



Shire of
Collie

MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 14 July 2020

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Tuesday, 14 July 2020

Minutes of the Ordinary Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 14 July 2020 commencing at 6:02pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:

Sarah Stanley	Councillor (Presiding Member)
Ian Miffling OAM JP	Councillor (Deputy Member)
Gary Faries	Councillor
Elysia Harverson	Councillor
Leonie Scoffern	Councillor
John Kearney	Councillor
Joe Italiano	Councillor
Rebecca Woods	Councillor
Brett Hansen	Councillor
Brent White	Councillor
Michelle Smith	Councillor
David Blurton	CEO
Allison Fergie	Director Corporate Services
Andrew Dover	Director Development Services
Hasreen Mandry	Finance Manager
Rachel Moloney	Finance Assistant
Belinda Dent	CEO PA (Left Chambers at 8.32pm)

APOLOGIES: Brett Lowcock - Director Technical Services

GALLERY: Julie Hillier left 7.12pm
Simone Fraser left 7.12pm
Michelle Gannaway left 7.12pm returned 7.57pm then left 8.16pm
Jules Vandenberg left 7.56pm
Kristy Elvin left 7.56pm

1.1 Councillors granted Leave of Absence at previous meeting/s.

1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council.

8479

Moved: Cr Faries

Seconded: Cr Woods

That Council grant leave of absence for the future Ordinary Meeting of Council to Cr Harverson for the meeting dated 4 August 2020.

CARRIED 11/0

1.3 Councillors who are applying for Leave of the Absence for this Ordinary Meeting of Council.

2. PUBLIC QUESTION TIME

Nil

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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

The Chief Executive Officer advised that Disclosures of Financial Interests had been received from Councillors/staff as listed below:

Councillor/Staff	Agenda Item	Disclosure
Cr Woods	Item 12.2 – Budget – consideration of Collie River Valley Marketing Inc Item 12.2 – Budget – consideration of Collie Visitor Centre Item 15 – Notice of Motion for which prior Notice is Given – Process of Collie Hub Item 17.1 – Late Notice of Motion approved by Presiding Member – Collie Veterinary Clinic Item 12.2 – item 2182 Other Memberships including Collie Chamber of Commerce	Financial -Chair of committee is an employee Impartial – Manager is on Executive. Financial - Employer Financial – Shareholder of Bendigo Bank Financial - Employer
Cr Smith	Item 12.2 – Budget – consideration of Collie Visitor Centre Item 17.1 – Late Notice of Motions approved by Presiding Member – Collie Veterinary Clinic	Impartial – Treasurer of Collie Visitor Centre Proximity – Business is in proximity to practice.
Cr Harverson	Item 12.2 – Budget – consideration of Shade Sails Buckingham Way	Impartial – Park located on my street.

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Councillor/Staff	Agenda Item	Disclosure
Cr Miffing	Item 12.2 – Budget consideration of Collie Visitor Centre Item 15.1 – Notice of Motion for which prior Notice is Given Collie River Valley Marketing (motion 2) Item 15.3 – Notice of Motion for which prior Notice is Given – Collie Hub Item 17.1 - Late Notice of Motion approved by Presiding Member – Collie Veterinary Clinic	Financial – Wife is Employee of Collie Visitor Centre Financial – Wife is Employee of Collie Visitor Centre Financial – Collie Visitor Centre is a sponsor & project partner and Wife is Employee of Collie Visitor Centre Financial – Shareholder of Collie Community Bendigo Bank
Cr White	Item 12.2 – Budget – consideration of Shade Sails Buckingham Way Item 12.2 – Budget – consideration to Collie Chamber of Commerce Item 15 - Notice of Motion for which prior Notice is Given – Collie Hub	Impartial – Property frontage on Buckingham Way Impartial – Chamber of Commerce committee member Impartial – Collie Chamber of Commerce committee member
Cr Stanley	Item 15 Notice of Motion for which prior Notice is Given – Collie Hub	Impartial – Member/volunteer of Collie River Valley Marketing Inc.
Cr Kearney	Item 12.3 - Tender 02/2020 Indoor Warm Water Pool Item 13.1 – Throssell Street Façade Upgrade	Impartial – Work related project Impartial – Work related project
Cr Italiano	Item 12.2 – Budget – consideration of Coalfields Museum	Impartial – President of Coalfields Museum

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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.

8480

Moved: Cr Scoffern	Seconded: Cr Harverson
That Council suspend Standing Orders.	
CARRIED 11/0	

Julie Hillier – Chairperson of Collie River Valley Marketing Inc presented to Council on the activities of the group.

8481

Moved: Cr Harverson	Seconded: Cr Scoffern
That Council resume standing orders.	
CARRIED 11/0	

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

There are no items listed for which the meeting may be closed to the public.

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

The following items were brought forward due to interest by attending persons – Item 15.1, Item 17.1 and Item 13.1.

Item 15.1 – Motion 1 only; Motion 2 was withdrawn.

Mr Dover left the room at 6.49pm and returned at 6.50pm.

Michelle Gannaway, Jules Vandenberg and Kristy Elvin entered Chambers at 6.50pm.

8482

Moved: Cr Faries	Seconded: Cr Harverson
That Council Suspend Standing Orders.	
CARRIED 11/0	

Ms Gannaway addressed Council on the Collie River Valley Marketing Inc motion and asked several questions to which Cr Harverson responded.

8483

Moved: Cr Faries	Seconded: Cr Scoffern
That Council Resumes Standing Orders.	
CARRIED 11/0	

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Cr Harverson withdrew motion 2.

Motion 1

8484

Council Decision:

Moved: Cr Harverson

Seconded: Cr Italiano

That Council by absolute majority;

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

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

CARRIED 10/1

Cr Stanley requested to be recorded as against the motion.

8485

Moved: Cr Harverson

Seconded: Cr Scoffern

That Council appoints the following members to the committee Cr Smith, Cr Scoffern and Cr Italiano and two staff members, being the Director of Corporate Services and the CEO or CEO's nominee.

CARRIED 11/0

Cr Harverson withdrew Motion 2.

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

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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.

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.

Michelle Gannaway, Julie Hillier & Simone Fraser left Chambers at 7.12pm.

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Item 17.1

Cr Smith has declared a Proximity Interest
Cr Woods and Cr Miffling have declared a Financial interest

Cr Woods, Cr Miffling and Cr Smith left the room at 7.13pm.

8486

Moved: Cr Kearney	Seconded: Cr White
That Council Suspend Standing Orders.	
CARRIED 11/0	

Mr Vandenberg addressed Council on the Veterinary Hospital agenda item.

8487

Moved: Cr Harverson	Seconded: Cr Faries
That Council Resume standing Orders.	
CARRIED 11/0	

17.1 Request to Amend Development Conditions on Development Approval – Veterinary Hospital 27 Harvey Street Collie

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Planning and Development Act 2005
File Number:	A998
Appendices:	Yes – Appendices 9, 10 & 11
Voting Requirement	Simple Majority

Report Purpose: To seek Council approval for a request to amend development approval conditions for a Veterinary Hospital approved by Council on 13 February 2018.

8488

Council Decision:	
Moved: Cr Harverson	Seconded: Cr Faries
That Council defer this Item 17.1 (Veterinary Clinic) and call a special meeting of Council next Tuesday 21 July 2020 to commence at 7.00pm to consider Item 17.1 and to allow adequate time for Councillors to inspect the premises.	
CARRIED 11/0	

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Officer's Recommendation:

That Council:

pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to grant approval to Jules Vandenberg for the use and development of 27 (Lot 5) Harvey Street Collie 6225 as a Veterinary Centre subject to the following conditions:

1. At all times, the development the subject of this planning approval must comply with the definition of "Veterinary Centre" as contained in Schedule 1 of the Shire's Local Planning Scheme No. 5.
2. All development shall be in accordance with the approved development plan Sketch No. A1 dated 14 July 2020 (attached) which form part of this planning approval. (NEW)
3. 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.
4. All works required to satisfy a condition of this approval are required to be installed/ constructed and maintained in accordance with the approved plans and conditions of approval for the life of the development.
5. The use/development is not to interfere with the amenity of the locality or cause nuisance by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, water products or grit, oil or otherwise.
6. Before the development is occupied, the landscaped area(s) shown in green on the approved development plan(s) and must be planted, established, reticulated and thereafter maintained to the satisfaction of the Shire of Collie.
7. Before the development is occupied, a minimum of sixteen car parking bays must be identified to be used in conjunction with the land the subject of this planning approval and to the satisfaction of the Shire of Collie.
8. Before the development is occupied, a minimum of one car parking bay must be provided for the exclusive use of disabled persons in accordance with AS/NZS 2890.6:2009 and to the satisfaction of the Shire of Collie.
9. Before the development is occupied, linemarking and parking signage must be installed in accordance with the approved plans and must show four (4) designated staff bays within the lot.
10. Before the development is occupied, a minimum of two horse float parking bays (bay length to accommodate horse float and associated vehicle) are to be linemarked within the lot.
11. Appointments for horses (or such large animals) to be scheduled so that a maximum of two horse floats are parked on the property at any one time. No on street

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parking of horse floats are permitted.

12. At all times, all loading and unloading of horses (or such large animals) must take place within the boundaries of the site with the entry and exit gates shut.

13. No animal is to be kept outside the building overnight.

14. Before the development is occupied, the access way(s), car parking and turning area(s) shall be constructed in accordance with the development approval to the satisfaction of the Shire of Collie.

15. Goods or materials must not be permanently stored within the parking or landscaping area, or within access driveways.

16. Fence panels (between brick piers) within 1.5m either side of the entry / exit points of the lot, and within 1.5m of the corner of Harvey and Johnston Street, are to be visually permeable above 750mm above natural ground level in accordance with Sketch A1 dated 14 July 2020.

17. All verge areas abutting the boundaries of the subject site must remain clear at all times and must not be used for any other purpose including car parking, trade display, storage and signage to the satisfaction of the Shire of Collie.

18. Except with the prior written consent of the Shire of Collie, the approved use must only be open to the public between the following hours:

a. 8:30am and 7pm Monday to Friday; and

b. 9:30am and 1pm Saturday and Sunday.

19. Before the development is occupied, in order to manage waste generated by incidental office, staff kitchen, staff room, waiting room, a general rubbish and recycle bin collection area must be provided onsite, and screened from public view. Bins are to be taken out to the verge for collection prior to 6am on day/days of collection. These bins are not to be used for disposing of trade waste of a toxic nature which is generated by the Veterinary Centre. Details to be submitted with the building permit application for the approval of the Shire of Collie.

20. In relation to manure produced from animals on-site the following shall be provided:

a. A receptacle for manure, which is constructed of smooth, impervious, durable, easily cleanable materials and, provided with a tight-fitting cover, and with no part of the receptacle base being lower than the surface of the adjoining ground;

b. Keep the lid of the receptacle closed except when manure is being deposited or removed;

c. Cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;

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- d. Keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
- e. Cause all manure produced on the premises to be collected daily and placed
- f. A washdown bay of adequate size for the cleaning of horses (or such large animals) and manure receptacles where the washdown bay:
 - i. Where walls are present that they are constructed of cement, concrete or other similar impervious materials able to be effectively cleaned;
 - ii. Provide a tap with an adequate piped supply of water;
 - iii. Have a floor, the surface of which shall
 - 1. Be at least 75 millimetre above the surface of the ground;
 - 2. Be constructed of cement, concrete or other similar impervious materials;
 - 3. Have a fall of 1 in 100 to a drain, which shall empty, into a bucket with a gully trap or interceptor trap discharged in a manner approved by the relevant authority.
- 21. Deceased animals which remain on the site for more than 12 hours are to be refrigerated prior to removal. Deceased animals removed from the subject site are to be covered from public view.
- 22. Trade waste associated with the veterinary centre, such as manure, food waste, soiled bedding, and deceased animals, must be collected from the site and disposed of in a lawful manner that does not create an odour nuisance or encourage fly breeding.
- 23. A minimum of 1 m³ of storm water storage for each 65 m² of impervious area must be provided on site' in-accordance with the Shire of Collie's Information Guide – Stormwater Discharge from Building Sites. Detailed design plans of the proposed stormwater management must be submitted for approval in-accordance with the Shire of Collie's Local Planning Policy – Stormwater Discharge from Building Sites. prior to the development commencing and be implemented in accordance with the approved plan prior to the development being occupied.
- 24. This Development Approval supersedes and renders the Development Approval for the Veterinary Centre approved by Council on the 13 February 2018 invalid. (NEW)

Background:

Council at its meeting on the 13 February 2018 resolved (Motion #7699) the following:

Motion # 7699

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That Council:

pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to grant approval to Jules Vandenberg for the use and development of 27 (Lot 5) Harvey Street Collie 6225 as a Veterinary Centre subject to the following conditions:

- 1. At all times, the development the subject of this planning approval must comply with the definition of "Veterinary Centre" as contained in Schedule 1 of the Shire's Local Planning Scheme No. 5.*
- 2. All development shall be in accordance with the approved development plans (attached) which form part of this planning approval.*
- 3. 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.*
- 4. All works required to satisfy a condition of this approval are required to be installed/constructed and maintained in accordance with the approved plans and conditions of approval for the life of the development.*
- 5. The use/development is not to interfere with the amenity of the locality or cause nuisance by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, water products or grit, oil or otherwise.*
- 6. Before the development is occupied, the landscaped area(s) shown in green on the approved development plan(s) and must be planted, established, reticulated and thereafter maintained to the satisfaction of the Shire of Collie.*
- 7. Before the development is occupied, a minimum of sixteen car parking bays must be identified to be used in conjunction with the land the subject of this planning approval and to the satisfaction of the Shire of Collie.*
- 8. Before the development is occupied, a minimum of one car parking bay must be provided for the exclusive use of disabled persons in accordance with AS/NZS 2890.6:2009 and to the satisfaction of the Shire of Collie.*
- 9. Before the development is occupied, linemarking and parking signage must be installed in accordance with the approved plans and must show four (4) designated staff bays within the lot.*
- 10. Before the development is occupied, a minimum of two horse float parking bays (bay length to accommodate horse float and associated vehicle) are to be linemarked within the lot.*
- 11. Appointments for horses (or such large animals) to be scheduled so that a maximum of two horse floats are parked on the property at any one time. No on street parking of horse floats are permitted.*
- 12. At all times, all loading and unloading of horses (or such large animals) must take place within the boundaries of the site with the entry and exit gates shut.*
- 13. No animal is to be kept outside the building overnight.*
- 14. Before the development is occupied, the access way(s), car parking and turning area(s) shall be constructed in accordance with the development approval to the satisfaction of the Shire of Collie.*

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15. *Goods or materials must not be permanently stored within the parking or landscaping area, or within access driveways.*
16. *Fence panels (between brick piers) within 1.5m either side of the entry / exit points of the lot (where possible), and within 1.5m of the corner of Harvey and Johnston Street, are to be visually permeable above 750mm above natural ground level.*
17. *All verge areas abutting the boundaries of the subject site must remain clear at all times and must not be used for any other purpose including car parking, trade display, storage and signage to the satisfaction of the Shire of Collie.*
18. *Except with the prior written consent of the Shire of Collie, the approved use must only be open to the public between the following hours:*
 - a. *8:30am and 7pm Monday to Friday; and*
 - b. *9:30am and 1pm Saturday and Sunday.*
19. *Before the development is occupied, in order to manage waste generated by incidental office, staff kitchen, staff room, waiting room, a general rubbish and recycle bin collection area must be provided onsite, and screened from public view. Bins are to be taken out to the verge for collection prior to 6am on day/days of collection. These bins are not to be used for disposing of trade waste of a toxic nature which is generated by the Veterinary Centre. Details to be submitted with the building permit application for the approval of the Shire of Collie.*
20. *In relation to manure produced from animals on-site the following shall be provided:*
 - a. *A receptacle for manure, which is constructed of smooth, impervious, durable, easily cleanable materials and, provided with a tight-fitting cover, and with no part of the receptacle base being lower than the surface of the adjoining ground;*
 - b. *Keep the lid of the receptacle closed except when manure is being deposited or removed;*
 - c. *Cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;*
 - d. *Keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and*
 - e. *Cause all manure produced on the premises to be collected daily and placed in the receptacle.*
 - f. *A washdown bay of adequate size for the cleaning of horses (or such large animals) and manure receptacles where the washdown bay:*
 - i. *Where walls are present that they are constructed of cement, concrete or other similar impervious materials able to be effectively cleaned;*
 - ii. *Provide a tap with an adequate piped supply of water;*
 - iii. *Have a floor, the surface of which shall*

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1. *Be at least 75 millimetre above the surface of the ground;*
2. *Be constructed of cement, concrete or other similar impervious materials;*
3. *Have a fall of 1 in 100 to a drain, which shall empty, into a bucket with a gully trap or interceptor trap discharged in a manner approved by the relevant authority.*

21. *Deceased animals which remain on the site for more than 12 hours are to be refrigerated prior to removal. Deceased animals removed from the subject site are to be covered from public view.*

22. *Trade waste associated with the veterinary centre, such as manure, food waste, soiled bedding, and deceased animals, must be collected from the site and disposed of in a lawful manner that does not create an odour nuisance or encourage fly breeding.*

23. *A minimum of 1 m³ of storm water storage for each 65 m² of impervious area must be provided on site' in-accordance with the Shire of Collie's Information Guide – Stormwater Discharge from Building Sites.*

Detailed design plans of the proposed stormwater management must be submitted for approval in-accordance with the Shire of Collie's Local Planning Policy – Stormwater Discharge from Building Sites. prior to the development commencing, and be implemented in accordance with the approved plan prior to the development being occupied.

Please see Appendix 9 for approved plan relevant to amendment request. The changes requested have been marked up on a plan and are shown as Appendix 10 The amendment request can be summarised by:

- Modification of plans to include 4 additional covered horse bays;
- Modification of landscaping;
- Relocation of manure receptable
- Modification to external fencing; and
- Relocation of bin enclosure.

The development is nearing completion and Shire officers have been working with the proponent to ensure compliance with the conditions of the Development Approval.

Statutory and Policy Implications:

Local Planning Scheme No. 5

The subject lot is zoned Town Centre. The proposal has been assessed in accordance with the following clauses of the Scheme:

4.3 – Zoning Table

A Veterinary Centre is a 'D' use in the Town centre Zone and therefore is permitted via a planning approval at the discretion of the local government.

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Clause 77 of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows for the amending of development Approvals.

Clause 77 states:

77. Amending or cancelling development approval

- (1) *An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following —*
 - (a) *to amend the approval so as to extend the period within which any development approved must be substantially commenced;*
 - (b) *to amend or delete any condition to which the approval is subject;*
 - (c) *to amend an aspect of the development approved which, if amended, would not substantially change the development approved;*
 - (d) *to cancel the approval.*
- (2) *An application under subclause (1) —*
 - (a) *is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval; and*
 - (b) *may be made during or after the period within which the development approved must be substantially commenced.*
- (3) *Despite subclause (2), the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.*
- (4) *The local government may determine an application made under subclause (1) by —*
 - (a) *approving the application without conditions; or*
 - (b) *approving the application with conditions; or*
 - (c) *refusing the application.*

Budget Implications:

No budget implications

Communications Requirements: (Policy No. CS 1.7)

Due to this request being received on the 13 July 2020 and finalised on Tuesday 14 July 2020, no consultation has occurred.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 4: Our Built Environment

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Outcome 4.1 Appropriate Land Use, Development and Heritage Conservation;

Strategy 4.1.1: Ensure appropriate Planning Controls for land use and development.

Relevant Precedents:

N/A

Comment:

The amendment request can be generally summarised by:

- Modification of plans to include 4 additional covered horse bays;
- Modification of landscaping;
- Relocation of manure receptacle
- Modification to external fencing; and
- Relocation of bin enclosure.

As can be observed from the previous Council approval the conditions of approval, are not simple, inter-related and seek to ameliorate any negative impacts of this development in the CBD area. Particularly Condition 20 regarding the manure receptacle. In this proposal, the manure receptacle and wash down area are to be removed and replaced by covered horse bays. The proponent has advised that the manure will be placed in a dedicated lidded wheely bin and disposed of by the operators. Based on the detailed nature of Condition 20 a lidded wheely bin would be acceptable for manure storage/disposal. A lidded wheely bin could be kept in the relocated bin enclosure.

Further to this, the previous approval had inserts (infills) in the 1.8 metre high boundary fence along the Harvey Street every second panel. The reason for the panels is to provide passive surveillance, provide for pedestrian safety for vehicles exiting the premises and lessen the visual impact of a continuous 1.8 metre high boundary wall in the CBD. The request seeks to remove a panel infill near the Harvey Street entrance. Please see previous condition 16. It is the officer's opinion that infills should not be removed adjacent to the Harvey Street exit as this represents a risk to pedestrians. Along with this, there does not seem to any compelling reason why infills are not along the Johnson Street frontage and this should be a condition of approval.

The proponent seeks to modify the landscaping area of the proposal. It is the officer's opinion that this request does not have any material effect on the proposal as it is internal and there is not a major impact on the quantum area of landscaping to that which was previously approved.

The bin enclosure relocation is immaterial and represents a minor change to the plan.

The issue to be addressed is how these modifications are transposed into a new approval as there will be a mixture of previous conditions and amended conditions. It is proposed to create a new Development Approval and plans based on the information provided and the officers recommendations. See Appendix 11

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- 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.**

CARRIED 11/0

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 undertaken in accordance with the Local Government Act 1995 and relevant Council Policy and procedures.</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.

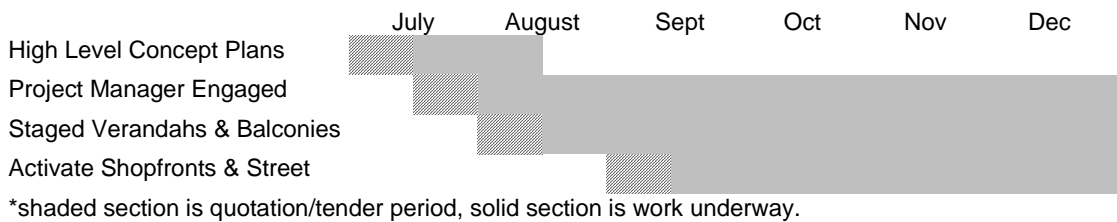
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The tender process is lengthy and time consuming both for the Shire and tenderers. If tenders were required as per the policy, it is unlikely that the project completion timeframe could be met. To reduce this red tape for both the Shire and contractors, 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.

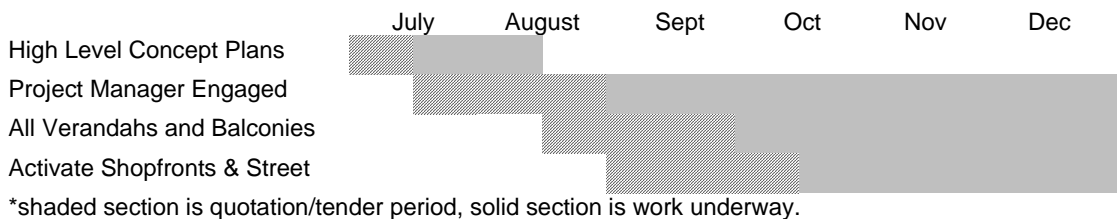
Please see below the indicative timeline if the Purchase Value Threshold is raised.



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

8495

Recommendation/Council Decision:

Moved: Cr Miffling

Seconded: Cr Hansen

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 polices 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

CARRIED 11/0

A note was made for staff to present an agenda item to the next Policy Review Committee to consider a purchasing preference policy with regard to home based businesses in comparison with shop front business who offer similar goods or services.

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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.

8496

Officer's Recommendation/Council Decision:

Moved: Cr Harverson

Seconded: Cr Italiano

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.**

CARRIED 11/0

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 Ac 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.

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Budget Implications:

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

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%

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Toodyay	9	182%	264%	2038%
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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The following Councillors declared interests in Item 12.2 being Cr Woods – Financial & Impartial, Cr Smith - Impartial, Cr Harverson - Impartial, Cr Miffling - Financial, Cr White - Impartial, Cr Kearney - Impartial and Cr Italiano - Impartial.

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.

Cr Woods left the chambers at 9.04pm for discussion on other memberships of \$6,000 which includes the Councils membership of Collie Chamber of Commerce and Industry and Collie River Valley Marketing request of \$10,000.

8497

Council Decision:

Moved: Cr Italiano

Seconded: Cr Harverson

That Council endorses \$6,000 for other memberships (item 2182 in budget) including Collie Chambers of Commerce in the 2020/21 Draft Budget.

CARRIED 10/0

Council Decision:

Moved: Cr Italiano

Seconded: Cr Smith

That Council reduces the Collie River Marketing contribution to \$0 in the 2020/21 Draft Budget.

**LOST 5/5
Cr Stanley used casting vote**

8498

Council Decision:

Moved: Cr Harverson

Seconded: Cr Faries

That Council the Collie River Marketing contribution to remain at \$5,000 in the 2020/21 Draft Budget.

CARRIED 10/0

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Cr Woods returned to the room at 9.17pm

Cr Miffing left the room at 9.17pm for discussion on Collie Visitor Centre Annual Operating Grant.

8499

Council Decision:	
Moved: Cr Faries	Seconded: Cr Harverson
That the Collie Visitor Centre contribution to remain at \$90,000 in the 2020/21 Draft Budget.	
CARRIED 10/0	

Cr Miffing returned to chambers at 9.20pm

8500

Moved: Cr Harverson	Seconded: Cr Scoffern
That Council Suspend Standing Orders.	
CARRIED 11/0	

Council discussed the 2020/21 draft budget and considerations list.

Cr Kearney left the chambers at 9.27pm and returned at 9.28 pm.

Mr Dover left the chambers at 10.02 pm and returned at 10.04 pm.

8501

Moved: Cr Faries	Seconded: Cr Hansen
That Council Resumes Standing Orders.	
CARRIED 11/0	

8502

Council Decision:	
Moved: Cr Faries	Seconded: Cr Italiano
That Council endorses the 2020/21 Draft Budget as presented with the following adjustments.	
1) Decrease the Bunbury Geographe Economic Alliance to \$0	
2) Decrease the Collie Rotary Club Contribution to \$0	
3) Decrease Community Small Grants to \$0	
4) Decrease Motoring South West Manager Contribution to \$5,000	
5) Decrease Website Management to \$6,000	
6) Decrease BAM002: Administration Building by \$4,500 (window treatment and internal wall painting for elected members room)	

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- 7) Remove expenditure for the Waste App and to only \$2,268 for Snap Send Solve
- 8) Decrease council function expenditure to \$6,000
- 9) Decrease postage expenditure to \$15,000
- 10) Decrease advertising (governance) expenditure to \$35,000
- 11) Decrease economic development expenditure to \$6,000
- 12) Decrease road maintenance materials to \$48,000
- 13) Remove materials and contracts expenditure for infrastructure program for Bucktin Street footpath (\$5,000), Steere Street South Footpath (\$20,000) and Paull/Palmer Street Lights (\$12,000) and for the sunk cost to be reallocated to operating budget.
- 14) Increase BAM002: Administration Building by \$9,540 for replacement chairs in the Council Chambers
- 15) Increase BAM004: Pool by \$1,200 to install roof safety access to the male changeroom
- 16) Increase BAM009: Margaretta Wilson Centre by \$2,500 to replace the ridge cap over the minor court
- 17) Allocate \$25,000 towards shade sails in Buckingham Way
- 18) To follow up on the Hodgson Street Footpath for consideration in the 2021/22 draft budget.

CARRIED 11/0

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

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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 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 year's budget as well as savings identified and some challenges moving forward.

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Cr Kearney declared an impartial interest in the following matter.

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.

8503

Officer's Recommendation/Council Decision:

Moved: Cr Harverson

Seconded: Cr Woods

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.**

CARRIED 11/0

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.

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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,
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

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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

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

13.2 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.

8504

Officer's Recommendation/Council Decision:

Moved: Cr Miffling

Seconded: Cr Faries

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.**

CARRIED 11/0

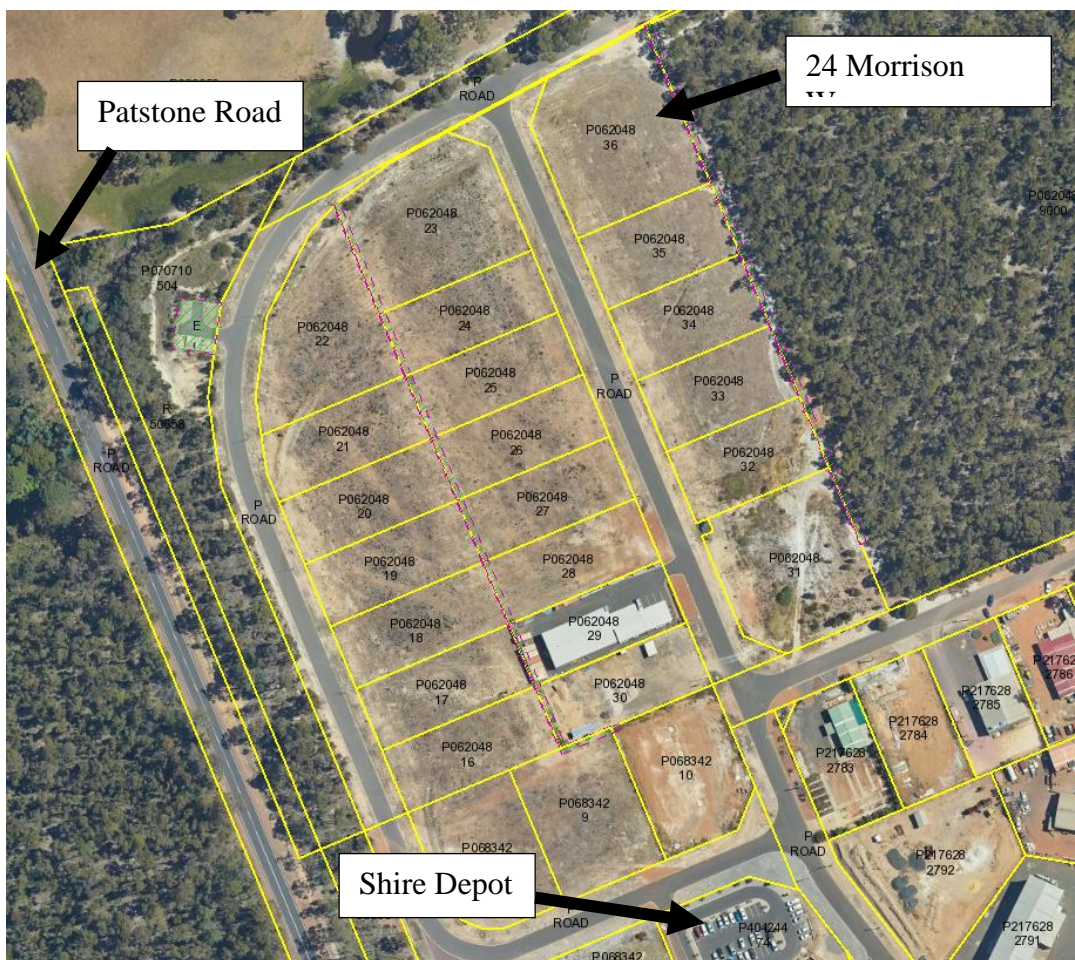
Background:

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

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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.

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:

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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.

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

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RURAL RESIDENTIAL	As per clause 5.9.5				(C)	
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.

8505

Officer's Recommendation/Council Decision:

Moved: Cr Scoffern

Seconded: Cr Smith

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.

CARRIED 11/0

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

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- 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.

8506

Officer's Recommendation/Council Decision:

Moved: Cr Miffing

Seconded: Cr Woods

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**

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- c) It is not considered a complex or basic amendment;**
- 4. Authorise that the amendment documentation, once modified, be signed and 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.**
- CARRIED 11/0**

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;

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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.

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

Item 15.2

Motion 1

8507

Council Decision:

Moved: Cr Stanley

Seconded: Cr Smith

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 Miffing, Cr. Italiano. and Cr. Harverson.**
- 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**

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- 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.**

CARRIED 11/0

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.

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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Cr Miffing and Cr Woods declared a Financial Interest at Item 15.3 (motion 2).

Cr Miffing and Cr Woods left the chambers at 10.59pm

8508

Moved: Cr Italiano

Seconded: Cr Kearney

That Council moves Into Committee.

CARRIED 9/0

Staff left the room at 11.00pm except for the CEO.

The notice of motion as presented was lost 6/3

8509

Moved: Cr Italiano

Seconded: Cr Scoffern

That Council moves out of Committee.

CARRIED 9/0

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16. QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Nil

17. URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

Cr Woods

- Small business grant criteria has been released through the Collie Chamber.

Cr Scoffern

- 28 June – Attended Wellington Weir mural artist announcement, Official opening of the Mountain Trail Bike Trails Arklow and Community Cabinet.
- 8 July – Attended Collie Suicide Prevention Network community planning meeting.

Cr Miffing

- 26 June – Deputised for the Shire President at the South West Zone Council Meeting.
- 29 June – Attending working lunch with Minister Templeman after the Community Cabinet meeting held in Chambers.

Cr Stanley

- 24 June: Just Transition working group meeting
- 26 June: Hosted Governor Hon. Kim Beazley on a tour of Collie
- 28 June: Attended a number of state government funding and project announcements to coincide with the Community Cabinet Meeting being held in town.
- 28 June: Community Reception with Mark McGowan, sundowner with Labor state election candidate Jodie Hanns
- 29 June: Breakfast at Harris River Estate with the Premier and Cabinet ministers.
- 29 June: Hosting Department of Premier and Cabinet Community Cabinet Meeting in Council Chambers; Working Lunch with Minister Templeman
- 1 July: Met Hon. Rick Wilson with CEO where funding was announced for the Shire's CCTV project
- 14 July: HempGro stakeholder and farmer information sessions

SHIRE OF COLLIE
MINUTES - ORDINARY MEETING OF COUNCIL
Tuesday, 14 July 2020

Upcoming events:

- 20 July: Collie CONNECT business incubation program begins
- 24 July: Collie Futures Economic Advisory Group meeting
- 30 July: BGEA Board meeting
- 31 July: Collie Collective businesswomen and leaders' networking session
- 3 August: Bunbury Geographe Tourism Partnership Steering Committee Group Meeting
- 19 August: Business Connections

Mr Blurton

- 26 June – Hosted Governor of WA Hon Kim Beasley in Collie
- 28 June – Attended multiple announcements by WA premier and Cabinet members on Collie projects as well as Community Cabinet Meeting at Roche Park
- 29 June – Attended Cabinet meeting in Council Chambers
- 1 July – Met with Rick Wilson member for O'Conner
- 10 July – Attended SW Regional Waste project meeting at City of Busselton

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

Nil

21. CLOSE

The Shire President thanked Council and Staff for their attendance. The Presiding Member declared the meeting closed 12.00 am.

I certify that these Minutes were confirmed at the Ordinary Meeting of Council held on Tuesday, 4 August 2020.

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Presiding Member

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Date