



Shire of
Collie

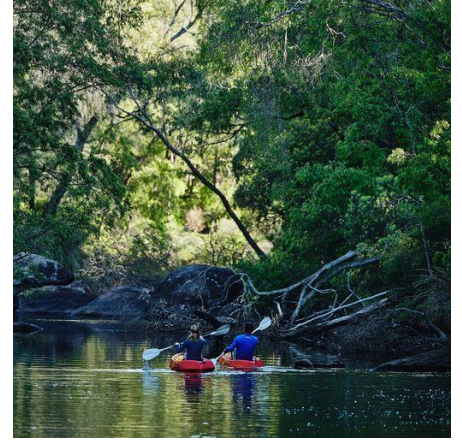
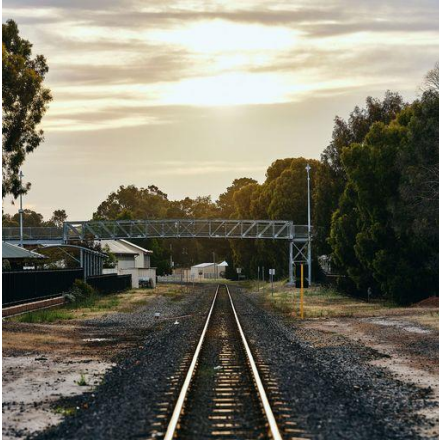
AGENDA

for the

SPECIAL MEETING OF COUNCIL

to be held on

Tuesday, 17 September 2024



Our Vision

Collie - *A progressive community, rich in opportunities and as diverse as its heritage and landscape.*

Our Values

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

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

We will consult and engage with our community on issues that affect them

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

NOTICE OF MEETING

Special Meeting of Council

Members of Council are advised that a special meeting of Council will be held in the Council Chambers, 87 Throssel Street, Collie on:

Tuesday, 17 September 2024 at 6.00pm

The purpose of the meeting is to consider:

1. the draft budget for the 24/25 financial year; and
2. the finalised terms of the contract of employment for the CEO.



Matt Young
Acting Chief Executive Officer

16 September 2024

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.



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)

Signature

Date

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 _____

1.	OPENING/ATTENDANCE/APOLOGIES	2
2.	PUBLIC QUESTION TIME	2
3.	DISCLOSURE OF FINANCIAL INTEREST	2
4.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	2
5.	REPORTS	3
	5.1 Draft Budget for the 2024/25 Financial Year.....	3
6.	CONFIDENTIAL ITEM	5
	6.1 Chief Executive Officer Contract of Employment.....	5
7.	CLOSE.....	5

Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 17 September 2024 commencing at 6.00pm.

1. OPENING/ATTENDANCE/APOLOGIES

1.1 Councillors who are applying for Leave of Absence for this Special 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 which relate to the purpose of the meeting.

3. 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 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.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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

5. REPORTS

5.1 Draft Budget for the 2024/25 Financial Year

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director of Corporate Services
Accountable Manager:	Matthew Young – Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	FIN/055
Appendices:	Appendix 5.1.A – 2024/25 Draft Budget
Voting Requirement:	Simple Majority

Report Purpose

For Council to consider the draft budget for the 2024/25 financial year.

Officer's Recommendation

That the Council endorses the 2024/25 draft budget, as presented in Appendix 5.1.A, for the purpose of preparing the 2024/25 Annual Statutory Budget for adoption.

Background:

The draft budget for the 2024/25 financial year as included in the appendix takes into consideration the actions identified in the Strategic Community Plan 2022 and Corporate Business Plan 2023.

Following review and finalisation of the draft budget the annual statutory budget will be prepared and presented to Council for adoption at a Special Meeting of Council to be held Tuesday 24 September 2024.

Statutory and Policy Implications:

The draft budget takes into consideration the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Whilst it is a statutory requirement to adopt the budget by 31 August each year, the Shire has received an extension for the adoption of the 2024/25 budget to 30 September.

Budget Implications:

This item relates to the adoption of the budget.

Communications Requirements: (Policy No. CS1.7)

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships.

Relevant Precedents:

The budget is prepared annually.

Comment:

The Shire of Collie has finished the 2023/24 financial year with a predicted surplus of \$3,009,447 including financial assistance grants of \$2,151,294 paid in advance, \$207,818 supreme court income, and amounts carried forward for projects in progress at 30 June, such as pathway renewal and roadworks on Mornington and Gastaldo roads.

The 2024/25 draft budget papers have been developed based on an increase in overall rates revenue of 5.9%. The historical rates increases over the last 6 financial years are shown below:

Financial Year	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Rate increases	2.48%	1.55%	0.00%	4.56%	5.00%	6.94%

Rising costs which have attributed to the need to increase rates by 5.9% include, employment agreement increase in wages by 4.2%, increase in workers compensation insurance costs, increase in superannuation guarantee threshold by 0.5%, and the rising costs of materials required for infrastructure works.

Fees and charges for refuse collection have been increased provisionally by 5%, following a 11% increase last financial year.

Expenditure is focused on renewal of existing assets and maintaining current services rather than creating new assets or expanding services. Council's consideration of the draft budget is requested to enable the final budget to be prepared for adoption.

6. CONFIDENTIAL ITEM

6.1 Chief Executive Officer Contract of Employment	
Reporting Department:	Chief Executive Officer Selection Panel
Reporting Officer:	Shire President
Accountable Manager:	Not applicable
Legislation:	<i>Local Government Act 1995</i> <i>Shire of Collie Standards for Chief Executive Officer Recruitment, Performance and Termination</i>
File Number:	GOV/001
Appendices:	6.1.A Contract of Employment
Voting Requirement:	Absolute Majority (Recommendation 1) Simple Majority (Recommendation 2)

This report is confidential in accordance with Section 5.23(2)(c) of *the Local Government Act 1995*, which permits the meeting to be closed to the public for business relating 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.

A confidential report and recommendation will be circulated to members under separate cover (Confidential Report 6.1.A). The report is not for circulation.

Report Purpose

To seek Council approval to the finalised terms of the CEO Employment contract detailed in Confidential Attachment 6.1.A as per previous resolution for material changes to the draft Chief Executive Officer contract.

Recommendation:

1. *That Council approves the finalised terms of the CEO employment contract detailed in Confidential Attachment 6.1.A .*
2. *That Council authorises the Shire President to execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995.*

7. CLOSE