



Shire of
Collie

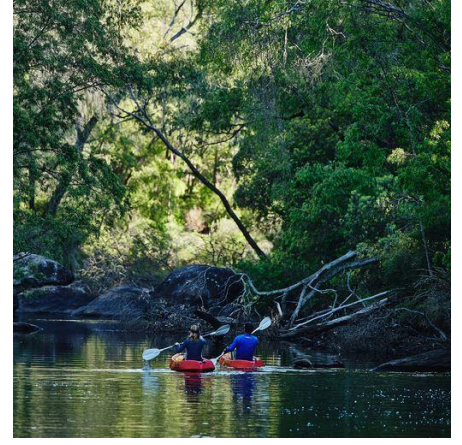
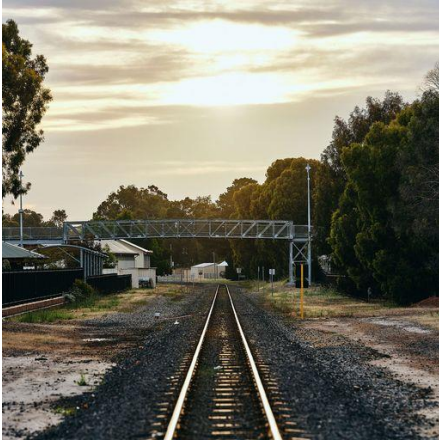
AGENDA

for the

SPECIAL MEETING OF COUNCIL

to be held on

Tuesday, 24 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, 24 September 2024 at 6.00pm

The purpose of the meeting is to consider:

1. the adoption of the budget for the 24/25 financial year.



Matt Young
Acting Chief Executive Officer

24 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

- 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).
- 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.
- 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.
- 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.
- 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.
- 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

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Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 24 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 Adoption of 24/25 Budget	
Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director 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 – Annual Budget 2024/25
Voting Requirement	Absolute Majority

Report Purpose

To consider and adopt the Budget for the 2024/25 financial year together with supporting schedule, including imposition of rates and minimum payment, adoption of fees and charges, setting of elected members fees for the year, and other matters arising from the budget papers.

Officer's Recommendation 1:

1. Pursuant to Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulation 1996*, Council adopts the budget contained in Appendix 5.1.A for the Shire of Collie for the 2024/25 financial year which includes the following:
 - Statement of Comprehensive Income by Nature and Type
 - Statement of Cash Flows
 - Statement of Financial Activity
 - Notes to the budget

Officer's Recommendation 2:

2. For the purpose of yielding the deficiency disclosed by the Budget for 2024/25 in 1 above, and pursuant to Section 6.32, 6.34 and 6.34 of the *Local Government Act 1995*, the Shire of Collie imposes the following general rates and minimum payments on Gross Rental and Unimproved Values
 - a. General Rates
 - Gross Rental Value 0.08228 cents in the dollar
 - Unimproved Value 0.5070 cents in the dollar
 - b. Minimum Payments
 - Gross Rental Value (Developed) \$1,230
 - Gross Rental Value (Vacant) \$992
 - Unimproved Value \$992
3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

- a. Option 1 – payment in full of rates and charges made on or before 15 November 2024
 - b. Option 2 - four instalments
 - First instalment to be made on or before 15 November 2024
 - Second instalment to be made on or before 17 January 2025
 - Third instalment to be made on or before 21 March 2025
 - Fourth instalment to be made on or before 23 May 2025
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charges where the owner has elected to pay rates and service charges through an instalment option of \$6 for each instalment after the initial instalment is paid.
5. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5% where the owner has elected to pay rates and service charges through an instalment option.
6. Pursuant to Section 6.51 (1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 10% for rates and service charges and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Officer's Recommendation 3:

7. Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, Council adopts the Fees and Charges contained in Appendix 5.1.A for the Shire of Collie for the 2024/25 financial year.

Officer's Recommendation 4:

8. In accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulation 1996* and the *Salaries and Allowance Act 1975*, Council adopts:
 - a. Annual attendance fees of \$9,152 per elected member
 - b. Annual ICT allowance of \$686 per elected member
 - c. Annual Shire President allowance of \$8,320 and
 - d. Annual Deputy Shire President allowance of \$2,080

Officer's Recommendation 5:

9. In accordance with Regulation 34(15) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2024/25 for reporting material variance shall be 10% or \$10,000, whichever is the greater.

Background:

The budget for the 2024/25 financial year has been prepared with consideration of the priorities identified in the Shire of Collie Strategic Community Plan 2022 and the budget parameters paper endorsed by Council in April 2024.

The budget has been prepared in accordance the draft budget and the Council recommendation of the Special Meeting held Tuesday 17 September 2024.

The current rates structure employed by the Shire of Collie is referred to as general rating. 'Differential' or 'Special Area' rating approaches are not applied in Collie.

The valuation of a property is based on the predominant use of the land. If the land is predominantly used for rural purposes, then the unimproved value (UV) is used as the basis of rates. For all land that is predominantly used for non-rural purposes, gross rental value (GRV) applies.

The definition of GRV and UV provided by the Office of Valuer General (Landgate) is:

Valuation Method	Definition
GRV	Gross annual rental that a property might reasonably be expected to earn annually if it were rented
UV	The value of the land only

A revaluation of UV properties is undertaken every year and a revaluation of GRV properties is normally undertaken every four years. A revaluation of both UV and GRV has been undertaken by Landgate this year. Due to the disruptions from Covid, it has been five years since the last GRV revaluation.

In general, the valuations of residential properties have increased by more than commercial properties. There has also been a significant reduction to the valuation of an industrial property due to depreciation.

The % increase in rates included in the draft budget, applies to the total amount of rates levied collectively. Due to changes in valuations, the actual increase or decrease in rates raised against a property and each rating category will vary.

Statutory and Policy Implications:

Section 6.2 (1) of the *Local Government Act 1995* states that 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.

Divisions 5 and 6 of Part 6 of the Act refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* detail the form and content of the budget and the budget presented is considered to meet the requirements.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge in respect to premises provided with a waste service by the local government.

Section 5.98 of the *Local Government Act 1995* sets out fees payable to council members and section 5.98A sets out fees and allowances payable to deputy presidents. Section 7B (2) of the *Salaries and Allowances Act 1975* requires the Tribunal, at intervals not more than 12 months, to inquire into and determine:

- The amount of fees paid to council members;
- The amount of expenses to be reimbursed to council members;
- The amount of allowances to be paid to council members.

Regulations 30-34AD of the *Local Government (Administration) Regulation 1996* set the limits, parameters and types of allowance can be paid to elected members.

In accordance with section 6.2 of the *Local Government Act 1995*, a local government may change the purpose or proposed use of a reserve if disclosed in the annual budget. A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

Section 34(5) of the *Local Government (Financial Management) Regulations 1996* require that each year a local government is to adopt a materiality level for the purpose of reporting variances in the monthly Statement of Financial Activity.

Budget Implications:

The adopted budget will guide all expenditure and income for the 2024/25 financial year.

Communications Requirements: (Policy No. CS 1.7)

Nil

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:

Council adopts a budget each year in accordance with statutory requirements.

Comment:

The budget has been prepared to include the information required by the *Local Government Act 1995.*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the budget include:

1. The budget has been prepared with an overall rate increase of 6%. Due to the significant reduction in the valuation of an industrial property, the average increase in rates to all other properties is approximately 8.5%.

2. An increase in waste collection charges of 5% to \$425 per property for 3 bin services (\$407 for pensioners) and rural waste levy of \$188 per property for rural residential properties.
3. Operating expenditure is relatively stable in comparison to last financial year.
4. An increase in employment costs based on higher wages, superannuation and workers compensation costs. Overall, there has been a reduction in the number of staff employed to minimise the impact of rising employments costs on rates.
5. A capital works programs totalling of \$4,013,663 including renewal of plant, property and infrastructure.
6. New borrowings of \$500,000 is budgeted for a self-supporting loan for the Collie Golf Club for reticulation upgrades.
7. An estimated surplus of \$3,009,447 is anticipated to be brought forward from the 30 June 2024 which includes a prepayment of the Financial Assistance Grant of \$2,151,294. The surplus figure is unaudited and may change, with any changes addressed at a future budget review.

The budget continues the focus on the long-term financial sustainability of the Shire.

6. CLOSE