



AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 11 September 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 connected, committed and creative community.

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

Ordinary Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 11 September 2018

in Council Chambers at 87 Throssell Street, Collie WA,



David Blurton
Chief Executive Officer

7 September 2018

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

September 2018 – October 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.

| | |
|-----------------------------------|---|
| Tuesday 11 September 2018 | Ordinary Meeting of Council 7.00pm in Council Chambers |
| Thursday 13 September 2018 | Economic Development Advisory Committee 4.00pm in Council Chambers |
| Tuesday 9 October 2018 | Townscape Advisory Committee 9.00am in Library Undercroft Room |
| Thursday 11 October 2018 | Weeds & Waterways Advisory Committee 9:00am in Council Chambers |
| Thursday 11 October 2018 | Access and Inclusion Committee 12.30pm in Council Chambers |
| Thursday 18 October 2018 | Community Safety and Crime Prevention Committee 2.00pm in Library Undercroft Room |
| Friday 26 October 2018 | Australia Day Panel 9.00am in Elected Members Room |

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 - ORDINARY MEETING OF COUNCIL
Tuesday, 11 September 2018

Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 11 September 2018 commencing at 7:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

- 1.1 Councillors granted Leave of Absence at previous meeting/s.
Cr Harverson has been granted Leave of Absence at a previous meeting.
- 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

EFT23759 & EFT23760 - Small Grant amounts to be checked and from what funding round they relate to.

Response:

Council decision 7577 [3 October 2017]

| | |
|--|----------------|
| <i>That Council allocate the following amounts from the 2017-2018 Community Small Grants Fund:</i> | |
| <i>- Collie Motorcycle Club Inc</i> | <i>\$2,500</i> |
| <i>- Rotary Club of Collie Inc</i> | <i>\$2,500</i> |
| <i>- Riverview Residence (Conditional on presentation of quote)</i> | <i>\$2,500</i> |
| <i>- Collie BMX Club Inc</i> | <i>\$2,273</i> |
| <i>- Collie Volleyball Association</i> | <i>\$1,210</i> |
| <i>- Collie Community Broadcasting Assoc.</i> | <i>\$2,500</i> |
| <i>- Collie CoderDojo</i> | <i>\$1,699</i> |

Council decision 7768 [17 April 2018] *

| | |
|--|----------------|
| <i>That Council allocate the following amounts from the 2017/18 Community Small Grants Fund:</i> | |
| <i>Collie Race Club</i> | <i>\$2,470</i> |
| <i>Collie Festival Committee</i> | <i>\$2,470</i> |
| <i>Collie Mountain Trail Bike Club</i> | <i>\$2,470</i> |
| <i>Collie Horse & Pony Club</i> | <i>\$2,470</i> |
| <i>Collie Swimming Club</i> | <i>\$2,470</i> |
| <i>Allanson Primary School P&C</i> | <i>\$2,470</i> |

*All amounts were correctly paid. Clubs registered for GST received \$2,717 while clubs not registered for GST received \$2,470.

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EFT 23660 - Coates Hire diesel costs associated with EWP hire \$75.63. Why is Council paying for this cost?

Response:

It is normal practice for staff for re-fuel hired items of plant before returning them. However, in this case we were working in conjunction with a local contractor that returned the item on our behalf after work hours.

Therefore, we were required to pay for the fuel consumed during the period of hire.

EFT 23707 Henderson Hardware. Why were there two separate purchases of gloves?

Response:

During the transition period between Stores officers there was an oversight and an additional order was placed for gloves. Rather than sending back the second order back it was decided to keep a higher stock level in the Store room.

The gloves cost \$4.50 a pair and are an essential personal protective equipment (PPE) item.

EFT23710 James Khan \$500. Can staff please provide further advice on the correct protocols for Welcome to Country and acknowledgement of Country?

Response:

Extract from the South West Land and Sea Council Welcome to Country Noongar Protocols:

Welcome to Country Ceremony

A Welcome to Country ceremony gives traditional owners, the Noongar peoples, the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and community. To assist you in facilitating access to Elders you can contact the South West Aboriginal Land & Sea Council. There is no exact wording when conducting Welcome to Country. The content of the ceremony should be negotiated between the agency and the provider with reference to the nature of the event and the community practices. Generally, the provider will offer participants local Noongar history and cultural information and will go on to welcome delegates/participants to the country/land. This can be facilitated through the South West Aboriginal Land & Sea Council or alternatively an Aboriginal organisation in your local area which will entail an administrative fee. It is important that event organisers allow enough time to discuss with Traditional Owners what form of Welcome to Country ceremony will be undertaken at an event and if any particular protocols or customs need to be observed by those in attendance. You should expect the Welcome to Country to be well prepared, thoughtful and respectful acknowledgement to both Noongar and the audience. At the conclusion of the Welcome the audience should feel that they have been reminded of the Noongar people as the original owners of the land. When considering a Welcome to Country ceremony, it is important to consider the following factors:

- *Fee for service*

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- *Information about the Event where the ceremony is required*
- *Appropriate equipment the Elder or community member is required to use if applicable, for example, a microphone and being on a stage*

Fee for service

In providing cultural services such as Welcome to Country, artistic performances and ceremonies Aboriginal people are using their intellectual property. As such, providers of these services should be appropriately remunerated. A Welcome to Country is often requested for events, conferences, functions or meetings. This may consist of a single speech, in language or English or it may include a cultural performance (a song or dance), or it may be a combination of these. It is important to remember that the Noongar representative/s must be comfortable with all the arrangements. It is normal practice that some form of payment is made either to individuals or to an organisation for providing such a service. The exact form and amount of payment is negotiated and agreed between the representatives/ custodians and the event organisers. The Fee is negotiated with the Elder and could range from \$500 - \$1,000 if a cultural performance is requested.

Acknowledgement of Country

An Acknowledgment of Country is a way that non-Aboriginal people can show respect for Noongar heritage and the ongoing relationship of traditional owners with the land. The Chair of the meeting, or the principal speaker begins the meeting by acknowledging that the meeting is taking place in the country of the traditional owners. Those who acknowledge the country, can 'acknowledge all the traditional owners of the land' or can 'acknowledge the traditional owners of this land' without naming those people.

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.

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

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Councillors may disclose at this point any matters which they wish to have discussed 'behind closed doors' i.e. 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 21 August 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 Townscape Advisory Committee

Recommendation:

That Council receives the minutes of the Townscape Advisory Committee held on 28 August 2018.

10.2 Adoption of the Recommendations of the Townscape Advisory Committee

Recommendation:

That Council adopts en block the recommendations contained within the minutes of the Townscape Advisory Committee held on 28 August 2018.

That the Committee ask the Council to investigate via the Crime Prevention and Safety Committee funding for CCTV cameras at major arteries in Collie.

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10.3 Receipt of the Minutes of the Weeds and Waterways Advisory Committee

Recommendation:

That Council receives the minutes of the Weeds and Waterways Advisory Committee held on 30 August 2018.

10.4 Adoption of the Recommendations of the Weeds and Waterways Advisory Committee

Recommendation:

That Council adopts en block the recommendations contained within the minutes of the Weeds and Waterways Advisory Committee held on 30 August 2018.

That the Weeds and Waterways Advisory Committee recommend to Council that signs be erected at Sandy and Minninup Pool indicating removal of sand is prohibited and offenders will be prosecuted.

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11. CEO REPORTS

11.1 Delegations 2018/19 Follow-up Report

| | |
|------------------------------|---------------------------|
| Reporting Department: | Chief Executives Office |
| Reporting Officer: | David Blurton |
| Accountable Manager: | N/A |
| Legislation | Local Government Act 1995 |
| File Number: | Gov/043 |
| Appendices: | No |
| Voting Requirement | Absolute Majority |

Report Purpose:

To provide a follow-up report to resolution 7890 which directed Council staff to review a number of delegations

Officer's Recommendation

That Council

- 1. Develop a policy to guide the process for the disposal of assets (other than land) with a value of less than \$20,000.*
- 2. Note the information provided relating to delegation 1.16 and 1.21*

Background:

At its meeting on 31st July 2018, The Council was presented with a report recommending the delegation of a number of legislative functions to the CEO and other staff. The Council is required to review its delegations annually in accordance with section 5.46 of the act.

Whilst the delegations were approved as recommended, the motion of Council was as follows;

Motion #7890 - That Council direct staff to review the following delegations and suggest how these items listed can be tightened up and Councillors kept in the loop.

- 1.11 Disposal of Property*
- 1.16 Enforcement and Legal Proceedings*
- 1.21 Town Planning Functions (subdivision and development)*

Powers and duties can be delegated to CEOs with comprehensive conditions attached. The conditions limit the exercise of powers or discharge of duties to circumstances prescribed by the Council. For example, a permit application which does not satisfy the conditions attached to a delegation must be referred to the Council for determination.

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More information on delegations can be found on the Department of Local Government, Sport and Cultural Industries website (refer Operational guideline 17 – delegations)

Statutory and Policy Implications:

Local Government Act 1995 (S5.16(1), 5.18, 5.42(1), 5.43, 5.44 (1))
Local Government (Miscellaneous Provisions) Act 1960; Strata Titles Act 1995 (S2 & 23)
Bushfires Act (S17 & S48)
Planning and Development Act 2005 (Item 11.3.1 & 11.3.2)
Shire of Collie Local Planning Scheme #5

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

Nil

Strategic Plan Implications:

Outcome 5.1 - Good governance and leadership
Strategy 5.1.5 - Administer local laws and ensure compliance with statutory obligations.

Relevant Precedents:

The recommended delegations reflect those which have been endorsed by Council for the past 2-3 years.

Comment:

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented.

1.11 Disposal of Property

The current delegation is as follows

The Chief Executive Officer is delegated authority to dispose of any property (other than land) in accordance with the provisions of section 3.58 of the Local Government Act 1995 provided that appropriate provision is made in Council's Budget.

The following assets have been identified to be disposed of in the Council's 18/19 Annual Budget document;

- a. Elouera Road house – the delegation does not extend to disposal of land, so this matter would require Council approval.
- b. Torro Groundmaster CO30537 – This will be part of a trade in on a new plant item and will therefore be considered by the plant committee and Council.
- c. Three light vehicles which are being held off until the Council completes its

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review of policy.

Whilst the effect of the delegation is limited for 18/19, Council should be aware that there has been a need at times to dispose of other assets which have not been identified in the budget and have no value, for example a broken chair or an old printer. These items may not even be recorded on the Council's asset register however, for practical reasons they have traditionally been disposed of as an operational matter by CEO discretion or donated to community groups.

It is noted that section 3.58 does not apply to assets under \$20,000 in value, however there is nothing in place to guide the disposal of such items in any case. It is also noted that some Councils have developed policies to guide the disposal of property process.

It is suggested that a policy be developed to guide disposal of assets under \$20,000 in value.

1.16 Enforcement and Legal Proceedings

Legislative Reference: 9.10 (1) & (2)

The current delegation is as follows

The Chief Executive Officer is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer.

Under section 9.10 of the act, the local government can authorise persons to enforce miscellaneous provisions and the authority extends to the issuing of infringements and prosecutions under local law provisions. Whilst the wording of section 9.10 refers to "local government" rather than "Council", the advice received from WALGA is that a delegation from Council to the CEO would be appropriate to remove any doubt regarding who the appropriate decision maker is.

Regarding initiating prosecutions and legal proceedings under the Local Government Act 1995 generally, the following section is relevant.

9.24. Prosecutions, commencing

- (1) *A prosecution for an offence against this Act may be commenced by —*
- (a) the Departmental CEO or a person authorised by the Departmental CEO to do so; or*
 - (b) a person who is acting in the course of his or her duties as an employee of a local government or a regional local government; or*
 - (c) a person who is authorised to do so by a local government or a regional local government.*
- (2) *A prosecution for an offence against a local law may be commenced by —*

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- (a) a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or*
- (b) a person who is authorised to do so by the local government or regional local government that made the local law.*

Most infringements issued under the above delegation in the Shire of Collie relate to the issuing of parking fines and infringements under the Council's *Activities in Thoroughfares and Parking local law 2012*. Given the delegation is to appoint the authorised officers rather than delegate the power to prosecute under the act and the infringements are of a minor nature staff consider no additional reporting mechanism or modification to the delegation is required.

1.21 Town Planning Functions (subdivision and development)

The current delegation is as follows -

That Council pursuant to the provisions of clause 11.3.1 of Shire of Collie Local Planning scheme No. 5, delegate to the Chief Executive Officer the powers of Council in accordance with the following:

Subdivision

- a) May refer any application to any government agency for professional advice prior to responding to the Western Australian Planning Commission.*
- b) May advertise any application in a local circulating newspaper or notify adjoining/nearby property owners of a proposal and invite submissions.*
- c) Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be referred to Council.*
- d) To recommend refusal or approval of subdivision/amalgamation, strata schemes and survey strata schemes referrals and recommend reasonable condition/s to the Western Australian Planning Commission where Subdivision/Strata applications create ten (10) or less lots, where the proposal is in accordance with Local Planning Scheme No. 5.*
- e) To clear conditions and endorse diagrams of survey as they relate to subdivision approvals.*
- f) All subdivision/amalgamation reconsideration requests to be referred to Council prior to comment to the Western Australian Planning Commission or the State Administrative Tribunal.*

Development

- g) May refer any application to any government agency for professional advice prior to formally considering the proposal.*

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- h) May advertise any application in a local circulating newspaper or notify adjoining/nearby property owners of a proposal and invite submissions.*
- i) Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council.*
- j) To approve any development application for 'P' or 'D' uses under the Local Planning Scheme and impose reasonable conditions. All 'A' uses under the Scheme to be referred to Council for determination after advertising.*
- k) To refuse applications where the use is defined under the Scheme, but is an 'X' use under a particular zone in the zoning table.*
- l) To refuse applications for 'D' uses which do not comply with the provisions of the Local Planning Scheme and/or Deemed Provisions.*
- m) To approve or refuse any 'P' or 'D' use application for home occupation/business licence and impose standard and specific conditions as required. All 'A' use home business applications will be referred to Council.*
- n) To negotiate minor compliance/modification of any condition/s in relation to all approvals granted.*
- o) To negotiate minor modification to drawings and specifications in relation to all approvals granted.*
- p) All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.*
- q) That staff will advise Councillors of matters under consideration for applications under "D" use*
- r) To approve development for 'works' on local reserves if the proposed development is consistent with the purpose of the Reserve, the Objectives of the Scheme, and any relevant adopted Local Planning Policy.*
- s) To approve 'P' and 'D' uses under the Scheme that are consistent with the Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 as per Regulation 10(4).*
- t) To approve the erection or extension/alteration of any single house, ancillary dwelling, outbuilding, external fixture, boundary wall, fence, patio, pergola, verandah, garage, carport or swimming pool that does not meet the deemed-to-comply requirement under State Planning Policy 3.1 Residential Design Codes where development approval is required under the Scheme and the proposal is consistent with the objectives of the Scheme and Matters to be Considered under clause 67 of the Deemed Provisions.*

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At the meeting of 31st July, discussion centred around approving future developments in the Collie CBD area and the example at 13 Johnson St was sighted due to its use of shipping containers as part of the development.

This approval was advertised to neighbours and to the wider community through a notice on the site. No objection was received and under the existing delegation was approved on a temporary basis for a period of 2 years. This is to allow the land owner time to build a permanent structure on the front part of the site and the approval has appropriate conditions which includes screening of the proposed sea containers. This planning application complied with the zoning and development requirements within the Town Planning Scheme with no grounds for refusal. The State Administrative Tribunal would be highly likely to overturn any refusal.

In changing the delegation, the following factors should be considered by Council;

- The delegation by nature is intended to reduce red tape, reduce application processing time and reduce staff time in the preparation of Council reports.
- Most of the applications from the CBD area will be from small businesses and Council has recently committed to becoming a Small Business friendly Council (through the Small Business Development Corporation) which, one of its key deliverables is to bureaucratic reduce red tape and processing times.
- The current process of advertising planning applications for public comment is considered sufficient by staff in that it informs if the development will be controversial and therefore determines if the approval is processed under delegation or referred to Council.
- Since this decision, a new process has been developed to include these delegated decisions in the Elected Members Update to ensure that Councillors

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11.2 South West Regional Blueprint Review Submission.

| | |
|------------------------------|------------------------------|
| Reporting Department: | CEO Office |
| Reporting Officer: | David Blurton - CEO |
| Accountable Manager: | David Blurton - CEO |
| Legislation | WA Local Government Act 1995 |
| File Number: | |
| Appendices: | Yes – Appendix 1 |
| Voting Requirement | Simple Majority |

Report Purpose: To provide the Council with the opportunity to prepare a submission in regards to the SW Regional Blueprint review.

Officer's Recommendation:

That Council endorse the submission as attached at Appendix 1 regarding the South West Regional Blueprint 2018-2022 review.

Background:

The South West Development Commission (SWDC) is currently undergoing a review of its SW Regional Blueprint document and has requested feedback be provided from each Local Government in the South West.

The draft document has been circulated to staff and elected members and comments have been compiled and presented as part of this report for formal endorsement prior to being submitted.

The SW Regional Blueprint is a joint publication between SWDC and Regional Development Australia – South West (RDA) and was first produced in 2013. The Blueprint will guide state and federal prioritisation of investment in projects across the SW Region moving forward and is therefore an important Regional Strategic document.

Statutory and Policy Implications:

N/A

Budget Implications:

N/A.

Communications Requirements: (Policy No. CS 1.7)

Feedback to SWDC

Strategic Community Plan/Corporate Business Plan Implications:

The comments provided reflect Council's own strategic properties contained within Community Strategic Plan 2017-2027 and Corporate Business Plan 2018-2022

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Relevant Precedents:

N/A

Comment:

The document explores the implications of a regional population of 500,000 by 2050, supported by 200,000 additional jobs. There are new demands on our infrastructure, on industry and business, the places we will live and the kind of communities we will share.

These four themes address the imperatives for successful growth of the region.

- Infrastructure
- Industry and Business
- People and place
- Community

The full version of the document can be found at http://www.swdc.wa.gov.au/media/230871/sw%20blueprint_final_web.pdf. The strategies contained in the report have been provided in the appendix with suggested modifications made by staff and Councillors who have provided feedback thus far.

Given the importance of the document, Council should take the opportunity to suggest changes where deemed appropriate to ensure that actions relative to Collie align with the Council's Community Strategic Plan and Corporate Business Plans.

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12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – July 2018

| | |
|------------------------------|---|
| Reporting Department: | Corporate Services |
| Reporting Officer: | Hasreen Mandry - Finance Manager |
| Accountable Manager: | Allison Fergie – Director of Corporate Services |
| Legislation: | Local Government Act 1995 & Financial Management Regulations 1996 |
| File Number: | FIN/024 |
| Appendices: | Yes – Appendix 2 |
| Voting Requirement | Simple Majority |

Report Purpose:

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

Officer’s Recommendation:

That Council accepts the Accounts as presented in Appendix 2 being vouchers 41427-41449 totalling \$39,724.54 and direct payments totalling \$422,209.63 authorised and paid in July 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 | 2018/19 | | |
|-----------|-------------|---------------------|---------------------|
| | Cheques | Electronic Transfer | Total Payment |
| July | \$39,724.54 | \$422,209.63 | \$461,934.17 |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |

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| | | | |
|-----------------|--|--|--|
| February | | | |
| March | | | |
| April | | | |
| 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 2.

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12.2 Financial Report – July 2018

| | |
|------------------------------|---|
| Reporting Department: | Corporate Services |
| Reporting Officer: | Hasreen Mandry- Finance Manager |
| Accountable Manager: | Allison Fergie – Director of Corporate Services |
| Legislation: | Local Government Act 1995 & Financial Management Regulations 1996 |
| File Number: | FIN/024 |
| Appendices: | Yes – Appendix 3 |
| Voting Requirement | Simple Majority |

Report Purpose:

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

Officers Recommendation:

That Council accept the Financial Report for July 2018 as presented in Appendix 3

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 3.

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 3 is inclusive of the information required by the Local Government Act 1995 and includes information as set out in Council Policy.

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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. **Other Property and Services is \$23,527 over budget due to 2017/18 workers compensation claim received in July 2018.**

Operating Expenditure by Program

2. **Governance and Housing are over budget whilst all the other programs are under budget as insurance payments were paid in August 2018 and the admin allocation, plant allocation and depreciation have not yet been processed. These will remain outstanding until the 2017/18 Annual Report has been finalised.**

Operating Revenue by Nature and Type

3. **Operating grants, subsidies and contributions are over budget by \$16,974 mostly due to 2017/18 workers compensation claim received in July 2018.**
4. **Fees and charges are \$17,139 under budget mainly due to legal fees recouped, development application fees and transfer station fees are under budget.**

Operating Expenditure by Nature and Type

5. **Materials & Contracts are \$38,048 under budget mainly due to the kerbside waste collection contracts are yet to be paid.**
6. **Utility charges is \$15,858 under budget most of the utility payments are yet to be made, this is due to timing factor.**
7. **Depreciation is \$242,359 under budget as it has not been processed due to the 2017/18 Annual Report is yet to be finalised.**
8. **Insurance expense is \$164,692 under budget as payment was made in August 2018.**

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12.3 Royal Commission into Institutional Responses to Child Sexual Abuse

| | |
|------------------------------|--|
| Reporting Department: | Corporate Services |
| Reporting Officer: | Allison Fergie – Director Corporate Services |
| Accountable Manager: | Allison Fergie – Director Corporate Services |
| Legislation | N/A |
| File Number: | GVR/015 |
| Appendices: | Yes – Appendices 4 and 5. |
| Voting Requirement | Simple Majority |

Report Purpose:

To inform Council of the recommendations arising from the Royal Commission into Institutional Responses to Child Sexual Abuse that have implications for Local Government, and to provide responses to the key discussion points for consultation.

Officer's Recommendation:

That Council:

- 1. Receive the Royal Commission into Institutional Responses to Child Sexual Abuse Information and Discussion Paper; and*
- 2. Provide responses to the key discussion points as outlined in the body of this report to the Department of Local Government, Sport and Cultural Industries during the consultation process.*

Background:

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions to protect children from child sexual abuse, report abuse, and respond to child sexual abuse.

The Western Australian Government's response was released on 27 June 2018, committing to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The Royal Commission's key recommendation for local government is outlined in the Department of Local Government, Sport and Cultural Industries' [DLGSC's] Information and Discussion Paper – Local Government Summary [Appendix 4], and is as follows:

- With support from governments at the national, state and territory levels, **local governments should designate child safety officer positions from existing staff profiles** to carry out the following functions:
 - a. developing child safe messages in local government venues, grounds

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and facilities;

- b. assisting local institutions to access online child safe resources;
- c. providing child safety information and support to local institutions on a needs basis;
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

The Royal Commission made several other recommendations with the aim of providing child safe environments that will impact on local governments and the broader community that authorities operate in, support and deliver services to.

These include:

- All sport and recreation institutions, including arts, culture, community and hobby groups, that engage with or provide services to children should implement the Child Safe Standards; and
- A nationally-consistent approach to Working with Children Check legislation should be developed.

Further information can be found in the more extensive DLGSC's Information and Discussion Paper which can be found at Appendix 5.

In the second half of 2018, the State Government will develop a staged implementation plan which will identify reform priorities, timeframes and resourcing options. The DLGSC has commenced engagement with local governments and peak bodies to provide information and understanding of the Royal Commission, as well as to gather feedback on the recommendations and (potential) reforms that will be considered when developing the State Government's implementation plan.

DLGSC engagement with WA local governments and peak bodies will be in two phases:

- Inform (early August 2018) – the intent of this phase will be to ensure local governments and peak bodies are provided with detailed information regarding the Royal Commission and (potential) implication of reforms to further consider. Key information is provided in the attached local government header (summary) and detailed Information and Discussion Paper. The Paper contains discussion prompt questions that will be further explored during the consultation phase 2 and can be, at the organisation's option, the trigger for a written submission to DLGSC.
- Consult (mid-August to late September 2018) - the intent of this phase will be for DLGSC to consult on the key recommendations highlighted in the Paper that potentially impact on local government and the communities that they operate in, support and deliver services to.

During the consultation phase, the DLGSC has identified a number of key discussion points to be considered. These points are listed in the Comments section of this

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report, with suggested responses for Council's consideration.

Statutory and Policy Implications:

N/A

Budget Implications:

Nil during the consultation phase. However, there would be employment and resourcing costs associated with implementation of the recommendations.

Communications Requirements: (Policy No. CS 1.7)

Feedback to the DLGSC as determined by Council.

Strategic Community/Corporate Business Plan Implications:

Goal 1 *Our Community: A vibrant, supportive and safe community*

1.5 A safe community

1.5.1 Work with the local Police Department and other relevant agencies to provide a safer community

Relevant Precedents:

N/A

Comment:

The implementation of the Royal Commission's recommendation would require significant resourcing from local government and Council's response to the Key Discussion Points should take that into consideration.

Responses:

- What impact would the designation of child safety officers have within a local government's workforce?

Response: There is currently no officer within the Shire's workforce who has the capacity to take on the role of child safety officer as an additional responsibility.

- What areas of the local government do you believe this designation would occur and how might it benefit and / or be effective in supporting the community to create child safe environments?

Response: The designation would fit within the Corporate Services area, and implementation of the recommendation would benefit the community by giving confidence to participants and organisers/clubs that activities offered within the community were child safe. The Shire would support groups occupying or operating within Shire owned facilities to provide child safe environments.

- What training, resources and support would be required by the local government to successfully implement designated child safety officers?

Response: Funding for a child safety officer, including training, would be required to successfully implement the recommendation.

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- What would be the most effective method(s) of supporting local government with the implementation of child safety officers?

Response: As well as providing funding and training, a community education program should be undertaken to raise awareness of Child Safe Standards and legislative requirements.

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12.4 Adoption of Sporting Bodies Fees 2018/19

| | |
|------------------------------|--|
| Reporting Department: | Corporate Services |
| Reporting Officer: | Hasreen Mandry – Finance Manager |
| Accountable Manager: | Allison Fergie – Director Corporate Services |
| Legislation: | WA Local Government Act (1995) |
| File Number: | FIN/005 |
| Appendices: | Yes- Appendix 6 |
| Voting Requirements: | Absolute Majority |

Report Purpose:

For the Council to adopt the sporting bodies fees for the 2018/19 financial year.

Officer's Recommendation:

That Council adopts by an ABSOLUTE MAJORITY to sporting bodies fees for the financial year 2018/19 as per below:

- *Collie Junior Football- \$314 per annum*
- *Collie River Athletics - \$314 per annum*
- *Collie Eagles Football- \$2,198 per annum*
- *Collie Mine Superules - \$370 per annum*
- *Collie Lawn Tennis - \$1,422 per annum*
- *Collie Trotting Club - \$2,065 per annum*
- *Collie Soccer Club - \$2,500 per annum*
- *Collie Cricket Association- \$2,500 per annum*
- *Motor Cycle Scramble Course - \$860 per annum*
- *Collie Swimming Club (including lighting) - \$1,144 per annum*
- *Collie Underwater Hockey Association (including lighting) - \$1,144 per annum*

Background:

The proposed changes to the sporting bodies fees for 2018/19 financial year is to reassess the cost recovery to Council. At its meeting on 8th May 2018, Council requested for a further report regarding the sporting bodies fees.

A 3-year analysis has been done by staff which compared the cost to maintain each sporting facility against the fees levied by Council. The analysis showed that the average cost recovery for each shire maintained sporting facility was 5% in 2015/16 and 6% respectively for 2016/17 and 2017/18. The average excludes the fees charged for:

- a) Motor Cycle Scramble Club: this area is leased by Council from the Department of Biodiversity, Conservation and Attractions (DBCA) and Council then sublease

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to the Motorcycle Club. The proposed fee payable by the club for 18/19 represents the fee which Council pays to BDCA plus a \$93 administration fee.

- b) Collie Swimming Club and Collie Underwater Hockey Association: A fee review was completed in 2015 after the upgrade to the Mineworkers Memorial Pool. A fee increase of 6% or \$62 is recommended for 18/19 for each club in line with an expected increase in utility costs.

Statutory and Policy Implications:

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

Budget Implications:

No change. Proposed income and expenditures are already included in budget 2018/19.

As required by section 6.17 of the Act, the following was taken into account in determining the amount of a fee or charge for a service;

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

Communications Requirements: (Policy No. CS 1.7)

Press release will be completed after adoption on 11th September 2018.

An explanatory letter will be provided to each club.

Strategic Community Plan/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.

Relevant Precedents:

Council has previously adopted the sporting bodies fees at its meeting held on 9th May 2017. Council resolved as follows:

7411- That Council adopts by an ABSOLUTE MAJORITY, the attached schedule of fees and charges (Appendix 3) as part of the 2017/18 draft budget document with an amendment to copying charge from \$30 to \$3 and an increase to fees associated with trading places by 20%.

Comment:

The 2018/19 sporting bodies fees as recommended is calculated based on 6% cost recovery (capped at \$2,500) on a 3-year Council cost average to maintain the respective sporting venue. The impact on the respective sporting bodies is as per below and the detailed analysis can be found in Appendix 6.

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Staff consider that aligning all clubs to a fee based on 6% cost recovery with a \$2,500 cap is a fair and reasonable outcome. The Collie Rugby Club is moving its games to the Collie High School for the 18/19 season, hence no fee is required to be levied.

The clubs have not been consulted during the development of this report given the relatively minor financial impact on each club from the previous financial year.

| Clubs | 2017/18 Fees | Proposed 2018/19 Fees | Difference |
|---|---------------------|----------------------------------|-------------------|
| Collie Junior Football | \$320 | \$314 | (\$6) |
| Collie River Athletics | \$320 | \$314 | (\$6) |
| Collie Eagles Football Club | \$2,240 | \$2,198 | (\$42) |
| Collie Mine Superules | \$377 | \$370 | (\$7) |
| Collie Lawn Tennis | \$1,462 | \$1,422 | (\$40) |
| Collie Trotting Club | \$2,240 | \$2,065 | (\$175) |
| Collie Soccer Club | \$2,240 | \$2,500 | \$260 |
| Collie Cricket Association | \$2,240 | \$2,500 | \$260 |
| Motor Cycle Scramble Course | \$850 | \$860 | \$10 |
| Collie Swimming Club | \$1,040 | \$1,102 | \$62 |
| Collie Underwater Hockey Association | \$1,040 | \$1,102 | \$62 |
| Collie Rugby Club | \$320 | \$0 | (\$320) |
| | \$14,689 | \$14,747 | \$58 |

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12.5 Debtor Balance Write offs

| | |
|------------------------------|---|
| Reporting Department: | Corporate Services |
| Reporting Officer: | Hasreen Mandry– Finance Manager |
| Accountable Manager: | Allison Fergie – Director of Corporate Services |
| Legislation: | Local Government Act 1995 & Financial Management Regulations 1996 |
| File Number: | FIN/027 |
| Appendices: | No |
| Voting Requirement | Absolute Majority |

Report Purpose:

This report seeks the authority of Council to write off debtor a total of \$4,891.83 in outstanding debts.

Officers Recommendation:

That Council resolves by ABSOLUTE MAJORITY to write off the following amounts:

- 1) *The Griffin Coal Mining Company (previous owner): \$ 555.95*
- 2) *Victoria Hotel (previous owner): \$1,239.69*
- 3) *Jade Steer: \$294.25*
- 4) *Amanda Sergeant: \$1,352.74*
- 5) *Matthew Joseph Blythe: \$1,449.20*

Background:

- 1) The Griffin Coal Mining Company – the amount represents part of the invoice for potholes repairs done on Centaur Road and the mine site in 2009. The company has since been liquidated and Council has received its portion of the distribution.
- 2) Victoria Hotel- the amount is for rubbish pickups for 2012/13 and 2013/14, the company (Alexis Harper Pty Ltd) has been deregistered and Council is unlikely to receive the fund.
- 3) Jade Steer- the invoice was for a removal of a dead horse on her property and she has refuse to pay as the horse was not hers.
- 4) Amanda Sergeant: the invoice is for removal of a dead horse in June 2015, but Council's legal representative has advised they were unable to contact or locate her.
- 5) Matthew Joseph Blythe: the debt is for damages to bins and street clean up in North Collie. The debt has been sent to legal, but Council's legal representatives has advised they were unable to track him.

Statutory and Policy Implications:

Section 6.12(1)(c) of the Local Government Act states: -

- (1) Subject to subsection (2) and any other written law, a local government may -
 - (c) Write off any amount of money, which is owed to the local government.
- (An absolute majority is required)

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Budget Implications:

A total of \$4,891.83 will be written off the general ledger account.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/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

Relevant Precedents:

N/A

Comment:

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13. DEVELOPMENT SERVICES REPORTS

13.1 Quotes for Revenue Options for Showers – Eddie Woods Toilet Facilities

| | |
|------------------------------|--|
| Reporting Department: | Development Services |
| Reporting Officer: | Les Crake – Building Services Manager |
| Accountable Manager: | Andrew Dover - Director Development Services |
| Legislation | N/A |
| File Number: | CMG/249 |
| Appendices: | Yes – Appendix 7 |
| Voting Requirement | Simple Majority |

Report Purpose:

For Council to consider options relating to the charging of a fee for the use of public showers at the Eddie Woods Truck Stop.

Officer's Recommendation:

That Council receive the quotes from various suppliers for various fee collection options for the showers at the Eddie Woods Truck Stop.

Background:

This report is submitted following on from the report of 21 August 2018 (item 13.1) and motion number (7912). That motion required that staff investigate and obtain two quotes for a coin and card system.

Moved: Cr Harverson

Seconded: Cr Scoffern

That Council staff investigate and get a minimum of two quotes for a coin and card (electronic payment) operated systems for the hot showers at the Eddie Woods Truck Stop facility.

The quotes received are included at the bottom of this report.

Cleaning costs were requested to be clarified in the previous meeting and staff can advise that given the demolition of the Throssell Street toilets, the cleaning of the new toilets are cost neutral.

Statutory and Policy Implications:

Local Government Act 1995

Budget Implications:

The cost of installing the system plus ongoing maintenance and service costs is not included in the Councils 18/19 budget document. If Council resolves to install the system, then a decision by ABSOLUTE MAJORITY is required.

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Determination of a new fee charge is also required to be resolved by ABSOLUTE MAJORITY.

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 Plan Implications:

GOAL 4: OUR BUILT ENVIRONMENT

Infrastructure, amenities and development that supports the needs and aspirations of the community.

| | |
|---|---|
| 4.5 Council buildings and service related assets that support community needs | 4.5.1 Manage and maintain public buildings, facilities and public amenities |
|---|---|

Relevant Precedents:

As discussed in the previous report to Council, hot showers are already provided by Council at several Council owned facilities.

The Collie Visitor Centre currently charge \$5 for use of their hot showers to the public, but these are not on a timer. Council pays the utility costs at the Visitor Centre.

The Shire of West Arthur have a free hot shower available to the public at their public toilets.

Comment:

Staff have researched several possible options for the collection of a fee via a coin or a card system. More information relating to each system is provided at appendix 7 however the following tables represent financial implications for each system.

Quote 1 – Abberfield Coin operated system

| | |
|---|----------------------|
| Supply of 2 x coin operated timers incl stainless steel cover and load interrupt; | \$1538 |
| Freight | \$75 |
| Plumbing costs | \$432 |
| Electrical costs (estimate based on discussions) | \$250-\$500 |
| Total costs ex gst | \$2295-\$2545 |

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Quote 2 – Paytech coin system TB-168

| | |
|--|----------------------|
| Supply of 2 x coin operated timers | \$1190 |
| Freight | \$100 |
| Plumbing costs | \$432 |
| Electrical costs (estimate based on discussions) | \$250-\$500 |
| Total costs ex gst | \$1972-\$2222 |

Quote 3 – Paytech Card System

| | |
|--|----------------------|
| Supply of 2 x card operated timers | \$2490 |
| Setup fee – merchant facility | \$350 |
| Freight | \$100 |
| Plumbing costs | \$432 |
| Electrical costs (estimate based on discussions) | \$250-\$500 |
| Total costs ex gst | \$3872-\$4122 |
| Plus Ongoing costs | |
| account fee | \$25 per month |
| transaction fees | \$0.13 |
| Merchant fees | 1.5% |
| Sim card connection | \$20 per month |
| plus transaction value fee | 2% |

Quote 4 – Vend Access Card system

| | |
|--|------------------------------|
| Supply of 2 x cashless timer systems | \$1000 |
| Freight | \$100 |
| Electrical costs (estimate based on discussions) | \$250-\$500 |
| Total costs ex gst | \$1350-\$1600 |
| Plus Ongoing costs | |
| Monthly fee | \$18.70-\$41.40 per month |
| transaction fees | \$0.24 per transaction |

The vend system has a wide range of applications and is used for carwash, dogwash, laundry, vending machines, etc. Staff are not aware if this system has been deployed in a shower environment before however the supplier is confident that the system will be suitable.

Whilst a card system would be a more secure option, a coin operated system will have less ongoing costs, except for employee costs required to empty the coins collected. A coin system could also be targeted by thieves.

A determination of an appropriate fee for the shower use will also be needed should Council wish to proceed.

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14. TECHNICAL SERVICES REPORTS

14.1 Weighbridge Modifications

| | |
|------------------------------|---|
| Reporting Department: | Technical Services |
| Reporting Officer: | Brett Lowcock – Director Technical Services |
| Legislation | Local Government Act 1995 |
| File Number: | |
| Appendices: | Yes – Appendix 8 |
| Voting Requirement | Simple Majority |

Report Purpose:

To advise Council of information received by the National Measurement Institute regarding the proposed modifications to our public weighbridge, and the risks associated with obtaining end-and-end certification.

Officer's Recommendation:

That Council:

- 1. Note the advice from the National Measurement Institute that end-and-end measurement DOES NOT comply with National Trade Measurement Regulations 2009 (the Regulations), but they will consider an application from the Shire of Collie*
- 2. Recognise the risks involved in potentially not receiving end-and-end certification even if the weighbridge modifications comply with the technical specifications of the Regulations.*
- 3. Request staff to proceed with modifications to the weighbridge and apply for end-and-end certification.*

Background:

The Shire operates a registered Public Weighbridge (PW.0395) at the transfer station. It is used primarily to weigh the amount of various waste streams such as landfill, green waste, scrap metal and others that are received as part of Council's waste operations. This data is used for environmental reporting purposes and to support the license issued by the Department of Water and Environmental Regulation (DWER).

The current weighbridge is 20m long and is licensed to weigh any vehicle including trailers that fit completely on the weighbridge. This covers many heavy vehicles including semi-trailers (19m). However, it does not cover longer combinations such as B-doubles (27.5m) or Double Road Trains (36.5m) since they do not fit completely on the weighbridge.

Early in 2018, the shire was approached by a local business advising that they would need to close their doors due the inability to weigh log trucks longer than 20m in Collie. They also advised that none of their suppliers were prepared to travel to Collie with single trailers, or they were not prepared to break down from double trailers to

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single trailers. Shire staff looked into options to modify the existing weighbridge to allow for End-and-End measurement which allows parts of a longer truck to be measured separately. A concept design to construct the entry and exit ramps to NMI requirements was estimated to cost up to \$80,000 and was presented to Council for consideration in the 2018/19 budget. Council resolved to allocate an amount of \$35,000 by a loan to cover the material cost of the project.

Shire staff sent a copy of the concept design showing the proposed modifications to the National Measurement Institute (NMI) seeking feedback on the proposal and received the following feedback.

“Thank you for your inquiry regarding end-and-end weighing. An application for permission to operate a weighbridge that does not comply with the National Trade Measurement Regulations 2009 (the Regulations) may be considered after the following steps have occurred:

- *The weighbridge has been constructed*
- *An application has been received for permission to use a weighbridge that does not comply with the Regulations (that is, to perform end-and-end weighings); and*
- *The weighbridge operator can demonstrate by completing end-and-end measurements of typical vehicles that will be weighed using the weighbridge, that the accuracy of the measurements will not be compromised by using end-and-end techniques.”*

Approach Requirements

The approaches to the weighbridge must comply with the Regulations, including Regulations 3.11 and 3.4 which in summary state that:

- *have a smooth and level surface that is paved with concrete or other approved material.*
- *be in the same horizontal plane as the top of the deck and are within an angle of no more than **+/- 0.25 degrees** of level (horizontal) measured from the nearer end of the weighbridge deck.*
- *have a perimeter that is clearly indicated by painted marks or other approved means.*
- *Be of sufficient length to allow the vehicle to be on the weighbridge and within the approach perimeters during the weighing operation.*

NMI Inspectors Report

When compared against direct measurement, end-and-end weighing has a number of additional variables which may impact the measurement result either in favour or against the customer. It is not possible to determine if a weighbridge will be suitable for end-and-end measurement solely based on the design of the approaches (i.e. level and material). While the angle of the approaches can have an influence on the accuracy of the end-and-end measurement, it will be specific to each individual weighbridge (including approach) design, the vehicles being weighed and the operator competence. None of these factors can be adequately assessed until the weighbridge is constructed and some end-and-end weighing performance testing is completed. It is for this reason that we ask that you contact NMI Licensing to organise a NMI Inspector to attend the site when the weighbridge is being tested to provide a detailed report to be included with your application.

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Application Process

The application is submitted by email via tmlicensees@measurement.gov.au to the Manager Trade Measurement Licensing requesting permission to use a weighbridge for end-and-end that does not comply with the Regulations. The application should include:

- *Providing a survey report of the approaches to the weighbridge certifying the construction material and length comply with the requirements of the regulations and confirming the approaches are within the same plane as the weighbridge platform with an angle of no more than +/- 0.25 degrees; and*
- *Photographs confirming the perimeter of the approaches are clearly marked by painted lines or other approved means.*
- *An engineer's site report including site plans that confirm the weighbridge complies with Part 3 of the Regulations.*
- *A site inspection by an NMI inspector to observe an end-and-end weighing of a typical vehicle and to compare the result against a direct measurement weighing.*
- *The circumstances and the reasons why permission is being sought. This should include the circumstances that make end-and-end weighing the only viable option.*

An application for permission to use a weighbridge for end-and-end that does not comply with the Regulations are considered on an individual basis by the Manager Trade Measurement Licensing. “

Statutory and Policy Implications:

Registration of Public weighbridges are administered by the National Measurement Institute in accordance with Trade Measurement Regulations 2009

Budget Implications:

The estimated cost to construct both the entry and exit ramps to NMI requirements is \$80,000, which includes \$35,000 material cost. However, the cost to construct just the exit ramp to NMI requirements is \$30,000.

Communications Requirements: (Policy No. CS 1.7)

The National Measurement Institute (NMI) is a key stakeholder in the upgrade process and will be consulted during the design, construction and commissioning process.

Strategic Community Plan Implications:

The item has the following links with the Strategic Community Plan 2017-2027.

GOAL 2 – Our Economy
2.2 A strong business and services sector.

GOAL 4 – Our Built Environment
4.4 Council buildings and service related assets that support community needs.

Relevant Precedents:

Nil

SHIRE OF COLLIE
AGENDA - ORDINARY MEETING OF COUNCIL
Tuesday, 11 September 2018

Comment:

Feedback from the National Measurement Institute (NMI) indicates that there is a risk that our public weighbridge may not be approved for end-and-end measurement even if it is built to the standards detailed in the National Trade Measurement Regulations 2009 (the Regulations). Staff consider the risks of not obtaining certification to be minimal, however are seeking endorsement from Council prior to proceeding with the works.

SHIRE OF COLLIE
AGENDA - ORDINARY MEETING OF COUNCIL
Tuesday, 11 September 2018

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 9
 - 'All Open' at Appendix 10
20. **CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**
21. **CLOSE**