



Shire of
Collie

AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 14 July 2020

**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 **6:00pm**

will be held on

Tuesday, 14 July 2020

in Council Chambers at 87 Throssell Street, Collie WA,



David Blurton
Chief Executive Officer

10 July 2020

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

July 2020 – August 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.

Tuesday 14 July 2020

Ordinary Meeting of Council

7.00pm in Council Chambers

Wednesday 29 July 2020

Community Safety Access and Wellbeing

2.00pm in Council Chambers

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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Tuesday, 14 July 2020

Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 14 July 2020 commencing at 6:00pm.

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

Questions taken on notice from the previous meeting:

- Public Open Place Strategy payment – What is Councils budget?

Mr Dover response – The Council’s budget for this project is \$20,000 ex gst.

- Leasing of a Computer for the Apprentice Mechanic - \$1,500 – Why are we leasing a computer for the Apprentice Mechanic.

Mr Lowcock response - that an operational need was identified by management to allow access to a computer for the Apprentice Mechanic to enable the staff member to complete relevant tasks.

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.

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5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Members of the public invited by the Chairperson may address the meeting after Standing Orders have been suspended.

- Collie River Valley Marketing Inc to present to Council.

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

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

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

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on 23 June 2020.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Only items that have been deferred from a previous Ordinary Council Meeting for either further consideration by Councillors or for additional background information may be dealt with under this item. Details of Business Arising items will always be listed on the Agenda.

10. RECEIPT OF MINUTES OF COMMITTEE MEETINGS HELD SINCE THE PREVIOUS MEETING OF COUNCIL

10.1 Receipt of the Minutes of the Community Safety and Wellbeing Committee

Recommendation:

That Council receives the minutes of the Community Safety and Wellbeing Committee held on 25 June 2020.

10.2 Receipt of the Minutes of the Policy Review Committee

Recommendation:

That Council receives the minutes of the Policy Review Committee held on 6 July 2020.

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10.3 Adopt the Recommendations of the Minutes of the Policy Review Committee

Recommendation:

That Council adopts en bloc the recommendations contained within the minutes of the Policy Review Committee held on 6 July 2020.

That Council

10.3.1 1. *Adopt the following revised policies as presented at Appendix 2 with modifications identified by deleting text with strikethrough and including underlined text:-*

CS 3.1 Self-Supporting Loan

CS3.2 Conference & Training

CS3.6 Email and Internet Policy

CS 3.7 Payment of Creditors

CS 3.8 Investment Policy

CS 3.9 Capitalisation of Road Works

CS 3.10 Long Service Leave Accruals

CS 3.11 Leave Entitlement Reserve

CS 3.12 Borrowing Policy

CS 3.13 End of Year Surplus

CS 3.16 Rating Policy

CS 3.17 Review of Fees & Charges

CS 3.19 Credit Card

CS 3.20 Petty Cash

2. Delete CS2.7 Tenders, Quotations & Price Preference Policy and replace with CS3.24 Purchasing Policy

3. Set a review date for the above policies as July 2023.

10.3.2 1. *Adopt the following new policy*

CS4.6 Welcome to Country; and

2. Set a review date for the policy as July 2023.

10.3.3 1. *Replace the policy CS4.3 CCTV found at Appendix 4 with the policy CS4.3 CCTV Network as presented at Appendix 5; and*

2. Set a review date for the policy as July 2023

11. CEO REPORTS

Nil

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12. CORPORATE SERVICES REPORTS

12.1 Elected Members Remuneration Review

Reporting Department:	Corporate Services
Reporting Officer:	Hasreen Mandry – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation:	Local Government Act 1995 & Section 7A/7B of the Salaries and Allowances Act 1975
File Number:	FIN/005
Appendices:	Yes – Appendix 1
Voting Requirement	Absolute Majority

Report Purpose:

To provide Elected Members with an appropriate level of remuneration.

Officer's Recommendation

That Council by ABSOLUTE MAJORITY adopt the following

- 1. To adopt the 2019/20 and 2020/21 annual attendance fees at \$7,688 (minimum of Band 3) per annum*
- 2. To receive the elected members remuneration review report and for the recommendations in the report to be discussed in a workshop prior the 2021/22 budget process.*

Background:

In April 2019 and April 2020, the Western Australia Salaries and Allowance Act 1975 Section 7A and 7B on Local Government Chief Executive Officers and Elected Members was reviewed.

The determination from the review is as per below:

- 1) Schedule 1: Local Government Band Allocation
Page 29 of the review determined Shire of Collie as a Band 3 Local Government
- 2) Section 6.4 Annual Attendance in lieu of council meeting, committee meeting and prescribed meeting attendances

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Band	Minimum	Maximum (other than mayor/president)	Maximum (mayor/president)
3	\$7,688	\$16,367	\$25,342

- 3) Section 9.2 Annual Allowances in lieu of reimbursements of information and communication technology

Minimum	Maximum
\$500	\$3,500

The current (2019/20) annual allowance for ICT is \$600

- 4) Section 7.2 Annual Allowance for a Mayor, President or Chair

Band	Minimum	Maximum
3	\$1,025	\$36,957

The current (2019/20) annual allowance for the Shire President is \$4,000

- 5) Section 7.3 Annual Allowance for a Deputy Mayor, Deputy Shire President or Deputy Chair

The percentage determined in section 5.98A(1) of the Local government Act is 25%. The current (2019/20) annual allowance for the Deputy Shire President is \$1,000

Statutory and Policy Implications:

Local Government Act 1995 Section 5.99 & Section 7A/7B of the Salaries and Allowances Act 1975

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

* Absolute majority required.

Budget Implications:

Increase of \$1,672 or 0.02% of proposed 2020/21 budget.

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Communications Requirements: (Policy No. CS 1.7)

Nil

Strategic Plan Implications:

Goal 5: Our Business - Good governance and an effective, efficient and sustainable organisation

Outcome 5.3: Financial Sustainability and Accountability

- Strategy 5.3.4: Ensure a rating system is in place which is transparent and promotes equity, timeliness, affordability and comparability.
- Strategy 5.3.5: Provide corporate financial services that support the Shire's operations and meet planning, reporting and accountability requirements.

Comment:

The 2019/20 and 2020/21 annual attendance fees of \$7,688 (minimum of Band 3) propose takes into consideration the rates freeze, budget deficit and employment cost freeze for 2020/21.

The recommendations for 2021/22 onwards, take into consideration the number of elected members, average of individual allowances and percentage of total elected member allowance against rates raised. Appendix 1 details the full review.

Below is a summary of the percentage each Shire pays in relation to the minimum permitted allowance. Note, a percentage of 100% is the minimum, for example 164% means that its 64% over the minimum.

Local Government	Number of Councillors	Annual Attendance Fees	Annual ICT Allowance	Annual Shire President Allowance
Collie	11	99%	120%	390%
Dardanup	9	164%	499%	2915%
Donnybrook	9	105%	201%	976%
Bridgetown	9	108%	392%	829%
Capel	9	138%	451%	1857%
Dalwallinu	7	70%	0%	775%
Dandaragan	9	185%	700%	2412%
Denmark	9	131%	482%	1084%
Halls Creek	7	123%	656%	920%
York	7	188%	400%	1634%
Yilgarn	7	48%	542%	780%
Waroona	8	120%	946%	270%
Toodyay	9	182%	264%	2038%

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Ravensthorpe	7	181%	217%	1268%
Plantagenet	9	114%	428%	778%
Laverton	7	136%	0%	1787%
Northampton	9	33%	100%	1171%
Narrogin	9	127%	124%	2293%
Merredin	9	108%	115%	1356%
Meekatharra	7	62%	0%	1805%
Leonora	7	65%	700%	1631%
Kojonup	8	169%	626%	2677%
Katanning	9	116%	196%	1951%
Irwin	8	94%	90%	976%
Gingin	9	114%	404%	1561%
Exmouth	6	164%	105%	866%
Chittering	7	No information available in the 2018/19 annual report		
Christmas Island	9			
Coolgardie	7	226%	698%	2766%
Average		125%	325%	1498%

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12.2 2020/21 Draft Budget and Items for Consideration

Reporting Department:	Corporate Services
Reporting Officer:	Hasreen Mandry – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Appendices	Yes – Separate Document
File Number:	
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider the 2020/21 Draft Budget.

Officer's Recommendation:

That Council endorses the 2020/21 Draft Budget as presented with the following adjustments;

Background:

All Elected Members were provided with the opportunity to attend budget workshops to provide an outline of the draft budget document, answer questions, and provide clarifications. Elected Members were provided the opportunity to raise/identify issues they felt warranted further detailed discussion or debate at the Budget Meeting.

Statutory and Policy Implications:

WA Local Government Act 1995

Budget Implications:

The projects which are listed in the items for consideration can be funded from a range of sources including;

- General Revenue, every additional (\$60,853) of expenditure equates to a one percentage rise in required rates revenue.
- Reserve Accounts
- By removing other items from the provided budget.
- By looking at possible operational/capital budget saving options

Communications Requirements: (Policy No. CS 1.7)

Media Release

Strategic Plan Implications:

Goal 5: Our Business - Good governance and an effective, efficient and sustainable organisation

Outcome 5.3: Financial Sustainability and Accountability

- Strategy 5.3.4: Ensure a rating system is in place which is transparent and promotes equity, timeliness, affordability and comparability.

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- Strategy 5.3.5: Provide corporate financial services that support the Shires operations and meet planning, reporting and accountability requirements.

Relevant Precedents:

N/A

Comment:

Elected Members have been provided this information as a separate document.

For the benefit of Councillors, staff will have a "live update" up on the screen on the night so Council can track the impact on rates increases as decisions are made.

- Previous Years Rates
Council has in previous years taken a responsible approach to increasing rates. The table below illustrates the Council's position over the last 5 years.

Year	2015/16	2016/17	2017/18	2018/19	2019/20
% Rates Increase	4.26%	3.86%	2.00%	2.482%	1.55%

- The draft budget which has been provided to Councillors previously, includes some commentary on key changes from the previous years budget as well as savings identified and some challenges moving forward.

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12.3 Tender 02/2020 – Detailed design documentation for an Indoor Warm Water Program Pool Facility

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation	Local Government Act 1995 – Section 3.57 Local Government Function (Function & General) Regulations 1996
File Number:	CMG/268
Appendices:	Yes – Appendix 2
Voting Requirement	Simple Majority

Report Purpose:

For Council to award Tender 02/2020 – Detailed design documentation for an Indoor Warm Water Program Pool facility at the Collie Mineworkers Memorial Swimming Pool.

Officer's Recommendation:

That Council;

- 1. Receive the tenders submitted by Dynamic Aquatics Australia (T/A Dynamic Pools Australia Pty Ltd), H+H Architects; APOD Pty Ltd (T/A Donovan Payne Architects) and Hodge Collard Preston Pty Ltd (T/A Hodge Collard Preston Architects); and*
- 2. Award the tender to APOD Pty Ltd (T/A Donovan Payne Architects) for the Detailed design documentation for an Indoor Warm Water Program Pool Facility in the amount of \$104,400 Excl GST.*

Background

In 2018 Council received an amount of \$150,000 from the State election commitment of \$2million for an indoor heated pool for the undertaking of an Indoor Heated Swimming Pool Needs Assessment & Feasibility Study (Feasibility Study) for an indoor, heated swimming facility 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.

After consideration of options over a period of time, Council resolved on 21 April 2020:

*8421 – That Council request the election commitment be allocated as follows;
a) the construction of an indoor warm water program pool as described at Option 2 or similar of the feasibility study,*

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b) the addition of an office and storage space for the Collie Swimming Club on the eastern side (adjacent to the service yard) provided that the cost is fully covered by the available funds from the balance of the election commitment.

In June 2020 a funding agreement for the balance of the election commitment was executed, and Tender 02/2020 - Detailed design documentation for an Indoor Warm Water Program Pool facility was advertised.

When the tenders closed on Friday 26 June 2020, submissions were received from four (4) companies:

- | | |
|--|---|
| 1) Dynamic Aquatics Australia
(T/A Dynamic Pools Australia Pty Ltd) | 13/20 Sustainable Ave
Bibra Lake WA 6163 |
| 2) H+H Architects | Suite 7, 83-89 Victoria Street
Bunbury WA 6230 |
| 3) APOD Pty Ltd
(T/A Donovan Payne Architects) | 3/592 Stirling Highway
Mosman Park WA 6012 |
| 4) Hodge Collard Preston Pty Ltd
(T/A Hodge Collard Preston Architects) | Level 3, 38 Richardson Street
West Perth WA 6005 |

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 \$250,000 unless related to an emergency or the WALGA preferred option is selected. However, Council has adopted its own policy to tender works valued at more than \$100,000.

Budget Implications:

The balance of the election commitment available for the design and then construction of the indoor warm water pool is \$1.93million comprising a new funding agreement of \$1.85million and an amount of \$84,375 remaining from the previous payment of \$150,000 for the feasibility study.

Communications Requirements: (Policy No. CS 1.7)

Staff will notify the tenderers of the outcome of the process as per the recommendation which is adopted by Council.

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 awarded tenders for refurbishment of the Collie Mineworkers Memorial Swimming Pool and for the installation of new heat pumps at the pool

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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. Qualitative criteria were evaluated using a WALGA Evaluation Rating Scale (Appendix 2) with scores being awarded for each selection criteria. Each criterion is weighted to reflect its relative importance and then weighted scores are summed to yield the total score.

The Tenders were evaluated by a panel consisting of the Director of Corporate Services, the Chief Executive Officer and the Manager of Building Services.

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

Criteria	Weighting	Dynamic Pools Australia	H+H Architects	Donovan Payne Architects	Hodge Collard Preston
Quoted Price		\$204,450	\$112,030	\$104,400	\$98,900
Price	65%	30.3	60.7	63.2	65.0
Demonstrated Experience	20%	13.3	13.7	19.0	16.0
Demonstrated Understanding	10%	5.3	8.3	9.3	9.0
Skills & Experience of Key Personnel	5%	3.2	3.8	5.0	4.7
Total Score	100%	52	87	97	95
RANK	-	4	3	1	2

The tenderer which demonstrated the best understanding of the project, relevant experience, skills and experience of key personnel value is Donovan Payne Architects. This company was involved in the feasibility study undertaken in 2018, including the development of the concept plans, and has demonstrated excellent experience.

The timeline for the project is to have the detailed design documentation and estimation of costs completed by mid-October, and the construction tender awarded at the December meeting of Council.

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13. DEVELOPMENT SERVICES REPORTS

13.1 Throssell Street Facade Upgrade Commencement

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover – Director Development Services
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	WA Local Government Act 1995
File Number:	N/A
Appendices:	No
Voting Requirement	Simple Majority

Report Purpose:

To progress the Throssell Street Facade Upgrade project in a timely manner.

Officer's Recommendation:

That Council:

- 1) welcomes the Throssell Street Facade Upgrade funding from the State;*
- 2) notes that the project comprises funding towards the upgrade of facades on 89-123, 135 and 143 Throssell Street, Collie on a 90/10 basis, with 10% contribution by the owner(s);*
- 3) waives all Council fees associated with this project;*
- 4) provides traffic management for the project from internal resources;*
- 5) authorises the Chief Executive Officer to enter into heritage agreements and payment arrangements with respective owners. If there is a default or an amount is unpaid, this will become a charge against the land;*
- 6) increases the Purchase Value Threshold for the requirement of tenders from \$100,000 to \$250,000 for this project only; and*
- 7) requires any expenditure over \$100,000 to be reported to Council at the first opportunity.*

Background:

The Shire has had recent success with its Heritage Incentive Grant Scheme, particularly the reconstruction of the verandah at 117 Throssell Street and the balcony at 115 Throssell Street. This success has provided inspiration for the State Government to provide funding of \$1,100,000, matched with owner's contribution of \$100,000 toward a broader streetscape program of 'Town Beautification' at the entrance to Collie.

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The funding documentation states the objectives and rationale for this project as:

Throssell Street is the main entry path to town. Many buildings have potential heritage appeal but are in a state of disrepair (see Attachment 1). The street has many elements that cater to tourists but currently there is very little visually or practically that encourages visitors to stop and engage with the town. Upgrading the facades at the entry point to Collie would benefit existing businesses, and would also improve the first impression of Collie. Improving the streetscape will also make the town more attractive to tourism-centred businesses to potentially occupy the historic buildings along the main entry to town and close to the visitor centre.

'Attachment 1' mentioned above is the below image:



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The State has defined the scope of this project in line with the objectives and rational for the project above as the below historic streetscape. The following buildings are named particularly in the funding documentation:

- 89-123 Throssell Street (the block from Colliefields to what was previously Spry's butchers;
- 135 Throssell Street (Henderson Hardware); and
- 143 Throssell Street (Gull Petrol Station).



The project has an extremely short timeframe for completion with the funding documentation stating the project should be completed by 31 December 2020. Staff will investigate an extension, but are working to this date in the interim.

Statutory and Policy Implications:

CS3.24 *Purchasing Policy*

Purchase Value Threshold (ex GST)	Purchasing Practice
<i>Up to \$500 (ex GST)</i>	<i>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</i>
<i>From \$501 up to \$5,000 (ex GST)</i>	<i>Obtain at least two (2) written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</i>

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<p><i>From \$5,001 and up to \$20,000 (ex GST)</i></p>	<p><i>Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</i></p> <p><i>The purchasing decision is to be based upon assessment of the suppliers response to:</i></p> <ul style="list-style-type: none"> • <i>a brief outline of the specified requirement for the goods; services or works required; and</i> • <i>Value for Money criteria, not necessarily the lowest price.</i> <p><i>The purchasing decision is to be evidenced.</i></p>
<p><i>From \$20,001 and up to \$50,000 (ex GST)</i></p>	<p><i>Seek at least three (3) written quotations from suitable suppliers through an advertisement of Council's website.</i></p> <p><i>The purchasing decision is to be based upon assessment of the suppliers' responses to and accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</i></p> <ul style="list-style-type: none"> • <i>a brief outline of the specified requirement for the goods; services or works required; and</i> • <i>Value for Money criteria, not necessarily the lowest quote.</i> <p><i>The purchasing decision is to be evidenced.</i></p>
<p><i>From \$50,001 and up to \$100,000 (ex GST)</i></p>	<p><i>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation (RFQ) in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</i></p> <p><i>The purchasing decision is to be based upon assessment of the suppliers response to:</i></p> <ul style="list-style-type: none"> • <i>a detailed written specification for the goods, services or works required; and</i> • <i>pre-determined selection criteria that assesses all best and sustainable value considerations.</i> <p><i>The procurement decision is to be evidenced.</i></p>
<p><i>Over \$100,001 (ex GST)</i></p>	<p>Public Tender <i>undertaken in accordance with the Local Government Act1995 and relevant Council Policy and procedures.</i></p> <p><i>The Public Tender purchasing decision is to be based on the suppliers response to:</i></p> <ul style="list-style-type: none"> • <i>A detailed specification; and</i> • <i>Pre-determined selection criteria that assess all best and sustainable value considerations.</i> <p><i>The purchasing decision is to be evidenced.</i></p>

It is anticipated that there will be 5 or 6 components within this project which each would be between \$100,001 and \$250,000. Each of these would meet the threshold for a tender under the above policy. It is of note that the threshold under the Local Government legislation is currently \$250,000.

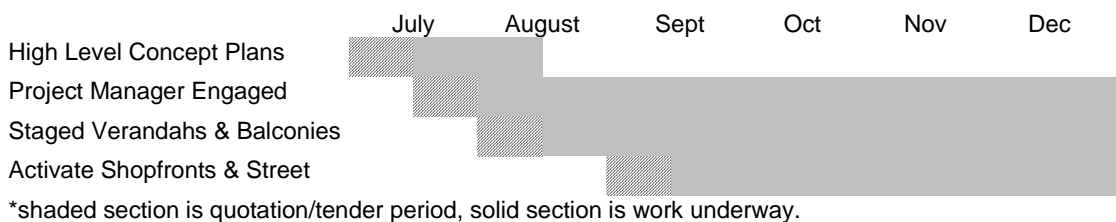
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The tender process is lengthy and time consuming both for the Shire and tenderers. If tenders were required as per the policy, it is unlikely that the project completion timeframe could be met. To reduce this red tape for both the Shire and contractors, it is recommended that for quotations Purchase Value Threshold under this policy is increased for this project only to \$250,000 in line with current legislation subject to the following:

- Formal Requests for Quotation to be advertised through local public notice (including Shire Website, and Collie Hub);
- Quotes to be sought from a minimum of three (3) suppliers where possible with evidence of quotations sought and received; and
- The expenditure is to be reported to Council at the first opportunity.

The first two dot points above are in line with the current \$50,000 to \$100,001 Purchase Value Threshold. All other requirements of this policy including the local purchasing provisions would remain in place.

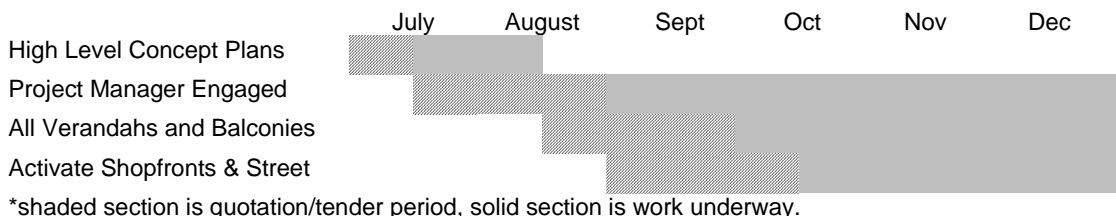
Please see below the indicative timeline if the Purchase Value Threshold is raised.



The quotation process:

- Allows for the verandahs and balconies to be broken up in various packages which would be suitable for local builders;
- Would be easier for local builders to respond to a Request for Quotation rather than a Request for Tender as this is significantly more detailed and involved; and
- Would be commenced earlier as design is completed for each verandah/balcony.

Please see below the indicative timeline if the Purchase Value Threshold not raised.



The tendering process takes approximately 6 weeks which would only allow 3½ months for construction.

Staff have discussed the implications for tender under the local government act and functions and general regulations with WALGA staff, in particular regulation 12 Anti

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Avoidance for proceeding to tender. WALGA staff support the position of staff as recommended

Budget Implications:

The total project is estimated to cost approximately \$1,200,000 with the State Government funding \$1,100,000 and the remaining \$100,000 funded through 10% owner's contributions. The owner's contributions are to ensure that the owners have 'buy in' to the project. Experience of a similar project on Burt Street, Boulder has demonstrated the necessity of this step as funding 100% of the project created an expectation that the Shire would maintain the facades after the completion of the project. This is despite the owners and the Shire a signing maintenance agreement contract which detailed the owner's responsibility in this regard.

Owners contributions can be paid upon receipt of an invoice or enter into a payment arrangement with the Shire. It is estimated that most of the contributions would be in the region of \$5,000-\$10,000.

The 10% owner's contributions of \$1,100,000 totals \$110,000. Should any owner claim financial hardship as a reason for not contributing to the scheme then flexible payment arrangements can be negotiated with the CEO or reported to Council as part of the process for further consideration.

It is recommended that Shire provide traffic management within current capacity from existing allocations. This includes provision and installation of fencing and signage. In addition, it is recommended that all Council fees associated with the project are waived. This is in line with the previous facade upgrade projects undertaken.

Communications Requirements: (Policy No. CS 1.7)

Information regarding project has been embargoed up until 28 June 2020. As a result, no communications or consultation has been undertaken to date. Engagement with the landowners and the general community will be conducted by the Project Manager (to be appointed). This will involved extensive face to face engagement as well as presentation at the Townscape Forum.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 2: Our Economy

Outcome 2.2 A strong business and services sector

Strategy 2.2.2 Work with the Collie Chamber of Commerce and Industry to promote improved retail facilities and encourage local shopping

Goal 4: Our Built Environment

Outcome 4.1 Appropriate land use, development and heritage conservation

Strategy 4.1.3 Identify urban renewal opportunities

Strategy 4.1.4 Support and promote the conservation and maintenance of heritage buildings, sites and places of interest

Outcome 4.2 Attractive townscapes and streetscapes

Strategy 4.2.1 Manage and maintain infrastructure in the Central Business District and support vibrant services and retail shopping

Strategy 4.2.3 Upgrade and maintain the approaches to Collie

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Relevant Precedents:

The project is based on the Shire's upgrades of 115 and 117 Throssell Street.

On 18 June 2019, Council made the following resolution with regard 115 (Golden Eagle) Throssell Street:

Motion # 8169

That Council:

- 1) reconstructs a balcony and verandah at 115 Throssell Street, Collie in general accordance with the original structure;*
- 2) in accordance with policy DS4.4, allocate an amount of up to \$10,000 excluding GST from the Shire of Collie Heritage Incentive Scheme from the 2019-2020 budget to this project on a 50/50 basis;*
- 3) waive all Council fees; and*
- 4) authorise the Chief Executive Officer to enter into agreements with current and previous owners of 115 Throssell Street, Collie.*

On 10 July 2018, Council made the following resolution with regard 117 (Pak IT) Throssell Street:

Motion # 7855

That Council:

- 1) reconstructs a bull nose verandah at 117 Throssell Street, Collie in general accordance with the original structure;*
- 2) in accordance with policy DS4.4, allocate an amount of up to \$7,500 excluding GST from the Shire of Collie Heritage Incentive Scheme from the unspent 2017-2018 budget to this project on a 50/50 basis;*
- 3) waive all Council fees and pay all design costs associated with this project; and*
- 4) authorise the Chief Executive Officer to enter into a payment agreement with Pak-It Computers for the repayment of the remaining amount to the Shire over a 3 year period. If there is a default or an amount is unpaid, this will become a charge against the land.*

In addition to the above examples in the Shire of Collie, this project is also based on a similar project at Burt Street, Boulder (example below).



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Comment:

The Throssell Street Facade Upgrade project will be a great improvement to the streetscape and will improve the amenity of the street and the overall impression of the town for both locals and visitors.

It is envisaged that the project is completed in following overlapping stages:

1. High Level Concept Plans
2. Engagement of Project Manager
3. Progressive approval and construction of verandahs and balconies
4. Evaluate and construct remaining works, particularly the activation of the shopfronts and street (following Council item)

A Request for Quotation for 'High Level Concept Plans' have been requested from qualified Heritage Architects and several quotations have been received. This is to:

- Interpret the historic shopfront facades and streetscape, including features such as balconies and verandahs with consideration to their original appearance; and
- Activate the shopfronts and street through the integration of the two.



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The next stage of the project, is the engagement of the project manager. This is completely funded through the project. Once engaged, the project manager will:

- Continual engagement with the community, owners and tenants;
- Work with the heritage architects to ensure that the above engagement is incorporated in the concept plan;
- Work with owners for the development of heritage agreements and payment of owner's contributions;
- Obtain all relevant approvals;
- Construct historical verandahs and balconies on two storey buildings as a priority;
- Evaluate and construct remaining works detailed in the concept plan on a value for money basis and present an item to Council;
- Provide opportunity for owners or tenants to fund additional work in accordance with the concept plan;
- Procure and manage contractors and the quality of their work;
- Ensure compliance with the Shire's Tenders, Quotations & Price Preference Policy, Occupational Safety and Health Procedures and other policies; and
- Ensure value for money and the timeliness of the project.

The State government is actively encouraging Councils to bring forward projects to stimulate local economies and reduce red tape in response the Covid19 pandemic and the staff recommendations align with position.

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13.2 Application for Development Approval - 24 Morrison Way, Frontline Fire & Rescue Industry - Light & Warehouse

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Planning and Development Act 2005
File Number:	A5651
Appendices:	Yes – Appendix 3
Voting Requirement	Simple Majority

Report Purpose: To seek Development Approval for an Industry-Light and Warehouse at 24 Morrison Way that will vary Development Requirements for the rear setback in the Light and Service Industry zone.

Officer's Recommendation:

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

1. *Grant approval to Gavin Donne, 38 Parkinson Place Hillarys for the development of an Industry-Light and Warehouse at 24 Morrison Way Collie subject to the following conditions:*
 - a) *All development shall be in accordance with the approved development plans (attached) which form part of this planning approval.*
 - b) *This planning approval will expire if the approved development has not substantially commenced within two (2) years from the date of issue of the approval, or, within any extended period of time for which the Shire of Collie has granted prior written consent.*
 - c) *Prior to use/and or development of the hereby approved development, landscaping Plan shall be submitted to the Shire of Collie for approval and the approved Landscaping Plan shall be implemented to the satisfaction of the Shire of Collie.*

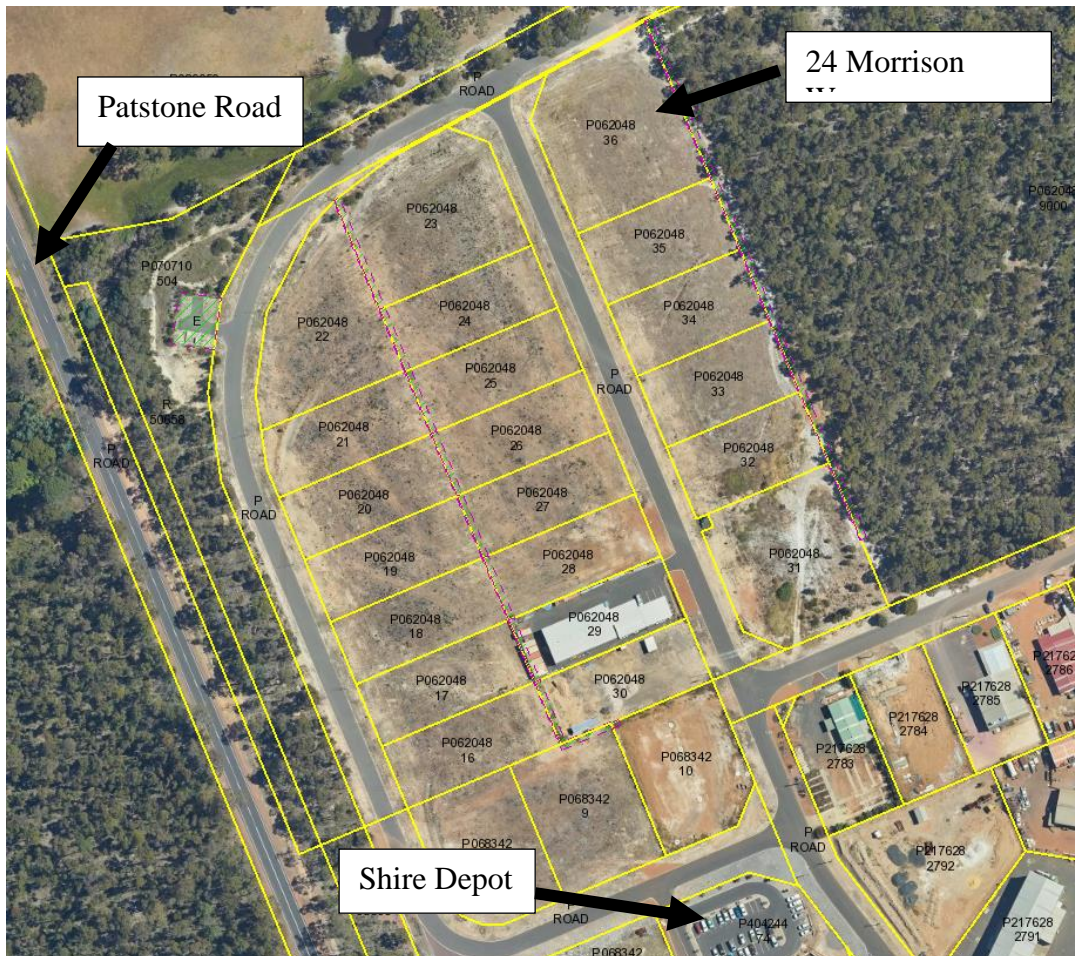
Background:

An application was received on the 29 June 2020 for an Industry-Light and Warehouse land uses, with a minor office component at 24 Morrison Way. This complex will comprise of a 1500m² building used for fabrication and storage, with an 182m² incidental office and parking/landscaping area. See Appendix 3

The proponent has been liaising with staff to design on-site drainage, crossovers and parking requirements. Due to the size of the building and the lot being on a street corner variations are requested as the building has effectively two street frontages. The proponent advised the walls will be finished in Colourbond and the roof will be Zinalume.

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The site is zoned “Light and Service Industry”, is 4133m² in area with a south west aspect, located on the corner of Booth and Morrison Way.



Site Map: 24 Morrison Way

Statutory and Policy Implications:

The required development standards are shown in the table below in the shaded row.

Parking

The parking requirement for this development is:

1 parking bay/50m² of gross floor area of Industry-Light

Total floor area of proposed building, inclusive of office is 1782m². This equates to 36 parking bays which have been provided. A disabled access bay has also been provided.

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Setbacks

Front: 7.5 metres

The front setback to Morrison Way is 7.5 metres which complies.

Side: 3 metres

The side setback to Booth Street is approximately 5 metres and complies

Rear: 7.5 metres

The rear boundary setback is 4.5 metres which is 3 metres below requirements. Based on the building design and the lot being a corner lot the 4.5 metre setback is considered acceptable. The configuration of the building on the lot makes optimum use of the corner lot and this discretion is not seen to create any issues.

Landscaping

A minimum 5% of site area is required.

The proposal provides 622m² (15.04% of site area) of landscaping which complies.

Development Standards

ZONE	MINIMUM SETBACK			MAXIMUM	MINIMUM	LANDSCAPING (%)
	FRONT (metres)	SIDE (metres)	REAR (metres)	SITE COVERAGE (percent)	LOT SIZE	
RESIDENTIAL	As per the Residential Design Codes except for non-residential development in which case the standards shall be as required by the local government in each particular case.					
RESIDENTIAL DEVELOPMENT	As per the Residential Design Codes except for non-residential development in which case the standards shall be as required by the local government in each particular case.				(A)	
TOWN CENTRE	Nil (D)	Nil (D)	6 (D)	90% (D)	500m ² (D)	10 (D)
MIXED USE	Nil (D)	Nil (D)	6 (D)	75% (D)	500m ² (D)	10 (D)
GENERAL INDUSTRY	9	5	7.5	50	2,000m ²	5
LIGHT AND SERVICE INDUSTRY	7.5	3	7.5	60	2,000m ²	5
RURAL RESIDENTIAL	As per clause 5.9.5				(C)	

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RURAL 1	30	15	30	(B)	(B)	
RURAL 2	30	15	30	(B)	(B)	

Except for the variation of the rear setback this development complies with the Local Planning Scheme No .5.

Budget Implications:

The applicant has paid the required planning application fee.

Communications Requirements: (Policy No. CS 1.7)

No communications were required or undertaken.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 5 Our Business – Good governance and 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.

Action 5.1.5.4: Review local laws for the Shire to ensure relevance and compliance with the Local Government Act.

Relevant Precedents:

Variation of rear setback precedents are unknown in Light and Service Industry zone, however, very likely to have occurred.

Comment:

This development is a relatively standard industrial development with a building, small incidental office, parking and landscaping. Stormwater retention requirements have been met and approved by Shire staff. A Landscaping Plan will be submitted for approval as per condition (c). The setback variation is not considered a compelling reason to refuse or condition that the 7 metre setback be imposed.

There are no material reasons to not support this proposal and it is recommended for conditional approval.

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13.3 Blackberry Control MOU – Shires of Collie, Dardanup and Donnybrook Balingup

Reporting Department:	Development Services
Reporting Officer:	Andrew Dover – Director Development Services
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	WA Local Government Act 1995
File Number:	N/A
Appendices:	No
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider an MOU between the Shires of Collie, Dardanup and Donnybrook Balingup to expend the joint grant funding for Blackberry Control.

Officer's Recommendation:

That Council authorises the Chief Executive Officer to enter into a Memorandum of Understanding for the Provision of The Collaborative Declared Weed Management Scheme between the Shires of Collie, Dardanup and Donnybrook Balingup until 31 December 2021.

Background:

In February 2020 the Shires of Collie, Dardanup and Donnybrook Balingup (the Shires) jointly applied for grant under the 'Communities Combating Pests and Weed Impacts During Drought Program - Biosecurity Management of Pests and Weeds'.

The Shire of Collie is the lead Shire out of the consortium. The grant was successful and the funding received by the Shire of Collie in June 2020. The grant is to 'Manage declared weeds, particularly blackberry across 3 rural Shires in WA within drought affected catchments and waterways in the South West, to assist landowners with the management of weeds and to stimulate agricultural growth'. The application submitted targeted blackberry as the declared weed which is common between the Shires. The project has the following broad stages:

- Agreement of the Memorandum of Understanding (MOU) between the 3 Shires;
- Establishment of a Steering Group with staff representatives from each Shire to drive the project;
- Engage a business (tender to be advertised and selected by the Shire of Collie):
 - to manage the project,
 - map the blackberry (at initial and final stages),
 - engagement and education of landowners/community, and
 - assist the Steering Group with procurement; and
- Engage business(es) to mechanically remove and spray weeds.

Statutory and Policy Implications:

N/A

Budget Implications:

There are no council contributions to this grant. The grant is \$945, 798.25

Communications Requirements: (Policy No. CS 1.7)

Officers have worked with Shires of Dardanup and Donnybrook Balingup officers to draft and agree the attached MOU. Engagement and consultation will occur at relevant stages of project.

Strategic Community Plan/Corporate Business Plan Implications:

GOAL 3: OUR NATURAL ENVIRONMENT

Outcome 3.1 A protected natural environment

Strategy 3.1.1 Sustainably manage bushland

Strategy 3.1.2 Support community based environmental protection initiatives

Relevant Precedents:

The Shire has authorised the CEO to enter into a number of current MOUs including the Bunbury Geographe Tourism Alliance MOU.

Comment:

The MOU will ensure that management of the project in a fair and reasonable manner and to outline responsibilities for each Shire and to create a framework where operational decisions can be agreed.

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13.4 Scheme Amendment No. 7 – Shotts Industrial Area

Reporting Department:	Development Services
Reporting Officer:	Katya Tripp – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Planning and Development Act 2005 WA Local Government Act 1995 Planning & Development (Local Planning Schemes) Regulations 2015
File Number:	LUP/054
Appendices:	Yes – Appendices 4 - Scheme amendment document and 5 - Required modifications to Scheme amendment
Voting Requirement	Simple Majority

Report Purpose:

For Council to adopt amendment No. 7 to Local Planning Scheme No. 5 subject to modifications enabling referral to EPA and subsequent advertising and, dependent on EPA advice, approve to advertise the accompanying Structure Plan, subject to modifications.

Officer's Recommendation:

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

1. *Require the following modifications to amendment No. 7 (Appendix 4):*
 - a) *Modify the zoning table to include the new land uses being introduced and their permissibility for the zones in accordance with Appendix 5;*
 - b) *Update the definitions to define the land use definitions being introduced or modified in accordance with Appendix 5;*
 - c) *Amend Table 3 Local Planning Framework in proposed scheme amendment) to reflect the recently endorsed Local Planning Strategy and:*
 - d) *Ensure formatting is correct.*
2. *Subject to recommendation (1) above, in accordance with Section 75 of the Planning and Development Act 2005 ('Act'), resolves to ADOPT (initiate) amendment No.7 to the Shire of Collie Local Planning Scheme No. 5 ('Scheme') as shown in Appendix 4;*
3. *In accordance with Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 ('Regulations'), determines that the amendment referred to in resolution 1. above is a standard amendment for the following reasons:*
 - a) *It is consistent with the intent of the Local Planning Strategy;*
 - b) *It is considered to have minimal impact on land in the Scheme area that is not the subject of the amendment; and*
 - c) *It is not considered a complex or basic amendment;*
4. *Authorise that the amendment documentation, once modified, be signed and*

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- sealed by the Shire President and the Chief Executive Officer;*
5. *Refer the amendment to the Environmental Protection Authority for assessment in accordance with the requirements of section 81 of the Planning and Development Act 2005;*
 6. *Subject to the EPA determining that an environmental review is not required, resolve, to proceed to advertise the amendment in accordance with Regulation 47 of the Regulations. In the event that the EPA determines that the Amendment requires formal environmental assessment, this assessment is to be prepared by the proponent prior to advertising of the Amendment;*
 7. *Require the following modification to the proposed Structure Plan ;*
 - a) *Amend Table 5 Local Planning Framework in proposed Structure Plan document to reflect the recently endorsed Local Planning Strategy; and*
 - b) *Ensure the proposed Structure Plan document aligns with the proposed Scheme amendment document;*
 8. *Subject to recommendation (7) above, in accordance with Regulation 16(1) of the Planning and Development (Local Planning Schemes) Regulations 2015 determine that the proposed Structure Plan is suitable for advertising; and*
 9. *Advertise the Structure Plan in conjunction with the amendment referred to in resolution 1 and in accordance with Regulation 18 of the Regulations.*

Background:

In February 2018, the Shire wrote to the Department of Jobs, Tourism, Science and Innovation requesting they review the Structure Plan for the Shotts Strategic Industrial Area (Shotts SIA) which placed a restriction on the use of the land limiting it “coal related industries and associated uses”.

An application for Scheme amendment and Structure Plan was received by the Shire of Collie on 13 February 2020 seeking to diversify the land uses to allow for a range of strategic industry/noxious uses within the Shotts SIA.

After discussion and meetings between the Shire, the applicant, the applicant’s consultant (URBIS) and the Department of Planning it was requested that changes be made to the Scheme amendment to ensure that the amendment was consistent with the Planning and Development (Local Planning Schemes) Regulations 2015 (‘Regulations’) and also with the direction provided in the draft Scheme.

Relevant extracts from the draft Scheme were sent to Urbis (e.g. zoning table) so they were fully aware of how the draft Scheme is intending to deal with the Shotts SIA.

The amendment to the Scheme will:

1. Amend the objectives under Special Use Zone 11 (Schedule 4) to allow for more expansive objectives relating to the type of industry sought within Shotts SIA;
2. Remove the requirement for industry to be linked to coal;
3. Amend the permitted land uses to ensure flexibility for potential proponents;
4. Include reference to development standards within Schedule 4;
5. Amend the provisions within Structure Plan Area 1 (Schedule 14) to remove guidance on land uses; and
6. Include additional definitions to Schedule 1 to guide the land uses included within Schedule 4.

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The amendment to the Structure Plan will:

1. Amend the terminology to allow for a range of strategic industry land uses;
2. Amend the objective to remove the reference to coal related industries; and
3. Reformat the report to meet updated WAPC requirements, namely the addition of Part 1 – Implementation of a Structure Plan.

In summary, the amendments will still require strategic industry to be located within the Shotts SIA however these industries will not be limited to coal related industries.

Officers request the Council adopt (initiate) Scheme Amendment No. 7 subject to some further modifications, enabling referral to the EPA and subsequent advertising. Officers also request approval for the accompanying Structure Plan, subject to modifications, to be advertised in conjunction with the Scheme amendment.

Statutory and Policy Implications:

Planning and Development Act 2005

The Planning and Development Act 2005 outlines the relevant considerations when preparing and amending local planning Schemes. The relevant provisions of the Act have been taken into account in preparing and processing this amendment including the need to refer the amendment to the EPA prior to advertising.

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations identify three different levels of Scheme amendment – basic, standard and complex. Regulation 35(2) requires the resolution of the local government to specify the level of the amendment and provide an explanation justifying this choice.

This amendment is considered to be a ‘standard’ amendment for the following reasons:

- a. It is consistent with the intent of the Local Planning Strategy;
- b. It is considered to have minimal impact on land in the Scheme area that is not the subject of the amendment; and
- c. It is not considered a complex or basic amendment.

Regulations 16(1) outlines the information required to be included and addressed in a Structure Plan. Officers consider that the material provided complies with this clause, yet request modifications to the proposed amendment.

The regulations also specify the manner and form in which the amendment and the Structure Plan must be advertised.

Budget Implications:

There are no budget implications for this proposal. Prescribed fees were paid for the amendment to be processed.

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Communications Requirements: (Policy No. CS 1.7)

The proposal will undergo public advertising in accordance with 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.*

Following satisfactory modification and a decision from the EPA, the amendment and the Structure Plan will be advertised concurrently in the local newspaper to seek comment for a minimum of 42 days. Letters will be sent to service authorities, relevant government agencies and adjacent land holders seeking comment with a minimum 42 day submission period.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 4: Our Built Environment

Outcome 4.1 Appropriate Land Use, Development and Heritage Conservation;

Strategy 4.1.1: Support and promote the conservation and maintenance of heritage buildings, sites and places of interest.

Relevant Precedents:

This proposed amendment is the seventh amendment to Local Planning Scheme No. 5.

Comment:

The purpose of the scheme amendment is to allow for the diversification of strategic industrial land uses within the Shotts SIA. Specifically, the amendment seeks to do this by:

- (1) Amending Schedule 4 – Special Use Zone No. 11 to:
 - (a) Update and expand the land uses permissibility in line with the draft Scheme No. 6;
 - (b) Amend the objectives to remove reference to coal related industries; and
 - (c) Expand objectives to assist in providing flexibility of strategic land uses.
 - (d) Include development standards in line with the draft Scheme No. 6
- (2) Amending Schedule 14 – Structure Plan Area No. 1 to remove the guidance on land uses. This is in line with updated WAPC requirements.
- (3) Amending Schedule 1 definitions to include the land uses now included in Schedule 4.

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The amended Structure Plan proposes to align with the Scheme amendment through amending the terminology used to allow for the diversification of land uses; specifically removal of the reference to coal related industries in the objectives. The amended Structure Plan also responds to requirements of the WAPC through the inclusion of Part 1 – Implementation of a Structure Plan.

An industrial ecology study was undertaken that supports the potential for diversification of land uses within the Shotts SIA and, due to its large size, is available on request.

The new draft Scheme (No. 6) rezones the Shotts SIA to Strategic Industry with provisions for subdivision and development within the estate. However, as this amendment relates to the current Scheme there is a need to keep the Shotts SIA as a Special Use Zone as a Strategic Industry Zone does not exist in the current Scheme (No. 5). Therefore, the provisions proposed in the Scheme amendment have been aligned to the draft provisions contained in the new Scheme. This will ensure progress of the new Scheme (No. 6) is not encumbered by this amendment and that this amendment is efficiently transferred into the new Scheme (LPS No. 6).

Please note that the proposal seeks to introduce a number of land use definitions into the Scheme, but does not include these within the zoning table, or outline land use permissibility within other zones. This has implications as those land uses could be considered against the objectives of other zones, which may lead to undesirable planning outcomes.

As a result, officers request further modifications are made prior to advertising of the Scheme amendment and associated Structure Plan. These are:

1. Modify the zoning table to include the new land use definitions being introduced and the permissibility for the zones.
2. Update the definitions to define the land use definitions being introduced.

Officers also request that the proponent amends the Scheme Amendment and Structure Plan reports to reflect the recently endorsed Local Planning Strategy and ensure that these two documents align.

The recommended modifications are to ensure that the proposed Scheme amendment does not introduce land uses that are not defined and that their permissibility is included in the zoning table. Following this, officers are confident that the Scheme amendment and accompanying amended Structure Plan would both be consistent with the Regulations and the draft Collie Local Planning Scheme No.6 and therefore seek referral to the EPA and subsequent advertising.

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Tuesday, 14 July 2020

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.

Cr Harverson has provided two motions for which prior notice has been given.

Motion 1

That Council;

A. Forms a Tourism and Marketing Advisory Committee with the aim of developing a tourism marketing strategy and subsequent marketing campaigns to build on tourism opportunities in Collie.

B. Appoints the following members to the committee:

- Shire Councillors, being Cr .. and Cr ..

- Two staff members, being the Director of Corporate Services and ..?

C. Reallocate the Director of Corporate Services from the Collie River Valley Marketing Committee to the new Council Tourism and Marketing Advisory Committee

D. Allocate an amount of \$30,000 to the 2020-21 Budget to engage a professional marketing expert.

Should motion 1 pass:

Motion 2

That Council invite the Visitor Centre Manager to be a member of the Tourism and Marketing Advisory Committee.

Background:

The Collie Shire is at an integral stage in how we move forward as a community. The Shire of Collie should be the main driver in our town's future, and this includes how we market our town to enhance tourism and cement Collie as a supreme tourist town. We need to engage an expert to come up with a professional marketing strategy, branding and campaign to really put Collie on the map as a top adventure/trails town. While the CRVM has done great work in our community, and the group still has a role to play, there needs to be greater leadership from our Council on the marketing front, particularly when it comes to creating an overall strategy and branding etc for our community going forward.

Exciting things will be happening in the coming 12 months - Lake Kepwari will be open soon, \$10 million of new trails are getting built, the new murals etc.

That means now is the most important time to get a professional strategy created, so that in 12 months time, we are ready to start marketing our town to the rest of the World.

The proposed \$30,000 budget would come from a reallocation of the Community Small Grants Fund.

I also propose to reallocate the time of the Director of Corporate Services, who currently minute takes for the CRVM, to this committee. Council staff do not take minutes for any other community groups and as a high-level staff member this situation is not currently the best use of resources for our Council.

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Staff Comment

Staff support the proposal and suggest that any strategy should consider how to pull together other tourism / marketing initiatives such as the Bunbury Geographe Tourism partnership and trail branding / marketing to ensure a co-ordinated approach is taken and opportunities are maximised.

Corporate Business Plan

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

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Cr Stanley has provided two motions for which prior notice has been given.

Motion 1

That Council:

- a) Receives the resignation of the current CEO and notes that the resignation will be effective 23 September 2020.
- b) Form a CEO Recruitment Panel comprised of Cr Stanley, Cr Miffling, Cr.. and Cr..
- c) Provides delegated authority to the CEO Recruitment Panel to appoint a suitably qualified external recruitment agency in accordance with Council's procurement policy.
- d) Provides delegated authority to the CEO Recruitment Panel to oversee the recruitment of a new Chief Executive office with the assistance of the appointed external recruitment agency, including:
 - a. Conducting a review of the CEO Position Description and Key Result Areas
 - b. Finalising selection criteria
 - c. Finalising the draft contract for employment
 - d. Finalising the salary range that will be publicly advertised
 - e. Finalising the advertisement for the position and the range of advertising to be undertaken
 - f. Shortlisting of applications and providing appropriate background checks
 - g. Arrangement of interviews
 - h. Selection of preferred applicant
 - i. Offer of employment and finalisation of contract for employment
 - j. Finalising report to Council
 - k. Drafting Council resolution to appoint new Chief Executive Officer
 - l. Appointment of Acting Chief Executive Officer if necessary
- e) Allocates up to \$20,000 in the FY2021 budget to allow for the recruitment of a replacement Chief Executive Officer.

Background

Council received a letter of resignation at the Ordinary Meeting of Council held 23 June 2020.

In accordance with legislative requirements, Council is required to confirm the method of recruitment of a new Chief Executive Officer.

Council is required to undertake the recruitment process of a new CEO. This process can be conducted 'in-house' or outsourced to a recruitment consultant.

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Generally, recruitment consultants provide professional services and a wide range of knowledge and skills in staff recruitment, especially if they have local government recruitment experience, which will effectively assist Council in its selection of a CEO.

Recruitment of personnel at this level can take some time, particularly if the successful candidate is required to give a significant period of notice at a current place of employment.

It is therefore recommended that a recruitment consultant be appointed and overseen by the CEO Recruitment Panel with delegated authority.

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Motion 2

That Council:

- a) Acknowledges the efforts of Collie River Valley Marketing, Collie Chamber of Commerce and the Collie Visitor Centre in their collaboration on the *Collie Hub* project.
- b) Directs staff to support and utilise the *Collie Hub* platforms and *Love Collie Life* newsletter platforms as key planks of its communications strategy.
- c) Uses the platform to advertise all job vacancies, as well as calls for expressions of interest, requests for quotes/proposals, tenders and contracts.
- d) Directs staff to submit content in the format requested, using the login and instructions provided.

Background

Collie River Valley Marketing, Collie Chamber of Commerce and the Collie Visitor Centre have collaborated on an online platform known as the Collie Hub.

Within the platform sits the Collie River Valley tourism website, the Love Collie website aimed at residents, and the Collie Hub business-focussed website.

The Collie Hub includes a Jobs Portal, providing a free platform for employers (large and small) to advertise job vacancies, encouraging local employment.

The Collie Hub also hosts websites for various local businesses and organisations, helping share resources as well as keeping costs low across the board.

The three organisations share responsibilities for maintenance of the content of the Collie Hub, including content on their own sites as well as demarcated areas of responsibility for shared content.

Collie River Valley Marketing (a purely volunteer-driven organisation) has the responsibility of managing story content to the platforms. The Collie Visitor Centre manages events across all three sites, and the Collie Chamber of Commerce has responsibility for the upkeep of business listings and job listings.

The Collie Hub has visitation of between 3000-5400 unique users each month, and therefore is a valuable distribution source for Shire information.

Love Collie Life is a free weekly e-newsletter that draws together content submitted by the three organisations as well as local businesses and organisations for distribution across the Shire. It currently has more than 500 active subscribers.

Council's Communications Working Group discussed communications methods at a meeting more than two years ago, where it was agreed that it would not be a good use of Council resources for the Shire to produce its own newsletter, and instead, it would support and utilise the Collie Hub and Love Collie Life newsletter platforms as a key plank of its communications.

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Given the volume of content expected to be distributed on a regular basis, the Shire of Collie staff was provided with a login and instructions for it to submit its own content. This not only allows it greater control over the publishing of content and timing, as well as the ability to edit content if necessary, but would also lessen the burden on Collie River Valley Marketing volunteers.

Logins have been provided to other organisations that contribute regular content on a similar basis.

With the recent hiatus of the Collie Mail newspaper due to the impacts of Covid-19, the input of material to Love Collie Life has again been discussed, however, staff have repeatedly refused to use the login as requested and instead, continue to submit content using the front-end submission form designed for general community members.

There is no implication that Shire staff would need to perform any other maintenance on the site or manage content for other users.

There is no additional time burden on Shire of Collie staff to input its own content, however, it does lessen the burden on volunteers.

There is no budget implication.

It is therefore recommended that staff be directed to take up the offer of training and submit content using the supplied login and instructions for use.

Staff Comment

Council staff have been providing content to the HUB as committed previously in the Communications working group meetings and recently staff have been requested to update content directly to the site.

Staff have concerns with accessing a third party website and the staff time involved to prepare information directly to the Hub.

The Local Government (Rules of Conduct) Regulations 2007 are clear in their prohibition of individual Councillors directing staff (Regulation 10(1)). This can only be done collectively by the Council and not one individual Councillor.

The Local Government (Rules of Conduct) Regulations 2007 also prohibit involvement in operational matters by Councillors (Regulation 9) unless authorized by Council or the CEO.

The Shire of Collie is not a partner in the Hub collaboration and the issue of article format and impact on volunteer time should have been considered as part of the initial HUB development. Two of the three partner organisations in the HUB project being the Collie Chamber of Commerce and the Collie Visitor Centre have paid staff to manage the Hub. (Appendix 6)

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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 7
 - 'All Open' at Appendix 8
20. **CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**
21. **CLOSE**