m side setback; and

The Shire assesses R-Codes variations in accordance with the Local Planning Policy: Outbuilding Control when standards of Design Principles are sought under the following criteria:

- 4.4 Size of Outbuilding: The floor area is less than 100m² (84m²) and therefore complies with this policy provision.
- 4.5 Outbuilding Height – The wall height is 5 metres with an apex height of 5.5m which exceeds the Policy position of 3m wall height and 4.2m apex.

The Officer requested that the applicant consider the following assessment criteria and/ or amendment options:

- The proposal is reduced in height to accommodate a maximum 4.2m apex height;
- The front setback is increased to 6 metres; or

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- The shed is relocated to the rear of the block where adequate area and vehicle access already exist and visibility from the street frontage is reduced.

In return, the applicant has addressed each dot point as follows:

- *I can't go much lower on the height because the clearance on the roller door will be less and I may not be able to fit the boat in. Also I have the shed kit already and it would be difficult to trim down.*
- *I can adjust the set back to about 5.7m, which would leave 200mm for the sewerage inspection port rather than the 700mm previously stated.*
- *To avoid restrictions and for ease of access with reversing the boat trailer, I don't want it located in the back yard. The positioning of the lane way gate makes it very difficult to reverse straight in.*

In conclusion, I would like to put my application forward to the council.

It is acknowledged there is an existing approved over-sized shed on the adjoining block of 4 River Avenue. After reading the report to Council and assessing the site conditions, it found that the shed had no alternative location with vehicle access, due to the irregular shaped block and lack of rear access.

The ground level between the two properties differs by approximately 200mm at the frontage which would place the proposed shed approximately 700mm higher again than the existing wall height of the adjoining shed.

In order to increase the setback is not able to be reduced because there is a sewer inspection port located behind the shed

Alternative recommendation

- The proposal is reduced in height to accommodate a maximum 4.2m apex height; and
- The front setback is increased to 6 metres with an appropriate reduction in length to be accommodated on site.

If the recommended amendments are imposed for a shed at the front of the block, any future additional outbuildings utilising the rear access will still be a possibility under Local Planning Policy provisions, without exceeding the floor area cap.

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Mr Robert Quinn from DFES arrived in Chambers 6.57pm.

Cr Stanley returned to the room 6.58pm.

Mr Nathan Playle left Chambers at 6.58pm.

Cr Sanford arrived 6.59pm.

Cr Sanford assumed the chair 6.59pm.

15.2 Endorsement of the Draft Bush Fire Risk Management Plan 2017-2022

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover – Director Development Services
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	WA Local Government Act 1995 Bushfires Act 1954
File Number:	RSK/039
Appendices:	Yes – Appendix 5, 6 and 7
Voting Requirement	Simple Majority

Report Purpose:

For Council to endorse the Draft Bushfire Risk Management Plan 2017-2022 prior to formal submission to the Office of Bushfire Risk Management.

Officer's Recommendation:

That Council endorse the Draft Bushfire Risk Management Plan for submission to the Office of Bushfire Risk Management including modifications made by staff to ensure that the Shire of Collie does not acquire additional liabilities as a result of this Plan.

Moved: Cr Italiano

Seconded: Cr Miffling

That Council advise OBRM that provided funding is forth coming, Council will endorse the Draft Bushfire Risk Management Plan.

Lost 4/5

Item 15.2 Lapsed

Background:

The Bushfire Risk Management Program identifies bushfire risk and mitigation measures on a tenure blind basis. These risks and the treatments required are recorded on a GIS mapping system. The Bushfire Risk Management Program seeks to put in place a framework (the Bushfire Risk Management Plan – Appendix 5) to clarify the body responsible for the risks and to implement the treatments required. The Department of Fire and Emergency Services (DFES) has developed guidelines for the development of the Bushfire Risk Management Plan (BRM Plan) in each

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Shire. The Bushfire Risk Planning Coordinator has drafted the BRM Plan in accordance with these guidelines.

This Plan was presented to Council 30 May 2017. The below decision was made:

7435 – Council Decision:

Defer the adoption of the Draft Bush Fire Risk Management Plan and invite the Office of Bushfire Risk Management (OBRM) to present to Council on the benefits and obligations of the Bush Fire Risk Management Plan.

Reason for voting against the Officers Recommendation:

Council would like clarification from OBRM regarding the implications of adopting this plan.

Statutory and Policy Implications:

The guidelines developed by DFES place the burden of ensuring compliance with the BRM Plan on the Shire. This includes ensuring that the state government and private landholders carry out bushfire mitigation. This is not currently a requirement for the Shire and is outside the ability of the Shire to enforce. The modifications to the Draft BRM Plan ensure that the above additional burden is removed if sufficient funding is not available from DFES.

Budget Implications:

Under the DFES guidelines, the burden of ensuring compliance with the BRM Plan places significant and additional financial burden on the Shire, the exact cost of which cannot be accurately estimated. Furthermore, the guidelines may also place liability on the Shire for bushfires on land not controlled by the Shire if the land manager has not carried out the required bushfire mitigation. The modifications to the Draft BRM Plan made by staff removes this additional financial burden and liability.

Communications Requirements: (Policy No. CS 1.7)

Nil.

Strategic Community Plan/Corporate Business Plan Implications:

Strategy 1.5.2: Support emergency and fire management planning, preparedness, response and recovery arrangements.

Relevant Precedents:

Nil.

Comment:

The BRM Plan sets out the framework for identifying and mitigating bushfire risk as per the DFES guidelines. The Shire of Collie Draft BRM Plan has been modified to remove the burden of ensuring compliance with the BRM Plan (including State Government land), except when funding from the State Government is received. This modified Draft BRM Plan has been sent informally to the Office of Bushfire Risk Management (OBRM). OBRM have provided comments on the BRM Plan in the Local Government Bushfire Risk Management Plan Checklist (Checklist - Appendix 8). The majority of the comments have been taken on board and the Draft BRM Plan changed accordingly and the modification noted in the Checklist. However, the

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modifications to remove the burden of compliance with the BRM Plan have not been removed and are marked 'Retained as requested by DDS' for retention.

The approval process is that it is formally approved by OBRM for adoption by Council, however this would create a document which satisfies OBRM's requirements only. It is recommended that Council endorse the modified BRM Plan for submission to OBRM as this will ensure that these modifications remain.

The final BRM Plan will be used to ensure that the responsibilities for different treatments are clear to all stakeholders across the Shire. This includes private land holders, industry and state government agencies. This is important when a risk is created by one stakeholder but must be mitigated on a separate land holding.

The BRM project has been successful in identifying risk across the Shire and in mitigating this risk in some instances. For example, the Mungalup Bush Fire Ready Group (Appendix 7) has been formed to protect the community as a result of this identified risk. Further treatments are in progress, coordinated by the Bushfire Risk Management Coordinator. In addition, the identification of risk in a strategic manner through the BRM Plan will assist in the allocation of grant funding to mitigate this risk.

Mr Robert Quinn from DFES left Chambers at 7.19pm.

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9. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

7477

Recommendation/Council Decision:

Moved: Cr Stanley Seconded: Cr Miffling

That Council confirms the Minutes of the Ordinary Meeting of Council held on Tuesday, 20 June 2017.

CARRIED 9/0

10. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

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

11.1 Receipt of the Minutes of the Community Safety and Crime Prevention Committee

7478

Recommendation/Council Decision:

Moved: Cr Miffling Seconded: Cr Green

That Council receives the Minutes of the Community Safety and Crime Prevention Committee held on 15 June 2017.

CARRIED 9/0

11.2 Adoption of the Recommendations of the Community Safety and Crime Prevention Committee

7479

Recommendation/Council Decision:

Moved: Cr Green Seconded: Cr Stanley

That Council adopts en bloc the recommendations contained within the minutes of the Community Safety and Crime Prevention Committee held on 15 June 2017.

That Council:

11.2.1 authorise staff from the Community Safety and Crime Prevention Committee to apply for Local Drug Action Team funding through the Alcohol and Drug Foundation funding program to implement local prevention activities, that meet the funding criteria, as proposed by the Community Safety and Crime Prevention Committee and as referenced in the Community Safety and Crime Prevention Plan 2016-2019.

CARRIED 9/0

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11.3 Receipt of the Minutes of the Museum Advisory Committee

7480

Recommendation/Council Decision:

Moved: Cr Piavanini

Seconded: Cr Stanley

That Council receives the Minutes of the Museum Advisory Committee held on 21 June 2017.

CARRIED 9/0

11.4 Adoption of the Recommendations of the Museum Advisory Committee

7481

Recommendation/Council Decision:

Moved: Cr Stanley

Seconded: Cr Piavanini

That Council adopts en bloc the recommendations contained within the minutes of the Museum Advisory Committee held on 21 June 2017.

That Council:

11.4.1 note that, as per Council resolution 7452, the opening weekend of Saturday 1 July and Sunday 2 July will be special days with free admission to the Coalfields Museum on both days.

11.4.2 refer the draft Coalfields Museum Collection Policy to the Policy Review Committee for recommendation to be adopted by Council.

CARRIED 9/0

Councillors requested that a letter of thanks be sent to Mr Tom Reardon for his contributions as a volunteer at the Museum.

11.5 Receipt of the Minutes of the Youth Advisory Committee

7482

Recommendation/Council Decision:

Moved: Cr Stanley

Seconded: Cr Green

That Council receives the Minutes of the Youth Advisory Committee held on 22 June 2017.

CARRIED 9/0

Councillors requested that a letter of thanks be sent to Mr Jason Harms for his participation on the Youth Advisory Committee.

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11.6 Receipt of the Minutes of the Audit Committee

7483

Recommendation/Council Decision:

Moved: Cr Miffling

Seconded: Cr Yates

That Council receives the Minutes of the Audit Committee held on 26 June 2017.

CARRIED 9/0

11.7 Adoption of the Recommendations of the Audit Committee

7484

Recommendation/Council Decision:

Moved: Cr Miffling

Seconded: Cr Hanns

That Council adopts en bloc the recommendations contained within the minutes of the Audit Committee held on 26 June 2017.

That Council:

11.7.1 receives the 2017 Interim Audit report;

11.7.2 require credit card usage agreements be prepared, signed and retained for any employee authorized to use the Councils credit card;

11.7.3 require that all credit card statements are signed as evidence of independent review;

11.7.4 ensure that appropriate signed and authorized forms are in place to support all employee payroll deductions;

11.7.5 ensure that all employee timesheets are appropriately authorized by relevant supervisors as evidence of hours worked;

11.7.6 require that all purchases are authorised in advance by way of purchase order prior to purchases being made.

11.7.7 receives the report at Item 8.2.

CARRIED 9/0

11.8 Receipt of the Minutes of the Townscape Advisory Committee

7485

Recommendation/Council Decision:

Moved: Cr Green

Seconded: Cr Stanley

That Council receives the Minutes of the Townscape Advisory Committee held on 27 June 2017.

CARRIED 9/0

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11.9 Adoption of the Recommendations of the Townscape Advisory Committee

7486

Recommendation/Council Decision:

Moved: Cr Stanley

Seconded: Cr Miffing

That Council adopts en bloc the recommendations contained within the minutes of the Townscape Advisory Committee held on 27 June 2017.

That Council:

11.9.1 nominates the rear of the Music Shell in Central Park for consideration as the location for the 2017 Festiv Arty Festival Mural and request that this mural be high quality, vibrant, attractive and to reflect the Central Park precinct.

CARRIED 9/0

12 RECEIPT OF NON COUNCIL COMMITTEE MINUTES PRESENTED TO COUNCIL

Nil

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13 CEO REPORTS

13.1 Related Party Disclosures

Reporting Department:	CEO Office
Reporting Officer:	David Blurton - CEO
Accountable Manager:	David Blurton - CEO
Legislation	WA Local Government Act 1995
File Number:	
Appendices:	Yes – Appendices 1
Voting Requirement	Simple Majority

Report Purpose: To advise the Council of its responsibilities under Australian Accounting Standard Board AASB124 (Related Party Disclosures) to report related party information as part of the 2016/17 Annual Report and to consider definitions in relation to the information required.

Officer's Recommendation:

That Council;

1. *Note the new requirements of AASB124;*
2. *Consider Key Management Personnel (KMP) to include CEO and Directors. Councillors are captured in this definition by default.*
3. *Consider Ordinary Citizen Transactions (OCT), to include;*
 - *Paying rates; fines or penalties;*
 - *Paying application fees for licences, approvals or permits;*
 - *Using Shire owned and operated facilities such as civic centres, recreation centres, aquatic centres, libraries, parks, ovals, public open space, transfer stations and landfill sites (whether a fee is charged or not).*
 - *Attending Shire functions that are open to the public.*

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7487

Council Decision:	
Moved Cr Yates	Seconded Miffling
That Council request WALGA seek urgent clarification and a legal ruling on the application of AASB124 – Related Parties Disclosures.	
That Council write to AASB seeking urgent clarification on AASB124 – Related Parties Disclosures and its application to Local Government.	
CARRIED 9/0	

Background:

The scope of Australian Accounting Standards Board Accounting Standard AASB124 (Related Party Disclosures) was amended in July 2015 to encompass not for profit entities including local governments. AASB124 now imposes a number of obligations upon elected members and senior Shire staff in relation to disclosure of their financial dealings with related parties. These obligations come into effect for the 2016-17 financial year and the information is to be disclosed as a note within future Annual Financial Reports.

The primary objective of AASB124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and potential profit or loss may have been affected by the existence of related parties and their transactions.

More information is provided at Appendix 1 as published by Moore Stephens (WA) Pty Ltd.

Statutory and Policy Implications:

Local Government Act 1995

2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

In terms of the legal implications, the Councillors Auditor was contacted for advice on the ramifications of non-disclosure. The following advice was provided;

- "There is an annual legislative requirement for the CEO to report as part of Council's annual financial reporting requirements (section 5.53 of the Local Government Act 1995), in addition to the auditor providing a report.
- The annual financial report requires all necessary disclosures to meet the requirements of Australian Accounting standards, and for the first time at 30 June 2017 this includes AASB 124 Related Party Transactions.

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- Please note this is not a new standard – many of our private company and large not for profit clients have needed to comply with these disclosures for many years – the only recent change to the standard is that it now applies to Local Governments for the first time at 30 June 2017.
- The CEO's sign off and Auditor sign off states the report complies with the requirements of the Act (which includes take up of applicable Accounting Standards).
- Therefore, if related party transactions are not properly disclosed as per AASB 124 requirements, the auditor's report (and presumably the statement by CEO) would be amended to reflect this accounting standard has not been complied with and therefore related party transactions have not been disclosed as required. I suggest would be a 'red flag' from the Department's perspective once they receive and review Council's 30 June 2017 report."

Budget Implications:

N/A

Communications Requirements: (Policy No. CS 1.7)

N/A

Strategic Community Plan/Corporate Business Plan Implications:

Goal 5: Our Business - Good governance and an effective, efficient and sustainable organisation

Relevant Precedents:

N/A

Comment:

The objective of AASB124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and any profit or loss may have been affected by the existence of related parties and transactions with those parties.

This means that users of the Council's Annual Financial Report will become aware of any relationships that may affect the financial position and profit or loss of the Shire. The Annual Financial Report provides information at a summary level of the financial remuneration of related parties, key management personnel and the financial value of transactions with related parties such as services or goods purchased from businesses operated by related parties.

Individual financial details of related parties are not disclosed during the reporting process, and the transactions are presented as aggregated information in the financial reports. An example of how the information will appear is provided at Appendix 1.

The information collated and aggregated for the Annual Financial Report is obtained from a number of sources; however the most significant of these is the Related Party Declaration form, refer Appendix 1 as published by Moore Stephens (WA) Pty Ltd.

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Disclosure requirements apply to the existence of relationships regardless of whether or not any transaction has occurred. Each Financial Year, the Shire of Collie must make an informed judgement as to what is considered to be a related party, and what transactions should be considered when determining if disclosure is required.

AASB 124 advises that if a local government has had related party transactions during a financial year, it shall disclose the nature of the related party relationship as well as information about those transactions, including commitments, that are necessary for users to understand the potential effect of the relationship on the financial statements.

To progress the implementation of AASB 124 for 2017-18 Council is required to consider and endorse the following:

1. Positions to be included as Key Management Personnel (KMP) in the assessment of related parties; and
2. Transactions that are considered to be Ordinary Citizen Transactions (OCT) that will not be included as related party transactions.

Key Management Personnel

AASB 124 (Aus 9.1) specifically includes Elected Members as part of the definition of Key Management Personnel (KMP). It is expected that in local government, KMP will include Elected Members, the Chief Executive Officer and the next level of management, which in the case of the Shire of Collie is Directors.

Ordinary Citizen Transactions

In order to identify which transactions are related party transactions and subject to disclosure it is necessary to consider and exclude Ordinary Citizen Transactions (OTC) from disclosure requirements.

OTCs are those transactions provided on terms and conditions no different to those applying to the general public and are unlikely to influence the decisions that users of the Shire's financial statements make. These Ordinary Citizen Transactions include the following:

- Paying rates; fines or penalties;
- Paying application fees for licences, approvals or permits;
- Using Shire owned and operated facilities such as civic centres, recreation centres, aquatic centres, libraries, parks, ovals, public open space, transfer stations and landfill sites (whether a fee is charged or not).
- Attending Shire functions that are open to the public.

The exclusion of the above from related party transactions effectively limits the related party transactions that are to be declared and disclosed to the following list of transactions.

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;

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- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of Council or by Council on behalf of the related party.

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14 CORPORATE SERVICES REPORTS

14.1 Accounts Paid – May 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 May 2017.

7488

Officer's Recommendation/Council Decision:

Moved: Cr Yates

Seconded: Cr Harverson

That Council accepts the Accounts as presented in Appendix 2 being vouchers 3136-3138 and 41123-41146 totalling \$63,171.83 and direct payments totalling \$662,108.17 authorised and paid in May 2017.

CARRIED 9/0

Items on Notice:

EFT20972 - Crown Hotel Vouchers

EFT20867 – Westrac repairs on front end loader

CHQ41130 - Allanson Bushfire Brigade – College Grove

Cr Italiano requested a copy of the Council Policy on well wishes and Staff Milestones guidelines.

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.

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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
March	278,208.89	765,474.80	1,043,683.69
April	63,853.28	319,916.64	383,769.92
May	63,171.83	662,108.17	725,280.00
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.

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14.2 Financial Report – May 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 May 2017.

7489

Officers Recommendation/Council Decision:

Moved: Cr Yates

Seconded: Cr Hanns

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

CARRIED 9/0

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

Comment:

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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. Governance is \$20,950 under budget mostly due to the insurance reimbursement account being under budget.
2. Law, Order, and Public Safety is \$84,736 is over budget predominantly due to additional LGGs Grant from DFES for expenditure incurred in 2015/16. Council also received Bushfire Mitigation Grant (\$8,030) which was unbudgeted and an increase in revenue from ranger infringements (\$7,178)
3. **Welfare is over budget by \$11,159 due to Margaretta Wilson Centre reimbursements.**
4. Community Amenities is \$190,446 under budget as some businesses are yet to be invoiced for bulk rubbish collection, the remainder of the organics bin grant not received and scrap metal fees is lower than expected. Organic bin grant is budgeted in 2017-18 as not expected to receive during 2016-17
5. **Recreation and Culture is over budget \$106,907 because of Grants received for the Town Site Mountain Bike Trail Project and Kidsport.**
6. **Transport is over \$497,527 over budget mostly due to the Roads to Recovery grant as we received additional grants for expenditures incurred in 2015/16.**
7. Economic Services is under budget by \$15,518 mostly due to caravan park income (\$4,602) and building permit fees (\$8,269) being under budget.
8. Other Property and Services is \$34,317 under budget due to private works revenue and worker's compensation being under budget by \$12,975 and \$15,364.

Operating Revenue by Nature and Type

9. Contributions and reimbursements are \$32,985 under budget due to worker's compensation and insurance being under budget.
10. Fees and charges are under budget by \$196,715 mostly due to legal fees recoup (\$14,238), search fees (\$3,934), rates instalment charges (\$7,786), scheme amendment fees (\$3,677), swimming pool revenue (\$18,576), engineering supervision fees (\$4,000), building permit fees (\$8,269), private work revenue (\$12,975), scrap metal recycling charges (\$14,916) and additional rubbish bins (\$70,645)
11. Interest Earnings is \$22,942 over budget most due to non - payment penalty being over budget.

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Operating Expenditure by Nature and Type

12. Utility Charges is \$82,150 over budget mainly due to street lighting payment (55,453), Senior Citizens building maintenance (\$12,424) and public parks – passive (\$13,256).
13. **Interest Expenses is over budget by \$23,832 due to the last loan payments being paid earlier than expected. This is due to timing issue and will be clear by the end of year.**

Non-Operating Expenditure

14. 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;

Project	Original Budget	YTD Actual	Comment
SuperTowns Projects	978,239	1,265,602	All major projects complete, some minor works to Complete by June 2017. Additional funds \$199k received.
Collie Motorplex Improvements	2,939,956	201,125	Track extension detailed design and engineering completed following feedback from Motorcycling Australia and CAMS. New Sport and Recreation Grant agreement (\$1.57m) signed.
Regional Road Group works	786,000	753,326	Piavanini Road complete, Mungalup Road Complete, Powerhouse Road complete
Roads to Recovery works	625,000	381,773	Rowe St (\$200,000) commence May 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) April Completion Shannon St (\$75,000) complete
Footpath Program	202,000	161,487	All works complete except Throssell Bridge to River Walk (\$65,000)
Special Projects	158,500	163,135	Gravel resheeting to occur April-June (\$100,000)

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14.3 2017/18 Annual Budget Overview

Reporting Department:	Corporate Services
Reporting Officer:	Khushwant Kumar – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation:	WA Local Government Act (1995)
Appendices:	Yes – Supplied as a separate document
File Number:	FIN/005
Voting Requirements:	Simple Majority

Report Purpose:

To provide information to Elected Members in relation to the budget process and influencing factors

7490

Officer's Recommendation/Council Decision:

Moved: Cr Yates

Seconded: Cr Miffling

That Council receives the 2017/18 budget overview.

CARRIED 9/0

Background:

The development of this draft is the culmination of many months of preparatory work undertaken by each individual Department under the guidance of the Council's Finance Manager, Khushwant Kumar. The budget takes into consideration Council's long term financial plan and asset management plans. Regular reviews of these plans will continue over the coming years to ensure they remain as accurate and relevant as possible.

Draft Budget Development

In developing the draft budget Management have taken a ground up approach, adding layers to the budget through the process in order to come up with the final draft document for the consideration of Council.

1. The first layer involved a detailed analysis of the operational requirements (what is required in order for the organisation to operate based on pre-existing service standards) which has resulted in some adjustments to operational allocations to better reflect organisational requirements.
2. The second layer involved staff submitting their 'items for consideration', that is items which are not 'normal' budget items. This second layer was then assessed by the CEO along with the Executive Management Group, with only items considered imperative to the operation of the organisation finding their way into the final draft budget.

The list "Item for consideration" also includes any items which Council have referred to budget during the year, which will be determined on the budget night (considerations supplied as separate document)

Further it includes any external request received by Council

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3. The third layer involved staff submitting possible operational and capital budget saving options which council may decide to implement in this budget document
4. The fourth layer of the budget involved the Council in their determinations of footpath, road construction and plant replacement programs as well as establishing fees and charges for 2017/18. The draft program for the coming financial year was endorsed by Council at its ordinary meeting on 30th May 2017 and a copy will be incorporated into the final budget document.

In its current format, the draft budget has been prepared factoring a gross rate increase of **3.76%** over rates in 2016/17 which *excludes* items that have been identified on the consideration list. This forms a starting point for the Council and using its discretion, Council can determine priority items to be included in the final budget document, bearing in mind that each additional 1% increase in rates equates to approximately \$60,404.

Statutory and Policy Implications:

WA Local Government Act 1995

Budget Implications:

Annual Budget setting.

Communications Requirements: (Policy No. CS 1.7)

Media Release

Strategic Community 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 strategies;

- 5.3.4: Ensure a rating system is in place which is transparent and promotes equity, timeliness, affordability and comparability.
- 5.3.5, provide corporate financial services that support the Shires operations and meet planning, reporting and accountability requirements.

Comment:

There have been a wide range of factors which have influenced the development of the 2017/18 annual draft budget. The major factors, as well as other information of interest, are highlighted below;

- **Financial Assistance Grant**

For year 2017/18, Shire of collie is expecting to receive \$ 1,747,988 as Financial Assistance grant (FAG). The 2017/18 grant is expected to increase 6.1%. We already received 50% of this grant as advance payment in 2016/17. For the budget purpose, this advance payment is carried forwarded into the 2017/18.

- **Employee Costs**

No additional members are included in the draft budget as presented. Operating employee costs are expected to decrease by 0.322%, however employment costs overall (Operating plus Capital) increase 0.7%. Major factors of employment cost are:

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- Collective agreement changes effective 1 July 2017 - \$25/week
- Clothing allowance is now added to employee costs which use to be part of Materials and contracts.

- **Materials and Contracts**
The budget shows a decrease of 19.27%; this is partly reflected by the 2016/17-specific items listed below which are not included in 2017/18 budget:
 - Valuation building fair value- \$12,000
 - Strategic Community plan and Corporate Business plan review- \$ 25,000
 - AIIIMs training- \$6,000
 - St John of God Donation- \$ 10,000
 - Waste management business plan- \$25,000

Additional items in 2017/18 draft budget:

- Asset Management System- \$20,000

- **Higher Utility (Electricity & Water) Prices**
Consistent with recent years, the State Government has announced an increase in water costs. There is expected to be a 2.83% increase in street lighting, and 10.04% increase for general tariffs.

An overall decrease has been budgeted of 14.12% from 2016/17. In financial year 2016/17, street lighting expenses included unpaid invoice related to 2015/16 which increased the actual expenses in 2016/17.

- **Supertowns grants**
Council has now spent its remaining Supertowns funding which has been a focus of the last four years. The most significant Capital project for 2017/18 relates to the Collie Motorplex track expansion of \$2.9 million which is expected to be complete by 31st December 2017. This year also sees the addition of many operating accounts relating to the Coalfields Museum, which will add approximately \$40,000 in additional expenditure per annum for Council.

- **CPI and Local Government Cost Index (LGCI)**
Figures show that the Perth CPI increased by 1.5% for the twelve months to March 2017, and is forecast to grow by 2.25% in 2017/18. This is however a general measure of inflation and is not specific to the cost increases faced by local governments in providing services to their local communities. The LGCI is specific to local government and therefore a valuable measure of inflation for Council. WALGA reported that the Local Government Cost Index (LGCI) is forecast to increase by 2.0% for the 2017/18 financial year.

- **Previous Years Rates**
Council has in previous years taken a responsible approach to increasing rates. The table below illustrates the Council's position over the last 5 years.

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Year	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
% Rates Increase	6.79%	9.07%	4.59%	4.26%	3.86%	3.76%

The presented increase does not include the additional items for consideration that Council may resolve to include within the budget. The greater than average increases shown in the table above for the 2012/13 - 2013/14 years resulted from the change in methodology of the distribution of multi-purpose grants by the Grants Commission. This signified an \$800,000 reduction over a four year period for Council, however the loss in 2014/15 was offset with additional income from Bluewaters powerstation rates and changes in the funding pool. The 2015/16 budget reflected the final financial year affected by this change in methodology.

- **Projected Surplus**

A projection of the end of year (30 June 2017) has been made of \$366,900, which represents projects which have not been completed and will be carried into the 2017/18 financial year. The actual figures may change after we finalise our financial statement and complete the annual audit, which will determine the budget surplus for start of 2017/18. Any untied surplus if generated will be guided by Council policy CS3.13 'End of year surplus policy'. An important element of this policy states that 'Council recognises that untied surpluses will not be used to offset the future annual operating costs of the Council'.

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The meeting was adjourned at 8.21pm.

The meeting resumed at 8.46pm.

14.4 Items for Consideration & Possible Operational/Capital Budget Saving options

Reporting Department:	Corporate Services
Reporting Officer:	Khushwant Kumar – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Appendices	Yes - Supplied as a separate document
File Number:	
Voting Requirement	Simple Majority

Report Purpose:

For Council to determine which projects identified on the Items for Consideration are to be included in the 2017/18 Draft Budget document. Further to discuss some possible operational and capital saving options identified in the 2017/18 Draft Budget process.

7491

Moved: Cr Yates	Seconded: Cr Stanley
Suspend Standing Orders.	CARRIED 9/0

As part of the budget deliberations, Councillors considered each item which had been identified as part of the appendix to this report.

7492

Moved: Cr Stanley	Seconded: Cr Harverson
That Council move into In Committee.	CARRIED 9/0

7493

Moved: Cr Italiano	Seconded: Cr Yates
That Council move to go out of In Committee.	CARRIED 9/0

Councillors discussed budget issues relating to staff.

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7494

Moved: Cr Stanley	Seconded: Cr Harverson
Resume Standing Orders.	
CARRIED 9/0	

Cr Miffing declared an interest in Item 14.4 and left the room 12.01am.

7495

Council Decision:	
Moved: Cr Italiano	Seconded: Cr Yates
That Council endorses the Collie Visitor Inc. operating grant of \$75,000 as part of the 2017/18 draft budget.	
CARRIED 8/0	

Cr Miffing returned to the chambers at 12.02am.

7496

Officer's Recommendation/Council Decision:	
Moved: Cr Yates	Seconded: Cr Stanley
That Council adopt the 2017/18 Draft Budget as presented with the following adjustments;	
1. with the following inclusions:	
New depot completion	\$8,200
Central Park Events	\$2,400
Trainee Youth Development Officer	\$8,000
Youth Advisory Committee Events	\$2,540
Install and Rewire Shire Admin Building on backup power	\$10,000
Building Maintenance (additional cost)	\$24,463
Short promotional film by Collie River Valley Marketing	\$3,250
Youth Care Donation	\$5,000
Plant Reserve Transfer	\$99,588
Reimagining Collie	\$150,000
2. and the following adjustments	
Reduce Community Development Grants by	\$14,000
Remove Carbon Emissions Reduction Plan	\$4,000
Reduce western entrance information bay material cost by	\$46,798
Remove Coalfield Highway- Lefroy Footpath	\$10,800
Replace purchase of a new mower with getting	

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a new deck for the existing mower	\$27,000
Remove light vehicles purchases	\$84,500
Remove purchase of drainage truck	\$120,000

3. that funding for the new Toilet Block and Dump Point for Throssell Street and the Disabled Toilets at the Caravan Park be raised by way of a loan if grant funding is unsuccessful.

CARRIED 9/0

Background:

All Elected Members were provided with the opportunity to attend budget workshops to allow the Council Finance team to provide an outline of the budget document as presented, answer questions, and provide clarifications.

The budget document consisted of the draft budget, list of items for consideration and Possible operational and Capital Budget saving options. At the budget workshops Elected Members were provided the opportunity to raise/identify issues they felt warranted further detailed discussion or debate at the Budget Meeting.

As has been outlined in the previous report, the budget as it is currently presented provides for an increase in gross rates levied of approximately 3.76%.

Statutory and Policy Implications:

Nil

Budget Implications:

The projects which are listed in the items for consideration can be funded from a range of sources including;

- General Revenue, every additional (\$60,404) of expenditure equates to a one percentage rise in required rates revenue.
- Reserve Accounts
- By removing other items from the provided budget.
- By looking at possible operational/capital budget saving options

Items that have been identified on the provided possible budget saving options are included in draft budget and will decrease gross rates. Every decrease of \$60,404 of expenditure equates to a one percentage reduction in required rates revenue

Communications Requirements: (Policy No. CS 1.7)

Media Release

Strategic Plan Implications:

Goal 5: Our Business - Good governance and an effective, efficient and sustainable organisation

Outcome 5.3: Financial Sustainability and Accountability

- Strategy 5.3.4: Ensure a rating system is in place which is transparent and promotes equity, timeliness, affordability and comparability.

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- Strategy 5.3.5: Provide corporate financial services that support the Shires operations and meet planning, reporting and accountability requirements.

Relevant Precedents:

N/A

Comment:

A separate list is provided for items for consideration and list of possible operational and Capital budget saving options which require the Council to make determinations in order for the final budget to be developed. Elected Members have been provided this information as a separate document.

For the benefit of Councillors, staff will have a "live update" up on the screen on the night so Council can track the impact on rates increases as decisions are made.

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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

19 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

Nil

20 ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

Cr Yates

- 5 July 2017 along with CEO met with Rick Wilson MP and Elysia Harverson.

Cr Sanford

- 23 June 2017 Attended the SW Zone meeting in Nannup.
- WALGA Plastic Bag Policy – Press Release
- 26 June 2017 Attended Regional Road Group meeting with Mr Brett Lowcock.

Cr Italiano

- 1 July 2017 - Attended the opening of the Coalfields Museum. Acting co-ordinator Tom Reardon and the Museum Advisory Committee were pleased to host over 200 people on the opening weekend. Unfortunately, we still have a number of jobs such as painting of toilets and the front of the building, still to be completed. I am advised that they are scheduled to be done. Volunteers are now working on getting the remaining three rooms open to the public.

Cr Stanley

- Advised that the ABC Network will be conducting a Broadcast on Thursday 13 July 2017 at the Music Shell in the Central Park.

David Blurton

- 23 June 2017 – Attended the SW Zone meeting in Nannup along with Cr Sanford.
- 5 July 2017 – Met with Hon. Rick Wilson MP.

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21 COUNCILLOR DOCUMENTS OF INTEREST

- Building Approvals for June 2017 (Attached)
- Building Statistics Comparison Table (Attached)

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 8
- 'All Open' at Appendix 9

24 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Nil

25 CLOSE

The Shire President thanked Council and Staff for their attendance.

The Presiding Member declared the meeting closed 12.07am.

I certify that these Minutes were confirmed at the Ordinary Meeting of Council held on Tuesday, 1 August 2017.

.....

Presiding Member

.....

Date