



MINUTES

of the

SPECIAL MEETING OF COUNCIL

held on

Thursday 2 November 2017

**PLEASE READ THE FOLLOWING DISCLAIMER BEFORE
PROCEEDING**

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until such time as they have been advised in writing by Council staff.

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Minutes of the Special Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Thursday 2 November 2017 commencing at 9.30pm.

1. ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:	Sarah Stanley	Councillor (Presiding)
	Joe Italiano	Councillor
	Gary Faries	Councillor
	Jodie Hanns	Councillor
	Elysia Harverson	Councillor
	Rebecca Woods	Councillor
	Ian Miffling JP	Councillor (Deputy)
	Michelle Smith	Councillor
	Brett King	Councillor
	John Piavanini	Councillor
	Leonie Scoffern	Councillor
	David Blurton	Chief Executive Officer
	Allison Fergie	Director of Corporate Services
	Andrew Dover	Director of Development Services
	Brett Lowcock	Director of Technical Services

1.1 Councillors who are applying for Leave of the Absence for this Special Meeting of Council.

2. PUBLIC QUESTION TIME

Nil

3. DISCLOSURE OF FINANCIAL INTEREST

Councillor/Staff	Agenda Item	Disclosure
Cr Piavanini	5.14 Museum Transition Committee	Impartial: Private collector

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

Nil

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5. CEO REPORTS

5.1 Appointment of Council Committees & Delegates

Reporting Department:	Chief Executive Office
Reporting Officer:	David Blurton –Chief Executive Officer
Accountable Manager:	N/A
Legislation	Local Government Act 1995
File Number:	
Appendices:	Yes
Voting Requirement	Absolute Majority

Report Purpose:

For the Council to (re) establish its Committees and to appoint Elected Members as delegates to various groups & associations.

Officer's Recommendation/Council Decision:

Contained within the body of this report.

Background:

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

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members of the Committee and it is the Chief Executive Officer's 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)

Statutory and Policy Implications:

WA Local Government Act (1995)

Budget Implications:

N/A

Communications Requirements: (Policy No. CS 1.7)

Press Release

Strategic Plan Implications:

N/A

Relevant Precedents:

The Council's Committees were most recently established in 2015 following the local government elections. The recommendations following reflect the current terms of reference for each committee.

Comment:

Terms of References for Council Committees are attached at Appendix 3, with the exception of the Economic Development Committee.

Under the Act (section 2.7),

(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.

Given the focus of Council and its advisory committees are related more to strategy, policy development and performance monitoring it is suggested by staff that some committees should take a more strategic focus rather than operational focus.

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It is the view of staff that the following committees should focus on strategy development as a priority, with staff implementing the strategies once adopted and reporting regularly to Council on strategy implementation.

This would negate the need for the committee to meet so frequently and would free up a significant amount of staff time by allowing staff to focus on progressing strategies rather than preparing agendas and minutes, attending meetings and dealing with operational aspects raised through the committee process which currently is that case with some committees. It may even negate the need for a committee at all once a strategy has been developed and endorsed by Council.

This would apply to the Townscape Advisory Committee, Plant Committee, Weeds and Waterways Committee and Trails Planning Committee. Refer to recommendation 8.19

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5.2 Australia Day Panel

Committee has terms of reference: Yes

Meeting Frequency: This committee usually meets 4 - 5 times per year commencing mid-September through to mid-February.

7609

Recommendation/Council Decision:

Moved: Cr Ian Miffing

Seconded: Cr John Piavanini

That Council appoints an Australia Day Panel and resolves that the Panel shall have as its Members;

- ***Councillors Ian Miffing and Gary Faries***
- ***The Community Development Officer;***
- ***at least 1 representative from the Lions Club of Collie, Ngalang Boodja Aboriginal Council- (if such groups desire to have a member) and past winners of the Collie Citizen of the Year.***

CARRIED: 11/0

5.3 Bush Fires Advisory Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on an as required basis, no less than 3 times per year.

7610

Recommendation/Council Decision:

Moved: Cr Brett King

Seconded: Gary Faries

That Council by Absolute Majority:-

1. **In accordance with provisions of Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954 establishes a Bush Fires 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;**
 - **at least 1 Councillor - Brett King**
 - **the Chief Bush Fire Control Officer;**
 - **a representative of each volunteer bush fire brigade;**
 - **a representative of Collie Volunteer Fire and Rescue;**
 - **Director of Development Services (or nominee);**
 - **Other representatives from state government agencies whose responsibility include bushfire and emergency management and should include as a minimum a representative of the Department of Fire and Emergency Services, Department of Parks and Wildlife.**

CARRIED: 11/0

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5.4 CEO Review Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting at least once annually

7611

Recommendation/Council:

Moved: Cr Gary Faries

Seconded: Cr Joe Italiano

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a CEO Review 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 only;
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 at least 3 Councillors
- Crs Sarah Stanley, Ian Miffling, Jodie Hanns and Rebecca Woods.

CARRIED: 11/0

5.5 Community Safety and Crime Prevention Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on Thursday from 2pm to 3.30pm, every six weeks.

7612

Recommendation/Council Decision:

Moved: Cr Joe Italiano

Seconded: Cr Elysia Harverson

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Community Safety and Crime Prevention 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, Officers 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
 - At least one Councillor - Cr Michelle Smith
 - The Director of Corporate Services (or nominee)
 - One representative nominated by OIC Collie Police Station
 - One representative from the Safety House Program
 - The WALGA RoadWise Officer, South West or their nominated representative
 - One representative from the South West Office of Crime Prevention, or their nominated representative
 - One representative from Community Youth Centre (PCYC)
 - One representative from the WA Country Health Service (WACHS)
 - One Justice of the Peace

CARRIED: 11/0

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5.6 Access & Inclusion Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on Thursday from 12.30pm to 2pm, every six weeks.

Recommendation:

Moved: Cr Harverson

That the Access and Inclusion Committee be disbanded.

Motion lapsed for want of a Seconder to the motion.

7613

Recommendation/Council Decision:

Moved: Cr Gary Faries

Seconded: Cr Brett King

That Council by Absolute Majority:-

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Access and Inclusion 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, Officers 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;**
 - Minimum of two Councillors – Gary Faries and Joe Italiano**
 - Director of Corporate Services (or their nominated representative);**
 - Director of Development Services (or their nominated representative);**
 - Director of Technical Services (or their nominated representative);**
 - Representative and/or advocates for different disability groups and organisations (one committee member from each group);**
 - A maximum of four (4) local community members:**

CARRIED: 11/0

5.7 Education Advisory Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on an as required basis

Staff Comment:

The work of the committee has been valuable in establishing relationships and identifying diverse issues preventing the best education outcomes for some families, and staff consider that the work of the Committee has evolved from the original purpose emanating from the SuperTowns growth plan which identified an issue relating to the perception of the education offerings in Collie.

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7614

Recommendation/Council Decision:

Moved: Cr Brett King

Seconded: Cr Joe Italiano

That Council by Absolute Majority:-

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Education 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 – Crs Jodie Hanns and Gary Faries**
 - Director of Corporate Services (or nominee)**

Representatives from the following groups if such groups desire to have a member:

- local Primary and High Schools**
- Department of Education**
- South West VETlink**
- Ngalang Boodja**
- SWIT**
- The Smith Family**
- Investing In Our Youth**
- Collie PCYC**
- Collie Family Centre**

CARRIED: 11/0

5.8 House Panel

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on an as required basis

7615

Recommendation/Council Decision:

Moved: Cr Ian Miffling

Seconded: Cr Rebecca Woods

That Council appoints a House Panel and resolves that the Panel shall have as its members 4 Councillors - Crs Ian Miffling, Brett King, Jodie Hanns and Elysia Harverson and the Chief Executive Officer's Personal Assistant.

CARRIED: 11/0

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5.9 Local Emergency Management Committee

Committee has terms of reference: Yes - As specified by State Emergency Management Committee Policy.

Meeting Frequency: Currently meeting on an as required basis, usually 2-3 times per year. Meetings can be called at short notice and during times of emergencies or when threat is imminent.

Staff Comment: This committee is required to be established under section 38 of Emergency Management Act 2005.

7616

Recommendation/Council Decision:

Moved: Cr Brett King

Seconded: Cr Elysia Harverson

That Council by Absolute Majority:-

1. As required by provisions of the Emergency Management Act 2005 establishes a Local Emergency Management Committee;
2. In accordance with State Emergency Management Policy 2.5 resolves that the Committee is to consist of Council members, employees and other persons;
3. In accordance with Section 38 (3) of the Emergency Management Act 2005 appoints Cr Sarah Stanley and Cr Brett King to the Local Emergency Management Committee;
4. Resolves that the Committee shall have as its members persons representing:
 - the Local Emergency Co-ordinator;
 - the Chief Bush Fire Control Officer for the Shire of Collie;
 - WA Police Service (Police Station Officer In Charge)
 - Department of Biodiversity, Conservation, and Attractions.
 - Department for Community Development
 - Department of Housing
 - Collie Health Services Coordinator
 - Water Corporation
 - Verve Energy
 - The Chief Executive Officer of the Shire of Collie (or nominee)
 - Director of Development Services, Shire of Collie
 - St John Ambulance
 - Collie Volunteer Fire and Rescue Service
 - State Emergency Services Local Manager
 - Griffin Coal
 - Griffin Energy
 - Premier Coal and
 - Worsley Alumina

CARRIED: 11/0

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5.10 Plant Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on an as required basis, approximately 3-4 times per year.

7617

Recommendation/Council Decision:

Moved: Cr Elysia Harverson

Seconded: Cr Joe Italiano

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Plant 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;
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;
3 Councillors - Crs John Piavanini, Gary Faries and Brett King

CARRIED: 11/0

5.11 Policy Review Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting on an as required basis, approximately 3-4 times per year.

7618

Recommendation/Council Decision:

Moved: Cr Ian Miffing

Seconded: Cr Michelle Smith

That Council by Absolute Majority:-

4. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Policy Review Committee;
5. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors;
6. 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;
 - 5 Councillors – Crs Ian Miffing, Rebecca Woods, John Piavanini, Sarah Stanley and Jodie Hanns.

CARRIED: 11/0

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5.12 Townscape Advisory Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting every 6 weeks on Tuesday's at 9 a.m.

Staff Comment: It is suggested that the responsibilities of the Townscape and CBD Committees be combined now that the final stages of the Supertowns project is complete.

7619

Recommendation/Council Decision:

Moved: Cr John Piavanini

Seconded: Cr Ian Miffling

That Council by Absolute Majority:-

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Townscape 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;**
 - Shire of Collie Director Technical Services (or nominee).**
 - Minimum of two (2) Shire of Collie elected members - Crs Leonie Scoffern and Joe Italiano.**
 - The Manager of the Collie Visitor Centre;**
 - Maximum of four (4) nominated local community members.**

The following persons or groups shall be members that do not have voting rights, and shall attend on a regular basis:

- The Director of Development Services or Town Planner;**
- The Parks and Gardens Supervisor;**
- The Development Services Administration Officer;**
- Representatives or advocates of groups with related aims and objectives.**

CARRIED: 11/0

5.13 Trails Planning Panel

Committee has terms of reference: Yes.

Meeting Frequency: Currently meeting on an as required basis

7620

Recommendation/Council Decision:

Moved: Cr Ian Miffling

Seconded: Cr Rebecca Woods

That Council appoints a Trails Planning Advisory Panel and resolves that the Trails Planning Panel will have it's members:-

- 3 Councillors – Crs Leonie Scoffern, Gary Faries and Ian Miffling**

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- Director of Development Services (or nominee)
- Representative of the Ngalang Boodja Aboriginal Corporation
- Representative of the Department of Sport and Recreation
- Representative of the Department of Biodiversity, Conservation, and Attractions.
- Representative of the Collie Visitor Centre
- Representative of the following local stakeholder organisations/groups:
 - Hiking
 - Equestrian
 - Cycling, both road and off road
 - Trail Bikes

CARRIED: 11/0

5.14 Weeds & Waterways Advisory Committee

Committee has terms of reference: Yes

Meeting Frequency: Currently meeting first Thursday every month at 9 a.m.

Staff comment: For a more effective meeting process, it is recommended to reduce the number of public members on this committee from five to three.

7621

Recommendation/Council Decision:

Moved: Cr Rebecca Woods

Seconded: Cr Jodie Hanns

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Weeds & Waterways 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;
 - At least 3 Councillors – Crs Brett King, Gary Faries and Joe Italiano
 - Director of Development Services (or nominee);
 - up to 5 public members;
 - The Parks and Gardens Supervisor (non-voting);
 - Representative of the Ngalang Boodja Aboriginal Corporation;
 - representatives of other key government agencies or stakeholders (non-voting)
 - Friends of the River Group (non-voting)

CARRIED: 11/0

5.15 Museum Transition Committee

Committee has terms of reference: Yes

Meeting Frequency:

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Staff comment: This committee was formed in January 2017 and Council appointed public members to the committee in March 2017 with a term expiring October 2019.

7622

Recommendation/Council Decision:

Moved: Cr Michelle Smith

Seconded: Cr Gary Faries

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Museum Transition 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 – Crs John Piavanini and Joe Italiano.
 - Director of Corporate Services (or nominee),
 - Information Services Manager,
 - Mr Tom Reardon, Mr Kevin Massara, Mrs Susan Lee, Mr Mark Paget and Mr Alan Wade as per previous resolution 7376

CARRIED: 11/0

5.16 Youth Advisory Council

Committee has terms of reference: Yes

Meeting Frequency:

Staff comment: It is recommended that this Committee be reverted to a youth reference group for several reasons. The committee has struggled to achieve a quorum in recent times and it is felt that a less formal process is more suitable to engage with youth in the community. Staff also consider that targeted and issue specific consultation is more effective than the current format.

7623

Recommendation/Council Decision:

Moved: Cr Gary Faries

Seconded: Cr Joe Italiano

That Council establish a working group to focus on events related to youth and that 2 Councillors to be appointed to the working group – Crs Rebecca Woods and Elaysia Harverson.

CARRIED: 11/0

Alternative Recommendation:

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Youth Council;
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

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1995 resolves that the Committee shall have as its Members;

- Director of Corporate Services (or nominee),
- A minimum of 5 to a maximum of 8 youth between the ages of 12-25.

5.17 Economic Development Advisory Committee

Committee has terms of reference: No

Meeting Frequency: N/A

Staff comment: It is recommended that Council form a new committee with appropriate membership to oversee the implementation of the Council's Economic Development Strategies as identified in the Re-Imagining Collie Plan.

This will demonstrate active engagement in developing the local economy and a key initial task will be to review the priorities included in the Re-Imagining Collie report.

7624

Recommendation/Council Decision:

Moved: Cr Rebecca Woods

Seconded: Cr Leonie Scoffern

That Council by Absolute Majority:-

1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes an Economic Development 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;
 - CEO
 - Shire President
 - up to 4 other Councillors - Crs Rebecca Woods, Joe Italiano, Jodie Hanns and Elysia Harverson
 - 1 member from Collie Chamber of Commerce and Industry
 - 1 member from South West Development Commission
 - 1 member from Collie River Valley Marketing Inc
 - The local member or representative
 - up to 2 community members

CARRIED: 11/0

5.18 Communications Working Group

7625

Recommendation/Council Decision:

Moved: Cr Ian Miffling

Seconded: Cr Rebecca Woods

That Council appoints a Communication Working Group and resolves that the Communications Working Group will have its members: CEO and Councillors Sarah Stanley, Joe Italiano, Elysia Harverson, Rebecca Woods and Jodie Hanns

CARRIED: 11/0

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The formation of a Black Diamond Working Group was discussed however Council decided that an initial workshop would be held to discuss the issues and develop a vision for the site.

6. CLOSE

The Shire President thanked Council and Staff for their attendance.

The Presiding Member declared the meeting closed 9.55 pm.

I certify that these Minutes were confirmed at the Ordinary Meeting of Council held on Tuesday 14 November 2017.

.....
Presiding Member

.....
Date