



Shire of
Collie

AGENDA

for the

SPECIAL MEETING OF COUNCIL

to be held on

Tuesday, 29 June 2021

**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.

Council's Vision

A connected community that is as rich
and diverse as its heritage and landscape.

Values

The core values at the heart of the Council's commitment to the
community are:

- Acting with integrity, transparency and accountability
 - Leading the delivery of the community's vision
- Enabling community-led endeavours to make the Shire of
Collie a better place
 - Respectful progress

NOTICE OF MEETING

Please be advised that meeting of the

Special Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 29 June 2021

in Council Chambers at 87 Throssell Street, Collie WA,

Stuart Devenish
Chief Executive Officer

25 June 2021

DISCLAIMER

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

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

MEETING SCHEDULE

July 2021

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

Tuesday 13 July 2021

Ordinary Meeting of Council

7.00pm in Council Chambers

SHIRE OF COLLIE
DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

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

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

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

Name (Please Print)SignatureDate

NB

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

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

Office Use Only:	Date/Initials
1. Particulars of declaration given to meeting	_____
2. Particulars recorded in the minutes	_____
3. Signed by Chief Executive Officer	_____

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

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

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SHIRE OF COLLIE
AGENDA - SPECIAL MEETING OF COUNCIL
Tuesday, 29 June 2021

Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 29 June 2021 commencing at 7:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

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

2. PUBLIC QUESTION TIME

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

Council Consideration towards the Public:

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

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DISCLOSURE OF FINANCIAL INTEREST

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

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

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

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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

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

Councillors may disclose at this point any matters which they wish to have discussed 'behind closed doors' ie the meeting is closed to members of the public. Section 5.23 of the *Local Government Act 1995* applies and the meeting may only go behind closed doors for matters expressly prescribed in the Act - see section of the Act appended immediately after the Disclosure of Financial Interest form.

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Any decision (of the meeting) to close the meeting or part of the meeting and the reasons for the decision are to be recorded in the Minutes of the meeting.

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

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

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on 8 June 2021.

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

Only items that have been deferred from a previous Ordinary Council Meeting for either further consideration by Councillors or for additional background information may be dealt with under this item. Details of Business Arising items will always be listed on the Agenda.

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

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11. CORPORATE SERVICES REPORTS

11.1 Adoption of the 2021/22 Budget

Reporting Department:	Corporate Services
Reporting Officer:	Hasreen Mandry – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	FIN/047
Appendices:	Appendix 1- Annual Budget 2021/222
Voting Requirement	Absolute Majority

Report Purpose:

To consider and adopt the Annual Budget for the 2021/22 financial year together with supporting schedules, including imposition of rates and minimum payment, adoption of fees and charges, establishment of new reserve funds, setting of elected members fees for the year and other significant matters arising from the budget papers. The report also addresses authority to facilitate budget amendments as a prudent financial management practice.

Recommendation #1:

That Council resolves by ABSOLUTE MAJORITY to adopt the Annual Budget presented in Appendix 1 for the Shire of Collie for the 2021/22 financial year.

Recommendation #2:

That Council resolves by ABSOLUTE MAJORITY to adopt the schedule of fees and charges presented in Appendix 1 for the Shire of Collie for the 2021/22 financial year.

Recommendation #3:

That Council resolves by ABSOLUTE MAJORITY to establish the following reserves:

- 1. Infrastructure Reserve, the purpose of this reserve is to be used to assist renewal of infrastructure.*
- 2. Public Open Space Reserve, the purpose of this is to reserve hold public open space funds received on or after 12 September 2020.*
- 3. Unspent Grant Reserve, the purpose is to hold unspent grant funds.*
- 4. Unspent Loan Reserve, the purpose is to hold unspent loan funds.*

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Recommendation #4:

That Council resolves by ABSOLUTE MAJORITY to adopt the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

- 1. Annual attendance fees of \$7,688 per elected member*
- 2. Annual telecommunication allowance of \$600 per elected member*
- 5. Annual Shire President allowance \$4,000; and*
- 6. Annual Deputy Shire President allowance of \$1,000*

Recommendation #5:

That Council resolves by ABSOLUTE MAJORITY:

- 1. To adopt 0.5914 cents in the dollar to be applied to all properties attributed to unimproved values for the 2021/22 financial year;*
- 2. To adopt 9.8983 cents in the dollar to be applied to all properties attributed to gross rental values for the 2021/22 financial year;*
- 3. To adopt a \$854 minimum rate for properties having unimproved values applied for the 2021/22 financial year;*
- 4. To adopt a \$1,014 minimum rate for developed land having general gross rental values applied for the 2021/22 financial year;*
- 5. To adopt a \$854 minimum rate for vacant land having gross rental values applied for the 2021/2 financial year;*
- 6. Nominates the following due dates for the payment in full by instalments (Issue date: 26 July 2021):*
 - a. Full payment and instalment due date: 30 August 2021*
 - b. 2nd quarterly instalment due date: 1 November 2021*
 - c. 3rd quarterly instalment due date: 10 January 2022*
 - d. 4th quarterly instalment due date: 14 March 2022*
- 7. To adopt an instalment administration charge of \$6 for each instalment after the initial instalment is paid where the owner has elected to pay rates (and service charges) through an instalment option.*
- 8. To adopt an interest rate of 3% where the owner has elected to pay rates (and service charges) through an instalment option; and*
- 9. To adopt an interest rate of 7% for rates (and service charges) plus the cost of proceedings to recover such charges that remain unpaid after becoming due and payable.*

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Recommendation #6:

That Council by ABSOLUTE MAJORITY apply rating concessions for the following organisations for 2021/22 (CS 3.16 Rating Policy):

Assessment	Organisation	Concession	Value
<i>A3977</i>	<i>RSL Collie</i>	<i>100%</i>	<i>\$1,014</i>
<i>A3990</i>	<i>County Women's Association</i>	<i>100%</i>	<i>\$1,014</i>
<i>A4337 & A5321</i>	<i>Riverview Residences (Steere Street & Pendleton Street)</i>	<i>100%</i>	<i>\$44,574</i>
<i>A4779</i>	<i>North Collie Hall Management Group</i>	<i>100%</i>	<i>\$1,014</i>
<i>A150</i>	<i>Collie Pioneer Day Lodge</i>	<i>100%</i>	<i>\$1,014</i>
<i>A5043</i>	<i>Collie Italian Club</i>	<i>100%</i>	<i>\$9,032</i>
<i>A995</i>	<i>Energy West Hall</i>	<i>100%</i>	<i>\$2,265</i>
<i>A4813</i>	<i>Red Cross Shop</i>	<i>100%</i>	<i>\$1,750</i>

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Recommendation #7:

That Council resolves by ABSOLUTE MAJORITY to adopt the following waste charges for 2021/22:

- 1. 3 bin collection service of \$356 per annum*
- 2. 3 bin collection service- pensioner of \$340 per annum*
- 3. Rural waste levy of \$165 per annum*

Recommendation #8:

That Council resolves by ABSOLUTE MAJORITY to:

- 1. Adopt the material variance of 10% or \$10,000 whichever is greater to be used for the monthly reporting of the statement of financial activity in 2021/22; and*
- 2. Delegate to the Chief Executive Officer the authority to make budget amendments of up to \$10,000 between allocated budgets provided there is no impact to the overall adopted budget and for the amendments to be reported as part of the monthly financial statement in 2021/22.*

Background:

This report presents the 2021/22 Annual Budget for Council consideration and endorsement.

Following the endorsement of the proposed budget at the Ordinary Meeting of Council held on 8 June 2021, the final 2021/22 Annual Budget has taken into consideration the changes endorsed at that meeting.

The Budget as presented in Appendix 1 proposes a 4.56% rate revenue increase with a predicted surplus of \$3,967.

The following organisations have been granted charitable rating status under the Local Government Act or through the State Administrative Tribunal:

Assessment	Organisation	Concession	Value
A987	Ngalang Boodja Aboriginal Corporation	100%	\$2,934
A4295, A5219, A5833 & A5838	Alliance Housing	100%	\$4,499

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Statutory and Policy Implications:

Section 6.2 (1) of the *Local Government Act 1995* states that by no later than 31 August each year, each Local Government is to prepare and adopt (by absolute majority), in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

As part of the budget adoption process, section 6.2 (4) (b) requires detailed information relating to the rates and service charges which will apply to land within the district.

Budget Implications:

As the budget presented is for the upcoming financial year, all the budget implications have been addressed in the proposed rate setting statement.

Strategic Community Plan/Corporate Business 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.
- Strategy 5.3.5: Provide corporate financial services that support the Shire's operations and meet planning, reporting and accountability requirements.

Comment:

The proposed budget has been prepared based on the following principles while aligning with the goals of the Shire of Collie Strategic Community and Corporate Business plans:

1. *Budget to surplus/neutral.*
A 'deficit' budget means expenditure is greater than revenue and is clearly unsustainable.
2. *Progressive reserve provisioning.*
Enabling funds to be available for future expenditure obligations.
3. *Avoid borrowings.*
Ensure financial sustainability and 'generational' equity.
4. *Limit discretionary spend.*
To enable funds to be allocated to reserve.
5. *Optimise asset disposal.*
Dispose of assets that offer no current benefit and provide opportunity for revenue.
6. *Minimise new liabilities.*
Improving financial sustainability without substantial rate increases.

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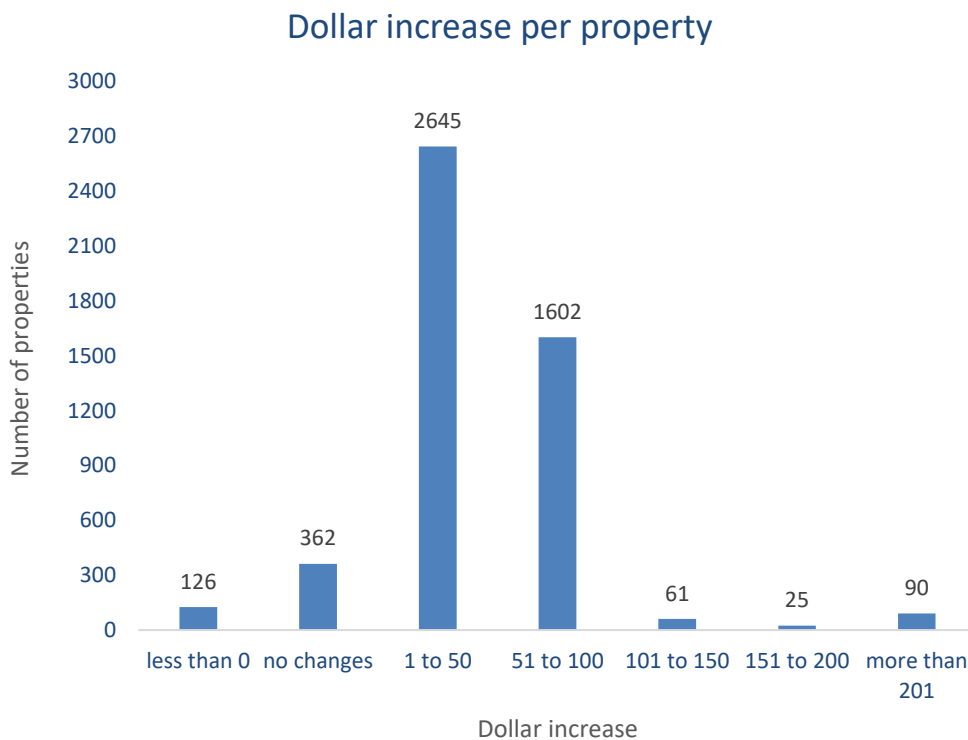
7. Prioritise 'renewal' works on capital spend.

Maintaining current community assets while minimising the increase in new liabilities/expense obligations.

The terms of the proposed budget require operational efficiencies and cost savings within the organisation while maintaining levels of service that meet community expectations.

The proposed budget for 2021/22 addresses the predicted deficit for the 2020/21 financial year as well as budgeting to a surplus of \$3,967 at 30 June 2022 with a predicted total rates revenue of approximately \$6.47million.

The impact (dollar value) per property is expressed in the graph below:



The terms of the various recommendations are set out so as to:

1. Establish the annual budget allocations;
2. Adopt the schedule of fees and charges;
3. Establish new reserve accounts to assist financial management practices;
4. Set fees and allowances for Elected Members;
5. Adopt payment (rate) calculation values to raise sufficient revenue to meet budget provisioning;

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6. Establish rate concessions for relevant organisations;
7. Establish the waste revenue service fees to meet budgeted expenditure requirements;
8. Confirm monthly financial variance reporting and enable delegated authority for limited budget amendments.

All recommendations are consistent with statutory provisions and presented accordingly.

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12. **MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**
Elected Members have the ability to submit notices of motion between meetings and up to a time prescribed in standing orders before a meeting.
13. **QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN**
Members have the ability to submit notices of questions between meetings and up to a time prescribed in standing orders before a meeting.
14. **URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**
15. **ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**
16. **STATUS REPORT ON COUNCIL RESOLUTIONS**
Nil
17. **CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**
18. **CLOSE**