



Shire of  
**Collie**

# AGENDA

for the

# ORDINARY MEETING OF COUNCIL

to be held on

**Tuesday, 10 December 2019**

**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

A connected community that is as rich  
and diverse as its heritage and landscape.

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, 10 December 2019**

in Council Chambers at 87 Throssell Street, Collie WA,



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David Blurton  
Chief Executive Officer

6 December 2019

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### **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.

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# MEETING SCHEDULE

## December 2019 – January 2020

Councillors are reminded of the following meetings. Please note that other meetings may be planned that are not shown here. Councillors are advised to contact the Committee's Presiding Member/Chairperson if in doubt.

<b>Tuesday 10 December 2019</b>	<b>Ordinary Meeting of Council</b> 7.00pm in Council Chambers
<b>Thursday 19 December 2019</b>	<b>Economic Development Advisory Panel</b> 4.00pm in Council Chambers
<b>Thursday 19 December 2019</b>	<b>Bush Fire Advisory Committee</b> 7.30pm 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)SignatureDate

**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.



## INDEX

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1.	OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE .....	1
2.	PUBLIC QUESTION TIME .....	1
3.	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	1
4.	DISCLOSURE OF FINANCIAL INTEREST .....	1
5.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	2
6.	NOTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC.....	2
7.	ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS	2
8.	CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES .....	2
9.	BUSINESS ARISING FROM THE PREVIOUS MINUTES.....	2
10.	RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL.....	2
10.1	Receipt of the Minutes of the Local Emergency Management Advisory Committee .....	2
10.2	Adopt the Recommendations of the Minutes of the Local Emergency Management Advisory Committee .....	3
11.	CEO REPORTS.....	4
11.1	Minninup Pool Tourism Project Update.....	4
11.2	Bunbury Geographe Tourism Partnership (BGTP) – Memorandum of Understanding (MOU) extension.....	9
12.	CORPORATE SERVICES REPORTS .....	12
12.1	Accounts Paid – October 2019 .....	12
12.2	Financial Report – October 2019 .....	14
12.3	Adoption of the Shire of Collie Cemeteries Amendment Local Law 2019 .....	16
12.4	Invitation for Council representation on Collie Health Service Local Health Advisory Group.....	19
12.5	Wi-Fi Project.....	21
13.	DEVELOPMENT SERVICES REPORTS .....	24
14.	TECHNICAL SERVICES REPORTS.....	24
15.	MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN.....	24
16.	QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN ....	27
17.	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION .....	27
18.	ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS.....	27
19.	STATUS REPORT ON COUNCIL RESOLUTIONS.....	27
20.	CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC .....	27
21.	CLOSE.....	27



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

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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, 10 December 2019 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**

Question on Notice from the previous meeting of Council held on 12 November 2019.

Cr Harverson – Page 5 – Eft27100 – Snap Send Solve \$4,988.50 – How well is this application used by the community?

Response: Mr Dover

The usage of Snap Send Solve has been increasing from one per week to approximately one per day. This is without recent advertising as the information provided from the application did not include the photographs and contact details of the person sending the request. Now that the Shire has subscribed to this service this information is provided and advertising will be conducted.

**4. DISCLOSURE OF FINANCIAL INTEREST**

Councillors in attendance at meetings must disclose to the meeting any Agenda items upon which they have a Financial Interest. Section 5.65 of the Local Government Act 1995 requires Councillors to: a) give written notification of a financial Interest before the meeting; or b) at the meeting immediately before the particular matter is discussed (notification can be given verbally).

A Disclosure of Financial Interest Form is attached to this Agenda (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.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

5. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

The early payment of rates incentive draw for the Financial Year 2019/20 will be conducted.

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

Councillors may disclose at this point any matters which they wish to have discussed 'behind closed doors' ie the meeting is closed to members of the public. Section 5.23 of the Local Government Act 1995 applies and the meeting may only go behind closed doors for matters expressly prescribed in the Act - see section of the Act appended immediately after the Disclosure of Financial Interest form.

Any decision (of the meeting) to close the meeting or part of the meeting and the reasons for the decision are to be recorded in the Minutes of the meeting.

- There is one item to be considered at this meeting.

7. **ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS**

8. **CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES**

**Recommendation:**

*That Council confirms the Minutes of the Ordinary Meeting of Council held on 12 November 2019.*

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 Local Emergency Management Advisory Committee**

**Recommendation:**

*That Council receives the minutes of the Local Emergency Management Advisory Committee held on 27 November 2019.*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**10.2 Adopt the Recommendations of the Minutes of the Local Emergency Management Advisory Committee**

**Recommendation:**

*That Council adopts en bloc the recommendations contained within the minutes of the Local Emergency Management Advisory Committee held on 27 November 2019.*

*That Council;*

*10.2.1 1 endorse the Shire of Collie Local Recovery Plan 2019 as presented at attachment 18.1; and*

*2 note the Impact Statement Guide at attachment 18.2.*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**11. CEO REPORTS**

**11.1 Minninup Pool Tourism Project Update**

<b>Reporting Department:</b>	CEO Office
<b>Reporting Officer:</b>	David Blurton / Katya Tripp
<b>Accountable Manager:</b>	David Blurton - CEO
<b>Legislation</b>	WA Local Government Act 1995
<b>File Number:</b>	
<b>Appendices:</b>	Yes – (Previously Distributed)
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

To update the Council on the progress of Minninup Pool tourism project and to seek endorsement to progress to the next stage of the project.

**Officer's Recommendation:**

*That Council;*

- 1. Notes the progress of the Minninup Pool tourism project*
- 2. Receives the Minninup Pool Demand and Prefeasibility Study undertaken by Brighthouse;*
- 3. Supports the campground, eco accommodation and day use areas of the project proceeding to detail design and development of indicative costings;*
- 4. Supports the Minninup Pool Project Management Group undertaking discussions with the commercial sector to gauge interest in developing and operating the campground, eco accommodations and the area known as Kings Park as per the concept plans.*
- 5. Apply to the Minister of Lands to vary the vesting of Reserve 23606, R34343 to include accommodation, tourist uses and power to lease for up to 99 years.*

**Background:**

An election commitment of the current state government included \$500,000 towards the planning of a tourism development in the Minninup Pool area.

The Minninup Pool Project Management Group (PMG) was formed to oversee the project in line with the grant agreement with funds being managed by the Shire of Collie. The group itself comprises representation from South West Development Commission, Shire of Collie, Tourism WA, Local Members officer, Sport and Recreation, Department of Biodiversity and Conservation.

Thus far, the PMG has completed several key studies and milestones as part of stage 1 including;

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

- Flora and fauna survey;
- Feature Survey of site including flood mapping;
- Aboriginal heritage assessment and consultation;
- Consultation with other key stakeholder groups including the general public.

Most recently, consultants (Brighthouse) completed a Demand and Prefeasibility analysis which incorporated community / stakeholder consultation (Appendix Previously Distributed) which is now presented for the consideration of the Council. This also included concept master planning for proposed nature-based campground detailing the most suitable accommodation product mix and detailed financial modelling, market gaps and risks.

At its meeting in November 2019, the PMG accepted the Brighthouse report and resolved to progress to the next stage of the project being;

1. undertake detailed design and costings for the campground and eco-accommodation including headworks costs;
2. Undertake detailed design and costing of the Minnipup Pool day use areas based on the concepts developed and consultation undertaken;

The design process will need to consider constraints which were identified during the site analysis including flood area, bush fire risk, water supply and sewer requirements.

The PMG group also noted that there is opportunity to have informal discussions with developers and accommodation providers to make them aware of the project. The caravan industry association is a good place to start for contacts and possibly information in their newsletter or similar.

The project can be approached in three parts – the detailed design of the day use area and protection of the river and its foreshore, the camping/chalet development and the Kings Park/point area. This allows some independence in achieving on ground results in these different locations whilst still working towards an overall masterplan for the reserve.

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

Grant Income received to date \$300,000

Grant funds expended to date \$169,000

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

A press release to be prepared once endorsed by Council.

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

Councils Corporate Business Plan document identifies;

- 2.1.1 Work with the State Government to invest in Collie's economic future;

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

4.1.4 Support and promote the conservation, interpretation and maintenance of heritage buildings, sites and places of interest.  
Outcome 2.3 A growing tourism industry (see also Goal 1, Outcome 1.4)

**Relevant Precedents:**

N/A

**Comment:**

The Bright house report recommends 5 actions to consider.

1. Campground and Eco-Accommodation – That the PMG proceed to detail design and business case for the development of the proposed campground and eco-accommodation following acceptance by Council of the findings of the report. Detail design will incorporate the investigations and applications necessary to gain approval for the proposed development at the site. The business case will inform applications for funding for the developments and potentially expressions of interest requests for the development and operation of the facility.

**Staff Comment – Supported by PMG**

2. Day visitation and recreation area – A detailed design and feasibility study be commissioned to assess the viability and social and economic benefits of the development of Minninup Pool day-visitation and recreation facilities area and Aboriginal tourism attractions and activities. The feasibility study should also consider the broader social and economic benefits of the overall Minninup Pool development to the town of Collie as the revenue generated from the day visitation area is unlikely to provide an adequate return on investment in purely financial terms.

**Staff Comment – Supported by PMG. Any grant application is likely to require development of a business case to demonstrate benefits to the project. The Minninup Pool day use area including sandy beach is the responsibility of the Council and some existing infrastructure is in poor condition and in need of replacement.**

3. Future Tourism Product Development – Investigate and prioritise the future tourism product identified in this report and other potential game changers for Collie tourism associated with the site. These will include trails development and linkages, additional niche market accommodation product wellness retreat, floating glamping tents and recreation facilities such as a water park.

4. Alliances and Partnerships – Leverage the initiatives of other local government areas in trails development to create opportunities for sharing of knowledge, development experience and markets to create a greater market for trails, generate a higher profile of WA as a trails capital and gain from commercial economies of scale.

**Staff Comment – This work is being undertaken by the committee overseeing the development of Collie Trails**

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

5. Start Small and grow fast, adopting a staged development process  
That each potential project for minninup pool is prioritised and incorporated into a long term master plan. The emphasis is on starting, so the benefits to the community will accrue quicker.

The key findings of the work undertaken by Brighthouse are as follows;

Community Consultation (page 14)

Engagement with the community and stakeholder groups was extensive and involved a public meeting at the Collie Ridge to present the initial concept followed by a feedback period. The findings from this exercise can be summarised as;

- Minninup Pool is a place of exceptional Aboriginal cultural heritage values and any future development at the site should seek to preserve, promote and celebrate those values
- Degradation of Minninup Pool as a result of current misuse is a significant problem and any future development at the site should seek to mitigate such damage as much as possible.
- There is a need to carefully manage environmental impacts at the site.
- There is a need to manage water quality and water levels in the river more broadly
- There is a need to discourage antisocial behaviour at the site
- Upgrades to day visitor facilities are warranted and will be beneficial for all user groups.
- Day visitor facilities should be the first priority for any on ground works.
- There is an urgent need to control vehicle use in the Sandy beach area to prevent environmental degradation and dangerous interaction between vehicles and pedestrians
- The “old hockey grounds” is an appropriate location for a nature-based camping facility because it is set back from the river and day use areas and is a previously disturbed area.
- Increase active management and passive observation at the site will help to curb antisocial behaviour and environmental damage
- The old rowing shed should be utilised as existing infrastructure and a community resource.
- Utilising existing trails network for interpretive cultural walk trails.

Development and Operational Models (page 59)

Brighthouse proposes four different scenarios for the development and operation of the facility at Minninup Pool.

1. The Shire of Collie develop and run the facility.
2. The Shire of Collie develops and engages a third party to manage on its behalf under a management agreement.
3. The Shire of Collie develops and enters a lease agreement with a park

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

operator under agreed terms.

4. The Shire of Collie calls for expressions of interest (then tender) from private developers / park operators to construct and operate under a lease arrangement.

As identified in the report, given the Council's limited resources and the high capital cost and risk involved with the project, option 4 is most likely albeit with government and Council support. However, this represents some challenges in attracting an investor given the PMGs preference for a staged approach. The report also points out that staging will also add to the overall development and operational cost.

A decision on the best management model does not need to be made at this point and staff would advise revisiting this once detailed design and costings are completed as part of the next stage of development.

*Financial Assessment (page 69)*

Brighthouse considers a staged approach to development against a single stage option based on a number of assumptions. Capital costs have been developed by benchmarking similar developments in the region and adjusted for local conditions.

The estimate of capital costs indicates that a 4-stage approach may cost \$9.4m by contrast to a single stage approach totalling \$7.4m. The difference in cost being attributed to construction synergies and converting an initial 16 bush camping sites to powered sites in the future.

It should be noted that this is a high-level financial assessment and ultimately the project will return profitably under either option over time. Brighthouse recommends proceeding under a single stage development (page 74). The report also recommends to proceed with the project as an outcome of the assessment (page 83).

*Summary*

Proceeding to detailed design of the different areas will be important to more accurately assess the cost of development, in particular headworks costs. Staff consider that the project is at a suitable stage to gauge interest in the tourism sector and to raise awareness of the project. These discussions may assist in identifying if there is interest from industry in developing the project in parts or as one stage.

The reserve is currently vested to recreation with the power to lease and staff recommend requesting that the additional uses of accommodation and tourist uses be added to the vesting through the Department of Lands to facilitate the development. Including the option to lease for up to 99 years would also allow the Council some scope to negotiate with potential developers.



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**11.2 Bunbury Geographe Tourism Partnership (BGTP) – Memorandum of Understanding (MOU) extension**

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

**Report Purpose:**

For Council to consider a short-term extension of the BGTP MOU.

**Officer's Recommendation:**

*That Council*

1. *endorses an extension of the Bunbury Geographe Tourism Partnership (BGTP) Memorandum of Understanding from 12 December 2019 to 30 June 2020.*
2. *That subject to item 1, Council notes:*
  - a. *the extension is to allow the completion of a review of the MOU and consideration by all member local governments of their continuing involvement and investment into BGTP by March 2020.*
  - b. *the outcomes of the March 2020 MOU review will be presented to each Council for consideration and confirmation on their position on the BGTP involvement post 30 June 2020.*
  - c. *the financial provision of 30% of the City's (Shire's) annual contribution by invoice from the City of Bunbury, to enable the ongoing engagement of the Tourism Marketing and Development Manager for the extended period of the MOU.*

**Background:**

In 2012 a tourism working group comprising of the Bunbury Geographe Group of Councils, South West Development Commission and Regional Development Australia came together to develop a sub-regional tourism strategy that would complement the Tourism Futures South West plan and the South West Regional Blueprint. As a result of the strategy, a Memorandum of Understanding was developed and entered into in 2016, with this MOU due to conclude on 12 December 2019. A copy of the signed MOU is **attached** at Appendix 1.

The purpose of the MOU is to create a unified approach to the management of tourism development, marketing and infrastructure, continue the relationship with the members

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

and identify and promote key areas of focus including areas:

- Identifying tourism opportunities, priorities and gaps
- Developing a unified tourism brand for the region
- Marketing, governance and product development
- Identifying infrastructure and product priorities.

A meeting was held on 13 November 2019 where members of the Bunbury-Geographe Steering Committee and Bunbury-Geographe Tourism Advisory Working Group, agreed to approach each member Councils for support in extending the current MOU by a further six (6) months to 30 June 2020.

The current MOU is being reviewed by each member Council, and as such, it is requested to seek Council's support to extend the end date of the MOU to 30 June 2020.

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

The Tourism Marketing and Development Manager was employed on 18 April 2017. It was proposed by the member Local governments, to each provide a pro-rata payment being 30% of each member's annual contribution to enable the ongoing engagement of the Tourism Marketing and Development Manager for the extended period of the MOU. This will result in the following contributions:

Boyup Brook	\$600.00
Bunbury	\$47,055.90
Capel	\$3,000.00
Collie	\$1,500.00
Dardanup	\$3,000.00
Donnybrook – Balingup	\$1,500.00
Harvey	\$3,000.00

Council has allocated \$6,000 towards the BGTP in the 2019/20 budget, which includes \$5,000 annual contribution towards the employment of the Manager and \$1000 for targeted promotion or activities.

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

Advice to other BGTP partners.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

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

2.3.2 Support local and regional tourism destination management and marketing initiatives that provide local tourism growth.

**Relevant Precedents:**

N/A

**Comment:**

It is believed that an extension to June 2020 will allow for appropriate consultation on the MOU and structure moving forward. Furthermore, importantly, this would allow partnership funding to align with the financial year.

It is considered that the continuation of the MOU will provide a coordinated approach to the development of tourism and marketing of the region that will see reduced competition between towns and a pooling of resources that will increase reach and effectiveness of tourism marketing campaigns. The governance model proposed will ensure an ongoing commitment to prioritisation, implementation and review.

The MOU has been successfully implemented, and now it is time for a fully-consultative review which has been initiated, to comprehensively review the MOU and structure, it is anticipated that industry and stakeholder consultation will occur in February/March.

This will then allow for a further report to be brought before Council to enable a decision to be made in April 2020 for potential roll out 1 July 2020.

In July 2019, the BGTP hosted a sundowner event at the Bull and Bush Tavern in Boyanup to demonstrate the achievements of the partnership so far and this was attended by several Councillors and staff from the Shire of Collie. The November 2019 project update has been included (Appendix 1) as information for the benefit of elected members.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
 Tuesday, 10 December 2019

---

**12. CORPORATE SERVICES REPORTS**

**12.1 Accounts Paid – October 2019**

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

**Report Purpose:**

To present the accounts paid during the month of October 2019.

**Officer's Recommendation:**

*That Council accepts the Accounts as presented in Appendix 2 being vouchers 3205-3218 & 41668-41681 totalling \$1,863.90 and direct payments totalling \$1,175,526.79 authorised and paid in October 2019.*

**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	2019/20		
	Cheques	Electronic Transfer	Total Payment
<b>July</b>	\$458.65	\$832,384.94	<b>\$832,843.59</b>
<b>August</b>	\$1,629.84	\$1,189,189.01	<b>\$1,190,818.85</b>
<b>September</b>	\$1,863.90	\$985,349.82	<b>\$987,213.72</b>
<b>October</b>	\$10,619.81	\$1,175,526.79	<b>\$1,186,146.60</b>
<b>November</b>			
<b>December</b>			
<b>January</b>			
<b>February</b>			
<b>March</b>			

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

<b>April</b>			
<b>May</b>			
<b>June</b>			

**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.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**12.2 Financial Report – October 2019**

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

**Report Purpose:**

This report provides a summary of the Financial Position for the Shire of Collie for the month ending October 2019.

**Officers Recommendation:**

*That Council accept the Financial Report for October 2019 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 9.

**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

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**Comment:**

The report provided to Council as Appendix 9 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 Income by Program**

1. **Law, order and public safety is under budget by \$49,018 the quarterly LGGS Bushfire Brigade and State Emergency Services grant were not received till November 2019 (\$93,308). The under budget in the LGGS grant accounts are reduced by untidy sites (\$22,620), Community Emergency Services Contribution (\$17,592) and dog registration fees (\$2,490) being over budget.**

**Operating Expenditure by Program**

2. All the programs are under budget as admin allocation, plant allocation and depreciation have not been processed for August 2019, September 2019 and October 2019. These will remain outstanding until the 2018/19 Annual Report has been finalised.

**Operating Income by Nature and Type**

3. Operating grants and subsidies are under budget by \$287,256.25 due to the timing of as the quarterly payment for the Financial Assistance grants.
4. Contribution and reimbursements are \$104,990 over budget due to the heritage upgrade scheme revenue from the verandah improvement of 115 Throssell Street has been received (which was unbudgeted for), workers compensation reimbursement received earlier than expected and the June 2019 Community Emergency Services Contribution from DFES.

**Operating Expenditure by Nature and Type**

5. **Materials and contracts are under budget mainly due to the weed management account (\$13,332), payment pending for the local government elections (\$38,500), organics contracts (\$33,916), library management system (\$5,164), economic development (\$8,206) being under budget.**
6. Utility charges is \$56,870 under budget due to timing of the payments.
7. Depreciation is under budget due to depreciation is yet to be processed for August 2019, September 2019 and October 2019.
8. Insurance expenses is over budget due to the timing of the insurance payments.

**Non-Operating Revenue and Expenditure Nature and Type**

9. Non-operating grants and subsidies are \$126,094 over budget mainly due to the Roads to Recovery Grant was received earlier than expected.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**12.3 Adoption of the Shire of Collie Cemeteries Amendment Local Law 2019**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	Allison Fergie – Director Corporate Services
<b>Legislation</b>	WA Local Government Act 1995
<b>File Number:</b>	LAW/001
<b>Appendices:</b>	Yes – Appendix 4 and 5
<b>Voting Requirement</b>	Absolute Majority

**Report Purpose:**

To present the submission received regarding the Council's proposed *Shire of Collie Cemeteries Amendment Local Law 2019* and for Council to formally adopt the new local law.

**Officer's Recommendation**

*That Council by ABSOLUTE MAJORITY adopts the Shire of Collie Cemeteries Amendment Local Law 2019 as presented in Appendix 4.*

**Background:**

The Council resolved at its meeting on 10 September 2019 the following in relation to the above Local Law:

*8244 – That Council by ABSOLUTE MAJORITY:  
Advertises its intention to make a new local law to be known as the Shire of Collie Cemeteries Amendment Local Law 2019 as presented at Appendix 4 and forwards a copy of the proposed local law to the Department of Local Government;  
2. Notes the purpose of the proposed Shire of Collie Cemeteries Amendment Local Law 2019 is to amend the Shire of Collie Cemeteries Local Law 2019 to provide for the orderly management of the Shire of Collie's public cemetery; and  
3. Notes the effect of the proposed Shire of Collie Cemeteries Amendment Local Law 2019 is to establish a management regime for the public cemetery, establish what is appropriate behaviour within the cemetery and create offences for inappropriate behaviour within the cemetery.*

The Local Law was advertised for comment, and forwarded to the Department of Local Government, Sport and Cultural Industries (DLGSC) for review.

**Statutory and Policy Implications:**

The process required to be used when adopting or amending a local law is set out in s3.12 –3.14 of the Local Government Act 1995 and is extracted below:

**3.12. Procedure for making local laws**

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
- (a) *give State wide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice;*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) *stating the title of the local law;*
  - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
- “making” in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

*[Section 3.12 amended by No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23.]*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**Budget Implications:**

Costs for advertising of the new local law and for publication in the Government Gazette.

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

Statutory advertising as required for amendment of a local law.

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

*Goal 5 Our Business – Good governance through an effective, efficient and sustainable organisation.*

*Outcome 5.1: Good governance and leadership*

*Strategy 5.1.5: Administer local laws and ensure compliance with statutory obligations.*

**Relevant Precedents:**

Council regularly adopts local laws. Most recently, at its meeting held 7 May 2019, Council resolved:

*8128 – That Council by ABSOLUTE MAJORITY adopts the Shire of Collie Cemeteries Local Law 2019 as presented in Appendix 2.*

**Comment:**

Only one submission was received from the Department of Local Government, Sport and Cultural Industries (Appendix 5) suggesting a change to a cross reference and a number of formatting suggestions.

The local law now presented for adoption incorporates all of the changes recommended by the DLGSC.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**12.4 Invitation for Council representation on Collie Health Service Local Health Advisory Group**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	David Blurton – Chief Executive Officer
<b>Legislation</b>	WA Local Government Act 1995
<b>File Number:</b>	
<b>Appendices:</b>	Yes – Appendix 6
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:** To present correspondence received from the District Manager of Collie Hospital, WA Country Health Service South West, inviting Council nominee(s) to sit on the Collie Health Service Local Health Advisory Group.

**Officer's Recommendation:**

*That Council nominate \_\_\_\_\_ as the Council's nominee(s) to the Collie Health Service Local Health Advisory Group.*

**Background:**

Correspondence has been received from the District Manager of the Collie Hospital, WA Country Health Service South West, inviting any interested Councillors to participate in a Collie Health Service Local Health Advisory Group. The correspondence can be found at Appendix 6.

The letter explains that District and Local Health Advisory Councils work closely with the local health service to provide consumer, carer, and community perspective into:

- Health information and publications
- Facilities planning
- Safety & Quality Improvements
- Health programs and policies

The group will be holding a start-up meeting on Tuesday 17 December 2019 to inform members of how the group will work, planning for 2020 and a discussion on the requirements for membership.

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

N/A

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

N/A

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

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

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

Outcome 1.1 Health, education and family support services that are accessible and meet the needs of the community.

- 1.1.1 Continue to advocate for health, education and family support services
- 1.1.6 Promote a high standard of public health.

**Relevant Precedents:**

While this is a new group, there has been a similar hospital advisory group in previous years.

**Comment:**

Representation on a Local Health Advisory Group would allow Council to work with service providers and community members to advocate for and be informed of issues relating to local health service provision.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**12.5 Wi-Fi Project**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	David Blurton – Chief Executive Officer
<b>Legislation</b>	WA Local Government Act 1995
<b>File Number:</b>	
<b>Appendices:</b>	No
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:** For Council to consider the Shire of Collie participation in a regional Wi-Fi project.

**Officer's Recommendation:**

*That Council refer an amount of \$8,687 to the mid-year budget review for the Shire of Collie participation in the Connect Digitally regional Wi-Fi project.*

**Background:**

Last year the Chief Executive Officers from the Bunbury Wellington Group of Councils discussed the proposal to submit an application to the Regional Economic Development Grants Scheme – South West (REDS) for the Connecting Bunbury Geographe project.

The project was to be delivered in the Shires of Capel, Donnybrook-Balingup, Dardanup, Boyup Brook, Harvey and Collie, and the City of Bunbury.

The REDS application was submitted by the City of Bunbury and the project description was:

- The Connecting Bunbury Geographe initiative is made up of three discrete projects, namely:
- Connect with Asia, which will provide tourism information via Mandarin translations on the Bunbury Geographe website, aligning with a strategic pillar in the State Government Strategy for Tourism in Western Australia 2020, Growing Asian Markets.
  - Connect Digitally which proposes installing 35 Wi-Fi access points across the Bunbury Geographe region, addressing the Regional Tourism Strategy, 4.9 Mobile Communications; and
  - Connect Together, an initiative of the Bunbury Geographe Economic Alliance (BGEA) with Bunbury Geographe Tourism Partnership (BGTP) to facilitate networking, collaboration and competitive advantages between tourism and industry businesses.

The Connect Digitally project is the component that would deliver Wi-Fi access points in the Shire of Collie:

The public Wi-Fi access will be achieved by locating 35 Wi-Fi access points throughout the Bunbury Geographe region, in Council owned public spaces within each municipality that already has internal IT infrastructure with internet access. Some sites may require an upgrade of firewalls to provide adequate cyber security.

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
 Tuesday, 10 December 2019

---

The installation of these free Wi-Fi access points will benefit both Asian and other visitors to the area in an age where instant uploading to social media of photos and narrative about travel experiences is the norm. Visitors will also be able to access their email, related tourism information and location maps, information about nearby businesses and have access to general information and search engines.

The local businesses will also benefit from an increased online presence to visitors and travellers, and the region as a whole will be the beneficiary of increased promotion of tourism assets and experiences.

Free WiFi will also enable connection to smart services, improving services such as bin delivery and emptying.

The grant provides for:

Project Item	REDs grant funding	Individual Council Funding	Total
35 Wi-Fi Access Points	\$12,810 (\$366 per access point)	\$26,040 (\$744 per access point)	\$38,850 (\$1,110 per access point)
6 Firewalls	\$20,000 (approx. \$3,333 each firewall)	\$16,000 (approx. \$2,667 each firewall)	\$36,000 (approx. \$6,000 each firewall)

On a shared basis between 7 Councils this means at least 5 access points and 1 firewall per Council.

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

Costs to the Shire of Collie for its participation in the Connect Digitally project would be:

- In-kind set up costs – project management of the purchasing, installation and configuration of the access points and firewalls (estimated at \$2,300 per Council)
- \$744 per access point and \$2,667 for a firewall.
- Ongoing monitoring and maintenance of the WiFi access points – not costed.
- an ongoing operational cost for \$125 per year associated with each WiFi access point, plus a five-year replacement program.

If the Shire were to commit to 5 access points and 1 firewall the cost would be \$6,387 plus ongoing monitoring and maintenance (contract cost), \$625 per year operational cost and then a five-year replacement cost.

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

N/A

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

*Goal 2 Our Economy: A strong diversified economic base driven by a range of business and employment opportunities*

Outcome 2.3 A growing tourism industry

Strategy 2.3.3 Support local and regional tourism destination management and

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

marketing initiatives that provide local tourism growth.

**Relevant Precedents:**

Nil.

**Comment:**

While in-principal support was given for Shire of Collie participation in the REDS grant funded project Connect Digitally, the costs for individual Shires was not clear at the time the grant application was discussed.

Council already funds three free public WiFi connections installed as part of the SuperTowns program - one at the Collie Skate Park and two at Central Park – for a total cost of \$2,490 per year. In addition, free WiFi is available at the Collie Public Library.

As the service already exists in the Collie CBD, Council may wish to consider the following alternative motion:

*Alternative Recommendation:*

*That Council advise the City of Bunbury that it does not wish to participate in the Connect Digitally component of the Connection Bunbury Geographe initiative.*

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**13. DEVELOPMENT SERVICES REPORTS**

Nil

**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.

**NOTICE OF MOTION - 1**

Moved: Cr Faries

*That Council by Absolute Majority:-*

- 1. In accordance with provisions of Section 5.8 of the Local Government Act 1995 establishes a Community Safety & Wellbeing Committee;*
- 2. In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors, employees and other persons; and*
- 3. In accordance with provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its Members:*

*Councillors (names to be stated)*

*The Director Corporate Services*

*The Community Development Officer*

*Representatives from education, the police, health and family support services that are active in Collie, and other relevant stakeholders.*

The focus of the Education Advisory Committee has changed in recent times, with school principals saying that the best support that Council could provide lay with projects that address issues such as youth mental health, family support services, and youth diversionary and engagement activities. Council involvement in projects aimed at supporting families and children so that they are best equipped to achieve good educational outcomes are valued by the community and stakeholders. Letter of support attached from one concerned Principal.

These issues have a lot of common ground with the former Community Safety and Crime Prevention Committee which is the steering committee for the Collie Local Drug Action Team grant expenditure, and issues that affect families such as domestic violence, alcohol and mental health. The Collie Suicide Prevention Network is another activity that would be relevant to both of the former Committees.

There has been considerable negative feedback from former members of both the Community Safety and Crime Prevention and Education Advisory Committees



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

following the Council decision that did not include the formation of a Community Safety and Wellbeing Committee following the 2019 local government elections.

This motion is to form a new committee to be known as the Community Safety and Wellbeing Committee that can work with school principals, the police, family support services and agencies working with children and teenagers to provide a coordinated approach to dealing with the issues that are facing our community. Other relevant stakeholders would be persons such as Safety House and Justice of the Peace representatives as well as members of the community that have an interest regarding the safety and wellbeing of our community. The Terms of Reference for the Committee would be adapted from those for the former Education Advisory and Community Safety and Crime Prevention Committees.

Having a direct line of contact with the above representatives through this committee will give Council a much closer insight into issues our community faces, while working directly with the relevant agencies will give us, as a Council, much better leverage to apply for grant funding to address the issues as a matter of priority. (Appendix 7)

SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

**NOTICE OF MOTION - 2**

Moved Cr Faries

*Council investigate the costs to put down foundations to place the log pictured at the timber park to enhance the parks Jarrah display.*

**Background**

A local ratepayer has been overseas and was impressed with the display that was presented showcasing the local timber in that region. Photo attached.

The Jarrah tree shown is sitting on a Road Reserve within our shire and he has asked that Council consider moving this to the timber park to enhance the area and to showcase the local Jarrah tree as it is unique to Western Australia.

The area would enhance photo opportunities with the tree as the feature.

I have been in touch with local contractors who are happy to donate machinery to move, clean (pressure wash and sand blast) and setup the tree if foundations are provided.



SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 10 December 2019

---

16. **QUESTIONS BY 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 OR BY DECISION**
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 8
  - 'All Open' at Appendix 9
20. **CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**
- 20.1 Lease of Caravan Park
21. **CLOSE**