



# AGENDA

for the

## ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 6 March 2018

**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**

Collie – a vibrant, growing and sustainable community  
where people live, visit and invest

**Council's Mission Statement**

Provide appropriate services and infrastructure for an  
engaged community, both safely and sustainably.

# **NOTICE OF MEETING**

Please be advised that meeting of the

## **Ordinary Meeting of Council**

commencing at **7:00pm**

will be held on

**Tuesday, 6 March 2018**

in Council Chambers at 87 Throssell Street, Collie WA,



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David Blurton  
Chief Executive Officer

2 March 2018

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### **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.

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# MEETING SCHEDULE

## March 2018 – March 2018

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.

<b>Tuesday 6 March 2018</b>	<b>Ordinary Meeting of Council</b> 7.00pm in Council Chambers
<b>Thursday 6 March 2018</b>	<b>Education Advisory Committee</b> 4.00pm in Council Chambers
<b>Monday 12 March 2018</b>	<b>Museum Transition Committee</b> 4.00pm in Library Undercroft Room
<b>Tuesday 13 March 2018</b>	<b>Townscape Advisory Committee</b> 9.00am in Library Undercroft Room
<b>Thursday 15 March 2018</b>	<b>Weeds &amp; Waterways Advisory Committee</b> 9:00am in Council Chambers
<b>Thursday 15 March 2018</b>	<b>Access and Inclusion Committee</b> 12.15pm in Elected Members Room
<b>Thursday 22 March 2018</b>	<b>Community Safety and Crime Prevention Committee</b> 2.00pm in Library Undercroft Room

**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)
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

- Particulars of declaration given to meeting \_\_\_\_\_
- Particulars recorded in the minutes \_\_\_\_\_
- 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.



## INDEX

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1.	OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE.....	1
2.	PUBLIC QUESTION TIME.....	1
3.	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	1
4.	DISCLOSURE OF FINANCIAL/IMPARTIALITY INTEREST .....	1
5.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	1
6.	NOTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC .....	2
7.	ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS .....	2
8.	CONFIRMATION OF THE PREVIOUS MINUTES OF COUNCIL.....	2
9.	BUSINESS ARISING FROM THE PREVIOUS MINUTES .....	2
10.	RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL.....	2
10.1	Receipt of the Minutes of the Community Safety and Crime Prevention Committee .....	2
10.2	Receipt of the Minutes of the Economic Development Advisory Committee.....	2
10.3	Adoption of the Recommendations of the Economic Development Advisory Committee .....	3
10.4	Receipt of the Minutes of the Local Emergency Management Committee.....	3
10.5	Adoption of the Recommendations of the Local Emergency Management Committee .....	3
10.6	Receipt of the Minutes of the Education Advisory Committee.....	3
11.	CEO REPORTS .....	3
12.	CORPORATE SERVICES REPORTS.....	4
12.1	Accounts Paid – January 2018 .....	4
12.2	Financial Report – January 2018 .....	6
12.3	Christie Street Lease.....	9
12.4	New program fees for Roche Park.....	11
13.	DEVELOPMENT SERVICES REPORTS .....	13
13.1	Development Assessment Panels - Request for Local Government Nominations .....	13
13.2	Shed built within side boundary setback.....	15
13.3	Tender 01/2018 – The Supply, Installation and Training of a High Band Digital Radio System .....	<b>Error! Bookmark not defined.</b>
14.	TECHNICAL SERVICES REPORTS .....	23
15.	MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN.....	23
16.	QUESTIONS FROM MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN .....	23
17.	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER AND COUNCILLORS .....	23
18.	ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS .....	23
19.	STATUS REPORT ON COUNCIL RESOLUTIONS .....	23
20.	CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC.....	23
21.	CLOSE .....	23



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 6 March 2018 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**

A question was taken on notice at the previous meeting of Council.

Are any bins required to be provided in the carpark as part of the conditions for Coles Supermarket?

Response - There were no requirements for permitted development in the Scheme when the building was constructed in the late 70's. (Town Planning Scheme No. 1).

**4. DISCLOSURE OF FINANCIAL/IMPARTIALITY 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.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**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.

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 MINUTES OF COUNCIL**

**Recommendation:**

*That Council confirms the Minutes of the Ordinary Meeting of Council held on 13 February 2018.*

**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**

**10.1 Receipt of the Minutes of the Community Safety and Crime Prevention Committee**

**Recommendation:**

*That Council receives the minutes of the Community Safety and Crime Prevention Committee held on 8 February 2018.*

**10.2 Receipt of the Minutes of the Economic Development Advisory Committee**

**Recommendation:**

*That Council receives the minutes of the Economic Development Advisory Committee held on 9 February 2018.*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**10.3 Adoption of the Recommendations of the Economic Development Advisory Committee**

**Recommendation:**

*That Council adopts en bloc the recommendations contained within the minutes of the Economic Development Advisory Committee held on 9 February 2018.*

*That Council:*

*10.3.1 receive the officers report and note the current actions relative to each project.*

**10.4 Receipt of the Minutes of the Local Emergency Management Committee**

**Recommendation:**

*That Council receives the minutes of the Local Emergency Management Committee held on 14 February 2018.*

**10.5 Adoption of the Recommendations of the Local Emergency Management Committee**

**Recommendation:**

*That Council adopts en bloc the recommendations contained within the minutes of the Local Emergency Management Committee held on 14 February 2018.*

*That Council:*

*10.5.1 request feedback on the draft Memorandum of Understanding (MOU) from stakeholders within the Shire of Collie for the purpose of assured mutual support for emergency situations.*

**10.6 Receipt of the Minutes of the Education Advisory Committee**

**Recommendation:**

*That Council receives the minutes of the Education Advisory Committee held on 15 February 2018.*

**11. CEO REPORTS**

Nil

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
 Tuesday, 6 March 2018

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**12. CORPORATE SERVICES REPORTS**

**12.1 Accounts Paid – January 2018**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Jay Bundela – Acting Finance Manager
<b>Accountable Manager:</b>	Allison Fergie – Director of Corporate Services
<b>Legislation:</b>	Local Government Act 1995 & Financial Management Regulations 1996
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	Yes – Appendix 1
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

To present the accounts paid during the month of January 2018.

**Officer's Recommendation:**

*That Council accepts the Accounts as presented in Appendix 1 being vouchers 41288-41307 totalling \$49,832.24 and direct payments totalling \$2,025,700.07 authorised and paid in January 2018.*

**Background:**

In accordance with clause 12 of the WA Local Government Financial Management Regulations (1996) the Council may delegate the authority to the Chief Executive Officer (CEO) to authorise payments from both the municipal, trust and reserve funds in accordance with the Annual Budget provisions. The CEO shall cause for section 13 of the WA Financial Management Regulations (1996) to be adhered to with a list of accounts for approval to be presented to the Council each month.

Month	Cheques 2017/18	EFT 2017/18	Total Payment 2017/18
July	17,289.27	620,653.33	637,942.60
August	59,402.25	1,027,901.20	1,087,303.45
September	44,734.76	2,567,115.35	2,611,850.11
October	37,654.94	700,083.37	737,738.31
November	84,801.36	1,134,844.61	1,219,645.97
December	66,662.14	1,070,824.21	1,137,486.35
January	49,832.24	2,025,700.07	2,075,532.31
February			
March			
April			

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

Month	Cheques 2017/18	EFT 2017/18	Total Payment 2017/18
May			
June			

**Statutory and Policy Implications:**

WA Local Government Act 1995

Financial Management Regulations 1996

Council has Policy number CS3.7 which relates to the payment of Creditors, and in particular item 5.0 which relates to the presentation of accounts paid.

A list of all accounts paid in the month prior shall be presented to the Council. The list shall comprise of details as prescribed in the Local Government Financial Management Regulations (1996).

**Budget Implications:**

All liabilities settled have been in accordance with the Annual Budget provisions.

**Communications Requirements: (Policy No. CS1.7)**

Nil

**Strategic Community Plan/Corporate Business Plan Implications:**

Nil

**Relevant Precedents:**

**Comment:**

For a detailed listing of payments see Appendix 1.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

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**12.2 Financial Report – January 2018**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Jay Bundela – Acting Finance Manager
<b>Accountable Manager:</b>	Allison Fergie – Director of Corporate Services
<b>Legislation:</b>	Local Government Act 1995 & Financial Management Regulations 1996
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	Yes – Appendix 2
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

This report provides a summary of the Financial Position for the Shire of Collie for the month ending January 2018.

**Officers Recommendation:**

*That Council accept the Financial Report for January 2018 as presented in Appendix 2.*

**Background:**

In accordance with Council policy and the provisions of the Local Government Act 1995, the Financial Report for the end of the period is presented to Council for information. Refer to Appendix 2.

**Statutory and Policy Implications:**

WA Local Government Act 1995  
Financial Management Regulations 1996

**Budget Implications:**

Nil

**Communications Requirements: (Policy No. CS1.7)**

Nil

**Strategic Community Plan/Corporate Business Plan Implications:**

Nil

**Relevant Precedents:**

N/A

**Comment:**

The report provided to Council as Appendix 2 is inclusive of the information required by the Local Government Act 1995 and includes information as set out in Council Policy.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

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The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this, please contact Council Finance staff prior to the meeting.

**Notes to the Financial Statements (items in bold represent new notes)**

**Operating Revenue by Program**

1. Health is \$21,014 over budget due to Reimbursement of Wages relating to Community Housing Officer. This is offset by an equivalent amount of income. Council anticipated that the administration of this position would be handed back to the state early in the financial year.
2. Transport is \$224,830 over budget as 50% of Motoring South West grant received in January 2018 of \$785,000 (ex GST).
3. Other Property and Services is \$14,338 under budget due Profit on Asset Sale- PWO due pending expected sale of Elouera road property and it is a timing factor.

**Operating Expenditure by Program**

4. General Purpose funding is over budget \$24,111 due to Rates Legal and is offset by recoveries Income.
5. Governance is under budget \$39,998 due to various admin cost such as conferences, telephone, vehicle expense, advertising, photocopier lease and audit fees being under budget.
6. Health is over budget \$15,825 due to Community Housing Officer (refer Note 1.)
7. Welfare is \$11,171 under budget mainly due to Senior Citizen Lunch (\$2,745) and Depreciation-Motoring South West (\$9,768) being under budget.
8. Transport is under budget \$331,618 mainly due to Depreciation on Infrastructure Assets (\$413,487).
9. Economic Services is under budget \$68,399 due to Economic Development funding yet to be spent.
10. Other Property and Services is under budget by \$143,542 due to Asset management expenditures (\$26,250), Recovery of Vehicle License fee (\$20,749), and allocation of wages and salaries.

**Operating Revenue by Nature and Type**

11. Grants and Subsidies are under budget by \$542,781 due to FAG grant for 2017-18 received in 2016-17. Council was prepaid ¼ of its annual allocation for 17/18 in 16/17. This will be adjusted in Budget Review for 2017-18. Further Road related grants are still not received, and claim has been submitted.
12. Contributions and reimbursements are \$70,933 over budget mainly due to worker's compensation Reimbursement received and is over budget by \$61,615.

**Operating Expenditure by Nature and Type**

13. Non-Operating Grants, Subsidies and Contributions are over budget \$326,010 mainly

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
 Tuesday, 6 March 2018

due to receipts MSW upgrade grants (refer Note 2).

14. Profit on disposal of Assets is under budget by \$52,500 due to pending sale of Elouera road property and it is a timing factor.

**Non-Operating Expenditure**

15. Capital purchases are currently under budget year to date due to committed funding not yet received. Capital projects will continue to be monitored by the executive team, and major projects for 2017/18 are identified in the following table;

Project	Original Budget	YTD Actual	Comment
<b>MSW Upgrade Project</b>	2,863,082	1,826,625	The civil works for the track extension have been completed with the exception of the eastern tie-in (new track to old track) which is scheduled to be completed next month. The facility has been inspected by both Confederation Of Australian Motor Sport and MA on the 20th January. Some minor improvements have been identified which are being assessed by the project engineer and Motoring South West
<b>Mornington Road</b>	60,000	47,191	Complete
<b>Mungalup Road</b>	180,000	32,575	Works Complete – Pending Final Invoices
<b>Wellington Dam Road</b>	420,000	84,578	Works underway Jan – Mar 2018
<b>Prinsep/Forrest</b>	50,000	46,739	Complete
<b>Total - Regional Road Group works</b>	710,000	211,083	
<b>Johnston Road (Local district road)</b>	75,000	53,052	Complete
<b>Cable Street (access road)</b>	8,500	19,401	Complete
<b>ROWE ST (SLK 0 - SLK 0.5)</b>	0	8,691	Complete
<b>Traffic Calming Devices (Prinsep &amp; Steere)</b>	0	8,949	Complete
<b>Siding road</b>	180,000	153,146	Complete
<b>Roads to Recovery works</b>	<b>263,500</b>	<b>278,701</b>	
<b>Footpath Program</b>	259,800	283,590	90% Complete
<b>Cemetery Roads</b>	20,000	0	April 2018
<b>Dump point</b>	15,000	0	March 2018
<b>Drainage Improvements</b>	50,000	23,410	Ongoing
<b>Eastern Entry Statement</b>	92,899	0	Feb - March 2018
<b>Gravel Re-sheeting</b>	100,000	26,588	May- June 2018
<b>Road Improvements</b>	268,000	0	Ongoing
<b>Special Projects</b>	<b>545,899</b>	<b>333,588</b>	



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

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**12.3 Christie Street Lease**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	Allison Fergie – Director Corporate Services
<b>Legislation</b>	WA Local Government Act 1995
<b>File Number:</b>	L2344
<b>Appendices:</b>	Yes – Appendix 3
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

For Council to consider relinquishing the lease on the portion of State Forest No. 4 being Lease 2344/97 located on Christie St.

**Officer's Recommendation:**

*That Council advise the Department of Biodiversity, Conservation and Attractions that it wishes to relinquish its Lease 2344/97 of the portion of State Forest No. 4 located on Christie St, Collie.*

**Background:**

Since 1966 Council has leased the site on Christie Street from the Department of Biodiversity, Conservation and Attractions [formerly the Department of Parks and Wildlife - DPaW] under Lease 2344/97. This land was leased by the Council for the purposes of *Low Impact Community Based Recreation*, and is an area of approximately 2.74Ha.

Many years ago a sub-lease arrangement was in place between the Council and the Pony Club for the use of the land; however, the club has not operated from the site for many years.

At its meeting held on 21 June 2011 Council considered a request by the Collie Pet Community Centre Inc. for a sub-lease of an expanded area for the purposes of establishing a multi-purpose pet community centre and resolved:

**5402 – That Council:**

- 1. support the establishment of a community pet centre on lease 1774/97, located on Christie St Collie, subject to approval by the Department of Conservation and planning approval by the Council;**
- 2. not apply for excision of the uncleared portion of land on reserve 1774/97 Christie Street Collie as per resolution 5329;**

**CARRIED 9/1**

*[Note – 1774/97 is now an archived file.]*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

Following this meeting, Council was advised that the Collie Pet Community Centre Inc was being dissolved and the group would not be in a position to pursue a sub-lease of the area.

When the lease was next due for renewal, Council resolved on 10 September 2013:

***6203 – That Council advise the Department of Parks and Wildlife that it does not wish to relinquish the lease 1774/97 located on Christie St, Collie so that Council can investigate other uses of the land in accordance with its current vesting.***

While several other user groups have enquired about the site, the annual lease fee has effectively deterred the groups from pursuing a sub-lease.

The Department of Biodiversity, Conservation and Attractions has now contacted the Shire requesting that the Shire confirm whether or not it wishes to exercise its option to renew the lease for a further five years in accordance with Item 5 of the Schedule and Clause 2 of the lease [Appendix 3].

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

The lease fee for the first year of the new term would be \$628.55 per annum payable to the Department of Biodiversity, Conservation and Attractions, increasing in line with CPI on an annual basis for a period of five years.

There would also be costs associated with maintenance of the grassed area, vermin, tree and weed management, and fire prevention including firebreaks.

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

Letter to Department of Biodiversity, Conservation and Attractions to advise of Council's decision.

**Strategic Plan/Corporate Business Plan Implications:**

Goal 1: Our Community A vibrant, supportive and safe community.  
1.2 Participation in sport, recreation and leisure opportunities.

**Relevant Precedents:**

Nil

**Comment:**

Staff have not been able to identify any group wishing to enter a sub-lease of the area, with the cost of the lease acting as a deterrent. Without the presence of a user group interested in such a sub-lease, and with costs associated with maintaining the lease, the staff recommendation to Council is to relinquish the lease.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**12.4 New program fees for Roche Park**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	Allison Fergie – Director Corporate Services
<b>Legislation:</b>	WA Local Government Act (1995)
<b>Appendices:</b>	No
<b>File Number:</b>	FIN/005
<b>Voting Requirements:</b>	Absolute Majority

**Report Purpose:**

For Council to consider the introduction of fees for the Living Longer, Living Stronger program for seniors at the Roche Park Recreation Centre.

**Officer's Recommendation:**

*That Council adopts by an ABSOLUTE MAJORITY, the new Living Longer, Living Stronger Charges as shown below, effective from 8 March 2018:*

<i>Living Longer, Living Stronger Assessment Fee</i>	<i>\$60</i>
<i>Living Longer, Living Stronger session fee</i>	<i>\$5</i>

**Background:**

The Living Longer, Living Stronger [LLLS] exercise program for Seniors was introduced following receipt of a grant from the Department of Sport and Recreation for a 'Seniors Recreation Centre Activation project' as part of encouraging seniors in regional communities to stay physically active.

Roche Park introduced LLLS as it is a well-established, evidenced based program, further details of which can be found at [www.lllswa.org.au](http://www.lllswa.org.au). Each person participating is required to be referred to the program by a General Practitioner. The referral is followed by a physical assessment conducted by a program instructor. Base measurements are taken, and with consideration to the doctor's notes, an exercise program is created for that individual. As LLLS is a progressive exercise program, re-assessments are made every few months. The assessment fee covers both the initial and ongoing assessments. Participants are encouraged to attend twice weekly sessions (as recommended by COTA - Council on the Ageing), for optimum benefit.

Roche Park successfully applied for a grant for the purchase of equipment required for the program and for promotion of the program. The proposed fees are set to cover the ongoing costs of delivering the program so that it is sustainable.

**Statutory and Policy Implications:**

Section 6.16 to 6.19 of the WA Local Government Act (1995) governs the imposition of fees and charges.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**Budget Implications:**

The assessment fee of \$60 and the session fees of \$5 have been set to cover the ongoing fees of approximately \$600 per annum for the right to deliver the registered LLLS program, the instructor training and refresher courses which are attended biannually at a cost of approximately \$400 each, the staff cost for the initial and ongoing assessments and the development of individualised exercise programs.

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

The new fees are required to be advertised as per Sec 6.19 of the Local Government ACT 1995 as presented below;

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

**Strategic Community/Corporate Business Plan Implications:**

KEY OBJECTIVE 5.0

Our Business

Good governance and an effective, efficient and sustainable organisation.

Outcome 5.3:

Financial sustainability and accountability, with emphases on the below strategy;

5.3.5, provide corporate financial services that support the Shires operations and meet planning, reporting and accountability requirements.

**Comment:**

The LLLS program is being introduced as a long-term program for Roche Park and, once established it is anticipated that the program will be sustainable. The experience of other Recreation Centres is that the program has been successfully delivered for ten years, with daily sessions now offered.

The fee structure proposed is based on the costs incurred and represents an average price for the program across the State.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**13. DEVELOPMENT SERVICES REPORTS**

**13.1 Development Assessment Panels - Request for Local Government Nominations**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Kelly Beauglehole - Shire Planner
<b>Accountable Manager:</b>	Andrew Dover – Director Development Services
<b>Legislation</b>	Planning and Development (Development Assessment Panels) Regulations 2011
<b>File Number:</b>	GVR/003
<b>Appendices:</b>	No
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

For Council to nominate a replacement member to sit on the local Joint Development Assessment Panel (JDAP) for a period of up to three years (April 2017-April 2020).

**Officer's Recommendation:**

*That Council nominate Cr \_\_\_\_\_ as the Shire of Collie alternate local member no.2 of Joint Development Assessment Panel.*

**Background:**

The *Planning and Development (Development Assessment Panels) Regulations 2011* (the regulations), which establish the operational framework for Development Assessment Panels (DAPs), were gazetted on 24 March 2011.

The Shire of Collie resides within the Southern JDAP. Each JDPA has a total of five members, comprising three specialist members, one being the presiding member, and two local government members.

Currently Councillors Miffling and Hanns are Council's nominated DAP members with Cr Faries as the only alternate local government member, following the Council election in October 2017.

The DAP panel assess development applications in lieu of the local Council, as a mandatory process, when the development value is greater than \$10 million. Applicants may chose to have their development assessed by a DAP panel if the development cost is greater than \$2 million and less than \$10 million. The Shire of Collie has not been submitted a DAP application since its inception until now, with an application underway at present.

**Statutory and Policy Implications:**

Planning and Development (Development Assessment Panels) Regulations 2011.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**Budget Implications:**

The fee for training a new DAP member is \$400 per member.

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

Nil

**Strategic Plan Implications:**

Nil

**Relevant Precedents:**

DAP Nominations 2017:

**6905 # That Council:**

*That Council nominate Cr Hanns as a Shire of Collie local Development Assessment Panel member.*

**CARRIED 11/0**

**Comment:**

The local government election resulted in a change to local DAP membership because a current Councillor who was a DAP member, was not re-elected.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the Premier's Circular – State Government Boards and Committees Circular (2010/02).

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**13.2 Shed built within side boundary setback**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Kelly Beauglehole – Shire Planner
<b>Accountable Manager:</b>	Andrew Dover - Director Development Services
<b>Legislation</b>	Planning and Development Act 2005 WA Local Government Act 1995
<b>File Number:</b>	A3744
<b>Appendices:</b>	Yes – Appendix 4 -Site Plan
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

To seek Council Approval for a shed built within the side boundary setback of 2897 Coalfields Highway, Allanson.

**Officer's Recommendation:**

*That Council pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to grant approval to Southern City Sheds for the use of land as a /or construction of a Shed at 2897 COALFIELDS ROAD ALLANSON 6225 subject to the following conditions:*

- a. All development shall be in accordance with the approved development plans (attached) which form part of this planning approval;*
- b. This planning approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period of time for which the Shire of Collie has granted prior written consent;*
- c. All external wall surfaces of steel cladding must be painted and/or finished in 'pale eucalyptus' as per the specification, unless otherwise agreed in writing by the Shire of Collie.*
- d. The shed shall remain non-habitable;*
- e. The shed is to be used only for domestic purposes in association with the existing dwelling on site.*

**Background:**

A decision of Council is required for this application as it seeks to vary the setback requirements for the 'Rural Residential' zone which are provisions set out in the Scheme under clause 5.9.5(i). Under clause 5.7.1 a decision of Council is required for a proposal that does not comply with the prescribed standard.

**Statutory and Policy Implications:**

Planning and Development (Local Planning Schemes) Regulations 2015

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

*Schedule 2 cl. 60 Requirements for Development Approval*  
*Schedule 2 cl. 66 Matters to be Considered by Local Government*

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or another proposed planning instrument that the local government is seriously considering adopting or approving;
- (g) any local planning policy for the Scheme area;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (s) the adequacy of —
  - (i) the proposed means of access to and egress from the site; and
  - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (y) any submissions received on the application;

Local Planning Scheme No. 5

The subject lot is zoned Rural Residential (RR-6). The proposal has been assessed in accordance with the following clause(s) of the Scheme:

*4.2 Objectives of the Zones – Rural Residential Zone*

*(a) to ensure that development maintains the rural character of the locality, maintains a high level of residential amenity and minimises disturbance to the landscape through construction of buildings and structures, clearing, earthworks and access roads.*

*(b) to discourage or prohibit development not compatible with the predominantly rural nature and residential amenity of the zone.*

*5.9.5 Rural Residential Zone*



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

*Building Setbacks*

(i) *Where a lot does not have an identified building envelope, the following setbacks apply:*

(i) *For lots with an area greater than 1ha:*

*Front: 20m*

*Side: 10m*

*Rear: 10m*

Local Planning Policy: Outbuilding Control

The proposal is not restricted by clause 4.5 as it is not a residential zone and the lot size is greater than 4000m<sup>2</sup>.

The proposal complies with clause 4.4 –which specifies a maximum of 200m<sup>2</sup> for RR lots. The proposed structure has a total floor area of 198m<sup>2</sup>.

**Budget Implications:**

Nil

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

1. *Providing regular and consistent communication on Council's projects and activities to all stakeholders*
2. *Creating a positive and professional image for the Shire of Collie through open, transparent communication and increased awareness of Council's projects and activities*
3. *Fostering meaningful community consultation processes in Council's activities.*

**Strategic Community Plan/Corporate Business Plan Implications:**

Goal 3: Our Built Environment

Outcome 3.1 Appropriate Land Use, Development and Conservation of Heritage;

*Strategy 3.1.1: Ensure appropriate Planning Controls for land use and development through the administration of the local planning scheme and strategies.*

**Relevant Precedents:**

On 9 September 2014 Council approved two sheds in the Rural Residential zone that were proposed with the specified side setback area as set out under clause 5.9.5(i) (i) of the Scheme. Resolution No's 6520 & 6529.

**Comment:**

It is considered that this proposal will not negatively impact on the established rural residential amenity of the area, and therefore does not contravene the Scheme objectives of the zone.

The affected neighbours are satisfied with the proposal on the condition that the material finish is a natural shade of green. The specified finish is 'pale eucalyptus'.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**13.3 Tender 01/2018 – The Supply, Installation and Training of a High Band Digital Radio System**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Andrew Dover - Director Development Services
<b>Accountable Manager:</b>	Andrew Dover - Director Development Services
<b>Legislation:</b>	Local Government Act 1995 – Section 3.57 Local Government Function (Function & General) Regulations 1996
<b>File Number:</b>	
<b>Appendices:</b>	Yes – Appendix 5.
<b>Voting Requirement</b>	Absolute Majority

**Report Purpose:**

For Council to award Tender 01/2018 – The Supply, Installation and Training of a High Band Digital Radio System.

**Officer's Recommendation:**

*That Council by ABSOLUTE MAJORITY;*

1. *Accept the tender submitted by CSE Crosscom for The Supply, Installation and Training of a High Band Digital Radio System for the tendered price of \$134,288 plus*
  - + \$8,470 for the supply of a computer server*
  - + \$12,970 for additional radio channel capacity*
  - + \$1,840 for additional training*
  - + \$15,490 for second repeater site*
  - + \$10,066 for 7 additional radios for administration staff vehicles - GPS tracking*
2. *Accept the following payment plan for the digital radio system;*
  - a) *17/18 Financial Year \$121,562 (\$91,562 – 50% grant plus \$30,000 – plant reserve in accordance with Council resolution 7674)*
  - b) *18/19, 19/20 and 20/21 Financial Years \$61,562 (\$20,520 per Financial Year)*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**Background:**

The Shire of Collie currently runs a Mid-Band radio network across all shire vehicles and buildings. This system is being phased out by all radio manufacturers due to the enhanced capabilities of the High-Band systems and the lack of demand from customers. This means that parts for these radios are no longer being produced and will become increasingly expensive and that a replacement system is required. In addition, the Shire's existing system is not compatible with the radios carried in the Shire's Bushfire Appliances as well as those from the Departments of Fire and Emergency Services and Biodiversity, Conservation and Attractions. As a consequence, Council made the following resolution at the meeting dated 12 December 2017:

**Council resolution 7674:**

**That Council:**

- 1. Tender for a high-band radio system which is compatible with the Departments of Fire and Emergency Services and Parks and Wildlife systems;**
- 2. Allocate \$30,000 contributing funding from the Plant Reserve; and**
- 3. Allocate \$30,000 in the budget for the next 3 financial years for the purchase and maintenance of the radio system.**
- 4. Accept the federal grant funding.**

The High-Band Radio System has the following advantages:

- Similar or better coverage
- Clearer sound – no static even in low coverage areas
- WAERN connection
- Private calling
- Telephone calling
- Text messaging and text-to-speech capacity
- GPS capacity and monitoring
- Efficiency analysis ability
- Console management and dispatch
- Working Alone and Man Down functionality
- Upgradable software and interaction with other systems
- Expandable capacity

**Statutory and Policy Implications:**

The Shire is obliged to manage traffic on all Shire roads, including emergencies.

Council is obliged to call tenders in accordance with the requirements of the Tender Regulations of the Local Government Act 1995 and Local Government (Function & General) Regulations 1996, and Shire of Collie Policy CS2.7 - Tenders, Quotations & Price Preference, where the value of the tender is expected to exceed \$150,000 and \$100,000 respectively unless the WALGA preferred option is selected.

This tender was advertised on 11 January 2018 in the Collie Mail, Western Australian, the Shire website as well as an industry website. The advertisement is attached at Appendix 5. The advertising period closed at 2:00pm 1<sup>st</sup> February 2018.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

**Budget Implications:**

The total budgeted cost of the upgrade is \$236,176. 50% (up to \$118,088) of the expenditure on this project is grant funded. The Shire's contribution is planned to be up to \$30,000 per year over 4 financial years including the 17/18 financial year. Each of the tenderers have agreed to this payment arrangement.

The tender is to supply the following:

Description	Quantity
Vehicle Radio (replace existing)	36
Mobile suitcase radio (capable of being moved from vehicle to vehicle e.g. loader etc in an emergency)	5
Portable (replace existing - used for staff working alone, traffic management etc)	15
Transmitter and Antenna	1
Training and Installation	-
Software	-

This project was not included in the 2017/18 Budget, hence the requirement for a decision by absolute majority.

The following submissions were received. These submissions have the below budget implications. All submissions, including all options are within budget.

Tenders Received	Cost ex GST
Future Systems	\$219,525.33
CSE Crosscom	\$134,288
Telstra	\$196,810.91
Earth 2 Ocean	\$238,305
WA Communications	\$223,723.71

The prices above are suitable for comparison purposes as they comply with the tender, however the final contract should also include the supply of a computer server (\$8,470), additional radio channel capacity (\$12,970) and training (\$1,840) to ensure a complete solution is provided. There also is an option to provide increased coverage from approximately 75% of the Shire to approximately 90% by providing an additional repeater tower for \$15,490. This is \$38,770 in addition to the above cost.

All vehicles with radios will have GPS tracking and monitoring, removing the need for a separate stand alone system GPS monitoring system which is being considered by Council via the Plant Committee. Quotes for a stand alone system have been obtained with the cheapest being \$400 per vehicle for purchase and installation and an annual fee of \$300 per vehicle for access to the mobile phone network. However, administration staff vehicles are not provided radios and therefore will not be part of the GPS system. Staff are recommending inclusion of the 7 administration staff vehicles in this system at an additional cost of \$1,438 per vehicle (total \$10,066) in order to leverage the Building Better Regions Fund Grant. With the 50% grant the cost to the Shire would be \$719 per vehicle with no ongoing cost. This compares favourably to the stand alone system which has ongoing running costs.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
 Tuesday, 6 March 2018

---

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

Requirements specified under the act and regulations for successful and unsuccessful tenderers.

**Strategic Plan Implications:**

Strategy 1.5.2: Support emergency and fire management planning, preparedness, response and recovery arrangements.

**Relevant Precedents:**

The Shire already has an aging Mid-Band system in place that requires upgrading. The Departments of Fire and Emergency Services (DFES) and Biodiversity, Conservation and Attractions have integrated High-Band systems.

The Shire manages a number of tenders every year, including the recent tenders for a Bio-filtration Basin, a Changing Places facility and Mountain Bike Trail. This is the first tender for a Digital High-Band Radio System, however sufficient precedent has been set in the process and completion of previous tenders.

**Comment:**

The Shire received 5 tenders in total. These are from Future Systems, CSE Crosscom, Telstra, Earth2Ocean and WA Communications. None of these tenderers are local businesses.

All tenderers provided a comprehensive and valid tender and are largely comparable. However, Telstra's tender did not demonstrate an expected level of understanding. Earth2Ocean provides the most complete solution which includes superior coverage from an additional tower at Pindari and a server and GPS monitoring equipment supplied.

Each tender is evaluated using a point scoring system with scores being awarded for each selection criteria. Each criterion is weighted to reflect its relative importance. Weighted scores are then summed to yield the total score, the higher the score indicates a more favourable pricing structure for Council.

Description of Qualitative Criteria	Max Score	Future Systems	CSE Crosscom	Telstra	Earth 2 Ocean	WA Communications
Coverage	20%	10%	10%	10%	20%	10%
Cost	40%	14.8%	40%	21.2%	9.2%	13.36%
Timeframe	10%	0%	10%	10%	10%	10%
Relevant Experience & Resources	10%	10%	10%	10%	10%	5%
Demonstrated Understanding & Methodology	20%	20%	15%	5%	20%	15%

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

<b>Total Score</b>	<b>100%</b>	<b>54.8%</b>	<b>85%</b>	<b>56.2%</b>	<b>69.2%</b>	<b>53.36%</b>
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CSE Crosscom scores the highest by a substantial margin, largely due to the cost element. There are some elements which should be included in addition to the tender submitted. This includes additional radio channel capacity; supply of a computer server, additional training in the use of the system and additional repeater tower.

Additional radios may be purchased to ensure that the administration staff's vehicles are part of the GPS system. This will cost an additional \$10,066. However, the Radio GPS system will not work outside the coverage area (the Shire) while the stand alone system will work across Australia for an annual fee of \$300 per vehicle as it works on the mobile phone network.

The above can be included within the final contract for an additional \$38,770 bringing the total cost to \$183,124. CSE Crosscom demonstrates an adequate understanding, will perform the contract within the required time and has demonstrated experience providing this solution to a number of organisations including the City of Perth, City of Gosnells and Main Roads. Therefore it is recommended that the Council accept the tender of CSE Crosscom with these additions.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 6 March 2018

---

14. **TECHNICAL SERVICES REPORTS**

Nil

15. **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.

16. **QUESTIONS FROM 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.

17. **URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER AND COUNCILLORS**

18. **ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**

19. **STATUS REPORT ON COUNCIL RESOLUTIONS**

Summary reports on the status of Council's resolutions are;

- 'Closed Since Last Meeting' at Appendix 6
- 'All Open' at Appendix 7

20. **CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**

21. **CLOSE**