



Shire of  
**Collie**

# MINUTES

of the

## SPECIAL MEETING OF COUNCIL

held on

**Tuesday, 22 October 2019**

commencing at 5.30pm.

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The Chief Executive Officer welcomed attendees to the meeting at 5.31pm and advised that declarations would need to be undertaken by all Councillors who were elected in at the recent Local Government Election held on the 19 October 2019 as per section 2.29 of the WA Local Government Act 1995.

The Chief Executive Officer welcomed Mr. David Henderson JP and advised that Mr. Henderson would be overseeing the declarations made by the newly elected Councillors.

Mr Henderson thanked the Chief Executive Officer and commenced the declaration process. Councillors White, Faries, Miffing, Italiano, Hansen, Kearney and Harverson all read aloud their declarations as Councillors and then signed form 7 after which Mr. Henderson congratulated the elected members and declared them to the office of Council.

The Chief Executive Officer Mr. David Blurton thanked Mr. David Henderson for overseeing the declaration process.

**1. OPENING – CHIEF EXECUTIVE OFFICER**

The meeting was declared open at 5.53 pm

<b>PRESENT:</b>	Sarah Stanley	Councillor (Presiding Member)
	Joe Italiano	Councillor
	Gary Faries	Councillor
	Brent White	Councillor
	Elysia Harverson	Councillor
	Rebecca Woods	Councillor
	Ian Miffing JP	Councillor
	Michelle Smith	Councillor
	Brett Hansen	Councillor
	John Kearney	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
	Pam Ahlin	Acting CEO PA

**GALLERY:**

Gallery Members: Julie Faries, Barbara Kearney, Julie Hansen, Brittney Griggs, Tahnee Crellin, Jessica White, Wayne Sanford, Raema Miffing, Nola Green, Jason Stanley, Toby Stanley, Sheri Walkington, Trevor Walkington  
Collie Mail: Taylar Amonini

**APOLOGIES:**

Nil

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**2. ELECTION OF THE SHIRE PRESIDENT**

The Chief Executive Officer called for nominations for the position of Shire President.

Councillor Sarah Stanley nominated herself for the position.

The Chief Executive Officer asked if there were any further nominations forthcoming. There were no additional nominations.

The Chief Executive Officer declared that there being no further nominations Councillor Stanley was appointed to the position of Shire President for the ensuing two years.

Councillor Stanley undertook her declaration of the office of Shire President in front of Mr Henderson JP and gave a short address thanking her colleagues for their support and the opportunity to serve in the office of Shire President.

The Chief Executive Officer vacated the Chair and Councillor Stanley assumed the Chair at 5.55 p.m.

**3. ELECTION OF DEPUTY SHIRE PRESIDENT**

Councillor Stanley advised that there was one nomination received in writing for the Position of Deputy Shire President;

Councillor Faries nominated Councillor Miffling, Councillor Miffling accepted the nomination.

The Shire President asked if there were any further nominations forthcoming.

There were no additional nominations.

Councillor Miffling was declared elected to the position of Deputy Shire President for the ensuing two years unopposed.

Councillor Miffling undertook his declaration of the office of Deputy Shire President in front of Mr. Henderson JP and gave a short address thanking his colleagues for their support and the opportunity to serve in the office of Deputy Shire President.

Councillor Miffling once again thanked Mr. Henderson for coming in to assist with the swearing in of newly elected members

Gallery Member Jessica White left chambers at 6.01 pm

**4. DRAW FOR COUNCILLORS POSITIONS AT THE COUNCIL TABLE**

The CEO conducted the draw for Councillors seating positions at the Council table. The results of this are identified in figure 1 below.

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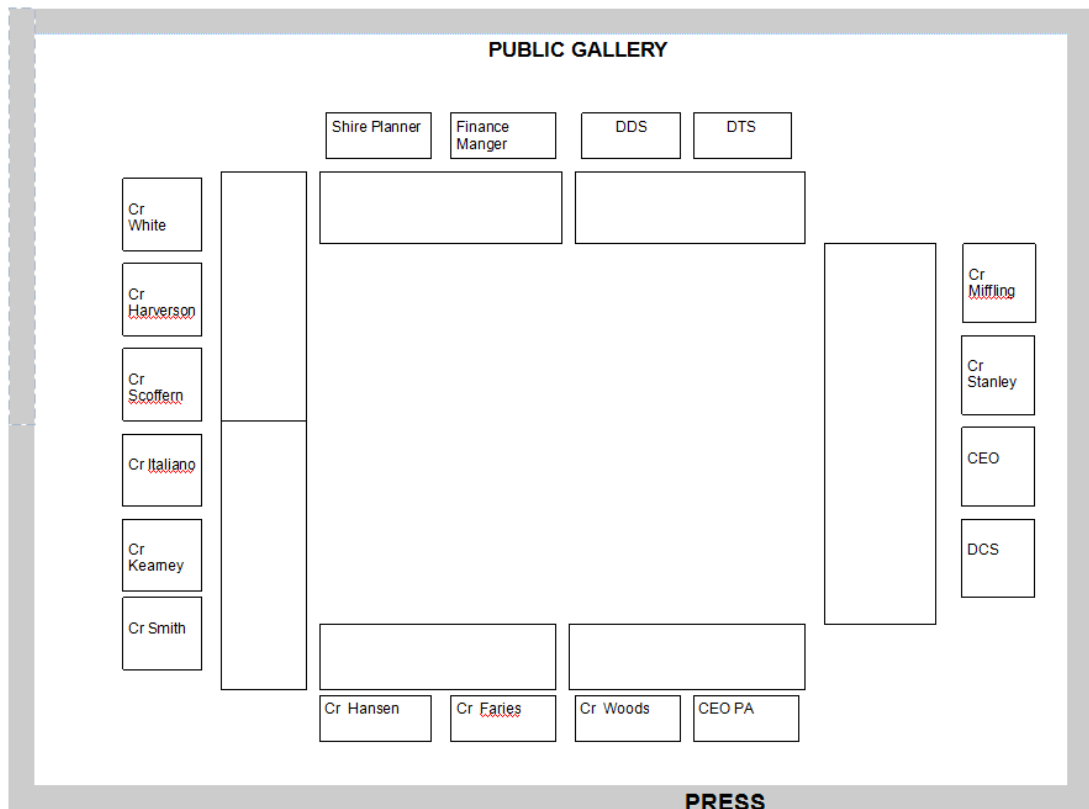


Figure 1

**5. ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE**

5.1 Councillors granted leave of absence at previous meeting/s.

Nil

5.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council.

Nil

**6. PUBLIC QUESTION TIME**

Nil

**7. DISCLOSURE OF FINANCIAL INTEREST**

Councillor/Staff	Agenda Item	Disclosure
David Blurton	Item 8.1.4	Financial - CEO
Cr Woods	Item 9.2	Impartial - Employer

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**8. CEO REPORTS**

**8.1 Appointment of Council Committees, Panels & Delegates**

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

**Report Purpose:**

For the Council to appoint members to its Committees and Panels, and as delegates to various groups & associations.

**Officer's Recommendation:**

**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 members of the Committee, and it is the Chief Executive Officer's wish to be a member of the Committee.

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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.

At its meeting held 1 October 2019 Council resolved the following in relation to the formation of its Committees and panels.

Motion #8265

**Council Decision:**

**That Council in accordance with provisions of Section 5.8 and 7.1A of the Local Government Act 1995 establishes the following committees by Absolute Majority effective from the formation of the new Council:**

- Audit Committee
- Bushfires Advisory Committee
- CEO Review Committee
- Local Emergency Management Advisory Committee
- Policy Review Committee

**That Council establish the following panels and network effective from the formation of the new Council:**

- Access and Inclusion Network
- Communications Panel
- Economic Development Panel
- House Panel (includes Australia Day, but not limited to)
- Plant Panel
- Sports Panel (includes SPOTY, but not limited to)
- Trails Panel

**That broad community engagement sessions (open to any interested members of the community) are conducted on an as needs basis, but at a minimum of once per year for the following:**

- Community safety and well being
- Education
- Youth
- Town and streetscape
- Environment, Weeds and waterways

**That Council staff investigate the formation of a Biosecurity group in the Collie Catchment for the management of invasive weed species.**

**Statutory and Policy Implications:**

WA Local Government Act (1995)

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**Budget Implications:**

N/A

**Communications Requirements: (Policy No. CS 1.7)**

N/A

**Strategic Plan Implications:**

Goal 5: Our Business: Good Governance through an effective, efficient and sustainable organisation.

**Relevant Precedents:**

The Council's Committees were most recently established in 2017 following the local government elections.

**Comment:**

Terms of References for Council Committees are attached at Appendix 3 and each committee / panel is itemised below for the consideration of the Council.

**8.1.1. Audit Committee**

**Committee has terms of reference:** Yes

**Meeting Frequency:** Currently meeting on an as required basis (usually 4-5 times per year)

**Staff Comment:** This committee is required by legislation (section 7.1A) and the Act specifically excludes the CEO and other staff from being a voting member. A minimum of three 3 members are required on the committee, the majority are to be Council members.

**8272**

**Recommendation/Council Decision:**

**Moved: Cr Faries**

**Seconded: Cr Woods**

**That Council In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 appoints by name three (3) Councillors who are to comprise the Audit Committee being Cr Miffling, Cr Italiano and Cr Stanley**

**CARRIED: 11/0**



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**8.1.2. Access & Inclusion Network**

**Network has terms of reference:** Access and Inclusion network terms of reference to be adapted, however the previous committee terms of reference included for the benefit of new Councillors.

**Meeting Frequency:** Currently meeting every six weeks.

**8273**

**Recommendation/ Council Decision:**

**Moved: Cr Woods**

**Seconded: Cr Italiano**

**That Council appoint the following persons to the Access and Inclusion Network:-**

- **Cr Faries and Cr Smith;**
- **Director of Corporate Services (or their nominated representative);**
- **Director of Development Services (or their nominated representative);**
- **Director of Technical Services (or their nominated representative);**
- **Representatives and/or advocates for different disability groups and organisations;**
- **Local community members.**

**CARRIED: 11/0**

**8.1.3. 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.

**8274**

**Recommendation/Council Decision:**

**Moved: Cr Italiano**

**Seconded: Cr Scoffern**

**That Council in accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Bush Fire Advisory Committee shall have as its Members;**

- **Cr Hansen**
- **the Chief Bush Fire Control Officer;**
- **representative of each volunteer bush fire brigade;**
- **a representative of Collie Volunteer Fire and Rescue;**
- **Director of Development Services (or nominee);**
- **Community Emergency Services Manager;**
- **Senior Ranger (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 Biodiversity, Conservation and Attractions.**

**CARRIED: 11/0**

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**8.1.4. CEO Review Committee**

**Committee has terms of reference:** Yes

**Meeting Frequency:** Currently meeting at least once annually

**8275**

**Recommendation/Council Decision:**

**Moved:** Cr Harverson

**Seconded:** Cr Woods

**That Council, in accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the CEO Review Committee shall have as its Members Councillors Woods, Stanley and White**

**CARRIED: 11/0**

**8.1.5. Communications Panel**

**Committee has terms of reference:** No

**Meeting Frequency:** Currently meeting on an as required basis.

**Staff Comment:** The Communications panel was formed following the 2017 elections to consider how the Council could engage more effectively with the Collie community. This included a review of engagement techniques including traditional mediums as well as social medial and online surveys. It also met on an ad hoc basis to consider how best to communicate potentially controversial decisions.

**8276**

**Recommendation/Council Decision:**

**Moved:** Cr Woods

**Seconded:** Cr Faries

**That Council appoint the following persons to the Communications Panel:-**

- the Shire President
- the Chief Executive Officer
- Councillors Harverson, Woods and Kearney
- Staff as required

**CARRIED: 11/0**

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**8.1.6. Economic Development Panel**

**Panel has terms of reference:** Yes

**Meeting Frequency:** Currently meeting every six weeks.

**8277**

<b>Recommendation/Council Decision:</b>	
<b>Moved:</b> Cr Italiano	<b>Seconded:</b> Cr Woods
<b>That Council appoint the follow persons to the Economic Development Panel;</b>	
<ul style="list-style-type: none"><li>● the Shire President</li><li>● the Chief Executive Officer</li><li>● Councillors Smith, Woods and Harverson</li><li>● one (1) member from Collie Chamber of Commerce and Industry</li><li>● one (1) member from South West Development Commission</li><li>● Other persons considered appropriate</li></ul>	
<b>CARRIED: 11/0</b>	

**8.1.7. House Panel (includes Australia Day, but not limited to)**

**Panel has terms of reference:** No

**Meeting Frequency:** Currently meeting on an as required basis

**Staff Comment:** The house panel typically focuses on Council functions and celebrations including civic receptions and the Australia Day function.

**8278**

<b>Recommendation/Council Decision:</b>	
<b>Moved:</b> Cr Woods	<b>Seconded:</b> Cr Harverson
<b>That Council appoint the following persons to the House Panel:-</b>	
<ul style="list-style-type: none"><li>● Cr Miffing, Cr Faries, Cr Scoffern and Cr Harverson</li><li>● the Chief Executive Officer's Personal Assistant as required</li><li>● the Community Development Officer as required</li><li>● a representative from the Lions Club of Collie as required</li><li>● past winners of the Collie Citizen of the Year as required</li></ul>	
<b>CARRIED: 11/0</b>	

**8.1.8. Local Emergency Management Committee**

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

**Meeting Frequency:** Meetings are recommended to be held four times per year. Additional meetings can be called at short notice and during times of emergencies or when threat is imminent.

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

**8279**

**Recommendation/Council Decision:**

**Moved: Cr Harverson**

**Seconded: Cr Woods**

**That Council In accordance with State Emergency Management Policy 2.5 resolves that the Local Emergency Management Committee is to consist of Council members, employees and other persons;**

**1. In accordance with Section 38 (3) of the Emergency Management Act 2005 appoints Councillor Stanley as Chairman of the Local Emergency Management Committee;**

**2. Resolves that the Committee shall have as its members:**

- **the Community Emergency Services Manager;**
- **the Chief Bush Fire Control Officer for the Shire of Collie;**
- **State Emergency Services Local Manager;**
- **The Chief Executive Officer of the Shire of Collie (or nominee)**
- **Director of Development Services, Shire of Collie**
- **The Recovery Coordinator, Shire of Collie**
- **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, the Officer in Charge of Collie Police, the Department of Biodiversity, Conservation and Attractions.**
- **Representatives from local industry, lifeline organisations and health services.**

**CARRIED: 11/0**

**8.1.9. Plant Panel**

**Panel has terms of reference:** Plant Committee terms of reference to be adapted.

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

**8280**

**Recommendation/Council Decision:**

**Moved: Cr Woods**

**Seconded: Cr Miffing**

**That Council appoint the following persons to the Plant Panel;**

- **Cr Kearney, Cr Faries and Cr Italiano**
- **Director of Technical Services;**
- **Other staff considered appropriate by the CEO.**

**CARRIED: 11/0**

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**8.1.10. Policy Review Committee**

**Committee has terms of reference:** Yes

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

**8281**

**Recommendation/Council Decision:**

**Moved:** Cr Faries                      **Seconded:** Cr Scoffern

**That Council by in accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Policy Committee shall have as its Members Cr Miffling, Cr Italiano, Cr White, Cr Woods and Cr Smith**

**CARRIED: 11/0**

**8.1.11. Sports Panel (includes SPOTY, but not limited to)**

**Panel has terms of reference:** No

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

**8282**

**Recommendation/Council Decision:**

**Moved:** Cr Miffling                      **Seconded:** Cr Smith

**That Council appoints the following persons to the Sports Panel:-**

- Cr Hansen, Cr Miffling and Cr Faries
- the Community Development Officer as required
- SPOTY panel members previously appointed by Council as required

**CARRIED: 11/0**

**8.1.12. Trails Panel**

**Panel has terms of reference:** Trails Advisory Committee terms of reference to be adapted.

**Meeting Frequency:** Currently meeting on an as required basis

**8283**

**Recommendation/Council Decision:**

**Moved:** Cr Woods                      **Seconded:** Cr Faries

**That Council appoint the following persons to the Trails Panel;**

- Cr Miffling, Cr Scoffern, Cr Faries and Cr Harverson
- Director of Development Services (or nominee)
- Representative of the local indigenous community;
- Representative of the Department of Sport and Recreation;
- Representative of the Department of Biodiversity, Conservation, and Attractions;

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- **Representative of the Collie Visitor Centre;**
- **Representative of local stakeholder organisations/groups;**

**CARRIED: 11/0**

**9. COUNCIL REPRESENTATIVES / DELEGATES**

In addition to Council Committee's the Council holds positions on a variety of committee's & groups which emanate from other organisations. There are a number of Committees listed which have a recommendation not to appoint a representative. This recommendation is being made as the staff is of the belief that the Committee is either in recess or has been disbanded.

**9.1 Bunbury Geographe Economic Alliance**

**Purpose:** To facilitate the economic development and promotion of the Bunbury-Geographe Region.

**Meeting frequency:** Meetings held monthly

**8284**

**Recommendation/Council Decision:**

**Moved: Cr Woods                      Seconded: Cr Scoffern**

**That Council appoints the Shire President as Council's Delegate and another Cr Harverson as the Shire President's Deputy to the Bunbury Geographe Economic Alliance.**

**CARRIED: 11/0**

**9.2 Collie Chamber of Commerce & Industry**

**Purpose:** The Chamber's prime function is to advance the business, commercial and industrial interests of the area, and support the local community. It is a lobby group to present and defend the views of the business community to Government; Local, State and Federal, as well as other authorities and organisations.

**Meeting frequency:** When determined necessary in accordance with constitution.

**8285**

**Recommendation/Council Decision:**

**Moved: Cr Faries                      Seconded: Cr Italiano**

**That Council appoints Cr Harverson as Council's Delegate on the Collie Chamber of Commerce and Industry board of management**

**CARRIED: 11 /0**

**9.3 Collie River Valley Marketing Inc.**

**Purpose:** To Strengthen the image and attraction of the Collie River Valley for long term growth.

**Meeting frequency:** Meetings held on the last Thursday of each month at 9.00am.

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**8286**

**Recommendation/Council Decision:**

**Moved: Cr Miffing                      Seconded: Cr Woods**

**That Council appoints Cr Stanley as Council's Delegate and the Director of Corporate Services to Collie River Valley Marketing Inc.**

**CARRIED: 11/0**

**9.4      Collie Visitor Centre**

**Purpose:** To assist visitors in making the most of their time in Collie.

**Meeting frequency:** 2<sup>nd</sup> Monday of each Month.

**8287**

**Recommendation/Council Decision:**

**Moved: Cr Woods                      Seconded: Cr Miffing**

**That Council appoints Cr Scoffern as Council's Delegate to the Collie Visitor Centre and Councillor Italiano as the Delegate's Deputy.**

**CARRIED: 11/0**

**9.5      Motoring Southwest**

**Purpose:** Assist in the Management of the Collie Motorplex

**Meeting frequency:** Monthly

**8288**

**Recommendation/Council Decision:**

**Moved: Cr Scoffern                      Seconded: Cr Italiano**

**That Council appoints Councillor Faries as the Shire's Delegate and Cr Hansen as the Delegate's Deputy to Motoring South West board of management.**

**CARRIED: 11/0**

**9.6**

**South West Zone of WA Local Government Association**

**Purpose:** Provides advice to, and identifies issues for consideration of, the WA Local Government Association

**Meeting frequency:** Meetings held quarterly.

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**8289**

**Recommendation/Council Decision:**

**Moved: Cr Faries                      Seconded: Cr Kearney**

**That Council appoints the Shire President as Council's Delegate, and the Deputy Shire President as the Deputy, to the South West Zone of the Local Government Association.**

**CARRIED: 11/0**

**9.7      Regional Road Group**

**Purpose:** RRGs are important in providing Local Government with a voice in how the State Government's contribution to local roads is spent. Regional Road Group members serve a vital and valuable role in ensuring that road funding decisions maximise community benefits and preserve and improve the road system across Western Australia.

**Meeting frequency:** Meetings held quarterly.

**8290**

**Recommendation/Council Decision:**

**Moved: Cr Smith                      Seconded: Cr Harverson**

**That Council appoints Cr Stanley as delegate and Cr Miffling as Delegates deputy, to the South West Regional Road Group Committee.**

**CARRIED: 11/0**

**9.8      Development Assessment Panel Representatives**

**Purpose:** Council is required to appoint two representatives and two alternative representatives to a Development Assessment Panel which considers Development applications in Collie with a value greater than \$10 million in value. Each Joint Development Assessment Panel has a total of five members, comprising three specialist members (from the WA Planning Commission), one being the presiding member, and two local government members.

**Meeting frequency:** as needs basis.

**8291**

**Recommendation/Council Decision:**

**Moved: Cr Faries                      Seconded: Cr Harverson**

**That Council appoints Cr Miffling and Cr Italiano as members and Cr Woods and Cr Faries as alternative members on the Joint Development Assessment Panel.**

**CARRIED: 11/0**



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**9.9 Bunbury Wellington Sub Regional Strategy Steering Group**

**Purpose:** The Bunbury-Wellington Sub-Regional Strategy group is overseen by the WA Department of Planning and its role is to oversee the development of the regional planning strategy for the Bunbury Wellington Region. Meetings are anticipated to take place twice per year and are normally held in Bunbury.

**8292**

**Recommendation/Council Decision:**

**Moved: Cr Faries                      Seconded: Cr Smith**

**That Council appoints Cr Stanley as its representative and Cr Miffing as a proxy to represent the Shire of Collie on the Bunbury-Wellington Sub-Regional Strategy Steering Group.**

**CARRIED: 11/0**

**8293**

**Council Decision:**

**Moved: Cr Harverson                      Seconded: Cr Kearney**

**That Council appoint the following Councillors to lead the broad community engagement sessions:**

- Community safety and well-being – Cr Smith
- Education – Cr Faries
- Youth – Cr Woods
- Town and streetscape – Cr Smith
- Environment, Weeds and waterways – Cr Smith

**CARRIED 11/0**

**10. CLOSE**

The Presiding Member declared the meeting closed at 6.20pm.

.....  
Presiding Member

.....  
Date