



AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 11 December 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 December 2018

in Council Chambers at 87 Throssell Street, Collie WA,



David Blurton
Chief Executive Officer

6 December 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

December 2018 – January 2019

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 December 2018

Ordinary Meeting of Council

7.00pm in Council Chambers

Thursday 13 December 2018

Access and Inclusion Committee

12.15pm in Elected Members Room

Thursday 13 December 2018

Economic Development Advisory Committee

4.00pm in Council Chambers

SHIRE OF COLLIE
DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: Chief Executive Officer

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

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

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

Name (Please Print) Signature Date

NB

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

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

Office Use Only:

Date/Initials

- | | | |
|----|---|--|
| 1. | Particulars of declaration given to meeting | |
| 2. | Particulars recorded in the minutes | |
| 3. | Signed by Chief Executive Officer | |

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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AGENDA - ORDINARY MEETING OF COUNCIL
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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, 11 December 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

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.

- Brant Edwards representing Collie Water will be presenting an update on the Collie Water proposal.

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

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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 November 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 Economic Development Advisory Committee

Recommendation:

That Council receives the minutes of the Economic Development Advisory Committee held on 8 November 2018.

10.2 Adoption of the Recommendations of the Economic Development Advisory Committee

Recommendation:

That Council adopts en block the recommendations contained within the minutes of the Economic Development Advisory Committee held on 8 November 2018.

That Council;

- 10.2.1*
- 1. receive the Collie Business Capacity Assessment draft report;*
 - 2. consider the modified recommendations and 2019 Action Plan developed by the Economic Development Committee as part of the draft report;*
 - 3. undertake engagement with relevant stakeholders including the Collie Business community upon completion of the report.*

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10.3 Receipt of the Minutes of the Policy Review Committee

Recommendation:

That Council receives the minutes of the Policy Review Committee held on 14 November 2018.

10.4 Adoption of the Recommendations of the Policy Review Committee

Recommendation:

That Council adopts en block the recommendations contained within the minutes of the Policy Review Committee held on 14 November 2018.

That Council;

10.4.1 1. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~striketrough~~ and including underlined text;

- TS 1.2 Access Culvert Crossings

10.4.1 2. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~striketrough~~ and including underlined text;

- TS 1.4 Alterations to Council Infrastructure

10.4.1 3. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~striketrough~~ and including underlined text;

- TS 1.5 Driveways

10.4.1 4. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~striketrough~~ and including underlined text;

- TS 1.6 Use of Council Resources for Community Works

10.4.1 5. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~striketrough~~ and including underlined text;

- TS 1.8 Street Lighting

10.4.1 6. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~striketrough~~ and including underlined text;

- TS 1.13 Register of Heavy Haulage Routes

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10.4.1 7. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~strikethrough~~ and including underlined text;

- TS 1.18 Tree Pruning/ Removal/Replacement policy

10.4.1 8. Adopt the following revised policy as presented at Appendix 1 with modifications identified by deleting text with ~~strikethrough~~ and including underlined text;

- TS 1.20 Vege Bond

10.4.1 9. Adopt the following new policy;

- TS 1.21 Roadside Memorials

10.4.1 10. Revoke the following policy;

- TS 10 Laneways- Sealing Surfaces

10.4.1 11. Revoke the following policy;

- TS 1.10 Road Upgrading in the CBD to include landscaping

10.4.1 12. Revoke the following policy;

- TS 1.17 Road Vege Treatment

10.4.1 13. Revoke the following policy;

- TS 1.16 Application for Temporary Road Closure

10.4.2 1. Adopt the Disposal of Shire of Collie property policy as presented in Appendix 2.

10.5 Receipt of the Minutes of the Townscape Advisory Committee

Recommendation:

That Council receives the minutes of the Townscape Advisory Committee held on 20 November 2018.

10.6 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 20 November 2018.

That Council;

10.6.1 1. Refer the proposed Thoroughfare Advertising Policy to the Policy Review Committee as per amended changes; and

2. Further investigate alternative options to allow the appropriate, compliant advertising of local businesses, community events and the facilities and attractions within Collie through the Townscape Advisory Committee following the adoption of the proposed Signage Policy.

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10.6.2 That the Townscape Advisory Committee request the Shire of Collie staff to investigate the costs for projection lighting onto the Good Sheds.

10.7 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 22 November 2018.

10.8 Adoption of the Recommendations to 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 22 November 2018.

That Council;

*10.8.1 1. Accept the tenders submitted by Quality Assured Engineering Contractors and SRG Global for the repair and restoration of the Venn Street River Stop; and
2. Award the tender to SRG Global for a price of \$290,000 (Ex GST).*

10.8.2 Provide a request to the Department of Water and Environmental Regulation for future ongoing testing, to get full understanding of Bio Filtration workings and request a report to be submitted back to the Shire of Collie.

10.8.3 That the Shire of Collie check the correct regulatory body and request them to investigate feral fish in the Collie River supply the results of the investigation back to the Weeds and Waterways Advisory Committee.

10.8.4 That Council advise the Minister for State Development, Jobs and Trade that we are aware of Premier's proposal flow through diversion of the Collie River and remind them of their commitment of best quality and quantity of water in the Collie River.

Note:

Premier Coal have now received a letter of approval from the Minister for the Additional Proposal for W05B/Lake Kepwari.

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10.9 Receipt of the Minutes of the Audit Committee

Recommendation:

That Council receives the minutes of the Audit Committee held on 29 November 2018.

10.10 Adoption of the Recommendations of the Audit Committee

Recommendation:

That Council adopts en block the recommendations contained within the minutes of the Audit Committee held on 29 November 2018.

That Council;

10.10.1 receives the Management Report and Audit Recommendations from the Council's Auditor for the year ended 30 June 2018.

10.10.2 accepts the 2017/18 Annual Financial Report as presented.

10.10.3 holds the Shire of Collie Annual Electors Meeting for 2017/18 on Tuesday, 22 January 2019 at the Council Chambers, commencing at 6.30pm.

10.11 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 29 November 2018.

10.12 Adoption of the Recommendations of the Community Safety and Crime Prevention Committee

Recommendation:

That Council adopts en block the recommendations contained within the minutes of the Community Safety and Crime Prevention Committee held on 29 November 2018.

That Council;

10.12.1 endorse the Local Drug Action Team Community Action Plan as presented at Appendix 1.

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11. CEO REPORTS

11.1 Integrated Workforce Plan 2017/18 – 2021/22

Reporting Department:	Chief Executive Office
Reporting Officer:	David Blurton –Chief Executive Officer
Accountable Manager:	N/A
Legislation	N/A
File Number:	
Appendices:	Yes – Appendix 1 (Draft IWP Plan)
Voting Requirement	Simple Majority

Report Purpose: For Council to consider the draft Integrated Workforce Plan (IWP) 2017/18 – 2021/22 document.

Officer’s Recommendation:

That Council receive the draft Integrated Workforce Plan 2017/18 – 2021/22 document as presented at Appendix 1.

Background:

Workforce Planning is a key component of the Integrated Planning and Reporting Framework which was introduced to Western Australian local governments during 2011, underpinned by regulatory amendments. Together with Strategic Community Planning, Asset Management and Long-Term Financial Planning, it forms part of the Integrated Planning and Reporting Framework.

The Council adopted its most previous Integrated Workforce Plan in March 2015 and this document covered the years 2014/15 – 2016/17. With the adoption of a new the Strategic Community Plan and Corporate Business plan within the past 12 months, it is prudent to now reconsider the workforce needs of the organisation.

The Departments “integrated Planning and Reporting – Framework and Guidelines 2016” document states;

Note that it is not a requirement for Councils to adopt the Workforce Plan, although some do by agreement with their Chief Executive Officer. The Council has a legislative role in some aspects of the workforce, notably the appointment and performance management of the Chief Executive Officer, responsibility for ensuring that there is an appropriate structure for administering the local government, and some specific provisions regarding designated senior employees.

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*Other than those exceptions, the Workforce Plan is in the domain of the Chief Executive Officer's authority. Therefore, while the resourcing of the Workforce Plan is essentially an outcome of the Council's IPR decisions, it is for the Chief Executive Officer to ensure that the Workforce Plan enables the organisation's objectives to be achieved in the most efficient and effective manner.
Typically, the Chief Executive Officer provides the Workforce Plan for the information of the Council.*

Councillors and staff undertook a workshop on the draft IWP on 30th October 2018.

Statutory and Policy Implications:

WA Local Government 1995 - section 5.56 - Plan for the Future.
Local Government (Administration) Regulations 1996.

Budget Implications:

The budget implications are outlined within the Plan. However, it is critical to note that these are merely projections based on information which is currently known. The Plan identifies that prior to any additional staff being engaged a detailed business case will be presented to Council for endorsement. As such the Plan is not committing Council to any additional staff, it is merely providing an insight into what may be required into the future.

Communications Requirements: (Policy No. CS 1.7)

N/A

Strategic Plan Implications:

The IWP Plan reflects the human resource requirements needed to meet the objectives in the Corporate Business Plan. This document is a key component of the Integrated Planning Framework for all local governments in WA.

Relevant Precedents:

Adoption of 2013 IWP Document - June 2013.
Adoption of 2015 IWP Document – March 2015.

Comment:

Key outcomes of this plan include but are not limited to;

- Analysis suggests that it is more cost effective to appoint a Building Services Manager than outsource building related services.
- Two new full-time positions being a Project Officer (Development Services) and a Governance Officer (Corporate Services) will be required from 2019/2020.
- The plan identifies that an overlap of Apprentice Mechanics for a period of 12 months from 19/20 would be advantageous to the organisation.
- Development of an aboriginal employment strategy to increase the number of aboriginal people employed at the Shire of Collie.

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- Review the current recruitment processes and develop a Recruitment and Selection Toolkit.
- Develop and implement a Succession Planning Toolkit.
- Develop an Attraction and Retention Strategy and policy.
- Develop and implement a Performance Appraisal and Management Toolkit including effective communication strategies.

The adoption of the plan will give guidance to management on the development of the Shire of Collie workforce which will facilitate the achievement of strategic goals set by Council. The plan will also strengthen the capacity of the workforce and increase organisational diversity which will foster a culture which supports innovation. This will also ensure the demographic identity of the workforce more accurately reflects the community in which we live.

Follow-up issues form workshop

1. How many employees do other similar sized Councils have?

Response – whilst they vary in area, population and rating capacity all Councils in the table below are categorised as band 3 Councils by the Salary and Allowances tribunal. It is important to note that some Councils operate aged care facilities or Home and Community Care facilities, so these employees have been removed from the figures below for comparative purposes.

Council	Current FTE	16/17 Rates Raised	2016 Census Population	Comment
Collie	73	\$5.8m	8,798	
Donnybrook	67	\$4.3m	5,870	
Dardanup	116	\$11.7m	14,033	Significant number of recreation employees. Only 8 in works department
Manjimup	105	\$8.8m	9,250	Largest LG in area in South West
Margaret River	167	\$19.6m	14,258	
Capel	80	\$11.3m	17,123	

2. Have staff identified efficiencies within the organisation?

Organisational efficiencies have been identified and acted upon by the management team on an ongoing basis and this will continue to be the case. For example, the realignment of the Asset Manager role and changes within Works and Parks departments

The Workforce plan is a living document and opportunities for organisational efficiency will be identified and acted upon by management as they arise. Some of

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these opportunities will be driven by other Council projects including the open space strategy and service level review.

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12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – October 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 October 2018.

Officer's Recommendation:

That Council accepts the Accounts as presented in Appendix 2 being vouchers 3183-3191 & 41494-41513 totalling \$47,005.40 and direct payments totalling \$641,951.33 authorised and paid in October 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	\$54,077.74	\$782,538.66	\$836,616.40
September	\$34,057.86	\$566,848.03	\$600,905.89
October	\$47,005.40	\$641,951.33	\$688,956.73
November			
December			
January			
February			
March			
April			

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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 – September 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 September 2018.

Officers Recommendation:

That Council accept the Financial Report for September 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

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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.

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. **Law, Order and Public Safety is \$22,664 under budget due to the repayment of the Digital Radio System and GPS Tracking Grant.**
2. Transport is \$152,182 over budget as we received the Regional Road Group grant earlier than expected (\$209,703), the overbudget is reduced as Council is yet to receive the Main Roads Direct Grant (\$27,111) and WA Bike Network Grant (\$31,250).

Operating Expenditure by Program

3. Governance and Housing are over budget whilst all the other programs are under budget as 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

4. Operating grants, subsidies and contributions are under budget by \$130,964 due to the prepayment of the 2018/19 Financial Assistance Grant in June 2018. These will remain the same until the 2018/19 Budget Review.

Operating Expenditure by Nature and Type

5. Utility charges are \$64,857 under budget; most of the utility payments are yet to be made, this is due to timing factor.
6. Depreciation is \$969,436 under budget as it has not been processed due to the 2017/18 Annual Report is yet to be finalised.
7. **Insurance is \$113,250 over budget due to timing factor, as payment was made earlier than expected.**

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12.3 Adoption of Commercial Bin Charges for 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:	No
Voting Requirements:	Absolute Majority

Report Purpose:

For the Council to adopt commercial waste bin charges for the 2018/19 financial year.

Officer's Recommendation:

- 1. That Council adopts by an ABSOLUTE MAJORITY to commercial bin charges for the financial year 2018/19 as per below:*
 - Annual Commercial -General Waste (\$185 per bin)-one service weekly*
 - Annual Commercial -General Waste (\$388 per bin)-5 times week service*
 - Annual Commercial -Recycling (\$185 per bin)-one service weekly (fortnight pick-up)*
 - Annual Commercial -Recycling (\$388 per bin)- 5 times week service (fortnight pick-up)*
 - Annual Commercial -Organic (\$185 per bin)- one service weekly*
 - Annual Commercial -Organic (\$628 per bin)-5 times week service*
- 2. That Council determine 2019/20 commercial rubbish fees as part of the 2019/20 budget process.*

Background:

The proposed changes to commercial waste bin for the 2018/19 financial year are presented to the requirement for accurately assessing Council's costs that need to be recovered.

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;

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- (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 12 December 2018 and correspondence will be sent to non-residential properties to confirm number of bins prior to an invoice being raised. An information flyer regarding waste management will also be sent out with the letter which will encourage greater use of organics and recycling bins.

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 commercial rubbish bin charges at its meeting held on 1st August 2017. Council resolved as follows:

7507- That Council adopts by an ABSOLUTE MAJORITY the commercial bin charges for the financial year 2017/18 as per below:

- *Annual Commercial Rubbish-General Waste (\$182 per bin)-one service weekly*
- *Annual Commercial Rubbish-General Waste (\$380 per bin)-5 times week service*
- *Annual Commercial Rubbish-Recycling (\$182 per bin)-one service weekly (fortnight pick-up)*
- *Annual Commercial Rubbish-Recycling (\$380 per bin)- 5 times week service (fortnight pick-up)*
- *Annual Commercial Rubbish-Organic (\$182 per bin)- one service weekly*
- *Annual Commercial Rubbish-Organic (\$616 per bin)-5 times week service*

Comment:

The increase in Commercial rubbish charges is 2%, consistent with the waste collection increase. Below is comparison of charges:

	2017/18		2018/19	
	One Service	5 services	One Service	5 services
Annual Commercial-General Waste	\$182	\$380	\$185	\$388
Annual Commercial-Recycling (fortnightly)	\$182	\$380	\$185	\$388
Annual Commercial-	\$182	\$616	\$185	\$628

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Organic				
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A full review of Council's waste charges will be reviewed for the 2019/20 budget.

12.4 Needs Assessment and Feasibility Study for Indoor Heated Swimming Pool

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation	N/A
File Number:	CPR/032
Appendices:	Yes – Appendix (Separate document)
Voting Requirement	Simple Majority

Report Purpose:

For Council to receive the Indoor Heated Pool Needs Assessment and Feasibility Study, and to consider calling for tenders for the replacement of the current heating system for the existing pool in 2019.

Officer's Recommendation:

That Council:

1. *Receive the Indoor Heated Pool Needs Assessment and Feasibility Study;*
2. *Advertise the Indoor Heated Pool Needs Assessment and Feasibility Study for community and stakeholder comment, and report the results back to Council; and*
3. *Authorise staff to call for tenders for the replacement of the electric heat pumps at the existing pool in 2019 and report back to Council.*

Background:

The Collie Mineworkers Memorial Swimming Pool was extensively refurbished with the exception of the heating system for the main pool.

The current heat pumps that service the main pool are approaching the end of their useful life. They were installed in 2006 and over the last two summers have required significant maintenance.

At its meeting held 23 January 2018, Council resolved:

7687 - *That Council by ABSOLUTE MAJORITY:*

1. *Seek independent advice in the form of a feasibility study to ascertain the most suitable alternative heating solutions available for the 50-metre pool;*
2. *Provide a budget of up to \$30,000 ex GST towards the project with funds to come from the Swimming Pool Heat Pump reserve if the project is not able to be funded from the local members election commitment to develop an indoor heated pool; and*
3. *Staff to present a report to Council after the study is complete.*

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Subsequently an amount of \$150,000 from the election commitment was received for a needs assessment and feasibility study for an indoor, heated swimming pool in Collie. The purpose of the study was for the Shire of Collie to understand the cost of developing an indoor, heated, swimming pool at the current site, and establish likely demand and ongoing costs in order to make an informed decision on whether or not to proceed with the project. The study was required to include the examination of a 25 metre indoor heated swimming pool as one of the options.

Tredwell Management Solutions working with Donovan Payne Architects and Neil Butler Quantity Surveying have now completed the needs assessment and feasibility report. In preparing the report, there was extensive consultation in the form of a community survey, stakeholder meetings with the Collie Swimming Club, the Collie Underwater Hockey Club, swimming school and exercise physiotherapists, an open community workshop and a Councillor briefing.

Respondents to the community consultation were asked to rank in order of priority the potential features of a new indoor pool, with the following result:

1. Program Pool
2. Lap Pool
3. Rehabilitation Pool
4. Leisure/Water Play Area
5. Spa/Sauna

The report has provided information about three options for consideration:

- A six-lane 25 metre lap pool
- A three-lane 25 metre/ learn to swim /program pool hybrid
- A two-lane 16.66 metre/ learn to swim/ warm water program pool

Concept designs, capital and ongoing costs for each option are provided within the report.

The report also considers the option of do nothing, and continuing to operate the existing outdoor pool as is currently occurring.

The report also considers heating options for both pools and of these, the electric heat pump option is the preferred option. Given the high running and maintenance costs and limited remaining life of the existing pumps, it is recommended that these be replaced in 2019 using funds from the Swimming Pool Reserve. Additional electric heat pumps can be added in the future if Council should resolve to proceed with an indoor heated pool.

Statutory and Policy Implications:

N/A

Budget Implications:

Council has established a Swimming Pool Reserve for the replacement of the heat pumps with a balance of \$163,550 in the 2018/19 budget.

The total maintenance costs of the existing heat pumps since September 2016 has been \$30,571 while utilities at the pool cost \$108,792 in the 2016/17 financial year.

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Communications Requirements: (Policy No. CS 1.7)
Community and stakeholder consultation.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 1 Our Community A thriving, supportive and safe community

Outcome 1.2: Participation in sport, recreation and leisure opportunities.

Strategy 1.2.1: Provide and promote sport, recreation and leisure facilities and programs.

Action 1.2.1.2 Revitalise Collie Mineworkers Memorial Pool precinct

Relevant Precedents:

Council has previously advertised plans for community comment.

Comment:

During the refurbishment of the existing pool a solar system was installed for the heating of the leisure pool. There are frequent comments from swimming school teachers and the public that the leisure pool is too cold. In addition to seeking quotes for the replacement of the existing heat pumps, it is proposed that the quotes include the option of connecting the leisure pool to the new heating system.

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12.5 Renewal of Lease for Collie Golf Club Inc

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation	N/A
File Number:	L34343B
Appendices:	No
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider renewal of the lease of portion of Reserve 34343 to the Collie Golf Club Inc.

Officer's Recommendation:

That Council lease the portion of Reserve 34343 being the Collie golf course to the Collie Golf Club Inc. subject to the consent of the Minister for Lands with the following conditions:

- 1. lease to be deemed a Community Built and Operated Lease with a term of 10 years with a 10 year option;*
- 2. Annual lease amount payable be \$1 per annum incl GST; and*
- 3. Other conditions to be in accordance with Council policy DS 1.5*

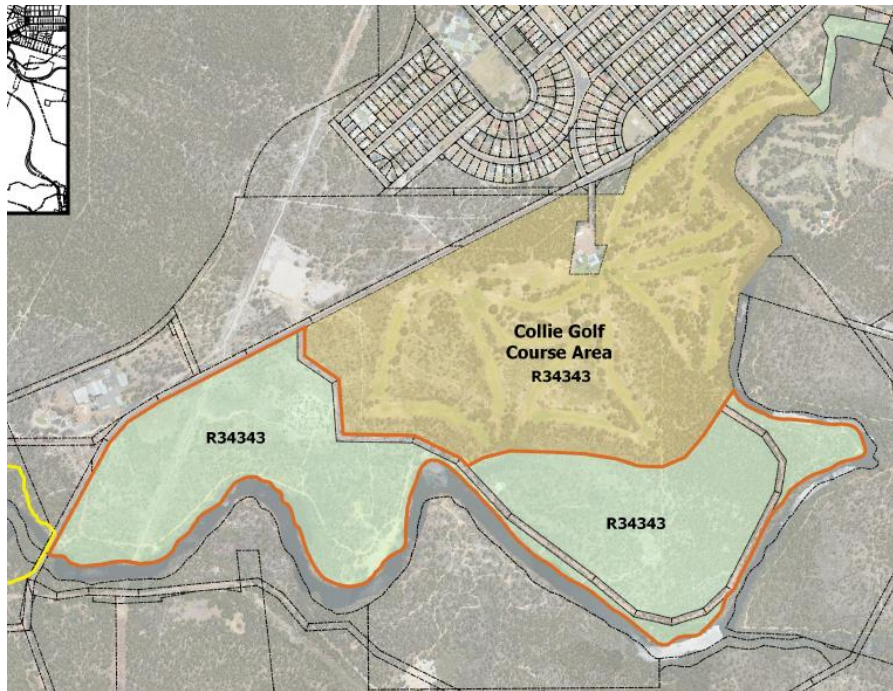
Background:

The Collie Golf course has leased the golf course established on portion of Reserve 34343 for many years.

This lease renewal will amend the boundaries of the 21-year lease granted in 1997, reducing the area leased by removal of the bushland to the south east of the golf course as the previous lease extended well beyond the boundary of the actual golf course. This meant that the Collie Golf Club was responsible for the maintenance of the entire area between the golf course and the river.

The lease area proposed for the renewal is shown in the diagram below. The amended area has been discussed with the Collie Golf Club and met with their approval.

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Statutory and Policy Implications:
 DS 1.5 - Buildings on Council Reserves.

Budget Implications:
 The Annual lease fee is proposed to be \$1 per annum.
 Council's Development Services Policy 1.5 outlines the responsibilities of the parties to the lease as follows:

Issue	Community built and operated
Building insurance	Lessee
Vandalism damage to building (assuming no negligence on lessee's part)	Building insurance excess Lessee
Contents insurance	Lessee
Public liability insurance of \$10m	Lessee
Compliance with <i>Health (Public Building) Regulations 1992</i>	Lessee
Upgrades required by legislative changes	Lessee
Building additions and alterations	Lessee must obtain Shire approval and comply with Building Code of Australia.
Major maintenance	Lessee
Minor maintenance and cleaning	Lessee
Security system and response	Lessee
Payment of utility charges (power, water etc)	Lessee

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Issue	Community built and operated
Payment of Emergency Services Levy	Shire
Painting upgrade (internal and external)	By Lessee every 5 years to satisfaction of Shire
Asbestos removal (if required)	Lessee
Sub letting	With Shire approval
Use by others	Casual hire with Shire approval

Communications Requirements: (Policy No. CS 1.7)
Correspondence to proponent.

Strategic Community/Corporate Business Plan Implications:

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

1.3 An active and supportive community

1.3.1 Support community initiated and owned projects

Goal 4: Our Built Environment *Infrastructure, amenities and development that supports the needs and aspirations of the community*

1.5 Council buildings and service related assets that support community needs

4.5.1 Manage and maintain public buildings, facilities and public amenities.

Relevant Precedents:

Council regularly renews lease agreements for community groups. Where groups have significant investment in infrastructure, Council has extended the period of the lease from 5 years with a 5 year option to 10 years with a 10 year option.

At its meeting held 7 March 2017 Council resolved:

7352 - That Council lease the portion of the Reserve 15195E (Collie Lot 2044) as shown hachured on the diagram at Appendix 8 to the Collie Harness Racing Club Inc, subject to the approval of the Minister for Lands, with the following conditions:

- 1. lease to be deemed a community built and operated lease with a term of 10 years with a 10 year option;*
- 2. Annual lease amount payable be \$1 per annum inc GST;*
- 3. Other conditions to be in accordance with Council policy DS1.5*

Comment:

The Collie Golf Club Inc has leased the Collie golf course for many years. The area is well maintained and operates successfully.

Club members have met with staff and a preferred option has been identified for the construction of a dual use path from Collie to Minninup Pool. The lease will include provision for the establishment of the pathway.

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12.6 Rotary Club request for reduction in fees for 2019 District 9465 Conference

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation	WA Local Government Act 1995
File Number:	CPR/007
Appendices:	Yes – Appendix 4
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a request from the Rotary Club of Collie for a reduction in the venue hire charges for Roche Park for the 2019 District 9465 Conference to be hosted in Collie.

Officer's Recommendation:

That Council:

1. Advise the Rotary Club of Collie that reduced venue hire fees will be \$2,500 [incl. GST] for the 3 days with a bond of \$1,000 being payable; and
2. Authorises the use of Council property and venues for incidental use without charge.

Background:

In 2019, the Rotary Club of Collie will be hosting the District 9465 Conference in Collie. The Conference will bring an estimated 250 delegates from all 48 clubs in the district to Collie, as well as international visitors.

The Shire has received a request from the Conference Chairman for assistance in the form of a reduction in venue hire fees for the use of Roche Park for the Conference [Appendix 4].

Using Council's adopted schedule of fees and charges the following charges would apply to the conference:

	Thursday – Weekday rate 9am – 3pm	Friday – Weekday rate 9am – 3pm	Saturday – Weekend rate 8am – 5pm	Sunday – Weekend rate 8am – 5pm
Major stadium	\$398	\$398	\$350	\$350
Minor stadium	\$198	\$198	\$150	\$150
Kitchen	\$160	\$160	\$120	\$120
Function Room		\$160	\$120	\$120
Set up/Pack down	\$71	-	-	\$71
Additional cleaning	-	-	\$200	\$200
Conference Total				\$3 694

Note that the above table does not include any charges for the following:

- Monday pack down day

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- Incidental use of the small meeting room as green room for guest speakers
- Incidental use of the fitness room as a speaker's meeting room
- Use of the RPM room for meal serving equipment [bain maries]
- Hire charges for tables, chairs, urns or any other equipment.

Statutory and Policy Implications:

N/A

Budget Implications:

The Council schedule of fees and charges shows that venue hire for the conference to be \$3 694 as per the table above.

As well as costs for utilities and consumables, additional staffing costs will be incurred, with extra Roche Park staff rostered on to help on the Thursday, Friday and Monday, with cleaners coming in for additional cleans on the weekend.

There will also be some loss of revenue for the centre as indoor hockey will not run on the Thursday night [6 teams x \$46 game fee - \$276], the Indoor Playroom will not be open on the Thursday, Friday or Monday, group fitness classes will not run on Friday or Monday morning.

Communications Requirements: (Policy No. CS 1.7)

Letter to Rotary Club of Collie advising of Council decision.

Strategic Plan Implications:

Goal 4 Our Economy – A strong and diversified economic base providing a range of business and employment opportunities.

Outcome 4.3: A growing tourism industry

Strategy 4.3.6 Support regional tourism initiatives that provide local tourism growth.

Relevant Precedents:

Council has previously approved reduced venue hire fees for the Southwest Wanderers 2012 West Coast Rally, with the Council decision from the meeting held 29 March 2011 as follows:

5338 - That Council:

- 1. Offer the Roche Park Facility and Grounds to the SW Wanderers Club for the weekend of 28 September 2012 to 1 October 2012;*
- 2. Advise the SW Wanderers that hire fees will be \$1800 incl. GST for the 3 days with a bond of \$500 being payable;*
- 3. Authorises the use of Council property such as additional rubbish bins, directional signage etc as required.*

More recently, at its meeting held 29 March 2016, Council approved the following reduced venue hire fees for the Ulysses Club event at Roche Park:

7014 - That Council:

- 1. Approve the use of the Roche Park facility and grounds by the Ulysses Club for the Queen's birthday long weekend in September 2017 as a temporary licensed facility under the Caravan Parks and Camping Grounds Regulations 1997;*

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2. *Advise the Ulysses Club that reduced hire fees will be \$2,000 [incl. GST] for the 3 days with a bond of \$1,000 being payable; and*
3. *Authorise the use of Council property such as additional rubbish bins, directional signage etc as required.*

Comment:

This event represents an opportunity to promote the Collie region to visitors as well as providing an economic benefit to local businesses and organisations over the weekend of the conference.

The proposed reduced venue hire of \$2,500 with a bond of \$1,000 is based on a combination of precedent and cost recovery. While more than the \$2,000 charged to the Ulysses Club, that event was for a shorter period of time, utilised fewer rooms, and after the event the Ulysses Club donated \$3,000 to Roche Park for youth programs, enabling the establishment of the Indoor Playroom.

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13. DEVELOPMENT SERVICES REPORTS

13.1 Oversize Floor Area – Outbuilding (Shed) -60 Ogden Street Collie

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Planning and Development Act 2005 WA Local Government Act 1995
File Number:	A1498
Appendices:	Yes – Appendix 5 P087/18
Voting Requirement	Simple Majority

Report Purpose:

To seek Council Approval for an Outbuilding (Shed) under clause 5.7.1 of the Local Planning Scheme in the Residential zone for an oversize floor area under Local Planning Policy: Outbuilding Control.

Officer's Recommendation:

That Council, pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to:

1. *Grant approval to Evan John Mandry for the development of an Outbuilding (Shed) at 60 Ogden Street Collie subject to the following conditions:*
 - a) *At all times, the development the subject of this planning approval must comply with the definition of 'outbuilding' as contained in State Planning Policy 3.1 Residential Design Codes.*
 - b) *All development shall be in accordance with the approved development plans (attached) which form part of this planning approval.*
 - c) *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.*
 - d) *Before the development is occupied, all external surfaces of steel cladding must be painted and/or finished to the satisfaction of the Shire of Collie.*

Background:

A decision of Council is required for this application as the proposal seeks to vary the Outbuilding floor area requirements for a lot area between 1,001m² and 2,000m² as this proposal is not consistent with the Local Planning Policy 2.1 clause 6.1.

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Statutory and Policy Implications:

Local Planning Scheme No. 5

10.2 Matters to be Considered

(f) any Local Planning Policy adopted by local government under clause 2.4...;

(i) the compatibility of a use or development with its setting;

(o) the relationship of the proposed 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 proposal;

(y) any relevant submissions received on the application;

State Planning Policy 3.1 - Residential Design Codes

5.4.3 Outbuildings (Design Principles)

Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

Local Planning Policy: Outbuilding Control

6.1 Maximum Floor Area

Residential zoned land with a lot size between 1,001m² and 2,000m² is allowed a maximum of 120m² of collective floor area.

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

The proposal meets the following policy objectives:

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;

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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:

N/A

Comment:

Lot 60, Ogden Street is 1,330m² in area. There are two existing sheds on the property with a collective floor area of 167m². The proposed additional third shed is 42.6m². The 3.1metre wall heights of the proposed shed are within policy guidelines. The policy has a maximum wall height of 3.5 metres. The adjoining neighbours at 58 Ogden Street have been advised of the proposal and have no objection. The proposed additional shed will have no impact on the adjoining landowner at 62 Ogden Street.

The proposal does not detract from the streetscape or the visual amenity of residents or neighbouring properties and, as such, is considered to meet the requirements of the R-Codes.

The maximum floor area for outbuildings in the Residential zone with lots of this area is 120m² with a discretionary allowance for 10% above that. The proposal is 59% larger, than the policy permits, however, is not considered to detract from the function or amenity of the block.



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13.2 Bunbury-Wellington 2050 Cycling Strategy

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover – Director Development Services
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Nil
File Number:	N/A
Appendices:	Yes – Appendix 6 and Bunbury-Wellington 2050 Cycling Strategy emailed separately
Voting Requirement	Simple Majority

Report Purpose:

For the Council to adopt the Bunbury-Wellington 2050 Cycling Strategy and considers the priority actions of the associated action plan in the long-term financial plan.

Officers Recommendation:

That Council:

- 1. Endorses the Bunbury-Wellington 2050 Cycling Strategy; and*
- 2. Considers the priority actions of the associated Action Plan in the next review of the long-term financial plan.*

Background:

The Department of Transport presented the recommendations of the *Bunbury-Wellington 2050 Cycling Strategy* to the Council Meeting of 19 June 2018. Extract from 19 July 2018 Council Minutes:

Sarah Court from the Department of Transport presented a briefing to Council regarding the Draft Bunbury Wellington 2050 Cycling Strategy. The purpose of the briefing was to confirm Council's support before proceeding to the formal comment period. The final Strategy would then come back to Council after the consultation for endorsement to ensure "an agreed network across Local and State government" is achieved.

The formal comment period has been completed and feedback from the consultation has been included in the final document. This document is now returning to Council for endorsement as above and as requested by the Department of Transport.

Other Shires and Cities in the Bunbury-Wellington subregion have also received such presentations and are being asked to endorse this strategy.

Statutory and Policy Implications:

N/A

Budget Implications:

Priority actions of the Action Plan to be considered for inclusion in the next review of the long-term financial plan. Many of these actions are already funded and have been taken from the *Draft Collie River Valley Trails Strategy 2018-2021*.

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Inclusion of these actions within the *Bunbury-Wellington 2050 Cycling Strategy* adds weight to any future grant application, particularly from the Department of Transport. In addition, as it can be argued that these trails of regional strategic importance.

The priority projects identified over the next five years in the Shire of Collie are summarised below.

Developing the Primary Network			
Action	Lead agency (or agencies)	Timeframe	Staff Comment
Extend the Karak Trail from the intersection of Coalfields Road and Ferguson Road to Black Diamond Lake.	Shire of Collie	Within 5 years	The desire is to create this spur when tenure issues are resolved. Potential to be part funded by DOT.
Upgrade the Karak Trail to primary route standard between the Collie Cemetery and Collie Visitors Centre.	Shire of Collie	Within 5 years	Potential to be part funded by DOT.
Upgrade the Central Collie River Loop (between the Throssell Street Bridge and Coombe Street bridge) to primary route standard.	Shire of Collie	Within 5 years	Funded by DOT as part of the Collie River Trail. Construction planned in the 18/19 and 19/20 financial years.
Construct a primary route standard shared path from Soldiers Park to Minninup Pool.	Shire of Collie	Within 5 years	Funded by Federal Government as part of the Collie River Trail. Construction planned in the 18/19 and 19/20 financial years.
Construct a primary route standard shared path from Minninup Pool to Mungalup Bridge.	Shire of Collie	Within 5 years	Grant submitted to Federal Government.
Developing the Secondary Network			
Action	Lead agency (or agencies)	Timeframe	Staff Comment
Develop a two-way cycle link between the Collie Visitor Centre and Soldiers Park (via Collie CBD), connecting the Karak and Wagyl Bidli trails.	Shire of Collie	Within 5 years	Potential to be part funded by DOT/Lotterywest. Important to link the Collie River Trail to the Munda Bidli and Bibbulmun Tracks.

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Developing the Tourist Trails			
Action	Lead agency (or agencies)	Timeframe	Staff Comment
Design and construct a shared use trail providing a connection between the Collie town centre and the existing western terminus of the Collie - Darkan Rail Trail.	Shire of Collie	Within 5 years	Potential to be funded by industry. Important to link the Collie – Darkan Rail Trail to Collie. Trail will also allow safe access to Shotts, Stockton Lake, Ewington and Premier Coal Offices
Developing the Road Cycling Routes			
Action	Lead agency (or agencies)	Timeframe	Staff Comment
Develop a number of road cycling routes as outlined in <i>Collie River Valley Trails Strategy (2018-2021)</i> . Potential routes include those to Harris River Dam, Wellington Dam, Donnybrook, Coolangatta Hill, Stockton Lake and Mumballup.	Shire of Collie, Main Roads WA, Road Safety Commission, DoT	Within 5 years	Potential to be funded by State/Federal Government. Minimal investment needed. Important for tourism.
Additional road cycling routes to be considered following implementation of one or more trials (refer to Attachment 1). Routes to be identified both within the Bunbury-Wellington subregion and linking to adjoining subregions.	All LGAs, SWDC, Main Roads WA, Road Safety Commission, DoT	Within 5 years	Potential to be funded by State/Federal Government. Minimal investment needed. Important for tourism.

Communications Requirements:

The Department of Transport has engaged with Shire staff and other relevant stakeholders including the Department of Biodiversity, Conservation and Attractions, Council and other local governments in the Bunbury-Wellington subregion. Community consultation was also carried out.

The above actions are all taken from the *Draft Collie River Valley Trails Strategy 2018-2021*. Consultation for this plan has been undertaken and is included as part of the proposed final document attached separately.

Strategic Community Plan/Corporate Business Plan Implications:

Corporate Business Plan 2017/18-2021/22

Four Year Priorities

- Facilitating economic development and tourism:

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- Supporting the development of tourism hubs (adrenalin hub and nature based hub), including:
 - o infrastructure to support Collie as the region's Tracks and Trails hub, including new trails

Outcome 1.2 Participation in sport, recreation and leisure opportunities

Outcome 1.3 An active and supportive community

Outcome 2.3 A growing tourism industry

Relevant Precedents:

N/A

Comment:

The *Bunbury-Wellington 2050 Cycling Strategy* has been developed by the Department of Transport in collaboration with the South West Development Commission, the City of Bunbury, and the Shires of Capel, Collie, Dardanup, Donnybrook-Balingup and Harvey. This long-term, aspirational strategy reflects the priorities shared by local and State Government and is accompanied by a short-term action plan. Its aim is to help inform future investment through the Regional Bike Network Grants Program, as well as other funding sources.

The strategy sets out a long-term vision to create a comfortable, direct and integrated cycling network for the Bunbury-Wellington subregion. The proposed network, which connects people to activity centres, key attractions and destinations, has been developed to facilitate cycling for transport, recreation and tourism purposes. Cycling disciplines that are dependent on purpose-built facilities such as BMX parks, downhill mountain bike trails and velodromes for track cycling, typically perform non-transport related functions, and as such are not considered within this strategy.

The strategy considers the long-term planning of cycling in the subregion and has developed both a long-term vision and short term action plan of priority actions which are aimed to be completed in the next 5 years. The Action Plan is attached at Appendix 6.

The *Bunbury-Wellington 2050 Cycling Strategy* supports the *Draft Collie River Valley Trails Strategy 2018-2021* and does not propose any additional trails in the Shire of Collie which is not in this draft document. Conversely, the 2050 Cycling Strategy adds weight to the *Collie River Valley Trails Strategy* and outlines these actions as priorities for the State Government to achieve.

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13.3 Request for extension of trading hours of Goods Shed Markets in CBD Carpark

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Local Government Act 1995
File Number:	PHL/011
Appendices:	Yes – Appendix 7
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a request to extend trading hours for the Goods Shed Market from Every Second Sunday 8:00am – 12:00pm to Every Second Sunday 8:00am – 1:00pm for the purpose of Markets under the *Activities in Thoroughfares and Public Places and Trading Local Law 2012* issued on 01 November 2018.

Officer's Recommendation:

That Council, pursuant to the provisions of the Local Government Act 1995, hereby resolves to modify condition d) of the Stall Holder's Permit to the Collie Heritage & Men's Shed Group Inc. to conduct fortnightly Sunday Markets adjacent the Goods Shed building on Reserve 47297 issued on the 11 November 2018.

- d) *Permitted days and hours when stall may be operated:*
Every Second Sunday 8:00am – 1:00pm

Background:

The Collie Heritage & Men's Shed Group Inc. applied for a renewal of their permit under the Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012. Council approved this for twelve (12) months at the Council Meeting of 19 July 2018.

Motion # 7844

That Council, pursuant to the provisions of the Local Government Act 1995, hereby resolves to grant a Stall Holder's Permit to the Collie Heritage & Men's Shed Group Inc. to conduct fortnightly Sunday Markets adjacent the Good Shed building on Reserve 47297 (as per the attached plan) for a period of 12 months subject to the following conditions:

- (a) *Place to which permit applies:*
Reserve 47297 – Public Carpark
- (b) *Description of stand, structure or vehicle to be used by the licensee:*
Market Stalls
- (c) *Particulars of goods, wares, merchandise or services available:*
Various Market Stalls

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- (d) *Permitted days and hours when stall may be operated:
Every Second Sunday: 8:00am-12:00pm*
- (e) *This permit is valid for a period of 12 months from the date of issue.*
- (f) *The licensee shall maintain a public liability insurance of not less than \$20 million at all times.*
- (g) *The licensee is to abide by the conditions set under Part 6 Trading in Thoroughfares and Public Places Division 1 - Stallholders and Traders*
- (h) *Trading is not permitted within 400 metres of an established premise selling similar goods.*
- (i) *The Permit Holder must comply with the Shire of Collie Parking and Parking Facilities Local Law 2012 and with all relevant laws regarding stopping and parking of vehicle with regards to road traffic and pedestrian safety.*
- (j) *This permit is only valid for the location specified on the permit, unless otherwise agreed to in writing by the Shire.*

The Collie Heritage & Men's Shed Group Inc. made representation to the Council Meeting of 11 September 2018 requesting the removal of condition (h). Following this, Council made the below resolution.

Motion # 7916

That Council permit the good shed markets be run in the car park area on the 23rd September 2018 and staff investigate the matter and report back to Council at the next meeting.

Following investigation by staff, it was recommended that the removal of condition (h) be advertised to the surrounding businesses to provide an opportunity to object to the removal of this condition. The below resolution to this effect was resolved by Council 02 October 2018.

Motion # 7937

That Council:

1. *Readvertise the Stall Holder's Permit to the Collie Heritage & Men's Shed Group Inc. issued 9 July 2018 to conduct fortnightly Sunday Markets adjacent the Good Shed building on Reserve 47297 to established premises selling similar products within 400 meters of this location and report back to Council 23 October 2018; and*
2. *Allow the Sunday Markets adjacent the Good Shed building on Reserve 47297 to continue to operate in accordance with the permit issued 9 July 2018 including compliance with conditions except condition (h) that 'trading is not permitted within 400 metres of an established premise selling similar goods' until 23 October 2018, with the exception of the sale of fresh flowers.*

As a result of the advertising the following was resolved by Council on the 23 October 2018.

Motion # 7951

That Council, pursuant to the provisions of the Local Government Act 1995, hereby resolves to amend the Stall Holder's Permit to the Collie Heritage & Men's Shed Group Inc. issued 19 July 2018 to conduct fortnightly Sunday

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Markets adjacent the Good Shed building on Reserve 47297 to modify condition to read: (h) 'Trading of cut flowers, sports goods and giftware are not permitted within the permit area. Note: If businesses with 400m of the markets are trading these goods on market days and at such times these goods can only be sold from within the goods shed building.

A permit was issued by Shire officers on the 1 November 2018 with a modified condition h) to reflect the selling of flowers, sports goods and giftware at the markets.

A request was received from the Chairperson of the Collie Heritage & Men's Shed Group Inc. on the 1 November 2018 to extend the operating hours of the Goods Shed market by one hour from 8.00am until 1.00pm. The reasons given for the extension is that the extra hour open will keep people in the town and keep some life in the town. (See appendices)

Statutory and Policy Implications:

Local Government Act 1995

Under Section 5.42 of the Act Council has delegated to the CEO the power to determine Permits under Part 6 of the *Activities in Thoroughfares and Public Places and Trading Local Law 2012* for a period of 3 months or less and only if in the opinion of the CEO the permit will not adversely affect nearby landowners or shire operations.

Activities in Thoroughfares and Public Places and Trading Local Law 2012

Part 6 – Trading in Thoroughfares and Public Places

Trading includes -

- (b) displaying of good in any public place for the purpose of –
 - (i) Offering them for sale or hire;
 - (ii) Inviting offers for their sale or hire;
 - (iii) Soliciting orders for them; or
 - (iv) Carrying out any other transaction in relation to them

6.1 Interpretation

"stall" means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

"stallholder" means a person in charge of a stall;

"stallholder's permit" means a permit issued to a stallholder;

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6.2 Stallholder's permit

- (1) *A person shall not conduct a stall on a public place unless that person is –*
- (a) *the holder of a valid stallholder's permit; or*
 - (b) *an assistant specified in a valid stallholder's permit.*

6.5 Relevant considerations in determining application for permit

- (1) *In determining an application for a permit for the purposes of this Division, the local government is to have regard to –*
- (a) *any relevant policies of the local government;*
 - (b) *the desirability of the proposed activity;*
 - (c) *the location of the proposed activity;*
 - (d) *the principles set out in the Competition Principles Agreement; and*
 - (e) *such other matters as the local government may consider to be relevant in the circumstances of the case.*

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

No public consultation has occurred for this request due to the minor nature of the request.

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.

Outcome 5.1: Good Governance and Leadership

Action 5.1.5.5 Ensure formal land use agreements are in place for all third parties who operate from Council reserves in accordance with Council Policy.

Relevant Precedents:

Council have previously modified a condition of a permit.

Comment:

The second modification to a permit condition for this permit will not make any material difference to the original operating hours. It is not envisaged that by opening an additional hour any major changes will occur and that this request should be supported.

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13.4 Tender 07/2018 – Design and Construct Two (2) Bushfire Brigade Buildings at Worsley & Cardiff

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover- Director of Development Services
Accountable Manager:	Andrew Dover- Director of Development Services
Legislation	Local Government Act 1995 – Section 3.57 Local Government Function (Function & General) Regulations 1996
File Number:	
Appendices:	No
Voting Requirement	Simple Majority

Report Purpose:

For Council to award Tender 07/2018 – Design and Construct two (2) Bushfire Brigade Buildings at Worsley and Cardiff.

Officer's Recommendation:

That Council;

- 1. Receive the tenders submitted by White Building Co Pty Ltd, Acero Construction Pty Ltd, Proliving Design & Construction, Civilcon (WA) Pty Ltd, Akron Pty Ltd and Cooper & Oxley;*
- 2. Award the contract to White Building Co Pty Ltd for Worsley Bushfire Brigade Building for up to \$274,493.75 ex GST subject to written confirmation of an increased Local Government Grant Scheme funding to cover this amount; and*
- 3. Award the contract to White Building Co Pty Ltd for Cardiff Bushfire Brigade Building for up to \$304,811.25 ex GST subject to funding in the 18/19 mid-year budget review.*

Background

At the Council Meeting of 19 June 2018, Council made the following resolution:

Motion Number: 7827

That Council provide for the transfer of \$30,000 to the Councils Building reserve as part of the 2018/19 Draft Budget representing ground works and supply of services to the new Worsley Building.

For Council to consider an allocation of \$30,000 in the mid-year budget review for the Cardiff Bush Fire Brigade Buildings dependant on the outcome on the grant application.

Council provided this \$30,000 in the final budget for the ground works and supply of services to the Worsley Bushfire Brigade Building. The Shire was successful in

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obtaining the LGGS Funding for the Cardiff Bushfire Brigade Building. The mid-year budget review is anticipated to occur January/early February for consideration of the \$30,000 for ground works and services to this building.

Tender 07/2018 – for two (2) Bushfire Brigade Buildings in Worsley and Cardiff was advertised in the Collie Mail, South West Times and the West Australian newspaper. The tender covers a providing a total price and separate prices for each shed.

When the tenders closed on Thursday 8 November 2018, submissions were received from Seven (7) organisations:

- | | |
|------------------------------------|--|
| 1) White Building Co Pty Ltd | Lot 2063 Rowlands Road
Collie WA 6225 |
| 2) Acero Construction Pty Ltd | 63 Cutler Road
Jandakot WA 62164 |
| 3) Proliving Design & Construction | PO Box 1196
Busselton WA 6280 |
| 4) Civilcon (WA) Pty Ltd | 6 Wimbridge Road
Picton WA 6229 |
| 5) Akron Pty Ltd | PO Box 910
Northam WA 6401 |
| 6) Cooper & Oxley | 9 Bishop Street
Jolimont WA 6014 |
| 7) Ferguson Building | PO Box 1017
Bunbury WA 6231 |

Ferguson Building have not provided a compliant tender and therefore are excluded from these considerations.

Statutory and Policy Implications:

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 where the value of the tender exceeds \$150,000 unless the WALGA preferred option is selected. Furthermore, Council has adopted its own policy CS2.7 Tenders, Quotations & Price Preference Policy to tender works valued at more than \$100,000.

Budget Implications:

The Local Government Grant Scheme covers the above ground works which covers the majority of the cost.

A grant for the Worsley Bush Fire Brigade building of \$117,612 has been approved under this scheme. However this was based on a DFES concept design at the time of application. DFES now have upgraded this design. In principle agreement has been agreed to increase the grant once tenders were received. A formal request to

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increase this figure to \$323,993.75 (\$274,493.75 + \$49,500 fixtures and fittings) has been submitted to DFES and a response is expected shortly.

A separate grant of \$529,100 has been approved for the Cardiff Bush Fire Brigade building based on the new design. The expenditure of this grant is dependent on the allocation of the Shire's contribution to be determined at the mid-year budget review.

In ground works are the responsibility of the Shire. The Shire has allocated up to \$30,000 toward the in ground works at Worsley and a decision to be made regarding a similar allocation at the 18/19 mid-year budget review. In addition, in kind works may be undertaken by the Shire.

Communications Requirements: (Policy No. CS 1.7)

Staff will notify the tenderers, as per the recommendation which is adopted by Council in accordance with Policy CS 1.7; Section 3.0.

Strategic Plan Implications:

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

OUTCOME 1.5 A safe community

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

STRATEGY 1.5.2 Support emergency and fire management planning, preparedness, response and recovery arrangements

Relevant Precedents:

Nil

Comment:

The tender document outlines that the contract may be awarded the individual company whose tender is assessed as offering the best value for money outcome for the Shire of Collie. Tenders are 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.

The Tenders were evaluated by a panel consisting of the Director of Development Services and Gary Bruhn, Contract Building Surveyor.

The criteria and results on which the tender was assessed are as follows:

Criteria	Max Score	White Build	Acero Const	Pro Const	Civilcon Const	Akron	Cooper & Oxley
Price	50%	50	18	33	27	29	24
Demonstrated Understanding	20%	15	15	18	18	17	15
Demonstrated Experience and Capacity	30%	20	22	20	18	28	20
Total Score	100%	85%	55%	71%	63%	74%	59%

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Criteria	Max Score	White Build	Acero Const	Pro Const	Civilcon Const	Akron	Cooper & Oxley
RANK	-	1	6	3	4	2	5

In this instance the Local Price preference of 10% was applied to White Building.

All companies that submitted tenders have the capability, expertise and experience to carry out most requirements of the contract, however the price variation was considerable even without the local price preference. The tenderer which demonstrated the best value is White Building, based in Collie. In the criteria of experience and resources available each of company demonstrated merit.

White Building nominated exclusions within their tender document. Staff have worked with this company to ensure that these exclusions are incorporated in the final price and accounted for possible variations.

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13.5 Collie River Valley Trails Strategy 2018 - 2021

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover – Director Development Services
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Nil
File Number:	N/A
Appendices:	Yes – Appendices – (Strategy emailed separately)
Voting Requirement	Simple Majority

Report Purpose:

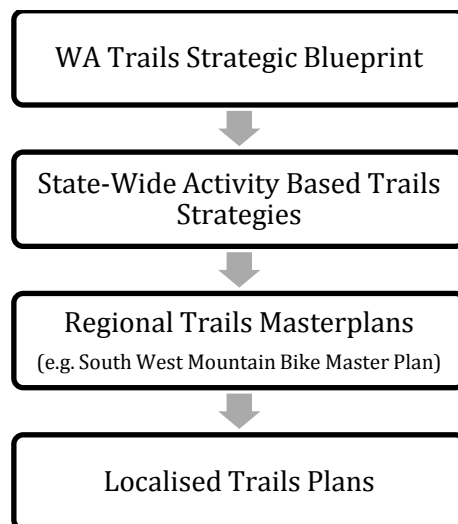
For the Council to adopt Collie River Valley Trail Strategy following consultation with the community.

Officers Recommendation:

That Council adopts the Collie River Valley Trail Strategy 2018 – 2021 and sends it to the Minister for Environment and Disability Services and to the Minister for Seniors and Ageing; Volunteering; Sport and Recreation for endorsement.

Background:

The Department of Sport and Recreation have recently launched the WA Trails Blueprint 2018-2021. This blueprint sets out a hierarchy of plans as follows:



The blueprint and hierarchy provides a strategic context to the planning of trails within Western Australia. Collie is mentioned as a Trails Hub/Town/Centre within a number of documents including the South West Mountain Bike Master Plan. On the basis of this plan, the Shire has been successful in obtaining funding for the development of the Townsite Mountain Bike Trail. In addition, the Department of Biodiversity, Conservation and Attractions have received a funding boost to also develop Mountain

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Bike Trails in this region and have a current application with the federal government Regional Growth Fund for further funding.

This is a 3 year Strategy to plan, prioritise and resource the development of trails and the development of Collie as a Trail Town with a large variety of trails and activities for residents and visitors. The Strategy has been developed in conjunction with the Trails Planning Panel (membership below) and with the Hon Mick Murray.

- Shire of Collie Councillors and Staff
- Department of Local Government, Sport and Cultural Industries
- Department of Biodiversity, Conservation and Attractions
- South West Development Commission
- Collie Visitor Centre
- Collie Cycle Club
- Collie Motorcycle Club
- Collie Endurance and Trail Riders Club
- Collie Horse & Pony Club
- Collie Western Riding Club
- Other invited guests as required

Council at the Council Meeting of 10 July 2018 resolved to adopt the draft Strategy for consultation as below.

Motion Number 7856

That Council adopts the Draft Collie River Valley Trail Strategy 2018 – 2021 for consultation with the public.

Statutory and Policy Implications:

N/A

Budget Implications:

The funding of the recommendations of the Strategy will be funded through grant funding, adjustments to normal budgets and staff time. Any additional funding will be the subject of a separate report.

There are a number of grant opportunities that have been identified and applications have been submitted.

Communications Requirements:

The communication engagement has occurred in accordance with the Communication Policy CS1.7

Engagement with the key stakeholders as outlined as 'Partners' within the Draft Collie River Valley Trail Strategy and others as appropriate including state government departments and local organisations has been undertaken during the drafting of this strategy. This includes Councillors and attendees at the Trails Town Forum. The below organisations have provided comprehensive comment. These comments are included in this Strategy.

- Department of Local Government, Sport and
- Bushwalking WA

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- | | |
|--|--|
| Cultural Industries | • Heart Foundation |
| • Department of Biodiversity, Conservation and Attractions | • Department of Transport |
| • Paddle WA | • Western Australian Mountain Bike Association |
| • Friends Off Collie-Darkan Rail Trail | • Shire of West Arthur |
| • Munda Bididi Foundation | • Shire of Dardanup |
| • Collie Cycle Club | • Shire of Murray |
| | • Australian Trail Horse Riders Association |

The above organisations expressed support for the Strategy. Other organisations provided informal feedback which has also been included in the Strategy.

Meetings were also conducted with the Shire of Murray to discuss cooperation between Collie and Dwellingup for marketing, trail related events and to investigate the feasibility of the Hotham Valley Tourist Railway returning to Collie potentially bringing mountain bikers and other trail users between the two trail towns.

Consultation with the public has now been conducted by making the Strategy available online and to read at the Administration Office and Library. Feedback has been collated through a survey available with the Strategy. 346 responses have been received and are summarised at Appendix 3 of the Strategy. 98.9% of responses support the development of high quality trails in accordance with this Strategy.

A series of community meetings/workshops are also being conducted in reference to the development of Collie as a Trails Town as a result of the Trails Town Forum. This provided an avenue for the launch the Strategy and other input.

Strategic Community Plan/Corporate Business Plan Implications:

Strategic Community Plan 2013-2022

Outcome 1.2 Participation in sport, recreation and leisure opportunities

Outcome 1.3 An active and supportive community

Outcome 4.3 A growing tourism industry

WA Trails Blueprint 2017-2021

Relevant Precedents:

N/A

Comment:

The development of trails within the region will bring substantial number of tourists to Collie. This has already been seen in the development of the Wagyl Bididi which has attracted an average of 238 counts per week. Other trails e.g. the Karak Trail experience high volumes of traffic which is indicative of the demand for trails.

The Strategy will provide direction and coordination for the development of trails in the region across agencies. In addition, funding agencies such as Lotterywest require

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documentation on the strategic planning, prioritisation and resourcing of trails allowing more funding to be leveraged.

The Strategy has examined the current provision of trails and services within the region and recommends actions to fill these gaps. This will allow Collie to attract more visitors and improve the enjoyment, health and wellbeing of the local community. The importance of trails in Collie is laid out in Section 3 of the Strategy.

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13.6 Lot 21, 178 Steere Street, Collie – Proposed Outbuilding

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	WA Local Government Act 1995
File Number:	A2716
Appendices:	Yes – Appendix 8 Site Plan and Outbuilding Plan
Voting Requirement	Simple Majority

Report Purpose:

To seek Council approval for an outbuilding with wall heights more than 3.5 metres at Lot 21, #178 Steere Street (Steere Street Deli) Collie as it does not meet the requirements of the Local Planning Policy: Outbuilding Control. The proposed outbuilding is a skillion roof structure with the wall heights ranging from 4.0 metres to 4.629 metres and dimensions of 10 metres by 12 metres.

Officer's Recommendation:

That Council, pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to:

1. *Grant approval to Darcy Buckle for the development of an Outbuilding (Shed) at 178 Steere Collie subject to the following conditions:*
 - a) *At all times, the development the subject of this planning approval must comply with the definition of 'outbuilding' as contained in State Planning Policy 3.1 Residential Design Codes.*
 - b) *All development shall be in accordance with the approved development plans (attached) which form part of this planning approval.*
 - c) *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.*
 - d) *Before the development is occupied, all external surfaces of steel cladding must be painted and/or finished to the satisfaction of the Shire of Collie.*

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Background:

A decision of Council is required for this application as the proposal seeks to vary the permitted wall heights requirements for the 'Residential' zone set out in which are provisions set out in Local Planning Policy: Outbuilding Control. Under clause 5.7.1 a decision of Council is required for a proposal that does not comply with the prescribed standard. The proposed Outbuilding is 120m² in area which is the maximum permissible area allowed under the Local Planning Policy: Outbuilding Control.



Statutory and Policy Implications:

Local Planning Scheme No. 5

The subject lot is zoned Residential with an Additional Use denoted on the LPS map as A8. Lot 21 is detailed in Schedule 2 of the LPS with the additional use of a Local Shop along with a Single Dwelling.

The proposal does not materially contravene the Aims or Objectives of the LPS contained in Clauses 1.6 and 4.2.

Local Planning Policy: Outbuilding Control

The proposal is not consistent with Clause 6.1 which specifies a maximum of wall height on lots zoned Residential. The proposed outbuilding is a skillion roof structure with the wall heights ranging from 4.0 metres to 4.629 metres and a floor area of 120m².

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Clause 6.1 details a maximum wall height of 3.5 metres on lots zoned Residential. The LPP is silent on Residential zoned lots with an additional use right.

Local Planning Policy: Outbuilding Control allows for a 10% discretion in maximum floor area and this additional floor area would cover the existing shed on the lot which is approximately 10m² and is not considered to materially affect the proposal.

Budget Implications:

There are no budget implications for this report.

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:

Unknown for Residential zoned lots with Additional Use rights.

Comment:

Lot 21, #178 Steere Street is 1,075m² and zoned Residential with an additional use of Local Shop. The site is a corner lot and serviced by a rear lane on the eastern boundary. Vehicle access is via Deakin Street to an existing shed and the rear access lane provides access to the shop/residence.

The shed is proposed to be used for storage for goods for the Local Shop and to park the proponent's truck.

The proposed shed will have no impact on adjacent landholders on the eastern boundary as the shed abuts the rear access lane. On the southern boundary the shed height will be 4.0 metres high and setback 3.0 metres from the boundary. There should be minimal if any impact from the proposal on the adjacent neighbour on the southern boundary due to the shed height of 4.0 metres and 3.0 metres setback.

The proponent will be modifying the existing rear access from the laneway to the lot to allow primary vehicular access off Deakin Street. A cross over application will need to be submitted to allow access to be approved by Shire Officers. Shire officers have visited the site several times to provide advice to the proponent on vehicular access, shed siting, retaining and stormwater retention. There is a tree on the lot

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which need to be either lopped or removed to allow the shed to be located in the proposed location.

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13.7 Revenue Options for Showers – Eddie Woods Toilet Facilities

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover – Director Development Services
Accountable Manager:	Andrew Dover - Director Development Services
Legislation	N/A
File Number:	CMG/249
Appendices:	No
Voting Requirement	Absolute 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:

- 1. By ABSOLUTE MAJORITY rescind Motion Number 7931 item 2 resolved at the Council Meeting of 11 September 2018 'That Council install the Vend Access System (quote 4) in the Eddie Woods Toilet Facility; and*
- 2. Install a secure coin operated system in the Eddie Woods Toilet Facility.*
- 3. Staff to review and report back to Council at the next budget process*

Background:

This matter was considered previously at the Council Meeting of 11 September 2018. At this meeting, Council made the following three resolutions:

Motion Number: 7930

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

Motion Number: 7931

That Council;

1: by ABSOLUTE MAJORITY adopt a shower fee of \$4 for a period of 5 minutes for the 2018/19 financial year for the Eddie Woods Toilet Facility;

2: Install the Vend Access System (quote 4) in the Eddie Woods Toilet Facility.

3: staff to review and report back to Council at the next budget process.

Motion Number: 7932

That Council reopen the Eddie Woods Toilet Facility showers with hot water for use until the vending machine is installed.

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Quote 4 – Vend Access Card system (mentioned above)

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

Contrary to the initial advice from the manufacturer of the Vend Access System, this system cannot be used as a payment facility for timed showers. Where this system works with other applications interface with a timer is not required, e.g. carwash, dogwash, laundry, vending machines. This system cannot interact with the timer (or alternative timer) in the Eddie Woods Toilet Facility. This was confirmed by local electricians and electrical engineers as well as the manufacturer. Other credit card systems work on a similar premise and therefore are also unlikely to be compatible.

Statutory and Policy Implications:

Local Government Act 1995

Budget Implications:

The cost of installing a credit card system is similar to the installation cost of a coin operated system, however credit card systems have ongoing costs of \$40-\$45 per month in addition to transaction fees. This equates to 12-13 showers per month to cover this cost before factoring water and electricity costs.

Quote 1

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

Quote 2

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

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Quote 3

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
transaction value fee	2%

Communications Requirements: (Policy No. CS 1.7)
 Nil

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
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Relevant Precedents:

Hot showers are already provided by Council at several Council owned facilities. The Collie Visitor Centre currently charges \$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 also has a free hot shower available to the public at their public toilets.

Comment:

The alternatives to a credit card system are a coin system or a token system. The coin and token units are the same but are configured differently.

Whilst a token system would be a more secure option, tokens will not always be available for purchase. Coin operated systems are a simpler system and are quite robust. The coin system would be emptied regularly, ensuring that only a minimum amount of coins will be kept on the site at any one time. A notice to this effect could be displayed to deter any potential thieves.

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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 9
- 'All Open' at Appendix 10

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

20.1 Australia Day Award Matter

20.2 CEO Review

21. CLOSE