



Shire of
Collie

COUNCIL MEETING

APPENDICES

APPENDIX 1

Office of the CEO

Service	Strategies	Description of Service	Update/Comment
Goal 1 Our Community: A vibrant, supportive and safe community			
Outcome 1.4 A growing community			
Economic Development and Tourism Marketing	<p>1.4.1 Attract new residents through promoting and marketing the lifestyle, natural environment, facilities, services, and business opportunities in Collie</p> <p>1.4.2 Encourage the development of rural residential opportunities</p> <p>1.4.3 Work with major employers to encourage new employees to reside in Collie.</p>		Ongoing through the Economic Development Committee, CRV Marketing and Bunbury Geographe tourism committee. Actions 1.4.2 and 1.4.3 to be progressed. Events Support position attended Royal Show to promote Collie 2019. Ongoing Business Connection meetings with local businesses. Support provided to developers in regards to Rural Residential developers, however Dept. of Planning unsupportive. new tourims and marketing comitee formed
Goal 2 Our Economy: A strong and diversified economic base driven by a range of business and employment opportunities			
Outcome 2.1 Local development and diversification			
Outcome 2.2 A strong business and services sector			
Economic Development	<p>2.1.1 Work with the State Government to invest in Collie's economic future</p> <p>2.1.2 Promote and support local industry development and diversification, i.e. Agriculture, Horticulture</p> <p>2.1.3 Ensure the provision of industrial land</p> <p>2.2.1 Promote and support growth in the commercial, professional and government services sectors</p> <p>2.2.2 Work with the Collie Chamber of Commerce and Industry to promote improved retail facilities and encourage local shopping</p> <p>2.2.3 Maintain communication with local businesses to understand their opportunities and barriers, and how Council can best support them</p> <p>2.2.4 Attain accreditation as a small business friendly Council through the Small Business Development Corporation.</p>	<p>Focus on implementation of Economic Development Plan and adaptation and diversification in response to changed economic context. Working with industry, government and community to achieve economic development goals. Facilitation of projects to develop business growth and adaptation capability within the district. Securing of external grants and resources. Liaison, networking, events (where appropriate).</p>	<p>ongoing through Collie Futures committee and other actions. \$10m announcement for Trail Development in Collie. Lobbying Government by Council to support retaining Coal power generation for as long as possible. Partnering with state agencies in the delivery of several projects including DFES - maintenance facility, SWDC - Minninup Pool Throssell st facade upgrade</p> <p>Support provided to numerous proposals. Including Hemp, Arris, Westrac Autonomous mining training facility.</p> <p>working with Landcorp to review Shotts restrictions and identify most suitable tenant industries. Planning Strategy review complete, Review of Town Planning Scheme nearly completed. Council supported structure plan review of Coolangatta to accommodate autonomous driving project.</p> <p>ongoing through EDAP. Energise Collie project completed, business capacity audit completed. Staff working with DFES on Incident Control centre / training facility.</p> <p>ongoing through EDAC ; Business connection events undertaken; Council achieved small business accreditation. Support of local business through purchase of chamber vouchers for staff instead of normal xmas function. Local purchasing policies recently reviewed. Engagmenet and support provided to local business during pandemic</p> <p>ongoing through EDAC ; Business connection events undertaken; Small business friendly accreditation. Business Assesment Audit complete. Council purchased spendmapp software to identify opportunities for small business and identify spending patterns. engagment with biusinesses during pandemic and to raise awareness of al fresco opportunites</p> <p>Completed</p>
Outcome 2.3 A growing tourism industry			
Marketing/ Tourism Promotion	<p>2.3.3 Support local and regional tourism destination management and marketing initiatives that provide local tourism growth; including:</p> <ul style="list-style-type: none"> • Collie Caravan Park • supporting development of Lake Kepwari and Collie Motorplex • supporting development of camping facility managed by the Department of Parks and Wildlife • supporting regional marketing initiatives. <p>2.3.1 Support the provision of appropriate visitor servicing facilities including the Collie Visitor Centre</p>	<p>Participate in and support groups promoting the Shire to regional and national visitors, investors and potential residents. Advocacy for tourism facility development and expansion. Support local committee developing a Shire marketing strategy. Funding and governance support for Visitors Centre (provided by separate entity). Support the development of tourism products on a case by case basis.</p>	<p>ongoing through Bunbury Geographe tourism partnership, support of CRVM, Collie Visitor Centre and Museum. New tourism and marketing committee formed</p> <p>Council constructed disabled friendly toilets at Caravan Park in 19/20 and had included scoping project for water reticulation improvments for 20/21</p> <p>Stage 2 track development completed, strategic planning exercise for MSW. Widening of connecting roads and intersections leading to Lake Kepwari being included in 20/21 budget</p> <p>Partnering with Shire of Donnybrook-Balingup and DBCA on an upgrade plan for Glen Mervyn dam camping facilities. Funidng application submitted</p> <p>MOU for Bunbury Geographe Tourism Partnership due for renew</p> <p>ongoing through Council annual operating contribution and building maintnence and improvments</p>
Goal 3 Our Natural Environment: A protected, sustainable natural environment that supports the needs and aspirations of the community			
Outcome 3.4 Adaptation to climate change			
Advocacy and Partnerships	3.4.4 Advocate for cleaner coal technologies		limited progress in consideration of State Government / Synergy imperative. Council supported collabrative approach to lobbying Federal government with Latrobe Valley Councils for more support for coal mining communities in transition.
Goal 5 Our Business: Good governance through an effective, efficient and sustainable organisation			
Outcome 5.1 Good governance and leadership			
Governance	All	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	ongoing. Regulation 17 Audit recently completed with a focus on compliance (May 19). Compliance audit complete March 2020
Media and Communications	5.1.1 Implement Council's communication strategy	Manage the Shire's communication, and public and media relations; delivery of effective and timely information to appropriately portray the Shire to the community and stakeholders. Timely and accurate responses are provided to media enquiries.	communication policy reviewed; communications templates developed. Media efforts increased. Elected member updates continued.
Councillor Activity/Liaison	5.1.2 Promote the role of Council by informing, resourcing, skilling and supporting Elected Members	Provide support services for the Shire President, Elected Members and Council decision-making	Elected member training compulsory. Most Councillors still to complete as at 11/8/20. Councillor forums ongoing
Advocacy and Partnerships	<p>5.1.3 Represent and promote the Shire at a local, regional, state and national level</p> <p>5.1.4 Promote collaboration with other Councils on a local and regional level</p>	Advocacy, representation and partnerships at regional, state and national level to advance the interests of the Shire of Collie district	ongoing through SW Zone of WALGA, Bunbury Geographe Economic Alliance, Industry Road Safety Alliance, Regional Road Group and other forums and regional partnership arrangements in Tourism, Waste and resource sharing. Collie and Donnybrook sharing occupation health and safety staff posilton
Outcome 5.2 Effective and efficient people and corporate services			
Human Resources	<p>5.2.1 Develop and implement a workforce plan and appropriate human resource management policies and procedures to provide opportunities for our staff in a safe and supportive environment</p> <p>5.2.6 Promote continuous improvement of services, corporate systems and processes</p>	Manage human resources policies, procedures and services for the organisation including: recruitment, selection and induction; employee and Industrial relations; staff training and development; staff performance and appraisal systems; human resources policies and procedures. Delivery and updating of the Shire's workforce plan.	HR Plan adopted April 2019 and includes strategies for continuous improvement. Restructure report to Council June 2020 identifying effeciencies
Risk Management	<p>5.2.4 Manage corporate risks, supported by appropriate policies and procedures</p> <p>5.2.6 Promote continuous improvement of services, corporate systems and processes</p>	Provide risk management services for the Shire,. Maintenance of overall Shire risk management policy. Associated training of staff and elected members.	ongoing. Review of risk framework completed May 2019. key risks reported to audit committee. This area does requir e a greater focus
Integrated Planning and Reporting	<p>5.2.5 Manage Integrated Planning and Reporting in accordance with local government regulations</p> <p>5.2.6 Promote continuous improvement of services, corporate systems and processes</p>	Development and regular review (as required by statute) of the IPR plans and documents, including the Long Term Financial Plan. Full integration with financial data and asset management plans.	ongoing. LTFP process underway and will involve workshop with elected members. DCS attending regional Integrated Planning networking sessions with a view of continuous improvement. Four year review of strategic plan due in 2021.
Outcome 5.3 Financial sustainability and accountability			
Advocacy and Partnerships	<p>5.3.1 Investigate resource sharing and collaboration with other local governments</p> <p>5.3.2 Advocate for industry covered by State Agreement Acts to contribute to our rate base equitably</p> <p>5.3.3 Lobby the State and Federal governments to oppose cost shifting to Local Government</p> <p>5.3.6 Continue to work with the State Government to ensure a sustainable Local Government</p>		<p>standing agenda item at each BG CEO group meeting. Support to the Shire of West Arthur for Building, Health and Rangers services. Collaboration on waste education and OHS position</p> <p>outstanding motion to discuss increased rates contribution form industry. Staff suggest review of rating structure with a view to consider differential rates should be undertaken in 2021</p> <p>ongoing where possible</p> <p>ongoing where possible. Funding support provided by state for capital programs but no contribution forthcoming for ongoing operational costs</p>

Corporate Services

Service	Strategies	Description of Service	Update/Comment
Goal 1 Our Community: A vibrant, supportive and safe community			
Outcome 1.1 Health, education and family support services that are accessible and meet the needs of the community			
Advocacy and Partnerships	1.1.1: Continue to advocate for health, education and family support services 1.1.4: Advocate for adequate early childhood facilities and programs 1.1.7 Support a collaborative approach to alcohol management in the community		Consultation has taken place with community groups and stakeholders to be incorporated into a Community Action Plan for the Local Drug Action Team (includes alcohol). First LDAT project delivered with youth focus; Community Safety and Wellbeing Committee formed; Suicide Prevention Network formed and free training offered to schools, organisations and community groups. New LDAT CAPs in development for The Fathering Project and Skate Ride Scoot program.
Youth Services	1.1.2: Support and promote opportunities for youth development, employment and activities	Provide opportunities to recognise achievements and facilitate the engagement of youth with the community.	Shire of Collie hosted a Work Inspiration program, participated in Straight Talk program at a local primary school in 2019. Holiday events delivered at library and skate park. Work Inspiration program not proceeding in 2020, but Straighttalk proposed for September 2020; Skate Ride Scoot delivered 2020; other activities offered at Roche Park and through library. Ongoing.
Seniors' Services	1.1.3: Support the provision of a range of facilities and services to encourage ageing in place in our community	Advocacy for the needs of seniors to service providers. Responsive design (where relevant) as part of major projects.	Community Home Care invited to present to Council. Staff assisting Senior Citizens group with governance and development of activities at the Senior Citizens Centre. Welfare checks on seniors utilising Library and Roche Park during Covid19 closures.
Collie Art Gallery	1.1.5 Support lifelong learning, arts and culture in the community through the provision of library and cultural facilities and services	Support the Collie Art Gallery to showcase diverse talent and achievement, and host a range of programs and events.	CAG supported with operational grant funding. Library offering programs and activities for multiple ages; staff supported 2019 Festiv Arty. Festiv Arty not proceeding in 2020, other activities ongoing.
Collie Coalfields Museum	1.1.5 Support lifelong learning, arts and culture in the community through the provision of library and cultural facilities and services	Provide building and support the Collie Coalfields museum . Collection ownership and retention.	Coalfields Museum supported with operational grant funding.
Library Services	1.1.5 Support lifelong learning, arts and culture in the community through the provision of library and cultural facilities and services	Provide library and information services in Collie, including: collection management; lending services; reference and information; local history collection; community education programs; public computer access.	Ongoing - library runs a series of events catering for early childhood to seniors. Storytime and Rhymetime offered online, Books on Wheels program expanded during Covid19 restrictions.
Access and Inclusion Services	1.1.8 Ensure people with disabilities can access and use both Shire and general facilities and services	Ensure the Shire incorporates access and inclusion into its infrastructure, services and employment.	AIC to organised training for staff and Committee members; reviews project plans. Roche Park has introduced #NoLimits program. Disabled toilet and shower facilities provided at Caravan Park. Ongoing.
Outcome 1.2 Participation in sport, recreation and leisure opportunities			
Aquatic Services	1.2.1 Provide and promote sport, recreation and leisure facilities and programs	Provide and manage the Collie Mineworkers Memorial Pool including: administration and operation; swim school; fitness programs; kiosk; water play park; maintenance (planned, building and grounds) of Aquatic Centre.	Ongoing. Aqua Fitness classes well received and pool patronage increased; new heat pumps installed. Detailed design underway for indoor heated pool.
Roche Park Recreation Centre	1.2.1 Provide and promote sport, recreation and leisure facilities and programs	Provide and manage the Roche Park Recreation Centre including: utilisation of the centre; staff management for recreation centre; equipment provision; provision of fitness activities; liaison with stakeholder agencies; recreation centre management.	Ongoing. Upgrade of court 3 floor at Roche Park in progress. Fitness classes offered online during Covid19 restrictions.
Participation in Sport, Recreation & Leisure	1.2.2 Provide support to local sport and recreation clubs and groups to increase participation		Consent and support forms supplied for SportAus applications - all unsuccessful. Speedway CSRFF application endorsed by Council.
Outcome 1.3 An active and supportive community			
Outcome 1.5 A safe community			
Events and Festivals	1.3.3 Support and encourage participation in community and civic events	Development and delivery of Council run events and support/ advice to community groups running events and activities in the Shire. Manage the development of community initiatives.	Ongoing. Australia Day celebrations included recognition of BFB volunteers and community event in the evening. SPOTY 2020 deferred to be held in conjunction with SPOTY 2021.
Community Development	1.3.1 Support community initiated and owned projects 1.3.2 Work in partnership with community groups and other relevant organisations to increase volunteer numbers 1.3.4 Develop stronger links with the local Aboriginal community 1.3.5 Recognise and celebrate the culturally diverse groups within the community 1.5.1 Work with the local Police Department and other relevant agencies to provide a safer community	Manage and/ or liaise with other groups and agencies to achieve delivery of a range of community services, projects and programs that support the social wellbeing of the community. Assist community groups to develop their organisation and deliver services to the community. Administer community plans, including the Community Safety and Crime Prevention Plan.	Ongoing. 2016-2019 CSCP Plan evaluation commenced. Review of CSCP plan to be incorporated into action plan for CSAW. Information and support provided to community during Covid19 restrictions. Community forum on community safety proposed for September 2020. Welcome to Country Policy developed and adopted by Council.
Goal 2 Our Economy: A strong and diversified economic base driven by a range of business and employment opportunities			
Outcome 2.3 A growing tourism industry			
Tourism Facilities	2.3.3 Support local and regional tourism destination management and marketing initiatives that provide local tourism growth; including: • Collie Caravan Park • supporting development of Lake Kepwari and Collie Motorplex • support development of camping facility managed by the Department of Biodiversity, Conservation and Attractions. • supporting regional marketing initiatives.	Manage the lease arrangements at the Collie Caravan Park to ensure quality services and facilities. Fund improvements via revenue from lease.	BunGeo regional tourism strategies ongoing. Support provided for CRVM rebranding, video and VR initiatives. Priorities set for funding allocated through election commitment for regional projects. Tourism and Marketing Advisory Committee formed. Ongoing.
Goal 4 Our Built Environment: Infrastructure, amenities and development that supports the needs and aspirations of the community			
Outcome 4.5 Council buildings and service related assets that support community needs			
Leasing Services	4.5.1 Manage and maintain public buildings, facilities and public amenities	Management of Council building and land leases.	Ongoing. New policy in development for leased buildings and facilities.
Outcome 4.6 A sustainable asset and infrastructure base			
Asset Management	4.6.1 Develop and implement long-term asset management plans for all Council assets		Ongoing.
Major new projects: assets and facilities	4.6.2 Develop capital programs based on asset management plans and complete identified projects within scheduled timeframes.	Project feasibility and design, community consultation, procurement, project management and commissioning of major new-build assets and facilities projects.	Ongoing.
Goal 5 Our Business: Good governance through an effective, efficient and sustainable organisation			
Outcome 5.1 Good governance and leadership			
Local Laws	5.1.5 Administer local laws and ensure compliance with statutory obligations	Regular review of local laws in accordance with requirements of the Local Government Act.	Standing Orders Amendment Local Law 2018 adopted. Cemeteries Local Law 2019 and Cemeteries Amendment Local Law 2019 adopted. Dogs Local Law 2020 adopted.
Outcome 5.2 Effective and efficient people and corporate services			
Customer Services	5.2.2 Provide and promote responsive customer services 5.2.6 Promote continuous improvement of services, corporate systems and processes	Provide internal and external customer services for the Shire, including: front counter services at all Council owned facilities; telephone service (including after hours); Customer Service process management	Customer Service Charter reviewed. Ongoing.
Information and Communications Technology (ICT) Services	5.2.3 Ensure information and communications services support efficient service delivery and meet compliance requirements 5.2.6 Promote continuous improvement of services, corporate systems and processes	Provide ICT services and systems; telecommunications management; procurement, contract management; compliance. Shire CCTV maintenance and support	Ongoing. State CCTV project completed June 2020; Safer Communities Fund application for next stage of CCTV upgrade successful.To go to tender once grant agreement finalised.
Records Management	5.2.3 Ensure information and communications services support efficient service delivery and meet compliance requirements 5.2.6 Promote continuous improvement of services, corporate systems and processes	Provide record management services for the Shire, including: correspondence; registration of building and planning applications; retrieving, filing and archiving of files; disposal of records; response to Freedom of Information requests	Ongoing. Offsite back up implemented 2019. Collie Public Library Business Plan 2020-2025 endorsed July 2020.
Outcome 5.3: Financial sustainability and accountability			
Financial Management	5.3.4 Ensure a rating system is in place which is transparent and promotes equity, timeliness, affordability and comparability 5.3.5 Provide corporate financial services that support the Shire's operations and meet planning, reporting and accountability requirements	Provide financial services for the Shire, including: Invoicing and collection of charges; investment of the organisation's funds; payment of the Shire's creditors; payroll management; rates management; processing of insurance claims; emergency management services levy (ESL); grant applications.	Ongoing. 2018/19 Final Audit completed and favourable. 2019/20 Final Audit completed and favourable; 2020 Compliance Audit Return completed; RFQ process for LTFP and debt collection closed. Corporate Services Finance Policies reviewed. LTFP in progress.

Development Services

Service	Strategies	Description of Service	Update/Comment
Goal 1 Our Community: A vibrant, supportive and safe community			
Outcome 1.1 Health, education and family support services that are accessible and meet the needs of the community			
Public Health	1.1.6 Promote a high standard of public health 1.1.7 Support a collaborative approach to alcohol management in the community	Inspection and enforcement services to minimise harm from known risks to human health and safety from particular activities.	Ongoing - Inspection and enforcement services are provided. Health Local Law to be updated. Public Health Plan to be funded and updated.
Outcome 1.2 Participation in sport, recreation and leisure opportunities			
Tracks and Trails	1.2.1 Provide and promote sport, recreation and leisure facilities and programs	Manage and maintain the Shire's Tracks and Trails to meet the community's needs and enhance tourism.	Ongoing - Additional trails are being developed through grant funding. A maintenance fund to be allocated in future budgets.
Outcome 1.5 A safe community			
Emergency Services	1.5.1 Work with the local Police Department and other relevant agencies to provide a safer community 1.5.2 Support emergency and fire management planning, preparedness, response and recovery arrangements	Coordinate emergency management services including management of the shires Bush Fire Brigades and State Emergency Services to provide safety and security to the local community.	Ongoing - Community Emergency Services Manager joint funded by the Shire and DFES to provide this service. Emergency Plan, Bush Fire Risk Management Plan and Mitigation Plan completed, Recovery Plan to be reviewed.
Ranger Services	1.5.3 Provide animal management, parking management, property security, litter control and local law enforcement services	Provide Ranger Services in accordance with state and local legislation to ensure compliance and the safety and amenity of the local community	Ongoing - Rangers provide this service.
Goal 2 Our Economy: A strong and diversified economic base driven by a range of business and employment opportunities			
Outcome 2.3 A growing tourism industry			
Marketing/ Tourism Promotion	2.3.2 Develop and implement a trails strategy		Ongoing - Collie River Valley Trails Strategy completed, advertised and adopted by Council. Short Graphic Version of the Strategy has been completed.
Goal 3 Our Natural Environment: A protected, sustainable natural environment that supports the needs and aspirations of the community			
Outcome 3.1 A protected natural environment			
Bushland and Weed Management	3.1.1 Sustainably manage bushland	Manage bushland and weeds	Natural Bushland Plan to be updated. River Rehabilitation Plan to be developed.
Environmental protection	3.1.2 Support community based environmental protection initiatives 3.1.3 Encourage industry to take a collaborative approach to environmental management		Investigations to set up a Biosecurity Group (comprised of local community and landowners) have been completed and reported to Council. Council has resolved to commence the establishment of this group. This is to be done in conjunction with adjacent Shires if possible. This action is underway. A grant application for the landscape control of blackberry also has been submitted to the Federal Government.
Outcome 3.2 Water resources sustainability			
Advocacy and Partnerships	3.2.1 Advocate for improvement of the Upper Collie River Catchment 3.2.3 Advocate for improved water quality and utilisation of the Wellington Dam for recreational purposes		Collie River Revitalisation Strategy 2018 - 2022 adopted and actions are ongoing. Working with Collie Water to improve salinity. Concept plan for the redevelopment of Venn Street Stop completed and detailed planning underway.
Collie River Services	3.2.2 Continue the revitalisation of the Collie River environment in the town	Implementation of two key strategies for Collie River and tributaries improvement, guided by the Weeds and Waterway Advisory Committee. The strategies are: removal reduction of Nardoo, an invasive weed and control/reduction of nutrients entering the river.	Series of biofiltration basins completed. Sampling and water monitoring occurring. Nardoo spraying ongoing.
Water Conservation	3.2.4 Continue to implement the International Communities for Local Environmental Initiatives (ICLEI) Water Campaign Local Action Plan 3.2.5 Promote water conservation and informed nutrient application		Limited education ongoing. Funding not provided in recent budgets.
Outcome 3.4 Adaptation to climate change			
Environmentally friendly initiatives	3.4.1 Identify and undertake appropriate climate protection actions aligned with the International Communities for Local Environmental Initiatives (ICLEI) programs 3.4.2 Incorporate energy saving initiatives into all new and redeveloped Council facilities and encourage the community to adopt energy saving initiatives to their homes and developments 3.4.2 Incorporate environmentally friendly initiatives into Council facilities		Ongoing - Roll out of energy saving and environmentally friendly initiatives in Shire Buildings as replacement of fittings etc becomes required. 4 bin system and waste audits for council facilities in place. Single use plastic policy developed. Solar panels for various council facilities being investigated.
Goal 4 Our Built Environment: Infrastructure, amenities and development that supports the needs and aspirations of the community			
Outcome 4.1 Appropriate land use, development and heritage conservation			
Strategic Land Use Planning	4.1.1 Ensure appropriate planning controls for land use and development 4.1.2 Promote the development of high quality residential developments 4.1.3 Identify urban renewal opportunities	Manage all matters that relate to strategic land use planning. Includes Local Planning Scheme review, planning policies development and review. Input to State planning legislation and policy.	Ongoing - Local Planning Strategy and Local Planning Scheme No 6 drafted and being finalised to complete these actions. Review of Local Planning Policies underway.
Statutory Land Use Planning	4.1.1 Ensure appropriate planning controls for land use and development 4.1.2 Promote the development of high quality residential developments 4.1.3 Identify urban renewal opportunities	Provide development control in accordance with the Local Planning Scheme. Services include: assessment of development applications; Planning and Development Act implementation; Sub-division process management; State Administrative Tribunal reviews response; provision of advice to customers and internal stakeholders on planning matters. Development compliance.	Ongoing - statutory planning implementing appropriate planning controls. State government have recently introduced Design WA - a framework to assess design through the planning system. The implementation of this is currently being considered.
Building Control Services	4.1.5 Ensure buildings and structures (residential and non-residential) are safe and built to required standards.	Provide and manage building regulatory control work within the Shire. Provide advice to customers on statutory building matters.	Ongoing - building manager and part time pool inspector are implementing the requirements of the Building Act.
Heritage Protection	4.1.4 Support and promote the conservation, interpretation and maintenance of heritage buildings, sites and places of interest	Preserve the Shire's heritage sites via development controls and targeted funding; Maintain shire Heritage Buildings	Ongoing through the planning system. Annual review of the Heritage Inventory not funded in the 18/19 or 19/20 budgets.
Outcome 4.5 Council Buildings and service related assets that support community needs			
Council buildings	4.5.1 Manage and maintain public buildings, facilities and public amenities		Ongoing - annual budget item. Building Asset Maintenance (BAM) Plan under review for the next 5 years.
Public Toilets	4.5.1 Manage and maintain public buildings, facilities and public amenities.	Provision and maintenance of accessible public toilets in key public areas	Ongoing - annual budget item.
Outcome 4.6 A sustainable asset and infrastructure base			
Major new projects: assets and facilities	4.6.2 Develop capital programs based on asset management plans and complete identified projects within scheduled timeframes. 4.6.3 Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.	Project feasibility and design, community consultation, procurement, project management and commissioning of major new-build assets and facilities projects.	New buildings included in BAM when developed. Ongoing

APPENDIX 1

Technical Services

Service	Strategies	Description of Service	Update/Comment
Goal 1 Our Community: A vibrant, supportive and safe community			
Outcome 1.2 Participation in sport, recreation and leisure opportunities			
Sport and Recreation Grounds	1.2.1 Provide and promote sport, recreation and leisure facilities and programs	Provide and maintain the Shire's sports grounds accessible play equipment, standard play equipment, and set of external gym equipment, barbeques.	5 year Asset Management Plan for Parks & Gardens is currently in place
Tracks and Trails	1.2.1 Provide and promote sport, recreation and leisure facilities and programs	Manage and maintain the Shire's Tracks and Trails to meet the community's needs and enhance tourism.	Work is being planned in conjunction with Trails Panel and other stakeholders
Goal 3 Our Natural Environment: A protected, sustainable natural environment that supports the needs and aspirations of the community			
Outcome 3.3 Effective waste diversion and recovery			
Waste Collection and Recycling Services	3.3.1 Provide waste collection, recycling and disposal services 3.3.2 Promote recycling, reuse and minimisation of waste in the community 3.3.3 Support development of appropriate regional waste management strategies	Provide and manage waste collection and recycling services for the Shire. Associated education programs.	Waste education to increase recycling. Re-use shop is operational at the transfer station. Staff investigating a Waste App to replace majority of printed Calendars
Landfill Operations	3.3.1 Provide waste collection, recycling and disposal services 3.3.2 Promote recycling, reuse and minimisation of waste in the community 3.3.3 Support development of appropriate regional waste management strategies	Provide and manage Collie's landfill operations, including: transfer station operations; landfill operations and management; green waste disposal; hard metals disposal; asbestos and hazardous waste disposal; other materials disposal; weigh bridge operations	A Review in 2017 indicated that there is 50+ years of potential life remaining in the Collie landfill site. Operational plan is in place to meet the requirements of our license. E-Waste recycling has started at the transfer station. Ongoing discussion with Renergi Pty Ltd
Goal 4 Our Built Environment: Infrastructure, amenities and development that supports the needs and aspirations of the community			
Outcome 4.2: Attractive townscales and streetscapes			
Verges and Reserves	4.2.2 Manage and maintain the Council's parks, gardens, verges and open space 4.2.3 Upgrade and maintain the approaches to Collie	Maintain the Shire's verges, street trees and reserves including verge mowing. Manage cross-overs.	5 year Asset Management Plan for Parks & Gardens is currently in place
Parks and Gardens	4.2.1 Manage and maintain infrastructure in the Central Business District and support vibrant services and retail shopping 4.2.2 Manage and maintain the Council's parks, gardens, verges and open space 4.2.3 Upgrade and maintain the approaches to Collie	Maintain the Shire's parks, gardens,. Public litter collection.	5 year Asset Management Plan for Parks & Gardens is currently in place
Outcome 4.3: A safe and reliable transport system			
Roads, Footpaths, and Cycleways	4.2.1 Manage and maintain infrastructure in the Central Business District and support vibrant services and retail shopping 4.2.3 Upgrade and maintain the approaches to Collie 4.3.1 Maintain and further develop local roads and footpath networks	Provide construction and maintenance services for the Shire's roads and pathways networks and cycleways, including: Roads, laneways and carparks construction and maintenance, Pathways construction and maintenance. Street sweeping. Provision for age friendly design at time of replacement.	Ongoing development of the annual infrastructure program.
Advocacy and Partnerships	4.3.2 Lobby the State Government for upgrading of main roads servicing the Shire 4.3.3 Work with Main Roads WA and Industry to manage heavy vehicle movement through Collie		Active member of Regional Road Group and the Industry Roads Safety Alliance. Also working directly with Main Roads on a number of safety improvements.
Outcome 4.4: An effective and reliable drainage system			
Drainage	4.4.1 Manage and maintain the Shire's drainage system	Provision of drainage network, including culverts, sumps and secondary flow paths. Provision of point discharge treatment where appropriate.	Ongoing - Annual budget item.
Outcome 4.5: Council buildings and service related assets that support community needs			
Cemetery	4.5.2 Provide an appropriately serviced cemetery	Ensure the cemetery operates in accordance with the Cemeteries Local Law 2010. Planned and reactive maintenance. Administration of requests for use.	Additional road sealing and niche wall additions planned in 20/21
Depot, Plant and Fleet Services	4.5.3 Manage and maintain service related machinery, vehicles and equipment	Manage, maintain and upgrade the Shire's plant, equipment, and fleet and manage the Shire Depot. Vehicle fleet management and planning. Procurement.	Ongoing review in conjunction with the Plant Committee
Outcome 4.6: A sustainable asset and infrastructure base			
Asset Management	4.6.1 Develop and implement long-term asset management plans for all Council assets 4.6.2 Develop capital programs based on asset management plans and complete identified projects within scheduled timeframes	Provision of an asset management strategy and improvement plan. Development of asset management plans for each asset class, maintenance and update according to Council investment decisions. Oversight of asset condition and data development and maintenance of asset value.	External RAMM update completed in 2018-19 to cover inventory and condition data on the entire road network. We have had ongoing problems with accessing meaningful data via RAMM so we have started looking into alternative systems.
Major new projects: assets and facilities	4.6.2 Develop capital programs based on asset management plans and complete identified projects within scheduled timeframes.	Project feasibility and design, community consultation, procurement, project management and commissioning of major new-build assets and facilities projects.	Venn St Weir is a major project that is budgeted for 20/21
Advocacy and Partnerships	4.6.3 Maintain effective liaison with other levels of government and regional bodies to ensure coordinated provision of regional infrastructure.		Ongoing



Delegations 2019/20

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DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

Notes

- All Legislative References are referring to the Local Government Act 1995 unless otherwise specified
- All delegations are to the Chief Executive Officer unless otherwise specified
- The provisions of the Local Government Act 1995 which provide for delegations by a local government or its CEO are as follows:
 - Section 5.16 (1)
Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation
 - Section 5.42 (1)
A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43
 - Section 5.44 (1)
A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation
- Access to the Local Government Act 1995 can be obtained from the following link http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html for any interested Elected Member

1. Executive Functions – Duties & Compensation

Legislative Reference: 3.21 & 3.22

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and practicable, on behalf of Council in regard to the performance of executive functions:

- a. Ensure that the lawful use of any land, thoroughfare or premises is not obstructed, and any reasonable request that a person makes to avoid such obstruction is met.
- b. Ensure that as little harm or inconvenience is caused and as little damage is done as is possible.
- c. Ensure that danger to any person or property does not arise from anything done on land.
- d. Ensure that anything belonging to it, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises or thing entered is removed as soon as practicable unless this Act expressly allows it to be left there.
- e. Ensure that buildings, fences, and other structures are neither disturbed nor damaged.
- f. Ensure that when it (the local government) enters land that is fenced, it enters through the existing and usual openings in the fence unless it is expressly authorised to open the fence.
- g. Ensure that any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.
- h. Where compensation is required to be paid under section 3.22(1) of the act, the CEO be delegated authority to compensate the owner or occupier (if requested) the value of repairs unless otherwise stated in subsection (5) or schedule 3.1 or 3.2.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

2. Executive Functions – Notices Requiring Certain things to be done to land

Legislative Reference: 3.25

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and reasonable and practicable, on behalf of Council in regard to the performance of executive functions;

- (a) Give a person who is the owner or, unless Schedule 3.1 of the Local Government Act indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —
- is prescribed in Schedule 3.1, Division 1; or
 - is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

3. Functions – Additional Powers Relating to Notices

Legislative Reference: 3.26 (2) & 3.26 (3)

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and reasonable and practicable, on behalf of Council;

If the person who is given the notice (***notice recipient***) fails to comply with it, the Chief Executive Officer may do anything that he/she considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.

The Chief Executive Officer may cause for recovering the cost of anything undertaken under section 3.26 (2) (above) as a debt due from the person who failed to comply with the notice.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

4. Functions - Things local governments can do on land that is not local government property

Legislative Reference: 3.27 (1)

The Chief Executive Officer may, in performing Councils general function, do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 even though the land on which it is done is not local government property and the local government does not have consent to do it.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

5. Functions – Power of Entry on to Land

Legislative Reference: 3.27 – 3.36

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

6. Functions – Removal and Impounding of any goods

Legislative Reference: 3.39, 3.40, 3.42, 3.44, 3.46, 3.47, 3.48

The Chief Executive Officer is delegated authority to:

- a. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding.
- b. Authorise an employee in accordance with section 3.40(A) to remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck, and take all necessary action as prescribed within the section.
- c. Take appropriate action in respect to impounded non-perishable goods in accordance with Section 3.42.
- d. Give notice in accordance with Section 3.44 to collect goods.
- e. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
- f. Sell or otherwise dispose of confiscated or uncollected goods in accordance with Section 3.47.
- g. Take action to recover expenses in accordance with Section 3.48.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
12/07/2019	K Flynn	Ranger	Impounding of Abandoned Vehicle	White, Mitsubishi Triton D/C Ute
24/07/2019	L O'Connor	Senior Ranger	Impounding of Abandoned Vehicle	White, Mazda Protégé
16/08/2019	K Flynn	Ranger	Impounding of Abandoned Vehicle	Silver, Ford Falcon
16/08/2019	K Flynn	Ranger	Impounding of Abandoned Vehicle	White, Ford Courier

7. Functions – Temporary Closure of thoroughfares

Legislative Reference: 3.50

The Chief Executive Officer is delegated authority to give the necessary notices and take all appropriate actions to partially or temporarily close any thoroughfare for any period not exceeding 4 weeks. The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of Section 3.50 of the Local Government Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

8. Functions – Level & alignment thoroughfares

Legislative Reference: 3.51 (3)

The Chief Executive Officer is delegated authority to give the required notices as specified in Section 3.51(3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider any submissions received and proceed with the proposal if no objection is received.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

9. Functions - Control of certain unvested facilities

Legislative Reference: 3.54 (1)

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the management of Reserves as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

10. Functions – Tenders

Legislative Reference: 3.57 (1)

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the Chief Executive Officer is delegated authority to perform the following in accordance with Council Policy which may exist at that time:

- a. Publicly invite tenders for the supply of goods and services expected to be worth more than the prescribed amount. (Reference: Regulations 11(1), 12 and 13.)
- b. Give Statewide public notice in accordance with Regulation 14.
- c. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19.*)
- d. Before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted
- e. Make minor variations, with the approval of the tenderer, in a contract for goods and services before it enters into the contract with the successful tenderer provided that the variation;
 - does not alter a condition expressly placed on the tender acceptance by resolution of Council
 - does not adversely impact the Council financially
 - is authorised to exceed 10% of the contract or \$5,000 – whichever is greater

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
Maintained in Tender Register				

11. Functions – Disposal of Property

Legislative Reference: 3.58 (2)

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

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
31/03/2020	David Blurton	CEO	Trade in Bobcat Trailer	
31/12/2019	David Blurton	CEO	Disposed Tana Landfill Compactor	
12/02/2020	David Blurton	CEO	Disposed Portable Traffic Signal Trailer	
17/02/2020	David Blurton	CEO	Trade in Jeep Cherokee (102CO)	
26/07/2019	David Blurton	CEO	Disposed JCB Bobcat	
19/03/2020	David Blurton	CEO	Trade in Bobcat Skid Steere	

12. Financial Management – Management of Investments

Legislative Reference: 19 (1) Local Government Financial Management Regulations 1996

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the management of Investments as required in Section 19 of the Local Government Financial Management Regulations 1996.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This Register is maintained separately by the Shire of Collie Finance Manager and reported to Council as part of the monthly financial reporting regime.</p>				

13. Financial Management – Investment of Surplus Funds

Legislative Reference: 6.14 (1)

The Chief Executive Officer is delegated authority to invest surplus funds in accordance with section 6.14 of the Local Government Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This Register is maintained separately by the Shire of Collie Finance Manager and reported to Council as part of the monthly financial reporting regime.</p>				

14. Financial Management – Non Payment of Rates
Legislative Reference: 6.64 & 6.69 (3)

The Chief Executive Officer is delegated authority to take actions in accordance with section 6.64 & 6.69 of the Local Government Act in the event any rates or services remain outstanding for a period of at least three (3) years.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

15. Financial Management – Rate Record Objections
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Legislative Reference: 6.76 (4)

The Chief Executive Officer is delegated authority to extend the time for a person to make an objection in relation to the rate record in accordance with section 6.76 of the Local Government Act 1995.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

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

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17. Activities on thoroughfares & trading in thoroughfares & public places

Legislative Reference: Shire of Collie Activities on thoroughfares and public places and Trading Local Law 2012

That Council, pursuant to Section 5.42 of the Local Government Act 1995 delegate to the Chief Executive Officer the powers of the local government under the above Local Law as follows:

- (i) Determination of permit applications for activities on thoroughfares and public places for activities described in Clause 2.2, for portable signs and election signs in accordance with Part 3, and for the parking of vehicles or tethering of animals under Part 4 Division 1, provided that in each instance in the opinion of the Chief Executive Officer the issue of the permit will not impact adversely on adjacent landholders or Shire operations.
 - (ii) Determination of permit applications for advertising signs under Part 3 (other than portable signs and election signs) provided that the permit is consistent with the determination made under the Local Planning Scheme for the same proposal.
 - (iii) Determination of permit applications for outdoor eating facilities on public places under Part 6 Division 3 provided that either;
 - (a) the adjoining land has appropriate planning approval and the permit is consistent with Council Policy DS 4.11 Alfresco dining in public places, or;
 - (b) the permit is for a period one week or less.
 - (iv) The determination of applications for stallholder's and trader's permits under Part 6 Division 1 provided that the application is for a period of ~~3~~**12** months or less and in the opinion of the Chief Executive Officer the issue of the permit will not impact adversely on nearby landholder or shire operations.
 - (v) Determination of whether an organisation is a charitable organisation under Clause 6.7. If an organisation is a charitable organisation, the Chief Executive Officer shall waive the fee and record it as a donation.
 - (vi) The Chief Executive Officer shall have due regard to Part 7 in determining permits and the conditions that would apply to a permit.
 - (vii) Enforcement action is delegated to the Chief Executive Officer.
2. That Council retain the exercise of the following powers under the Local Law No. 6 – Activities on thoroughfares & trading in thoroughfares & public places:
- (i) The issue of permits under Clause 2.3 regarding liquor in public places;

- (ii) The issue of stallholder's and trader's permits under Part 6 Division 1 where the application is for a period of 3 months or more.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	Inf Number
7/01/2020	L O'Connor	Senior Ranger	Animal or vehicle obstructing a public place or Local Government Property	5872
18/02/2020	K Flynn	Ranger	Animal or vehicle obstructing a public place or Local Government Property	5873
3/06/2020	K Flynn	Ranger	Damage or removal of a plant without a permit	5874
3/06/2020	K Flynn	Ranger	Damage or removal of a plant without a permit	5875
15/07/2020	L O'Connor	Senior Ranger	Animal or vehicle obstructing a public place or Local Government Property	5876

18. Grant Concession or Write Off of Debt

Legislative Reference: Local Government Act (S6.12)

The Chief Executive Officer is delegated authority to grant a concession and/or write off a debt owed to the local government in accordance with section 6.12 of the Local Government Act 1995. This delegation may be exercised within the following parameters;

- Maximum of Two Hundred Dollars (\$200) in each individual circumstance;
- In context of Council rates and service charges, write off may only be interest accrued (Local Government Act does not allow delegation for waiving or concessions relating to rating);
- Any request for write off or concession must be in writing (except for the writing off **minor amounts (under \$10) associated with interest on rates**);
- Chief Executive Officer must make determinations in context of fairness and equity;
- Food Act 2008 fees determined under the Local Government Act 1995 for registration, notification and assessment may be waived for applications deemed by the CEO to be of a charitable or community nature.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
25/7/2019	David Blurton	CEO	Waive \$200.00 to Wilson Park Primary School P & C for use of Roche Park	I-19-4711
8/8/2019	David Blurton	CEO	Waive \$105.00 to Collie Gallery Group Building Permit application.	I-19-4850
14/8/2019	David Blurton	CEO	Waive \$150.00 to the Collie Railway Station Group Inc. of Registration of Food License as a charity.	I-19-4908 O-19-2383
2/09/2019	David Blurton	CEO	Month End Minor Balance Write off (Rates)- August 2019	N-19-1735
5/9/2019	David Blurton	CEO	Waive of Fees of \$100 for Collie Motorplex Camping on site.	I-19-5100

5/9/2019	David Blurton	CEO	Waive of Fees of \$100 for the Coalfields Hockey Council Inc. – Temporary Camping Licence fee.	I-19-5112
5/9/2019	David Blurton	CEO	Waive of Fees up to \$200 for the Collie Volleyball Association Coal Cup tournament.	I-19-5103 O-19-2660
16/9/2019	David Blurton	CEO	Waive of Fees \$200 for the Collie Motorcycle Club camping license.	I-19-5305 O-19-2710
16/9/2019	David Blurton	CEO	Waive of Fees \$175 for the Collie Cardiff RSL Sub-Branch Food Act – Notification Fee	I-19-5284 O-19-2663
18/12/2019	David Blurton	CEO	Waive of Fees up to an amount of \$200.00 for the Collie Little Athletics Club – P080/19.	I-19-6389
3/2/2020	David Blurton	CEO	Write Off \$6.54 end of month for Rates December 2019.	N-20-321
27/2/2020	David Blurton	CEO	Waive Fees of \$74 for the Collie Scout's Group for Sausage Sizzle and Cake Stall 28 March 2020.	I-20-709
15/4/2020	David Blurton	CEO	Waive Fees of \$75.00 for the Collie SHS Anzac Tour Group Fundraising at the Labour Day event.	I-20-642
17/4/2020	David Blurton	CEO	Waive Fees of \$200.00 for the BMX Club tyres to the tip.	I-20-1867
12 /6/2020	David Blurton	CEO	Write off Invoice Debts as requested by the Finance Manager. Debts unable to	N-20-1327

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			be recovered as properties have changed ownership. Invoice 17011 - \$100.00 Invoice 18435 - \$165.00 Invoice 18429 - \$121.00 Invoice 19195 – \$97.50 Invoice 18426 - \$121.00	
15/6/2020	David Blurton	CEO	Waive fees of \$20.00 invoice for a tyre charge to Roger Menezes.	I-20-3204 O-20-860

19. Bush Fires Act - Offences

Legislative Reference: Bush Fires Act 59 (3)

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.

The Chief Executive Officer, Executive Manager of Development Services, Shire Ranger, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control are delegated authority to issue infringement notices in accordance with the provisions of Section 59A of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This register is maintained separately by the Shire's Senior Ranger Ref: N-20-1586</p>				

20. Building Act

Legislative Reference: Building Act 2011 – Part 8 Division 5 Sections 110, 111, 112, 114, 117 & 118

The Chief Executive Officer is delegated authority to undertake assessments, issue building orders and recover expenses pursuant to Section 110, 111, 112, 114, 117 & 118 of the Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant such actions in respect to the following:

- a) Particular building work;
- b) Particular demolition work;
- c) A particular building or incidental structure, whether completed before or after commencement day.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This register is maintained separately by the Manager of Building Services</p> <p>Ref: N-X-XXX</p>				

21. Town Planning Functions

Legislative Reference: Planning and Development Act 2005, Local Planning Scheme No.5

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

Subdivision

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

Development

- g) May refer any application to any government agency for professional advice prior to formally considering the proposal.
- h) May advertise any application in a local circulating newspaper or notify adjoining/nearby property owners of a proposal and invite submissions.
- i) Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council.
- j) To approve any development application for 'P' or 'D' uses under the Local Planning Scheme and impose reasonable conditions. All 'A' uses under the Scheme to be referred to Council for determination after advertising **"if any objections are received"**.
- k) To refuse applications where the use is defined under the Scheme, but is an 'X' use under a particular zone in the zoning table.
- l) To refuse applications for 'D' uses which do not comply with the provisions of the Local Planning Scheme and/or Deemed Provisions.
- m) To approve or refuse any 'P' or 'D' use application for home occupation/business licence and impose standard and specific conditions as required. All 'A' use home business applications will be referred to Council.
- n) To negotiate minor compliance/modification of any condition/s in relation to all approvals granted.
- o) To negotiate minor modification to drawings and specifications in relation to all approvals granted.
- p) All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.

- q) That staff will advise Councillors of matters under consideration for applications under “A” and “D” use. Where actions are taken under clause (b) the Council is to be notified as soon as possible after the action/s have commenced.
- r) To approve development for ‘works’ on local reserves if the proposed development is consistent with the purpose of the Reserve, the Objectives of the Scheme, and any relevant adopted Local Planning Policy.
- s) To approve ‘P’ and ‘D’ uses under the Scheme that are consistent with the Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 as per Regulation 10(4).
- t) To approve the erection or extension/alteration of any single house, ancillary dwelling, outbuilding, external fixture, boundary wall, fence, patio, pergola, verandah, garage, carport or swimming pool that does not meet the deemed-to-comply requirement under State Planning Policy 3.1 Residential Design Codes where development approval is required under the Scheme and the proposal is consistent with the objectives of the Scheme and Matters to be Considered under clause 67 of the Deemed Provisions.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
05/07/19	Robert Quinn	Shire Planner	Temporary Showers (Collie Eagles Football)	A4679 P035/19
17/07/19	Robert Quinn	Shire Planner	Light poles and ablutions (Collie Racing Drivers Assoc.)	A4689 P040/19
17/07/19	Robert Quinn	Shire Planner	Shed and retaining walls	A3024 P034/19
19/07/19	Robert Quinn	Shire Planner	Extension and Crib Room (Men's Shed)	A5636 P038/19
19/07/19	Robert Quinn	Shire Planner	Dust Free Room (Collie Heritage & Men's Shed)	A5636 P039/19
19/07/19	Robert Quinn	Shire Planner	Carport	A76 P031/19
08/08/19	Robert Quinn	Shire Planner	Shed	A2502 P043/19
09/08/19	Robert Quinn	Shire Planner	Retaining Wall	A2502 P043/19
09/08/19	Robert Quinn	Shire Planner	Retaining Wall	A5171 P036/19
14/08/19	Robert Quinn	Shire Planner	Carport	A1131 P041/19
14/08/19	Robert Quinn	Shire Planner	Carport and Patio	A677 P042/19
28/08/19	Robert Quinn	Shire Planner	Shed and Lean-to	A532 P046/19
29/08/19	Robert Quinn	Shire Planner	Bulk Earth Works	A5984 P045/19
29/08/19	Robert Quinn	Shire Planner	Extension to Motel	A4937 P048/19
29/08/19	Robert Quinn	Shire Planner	Outbuilding	A538 P050/19
03/09/19	Robert Quinn	Shire Planner	Shed	A5520 P049/19

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23/09/19	Robert Quinn	Shire Planner	Roof over laneway (Museum)	A4794 P044/19
01/10/19	Robert Quinn	Shire Planner	Establishment of building envelope & vegetation clearing	A5923 P058/19
02/10/19	Robert Quinn	Shire Planner	Carport	A4726 P054/19
02/10/19	Robert Quinn	Shire Planner	Farm sheds x 3	A3520 P053/19
10/10/19	Robert Quinn	Shire Planner	Sheds	A1137 P051/19
11/10/19	Robert Quinn	Shire Planner	Carport	A4489 P056/19
11/10/19	Robert Quinn	Shire Planner	Shed	A3092 P060/19
14/10/19	Robert Quinn	Shire Planner	Dwelling	A283 P055/19
14/10/19	Robert Quinn	Shire Planner	Shed	A2980 P061/19
15/10/19	Robert Quinn	Shire Planner	Deck with patio	A2296 P062/19
04/11/19	Robert Quinn	Shire Planner	Carport	A2832 P066/19
04/11/19	Robert Quinn	Shire Planner	Shed	A265 P064/19
06/11/19	Robert Quinn	Shire Planner	Dwelling and Shed	A3572 P067/19
08/11/19	Robert Quinn	Shire Planner	Patio	A5707 P068/19
12/11/19	Robert Quinn	Shire Planner	Sub-division	A5017 P057/19
14/11/19	Robert Quinn	Shire Planner	Dwelling and roof cover	A3863 P071/19
03/12/19	Robert Quinn	Shire Planner	Replacement of guttering & fascia (All Saints Anglican Church)	A5267 P065/19
03/12/19	Robert Quinn	Shire Planner	Pergola	A4726 P074/19
03/12/19	Robert Quinn	Shire Planner	Re-use retail shed for public	A4792 P075/19
03/12/19	Robert Quinn	Shire Planner	Alfresco, Carport and Garage	A3103 P081/19
04/12/19	Robert Quinn	Shire Planner	Dwelling extension	A5133 P063/19
04/12/19	Robert Quinn	Shire Planner	Shed	A420 P047/19
04/12/19	Robert Quinn	Shire Planner	Patio and Carport	A5375 P069/19
04/12/19	Robert Quinn	Shire Planner	Carport	A2344 P070/19
04/12/19	Robert Quinn	Shire Planner	Carport	A3776 P072/19
09/12/19	Robert Quinn	Shire Planner	Transport Depot	A5646 P081/18
16/12/19	Robert Quinn	Shire Planner	Patio	A1989 P076/19
17/12/19	Robert Quinn	Shire Planner	Shed	A818 P077/18
20/12/19	Robert Quinn	Shire Planner	Extractive Industry	A3462 P006/19

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23/12/19	Robert Quinn	Shire Planner	Shed	A3227 P078/19
24/12/19	Robert Quinn	Shire Planner	Shed (Little Athletics)	A4780 P080/19
15/01/19	Robert Quinn	Shire Planner	Carport	A3172 P086/19
15/01/20	Robert Quinn	Shire Planner	Carport	A226 P087/19
15/01/20	Robert Quinn	Shire Planner	Dwelling	A5448 P085/19
20/01/20	Robert Quinn	Shire Planner	Dwelling and temporary accommodation	A5974 P084/19
04/02/20	Katya Tripp	Shire Strategic Planner	Retaining wall	A5601 P089/19
07/02/20	Katya Tripp	Shire Strategic Planner	Carport and verandah	A1664 P083/19
11/02/20	Robert Quinn	Shire Planner	Outbuilding	A530 P008/20
11/02/20	Robert Quinn	Shire Planner	Carport	A532 P001/20
11/02/20	Robert Quinn	Shire Planner	Carport	A2417 P006/20
11/02/20	Robert Quinn	Shire Planner	Home business	A3109 P079/19
11/02/20	Robert Quinn	Shire Planner	Carport	A6011 P007/20
11/02/20	Robert Quinn	Shire Planner	Outbuilding	A3908 P005/20
20/02/20	Robert Quinn	Shire Planner	Automated Machinery/Equipment Demo & Training Area	A5984 P059/19
24/02/20	Robert Quinn	Shire Planner	Carport	A2833 P004/20
24/02/20	Robert Quinn	Shire Planner	Shed	A6009 P010/20
09/02/20	Robert Quinn	Shire Planner	Outbuilding	A3688 P011/20
28/02/20	Robert Quinn	Shire Planner	Retaining Wall	A2502 P012/20
28/02/20	Robert Quinn	Shire Planner	Outbuilding	A5373 P013/20
28/02/20	Robert Quinn	Shire Planner	Carport	A6008 P088/19
24/02/20	Robert Quinn	Shire Planner	Outbuilding	A5984 P003/20
09/03/20	Robert Quinn	Shire Planner	Patio	A1864 P014/20
09/03/20	Robert Quinn	Shire Planner	Outbuilding	A5601 P017/20
12/03/20	Robert Quinn	Shire Planner	Outbuilding	A6010 P022/20
12/03/20	Robert Quinn	Shire Planner	Outbuilding	A644 P019/20
13/03/20	Robert Quinn	Shire Planner	Outbuilding	A5173 P021/20
16/03/20	Robert Quinn	Shire Planner	Container Recycle Centre	A1401 P020/20
05/05/20	Robert Quinn	Shire Planner	Ablutions	A5984 P031/20

APPENDIX 2

05/04/20	Robert Quinn	Shire Planner	Fence	A5947 P033/20
20/04/20	Robert Quinn	Shire Planner	Carport	A2333 P030/20
22/04/20	Robert Quinn	Shire Planner	Carport	A1453 P032/20
11/04/20	Robert Quinn	Shire Planner	Patio	A3286 P029/20
11/04/20	Robert Quinn	Shire Planner	Outbuilding	A5600 P027/20
22/04/20	Robert Quinn	Shire Planner	Outbuilding	A1300 P018/20
07/05/20	Robert Quinn	Shire Planner	Wall	A283 P035/20
08/05/20	Robert Quinn	Shire Planner	Outbuilding	A3831 P034/20
14/05/20	Robert Quinn	Shire Planner	Dwelling	A6010 P036/20
14/05/20	Robert Quinn	Shire Planner	Outbuilding	A2940 P028/20
27/05/20	Robert Quinn	Shire Planner	Patio	A175 P037/20
03/06/20	Robert Quinn	Shire Planner	Verandah	A2355 P039/20
05/06/20	Robert Quinn	Shire Planner	Outbuilding	A6 P038/20
25/06/20	Robert Quinn	Shire Planner	Dwelling	A5867 P041/20

22. Town Planning Functions

Legislative Reference: Clause 11.3.1 of Shire of Collie Local Planning Scheme No. 5

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

- a) Taking action to enforce the Local Planning Scheme through Sections 214, 215, 216 and 218 of the Planning and Development Act 2005.
- b) Defend, initiate and/or commence legal proceedings (including infringement notices) and/or a prosecution for breaches, contravention and/or failure to comply with the Local Planning Scheme, non-compliance with conditions of development approval or for unauthorised development or use.
- c) Where the CEO has issued any directions notices for planning offences the CEO will provide the Council with an appropriate brief or memo in regard to any action taken.
- d) Where actions are taken under clause (b) the Council is to be notified as soon as possible after the action/s have commenced.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

23. Health Act 1911
Legislative Reference: Health (Miscellaneous Provisions) Act 1911:

That pursuant to the Health (Miscellaneous Provisions) Act 1911 the Chief Executive Officer is delegated authority to serve notices/orders and take actions in matters relating to:

- a) Part V Dwellings
- b) Part VI Public Buildings
- c) Part VII Nuisances and Offensive trades

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
16/07/2019	Tim Connors	Environmental Health Officer	Health Notice - 19 Moore St, Collie	O-19-1256
30/07/2019	Tim Connors	Environmental Health Officer	Approval to Construct Effluent System - 26 Booth St, Collie	O-19-1317
17/09/2019	Tim Connors	Environmental Health Officer	Certificate of Local Government - Collie Cardiff RSL Sub Branch	O-19-2667
2/10/2019	Tim Connors	Environmental Health Officer	Certificate of Registration of a Lodging House - Harris River Estate	O-19-2762
4/11/2019	Tim Connors	Environmental Health Officer	Septic Approval - 234 Booth St, Collie	O-19-2914
7/04/2020	Elena Bull	Environmental Health Officer	Approval to Construct Effluent System - 44 Steere Road, Allanson	O-20-493
3/06/2020	Elena Bull	Environmental Health Officer	Approval to Use Effluent System - 26 Booth Street, Collie	O-20-781
10/06/2020	Elena Bull	Environmental Health Officer	Approval to Construct Effluent System - 27 Johns Road, Collie	O-20-801
26/06/2020	Elena Bull	Environmental Health Officer	Approval to Construct Effluent System - 47 Booth Street, Collie	O-20-911
1/07/2020	Elena Bull	Environmental Health Officer	Approval to Construct Effluent System - 154 Boys Home Road, Collie	O-20-942
16/07/2020	Elena Bull	Environmental Health Officer	Approval to Use Effluent System - 154 Boys Home Road, Collie	O-20-987

24. Caravan Parks and Camping Grounds Act
Legislative Reference: Caravan Parks and Camping Grounds Act 1995 s 17

That pursuant to Section 17 of the Caravan Parks and Camping Ground Act 1995 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
30/08/2019	Tim Connors	Environmental Health Officer	Temporary Nature Based Park Licence - Preston Rd Hockey Grounds	O-19-2551
5/09/2019	Tim Connors	Environmental Health Officer	Temporary Nature Based Park Licence - Collie Motorplex	O-19-2602
20/09/2019	Tim Connors	Environmental Health Officer	Temporary Nature Based Park Licence - Collie Motorcycle Club	O-19-2710
26/09/2019	Tim Connors	Environmental Health Officer	Annual Caravan Park Licence - Collie River Valley Tourist Park	O-19-2736
9/03/2020	Elena Bull	Environmental Health Officer	Approval to Camp - Allanson Twilight Amble	N-20-625

25. Food Act**Legislative Reference: Food Act 2008, s 122(1)**

That pursuant to Section 122(1) of the Food Act 2008 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
3/07/2019	Tim Connors	Environmental Health Officer	Certificate of Registration - The Grillfather	O-19-1205
16/09/2019	Tim Connors	Environmental Health Officer	Certificate of Registration - Collie Cardiff RSL Sub Branch	O-19-2663
17/09/2019	Tim Connors	Environmental Health Officer	Certificate of Local Government - Collie Cardiff RSL Sub Branch	O-19-2667
17/09/2019	Tim Connors	Environmental Health Officer	Certificate of Registration - Collie Bowling Club	O-19-2670
4/10/2019	Tim Connors	Environmental Health Officer	Certificate of Registration - Amaroo Super Deli	O-19-2767
26/02/20520	Elena Bull	Environmental Health Officer	Certificate of Registration - Whisk Nutrition Studio	O-20-310

26. Food Act

Legislative Reference: Food Act 2008, s 123(ss1&2)126(ss3,6&7)

That pursuant to Sections 123 and 126 of the Food Act 2008 the Chief Executive Officer is delegated authority

- a) Issue certificates of authority
- b) Be the designated officer to extend or revoke infringement notices
- c) Be the designated Officer to receive payment for infringements

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

27. Dog Act

- a) That pursuant to Section 29 (1) of the Dog Act 1976 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
25/07/2019	A Dover	Director Development Services	Withdrawal of INF # 26615 - submission of Stat Dec as requested	O-19-1288
29/07/2019	A Dover	Director Development Services	Withdrawal of INF #'s 6465 & 6466 - Proof of exemption	O-19-1297
25/11/2019	A Dover	Director Development Services	Withdrawal of INF # 6486 - Owner paid for vet treatment of the other dog	O-19-3022
19/12/2019	Scott Geere	Acting Director Development Services	Withdrawal of INF # 26663 - Home owner did not receive hazard reduction letter or INF	O-19-3239
6/02/2020	A Dover	Director Development Services	Withdrawal of INF # 26639 - on compassionate grounds	O-20-187
11/06/2020	A Dover	Director Development Services	Withdrawal of INF # 7257 - Incorrect issue of infringement	O-20-850
The INF register is maintained separately by the Shire's Senior Ranger Ref: N-20-1586				

28. Cat Act

- b) That pursuant to Section 29 (1) of the Cat Act 2011 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

Legislative Reference: Bush Fires Act s 17(10)

[illegible]

30. Building Surveyor Delegation: Building Act 2011 - Building Permits

Legislative Reference: Building Act 2011

That pursuant to Part 2 Division 2 Section 20 of the Building Act 2011, the Building Surveyor (position title 'Manager Building Services') is delegated authority to approve or refuse to approve plans and specifications, but where a plans and specification so submitted conform to:

- (a) all Local Laws, Building Regulations and Building Codes in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- (b) all Local Laws and Schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

The Building Surveyor shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Furthermore, the issuing of a building permit under Section 20 of the Building Act 2011 may be subject to such conditions as the Building Surveyor considers necessary.

All permits issued under this delegated authority shall, in addition to any conditions imposed by the Building Surveyor, contain and be subject to the following conditions:

- The building licence is valid for a maximum period of twenty-four (24) months.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
This Register is maintained separately by the Manager Building Services and reported monthly to the Council via its documents of interest.				

31. Swimming Pool Passes to Not for Profit Community Groups

Legislative Reference: Local Government Act (S5.42)

The Chief Executive Officer is delegated authority to provide one family season pass to the Collie Mineworkers Memorial Swimming Pool per annum to Not for Profit Community groups upon request.

- Delegation of some powers and duties to CEO 5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and
- this power of delegation. * Absolute majority required. (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
18/9/2019	David Blurton	CEO	Waive half of Pool Season Ticket fee up to a maximum of \$175.00 as a promotion for the 2019/20 Swimming Season.	I-19-5320

32. Issue of Tip Pass to Not for Profit Organisations

Legislative Reference: Local Government Act (S5.42)

The Chief Executive Officer is delegated authority to provide one Tip Pass to the Collie Transfer Station per annum to Not for Profit Organisations upon request.

- Delegation of some powers and duties to CEO 5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and
- this power of delegation. * Absolute majority required. (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
This Register is maintained in a separate File.				



Proposed Delegations 2020/21

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DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

Notes

- All Legislative References are referring to the Local Government Act 1995 unless otherwise specified
- All delegations are to the Chief Executive Officer unless otherwise specified
- The provisions of the Local Government Act 1995 which provide for delegations by a local government or its CEO are as follows:
 - Section 5.16 (1)
Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation
 - Section 5.42 (1)
A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43
 - Section 5.44 (1)
A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation
- Access to the Local Government Act 1995 can be obtained from the following link http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html for any interested Elected Member

1. Executive Functions – Duties & Compensation

Legislative Reference: 3.21 & 3.22

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and practicable, on behalf of Council in regard to the performance of executive functions:

- a. Ensure that the lawful use of any land, thoroughfare or premises is not obstructed, and any reasonable request that a person makes to avoid such obstruction is met.
- b. Ensure that as little harm or inconvenience is caused and as little damage is done as is possible.
- c. Ensure that danger to any person or property does not arise from anything done on land.
- d. Ensure that anything belonging to it, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises or thing entered is removed as soon as practicable unless this Act expressly allows it to be left there.
- e. Ensure that buildings, fences, and other structures are neither disturbed nor damaged.
- f. Ensure that when it (the local government) enters land that is fenced, it enters through the existing and usual openings in the fence unless it is expressly authorised to open the fence.
- g. Ensure that any physical damage done to any land, premises or thing, is immediately made good unless compensation has been or is to be paid.
- h. Where compensation is required to be paid under section 3.22(1) of the act, the CEO be delegated authority to compensate the owner or occupier (if requested) the value of repairs unless otherwise stated in subsection (5) or schedule 3.1 or 3.2.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

2. Executive Functions – Notices Requiring Certain things to be done to land

Legislative Reference: 3.25

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and reasonable and practicable, on behalf of Council in regard to the performance of executive functions;

- (a) Give a person who is the owner or, unless Schedule 3.1 of the Local Government Act indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that —
- is prescribed in Schedule 3.1, Division 1; or
 - is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

3. Functions – Additional Powers Relating to Notices

Legislative Reference: 3.26 (2) & 3.26 (3)

The Chief Executive Officer is delegated authority to perform the following duties, so far as is reasonable and reasonable and practicable, on behalf of Council;

If the person who is given the notice (***notice recipient***) fails to comply with it, the Chief Executive Officer may do anything that he/she considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.

The Chief Executive Officer may cause for recovering the cost of anything undertaken under section 3.26 (2) (above) as a debt due from the person who failed to comply with the notice.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

4. Functions - Things local governments can do on land that is not local government property

Legislative Reference: 3.27 (1)

The Chief Executive Officer may, in performing Councils general function, do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 even though the land on which it is done is not local government property and the local government does not have consent to do it.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

5. Functions – Power of Entry on to Land

Legislative Reference: 3.27 – 3.36

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

6. Functions – Removal and Impounding of any goods

Legislative Reference: 3.39, 3.40, 3.42, 3.44, 3.46, 3.47, 3.48

The Chief Executive Officer is delegated authority to:

- a. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding.
- b. Authorise an employee in accordance with section 3.40(A) to remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck, and take all necessary action as prescribed within the section.
- c. Take appropriate action in respect to impounded non-perishable goods in accordance with Section 3.42.
- d. Give notice in accordance with Section 3.44 to collect goods.
- e. Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46.
- f. Sell or otherwise dispose of confiscated or uncollected goods in accordance with Section 3.47.
- g. Take action to recover expenses in accordance with Section 3.48.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This register is maintained separately by the Shire's Senior Ranger Ref: N-X-XXXX</p>				

7. Functions – Temporary Closure of thoroughfares

Legislative Reference: 3.50

The Chief Executive Officer is delegated authority to give the necessary notices and take all appropriate actions to partially or temporarily close any thoroughfare for any period not exceeding 4 weeks. The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of Section 3.50 of the Local Government Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

8. Functions – Level & alignment thoroughfares

Legislative Reference: 3.51 (3)

The Chief Executive Officer is delegated authority to give the required notices as specified in Section 3.51(3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider any submissions received and proceed with the proposal if no objection is received.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

9. Functions - Control of certain unvested facilities

Legislative Reference: 3.54 (1)

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the management of Reserves as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

10. Functions – Tenders

Legislative Reference: 3.57 (1)

In respect to part 4 of the Local Government (Functions and General) Regulations 1996, the Chief Executive Officer is delegated authority to perform the following in accordance with Council Policy which may exist at that time:

- a. Publicly invite tenders for the supply of goods and services expected to be worth more than the prescribed amount. (Reference: Regulations 11(1), 12 and 13.)
- b. Give Statewide public notice in accordance with Regulation 14.
- c. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19.*)
- d. Before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted
- e. Make minor variations, with the approval of the tenderer, in a contract for goods and services before it enters into the contract with the successful tenderer provided that the variation;
 - does not alter a condition expressly placed on the tender acceptance by resolution of Council
 - does not adversely impact the Council financially
 - is authorised to exceed 10% of the contract or \$5,000 – whichever is greater

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
Maintained in Tender Register				

11. Functions – Disposal of Property

Legislative Reference: 3.58 (2)

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

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

12. Financial Management – Management of Investments

Legislative Reference: 19 (1) Local Government Financial Management Regulations 1996

The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the management of Investments as required in Section 19 of the Local Government Financial Management Regulations 1996.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This Register is maintained separately by the Shire of Collie Finance Manager and reported to Council as part of the monthly financial reporting regime.</p>				

13. Financial Management – Investment of Surplus Funds

Legislative Reference: 6.14 (1)

The Chief Executive Officer is delegated authority to invest surplus funds in accordance with section 6.14 of the Local Government Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This Register is maintained separately by the Shire of Collie Finance Manager and reported to Council as part of the monthly financial reporting regime.</p>				

14. Financial Management – Non Payment of Rates
Legislative Reference: 6.64 & 6.69 (3)

The Chief Executive Officer is delegated authority to take actions in accordance with section 6.64 & 6.69 of the Local Government Act in the event any rates or services remain outstanding for a period of at least three (3) years.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

15. Financial Management – Rate Record Objections
Legislative Reference: 6.76 (4)

The Chief Executive Officer is delegated authority to extend the time for a person to make an objection in relation to the rate record in accordance with section 6.76 of the Local Government Act 1995.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

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

[illegible]

17. Activities on thoroughfares & trading in thoroughfares & public places

Legislative Reference: Shire of Collie Activities on thoroughfares and public places and Trading Local Law 2012

That Council, pursuant to Section 5.42 of the Local Government Act 1995 delegate to the Chief Executive Officer the powers of the local government under the above Local Law as follows:

- (i) Determination of permit applications for activities on thoroughfares and public places for activities described in Clause 2.2, for portable signs and election signs in accordance with Part 3, and for the parking of vehicles or tethering of animals under Part 4 Division 1, provided that in each instance in the opinion of the Chief Executive Officer the issue of the permit will not impact adversely on adjacent landholders or Shire operations.
 - (ii) Determination of permit applications for advertising signs under Part 3 (other than portable signs and election signs) provided that the permit is consistent with the determination made under the Local Planning Scheme for the same proposal.
 - (iii) Determination of permit applications for outdoor eating facilities on public places under Part 6 Division 3 provided that either;
 - (a) the adjoining land has appropriate planning approval and the permit is consistent with Council Policy DS 4.11 Alfresco dining in public places, or;
 - (b) the permit is for a period one week or less.
 - (iv) The determination of applications for stallholder's and trader's permits under Part 6 Division 1 provided that the application is for a period of ~~3~~ 12 months or less and in the opinion of the Chief Executive Officer the issue of the permit will not impact adversely on nearby landholder or shire operations.
 - (v) Determination of whether an organisation is a charitable organisation under Clause 6.7. If an organisation is a charitable organisation, the Chief Executive Officer shall waive the fee and record it as a donation.
 - (vi) The Chief Executive Officer shall have due regard to Part 7 in determining permits and the conditions that would apply to a permit.
 - (vii) Enforcement action is delegated to the Chief Executive Officer.
2. That Council retain the exercise of the following powers under the Local Law No. 6 – Activities on thoroughfares & trading in thoroughfares & public places:
- (i) The issue of permits under Clause 2.3 regarding liquor in public places;

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18. Grant Concession or Write Off of Debt
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Legislative Reference: Local Government Act (S6.12)

The Chief Executive Officer is delegated authority to grant a concession and/or write off a debt owed to the local government in accordance with section 6.12 of the Local Government Act 1995. This delegation may be exercised within the following parameters;

- Maximum of Two Hundred Dollars (\$200) in each individual circumstance;
- In context of Council rates and service charges, write off may only be interest accrued (Local Government Act does not allow delegation for waiving or concessions relating to rating);
- Any request for write off or concession must be in writing (except for the writing off **minor amounts (under \$10) associated with interest on rates**);
- Chief Executive Officer must make determinations in context of fairness and equity;
- Food Act 2008 fees determined under the Local Government Act 1995 for registration, notification and assessment may be waived for applications deemed by the CEO to be of a charitable or community nature.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

19. Bush Fires Act - Offences

Legislative Reference: Bush Fires Act 59 (3)

The Chief Executive Officer is delegated general authority to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.

The Chief Executive Officer, Executive Manager of Development Services, Shire Ranger, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control are delegated authority to issue infringement notices in accordance with the provisions of Section 59A of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This register is maintained separately by the Shire's Senior Ranger Ref: N-X-XXX</p>				

20. Building Act

Legislative Reference: Building Act 2011 – Part 8 Division 5 Sections 110, 111, 112, 114, 117 & 118

The Chief Executive Officer is delegated authority to undertake assessments, issue building orders and recover expenses pursuant to Section 110, 111, 112, 114, 117 & 118 of the Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant such actions in respect to the following:

- a) Particular building work;
- b) Particular demolition work;
- c) A particular building or incidental structure, whether completed before or after commencement day.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This register is maintained separately by the Manager of Building Services</p> <p>Ref: N-X-XXX</p>				

21. Town Planning Functions

Legislative Reference: Planning and Development Act 2005, Local Planning Scheme No.5

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

Subdivision

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

Development

- g) May refer any application to any government agency for professional advice prior to formally considering the proposal.
- h) May advertise any application in a local circulating newspaper or notify adjoining/nearby property owners of a proposal and invite submissions.
- i) Any application in the opinion of the Chief Executive Officer to be controversial or of public interest to be determined by Council.
- j) To approve any development application for 'P' or 'D' uses under the Local Planning Scheme and impose reasonable conditions. All 'A' uses under the Scheme to be referred to Council for determination after advertising **"if any objections are received"**.
- k) To refuse applications where the use is defined under the Scheme, but is an 'X' use under a particular zone in the zoning table.
- l) To refuse applications for 'D' uses which do not comply with the provisions of the Local Planning Scheme and/or Deemed Provisions.
- m) To approve or refuse any 'P' or 'D' use application for home occupation/business licence and impose standard and specific conditions as required. All 'A' use home business applications will be referred to Council.
- n) To negotiate minor compliance/modification of any condition/s in relation to all approvals granted.
- o) To negotiate minor modification to drawings and specifications in relation to all approvals granted.
- p) All non-compliance with approvals which cannot be resolved between affected parties and Shire of Collie staff to be referred to Council for determination.

- q) That staff will advise Councillors of matters under consideration for applications under “D” use. Where actions are taken under clause (b) the Council is to be notified as soon as possible after the action/s have commenced.
- r) To approve development for ‘works’ on local reserves if the proposed development is consistent with the purpose of the Reserve, the Objectives of the Scheme, and any relevant adopted Local Planning Policy.
- s) To approve ‘P’ and ‘D’ uses under the Scheme that are consistent with the Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 as per Regulation 10(4).
- t) To approve the erection or extension/alteration of any single house, ancillary dwelling, outbuilding, external fixture, boundary wall, fence, patio, pergola, verandah, garage, carport or swimming pool that does not meet the deemed-to-comply requirement under State Planning Policy 3.1 Residential Design Codes where development approval is required under the Scheme and the proposal is consistent with the objectives of the Scheme and Matters to be Considered under clause 67 of the Deemed Provisions.
- u) **To approve any development applications and R-Codes variations for outbuildings on land zoned “Residential” and “Rural Residential” which do not comply with the setback, floor area and height requirements of Local Planning Policy 2.1 subject to no adverse effects being foreseen on the surrounding area .**

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

22. Town Planning Functions

Legislative Reference: Clause 11.3.1 of Shire of Collie Local Planning Scheme No. 5

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

- a) Taking action to enforce the Local Planning Scheme through Sections 214, 215, 216 and 218 of the Planning and Development Act 2005.
- b) Defend, initiate and/or commence legal proceedings (including infringement notices) and/or a prosecution for breaches, contravention and/or failure to comply with the Local Planning Scheme, non-compliance with conditions of development approval or for unauthorised development or use.
- c) Where the CEO has issued any directions notices for planning offences the CEO will provide the Council with an appropriate brief or memo in regard to any action taken.
- d) Where actions are taken under clause (b) the Council is to be notified as soon as possible after the action/s have commenced.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

23. Health Act 1911

Legislative Reference: Health (Miscellaneous Provisions) Act 1911:

~~That pursuant to the Health (Miscellaneous Provisions) Act 1911 the Chief Executive Officer is delegated authority to serve notices/orders and take actions in matters relating to:~~

- ~~a) Part V Dwellings~~
- ~~b) Part VI Public Buildings~~
- ~~c) Part VII Nuisances and Offensive trades~~

Pursuant to Section 26 of the Health (Miscellaneous Provisions) Act 1911 the Chief Executive Officer and Environmental Health Officer are appointed and authorised to be deputised for the purpose of the Act.

- a) Part IV Division 4 – Sanitary Provisions
- b) Part V Dwellings
- c) Part VI Public Buildings
- d) Part VII Nuisances and Offensive Trades
- e) Part IX – Infectious Diseases

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

24. Caravan Parks and Camping Grounds Act

Legislative Reference: Caravan Parks and Camping Grounds Act 1995 s 17

~~That pursuant to Section 17 of the Caravan Parks and Camping Ground Act 1995 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.~~

The Caravan Parks and Camping Grounds Act 1995 automatically delegates the appointment of authorised persons to the Chief Executive Officer pursuant to section 17 of the act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

25. Food Act Public Health Act 2016

~~Legislative Reference: Food Act 2008, s 122(1)~~

~~That pursuant to Section 122(1) of the Food Act 2008 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.~~

Legislative Reference: **Public Health Act 2016**

That Pursuant to section 21 of the Public Health act 2016 the CEO is the delegated authority to authorised officers for the purpose of the Act.

S.17 Appointment of environmental health officers

S.24 Designation of Authorised Officers

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

26. Food Act

~~Legislative Reference: Food Act 2008, s 123(ss1&2)126(ss3,6&7)~~

~~That pursuant to Sections 123 and 126 of the Food Act 2008 the Chief Executive Officer is delegated authority~~

- ~~a) Issue certificates of authority~~
- ~~b) Be the designated officer to extend or revoke infringement notices~~
- ~~c) Be the designated Officer to receive payment for infringements~~

Legislative Reference: Food Act 2008, s 118

That pursuant to Section 118 of the Food Act 2008 the Chief Executive Officer is delegated authority for the purpose of the Act.

S 65 Prohibition Order

S 66 Certificate of clearance to be given in certain circumstances

S 67 Request for re-inspection

S110 Registration of Food Business

S112 Variation of conditions or cancellation of registration of food business

S122 Appointment of Authorised Officers

S125 Institution of proceedings

S126 (2) Designated Officers to issue infringement notices

S126 (6), (7) and (13) Designated Officers to extend or revoke infringement notices (excluding those Designated Officer at S126 (2))

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
Separate register Maintained by EHO Officers				

27. Dog Act

- a) That pursuant to Section 29 (1) of the Dog Act 1976 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

28. Cat Act

- b) That pursuant to Section 29 (1) of the Cat Act 2011 the Chief Executive Officer is delegated authority to appoint authorised officers for the purposes of the Act.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

Legislative Reference: Bush Fires Act s 17(10)

[illegible]

30. Building Surveyor Delegation: Building Act 2011 - Building Permits

Legislative Reference: Building Act 2011

That pursuant to Part 2 Division 2 Section 20 of the Building Act 2011, the Building Surveyor (position title 'Manager Building Services') is delegated authority to approve or refuse to approve plans and specifications, but where a plans and specification so submitted conform to:

- (a) all Local Laws, Building Regulations and Building Codes in force in the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- (b) all Local Laws and Schemes in force in the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters,

The Building Surveyor shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Furthermore, the issuing of a building permit under Section 20 of the Building Act 2011 may be subject to such conditions as the Building Surveyor considers necessary.

All permits issued under this delegated authority shall, in addition to any conditions imposed by the Building Surveyor, contain and be subject to the following conditions:

- The building licence is valid for a maximum period of twenty-four (24) months.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
<p>This Register is maintained separately by the Manager Building Services and reported monthly to the Council via its documents of interest.</p>				

31. Swimming Pool Passes to Not for Profit Community Groups

Legislative Reference: Local Government Act (S5.42)

The Chief Executive Officer is delegated authority to provide one family season pass to the Collie Mineworkers Memorial Swimming Pool per annum to Not for Profit Community groups upon request.

- Delegation of some powers and duties to CEO 5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and
- this power of delegation. * Absolute majority required. (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference

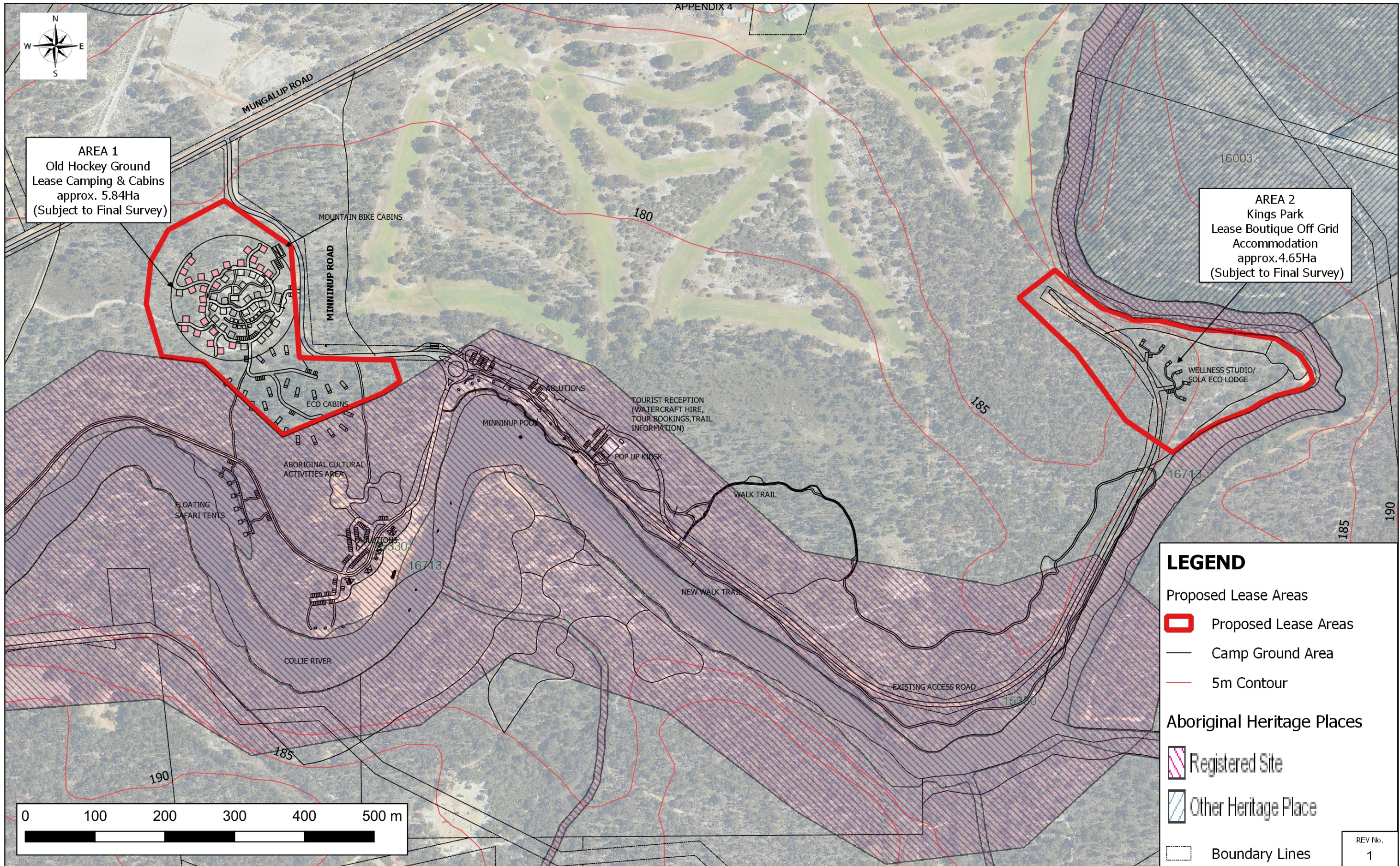
32. Issue of Tip Pass to Not for Profit Organisations

Legislative Reference: Local Government Act (S5.42)

The Chief Executive Officer is delegated authority to provide one Tip Pass to the Collie Transfer Station per annum to Not for Profit Organisations upon request.

- Delegation of some powers and duties to CEO 5.42. (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43 and
- this power of delegation. * Absolute majority required. (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

DELEGATIONS REGISTER				
Date delegated power exercised	Name of delegated officer	Position of delegated officer	Details of Delegation	File Reference
This Register is maintained in a separate File.				



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The document may only be used for the purpose for which it was commissioned and in accordance with the terms of the engagement for the commission.
Unauthorised use of this document in any form whatsoever is prohibited.

REVISION TABLE					
1	06/07/2020	Adjusted proposed lease to be excluded from Aboriginal Heritage places			
REV	DATE	DESCRIPTION		ENG	APP

TITLE: PROPOSED LEASE AREAS MINNINUP POOL RESERVE, RESERVE No 23606,R34343, COLLIE WESTERN AUSTRALIA			
CLIENT NAME: Shire of Collie		APPROVED BY: AHD	
DRAWN BY: M.G.Sewell		DATE: 06/07/2020	
SURVEYED BY:		COORD SYSTEM: MGA (50)	

DRAWING No. COL 20 29.1	
JOB No.	
SHEET No. 1 of 1	
SCALE: 1:5000	A3



Shire of
Collie

Customer Service Charter
2020

Customer Service Charter

The Shire of Collie's Customer Service Charter document outlines the standard expected from Shire employees in providing services to the members of our community.

The Shire of Collie aims to deliver friendly, informed and timely service with the ongoing commitment to improving the quality and experience of customer service provided.

Aligning with the Shire of Collie's Corporate Business Plan 2017/18 – 2021/22:

Council's Vision

Collie – a connected, committed and creative community.

Values

The core values at the heart of the Council's commitment to the community are:

- Acting with integrity, transparency and accountability
- Leading the delivery of the community's vision
- Enabling community-led endeavours to make the Shire of Collie a better place
- Respectful progress

Customer Service Standards

Our staff are committed to providing the highest possible standard service through access to up to date information and providing a timely response to customers.

Our Standard

Our staff will:

- identify themselves when dealing with the public.
- Ask you for your name and contact details so that you can be contacted if required.
- listen carefully, be courteous and friendly.
- provide accurate information.
- follow up on commitments made to customers.

Our Information will be:

- easy to access.
- relevant and practical.
- up to date, accurate and consistent.

Our Commitment

We will endeavour to:

- answer telephone calls promptly and respond to messages in a timely manner.
- respond to verbal queries within three working days.
- respond to written queries within ten working days.
- respond to complaints within ten working days.
- update you on the progress of your query or complaint if a delay is likely.
- acknowledge and rectify when an error has occurred.

Making a Compliment, Complaint or Suggestion

The Shire of Collie encourages customers:

- to compliment us on services provided.
- offer suggestions on existing services.
- provide feedback to improve our service.

This can be done by contacting us on 9734 9000 or emailing colshire@collie.wa.gov.au .

Please note that social media comments or complaints will not be responded to by staff.

Contact Details

Address:

Shire of Collie
87 Throssell Street
Collie WA 6225

Postal Address:

Shire of Collie
Locked Bag 6225
Collie WA 6225

Telephone:

9734 9000

Email Address:

colshire@collie.wa.gov.au

Website:

www.collie.wa.gov.au

In Person:

The Shire of Collie's office is open Monday to Friday from 8.00am - 4.30pm (except for Public Holidays).

The Shire of Collie looks forward to a continued relationship with our community to provide a high standard of service which meets the needs and expectations for all.

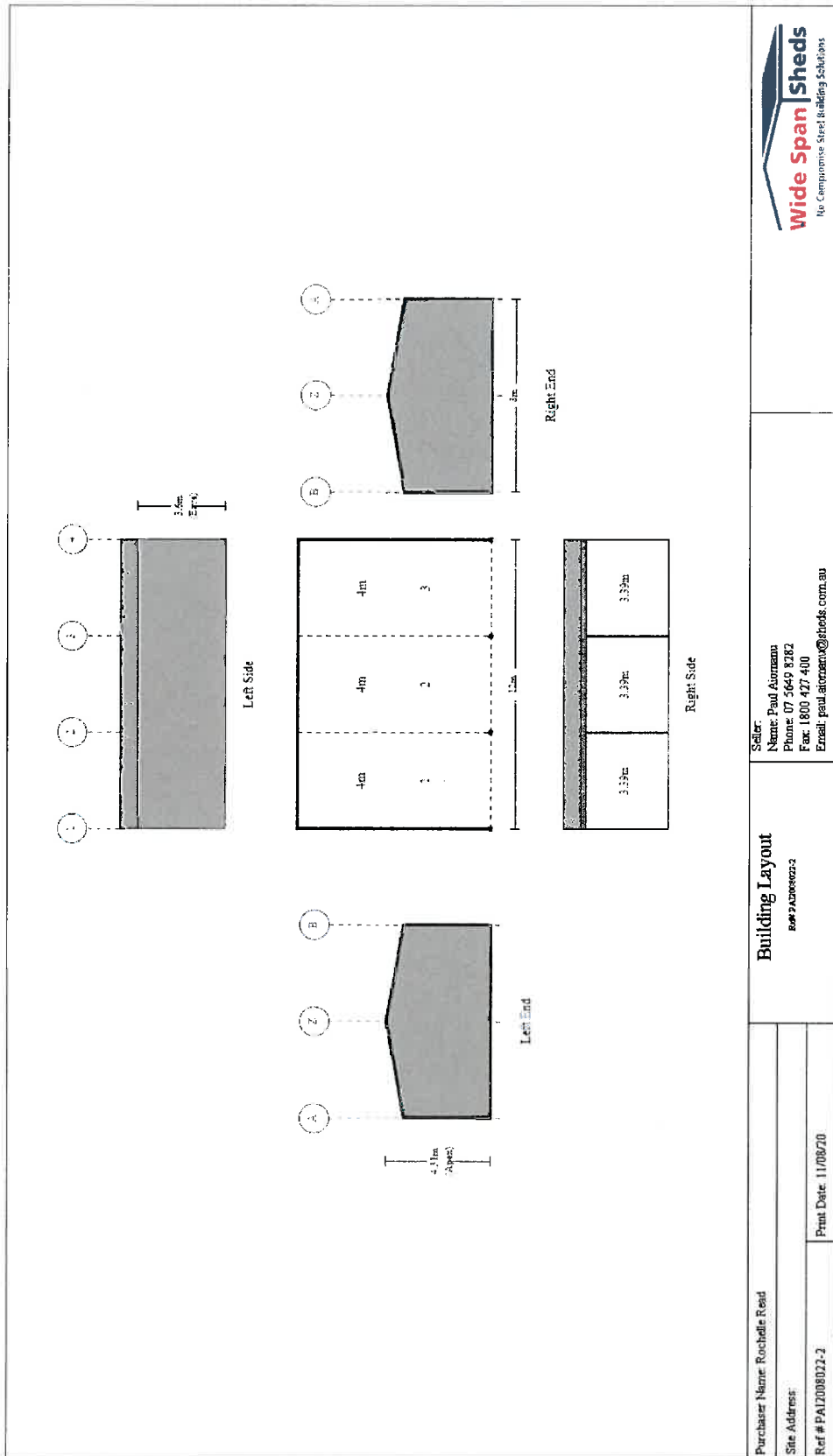
Our Customer Service Charter is subject to review and will be updated as required to meet the needs of our Community.

David Blurton
Chief Executive Officer

August 2020



Not to scale



SCHEDULE OF PUBLIC SUBMISSIONS

Local Planning Scheme No. 5 Amendment No. 6 - Reclassifying lot 2667 (14 Clifton Street) from
 "Public Purpose – Civic" Reserve to "Residential" zone with a "R25" density coding.

No.	Name	Address	Nature of Submission	Planning Comments
1	Denzil Burke	18 Steere St Collie	<p>Email outlining concerns with the proposal and the possible implications:</p> <ul style="list-style-type: none"> • Prefer land be parkland. • Stipulated that development must be low rise retirement village purpose only. • Must be for residential use, not public housing entirely or any portion. • Amendment should be conditional on extensive vegetation, drainage and street lighting. • Further consultation should occur once a buyer and specific use is determined. • Shame for site to be wasted and desecrated by inconsiderate users. • Should be used to improve Collie and natural attributes. 	<p>Site is proposed to be reclassified into Residential zoned land consistent with surrounding area. Development of site will be controlled by relevant legislation and policies.</p> <p>Consultation may occur dependent on any future development proposals.</p> <p>Planning system is unable to control public or private housing.</p>
2	Department of Mines, Industry Regulation and Safety	100 Plain Street East Perth	No significant issues with respect to mineral, petroleum resources, geothermal energy and basic raw materials.	None
3	Water Corporation	69 Newcastle Street Leederville Perth	Not likely to impact on Corporation's infrastructure planning for town. Developer will need to connect to existing infrastructure.	None
4	MRWA	Metropolitan and Southern Regions Bunbury	No objections	None
5	DBCA	PO Box 1693 Bunbury	No comments	None

LUP/056 – 14 Clifton St Collie 6225

Please note that submissions received in response to the public advertisement have been paraphrased in this document to express the key points raised.

Robert Quinn

From: Denzil Burke <pisces68@hotmail.com>
Sent: Friday, 29 May 2020 2:49 PM
To: Collie Shire
Subject: I-20-2897 - LUP/055 - Proposed Scheme Amendment No 6

Hi Robert, thanks for your letter dated 20 May 2020 regarding reclassification of Lot 2767 (14 Clifton St Collie). Please note my comments as follows:

1. I would prefer that the land be made into parkland for residents and utilises the beautiful views and proximity to town.
2. Or that it be stipulated it must be for low rise retirement village purposes only.
3. If it must be for residential use, I would be preferred that the amendment be conditional upon:
 - use for private single level dwellings only - not public housing in entirety or any proportion;
 - extensive vegetation including the full maximum of trees permitted, footpaths installed, good drainage and maximum street lighting; and
 - further consultation with nearby neighbours to determine the specific use and size of the land once a buyer is secured.

The site is in such a great location, it would be a shame to see it wasted and desecrated by inconsiderate users. It should be used to further improve Collie's natural beauty and attract more people and tourists.

Thanks,
Denzil Burke
18 Steere St Collie



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Your ref LUP/056 - O-20-715
Our ref A1612/201801
Enquiries Steven Batty
9222 3104
Steven.BATTY@dmirs.wa.gov.au

Robert Quinn
Shire of Collie
Sent by Email - colshire@collie.wa.gov.au
Collie WA 6225

Dear Mr Quinn

SHIRE OF COLLIE - REQUEST FOR COMMENT - LOCAL PLANNING SCHEME NO 5 - PROPOSED SCHEME AMENDMENT NO 6

Thank you for your letter dated 20 May 2020 inviting comment on the above.

The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

Yours sincerely

Warren Ormsby

Warren Ormsby
Manager Land Use Planning
Minerals and Petroleum Resources Directorate
23 June 2020

Development
Services

629 Newcastle Street
Leederville WA 6007

PO Box 100
Leederville WA 6902

T (08) 9420 2899
F (08) 9420 3193



Your Ref: LUP/056
Our Ref: 57118517 (TPS367368)
Enquiries: Brett Coombes
Direct Tel: 9420 3165
Fax: 9420 3193

03 June 2020

Chief Executive Officer
Shire of Collie
87 Throssell St
COLLIE WA 6225

Attention: Robert Quinn, Shire Planner

Shire of Collie Amendment No.6 - 14 Clifton Street, Collie

Thank you for your letter of 20 May 2020 inviting comments on the above amendment.

The proposal is relatively minor in nature and is not likely to impact on the Corporation's infrastructure planning for the town, or the ability to service the future subdivision and development of the site.

A 150mm diameter water main runs down the rear laneway/ROW and a 150mm diameter gravity sewer runs along the Clifton Road frontage of the site. The developer of the site will need to undertake extensions off the water and sewer mains as needed and apply for new sewer junctions and water services at the subdivision or development stage.

If you have any queries or require further clarification on any of the above issues, please contact me on Tel. 9420-3165.

A handwritten signature in black ink that reads "B. Coombes".

Brett Coombes
Senior Urban Planner
Development Services

Robert Quinn

From: DAVIES Paul (Con) <paul.davies@mainroads.wa.gov.au>
Sent: Wednesday, 10 June 2020 10:35 AM
To: Robert Quinn
Cc: NAUDE Daniel (RCPM)
Subject: Proposed Amendment No 6 TPS No 5 Rezoning Lot 2767 (14 Clifton Street) Collie

Hi Robert

I refer to your correspondence of 30 May 2020 and advise that Main Roads has no objection to the proposed Scheme Amendment.

If you have any queries please phone Daniel Naude.

Regards Paul Davies

For Daniel Naude
ROAD CORRIDOR PLANNING MANAGER
Metropolitan and Southern Regions / South West
p: +61 9724 5724 | m: +61 4189 31078
w: www.mainroads.wa.gov.au



mainroads
WESTERN AUSTRALIA

*We're working for
Western Australia.*





Department of Biodiversity,
Conservation and Attractions



*We're working for
Western Australia*

Your ref: LUP/056

Our ref: 45443 2019/000952

Enquiries: Tracy Teede

Phone: 9725 4300

Email: swlanduseplanning@dbca.wa.gov.au

Chief Executive Officer
Shire of Collie
Locked Bag 6225
COLLIE WA 6225

Attention: Robert Quinn

**LOCAL PLANNING SCHEME 5 AMENDMENT 6 – LOT 2767 CLIFTON STREET COLLIE –
REZONE FROM “PUBLIC PURPOSE – CIVIC” RESERVE TO RESIDENTIAL ZONE (R25)**

The Department of Biodiversity Conservation and Attractions Parks and Wildlife Service South West Region has no comments on the above proposal.

It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife Service's South West Region office on 9725 4300 if you have any queries regarding this advice.

Yours sincerely

For Peter Henderson
Acting Regional Manager
Parks and Wildlife Service

28 May 2020

South West Region
PO Box 1693, Bunbury, Western Australia 6230
Phone: (08) 9725 4300 Email: bunbury@dbca.wa.gov.au
dbca.wa.gov.au



Environmental Protection Authority

Mr David Blurton
Chief Executive Officer
Shire of Collie
Locked Bag 6225
COLLIE WA 6225

Our Ref: CMS 17818
Enquiries: Angela Coletti, 6364 6430
Email: Angela.Coletti@dwer.wa.gov.au

Dear Mr Blurton

DECISION UNDER SECTION 48A(1)(a) *Environmental Protection Act 1986*

SCHEME	Shire of Collie Local Planning Scheme 5 Amendment 6
LOCATION	Lot 2767 (14 Clifton Street), Collie
RESPONSIBLE AUTHORITY	Shire of Collie
DECISION	Referred Examined, Preliminary Investigations and Inquires Conducted. Scheme Amendment Not to be Assessed Under Part IV of EP Act. No Advice Given. (Not Appealable)

Thank you for referring the above scheme to the Environmental Protection Authority (EPA).

After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations. I have attached a copy of the Chairman's determination of the scheme.

Please note the following:

- For the purposes of Part IV of the EP Act, the scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV Division 4 of the EP Act.
- There is no appeal right in respect of the EPA's decision to not assess the scheme.

A copy of the Chairman's determination will be made available to the public via the EPA website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Sutton', with a horizontal line extending from the end.

Anthony Sutton
Delegate of the Environmental Protection Authority
Executive Director
EPA Services

15 May 2020

Encl. Chairman's Determination



Environmental Protection Authority

S48A Referrals

Title: Shire of Collie Local Planning Scheme 5 Amendment 6

Location: Lot 2767 (14 Clifton Street), Collie

Description: Reclassification of the above lot from "Public Purpose – Civic" reservation to the "Residential" zone with a "R25" density coding.

Ref ID: CMS17818

Date Received: 4/5/2020 **Date Sufficient Information Received:** 4/5/2020

Responsible Authority: Shire of Collie

Contact: Robert Quinn

Preliminary Environmental Factors: None

Potential Significant Effects: None

Management: Not required

Determination: Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed Under Part IV of EP Act. No Advice Given. (Not Appealable)

The EPA has carried out some investigations and inquiries before deciding not to assess this scheme. In deciding not to formally assess schemes, the EPA has determined that no further assessment is required by the EPA.

This Determination is not appealable.

Chairman's Initials:

Date: 13 May 2020



Shire of Collie

Local Planning Scheme No. 5

Amendment No. 6

FORM 2A

Planning and Development Act 2005
RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME

Shire of Collie Local Planning Scheme No.5
Amendment Number 6

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

- 1- Reclassifying Lot 2767 on Deposited Plan 106065 (PIN 543115), being 14 Clifton Street, Collie, from "Public Purpose – Civic" to the "Residential" zone with an 'R25' density coding.
- 2- Amend the Scheme Amendment map accordingly.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The amendment will have minimal impact on land in the area that is not subject of the amendment;
- The amendment does not have any significant environmental, social, economic or governance impacts on the land in the scheme are; and
- The amendment is not a basic or complex amendment.

Dated this _____ day of _____ 20__

(Chief Executive Officer)

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SCHEME AMENDMENT REPORT

1 Introduction

The subject land is identified as the whole of Lot 2767 on Deposited Plan 106065 (14 Clifton Street, Collie), being unmanaged Crown Reserve 38791 for 'Community Purposes', owned by the State of Western Australia and is herein referred to as 'the site'.

The site is 4,047m² and is located within an established residential area. The site is approximately 250m to the south of the town centre and is adjacent to Collie Senior High School.

The site is currently reserved as 'Public Purposes – Civic' under the Shire of Collie Local Planning Scheme No. 5 (LPS 5). The site has been deemed surplus to the Shire of Collie's requirements, and subsequently surplus to Government's requirements. As the site is underutilised and surplus to requirements, it is proposed to amend LPS 5 to include the site within the 'Residential' zone with an 'R25' density coding (herein referred to as 'Residential – R25' for the purpose of this report) to divest and reactivate the site for an appropriate future use.

The 'Public Purposes – Civic' reservation of the site currently limits the use and development potential of the site. Should the site be rezoned to 'Residential – R25', the site will provide an infill opportunity in close proximity to the town centre, river and high school and will allow for a range of potential land uses under the 'Residential' zone of LPS 5 to be accommodated (subject to approval via the development application process).

'Residential – R25' is proposed in accordance with the existing zoning and density designation of the surrounding area. The 'Residential – R25' zoning will ensure the types of uses which may locate on the site are compatible with the established surrounds. Following the proposed rezoning, the site will be placed on the open market for disposal via a competitive process. The site will be marketed as a unique opportunity for an aged care provider to establish over the site and will focus on attracting an aged care/retirement village vendor.

This report provides information regarding the characteristics of the site, servicing and environmental attributes and the strategic and statutory planning framework applicable to the site.

2 Site Description

2.1 Location

The site is located within the Shire of Collie in the South West region of Western Australia, approximately 200km south of Perth. The site is situated within an established residential area in close proximity to the Collie Town Centre. Please refer to **Figures 1 and 2** below.

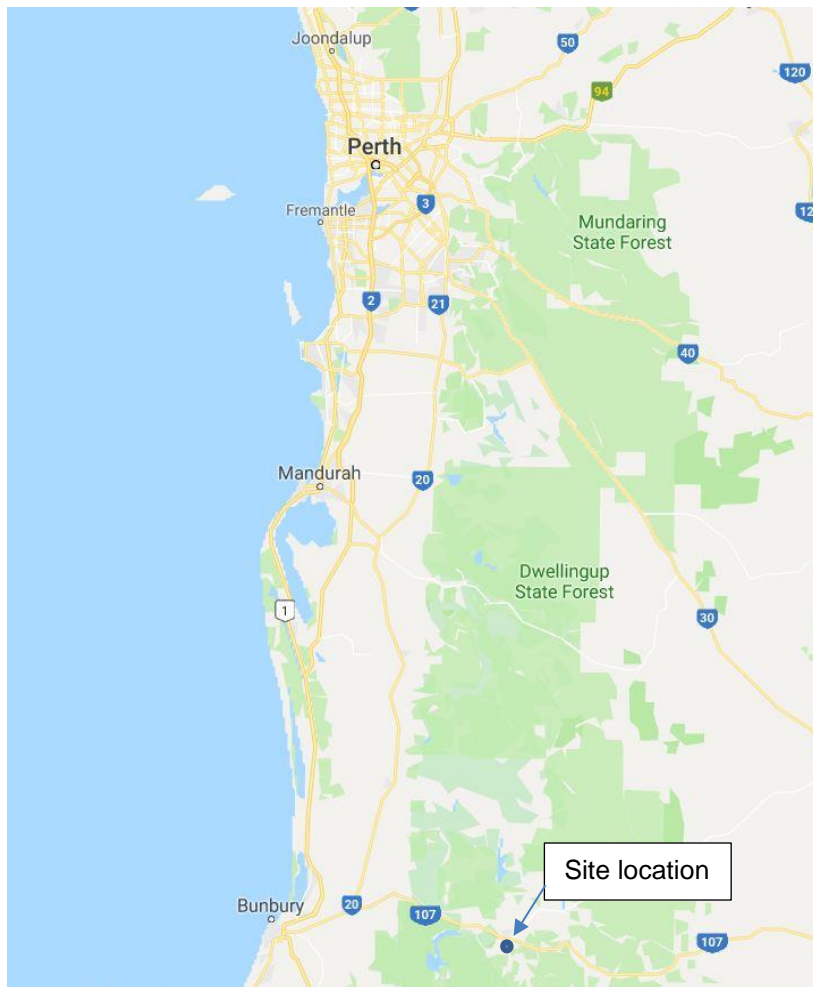


Figure 1: Regional context



Figure 2: Local context

2.2 Legal Description

The registered proprietor on the Crown Land Title is the State of Western Australia (**Appendix 1**). The site is wholly located within LPS 5. The site is legally described as Lot 2767 on Deposited Plan 106065 on Crown land Title LR3031-616. No encumbrances are listed on the title.

2.3 Existing and Surrounding Land uses

The site is not currently utilised for any purpose and has been vacant for some time. Two structures are located on the western portion of the site adjoining Steere Street. One is a former community hall and a small shed which are no longer in use. The balance of the site is mostly cleared with some scattered mature trees remaining. A dedicated public Right of Way abuts the northern portion of the site, linking Patterson Street and Steere Street.

The site is located within an established residential area mostly comprising of 'R25' zoned lots. Collie Senior High School is adjacent to the east. Fred Scharf Memorial Park is located approximately 220 metres to the south. The Collie Town Centre is located approximately 250 metres to the north and comprises 'mixed use' and 'town centre' zoned lots.

2.4 Previous Land Uses

The site once formed a part of Crown Reserve 11379 for the purpose of 'Education Endowment' which was gazetted in 1909.

The existing structures are understood to have been constructed in February 1954 for use as a community based kindergarten. Crown Reserve 38791 was created in 1984 for the purpose of 'Pre-Primary' and vested in the Apex Club of Collie. Following the discontinuance of the Pre-Primary centre sometime around 1998, the site was used for various community based activities by the Apex Club of Collie.

The formal management of the site was transferred from the Apex Club to the Bunbury Diocesan Trustees in 2010. It is understood the use of the site by the Bunbury Diocesan Trustees ceased circa 2015.

3 Servicing

A desktop review has identified that site is readily serviced by water, sewerage, power and telecommunications services. Consultation with service and utility providers will be required as part of a future planning process to determine if any upgrades are required to existing infrastructure to support the development of the land.

3.1.1 Water and sewer services

A 150mm water main runs beneath the dedicated Right of Way along the northern boundary of the site as shown in **Figure 3**.

A reticulated sewer main is located along Clifton Street and currently services the site (**Figure 4**). Another reticulated sewer main is beneath the Right of Way to the north although is not currently connected to the site.

The necessary future planning process will determine if any upgrades to the existing water and sewer mains are required to facilitate Residential R25 development on the site.



Figure 3: Existing water main



Figure 4: Existing sewer mains

3.1.2 Power

A low voltage overhead distribution power line runs along Clifton Street adjacent to the southern boundary of the site as shown in **Figure 5**.

Underground power is not provided to the existing dwellings surrounding the site.



Figure 5: Overhead power service

3.1.3 Gas

Gas services do not appear to be available to the site.

3.1.4 Telecommunications

Telecommunication lines are readily accessible to the site from both Clifton Street and Steere Street, with the current connection point being from Steere Street (**Figure 6**).



Figure 6: Existing telecommunication lines

4 Environment

The following section addresses environmental aspects of the site, in particular any potential issues that may affect the consideration of the rezoning and subsequent development of the land.

4.1.1 Topography

A review of the site's topography indicated that the site slopes towards the south-east, with relative ground levels ranging from approximately 195m Australian Height Datum (mAHD) in the west along Steere Street, to 190m mAHD in south-east of the site abutting Lot 980 on Deposited Plan 106065, as identified in **Figure 7**.

Depending on the nature of the development proposed following the proposed rezoning, some earthworks may be required to achieve a consistent level across the site.



Figure 7: Topography

4.1.2 Vegetation, Flora and Fauna

4.1.2.1 Environmentally Sensitive Areas

According to the Department of Water and Environmental Regulation (DWER) Native Vegetation Map Viewer (DWER, 2020) there are no environmentally sensitive areas present within the site.

4.1.2.2 Priority and Threatened Flora and Fauna

Priority and threatened flora and fauna are classified with a conservation status by the Department of Biodiversity, Conservation and Attractions (DBCA), depending on whether the species are classified as rare, threatened or likely to become extinct.

The DBCA's 'Threatened and Priority Flora', 'Threatened and Priority Fauna' and 'Threatened Ecological Communities' datasets were reviewed via the Department of Planning, Lands and Heritage's (DPLH) SLIP land information database (DBCA, 2020) and did not reveal the presence of any threatened and priority flora and fauna over the site.

4.1.3 Acid Sulfate Soils

Acid Sulphate Soils (ASS) is the common name given to naturally occurring soil and sediment containing iron sulphides. These soils have the potential to generate Sulfuric Acid when the naturally occurring anaerobic soils become oxidised.

A review of the Department of Water and Environmental Regulation's Acid Sulfate Soil Risk Mapping datasets (DWER, 2020) did not identify any potential risk of acid sulfate soils occurring within 3m of the natural ground surface.

4.1.4 Bushfire Management

The Department of Fire and Emergency Service's mapping of bushfire prone areas (updated to 2019) does not identify the site as located within a bushfire prone area (DFES, 2020). Please see **Figure 8**.



Figure 8: Bushfire prone areas

4.1.5 Contamination

A review of the Department of Water and Environmental Regulation's contamination database (DWER, 2020) did not identify any registered contamination over the site.

4.1.6 Indigenous Heritage

4.1.6.1 Native Title

The Department of Planning, Lands and Heritage has reviewed the native title status of the site and has found that native title rights and interests are extinguished over the site. No further reference to native title is required.

4.1.6.2 Aboriginal Heritage

A review of the Department of Planning, Lands and Heritage's Aboriginal Heritage Inquiry system (DPLH, 2020) indicated that there were no registered Aboriginal heritage sites or other heritage places located within the site (**Figure 9**).

The search identified registered site '16713 – Collie River Waugal' approximately 300m away from the site which will not be affected by any future development.

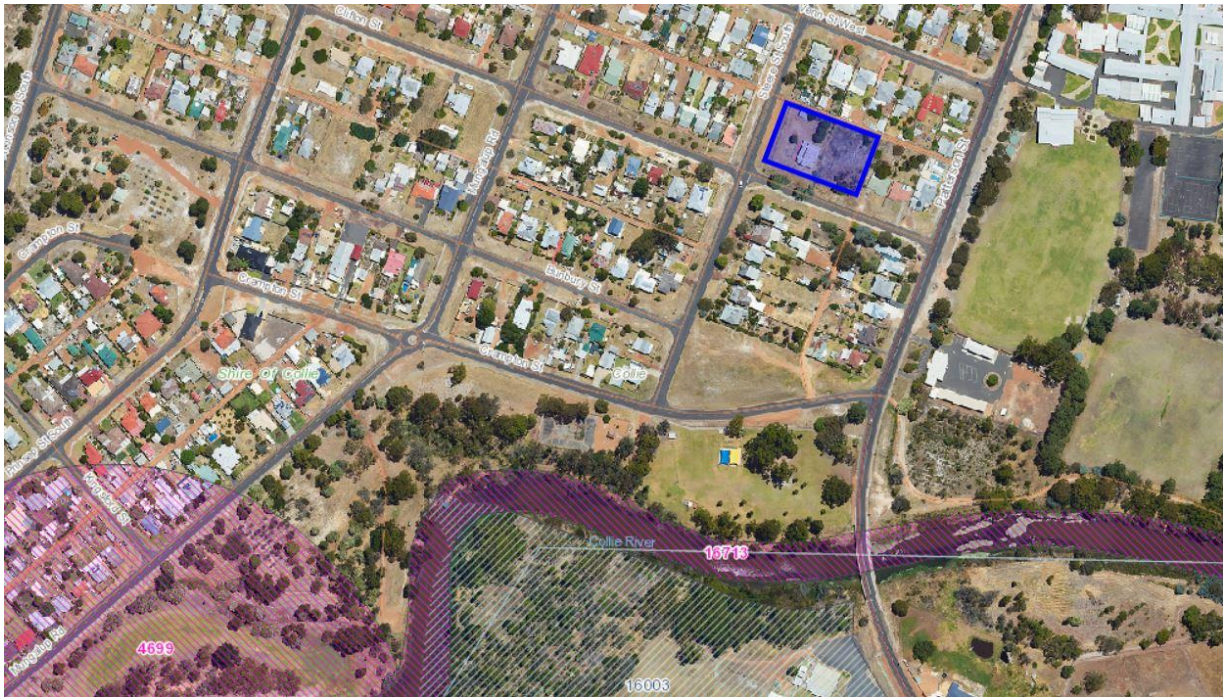


Figure 9: Registered Aboriginal Heritage sites

4.1.7 European Heritage

The presence of historic or current European heritage sites was investigated using the federal Department of Agriculture, Water and the Environment's Australian Heritage Database (DAWE, 2020). The Australian Heritage Database contains information regarding over 20,000 natural, historic and indigenous places throughout Australia and includes sites recorded on the World Heritage List, the National Heritage List, the Commonwealth Heritage List and the Register of the National Estate. A review of the Australian Heritage Database (DAWE, 2020) indicated that no European heritage sites are present on the site.

The presence of places, buildings and sites of heritage significance on the site was investigated using the Heritage Council of Western Australia Places Database. A review of the Places Database (Heritage Council of Western Australia, 2020) indicated that there were no places, buildings or sites of heritage significance on the site, therefore no further investigation is required as part of the proposed LPS 5 amendment.

4.1.8 Environmental Conclusion

Based on the findings of this investigation there are no major environmental constraints which would affect the proposed rezoning and subsequent subdivision and/or development of the site.

5 Strategic and Statutory Planning Framework

5.1 Shire of Collie Local Planning Scheme No. 5

The site is reserved as 'Public Purposes – Civic' under LPS 5 (refer to **Figure 9**). In the absence of a definition within LPS 5 for the 'Public Purposes – Civic' reservation, the intent of the reservation is interpreted as premises utilised typically by a government agency for administrative, recreational or other similar purposes.

In light of the site being underutilised, it is considered that the current reservation of the site is not appropriate as it unduly limits potential compatible uses from being established on the site. In addition,

the Department of Planning, Lands and Heritage is not able to divest land held by the State of Western Australia unless it is appropriately zoned.

In order to reactivate the site and leverage the opportunities provided by the size and configuration of the site and its close proximity to the town centre, it is proposed to rezone the site to the 'Residential' zone with a 'R25' density coding. This would permit standard density development in accordance with the surrounding area and accommodate a range of permissible land uses under the 'Residential' zone in LPS 5, which are compatible with the surrounding established residential area.

The objective of the 'Residential' zone under LPS 5 is "to provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes".

If rezoned to 'Residential – R25' the site could accommodate (subject to development approval) infill aged persons and retirement village accommodation which are 'D' (discretionary approval) and 'A' (subject to public advertising) uses respectively under LPS 5. The site is close to a number of amenities and services located in the town centre and is a prime location for this type of development.

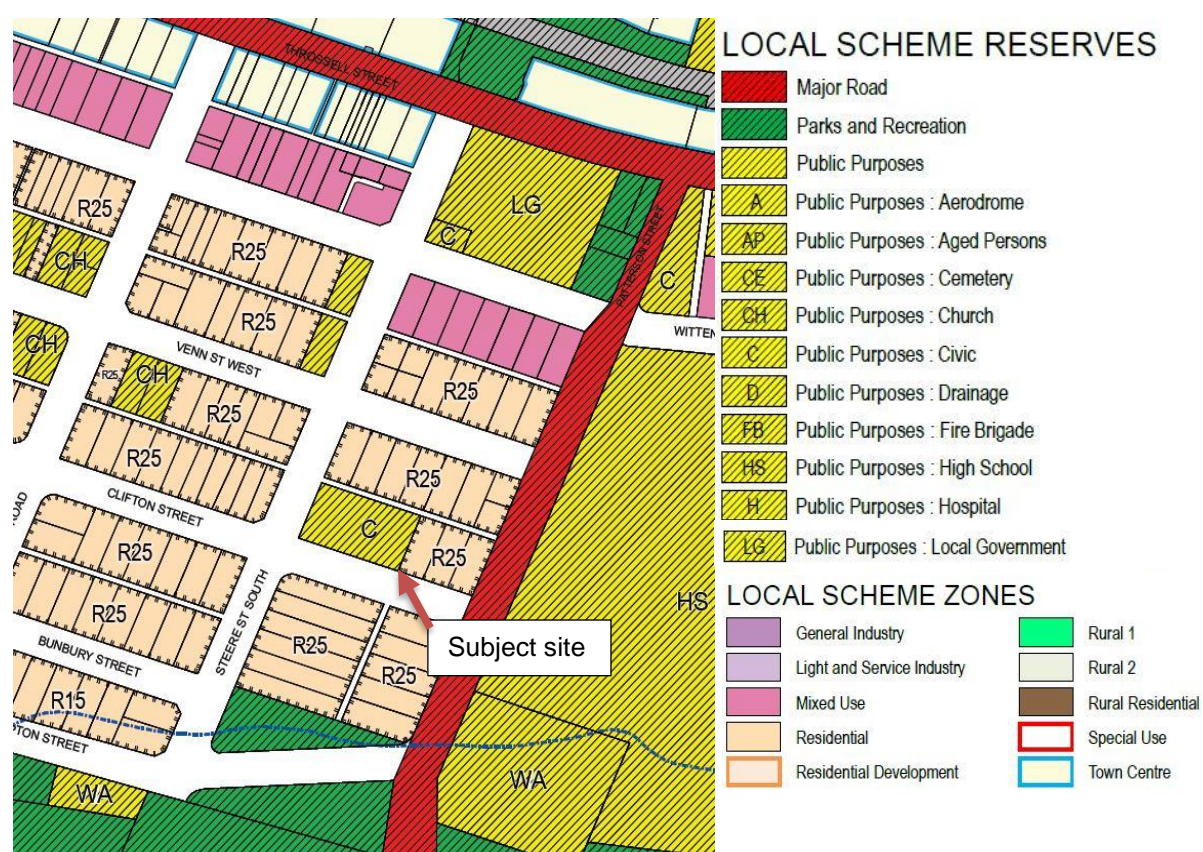


Figure 9: Zoning under LPS 5

5.2 Local Planning Strategy 2009

The existing Local Planning Strategy was endorsed by the West Australian Planning Commission and came into effect in 2009.

One of the aims of the strategy is to "provide neighbourhoods with housing choice and variety with a community identity and high levels of amenity". The existing Strategy places an emphasis on urban consolidation in close proximity to the town centre. The strategy also states under item 4, the issue is

to determine opportunities for urban consolidation within a 400m walkable catchment of the Collie CBD or other focal points.

Figure 4 of the Strategy identifies a 400m walkable catchment from community focal points, characterised by larger sized lots which may be suitable for increased housing densities. The site is identified within this catchment and is 4,047m². As the site is approximately 250m from the town centre, with a second focal point in the form of the school adjacent to the east, there is an opportunity to optimise the site's proximity to community focal points and its larger lot size. The proposed rezoning to 'Residential – R25' will maximise the advantages of the site and contribute to the enhancement of the town centre by enabling future infill development.

5.3 Draft Local Planning Strategy 2018

The draft Local Planning Strategy (draft LPS) has been publicly advertised although has yet to be adopted. Once adopted, the draft LPS will supersede the 2009 Strategy and will assist in guiding the land use planning and decision making within the Shire over the next 10-15 years.

Strategy Map 4 'Collie Existing Form and Land Use Context' of the draft LPS identifies the site currently as 'Public Purposes', surrounded by 'Residential'. A 'limit line' of urban development surrounds the existing townsite and serves to prevent any future development outside of the 'limit line'. The site is located within the growth boundary.

The draft LPS identifies the need for a mix of medium and low density housing to provide for diversity and affordability in the housing stock. There is a preference for the higher residential density contained within strategic areas such as the town centre, services and public open space.

The strategy also states there is a "significant opportunity for infill development which will support a more consolidated and compact town centre with direct access to public amenity areas, such as the district playing fields or the river". This notion is reinforced under section 6.3 – 'Planning Response' as Action 19: "identify strategic locations close to key services and facilities for higher density living via infill development".

The rezoning of the site to 'Residential R25' will enable future development over the site to capitalise upon the site's close proximity to the town centre which provides key services and amenities, and its proximity to the high school to the east and the river to the south. The site represents an ideal infill development opportunity which will contribute to the consolidation and enhancement of the townsite. Furthermore, the site also presents a prime opportunity to be developed as aged care or retirement village accommodation if rezoned to 'Residential – R25'.

Section 6.1 of the draft LPS states there is only one independent living village and only one aged care facility in Collie, both operating at capacity. In light of the aging demographic of Collie, demand for aged and independent living accommodation is expected to increase, coupled with a community desire for Collie to become a more aged-friendly community and retiree destination.

This need is reiterated as Action 20 of the draft LPS: "facilitate the development of residential aged care, retirement homes, lifestyle villages and other forms of accommodation suited to aged persons within urban zoned areas including the Residential zone". The proposed rezoning of the site will assist in achieving this objective.

5.4 LPP2.4 – Residential Development on Corner Lots

Local Planning Policy 2.4 – Residential Development on Corner Lots, provides guidance on the subdivision and development of corner residential lots. The Policy considers dwelling design with regard to vehicular access, fencing, passive surveillance of the street and other matters. While the proposed

amendment to LPS 5 does not include a future development design over the site, it is noted that any future residential development over the site will need to have due regard to the policy.

6 Planning Justification

6.1 'Residential' zoning

The proposed amendment to LPS 5 is required to rezone the site to the 'Residential' zone to facilitate the optimal use of the site. The site is not utilised at present for any purpose and the 'Public Purposes – Civic' reservation under LPS 5 unduly limits its use and development potential.

'Residential – R25' is proposed in accordance with the existing zoning and density designation of the surrounding area. Rezoning of the site to the 'Residential' zone will reactivate the site and will allow for compatible land uses, as permitted within the 'Residential' zone under LPS 5, to locate upon the site (subject to development approval from the Shire). The potential land uses under the 'Residential' zone in LPS 5 would complement and enhance the established residential character of the site's immediate surrounds. Rezoning the site to the 'Residential' zone will not present any land use conflicts as the proposed zone is consistent with the surrounding area (i.e. already zoned 'Residential') and future land uses will need to be approved by the Shire via the development application process.

If rezoned to 'Residential – R25' the site could accommodate (subject to development approval) infill aged persons and retirement village accommodation which are 'D' (discretionary approval) and 'A' (subject to public advertising) uses respectively under LPS 5.

6.2 Infill and aged care development opportunity

In the context of the Collie townsite, the site represents an ideal infill development site for either residential, aged care or retirement accommodation development due to its 4,047m² lot size and its frontage to two streets and a public Right of Way. A unique opportunity exists to contribute to the broader townsite area, as there are not many other lots (if any) of this size which can accommodate infill development in close proximity to the town centre.

The site is in a prime location, less than 250m south of the town centre and within walking distance to services and amenities. The site is also approximately 220m north of the river and the high school is less than 100m to the east. These are significant locational attributes which future infill development may capitalise on. Future residents will be provided with access to key services and high amenity areas.

Rezoning to 'Residential – R25' is required to enable potential aged care or retirement village accommodation to be developed over the site. Aged care or retirement village development could be developed in line with R25 development standards and may attract a density bonus under the Residential Design Codes. The rezoning of the site is justified in order to optimise potential aged care/retirement village development and leverage the advantages the site provides.

The existing local planning strategy and draft strategy support the proposed rezoning as both documents place an emphasis on urban consolidation in close proximity to the town centre and areas of high amenity.

7 Conclusion

The site is not utilised at present for any purpose and the 'Public Purposes – Civic' reservation under LPS 5 unduly restricts the potential use and development of the site.

In the interest of reactivating the site and leveraging the opportunities provided by the size and configuration of the site and its proximity to the town centre, river, high school and open space, it is proposed to rezone the site to the 'Residential' zone with a 'R25' coding designation. 'Residential –

R25' is proposed in accordance with the existing zoning and density designation of the surrounding area. Rezoning of the site to the 'Residential' zone will reactivate the site and will allow for compatible land uses, as permitted within the 'Residential' zone under LPS 5, to locate upon the site.

It is recognised that the site provides a unique opportunity for aged care/retirement village development, particularly as the draft Local Planning Strategy also identifies the need for additional aged care/retirement village development within the townsite. These types of development could locate over the site should it be rezoned to 'Residential – R25' as they are 'D' (discretionary approval) and 'A' (subject to public advertising) uses respectively under LPS 5. Following the proposed rezoning, potential land uses over the site will be subject to a development application process administered by the Shire.

Following the proposed rezoning, the site will be placed on the open market for disposal via a competitive process. The site will be marketed as a unique opportunity for an aged care/retirement village provider to locate upon the site.

The proposed rezoning is consistent with the existing surrounding land use, as well as the existing and draft local planning strategies as both documents place an emphasis on urban consolidation in close proximity to the town centre. The site is already serviced and there are no major environmental constraints which would prevent the proposed rezoning and subsequent development of the site.

8 References

Department of Biodiversity, Conservation and Attractions, 2020. '*Threatened and Priority Flora*', '*Threatened and Priority Fauna*' and '*Threatened Ecological Communities*' datasets accessed via the Department of Planning, Lands and Heritage's SLIP database. Available online: <https://maps.slip.wa.gov.au/landgate/landinfowa/>, accessed 3/2/2020.

Department of Fire and Emergency Service, 2020. *Mapping of Bushfire Prone Areas (2019)* dataset accessed via the Department of Planning, Lands and Heritage's SLIP database. Available online: <https://maps.slip.wa.gov.au/landgate/landinfowa/>, accessed 3/2/2020.

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Heritage Council of Western Australia, 2020. *Significant Places Database*. Available online: <http://inherit.stateheritage.wa.gov.au/>, accessed 3/2/2020.

Shire of Collie, 2009. *Local Planning Strategy*. Available online: https://www.collie.wa.gov.au/wp-content/uploads/2018/12/Collie_Local_Planning_Strategy.pdf, accessed 10/3/2019.

Shire of Collie, 2018. *Draft Local Planning Strategy*. Available online: <https://yoursay.collie.wa.gov.au/review-of-local-planning-strategy>, accessed 10/3/2019.

APPENDIX 1
CROWN LAND TITLE

WESTERN



AUSTRALIA

REGISTER NUMBER 2767/DP106065	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

**RECORD OF CERTIFICATE
OF
CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED**

VOLUME
LR3031

FOLIO
616

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 2767 ON DEPOSITED PLAN 106065

**STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)**

STATUS ORDER/INTEREST: RESERVE WITHOUT MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: STATE OF WESTERN AUSTRALIA

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. RESERVE 38791 FOR THE PURPOSE OF PRE - PRIMARY CENTRE
G962517 CHANGE OF RESERVE PURPOSE. PURPOSE CHANGED TO COMMUNITY PURPOSES
REGISTERED 27/11/1998.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	LR3031-616 (2767/DP106065)
PREVIOUS TITLE:	LR3031-616
PROPERTY STREET ADDRESS:	14 CLIFTON ST, COLLIE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF COLLIE
RESPONSIBLE AGENCY:	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF COLLIE TOWN LOT/LOT 2767 ON SUPERSEDED PAPER CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 2767 ON DEPOSITED PLAN 106065 ON 19-AUG-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE

REGISTER NUMBER: 2767/DP106065

VOLUME/FOLIO: LR3031-616

PAGE 2

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE
OF TITLE.

NOTE 3: L471445 CORRESPONDENCE FILE 1370-1984-01RO

NOTE 4: N717792 DEPOSITED PLAN 411611 LODGED

Planning and Development Act 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Shire of Collie Local Planning Scheme No.5

Amendment Number 6

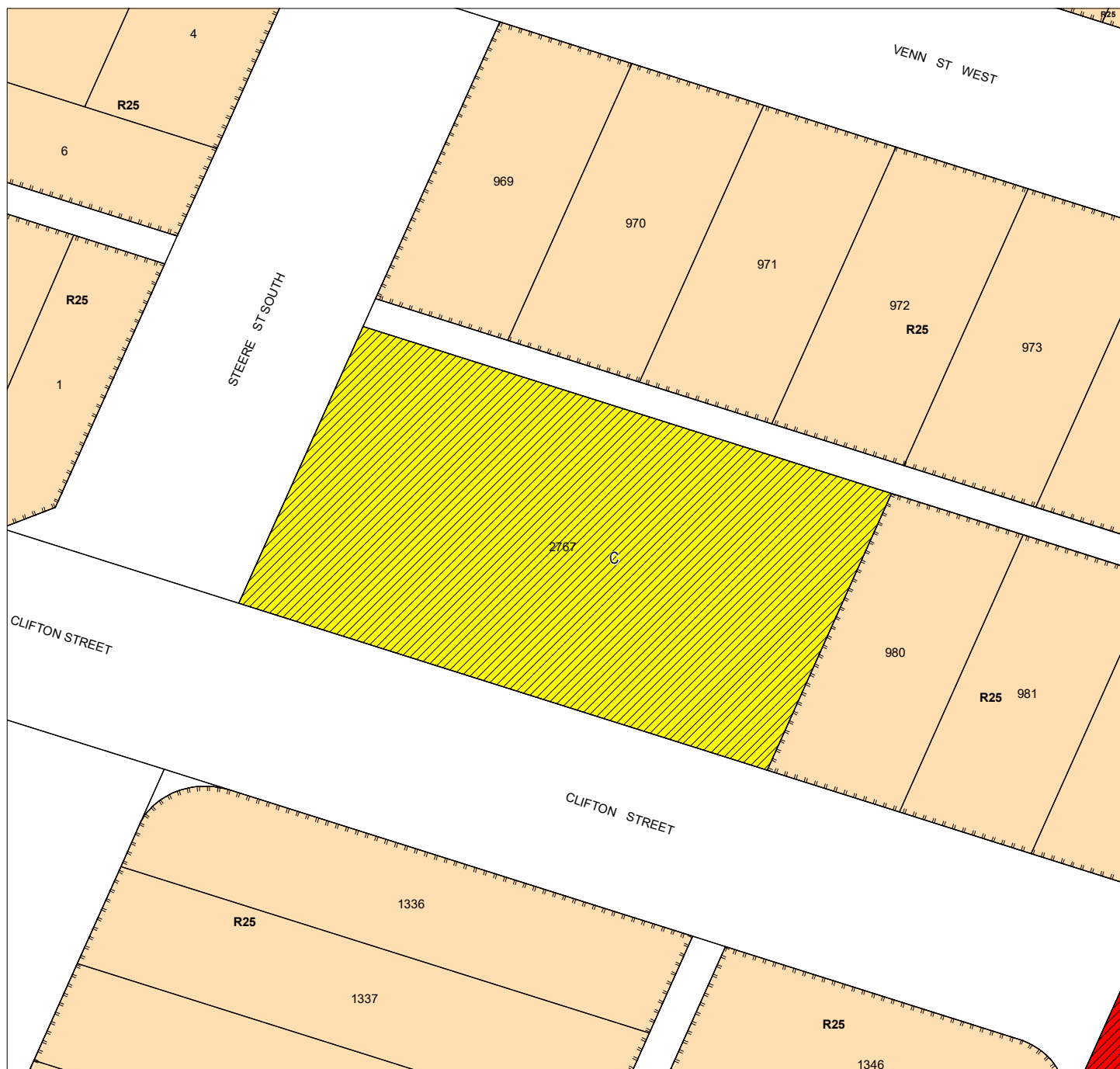
Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

- 1- Reclassifying Lot 2767 on Deposited Plan 106065 (PIN 543115), being 14 Clifton Street, Collie, from "Public Purpose – Civic" to the "Residential" zone with an 'R25' density coding.
- 2- Amend the Scheme Amendment map accordingly.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The amendment will have minimal impact on land in the area that is not subject of the amendment;
- The amendment does not have any significant environmental, social, economic or governance impacts on the land in the scheme are; and
- The amendment is not a basic or complex amendment.


EXISTING SCHEME MAP



EXISTING SCHEME MAP

Legend

 Cadastre with Lot number

 R Codes

LPS Zones

 Residential

LPS Reserves

 Major road

 C Public purposes : Civic



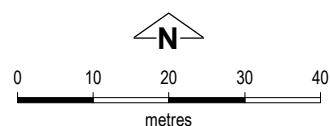
Department of Planning,
Lands and Heritage

Shire of Collie

Town Planning Scheme No. 5

Amendment No. 6

Produced by Geospatial Research and Modelling,
Department of Planning, Lands and Heritage, Perth WA
Base Information supplied by Western Australian
Land Information Authority SLIP 1096-2018-1



SCHEME AMENDMENT MAP



Legend

 Cadastre with Lot number

 R Code amendments

LPS Zones and Reserves Amendments

 Residential

PROPOSED SCHEME AMENDMENT MAP



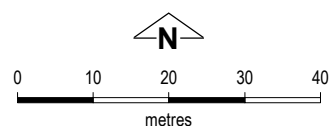
Department of Planning,
Lands and Heritage

Shire of Collie

Town Planning Scheme No. 5

Amendment No. 6

Produced by Geospatial Research and Modelling,
Department of Planning, Lands and Heritage, Perth WA
Base Information supplied by Western Australian
Land Information Authority SLIP 1096-2018-1



COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Collie at the Meeting of the Council held on the day of , 20 .

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Collie at the Meeting of the Council held on the day of , 20 , proceed to advertise this Amendment.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support/ not to be supported by resolution of the Shire of Collie at the Meeting of the Council held on the day of 20 and the Common Seal of the Shire of Collie was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....
FORM 6A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

Motions Report - Closed Since Last Council Meeting

Thursday, 20 August 2020

8515	Closed	SP	Retrospective Development Approval for Outbuilding Located within Setback area
Item No	13.3	That Council, pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to:	
Date Moved	04-Aug-20	1. Grant retrospective Development Approval to Mathew and Narelle Lyn for the development of an Outbuilding at 27 Rosel Road Collie subject to the following conditions:	
Date Completed	20 august 202	a) At all times, the development the subject of this planning approval must comply with the definition of 'outbuilding' as contained in State Planning Policy 3.1 Residential Design Codes.	
Comment		b) All development shall be in accordance with the approved development plans (attached) which form part of this planning approval.	
8517	Closed	CEO-PA	Confirmation of Previous Meetings of Council Minutes
Item No	8	That Council confirms the Minutes of the Ordinary Meeting of Council held on 14 July 2020 with amendment to the notice of motion 2. held in committee which was subsequently lost.	
Date Moved	04-Aug-20		
Date Completed	20 august 202		
Comment	Amendment made and the Shire President to sign.		
8521	Closed	CEO-PA	WA Local Government Association Annual General Meeting - 2020
Item No	11.1	That Council nominates the Shire President and Deputy Shire President as voting delegates (Appendix 1) at the 2020 WA Local Government Association Annual General Meeting to be held at the Crown Towers Perth on Friday 25 September 2020.	
Date Moved	04-Aug-20		
Date Completed	20 august 202		
Comment	Nomination Form completed and forwarded to WALGA for the AGM 25 September 2020.		
8527	Closed	DCS	Collie Public Library Business Plan 2020-2025
Item No	12.5	That Council:	
Date Moved	04-Aug-20	1. Receive the Collie Public Library Business Plan 2020-2025; and	
Date Completed	20 august 202	2. Endorse the Collie Public Library Business Plan 2020-2025.	
Comment	To be placed on website.		

Motions Report - Closed Since Last Council Meeting

Thursday, 20 August 2020

8528	Closed	DCS	2020 CRSFF Small Grant Application - Collie Racing Drivers Association
<i>Item No</i>	12.6		That Council endorse the application from the Collie Racing Drivers Association Inc for Department of Sport and Recreation Community Sporting and Recreational Facilities Fund Small Grants funding as attached at Appendix 5.
<i>Date Moved</i>	04-Aug-20		
<i>Date Completed</i>	20 august 202		
<i>Comment</i>	Application submitted to DLGSC.		

8529	Closed	SP	Road Dedication - Coalfields Road/Collie River Scenic Drive and Collie Preston Road
<i>Item No</i>	13.1		That Council:
<i>Date Moved</i>	04-Aug-20		That Council requests the Department of Planning, Lands and Heritage (on behalf of the Minister for Lands) to:
<i>Date Completed</i>	20 august 202		1.Dedicate the land the subject of Main Roads Land Dealings Plans 201902-0141 as a road pursuant to section 56 of the Land Administration Act 1997.
			2.Dedicate the land the subject of Main Roads Land Dealings Plans 201802-0137 as a road pursuant to section 56 of the Land Administration Act 1997.
			3.That Council indemnify the Minister for Lands against any costs or claims that may arise as a result of the closures in accordance with section 54(4) of the Land Administration Act 1997.
<i>Comment</i>			

Motions Report - Closed Since Last Council Meeting

Thursday, 20 August 2020

8530	Closed	SP	Application for Stall Holders Permit for Goods Shed Markets in CBD Carpark
<i>Item No</i>	13.2		That Council, pursuant to the provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2012, hereby resolves to approve a Stall Holder's Permit to the Collie Rail Heritage Group Inc. subject to the following conditions:
<i>Date Moved</i>	04-Aug-20		
<i>Date Completed</i>	20 august 202		<p>a)Place to which permit applies: Reserve 47297 – CBD Public Carpark adjacent to Goods Shed</p> <p>b)Description of stand, structure or vehicle to be used by the licensee: Markets Stalls</p> <p>c)Particulars of goods, wares, merchandise or services available: Various Market Stalls</p> <p>d)Stall operation permitted: Between 7.30am – 1.30pm on the following days: 9 August 2020 23 August 2020 6 September 2020 20 September 2020 4 October 2020 18 October 2020 1 November 2020 15 November 2020 29 November 2020 6 December 2020 13 December 2020 20 December 2020 31 January 2020</p> <p>e)This permit is valid until 31 January 2021.</p> <p>f)The Collie Rail Heritage Group Inc. shall maintain Public Liability Insurance of not less than \$20 million at all times.</p> <p>g)The Collie Rail Heritage Group Inc shall abide by the conditions set under Part 6 Trading in Thoroughfares and Public Places Division 1 - Stallholders and Traders.</p>

Comment

Motions Report - Closed Since Last Council Meeting

Thursday, 20 August 2020

8532	Closed	DCS	Lease Relief
<i>Item No</i>	20.1	That Council, by ABSOLUTE MAJORITY, provide relief in the form of a credit note of 50% of the lease payments invoiced for the three months from April 2020 to June 2020 inclusive for the Eden Park Golf Course.	
<i>Date Moved</i>	04-Aug-20		
<i>Date Completed</i>	20 august 202		
<i>Comment</i>	Credit note issued.		

8533	Closed	CEO	Renergi Lease
<i>Item No</i>	20.2	That Council defer this item.	
<i>Date Moved</i>	04-Aug-20		
<i>Date Completed</i>	20 august 202		
<i>Comment</i>	Deferred.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

6245	Open	DDS	Adoption of the Recommendations of the Collie Weeds and Waterways Advisory Committee
Item No	11.2	That Council adopts en bloc the recommendations contained within the minutes of the Collie Weeds and Waterways Advisory Committee meeting held on 5 September 2013 as shown below:	
Date Moved	22-Oct-13	11.2.1That Council endorse the design, construction and installation of a series of interpretive signs along the Collie River foreshore between the Co-op and East End Bridges, focusing on local fauna, flora and Noongar cultural beliefs, utilising funds from the SuperTowns River Revitalisation Project.	
Date Completed		11.2.2That Council endorses the Committee's decision to investigate methods of effective removal of Typha Orientalis from the Collie River, with particular attention given to the Venn Street boards area.	
Comment	Quotes obtained for signage. Grant applications to Lotterywest has been successful. Working with Elders for content of signs - June 2020.		
6990	Open	DDS	Adoption of the Recommendations of the Weeds and Waterways Advisory Committee
Item No	11.2	That Council adopts en bloc the recommendations contained within the minutes of the Weeds and Waterways Advisory Committee meeting held on 11 February 2016:	
Date Moved	08-Mar-16	11.2.1That Council endorses the Committee's Recommendation to:	
Date Completed		1.Request that the Public Transport Authority agrees to revoke management orders for Reserve 9012 and portion of Reserve 10519	
		2.Once the Public Transport Authority agrees to revoke its management order in Reserve 9012 and excise portion of Reserve 10519, requests that the Department of Lands:	
		1.Vest or designate Reserve 9012 as 'Water' given that it forms part of the Collie River waterway, or modify the Management Order of Reserve 9012 to vest the land with the Shire of Collie	
		2.Excise portion of Reserve 10519 as identified on the attached plan and amalgamate this with Reserve 47298, or create a separate Reserve for Drainage vested in the Shire of Collie	
		11.2.2That Council endorse the Committee's Recommendation to collect Long Term Plans and Allocation Plan information for the river from various organisations and present to the Committee	
Comment	Tender completed. Meeting held on site 15 June 2016 with PTA and Brookfield.Agreed in writing that site will be excised 04 October 2017. Currently complying with exsion conditions including a condition to prepare legal indemnity agreement with Arc Infrastructure. This has now been agreed. Awaiting Arc Infrastrustructure sign off - June 2020.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

7673 **Open** DDS Expression of Interest for Buckingham Hall

Item No 15.1

Date Moved 12-Dec-17

Date Completed

Comment Funding being sought to restore the toilets and hall.

That Council:

- 1.Receive the submission from the Buckingham Heritage Group Inc regarding the future of Buckingham hall and grounds;
- 2.Seek funding to restore the toilets and hall at Buckingham Hall and grounds;
- 3.Set a vision of developing the area as informal camping; and
- 4.Outsource the management of the site to interested parties once developed.

7809 **Open** DDS Bush Fire Advisory Committee

Item No 10.5

Date Moved 28-May-18

Date Completed

Comment 10.5.2 ongoing, clearing permits being obtained prior to work taking place. 10.5.1, 10.5.4 and 10.5.5 completed

That Council adopts en bloc the recommendations contained within the minutes of the Bush Fires Advisory Committee held on 17 May 2018.

That Council:

- 10.5.11. Accept the tender from Bio Growth Partners PTY LTD previously called for mechanical fuel reduction on reserve 36801 on a cost neutral basis; and
2. That Shire officers further investigate Shire reserves that require fuel reduction and risk mitigation for the mechanical fuel reduction process and provide a report to Council on reserves upon finalisation of the investigations.

10.5.4That Council write to the Ministers for Fire and Emergency Services and Volunteers and the Association of Volunteer Bush Fire Brigades President, highlighting the issue of volunteer fire fighters not being eligible for Income Protection Insurance by insurance companies across Australia and outline the risk to their families and income if they were to be injured or become sick from any source other than fire fighting duties.

10.5.5That Council Purchase Dress Shirts for Brigade Officers to raise the professionalism of brigades and enhance the public image of the volunteers. The Dress shirt would be the D1374-YB-VBFB Shirt available from Stewart and Heaton as the standard Bush Fire Brigade Shirt for Dress requirements, modified to show Shire of Collie logos and positions.

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

7830

Open

DTS

Townscape Advisory Committee

Item No

10.2

That Council adopts en bloc the recommendations contained within the minutes of the Townscape Advisory Committee held on 5 June 2018.

Date Moved

19-Jun-18

10.2.1That the Townscape Advisory Committee respond to the Miners Welfare Board confirming that the wording for the Patterson Road sign will include the entire history from the commencement of Coalfields to present time.

Date Completed

10.2.2That staff research a suitable lighting and sound company for a draft proposal to projecting lighting onto buildings surrounding the overhead bridge.

10.2.3That Council allocate an amount of \$16,000 in the draft 2018/19 budget for street tree planting along Prinsep and Wittenoom Streets.

Comment

Awaiting confirmation of wording on replacement signs

8224

Open

CEO

Adopt the Recommendations of the Minutes of the Economic Development Advisory Committee

Item No

10.4

That Council;

Date Moved

20-Aug-19

10.4.1 defer the Collie Futures Fund Grant Application – Trails and Trail Town so that staff can provide more details.

Date Completed

10.4.2

1. Purchase a 12-month basic subscription for Spendmapp for the Economic Development Fund up to \$10,000;

2. Seek a contribution towards the subscription from other organisations if possible;

3. Review the effectiveness of the software at the end of the 12-month period.

Comment

Refer Trails Project to 20/21 Budget. Spendmapp review to occur after August 20.

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8270	Open	SPO	Draft Local Planning Scheme No. 6
<i>Item No</i>	13.2		That Council:
<i>Date Moved</i>	01-Oct-19		1.Resolve to proceed to advertise the draft Local Planning Scheme No. 6 with modification pursuant to Regulation 21(1) of the Planning and Development (Local Planning Schemes) Regulations 2015. The modification is Page 14 zoning table –
<i>Date Completed</i>			a) Resource Recovery Centre is changed from an A use to an I use in the Rural Zone.
			b) Brewery changed from an X use to an I use in the Rural Residential Zone.
			2.Refer the draft Local Planning Scheme No. 6 to the Environmental Protection Authority under Section 81 of the Planning and Development Act 2005;
			3.Submit two (2) copies of the draft local planning scheme documents to the Western Australian Planning Commission for its examination under section 21(2) of the Planning and Development (Local Planning Schemes) Regulations 2015;
			4.Refer the draft Local Planning Scheme No. 6 to the Heritage Council;
			5.Subject to formal assessment not being required by the Environmental Protection Authority and subject to the Western Australian Planning Commission granting consent to advertise, advertise the draft Local Planning Scheme No. 6 pursuant to Regulation 22(1-4) of the Planning and Development (Local Planning Schemes) Regulations 2015; and
			6.Delegates authority to the Chief Executive Officer to determine whether any material changes, required by the WAPC/EPA or any other changes to the draft Local Planning Scheme No. 6 should be referred to Council prior to advertising.
<i>Comment</i>	Formal assessment not required by the EPA. WAPC approval to advertise subject to modifications granted in July. Officer has made required modifications and returned to the Dept. Planning for approval.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8271	Open	SP	Activities in Thoroughfares and Public Places and Trading Local Law 2019
<i>Item No</i>	13.3		That Council by ABSOLUTE MAJORITY;
<i>Date Moved</i>	01-Oct-19		1.Under Clause 2.8 add a sub point e) other verge treatments at the discretion of Council;
<i>Date Completed</i>	01-Jan-20		2.Advertises its intention to make a new Activities in Thoroughfares and Public Places and Trading Local Law 2019 as per Appendix 5 and forwards a copy of the proposed Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2019 to the Department of Local Government, Sport and Cultural Industries for the Minister's consideration;
			3.Notes the purpose of the proposed Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 is to provide for the orderly management of the Shire's thoroughfares and public places;
			4.Notes the effect of the proposed Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 is to advise that some activities are prohibited and some activities are permitted only under permit on thoroughfares and public places within the Shire of Collie.
			That staff conduct a review of local governments that do not currently have an Activities in Thoroughfares and Public Places and Trading Local Law in place with a view to understanding how they manage risks and report back to Council prior to the adoption of this local law.
<i>Comment</i>	Department of Local Government has responded with comments. Public consultation period has closed. To be represented to Council with research. July/August 2020. Requested by Dept of Local Government to re-advertise - July 2020.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8298	Open	DDS	Recommendations of the Minutes of the Weeds and Waterways Advisory Committee
<i>Item No</i>	10.4		That Council adopts en bloc the recommendations contained within the minutes of the Weeds and Waterways Advisory Committee held on 10 October 2019.
<i>Date Moved</i>	22-Oct-19		That Council;
<i>Date Completed</i>			10.4.11. supports the formation of a Recognised Biosecurity Group in accordance with the requirements of the Biosecurity and Agriculture Management Act 2007;
			2. enquire if all surrounding Shires are interested in the establishment of the recognized Biosecurity Group with the Shire of Collie and if they have similar priorities with regards to declared pests;
			3. advertise for the establishment members of the Recognised Biosecurity Group.
			4. in conjunction with the Department of Primary Industries and Regional Development, assist the Recognised Biosecurity Group to become incorporated and to form an Objective;
			5. investigate opportunities for cooperation and an MOU between the Recognised Biosecurity Group and the Shire of Collie; and
			6. request the Department of Primary Industries and Regional Development provide establishment funding for the Recognised Biosecurity Group.
			10.4.2write to the Weeds and Waterways Advisory Committee members and guests thanking them for attending meetings and their input over the many years.
<i>Comment</i>	Actions ongoing (10.4.1 2 and 10.4.2 completed) Engaging with adjacent Local Governments.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8336 **Open** CEO Minninup Pool Tourism Project Update

Item No 11.1

Date Moved 10-Dec-19

Date Completed

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

Comment Consultants appointed for next stage of planning. Discussions with Dept of Lands held regarding lease options - July 2020.

8337 **Open** CEO Bunbury Geographe Tourism Partnership (BGTP) - Memorandum of Understanding (MOU) extension.

Item No 11.2

Date Moved 10-Dec-19

Date Completed

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

Comment Project partners assessing alternative structures. Awaiting revised MOU.

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8344	Open	DTS	Notice of Motion (2) by Cr Faries - Jarrah Log
Item No	15		Council investigate the costs to put down foundations to place the log pictured at the timber park to enhance the parks Jarrah display.
Date Moved	10-Dec-19		
Date Completed			
Comment	Onsite meeting has occurred between Cr Faries and DTS. Final location to be confirmed		

8425	Open	SP	Amendment No. 6 to Local Planning Scheme No. 5 - Reclassifying Lot 2667 (14 Clifton Street) from "Publi Purpose - Civid" Reser
Item No	13.3		That Council:
Date Moved	21-Apr-20		1.In pursuance of the Planning and Development (Local Planning Schemes) Regulations 2015 initiates Amendment No. 6 to the Shire of Collie Local Planning Scheme No. 5 for community consultation for the purposes of:
Date Completed			a)reclassifying lot 2767 (14 Clifton Street) from "Public Purpose – Civic" Reserve to the "Residential" zone with a "R25" density coding.
			b)Amend the Local Planning Scheme No. 5 map accordingly.
			2.Notes that, as the Amendment is in the opinion of the Council consistent with Part V of the Act and Regulations made pursuant to the Act, upon preparation of the necessary documentation, the Amendment be referred to the Environmental Protection Authority(EPA) as required by the Act, and on receipt of a response from the EPA indicating that the draft Amendment is not to be subject to formal environmental assessment, be advertised for a period of 42 days, in accordance with the Planning and Development(Local Planning Schemes) Regulations 2015. In the event that the EPA determines that the draft Amendment is to be subject to formal environmental assessment, this assessment is to be prepared by the proponent prior to advertising of the draft Amendment.
			3.Advises the Western Australian Planning Commission that Amendment No. 6 is considered a 'standard' amendment pursuant to the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:
			a)It is an amendment relating to a zone or reserve that is consistent with the objectives identified in the Scheme for that zone or reserve.
			b) It is an amendment that would have minimal impact on land in the Scheme area that is not the subject of the amendment.
			c) It is an amendment that does not result in significant environmental, social, economic or governance impacts on land in the Scheme area.
Comment	To be presented to Council for adoption		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8438	Open	CEO	Motions for which prior notice has been given.
Item No	15		'That Council, due to the current crisis, investigate and negotiate with Synergy, Collie A, Premier Coal, Griffin Coal, Worsley to agree to making an annual monetary contribution or rates to the operation of the Collie Shire to help fund future projects and ensure jobs for locals.'
Date Moved	12-May-20		
Date Completed			
Comment	To be progressed.		
8449	Open	CEO	Future of Mungalup Dam
Item No	11.2		That Council
Date Moved	02-Jun-20		1.Note the offer from Water Corporation regarding Mungalup Dam and its future plans with the dam.
Date Completed			2.In consultation with Department of Water staff, further investigate the feasibility of accessing water from Mungalup Dam and treated water from the Mungalup Wastewater Treatment plant for community purposes;
			3.Undertake further consultation with the Collie Golf Club.
			4.Provide a further report to Council upon the completion of points 2 and 3 above.
Comment	Meeting with Golf Club on 22 June 2020. Dept of Water Staff working on water needs strategy for Collie.		
8455	Open	SP	Road Reserve Closure - Un-named Road off Palmer Road
Item No	13.3		That Council requests the Department of Planning, Lands and Heritage (on behalf of the Minister for Lands) to:
Date Moved	02-Jun-20		1.Close the un-named roads shown on Sketch No. 1 of approximately 1019m2 subject to final survey pursuant to section 56 of the Land Administration Act 1997.
Date Completed			2.Further, that Reg and Terry Moore Smith of 16A Collie Williams Road Collie indemnify the Minister for Lands against any costs or claims that may arise as a result of the dedication in accordance with section 54(4) of the Land Administration Act 1997.
Comment	Consultation underway		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8473	Open	BM	Proposed Disc Golf Course Facility
Item No	13.2		That Council:
Date Moved	23-Jun-20		a)Identify Lions Park and the adjoining site located on the corner of Crampton and Mungalup Roads (Old Caravan Park site) as the preferred location for a Disc Golf Course Facility;
Date Completed			b)Consents to a funding application submission to relevant grant funding providers for the design, supply and installation of Disc Golf Facility Infrastructure; and
			c)Refer an amount of \$20,000 to the 20/21 draft budget considerations for the design, supply and installation of disc golf infrastructure comprising \$10,000 plant and labour costs, \$10,000 material costs.
			d)undertake further consultation with adjacent residents and aboriginal representatives on the disc golf concept.
Comment	Inspecting 2nd hand Golf Targets 3/7/20. Consultation to be carried out in week of 13th to 17th July. Other funding sources to be approached in week of 13th to 17th July. UPDATE 30/07/20 - Attended Ngalang Boodja office to setup meeting with Joe Northover on 15/7/20, still waiting to hear back will follow up week of 3/8/20. Also intending to setup approach strategy for funding via local business / groups given removal of council funding in same week.		
8477	Open	CEO	Contractual Matter
Item No	20.2		That Council;
Date Moved	23-Jun-20		1.agree to amend Reserve 36457 to surrender lot 500 out of Reserve and agreement to revoke Management Order over Lot 500. (Lot 501 to continue as Reserve 36457 with existing Management Order M458170);
Date Completed			2.agree to the creation of new Reserve over Lot 500 for purpose of “Landfill and Waste Management” (Or similar);
			3.agree to the new management order to the Shire of Collie on lot 500 with new conditions identified in the body of this report;
			4.Undertake the statutory process for disposal of land by way of lease to Renergi Pty Ltd at commercial rates determined by independent valuation, and;
			5. receive a further report at the completion of advertising period to consider any submissions received and to further consider the lease documents.
Comment	Advice sent to the Dept. of Lands. Draft Lease under development before bringing to Council.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8491	Open	DDS	Throssell Street Façade Upgrade Commencement
<i>Item No</i>	13.1		That Council:
<i>Date Moved</i>	14-Jul-20		1)welcomes the Throssell Street Facade Upgrade funding from the State;
<i>Date Completed</i>			2)notes that the project comprises funding towards the upgrade of facades on 89-123, 135 and 143 Throssell Street, Collie on a 90/10 basis, with 10% contribution by the owner(s);
			3)waives all Council fees associated with this project;
			4)provides traffic management for the project from internal resources;
			5)authorises the Chief Executive Officer to enter into heritage agreements and payment arrangements with respective owners. If there is a default or an amount is unpaid, this will become a charge against the land;
			6)increases the Purchase Value Threshold for the requirement of tenders from \$100,000 to \$250,000 for this project only; and
			7)requires any expenditure over \$100,000 to be reported to Council at the first opportunity.
<i>Comment</i>	Heritage Achitects and appointed project management.		

8505	Open	DDS	Blackberry Control MOU - Shires of Collie, Dardanup and Donnybrook Balingup
<i>Item No</i>	13.3		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.
<i>Date Moved</i>	14-Jul-20		
<i>Date Completed</i>			
<i>Comment</i>	To be progressed.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8506	Open	SPO	Scheme Amendment No. 7 - Shotts Industrial Area
<i>Item No</i>	13.4		That Council pursuant to the provisions of the Planning and Development Act 2005, hereby resolves to:
<i>Date Moved</i>	14-Jul-20		1.Require the following modifications to amendment No. 7 (Appendix 4):
<i>Date Completed</i>			a) Modify the zoning table to include the new land uses being introduced and their permissibility for the zones in accordance with Appendix 5;
			b) Update the definitions to define the land use definitions being introduced or modified in accordance with Appendix 5;
			c) Amend Table 3 Local Planning Framework in proposed scheme amendment) to reflect the recently endorsed Local Planning Strategy and:
			d) Ensure formatting is correct.
			2.Subject to recommendation (1) above, in accordance with Section 75 of the Planning and Development Act 2005 ('Act'), resolves to ADOPT (initiate) amendment No.7 to the Shire of Collie Local Planning Scheme No. 5 ('Scheme') as shown in Appendix 4;
			3.In accordance with Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 ('Regulations'), determines that the amendment referred to in resolution 1. above is a standard amendment for the following reasons:
			a) It is consistent with the intent of the Local Planning Strategy;
			b) It is considered to have minimal impact on land in the Scheme area that is not the subject of the amendment; and
			c) It is not considered a complex or basic amendment;
			4.Authorise that the amendment documentation, once modified, be signed and 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.
<i>Comment</i>	Documents referred to EPA for assessment		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8516	Open	DDS	Motion for which prior notice is given.
<i>Item No</i>	15		That Council invite Assoc. Professor Peter Cook from UWA to present to Council and the public on the health of the river.
<i>Date Moved</i>	04-Aug-20		
<i>Date Completed</i>			
<i>Comment</i>			
<hr/>			
8520	Open	DCS	Adopt the Recommendations fo the Minutes of the Community Safety and Wellbeing Committee
<i>Item No</i>	10.2		That Council:
<i>Date Moved</i>	04-Aug-20		10.2.1 authorise the members of the Community Safety and Wellbeing Committee to collaborate with the Collie Senior Citizens and to deliver and facilitate a community safety information session at the Margaretta Wilson Centre in order to provide information including but not limited to:
<i>Date Completed</i>			1. The CCTV network upgrade;
			2. Strategies to reduce the risk of becoming a victim of crime;
			3. Crime statistics for Collie; and
			4. Questions from the floor for which a minimum two full days' notice has been given and a question box for any questions raised on the day with contact details for which there will be a follow up response.
			10.2.2 authorise the Community Safety and Wellbeing to develop Community Action Plans and investigate the potential for funding from LDAT for the projects:
			• The Fathering Project (to include all father figures); and
			• Skate Ride Scoot.
<i>Comment</i>	In progres.		

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8524	Open	FM	2020/21 Annual Budget Adoption
<i>Item No</i>	12.3		That Council resolves by ABSOLUTE MAJORITY:
<i>Date Moved</i>	04-Aug-20		1.To Adopt 0.5656 cents in the dollar to be applied to all properties attributed to unimproved values for the 2020/21 financial year,
<i>Date Completed</i>	11-Aug-20		2.To Adopt 9.4667 cents in the dollar to be applied to all properties attributed to gross rental values for the 2020/21 financial year,
			3.To Adopt \$817 minimum rate for properties having unimproved values applied for the 2020/21 financial year,
			4.To Adopt \$970 minimum rate for developed land having general gross rental values applied for the 2020/21 financial year,
			5.To Adopt \$817 minimum rate for vacant land having gross rental values applied for the 2020/21 financial year,
			6.To adopt a material variance of 10% in excess of \$10,000 from budget for reporting on the Monthly Statement of Financial Activity for the 2020/21 financial year.
			7.To Adopt the 2020/21 Fees and Charges as attached.
<i>Comment</i>			

8525	Open	FM	Rating Concession
<i>Item No</i>	12.3		That Council apply rating concessions for the following organisations for 2020/21 (CS 3.16 Rating Policy)
<i>Date Moved</i>	04-Aug-20		As per Minutes 4 August 2020.
<i>Date Completed</i>	11-Aug-20		
<i>Comment</i>			

Motion Report - Show All Open Motions

(Sorted by Officer, Motion No.)

Thursday, 20 August 2020

8526	Open	FM	Adoption of Waste Collection Fees for 2020/21
<i>Item No</i>	12.4		That Council by ABSOLUTE MAJORITY adopt the following waste charges for 2020/21
<i>Date Moved</i>	04-Aug-20		•3 Bin Collection service \$320
<i>Date Completed</i>	11-Aug-20		•3 Bin Collection-Pensioner \$289
<i>Comment</i>			•Rural Waste Levy at \$140



Shire of
Collie

COUNCIL MEETING

COMMITTEE MINUTES



Shire of
Collie

MINUTES

**Tourism & Marketing Advisory
Committee**

held on

Tuesday 11 August 2020

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1. ELECTION OF CHAIRPERSON

The Director Corporate Services opened the meeting at 9.30am.

Cr Smith was nominated for the position of Chairperson of the Committee and was elected unopposed.

2. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

Members Present:

Cr Joe Italiano	Councillor
Cr Leonie Scoffern	Councillor
Cr Michelle Smith	Councillor
Allison Fergie	Director Corporate Services

Apology:

David Blurton	Chief Executive Officer
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3. DISCLOSURE OF FINANCIAL INTEREST

Nil

4. PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

Nil

5. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Nil

6. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Nil

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

8. OFFICER REPORTS

Nil

9. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

Nil

11. URGENT BUSINESS APPROVED BY PRESIDING MEMBER OR BY DECISION

Nil

12. ANNOUNCEMENTS BY PRESIDING MEMBER OR BY DECISION

Nil

13. STATUS REPORT ON COUNCIL RESOLUTIONS

At its meeting held 14 July 2020 Council resolved:

8484 - 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.

8485 - 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.

Completed - the Committee has been formed as appointed and has commenced meetings; 2020/21 budget has been adopted with allocation as per motion 8484.

14. GENERAL BUSINESS

14.1 Terms of Reference

A DRAFT Terms of Reference for the Committee was provided for consideration.

To inform the discussion, the following documents were also provided to the Committee:

- Esperance Visitor Centre Management Committee Terms of Reference
- City of Fremantle Destination Marketing Working Group Terms of Reference
- St Helens Destination Action Plan 2019-2021
- Rockingham-Tourist-Destination-Strategy-2019-2024-Council-Adopted-May-2019
- Beverley Tourism Plan

Committee Recommendation:

Moved: Cr Scoffern

Seconded: Cr Italiano

That Council endorse the Terms of Reference as presented at Attachment 1 for the Tourism and Marketing Advisory Committee.

CARRIED 4/0

14.2 Signage

The former Townscape Committee had discussed the installation of billboard signage at the junction of Ferguson Road and Coalfields Highway – an update on progress is requested for the next meeting.

14.3 Wellington National Park camping data

Data from a survey of campers at Wellington National Park is summarized in the infographic at Attachment 2. The information shows the numbers that travelled into Collie while camping and the reasons for their trip.

The TMAC to develop information sheets for display/distribution at campsites in Wellington National Park and elsewhere, and to investigate the potential for noticeboard or display/distribution systems to get information to campers.

14.4 Summary of actions for the next meeting

- Officer's report for number plate logo; to include comment from Collie Visitor Centre (Cr Scoffern), Collie River Valley Marketing (Cr Stanley), Collie Chamber of Commerce and Industry (Cr Harverson).
- A Draft RFQ for development of a destination marketing strategy to be considered at the next meeting of the Committee.
- Information to be developed for campers at Wellington Dam, Stockton, Lake Kewpuri in collaboration with the Visitor Centre. Investigate alternative methods of display and distribution.

15. CLOSE AND NEXT MEETING

The Chairperson closed the meeting at 10.33am.

The next meeting of the Tourism and Marketing Advisory Committee is proposed to be held on **Tuesday 1 September 2020 at 9.30am in Council Chambers.**

2020 Meeting Dates	
TMAC	Minutes to Council
11 August 2020	25 August 2020
1 September	15 September 2020
22 September 2020	6 October 2020
12 October 2020	27 October 2020
3 November 2020	17 November 2020
1 December 2020	15 December 2020

16. ATTACHMENTS

- 16.1 Draft Terms of Reference.
- 16.2 Infographic – Wellington National Park camper survey.



Terms of Reference

Tourism and Marketing Advisory Committee

1. NAME

The name of the Committee shall be Tourism and Marketing Advisory Committee, appointed as an Advisory Committee of Council, in accordance with provisions of Section 5.8 of the Local Government Act 1995.

2. AIMS AND OBJECTIVES

It is the aim of the Tourism & Marketing Committee:

- 2.1 To provide advice to the Full Council on tourism and marketing related matters which contribute to the good governance of the Council.
- 2.2 To work in partnership with stakeholders, agencies, community groups and organisations to develop and promote marketing and tourism.

3. MEMBERSHIP

- 3.1 Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full council meeting following biennial Council elections.
- 3.2 In accordance with provisions of Section 5.9 of the Local Government Act 1995, resolves that the Committee is to comprise of Councillors and Officers.
- 3.3 In accordance with the provisions of Section 5.10(1)(a) of the Local Government Act 1995 resolves that the Committee shall have as its members:
 - No fewer than three (3) Councillors;
 - The CEO or his delegate; and
 - The Director of Corporate Services.
- 3.4 Each member of the committee shall be eligible for re-appointment.

4. MANAGEMENT

- 4.1 The formation and conduct of the Committee shall be in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements.
- 4.2 The members of the Committee shall elect a Chairperson from amongst themselves.
- 4.3 A Council Officer, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Minutes shall be circulated to all Committee members not later than seven (7) days after each meeting.
- 4.4 The Committee shall meet regularly at intervals sufficient to administer the affairs of the Committee. Preferably, there shall be not less than four (4) meetings per year.
- 4.5 The quorum for a meeting of the Committee shall be at least 50% of the members of the committee
- 4.6 The Committee is an Advisory Committee and as such, all decisions of the committee shall be presented as recommendations to Council for consideration.
- 4.7 Minutes of each Committee meeting shall be presented to Council in an outcome based framework.
- 4.8 The Council may adopt, amend, reject or refer back to the Committee any issues arising from the minutes.
- 4.9 The Committee shall not direct Council Staff.
- 4.10 The Committee will not have the authority or power to commit the Shire of Collie or any association, organisation, group or individual to expenditure without Council endorsement.
- 4.11 Members shall act in the best interests of the Committee.




5. Delegation

- 5.1 It is recognised that the Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit.
- 5.2 The Council, in accordance with the Local Government Act, shall delegate the powers and privileges outlined within these Terms of Reference to the Advisory Committee.

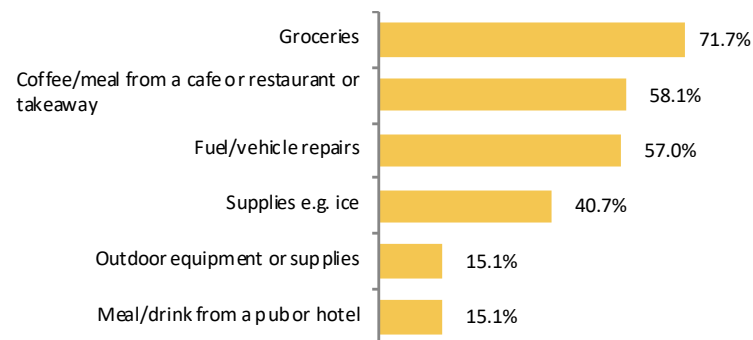
Adopted:2020

Wellington National Park Campers and their Collie Experience

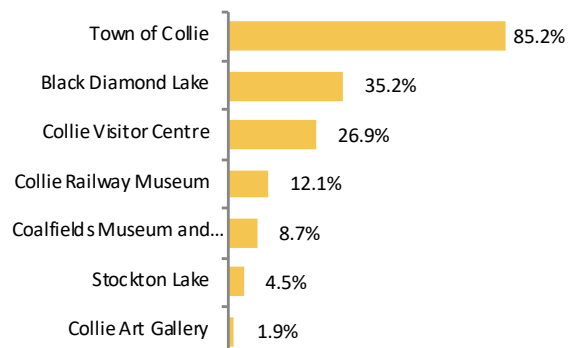
Visit to Collie

-  **55.3%** of respondents visited Collie (n=489)
-  **95.8%** of those who visited Collie made purchases while they were there (n=259)
-  **1.5** average number of visits to Collie while camping at WNP (n=255)






What did you buy in Collie? (of those who visited Collie n=258)



Where did you visit while in Collie? (of those who visited Collie n=211)



Camping at Wellington National Park

-  **85.7%** average satisfaction with camping experience (n=489)
-  **30.1%** first-time visitors to WNP (n=485)
-  **52.5%** visiting at least once a year, of which, almost a quarter visit 2 to 5 times per year (n=485)
-  **2.6 nights** average length of stay at WNP (range 1 to 18 nights) (n=484)
-  **83.1%** left from and returned home (n=489)

“






Great facilities and camping. Great place for activities or just to relax in nature. Not far from Perth. One of our favourite parks.

– WNP visitor



Wellington National Park (Amanda Smith, DBCA)

Camper profile

-  **94.3%** Western Australians, mostly from Perth Metro (74.6%) (n=476)
-  **4.3** average group size (n=483)
-  **45.5%** with children – 31.0% were school aged children (n=484)
-  Most travelled with a **partner 28.2%** or **family 28.0%** (n=483)
-  **50.4%** aged between 35 to 54 and mostly male (52.7%) (n=482)



Shire of
Collie
MINUTES

of the

Local Emergency Management
Committee

Wednesday 19th August 2020

Shire of Collie
LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES – 19th August 2020

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Shire of Collie
LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES – 19th August 2020

1.0 OPENING/ ATTENDANCE/ APOLOGIES & LEAVE OF ABSENCE

Meeting was opened at: 10:00am

Members:

Cr Sarah Stanley	Shire of Collie – President (Chairperson)
Allison Fergie	Shire of Collie – Recovery Co-ordinator
Tristan Gulvin	Shire of Collie – CESM
Julian Martin	Chief Bush Fire Control Officer / South 32
Heath Soutar	OIC Collie Police
Vik Cheema	Department of Fire and Emergency Services
Ian Joseph	Department of Fire and Emergency Services
Daryn Rowland	Department of Fire and Emergency Services
Jessica Newman	Department of Biodiversity, Conservation and Attractions
Emma Atkinson	Department of Biodiversity, Conservation and Attractions
Ellen Miles	SES Collie
Roma Boucher	Department for Child Protection and Family Support
Brent Italiano	Synergy
Peter Buckley	WaterCorp
Jamie Wood	Yancoal/Premier Coal
Kim Smith	Bluewaters Power Station

Guests:

Terry Hunter	Fire Control Officer
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Staff:

Kohdy Flynn	Shire of Collie–Ranger / Deputy Bushfire Control Officer
Tracey Vogel	Shire of Collie – Development Services Administration

Apologies:

Peter Stewart	Department of Fire and Emergency Services
John Carter	Department of Fire and Emergency Services
Maria Barry	Department of Child Protection and Family Support
David Blurton	Shire of Collie CEO
Leigh O'Connor	Shire of Collie – Senior Ranger
Andrew Dover	Shire of Collie – Director Development Services
Shane Hickson	VFRS Captain
Monika Nicholson	SES Collie

Quorum:

Presiding Member to ensure that there is a quorum. A quorum for this Committee is 4 voting members.

Shire of Collie
LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES – 19th August 2020

2.0 STATE EMERGENCY MANAGEMENT POLICY NO. 2.5

2.1 Confirmation of LEMC contact details and key stake holders

Members are asked to view the Contacts List as it is circulated around the room.

2.2 Proposed Exercises

12th September (to be confirmed) Rural Urban Interface and Incident Management at Worsley Community

3.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.0 DISCLOSURE OF FINANCIAL INTEREST

Nil

5.0 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

Nil

6.0 ITEM BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Nil

7.0 CONFIRMATION OF THE PREVIOUS MEETINGS OF MINUTES

Committee Recommendation:

Moved: Jamie Wood

Seconded: Tristan Gulvin

That the Minutes of the Local Emergency Management Committee meeting held on 19th February 2020 and 25th March 2020 be confirmed.

CARRIED

8.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

9.0 OFFICER REPORT/INCIDENT REPORT

Nil

10.0 MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

11.0 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS APPROVED BY PRESIDING MEMBER OR BY DECISION

Nil

13.0 ANNOUNCEMENTS BY PRESIDING MEMBER OR BY DECISION

Vik Cheema – Letter to CEO District Impact Statement - COVID 19 Recover
South West District Impact Statement LG - COVID 19 Recovery

Daryn Rowland Acting District Officer Emergency Management SW – DFES Report

Matt Verney State Emergency Principal Policy Office – Amendments to State
Emergency Management Documents – COVID 19

Tristan Gulvin Community Emergency Services Officer – CESM Report

Shire of Collie
LOCAL EMERGENCY MANAGEMENT COMMITTEE
MINUTES – 19th August 2020

Roma Boucher District Emergency Services Officer South West – Department of Communities Report

14.0 STATUS REPORT ON COUNCIL RESOLUTIONS

Nil

15.0 CLOSURE OF THE MEETING TO MEMBERS OF THE PUBLIC

Nil

16.0 CLOSE AND NEXT MEETING

The committee shall meet every three (3) months and as recommended under State Emergency Management Procedures

This schedule is shown below, with Council meeting dates also shown, to demonstrate when minutes will be confirmed by Council

Proposed LEMC Meeting Dates	Council Meeting Date
18 th November 2020	15 th December 2020

Meeting closure at: 10:53am

The next meeting will be Wednesday 18th November 2020.

17.0 ATTACHMENTS (IN ORDER OF APPEARANCE)

1. Letter to CEO District Impact Statement - COVID 19 Recover
South West District Impact Statement LG - COVID 19 Recovery
2. DFES Report
3. Amendments to State Emergency Management Documents – COVID 19
4. CESM Report
5. Draft Animal Welfare Plan
6. Department of Communities Report
7. Resilience Scorecard – Collie LGA

I certify that these minutes were confirmed by the Shire of Collie Local Emergency Management Committee.

Presiding Member: _____

Date: _____



Our Ref: D14203; 20/122136

Dear Local Government Chief Executive Officer

DISTRICT IMPACT STATEMENT COVID-19 RECOVERY

I would like to thank you for your ongoing contribution towards the State's recovery from the impacts of the COVID-19 pandemic.

The information from local governments shared through the recent survey has been analysed by DFES State Recovery and documented in the attached District Impact Statement.

The summary of the District Impact Statements was provided to Commissioner Sharyn O'Neill, State Recovery Controller for consideration to inform development of the State Impact Statement and the State Recovery Plan. It is anticipated that the State Recovery Plan will be released publicly towards the end of July 2020 on WA.gov.au.

Based on information provided, key themes that emerged from the surveys undertaken included:

1. **Mental Health:** The majority of local governments reported impacts to the mental health of community members and their staff due to isolation, loneliness, anxiety, loss of social gatherings, changes to employment, workload and uncertainty. In many cases this was anecdotal, however local governments are increasingly undertaking community engagement to gain an understanding of the impacts to their communities.
2. **Homelessness:** Similar to mental health, a large number of local governments identified an increase in homelessness rates, particularly within the Metropolitan area and large regional centres, with a range of contributing factors identified. These include loss of employment and subsequent income, lack of rentals/housing, individuals or families seeking to get away from unsafe family situations, backpackers and seasonal workers unable to afford accommodation and Aboriginal communities moving to and from lands.
3. **Tourism:** Tourism was generally identified by local governments across all regions as the sector that has been hardest hit with major impacts to tourism operators, accommodation, hospitality and retail operators.
4. **Financial viability of local governments:** Whilst all local governments recognised impacts to individuals and businesses, a clear theme to emerge is the financial impact to local government. Several local governments were affected by natural disasters during 2019/20 and as a result there has been a compounding impact on their finances. This is expected to continue into the next financial year as a result of reduced revenue from COVID-19 support measures. Many local governments raised concerns around the ability to maintain current service delivery levels and the ability to meet increasing expectation of communities. This is particularly evident if a significant proportion of ratepayers are unable to pay their rates notices, leading to a further reduction in revenue.

5. **Employment and Recruitment:** A major concern for local governments in regional areas is ongoing employment and recruitment. For many regional local governments, the difficulty in attracting and retaining staff has been exacerbated by isolation and the regional restriction measures. These measures led to some staff vacating positions to return home to families. With an ongoing concern of a second wave of the virus, there is a perception that some workers will be reluctant to relocate in case they are forced into lockdown once again.
6. **Family Domestic Violence:** The reported occurrences of Family Domestic Violence (FDV) varied across the State with some local governments reporting no change to figures. However, several local governments reported an increase to FDV statistics as reported by WA Police and via service agencies receiving increased referrals. Some local governments have attributed the increase in homelessness figures to individuals and families escaping violent situations in some instances. Similar to mental health increases, some local governments have concerns over the availability of support services to cope with increased FDV cases.
7. **Global:** Whilst some sectors such as mining and agriculture have experienced only minimal impacts to date, potential embargoes, tariffs and trade restrictions by China was of concern to some local governments. Similarly, the export sector has experienced some challenges which were likely to continue as pandemic pressures impact on global relationships.

On a positive note, it was encouraging to see local government initiatives being implemented to support their communities and lessen the impact as a result of COVID-19. All local governments reported providing support to members of their community through a range of stimulus and assistance mechanisms. Commonly implemented initiatives include the implementation of hardship policies, rates, fee and rent relief and the development of community and business support grants and programs. The majority of local governments highlighted the importance of increasing social connectivity activities including sports, arts and culture and community groups to ensure the social fabric of communities is maintained.

Moving forward, local government will continue to play an important role in recovery, which was recently highlighted in correspondence from the State Recovery Controller. Should you have any concerns or questions in relation to COVID-19 recovery planning, I encourage you to contact your DFES District Emergency Management Advisor.

We will be reaching out to you each quarter to capture emerging issues and key actions taken at the local level. This information will again be used to inform ongoing recovery planning.

Finally, I would like to thank all local government who supported the survey and sharing their experiences with us. Your input has been greatly appreciated.

Yours sincerely



GRAHAM SWIFT
STATE RECOVERY COORDINATOR

20 July 2020



FOR A SAFER STATE

SOUTH WEST DISTRICT IMPACT STATEMENT LOCAL GOVERNMENT COVID-19 RECOVERY JUNE 2020

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Introduction

The development of an impact statement is a requirement under the Western Australian Emergency Management framework.

Its purpose is to:

- Identify the immediate impact of the hazard as well as on an ongoing basis;
- Provide accurate and consistent information to support recovery planning and decision making; and
- Inform scenario planning and the development of the State Recovery Plan and sub-plans.

Key elements of the impact statements are that they:

- Are iterative and updated at regular intervals to enable flexibility with recovery planning
- Include quantitative and qualitative information
- Include details on the current known impact as well as identifying emerging concerns and potential future impacts
- Are evidence based¹.

At the request of the State Recovery Controller, DFES State Recovery were tasked with the collection and collation of local government recovery impacts as a result of the COVID-19 pandemic.

A survey was developed to collect impacts, initiatives, risks, opportunities and emerging issues as they relate to recovery from both a local government and community perspective.

Information from the survey has been collated to form 8 District Impact Statements² with an overview of the impacts and issues relevant to each District.

¹ Due to the varying levels of quantitative data available to local government, some information provided in this report is anecdotal

² North, East, South and Central Metropolitan have been combined to form 1 Metropolitan District Impact Statement

South West District Profile³

The South West region covers an area of approximately 23,900 km². It is the most populous and fastest growing area outside of the Perth and Peel regions, with 12 local governments and a combined population of approximately 180,000.

The South West is a popular tourist destination and is known for its beautiful coastline and towering forests. The region's diverse range of industries includes agriculture, forestry, fishing, tourism, retail and construction, along with the export of alumina, coal, titanium dioxide, lithium, tantalum and silicon. Notably, the region is home to the Margaret River wine region which attracts tourists from around the world.

Natural and man-made hazard events occur throughout the region. The highest priority hazards, as identified by the South West District Emergency Management Committee are: animal and plant biosecurity, bushfire, electricity supply disruption, flood and storm.

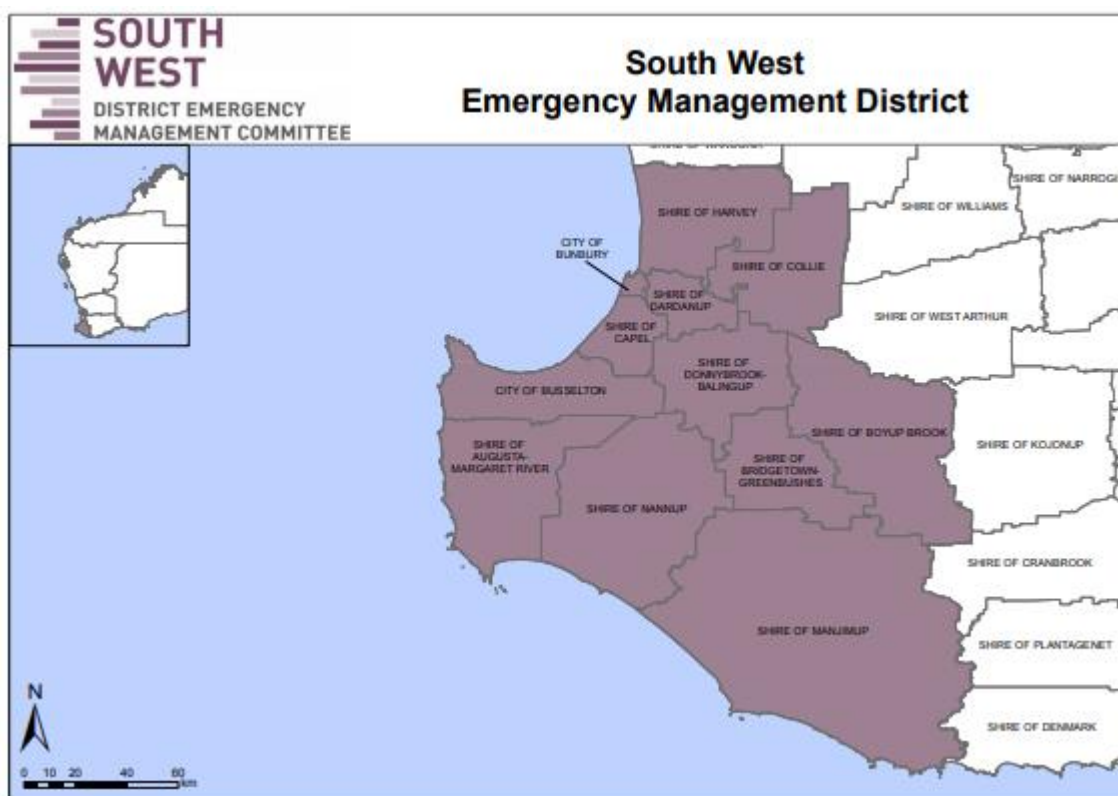


Figure 1. South West EM District map

³ South West Emergency Management District Risk Assessment Report 'Highlighting potential disaster impacts' (2017) <https://semc.wa.gov.au/state-risk-project/district/south-west/Documents/SouthWestRiskReport.pdf>

Summary

Of the 12 local governments within the South West, 9 provided a response to the survey.

Health and social impacts within the region primarily occurred across the issues of mental health, reported increases in domestic violence and impacts to homelessness and rough sleeping due to a lack of rentals in the market. Homelessness was also exacerbated by seasonal workers such as backpackers unable to leave regions and having difficulty finding accommodation due to a lack of finances.

The issue of itinerant workers was also recognised as an emerging issue as orchards move into picking season in September and a potential for a lack of seasonal workers and backpackers to support this process which could have significant impacts on the industry.

Although industry across the South West is diverse in nature, the most predominant impact was to the tourism sector with all local governments identifying that businesses within the tourism industry were hardest hit including accommodation, hospitality and arts and culture providers.

Known Impacts

Health

- COVID-19 has been a trigger to pre-existing and newly diagnosed mental health illness
- At-risk and vulnerable groups such as those with undiagnosed/untreated illnesses are having to wait longer
- Mental and physical health impacts, particularly in relation to at-risk individuals
- Increased anxiety levels across parts of the community, including local government workforce
- Homelessness and the aged/infirm became more vulnerable as people isolated themselves
- Decreased admissions and attendance at local hospital
- Increased levels of isolation impacting on mental health and wellbeing
- Health services have been heavily impacted, have extensive workloads and clients and have increased difficulty in accessing the service providers
- Concerns and queries from food businesses regarding health implications and COVID-19 safety plans
- Concern and anxiety increased due to the lockdown of aged care facilities
- Implementation of telehealth due to closed or reduced services

Social

- Reported increases in domestic violence
- Decrease in reported crime and assaults (non-family related)
- Absence of arts, culture and sporting/community groups
- Increase in social isolation and lack of connectedness
- Impacts to food and accommodation security
- Lack of continuity of support services and agencies – particularly for at-risk individuals
- Increase in homelessness numbers
- Reduction in volunteer numbers due to feelings of vulnerability
- Lack of IT set up for some families and poor internet services in rural areas making digital/online connection difficult
- Increased alcohol purchasing recorded
- Increased online gambling reported
- Challenges to families with FIFO workers due to longer swings placing additional pressure on remaining family members
- Clients not able to access rentals in district Aboriginal community
- Difficulty reaching out to multicultural community and providing adequate communications
- Lack of available rentals in town placing several families at risk of homelessness
- Backpacker community working on local orchards were unable to leave due to border closures and treated unfairly by some residents
- Cancellation of events and loss of jobs has impacted on the social fabric of the community
- High impact on International travellers who have become stranded
- High level of casual and seasonal workers impacted across the community

Economic and Infrastructure

- Loss of stock for cafes/restaurants/bars and pubs
- Impacts to delivery businesses/couriers due to delays
- Requirement for employee hours to be reduced or stood down due to closure and/or restructure of business – including the Shire
- Slow-down of major infrastructure projects and capital works projects
- Significant impact to small business
- Local governments significantly affected
- Cancellation of driving tests means that future job opportunities may be limited for youth in the region. This issue is a high priority for Department of Transport and they are providing regular updates to their Minister
- Closure of restaurants and cafes, some permanent
- Minor and major projects being brought online to support local tradespeople and businesses
- High rate of job loss – South West reported over 5000 long term job losses
- Extensive causal job losses within the hospitality and tourism sector
- A significant number of businesses experienced financial struggles due to no or reduced operating hours⁴

Industry

- Tourism industry came to a standstill
- Agriculture products and cessation of export opportunities for perishable products was a problem
- Accommodation providers lost almost 100% of business overnight
- Arts and Culture and Sport and Recreation industry severely impacted with reinstatement becoming problematic in some cases as it is deemed too risky by organisers
- Significant impact to the childcare and early education industry with an initial drop to approx. 10% patronage in some areas
- Local impacts to orchardists in securing a workforce through the picking seasons
- Community services sector came to a halt
- Impact to retail industry
- Export sector have experienced some challenges which will likely continue as pandemic pressures impact on global friction

Regions

- All local governments reported that the greatest impact across the region was on tourism, including accommodation and hospitality sectors

⁴ Shire of Capel COVID-19 Community Recovery and Support Survey – Of the 139 businesses that participated, 78 experienced financial struggles. Further data from the Shire of Capel survey is available on request

Government, business, industry and community action to date

- 0% increase in rates and fees
- Waiving of fees and some approvals
- Hardship policies
- Community support initiatives
- Business support initiatives
- Customer care lines
- Bringing forward of works identified in capital works plans to stimulate local economy
- Focus on local contractors to provide services for capital works projects
- Shop local campaigns
- Partnership between Shire, Chamber of Commerce and local media to support local businesses
- Community grants
- Dedicated websites and social media to support community and business
- Small business grants
- Arts program grants
- Social and community support programs for vulnerable people
- Individualised education and support for businesses by economic development and environmental health officers
- Expedited payments to creditors
- Community and business surveys
- Economic development recovery plan
- Economic development recovery communications action plan
- Tourism campaigns
- Support to sporting groups
- Online fitness programs
- Assistance to food businesses on COVID-19 safety plans and requirements
- Online retail
- Featuring local artists for upcoming events
- Events held over longer periods where appropriate e.g. Nannup Flower and Garden Festival held over 5 weeks instead of 4 days
- Community activity wellbeing program
- Backpackers – work with local accommodation providers to assist backpacker workforce availability, stability and pandemic information/education
- Vulnerable communities database developed
- Hotline
- Backpacker support program
- Direct phone contacts
- Business continuity and staff wellbeing tracking
- Recovery Coordinator and response team identified

Key Risks and opportunities

Risks

- Retention of staff – particularly with JobKeeper not being available to local government
- Ongoing closure of small business
- Diverse localities and with each community comes a different level of community connectedness and resilience. There is a risk of a lack of community connectivity in some areas where individuals and groups do not have access to the support services and agencies that they require
- Financial risks that include consuming reserve funds, taking on additional debt, revenue not returning to pre COVID -19 levels and grant funding being made unavailable for capital e.g. Lotterywest
- Childcare centres potentially going out of business
- Community groups folding as a result of loss of members and financial unsustainability
- The provision of timely and accurate information to community groups delivered by the State – significant confusion on COVID-19 Business Safety Plans which can lead to risks with information not being understood
- Local and District Emergency Management Arrangements were silent on Pandemics, consequently Local Recovery Plans were not formally activated and stakeholders not willing or able to support the recovery process
- September cut-off of JobKeeper funding – resulting impacts are unknown but could be significant
- A major influx of tourists post the lifting of restrictions can create additional pressure with many tourist resources still closed or limited in service
- Ongoing mental health impact and services to assist needed
- Ongoing and increasing housing stress
- Long term job prospects depleted due to business closures
- Balancing food and accommodation numbers, pandemic regulations and sustainability could see a number of businesses shrink their service model minimising staff requirements
- High risk of a significant shortage of seasonal workers in the South West come the onset of pruning and picking season in September
- The 'invisible' experiencing hardship are hard to identify and may fall through the gaps
- The management of events post COVID-19 environment will be challenging and have a significant effect on the economy in regard to both direct and indirect spends. Regulations that are too onerous, particularly on volunteer run events may result in events folding

Opportunities

- Promotion of local tourism
- Bringing forward of major projects to stimulate the economy
- Adopt staffing policies and procedures developed in response to COVID-19 as part of a 'new normal' for business operations and as part of a suite of emergency management policies and procedures in order to ensure business continuity
- New partnerships with support services and agencies to support individuals and groups in areas where there is a risk of a lack of community connectivity
- Continuation of online and virtual communications
- Seek to have one agency responsible for data collection – have had multiple requests from multiple agencies
- Red tape reduction
- Collective local government initiatives such as online webinars and service delivery of shared community services
- Targeting of other industries to diversify the employment base – is there an overreliance on tourism/hospitality?
- Business investment for clean industries to establish within the District
- Coordination of local government Recovery Coordinator network across all LGs in the South West was undertaken well and the sharing of ideas enabled a shared action response around issues such as backpackers and business support
- Unique opportunity to encourage people to experience, enjoy and celebrate the incredible travel and experiential opportunities in their own backyard
- Federal stimulus funds will inject capital projects funding into towns Selection of projects should be focused on those that will directly benefit the local economy through local workforce, contractors and suppliers
- State stimulus funds will encourage local investment

Enablers and Barriers to the opportunities above include:

- Funding and available tradespeople if bringing projects forward
- Funding to support community initiatives developed in recovery
- Digital capacity is both an enabler and a barrier
- The formalisation of alliances between local governments in recovery
- Red tape to new initiatives
- Funding for project and business development
- Broad industry led recovery strategies e.g. first tourism support grant was structured in a way that only about a quarter of the sector would be eligible for
- Strategies that build foundation growth and development not just propping up
- Overzealous and costly risk management measures for events and grant funded projects will result in many volunteer run activities ceasing
- Recovery measures must recognise that one size does not fit all and needs in regional, remote and metro area are all different
- Visa management for itinerant workforce

Stakeholder Consultation

- WA Country Health Service – South West
- WA Police
- Department of Fire and Emergency Services
- Department of Communities
- St John Ambulance
- Department of Human services
- Department of Corrective Services
- Prisons
- TELSTRA
- State Emergency Management Committee
- Red Cross
- Community service organisations
- Business
- Community groups
- Regional local government meetings
- Local Emergency Management Committee
- Operational Area Support Group
- Incident Management Team
- Internal consultation
- Residents
- Establishment of economic and human and social subgroups
- Phone surveys
- Social media
- Recovery and support surveys – businesses, community groups and sporting clubs and individuals
- Business Initiative Group
- Tourism Advisory Committee
- Visitor Centre
- LG Professionals Catalyse survey
- Health and community organisation consultation
- Vulnerable resident contact program
- Direct phone calls
- Support and Emergency crisis agencies
- Western Australian Local Government Association
- South West Development Commission
- Department of Local Government, Sport and Cultural Industries
- South West Recovery Coordinator Groups

Other relevant contextual information

- On 25 May 2020, A significant storm event caused by ex-Tropical Cyclone Mangga, impacted the South West region.
- A district-level informal recovery group has been established to promote information sharing and situational awareness. This includes 12 Local Recovery Coordinators from the 12 local governments and Agency representatives
- COVID-19 has caused a significant impact on the South West local government's internal business continuity and emergency management capacity. A reduced ability to conduct emergency management business such as the Local and District Emergency Management Committee meetings, workshops, and exercises has been observed across the South West Emergency Management District.
- Some local governments activated the local recovery arrangements, including requesting state agency participation. Agencies directly engaged in COVID-19 response are unable to attend multiple local level recovery meetings. A district-level recovery coordination arrangement could be a solution to minimise the duplication and burden on state agency participation.
- Intrastate and international travel restrictions have caused significant interest in visiting South West region, resulting in significant increase in vehicle traffic and people to the tourist hot spots.
- The recent winter storm events and COVID-19 has generated substantial interest in progressing welfare arrangements for homeless people. Department of Communities in conjunction with local governments and various agencies is currently progressing welfare arrangements for homeless people.
- A key highlight of the South West region is the improved cooperation and collaboration between the Local, District, State, and Commonwealth agencies during the ongoing COVID-19 Operations Area Support Group meetings. The leadership provided by the SW Police Superintendent, DFES SW & LSW Superintendents and WA Country Health Regional Director in managing the COVID-19 OASG stakeholders has been an enduring theme for reassuring the regional and local government emergency management stakeholders.

Concerns / emerging issues / potential impacts

- Potential for a second wave causing another community shutdown and testing community resilience
- JobKeeper and JobSeeker payments ending
- Police have reported the opening of borders will assist organised crime operations and increase road trauma
- Emergency services will still have to respond to other incidents which may cause additional pressures
- COVID-phobia may impact on a return to normal socialisation which could impact hospitality, events, live music, arts events and sporting crowds
- Free childcare set to end soon leaving families struggling to pay and/or unable to take time off due to depletion of existing leave entitlements
- A delay in the provision of guidance has created uncertainty and potential delays in re-opening of facilities
- Lack of services due to the permanent closure of businesses i.e. no restaurants in town
- Long term unemployment
- Businesses unable to provide service without added support in place
- If itinerant workforce is not secured, impact could be crippling for the South West agricultural and primary industries sector
- Rate freeze could delay some capital projects and impact on service delivery

Contact

Suzanne Blyth, Manager Recovery Emergency Management, Department of Fire and Emergency Services

Vik Cheema, District Emergency Management Advisor South West, Department of Fire and Emergency Services

Department of Fire and Emergency Services Report for the Shire of Collie Local Emergency Management Committee Wednesday 19th August 2020

COVID-19 Update

Phase 4 of the WA Government's COVID-19 roadmap has come into effect. This saw most of the restrictions removed in Western Australia, although the two-square-metre rule has remained in place, and major venues are restricted to 50 per cent capacity. Phase 5 has been delayed with a new tentative date of 15 August due to current situation on eastern seaboard.

While the DFES Facilities and Vehicle Cleaning Guidelines for COVID-19 will remain in place, the Incident Response Team have authorised the removal of additional facility sanitisation from 1 July 2020. Normal facility, fleet and equipment cleaning regimes should continue, as should personal hygiene practices.

SEASONAL OUTLOOK

The BOM have released their seasonal outlook for August to October. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Wetter than average three month period for Mid to Lower west coast of WA
- Less chance in NW of WA
- Warmer than average days & nights in NW of WA

\$6 MILLION TO ASSIST LOCAL GOVERNMENTS REDUCE BUSHFIRE RISK

Twenty-one local governments across Western Australia have been granted a total of \$6.05 million in State Government assistance to help reduce bushfire risks in their communities.

Under the first round of the 2020-21 Mitigation Activity Fund (MAF) Grants Program, 612 mitigation activities will be carried out on Crown lands that are managed by local government and deemed to be at high risk of bushfire.

Local Government	Allocated Amount	Number of Treatments
City of Bunbury	\$302,868.00	42
Shire of Collie	\$131,235.00	22
Shire of Dardanup	\$492,880.00	39

BUSHFIRE CENTRE OF EXCELLENCE

Construction of the new BCoE has commenced with completion due in December 2020.

<https://www.dfes.wa.gov.au/bushfirecoe>

DFES REGION NAME CHANGES

District Officer Murray – now District Officer Wellington

Area Officer Harvey Hills – now Area Officer Preston

Area Officer Bunbury – now Area Officer Forrest

DFES REGIONAL OFFICE STAFFING

Superintendent Peter Norman - PSL due to knee replacement

Acting Superintendent Andrew Wright

Acting District Officer Bunbury Ian Joseph

Acting District Officer Emergency Management Daryn Rowland

Acting District Officer Wellington John Carter

Daryn Rowland

Acting District Officer Emergency Management South West

9780 1907

0427 088 156

From: SEMC Policy and Legislation

Sent: Wednesday, 29 July 2020 14:41 PM

To: SEMC Policy and Legislation <semc.policylegislation@dfes.wa.gov.au>

Subject: Amendments to the suite of State Emergency Management Documents

Dear Emergency Management Colleagues,

Please be advised the State Emergency Management (EM) Policy and Plan have been amended to facilitate the State Government approved whole of government approach to Western Australia's recovery from the COVID-19 pandemic. The amendments were approved by the SEMC on 21 July 2020 (SEMC Resolution Number 42/2020).

The SEMC approved the inclusion of the below statement as an Appendix (AA) to both the State EM Policy and Plan:

APPENDIX AA: COVID-19 RECOVERY

1. The following five sections of the State Emergency Management Framework are amended such that they do not apply for a period of 12 months retrospectively from the 15 July 2020 for recovery activities undertaken by the pandemic caused by virus COVID-19:
 - i. State Emergency Management Policy 6.2 Role of Controlling Agency
 - ii. State Emergency Management Plan 6.2 Commencement of Recovery
 - iii. State Emergency Management Plan 6.4.1 Impact Statement
 - iv. State Emergency Management Plan 6.5 Role of Local Government in Recovery
 - v. State Emergency Management Plan 6.8 State Level Recovery Plan
2. These five sections continue to apply for all other emergencies.

In addition to the above amendments, the SEMC recently approved (SEMC Resolution Number 40/2020) a revised State Support Plan – Emergency Welfare (Interim). It is acknowledged that further work and consultation will be undertaken on the Plan following the completion of the Department of Communities emergency services review.

The fundamental principles of the Plan remain unchanged, the main alterations include:

- Naming of the State Welfare Incident Coordination Centre.
- Re-designation of the Department of Communities, Emergency Services Coordinator to the Welfare Emergency Controller.
- Further details regarding scope and responsibilities pertaining to emergency food provision.
- New roles and responsibilities and process flow of activation of the AUSRECPLAN.
- Delegation capacities of the State Welfare Coordinator and Welfare Emergency Controller and emphasis towards scale-ability.
- Other minor expansions of explanation of scope, roles and responsibilities and statement of fact changes.

All documents are now available on the SEMC Website [State EM Policy](#) [State EM Plan](#) [State Support Plan - Emergency Welfare](#), it is strongly advised that all agencies review the updated documents.

This email was sent to executive officers of SEMC subcommittees/Reference Groups, DEMAs, HMAs and agencies responsible for State Hazard Plans/State Support Plans.

Please inform your stakeholders as appropriate.

For any queries, please email semc.policylegislation@dfes.wa.gov.au.

Kind Regards Matt

Matt Verney

State Emergency Management Principal Policy Officer

Department of Fire & Emergency Services | 20 Stockton Bend, Cockburn Central WA 6164

P. +61 8 9395 9334 | E. Matt.verney@dfes.wa.gov.au

www.dfes.wa.gov.au



Government of Western Australia
Department of Fire & Emergency Services



LEMC Meeting:

ESL Mitigation:

- MAF grant of \$130k covers prescribed burns and mechanical works.

Incidents of note:

- Wellington Complex fires December 2020.
- Shire staff assisted in Incident Control roles at DBCA offices.
- Covid19 early preparations and lockdown period.

Community Events:

- Nil due to Covid19.
- Planning for Worsley Community Rural Urban Interface exercise. Will cover crew leader and property assessment tasks. Also, Level 1 incident control exercise to be conducted out of Worsley BFB to increase Fire Control Officers exposure to AIIMS (Incident Management System).

Other Matters:

- Worsley BFB & Cardiff BFB Building's openings held on 15th August 2020.
- DFES Collie Facility ongoing.
- Cost Neutral Mitigation Trial hoping to begin August on the Worsley Gravel Reserve, waiting on permits.

Covid19 Activities:

- Constant contact with all Emergency Services during covid19 lockdown.
- Bush Fire Brigade role call established, and results shared with DFES and neighbouring Local Governments during remaining High Threat season.
- Essential services roadblock removal to ensure smooth operations during lockdown.
- Deemed by Shire as at-risk essential services to remove pressure on Hospital and other services were; Doctors Surgeries, Pharmacies, Supermarkets, Meals on Wheels, Silver Chain, Childcare providers and Smith Family. Weekly contact made with these organisations during Covid19 lockdown.
- Thanks to Premier Coal for Safety Glasses donation.
- Thanks to South32 for Hand Sanitiser and Toilet Paper donation.

Tristan Gulvin
Community Emergency Services Manager



Shire of
Collie

Shire of Collie Emergency Management Animal Welfare Plan



SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

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1 INTRODUCTION

Animals are an integral part of community life in the Shire of Collie both as companions and as a source of income.

When emergencies or natural disasters occur, animal owners are often reluctant to leave their properties because of concern for their [livestock](#) or pets. Owners that may need to evacuate may need assistance from the community to temporarily house or look after their animals, transport, or rescue their animals and to reunite straying animals with their owners.

Animal owners are responsible for the care of their pets and livestock at all times.

The Shire of Collie Community Rangers encourages residents to have mechanisms in place to ensure their pets and livestock are considered during an emergency.

Pets and animals are not the responsibility of the Shire of Collie. Animals are the responsibility of their owners or carers during an emergency. However the following information may assist owners in catering for their pets and animals. Evacuation centres will not accept pets other than registered assistant Dogs. Owners are responsible for all costs associated with their pets and animals welfare.

1.1 Objectives

- Identify and support Hazard Management Authority's (HMA) responsible for various aspects of animal welfare and management.
- Coordinate the function of animal welfare rescue and shelter both during and after an emergency.
- Facilitate community awareness to encourage self planning for their animals during an emergency.
- Organising the welfare of livestock that provide economic benefits to their owners should have priority over pets.
- Ensure better consideration of animals and protect them from suffering during and immediately following an emergency event.
- Work with other agencies to facilitate the hygienic management of deceased animals and animal waste disposal during and after an emergency.
- Enlist support from community members with animal handling skills.
- Ensure the safety of animals, road users and emergency services personnel by containing stray or wandering stock.
- Assist in reuniting animals with owners during an emergency event.

1.2 Interface With Other Plans

The Shire of Collie Animal Emergency Plan is a sub-plan of the Shire of Collie Emergency Management Arrangements and as such should not be read in isolation to these plans and arrangements.

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

2 CONTACTS

2.1 Agencies involved with Animal Welfare

ORGANISATION	DEPARTMENT/POSITION
Shire of Collie	Community Rangers
RSPCA	South West Inspector Chief inspector Perth
Department of Biodiversity Conservation and Attractions	Conservation Officers
Department of Fire and Emergency Services	South West Office
Department of Primary Industries & Regional Development	District Veterinarian Officer
WA Police	OIC
Department of Communities	Local and Regional Emergency Services Coordinators

2.2 Shire of Collie

Position	Contact	Phone	Email
Shire of Collie Community Rangers	Leigh O'Connor Kohdy Flynn	9734 9000 0408 931 274	ranger@collie.wa.gov.au
Community Emergency Services Manager	Tristan Gulvin	9734 9000 0476 850 076	tristan.gulvin@collie.wa.gov.au
Parks and Gardens Supervisor	Steve Cruickshank	0417 956 320	techservices@collie.wa.gov.au
Works Supervisor	Brian McIntyre	0407 761 467	techservices@collie.wa.gov.au
Director of Corporate Services	Allison Fergie	0429 344 495 9734 9000	allison.fergie@collie.wa.gov.au
Director of Development Services	Andrew Dover	0420 385 412 9734 9000	andrew.dover@collie.wa.gov.au

2.3 Neighbouring Local Government Contacts

Organisation	Contact	Phone	Mobile
Shire of Dardanup Rangers	Senior Ranger	9724 0000	0436 819 519
Shire of Capel Rangers	Ranger Coordinator	9727 0222	0417 953 959
Shire of Donnybrook/Balingup	Senior Ranger	9780 4200	0419 935 600
Shire of Harvey Rangers	Senior Ranger	9729 0300	0418 934 942

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

2.4 State Government Agency Contacts

Organisation	Contact	Phone	Email
DFES SW	Duty Officer	1800 411 742	
DFES SW	South West Office	9780 1900	reception.bunbury@dfes.wa.gov.au
Department of Primary Industries & Regional Development (DPIRD)	Bunbury Office	9780 6100	enquiries@agric.wa.gov.au
DPIRD	Narrogin Office	9881 0222	enquiries@agric.wa.gov.au
DPIRD	Emergency Animal Diseases	1800 675 888	padis@dpird.wa.gov.au
Dept. Of Biodiversity Conservations & Attractions	Conservation Officer, Collie	9735 1988	enquiries@dbca.wa.gov.au

2.5 Veterinarians

Organisation	Contact	Location	Phone
Collie Veterinary Hospital	Jules Vandenberg	2 Lefroy Street Collie	9734 1155 A/H 0447 341 155
Australind Vet Surgery	Practice Manager	56 Old Coast Rd Australind	9797 1584
Bunbury Veterinary Hospital	Practice Manager	183 Blair St Bunbury	9721 5999
Donnybrook Animal Health Centre	Practice Manager	28 Marmion St Donnybrook	97311912
Treendale Pet Medical	Practice Manager	109 The Blvd, Australind	9778 9051
Brunswick Vet Services	Practice Manager	27 Ommaney Rd Brunswick	9726 1070

2.6 Animal Welfare

Organisation	Contact	Location	Phone
RSPCA WA	S.W. Regional Inspector	South West	1300 278 3589
RSPCA WA	Chief Inspector	Perth	1300 278 3589
BARRC	Bunbury Manager	Bunbury	0468 445 895
SAFE Perth	Sue Campbell	Peth	0437 870 245
DBCA Wild Care	Helpline	Helpline	9474 9055

2.7 Local Animal Welfare Voluntary Workers

Organisation	Contact	Phone	Information
Native Wildlife Carer	Wendy Jarman	0450 084 959	Registered Carer

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

2.8 Animal Accommodation / Boarding

Organisation	Address	Phone	Information
Bimbimbie Kennels	79 Coalfield Hwy, Roelands	0472 524 324	Dog Boarding Facility
Down South Boarding Kennels	8 Billingham Rd Argyle	0437 891 576 0413 315 435	Dog Boarding Facility
Bush Lands Animal Retreat	35 Range Road Capel	9727 1347 0410 331 744	Dog & Cat Boarding Facility
Accommodation for Cats	5 Feast Place, Australind	9797 1938	Cat boarding facility

2.9 Livestock Agent Contacts

Organisation	Contact	Phone	Information
Elders	Craig Martin	9726 5200 0429 631 053	Livestock Agent Collie
V & V Walsh	Adam Becker	0458 471 816	Livestock Agent Collie
Landmark	Michael Rose	9721 4277	Livestock Agent Bunbury
Elders	Michael Carroll	9726 5200 0427 975 620	Livestock Agent Bunbury

2.10 Horse Stables

Organisation	Location	Contact	Phone
Collie Horse Power	Gardiner Road Collie	Jo Williams Rodney Cross	0409 889 298
Collie Race Club	McVee Road, Collie	Roseanne Pimm John Bird	0428 176 817 9734 3883
Horse & Pony Club	Mungalup Road Collie	Julia Larking	9734 4291, 0438 921 105
Collie Harness Racing Club	Wallsend Ground	Peter Hemsley	9734 5292, 0417 063 506

2.11 Euthanasia

Organisation	Contact	Phone	Information
Professional shooter	Troy Morton	0417 964 929	Livestock & Wildlife
Professional shooter	Brian Fearn	0408 949 852	Livestock & Wildlife

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

2.12 Dead Animal Disposal Services

Organisation	Contact	Phone	Information
Shire of Collie Transfer Station	Works Supervisor	0407 761 467	Dead Animal Burial

DISPOSAL OF ANIMAL CARCASSES

The Shire of Collie disposes of dead animal carcasses by burying animals at the Shire's Landfill and Recycling Facility located on Coalfields Highway.

The Shire will work closely with the Department of Primary Industries and Regional Development on plans for animal disposal following on from a State wide or National animal Disease emergency.

2.13 Pet & Stock Food Suppliers

Company	Location	Contact	Details
TBS Rural & Hardware	2072 Harris River Road Collie	9734 1744	Stock & Pet feed, Fencing & rural supplies
Buckingham Produce	Shotts River Road Collie	0475 113 794	Stock & Pet Feed
Wight & Emmett	73 Craigie Street Bunbury	9721 2104	Stock & Pet feed, animal care supplies
South West Pets	41 Albert Road Bunbury	9721 6217	Pet Food & Supplies
Kettridges	Cnr Harris Rd & Golding Cres Picton	9724 6888	Bulk supply of Stock Feed

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

3

ANNEXURE 1

ANIMAL RESCUE FORM

RESCUE ID



Shire of
Collie

Emergency Rescue Information			
DATE/TIME		HAZARD	
RESCUE LOCATION		OFFICER	
HOLDING LOCATION		AGENCY	
PEN NUMBER		REASON	<input type="checkbox"/> Evac. <input type="checkbox"/> Roaming

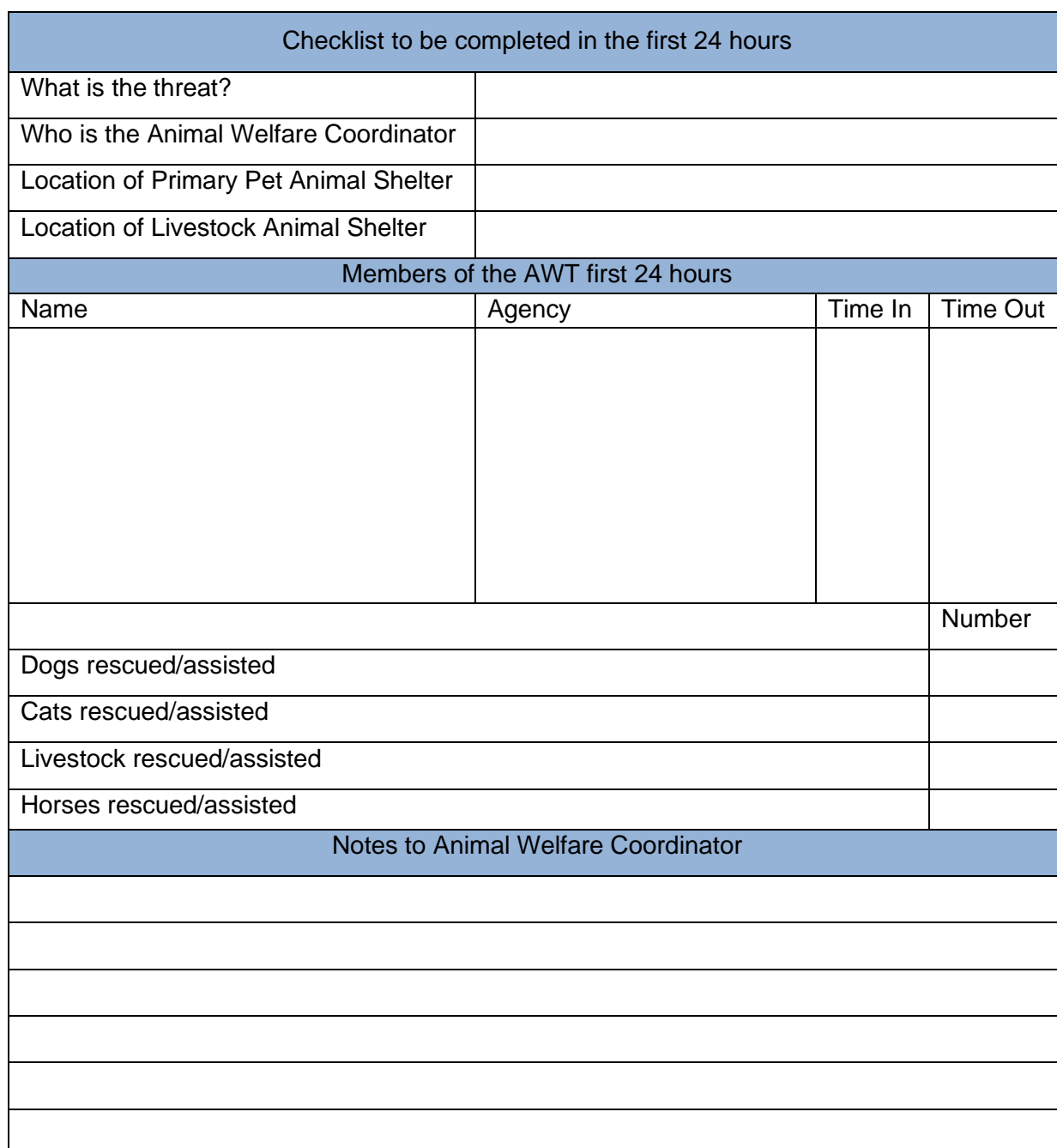
Animal Description	
SPECIES <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other.....	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female
BREED	STERILISED <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
COLOUR	MICROCHIP Number <input type="checkbox"/> Yes <input type="checkbox"/> No
MARKINGS	VACCINATION <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
AGE	REGISTRATION <input type="checkbox"/> Yes <input type="checkbox"/> No Number Council Collar

Owner Information	
NAME:	DOB:
ADDRESS:	
PHONE:	H: MOB: W:
EMAIL:	

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

Owner Contact Running Sheet	
Date Time	

Release Summary	
Fees	Receipt number
Outcome <input type="checkbox"/> Owner reunited <input type="checkbox"/> Re-homed <input type="checkbox"/> Euthanized	Person/Agency released to
Signature	



5

ANNEXURE 3

FUNCTION OF THE PET SHELTER



Functions of the Pet Shelter	Tick Checklist
Identify each assisted/rescued animal with an ID number	
Keep record of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure that animals are fed at least once a day	
Ensure that animals medical needs are attended to	
Secure animals in a suitable area	
Ensure that the Animal Rescue Public Display list is displayed at the designated position	

6 **ANNEXURE 4** **FUNCTION OF THE LIVESTOCK**
SHELTER



Functions of the Livestock Shelter	Tick Checklist
Location of LAS if required	
Identify each assisted/rescued animal with an ID number	
Keep record of all animals in shelter or temporary transit by completion of the Animal Rescue Form	
Ensure animals have fresh water daily	
Ensure that animals are fed at least once a day with quality feed	
Ensure that animals medical needs are attended to	
Secure animals in a suitable area	
Facilitate rapid reunion between animal and owner	

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

7 **ANNEXURE 5** RESCUED ANIMAL REGISTER

(Animal Welfare Coordinator)

SHEET NUMBER _____

DATE	TIME	AWT OFFICER	ID#	SPECIES	BREED	COLOUR	RESCUE LOCATION	HOLDING LOCATION	MICROCHIP #

SHIRE OF COLLIE
EMERGENCY MANAGEMENT ARRANGEMENTS

8 **ANNEXURE 6** ANIMAL RESCUE PUBLIC DISPLAY

DATE IN	TIME	ID#	SPECIES	BREED	DESCRIPTION	RESCUE LOCATION	PHOTO #

Date: _____

[illegible]



SOUTH WEST DISTRICT EMERGENCY SERVICES OFFICER'S QUARTERLY REPORT

1st Quarter – 01st June to 30th September 2020

Meeting: Shire of Collie

Date: Wednesday 19th August 2020

-
1. The Department has been busy with planning and arrangements in support of activation of the State Hazard Plan Human Biosecurity and State Emergency Welfare Plan (SEWP) with the following activities:
 - SW OASG meetings with HMA, Dept of Health and DEMC agencies on Tuesdays @ 10am (commenced weekly, then monthly and moving forward, anticipate going back to fortnightly during the current period) ;
 - Fortnightly SW Recovery Group Meetings, convened by Vik Cheema, District Advisor, SW LG's and various agencies on every 2nd Thursday @ 2pm – postponed until the State Recovery plan was released;
 - Fortnightly (previously weekly) ES Unit meeting with DC Director of Emergency Services, unit staff and DESOs;
 - There has been much work being done by Metro DESOs at Perth airport, isolation stations and setting up the CoVid Helpline call centre. Also work in the Goldfields and Kimberley with border closures and ppl required to complete self-quarantine.
 - Variety of phone calls re SW LG issues – transient travellers, homelessness, welfare issues etc.
 - Earlier work identifying accommodation facilities and food supply in the SW.
 - During the last quarter, I have on some occasions worked with other agencies to arrange accommodation, food supply and welfare support for people requiring quarantine in the South West. This work has presented some interesting issues and I suspect most people aren't aware people do quarantine in the local District.
 2. Recently there have been *two items released by the SEMC –
 - WA State Recovery Plan for CoVid-19; and
 - Advice regarding the amendments to sections of the State Emergency Management Framework and a revised State Support Plan – Emergency Welfare (interim)
- Note: *I'm anticipating Vik Cheema will also report on these items, so won't go into detail unless required on the 2nd item.
3. I have written to 12 SW LG's requesting a review of the pre-determined welfare centres in relation to CoVid-19 physical distancing requirements, i.e. capacity figures for both 1m2 (short term) and 4m2 (overnight or longer). When the information is available and in preparation for the summer season, I will update the local welfare plans and the State Welfare Centre list; note, the latter database is available to WA Police and Hazard Management Agencies.
 4. The borders for this Departments SW District have been re-aligned; I will cover Bridgetown Greenbushes and Manjimup – following SW Development Commission boundaries and aligns with DFES SW & LSW; SoWest Arthur has transitioned to our Wheatbelt district.

MARKYT Community Resilience Scorecard I

LGA 

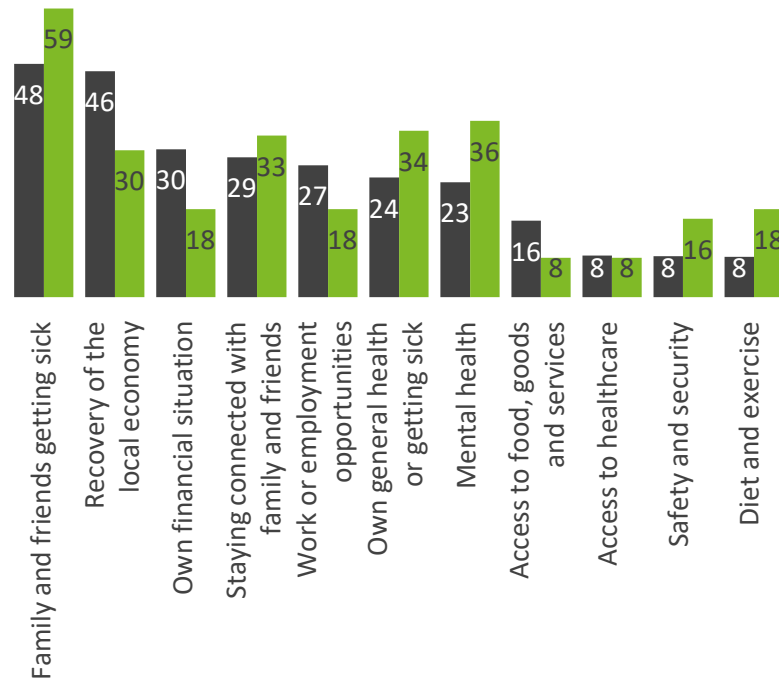
WA 



	COVID-19 concern	Personal impact
LGA	41%	11%
WA	33%	23%
	high/very high	high/very high

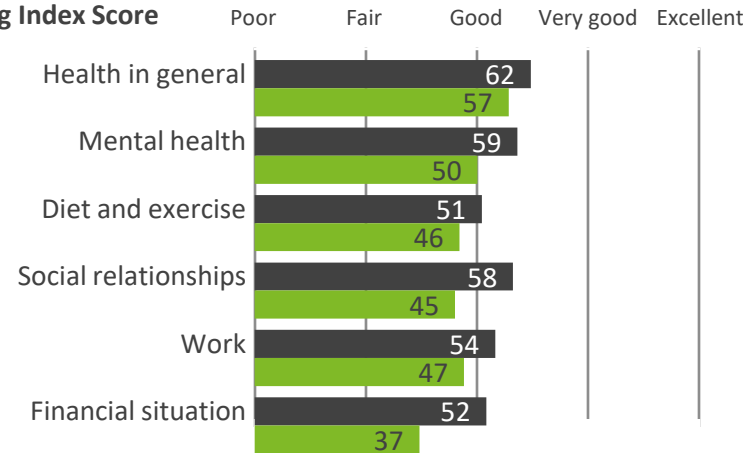
COVID-19 impacts of greatest concern

% of respondents



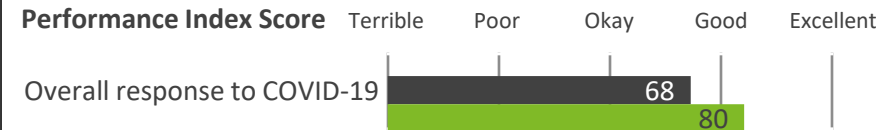
Community Wellbeing

Wellbeing Index Score

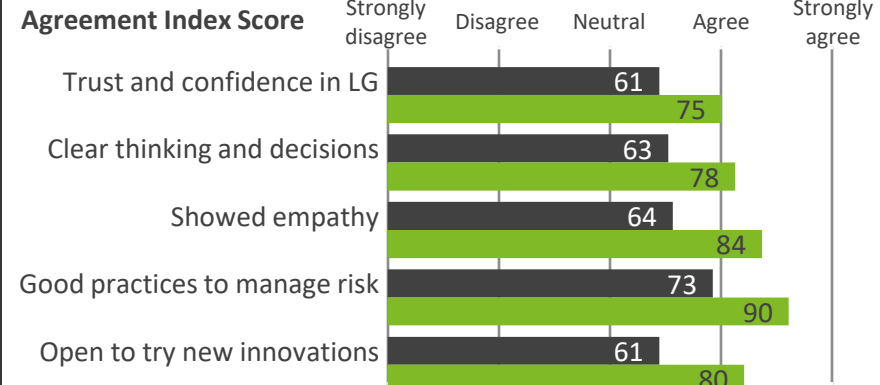


LG performance in response to COVID-19

Performance Index Score



Agreement Index Score

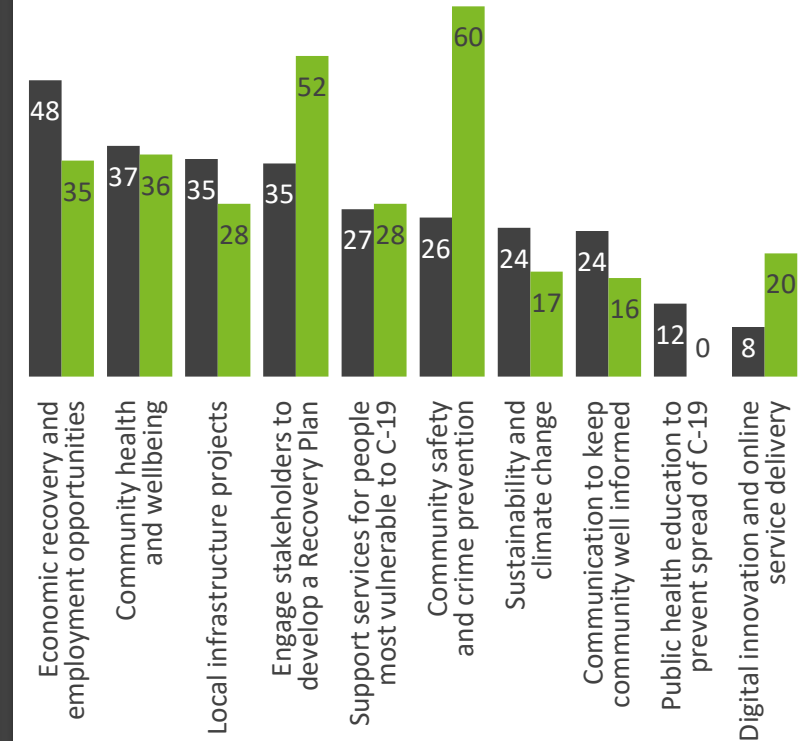


LGA: Shire of Collie

Local government priorities

% of respondents

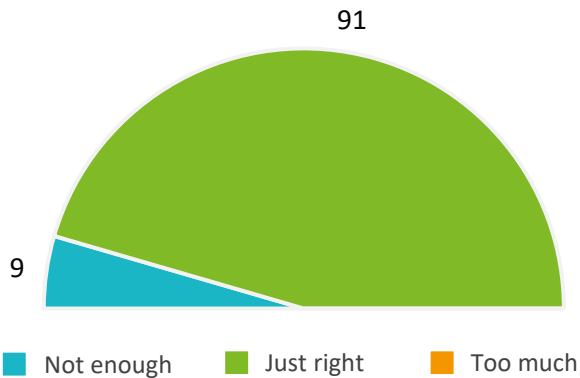
Please apply caution with LGA level results due to small sample size (n > 30 respondents)



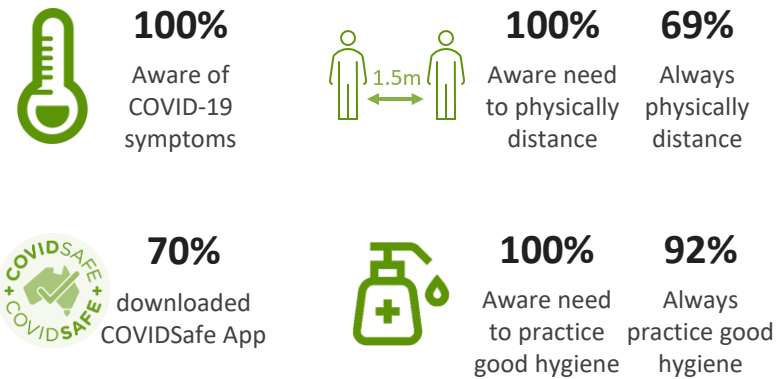
72% feel hopeful
and enthusiastic about the future
Compared to 69% in Western Australia



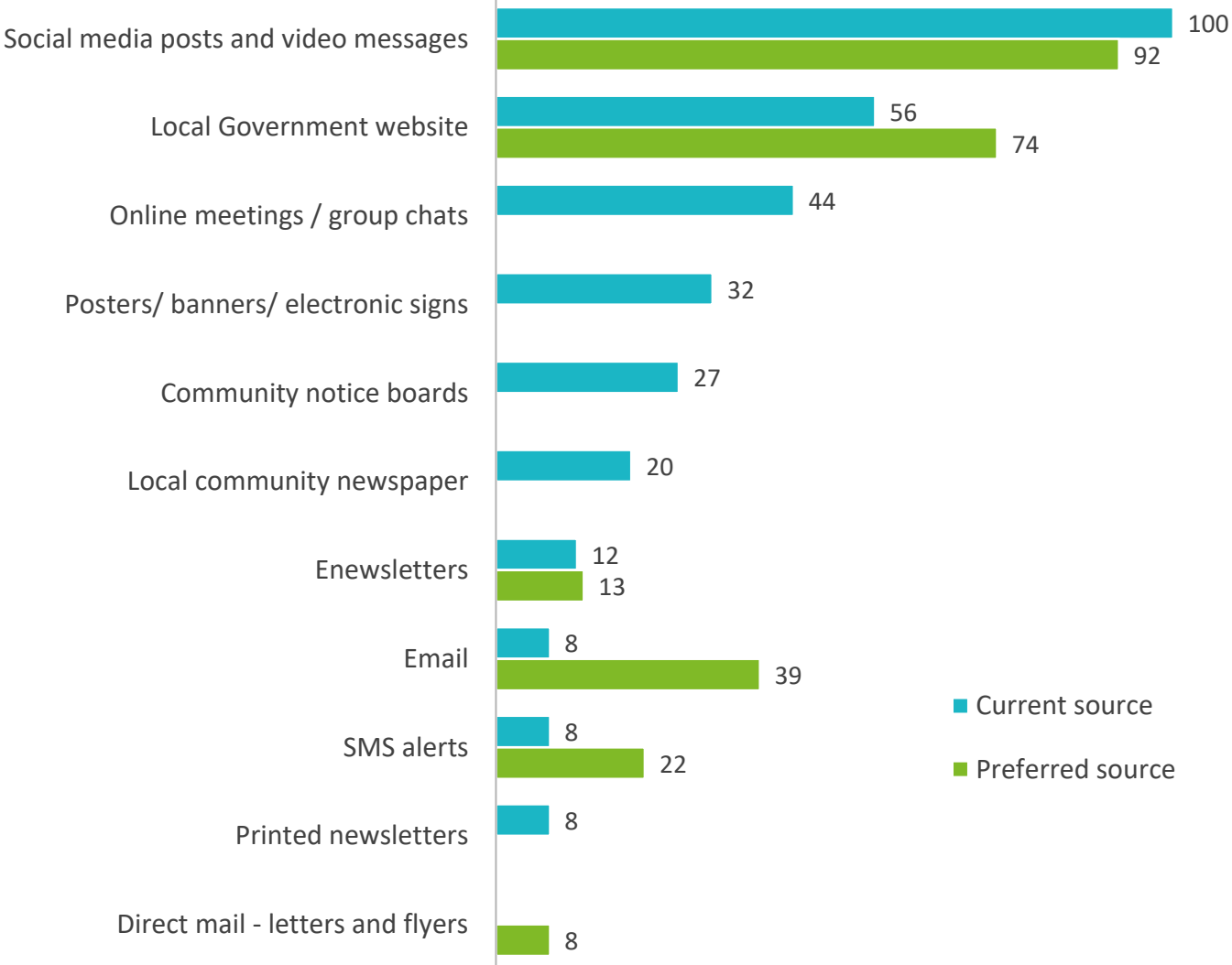
Amount of COVID-19 content from LG
% of respondents



Reach and impact of key messages



News and information sources from local government
% of respondents



Please apply caution with LGA level results due to small sample size (n > 30 respondents)

■ Current source
■ Preferred source



Shire of
Collie

MINUTES

of the

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 4 August 2020

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Minutes of the Ordinary Meeting of the Collie Shire Council held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 4 August 2020 commencing at 7:05pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

PRESENT:	Sarah Stanley	Councillor (Presiding Member)
	Ian Miffing OAM JP	Councillor (Deputy Member)
	Gary Faries	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
	Brett Lowcock	Director Technical Services
	Andrew Dover	Director Development Services
	Hasreen Mandry	Finance Manager
	Belinda Dent	CEO PA

APOLOGIES: Cr Elysia Harverson

GALLERY: Matthew & Narelle Lynn (Left Chambers at 7.18pm.)
Ed Riley (Left Chambers at 7.32pm.)

- 1.1 Councillors granted Leave of Absence at previous meeting/s.
Cr Harverson has been granted Leave of Absence at the previous meeting of Council held on 14 July 2020.
- 1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council.

8514

Moved: Cr Faries	Seconded Cr Scoffern
That Council grant Cr Miffing Leave of Absence at the next Ordinary Meeting of Council dated 25 August 2020.	
CARRIED 10/0	

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

2. PUBLIC QUESTION TIME

Mr Riley asked the following questions.

1. Why was Professor Cooks offer to attend a Council meeting and advise on Collie River matters not presented to Councillors as an agenda item?

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The CEO responded that the matters that were sought to be raised by Mr Riley and Professor Cook were of an operational matter so would be better dealt with in a Weeds and Environment forum rather than a Council meeting.

2. Why hasn't Council staff provided updates on the progress of the Collie River revitalisation plan?

The CEO responded that the progress and updates can be provided to the public at the Weeds and Environment forum which has been scheduled towards the end of August.

3. Why did Council spray in January 2018 during marron season?

The CEO took the question on notice

4. Why did Council spray in April when the water temperature is too cold?

The CEO took the question on notice

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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 Miffing	Item 12.3 – Rating Concessions	Impartial – Member of the Italian Club and Secretary of the North Collie Hall
Mr Blurton	Item 12.3 – Rating Concessions	Impartial – Board Member of Valleyview.
Cr Scoffern	Item 20.2 – Renergi lease	Impartial – Employed by Local Member Mick Murray MLA
Cr Kearney	Item 20.2 – Renergi lease	Impartial – Work related.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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

- There are two items of a Commercial Matter to be discussed.

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

Two items brought forward due to interest by attending person being Item 13.3 and Item 15.

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13.3 Area Retrospective Development Approval for Outbuilding Located Within Setback

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Executive Manager Development Services
Legislation	Planning and Development Act 2005
File Number:	A4609
Appendices:	Yes – Appendix 10
Voting Requirement	Simple Majority

Report Purpose:

To seek retrospective Council approval for an outbuilding under clause 5.7.1 of the Local Planning Scheme No. 5 (Scheme) in respect of setback requirements in the 'Rural Residential' zone.

8515

Officer's Recommendation/Council Decision:

Moved: Cr Faries

Seconded: Cr Miffling

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

- 1. Grant retrospective Development Approval to Mathew and Narelle Lyn for the development of an Outbuilding at 27 Rosel Road Collie subject to the following conditions:**
 - a) At all times, the development the subject of this planning approval must comply with the definition of 'outbuilding' as contained in State Planning Policy 3.1 Residential Design Codes.**
 - b) All development shall be in accordance with the approved development plans (attached) which form part of this planning approval.**

CARRIED 10/0

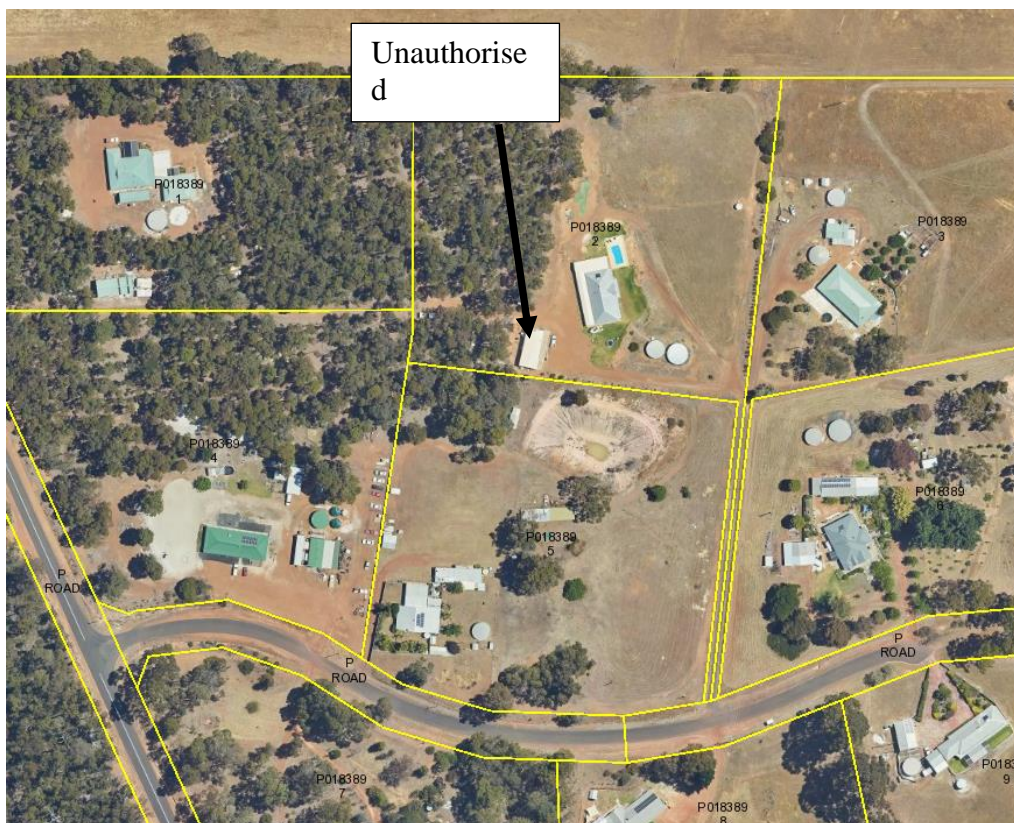
Background:

An application has been received for retrospective approval of an outbuilding built within the setback area of a Rural Residential zoned lot at 27 Rosel Road Collie. A section of the outbuilding was previously approved, however, an addition into the setback area was not authorised. Lot 27 Rosel Road is 2 hectares in area and in a

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relatively elevated location, serviced by a battle axe leg and in practical sense has no road frontage. Appendix 10

A decision of Council is required for this retrospective application as the proposal seeks to vary the setback requirements for the 'Rural Residential' zone which are provisions set out in the Scheme under clause 5.9.5 (i)(i). Under clause 5.7.1 a decision of Council is required for a proposal that does not comply with the prescribed standard.



Site Plan: 27 Rosel Road Collie

Statutory and Policy Implications:

Local Planning Scheme No. 5

The subject lot is zoned Rural Residential (R-R10). The proposal has been assessed in accordance with the following clause(s) of the Scheme:

5.9.5 Rural Residential Zone

Building Setbacks

- (i) *Where a lot does not have an identified building envelope, the following setbacks apply:*
 - (i) *For lots with an area greater than 1ha:*

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*Front: 20m
Side: 10m
Rear: 10m*

10.2 Matters to be Considered

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

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

(o) the relationship of the proposed development on adjoining land or on other land in the locality, including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;

(y) any relevant submissions received on the application;

State Planning Policy 3.1 - Residential Design Codes

5.4.3 Outbuildings (Design Principles)

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

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

The proposal meets the following policy objectives:

1. *Providing regular and consistent communication on Council's projects and activities to all stakeholders*
2. *Creating a positive and professional image for the Shire of Collie through open, transparent communication and increased awareness of Council's projects and activities*
3. *Fostering meaningful community consultation processes in Council's activities.*

Strategic Community Plan/Corporate Business Plan Implications:

Goal 3: Our Built Environment

Outcome 3.1 Appropriate Land Use, Development and Conservation of Heritage;

Strategy 3.1.1: Ensure appropriate Planning Controls for land use and development through the administration of the local planning scheme and strategies.

Relevant Precedents:

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On 6 May 2014 Council approved two sheds in the Rural Residential zone that were proposed with the specified side setback area as set out under clause 5.9.5 (i) (i) of the Scheme. Resolution No's 6394 & 6395.

Comment:

Although the outbuilding is built within the setback areas there are no impacts on the adjacent landholders. The outbuilding is approximately 100 metres from the nearest dwelling. The outbuilding is 3.8 metres at its closest point and 4.4 metres at its furthest point from the lot boundary. There are no overshadowing issues to be addressed. The outbuilding area is 96m² in area and meets policy requirements for Rural Residential zoned lots.

It is the officer's recommendation that the application be conditionally supported.

Mr & Mrs Lynn left the chambers at 7.18pm.

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Item 15 brought forward due to attending persons.

Cr Smith has provided a motion for which prior notice has been given.

8516

Council Decision:

Moved: Cr Smith

Seconded: Cr Miffling

That Council invite Assoc. Professor Peter Cook from UWA to present to Council and the public on the health of the river.

CARRIED 10/0

Background:

As we no longer have the Weeds and Waterways Committee and we are interested in diversification and the health of our river I thought it might be useful to have a presentation from Assoc Prof Peter Cook. He is an expert on Aquaculture and Natural Resource Management.

Staff Comment:

The CEO has suggested that Professor Cook be invited to attend the next public meeting of Environment, Weeds and Waterways where relevant issues can be discussed. The CEO has directed staff to organize the next meeting prior to the end of August 2020.

Mr Riley left Chambers at 7.32pm.

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8517

Recommendation/Council Decision:

Moved: Cr Hansen

Seconded: Cr Smith

That Council confirms the Minutes of the Ordinary Meeting of Council held on 14 July 2020 with amendment to the notice of motion 2. held in committee which was subsequently lost.

CARRIED 10/0

Mr Dover left the room at 7.36pm.

8518

Recommendation/Council Decision:

Moved: Cr Kearney

Seconded: Cr Hansen

That Council confirms the Minutes of the Special Meeting of Council held on 21 July 2020.

CARRIED 10/0

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9. **BUSINESS ARISING FROM THE PREVIOUS MINUTES**

Nil

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

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

8519

Recommendation/Council Decision:

Moved: Cr Faries

Seconded: Cr Woods

That Council receives the minutes of the Community Safety and Wellbeing Committee held on 29 July 2020.

CARRIED 10/0

Mr Dover returned to the room at 7.38pm.

10.2 Adopt the Recommendations of the Minutes of the Community Safety and Wellbeing Committee

8520

Recommendation/Council Decision:

Moved: Cr Scoffern

Seconded: Cr Smith

That Council adopts en bloc the recommendations contained within the minutes of the Community Safety and Wellbeing Committee held on 29 July 2020.

That Council:

10.2.1 authorise the members of the Community Safety and Wellbeing Committee to collaborate with the Collie Senior Citizens and to deliver and facilitate a community safety information session at the Margareta Wilson Centre in order to provide information including but not limited to:

1. The CCTV network upgrade;
2. Strategies to reduce the risk of becoming a victim of crime;
3. Crime statistics for Collie; and
4. Questions from the floor for which a minimum two full days' notice has been given and a question box for any questions raised on the day with contact details for which there will be a follow up response.

10.2.2 authorise the Community Safety and Wellbeing to develop Community Action Plans and investigate the potential for funding from LDAT for the projects:

- The Fathering Project (to include all father figures); and
- Skate Ride Scoot.

CARRIED 10/0

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11. CEO REPORTS

11.1 WA Local Government Association Annual General Meeting - 2020

Reporting Department:	Chief Executive Office
Reporting Officer:	Belinda Dent – CEO PA
Accountable Manager:	David Blurton – Chief Executive Officer
Legislation	
File Number:	GVR/001
Appendices:	Yes – Appendix 1
Voting Requirement	Simple Majority

Report Purpose:

Advise Council of the upcoming 2020 WA Local Government Association Annual General Meeting.

8521

Officer's Recommendation/Council Decision:

Moved: Cr Italiano

Seconded: Cr Scoffern

That Council nominates the Shire President and Deputy Shire President as voting delegates (Appendix 1) at the 2020 WA Local Government Association Annual General Meeting to be held at the Crown Towers Perth on Friday 25 September 2020.

CARRIED 10/0

Background:

The Annual General Meeting (AGM) for the WA Local Government Association (WALGA) will be held on Friday 25 September at the Crown Towers Perth.

The Council was provided with the opportunity to submit any Agenda Items to be discussed at the AGM and information emailed regarding submissions and advised that the closure date was 31 July 2020. Council is also provided with the opportunity to nominate up to two (2) voting delegates. Proxy voting is available if the nominated representative is unable to attend.

Statutory and Policy Implications:

Policy 8.2 – Attendance at Conferences by elected members requires an authorising resolution of Council. Policy also details accommodation and reimbursement provisions.

Budget Implications:

Costs associated with attendance at the Annual General Meeting will be incurred in accordance with Council Policy.

Communications Requirements: (Policy No. CS 1.7)

Nil

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Strategic Community Plan/Corporate Business Plan Implications:

2.5 – Our Council Priorities

Good governance and an effective, efficient and sustainable organisation

- Good governance and leadership

Goal 5 – Our business

Good governance and effective, efficient and sustainable organisation

Outcome 5.1 – Good governance and leadership

Strategy 5.1.2 – Promote the role of Council by informing, resourcing, skilling and supporting Elected Members

Action 5.1.2.2 – Provide professional development for Councillors as required

Relevant Precedents:

The WALGA Annual General Meeting is held yearly.

Comment:

The WALGA AGM provides the opportunity for member Councils to submit written motions which will be included as part of the AGM proceedings and nomination of delegates and proxies is required before **28 August 2020**.

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12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – June 2020

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

Report Purpose:

To present the accounts paid during the month of June 2020.

8522

Officer's Recommendation/Council Decision:

Moved: Cr Woods

Seconded: Cr Smith

That Council accepts the Accounts as presented in Appendix 2 being vouchers 41736-41740 totalling \$15,425.55 and direct payments totalling \$659,080.13 authorised and paid in June 2020.

CARRIED 10/0

Background:

In accordance with clause 12 of the WA Local Government Financial Management Regulations (1996) the Council may delegate the authority to the Chief Executive Officer (CEO) to authorise payments from both the municipal, trust and reserve funds in accordance with the Annual Budget provisions. The CEO shall cause for section 13 of the WA Financial Management Regulations (1996) to be adhered to with a list of accounts for approval to be presented to the Council each month.

Month	2019/20		
	Cheques	Electronic Transfer	Total Payment
July	\$458.65	\$832,384.94	\$832,843.59
August	\$1,629.84	\$1,189,189.01	\$1,190,818.85
September	\$1,863.90	\$985,349.82	\$987,213.72
October	\$10,619.81	\$1,175,526.79	\$1,186,146.60
November	\$5,887.05	\$658,803.39	\$664,690.44

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December	\$2,600.59	\$900,669.19	\$903,269.78
January	\$2,043.90	\$712,950.33	\$714,994.23
February	\$18,378.04	\$531,573.67	\$549,951.71
March	\$125.19	\$577,626.28	\$577,751.47
April	\$192.20	\$679,831.90	\$680,024.10
May	\$835.95	\$697,087.87	\$697,932.82
June	\$15,425.55	\$659,080.13	\$674,505.68

Statutory and Policy Implications:

WA Local Government Act 1995

Financial Management Regulations 1996

Council has Policy number CS3.7 which relates to the payment of Creditors, and in particular item 5.0 which relates to the presentation of accounts paid.

A list of all accounts paid in the month prior shall be presented to the Council. The list shall comprise of details as prescribed in the Local Government Financial Management Regulations (1996).

Budget Implications:

All liabilities settled have been in accordance with the Annual Budget provisions.

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

Comment:

For a detailed listing of payments see Appendix 2.

Any questions relating to the accounts please forward prior to the meeting for clarification.

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12.2 Financial Report – June 2020

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

Report Purpose:

This report provides a summary of the Financial Position for the Shire of Collie for the month ending June 2020.

8523

Officers Recommendation/Council Decision:

Moved: Cr Italiano

Seconded: Cr Scoffern

That Council accept the Financial Report for June 2020 as presented in Appendix 3.

CARRIED 10/0

Background:

In accordance with Council policy and the provisions of the Local Government Act 1995, the Financial Report for the end of the period is presented to Council for information. Refer to Appendix 3.

Statutory and Policy Implications:

WA Local Government Act 1995
Financial Management Regulations 1996

Budget Implications:

Nil

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

N/A

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Comment:

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

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this, please contact Council Finance staff prior to the meeting. Please note the audited financial report for the financial year ending 30 June 2020 will differ to the report presented as accruals and other year-end reconciliation are yet to be finalised.

Notes to the Financial Statements (items in bold represent new notes).

Operating Income by Program

1. General Purpose Funding is \$766,056 over budget mainly as Council received a prepayment for quarter 1 of the 2020/21 Financial Assistance Grant (FAGs).
2. **Law, Order and Public Safety over budget by \$138,867, mainly as Local Government Grant Scheme (LGGS) has been partly prepaid and includes reimbursement of over expenditure.**
3. Education and welfare is \$11,168 under budget as the lessee of the Margaretta Wilson Centre is now responsible for utility payments, this corresponds in a reduction of utility expenditure.
4. **Community Amenities is \$911,579 over budget as Council received the Blackberry Control Grant (\$945,798) and Healthway Grant in 2019/20 which as unbudgeted. The over budget in the programme is reduced by the under budget in 3 bin charges (\$23,373) and Scrap Metal Recycling (\$19,742).**
5. Recreation and culture is \$145,310 under mainly budget due to the timing of the Collie River Trail and Trail Corridor (BBRF) grant. The remaining payment of this grant is expected to be paid in 2020/21.
6. Transport is \$234,323 under budget mainly due to the timing of the Regional Road Group grant; the invoice has been raised in July 2020.
7. Economic Services is \$202,128 over budget as Council received the final payment for the Royalties for Region Minninup Pool grant which was unbudgeted.
8. **Other property and services is under budget by \$54,760 as the private works revenue is under budget by \$13,996 and the traineeship funding of \$30,000 was received in June 2019.**

Operating Expenditure by Program

9. **Governance is \$72,337 under budget mainly due to sundry minor items (\$11,000), postage (\$5,403), advertising (\$4,822), fringe benefit tax (\$17,737) and the Long-Term Financial Plan (\$16,300).**
10. **Law, Order and Public Safety over budget by \$188,898 mainly as Local Government Grant Scheme (LGGS) is over budget, this will be recouped in 2020/21 through LGGS.**
11. Health is \$47,406 over budget mainly due to the response to the COVID-19 pandemic (\$13,249) and environmental health salaries (\$17,224).

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- 12. Education and welfare is \$81,794 over budget due to the unbudgeted emergency management response and recovery to the Yourdamung Fire and storm in May 2020.
- 13. Other Property and Services are \$109,355 under budget which is pending 2019/20 year end reconciliation.

Operating Income by Nature and Type

- 14. Operating grants is \$1,927,091 over budget mainly due to the prepayment for the quarter 1 of the 2020/21 FAGs and the Blackberry Control Grant.**
- 15. Contributions and reimbursement are \$66,844 under budget due to traineeship funding of \$30,000 was received in June 2019, private works revenue (\$14,370) and Margaretta Wilson Centre is now responsible for utility payments**
- 16. Interest earnings is \$44,8984 under budget due to low interest rates and Council freezing interest rates due to COVID-19.

Operating Expenditure by Nature and Type

- 17. Labour Overheads is \$54,930 under budget due to the timing of expenditures.
- 18. Plant Direct cost is \$27,619 over budget due to timing of expenditures.
- 19. Interest expense is \$26,133 over budget due to the timing of loan repayments.

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12.3 2020/21 Annual Budget Adoption

Reporting Department:	Corporate Services
Reporting Officer:	Hasreen Mandry – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation:	Local Government Act 1995
File Number:	FIN/005
Appendices:	Yes – Annual Budget 2020/21 (Separate document)
Voting Requirement	Absolute Majority

Report Purpose:

To adopt the 2020/21 Annual Budget document.

8524

Officers Recommendation #1/Council Decision:

Moved: Cr Faries

Seconded: Cr Hansen

That Council resolves by ABSOLUTE MAJORITY:

- 1. To Adopt 0.5656 cents in the dollar to be applied to all properties attributed to unimproved values for the 2020/21 financial year,**
- 2. To Adopt 9.4667 cents in the dollar to be applied to all properties attributed to gross rental values for the 2020/21 financial year,**
- 3. To Adopt \$817 minimum rate for properties having unimproved values applied for the 2020/21 financial year,**
- 4. To Adopt \$970 minimum rate for developed land having general gross rental values applied for the 2020/21 financial year,**
- 5. To Adopt \$817 minimum rate for vacant land having gross rental values applied for the 2020/21 financial year,**
- 6. To adopt a material variance of 10% in excess of \$10,000 from budget for reporting on the Monthly Statement of Financial Activity for the 2020/21 financial year.**
- 7. To Adopt the 2020/21 Fees and Charges as attached.**

CARRIED 10/0

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Cr Miffing and Mr Blurton has declared an Impartial Interest at Item 12.3 Officers Recommendation#2 – Rating Concessions.

8525

Officers Recommendation#2/Council Decision:

Moved: Cr Italiano

Seconded: Cr Smith

That Council apply rating concessions for the following organisations for 2020/21 (CS 3.16 Rating Policy)

Assessment	Organisation	Concession	Value
A3977	RSL Collie	100%	\$970
A3990	County Women's Association	100%	\$970
A4337 & A5321	Riverview Residences (Steere Street & Pendelton Street)	100%	\$42,630
A4779	North Collie Hall Management Group	100%	\$970
A150	Collie Pioneer Day Lodge	100%	\$970
A5043	Collie Italian Club	100%	\$8,638
A995	Energy West Hall	100%	\$2,166
A4813	Red Cross Shop	100%	\$1,674

CARRIED 10/0

Background:

The budget adoption process has included a series of workshops designed to give Councillors the opportunity to peruse the document in a draft format. The draft budget meeting was held on 9 July 2019 which enabled Councillors to provide direction as to the contents of the final budget.

A copy of the budget document has been provided with this Agenda as a separate document.

The following organisations have been granted charitable rating status under the Local Government Act or through the State Administrative Tribunal;

Assessment	Organisation	Concession	Value
A987	Ngalang Boodja Aboriginal Corporation	100%	\$2,806
A4295, A5219, A5833 & A5838	Alliance Housing	100%	\$4,207

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Statutory and Policy Implications:

Section 6.2 (1) of the Western Australian Local Government Act (1995) states that by no later than 31 August each year, each Local Government is to prepare and adopt (by absolute majority), in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

As part of the budget adoption process, section 6.2 (4) (b) requires detailed information relating to the rates and service charges which will apply to land within the district.

Budget Implications:

The Council's 2020/21 Annual Budget totals approximately \$15 million in expenditure which is to be funded from a variety of sources including operating and non-operating revenue, rates and other sources including the Council's own reserves and carried forward funds.

Detailed analysis of the budget was presented to the previous meeting of Council on 14 July 2020.

Strategic Community Plan/Corporate Business 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 2020/21 Annual Budget shows a 0.14% increase in overall rate revenue with a deficit of \$145,274 (\$41,015 lesser than the approved deficit of \$186,289 at the draft budget meeting on 14 July 2020. The 2020/21 Annual Budget takes into considerations the discussions from the 14 July 2020 council meeting and changes identified below:

Changes	Impact on Rates Setting Statement
The reduction in the Waste App does not affect the deficit (any profit or loss made from waste is to be transferred to/from waste reserve)	(21,000)
Reduction in 3 bin service income to match previous year actual revenue	(26,619)
Waste Deficit transfer from waste reserve	(2,015)
Changes to AASB 16: Leases (Right of Use Asset)- increased the 2019/20	(87,202)

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Changes to AASB 16: Leases (Interest Expense for 2020/21)	(1,329)
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The draft 2020/21 fees and charges were adopted by Council on 12 May 2020 the two changes made to the draft fees and charges are:

- Overdue rates interest charged to be set at 8%
- Interest charge on instalments to be set at 3%

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12.4 Adoption of Waste Collection Fees for 2020/21

Reporting Department:	Corporate Services
Reporting Officer:	Hasreen Mandry – Finance Manager
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation:	Local Government Act 1995 & Health Act 1911
File Number:	WAT/003
Appendices:	No
Voting Requirement	Absolute Majority

Report Purpose:

To adopt waste charges for the 2020/21 financial year.

8526

Officer's Recommendation/Council Decision:

Moved: Cr Kearney

Seconded: Cr Woods

That Council by ABSOLUTE MAJORITY adopt the following waste charges for 2020/21

- **3 Bin Collection service \$320**
- **3 Bin Collection-Pensioner \$289**
- **Rural Waste Levy at \$140**

CARRIED 10/0

Background:

Rubbish Charges are levied in accordance with the Health Act 1911 & Local Government Act 1995 with the aim of covering the running costs Council incurs in relation to the provision of waste management services.

Statutory and Policy Implications:

Local Government Act 1995 & Health Act 1911

Budget Implications:

The following table represents a summary of the expenses and revenue in relation to waste management operations including kerbside collection services which the Council has factored into the 2020/21 budget.

Total Revenue	\$ 1,479,207
Total Expenditure	\$ 1,481,222
Deficit (transfer from Waste Reserve	\$2,015

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Communications Requirements: (Policy No. CS 1.7)

Press release will be completed after adoption on 4 August 2020.

Strategic Plan Implications:

Goal 2 OUR NATURAL ENVIRONMENT – A protected and sustainable natural environment

Outcome 2.3: Effective waste diversion and recovery

- Strategy 2.3.1 Provide waste collection, recycling and disposal services.
- Strategy 2.3.2 Promote recycling, reuse and minimisation of waste in the community.
- Strategy 2.3.3 Support development of appropriate regional waste management strategies.

Comment:

In response to COVID-19 no changes have been made to the waste collection fees set in 2019/20 financial year.

Council has traditionally granted a concession to eligible pensioners for kerbside recycling costs since the introduction of the kerbside recycling service in 2008. With the introduction of the third bin (organics collection), the Council resolved to levy a single collection charge for all three bins rather than a separate charge for each bin.

It is suggested that a \$31 concession for eligible pensioners continue in 2020/21. This currently applies to 1,006 properties, representing a value of \$31,186 in 2020/21.

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12.5 Collie Public Library Business Plan 2020-2025

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation:	Local Government Act 1995
File Numbers:	CPR/026
Appendices:	Yes – Appendix 4
Voting Requirement	Simple Majority

Report Purpose:

To present to Council the Collie Public Library Business Plan 2020-2025 for endorsement.

8527

Officers Recommendation/Council Decision:

Moved: Cr Italiano

Seconded: Cr Scoffern

That Council:

- 1. Receive the Collie Public Library Business Plan 2020-2025; and**
- 2. Endorse the Collie Public Library Business Plan 2020-2025.**

CARRIED 10/0

Background:

The Collie Public Library Business Plan 2020-2025 (the Plan) represents a comprehensive update of the previous plan which has now expired. The previous plan was an internal document only and not received by Council. However, the Integrated Planning and Reporting (IPR) process encourages the monitoring and reporting of progress towards achieving the outcomes of the Shire's Corporate Business Plan to elected members and the community.

The Plan aims to inform elected members and the community of the diversity and level of service provision provided by the Collie Public Library, and to show alignment with Council's adopted Corporate Business Plan.

Statutory and Policy Implications:

Library Board of Western Australia Act 1951

Library Board (Registered Public Libraries) Regulations 1985

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Budget Implications:

The actions contained within the Plan represent a maintained level of service provision and staffing, with all activities to be funded within the current annual budget or through grant funding.

Communications Requirements: (Policy No. CS 1.7)

The Plan will be placed on the Shire's website.

Strategic Community Plan/Corporate Business Plan Implications:

Contained within the document.

Relevant Precedent:

Nil.

Comment:

The Shire of Collie Community Perceptions Surveys have consistently shown that the Collie Public Library achieves excellent levels of customer satisfaction – most recently in the 2019 survey more than 2 out of 3 respondents rated the Library at 8 out of 10 or above.

This high level of satisfaction is an indication that the nature and level of service delivered through the Collie Public Library is meeting community expectations and requirements.

The Patron Code of Conduct Guidelines is a new inclusion and considered necessary due to the requirements of duty of care to staff and other patrons, and particularly in an environment where young children are frequently present.

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12.6 2020 CSRFF Small Grant Application – Collie Racing Drivers Association

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Director Corporate Services
Accountable Manager:	Allison Fergie – Director Corporate Services
Legislation	N/A
File Number:	GAS/005
Appendices:	Yes – Appendix 5
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider endorsement of an application to the Community Sporting and Recreational Facilities Fund Small Grants program of the Department of Local Government, Sport and Cultural Industries.

8528

Officer's Recommendation/Council Decision:

Moved: Cr Faries

Seconded: Cr Italiano

That Council endorse the application from the Collie Racing Drivers Association Inc for Department of Sport and Recreation Community Sporting and Recreational Facilities Fund Small Grants funding as attached at Appendix 5.

CARRIED 10/0

Background:

The Department of Local Government, Sport and Cultural Industries (DLGSC) has an established Community Sporting and Recreational Facilities Fund (CSRFF) to assist sporting associations to improve their facilities. The Department encourages shared use of facilities and seeks to fund priority projects that can demonstrate completion will lead to increased participation in physical activity by new participants.

Under the terms of the CSRFF, projects must receive endorsement by their local government authority as a part of the application process. There is no requirement through this process that the local authority provide any financial or in-kind contribution to projects that it endorses. Where more than one application is received for any funding round the Department requires the local government authority to prioritise the projects.

In 2020 the timeline for the small grants process has been brought forward, with Council to consider all applications at a meeting in the first half of August, with applications receiving Council endorsement to be submitted to the South West Office of the DLGSC by the 4pm on 14 August 2020. It is expected that applicants will be advised of the result of their application in October 2020.

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Council is in receipt of one application seeking endorsement. The application is from the Collie Racing Drivers Association (CRDA) is for a Speedway Pit Toilet Upgrade project to install a 6 metre toilet block and convert the facility to provide an accessible toilet, an ambulant toilet and additional female toilets.

Statutory and Policy Implications:

Nil

Budget Implications:

Nil.

No contribution is sought from Council, and the CRDA pay all of their own costs including maintenance.

Communications Requirements: (Policy No. CS 1.7)

Endorsed applications to be forwarded to the DLGSC by the 14 August 2020.

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.

Relevant Precedents:

Council has previously endorsed applications for the CSRFF, most recently on 20 August 2019:

8227 – That Council endorse the Department of Sport and Recreation Community Sport and Recreational Facilities Fund Small Grants applications received as attached at Appendix 3 and rank the applications as follows:

- 1. Lighting Upgrade – Collie Racing Drivers Association Inc.*
- 2. Open Space Strategy – Shire of Collie*

Comment:

Staff consider that the application is worthy of endorsement. The Collie Racing Drivers Association Inc has experienced an increased number of female participants and the new facility will enable them to cater for this growing demand.

The Shire assessment of the project can be found within the application at Appendix 5.

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13. DEVELOPMENT SERVICES REPORTS

13.1 Road Dedication – Coalfields Road/Collie River Scenic Drive and Collie-Preston Road

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn - Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Land Administration Act 1997
File Number:	RDS01/12
Appendices:	Yes – Appendix 6
Voting Requirement	Simple Majority

Report Purpose: To seek Council support for road dedication for road works that have occurred on the Collie River Scenic Drive/Coalfields Road intersection and the Collie-Preston Road.

8529

Officer's Recommendation/Council Decision:

Moved: Cr Miffing

Seconded: Cr Woods

That Council:

That Council requests the Department of Planning, Lands and Heritage (on behalf of the Minister for Lands) to:

- 1. Dedicate the land the subject of Main Roads Land Dealings Plans 201902-0141 as a road pursuant to section 56 of the Land Administration Act 1997.**
- 2. Dedicate the land the subject of Main Roads Land Dealings Plans 201802-0137 as a road pursuant to section 56 of the Land Administration Act 1997.**
- 3. That Council indemnify the Minister for Lands against any costs or claims that may arise as a result of the closures in accordance with section 54(4) of the Land Administration Act 1997.**

CARRIED 10/0

Background:

Two requests have been received from MRWA to support road dedication of Main Roads Land Dealings Plans 201802-0137 and 201902-0141 for road works already undertaken on the Collie-Preston Road and Coalfields Road/Collie River Scenic Drive intersection respectively. See Appendix 6

MRWA has indemnified Council for any costs which may arise from the dedications.

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Statutory and Policy Implications:

Road dedications can only be actioned by Local Government via Section 56 of the Land Administration Act 1997.

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

Consultation has been undertaken with Shire officers and MRWA, Shire officers had no objections to the proposal. MRWA has undertaken consultation with the landowners as part of the road works land acquisition process.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 3: Our Built Environment

Outcome 3.1 Appropriate Land Use, Development and Conservation of Heritage;

Strategy 3.1.1: Ensure appropriate Planning Controls for land use and development through the administration of the local planning scheme and strategies.

Relevant Precedents:

Council supported road dedications in its meeting on 10 March 2020 in the Yourdamung Road.

Comment:

Staff support and recommend the resolution for the proposed road dedications be supported by Council. The road dedication is a formality required to formalise the road works already undertaken.

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13.2 Application for Stall Holders Permit for Goods Shed Markets in CBD Carpark

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover – Director Development Services
Legislation	Local Government Act 1995 Activities in Thoroughfares and Public Places and Trading Local Law 2012.
File Number:	LAW/001
Appendices:	Yes – Appendix 7
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a request an application for a Stall Holders Permit from the Collie Rail Heritage Group Inc for the Goods Shed Market under the *Activities in Thoroughfares and Public Places and Trading Local Law 2012*.

8530

Officer's Recommendation/Council Decision:

Moved: Cr Smith

Seconded: Cr Scoffern

That Council, pursuant to the provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2012, hereby resolves to approve a Stall Holder's Permit to the Collie Rail Heritage Group Inc. subject to the following conditions:

- a) Place to which permit applies:**
Reserve 47297 – CBD Public Carpark adjacent to Goods Shed
- b) Description of stand, structure or vehicle to be used by the licensee:**
Markets Stalls
- c) Particulars of goods, wares, merchandise or services available:**
Various Market Stalls
- d) Stall operation permitted:**
Between 7.30am – 1.30pm on the following days:
9 August 2020
23 August 2020
6 September 2020
20 September 2020
4 October 2020
18 October 2020
1 November 2020

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15 November 2020
29 November 2020
6 December 2020
13 December 2020
20 December 2020
31 January 2020

- e) This permit is valid until 31 January 2021.
- f) The Collie Rail Heritage Group Inc. shall maintain Public Liability Insurance of not less than \$20 million at all times.
- g) The Collie Rail Heritage Group Inc shall abide by the conditions set under Part 6 Trading in Thoroughfares and Public Places Division 1 - Stallholders and Traders.

CARRIED 10/0

Background:

The Collie Rail Heritage Group Inc. has applied for a permit under the Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012 to operate the Goods Shed Markets. This is an application for markets for which approval was previously granted to the Collie Heritage and Menshed Group Inc. See Appendix 7

Statutory and Policy Implications:

Local Government Act 1995

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

Activities in Thoroughfares and Public Places and Trading Local Law 2012

Part 6 – Trading in Thoroughfares and Public Places

Trading includes -

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

6.1 Interpretation

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

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

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

6.2 Stallholder's permit

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

6.5 Relevant considerations in determining application for permit

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

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

No consultation has occurred as these markets have been operating for a significant period of time.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 3: Our Built Environment

Outcome 3.1 Appropriate Land Use, Development and Conservation of Heritage;

Strategy 3.1.1: Ensure appropriate Planning Controls for land use and development through the administration of the local planning scheme and strategies.

Outcome 5.1: Good Governance and Leadership

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

Relevant Precedents:

The Goods Shed Markets need to renew their permit annually under the *Shire of Collie Activities in Thoroughfares and Public Places and Trading Local Law 2012*.

The Goods Shed Markets have used the carpark in front of the building for several years, and the application was formalised in 2015 when the works began for Central Park with the rear carpark construction and realignment of ACROD parking bays.

Comment:

This is an annual application for the continuation of a long-standing community market. The markets are currently operating under a three (3) month approval issued under delegation. There are no material reasons or compelling issues to refuse permission for the Goods Sheds Markets to continue.

It is recommended that Council support the Officers recommendation and grant approval for the Goods Shed Market to continue.

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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.

- This item was brought forward due to attending persons.

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

Nil

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

Nil

18. ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS

Cr Woods

- I would like to announce I have recently resigned from my position at the Collie Chamber. I thank the Chamber for the opportunities it has given me to grow throughout my journey there. It is timely for me to pursue a change in my professional direction.

I feel honoured to have been a part of an organisation that cares about the success of our local businesses. I believe my loyalty to the organisation and to local business is beyond reproach and I thank them all for their support in my role as CEO of the Collie Chamber.

I thank all the Members and Executives for their support of the nearly ten years of my time here at the Chamber and wish the Chamber and the businesses it represents all the best in the future.

Cr Italiano

- School holiday attendance at museum doubled this year.

Mr Lowcock

- Venn St Riverstop project

Cr Stanley

- 20 July: - Collie CONNECT business incubation program kick off
- 24 July: - Collie Futures Economic Advisory Group meeting
- 31 July: - Collie Collective businesswomen and leaders' networking session
- 3 August: - Bunbury Geographe Tourism Partnership Steering Committee Group Meeting

Upcoming events:

- 15 August: - Bushfire brigade handovers and vehicle unveiling

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- 19 August: - Business Connections
- 26 August: - Tourism WA Our Story workshop

Mr Blurton

- 21 July: – met with Shire of Broomehill-Tambellup shire representatives who were interested in viewing Central Park, Water Park, Museum and Visitor Centre.
- 3 August: – attended Bunbury Geographe Tourism Partnership Agreement meeting via zoom.

19. STATUS REPORT ON COUNCIL RESOLUTIONS

Summary reports on the status of Council's resolutions are;

- 'Closed Since Last Meeting' at Appendix 8
- 'All Open' at Appendix 9

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

8531

Moved Scoffern

Seconded: Cr Woods

That Council moved into Committee to deal with Lease matters.

CARRIED 10/0

20.1 - Lease Relief

8532

Officer's Recommendation/Council Decision:

Moved: Cr Italiano

Seconded: Cr Kearney

That Council, by ABSOLUTE MAJORITY, provide relief in the form of a credit note of 50% of the lease payments invoiced for the three months from April 2020 to June 2020 inclusive for the Eden Park Golf Course.

CARRIED 10/0

Mrs Mandry left the room at 8.26pm and returned at 8.28pm.

20.2 – Renergi Lease

Cr Kearney and Cr Scoffern has declared an Impartial Interest at Item 20.2.

8533

Moved: Cr Kearney

Seconded: Cr Hansen

That Council defer this item.

CARRIED 10/0

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Cr Woods left the room at 8.46pm and returned at 8.47pm.

8534

Moved: Cr Faries

Seconded: Cr Woods

That Council move Out Committee.

CARRIED 10/0

21. CLOSE

The Shire President thanked Council and Staff for their attendance. The Presiding Member declared the meeting closed 8.51pm.

I certify that these Minutes were confirmed at the Ordinary Meeting of Council held on Tuesday, 25 August 2020.

.....
Presiding Member

.....
Date