



Shire of
Collie

AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 17 November 2020

**PLEASE READ THE FOLLOWING DISCLAIMER BEFORE
PROCEEDING**

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until such time as they have been advised in writing by Council staff.

Council's Vision

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

Values

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

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

NOTICE OF MEETING

Please be advised that meeting of the

Ordinary Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 17 November 2020

in Council Chambers at 87 Throssell Street, Collie WA,



Allison Fergie
Acting Chief Executive Officer

13 November 2020

DISCLAIMER

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

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

MEETING SCHEDULE

November 2020 – December 2020

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

Tuesday 17 November 2020

Ordinary Meeting of Council

7.00pm in Council Chambers

Wednesday 18 November 2020

Local Emergency Management Committee

10.00am in Council Chambers

Thursday 3 December 2020

Tourism and Marketing Advisory Committee

9.30am in Council Chambers

Thursday 10 December 2020

Community Safety and Wellbeing

2.00pm in Council Chambers

**SHIRE OF COLLIE
DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY**

To: Chief Executive Officer

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

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

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

_____ Name (Please Print) _____ Signature _____ Date

NB

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

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

Office Use Only:	Date/Initials
1. Particulars of declaration given to meeting	_____
2. Particulars recorded in the minutes	_____
3. Signed by Chief Executive Officer	_____

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

- 5.23. (1) Subject to subsection (2), the following are to be open to members of the public
- (a) all Council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following --
- (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal --
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to --
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

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SHIRE OF COLLIE
AGENDA - ORDINARY MEETING OF COUNCIL
Tuesday, 17 November 2020

Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 17 November 2020 commencing at 7:00pm.

1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE

- 1.1 Councillors granted Leave of Absence at previous meeting/s.
- 1.2 Councillors requesting Leave of Absence for future Ordinary Meetings of Council.
- 1.3 Councillors who are applying for Leave of the Absence for this Ordinary Meeting of Council.

2. PUBLIC QUESTION TIME

A 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council Consideration towards the Public:

When public questions necessitate resolutions of Council, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates need for the public to wait an indeterminate period of time).

3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DISCLOSURE OF FINANCIAL INTEREST

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

A Disclosure of Financial Interest Form is attached to this Agenda (immediately behind the Index) and can be used by Councillors for disclosure purposes - simply tear out and hand to the Chief Executive Officer. Additional forms will always be available at Council/Committee meetings.

Should Councillors be unsure on Disclosure of Financial Interest matters, further clarification can be obtained by reading Sections 5.53 to 5.59 inclusive of the Act.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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

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

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

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

- One item to be discussed regarding a volunteer matter.

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

Recommendation:

That Council confirms the Minutes of the Ordinary Meeting of Council held on 27 October 2020.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

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

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

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

Recommendation:

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

10.2 Receipt of the Minutes of the Bush Fire Advisory Committee

Recommendation:

That Council receives the minutes of the Bush Fire Advisory Committee held on 10 November 2020.

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10.3 Adopt the Recommendations of the Minutes of the Bush Fire Advisory Committee

Recommendation:

That Council adopts en bloc the recommendations contained within the minutes of the Bush Fire Advisory Committee held on 10 September 2020.

That Council:

10.3.1: appoint the following volunteers and staff to the position of Fire Control Officer in accordance with the Bush Fires Act 1957.

Julian Martin, Shane Hickson, Terry Hunter, Graeme Genev, Kohdy Flynn, Michael Hart, Graeme Pillatti, Neil Waywood, Phillip Bartolo, Leigh O'Conner, Tristan Gulvin and Peter Lubcke.

10.3.2: endorse the Officers elected to the Shire of Collie Bushfire Brigades as documented in the attached Annual General Meeting minutes in accordance with the Bush Fires Act 1957.

Appendix 1: Allanson BFB AGM Minutes

Appendix 2: Collie Preston BFB AGM Minutes

Appendix 3: Collieburn Cardiff BFB AGM Minutes

Appendix 4: Harris River BFB AGM Minutes

Appendix 5: Williams Road BFB AGM Minutes

Appendix 6: Worsley BFB AGM Minutes

10.3.3 adopt the Bush Fire Service Training Program presented at appendix 7 as the standard training for Bush Fire Service volunteers as follows:

- 1. Bushfire Safety Awareness to replace all references to Introduction to Fire Fighting*
- 2. Firefighting Skills to replace all references to Bush Fire Fighting*
- 3. Optional Crew Protection element to be included as standard for all Shire of Collie BFB volunteers*
- 4. Optional Ropes and Ladders element to be included as standard for Brigades with Structural Capable appliances only*

10.3.4 adopt the following Bush Fire Service Training Program Specialist Courses presented at appendix 7 as meeting the Brigade Role for all Shire of Collie Bush Fire Brigades;

- 1. Plantation Firefighting*
- 2. Workplace Trainer Assessor*
- 3. Chainsaw Training (External Provider)*

10.3.5 adopt the following rules governing the use of Chainsaws by Shire of Collie Bush Fire Brigades;

- 1. Only appliances and operators agreed to by the Chief Executive Officer, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the Community Emergency Services Manager may carry and use a Chainsaw*
- 2. These operators must be trained and holding a national unit of competency for chainsaw operation or DFES equivalent to operate chainsaws as a Shire of*

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Collie Bush Fire Brigade Volunteer. Operators can only perform those tasks they are deemed competent to conduct

3. Operators must as a minimum be wearing full turnout Personal Protective Equipment, cut resistant chaps and hearing protection when operating chainsaws

4. Chainsaws, chainsaw servicing and chainsaw specific personal protective equipment are not the financial responsibility of the Shire of Collie while it is not funded by the Local Government Grant Scheme. Only nationally accredited chainsaw training can be funded by the Local Government Grant Scheme currently.

10.3.6 refer the Shire of Collie Bushfire Brigades Guidelines to the Policy Review Committee to include provisions that:

1. Commences the use of a Medical Declaration Form, Medical Clearance Form and the requirement to obtain a National Police Clearance for new applicants to join the Shire of Collie Bush Fire Brigades;

2. Provides discretion to the Chief Executive Officer to refuse membership applications if a conviction of a serious nature is shown on the National Police Clearance; and

3. Allows persons who cannot obtain a medical clearance to become an auxiliary member only of the Shire of Collie Bush Fire Brigades.

10.3.7 lobby the Department of Fire and Emergency Services, using all avenues available to make SES chainsaw operator course available to all Bush Fire Brigades as an option to using an external provider for Chainsaw Training.

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11. CEO REPORTS

11.1 Council Meeting Dates - 2021

Reporting Department:	Chief Executive Office
Reporting Officer:	Belinda Dent – CEO PA
Accountable Manager:	Allison Fergie – Acting Chief Executive Officer
Legislation	Local Government Act 1995 (Division 2) & Local Government (Administration Regulations)
File Number:	GOV/049
Appendices:	No
Voting Requirement	Simple Majority

Report Purpose:

To decide on the Ordinary Council meeting dates for 2021.

Officer's Recommendation:

That Council;

- 1) *recommences Council business in the New Year with a Full Council Meeting on Tuesday, 19 January 2021;*
- 2) *give local public notice of the meeting dates as per Table 1.*

Background:

As per previous year's the Full Council Meetings are held every three weeks on a Tuesday of each month. The first meeting in January 2021 would normally be held on the fourth Tuesday of the month but due to this being Australia Day it will be necessary to be held on the third Tuesday of the month 19 January 2021. It is recommended, as in previous years, the meeting held in December be held on the second Tuesday of the month – 14 December 2021 to achieve this it is also proposed that the November meeting be held at a four week interval on 16 November 2021 to allow for an even finish to the meetings for the year.

Statutory and Policy Implications:

Local public advertising through the Collie River Valley Bulletin newspaper is required.

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

Under Council's Policy, Council is required to inform the public of any changes in meeting dates/times – this is also prescribed by the Local Government Act 1995. Should the Council resolve to make alterations as suggested, the staff will place

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advertisements within the Collie River Valley Bulletin newspaper and on the Council and Public Library notice boards.

Strategic Plan Implications:

N/A

Comment:

In previous years Councillors have resumed meetings on the fourth Tuesday of the month in January to allow for Councillors and staff the opportunity to enjoy the Christmas/New Year break, unfortunately this will not be possible due to the fourth Tuesday falling on Australia Day 26 January 2021. This means that the first meeting of Council in 2021 would be proposed for the third week of January being 19 January 2021. This will also mean a difference at the end of the year with the last two meetings being spread equally at four week intervals to accommodate timing for the end of the year with the proposed meetings being scheduled for 16 November 2021 and 14 December 2021.

The schedule of meeting dates for 2021 therefore is as listed below:

TABLE 1

19 January 2021	6 July 2021
9 February 2021	27 July 2021
2 March 2021	17 August 2021
23 March 2021	7 September 2021
13 April 2021	28 September 2021
4 May 2021	19 October 2021
25 May 2021	16 November 2021
15 June 2021	14 December 2021

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12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – October 2020

Reporting Department:	Corporate Services
Reporting Officer:	Hasreen Mandry – Finance Manager
Accountable Manager:	Allison Fergie – Acting CEO
Legislation:	Local Government Act 1995 & Financial Management Regulations 1996
File Number:	FIN/024
Appendices:	Yes – Appendix 1
Voting Requirement	Simple Majority

Report Purpose:

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

Officer’s Recommendation:

That Council accepts the Accounts as presented in Appendix 1 being vouchers 41757-41759 totalling \$518.40 and direct payments totalling \$793,924.60 authorised and paid in October 2020.

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	2020/21		
	Cheques	Electronic Transfer	Total Payment
July	\$592.30	\$1,064,546.86	\$1,065,139.16
August	\$818.20	\$557,587.21	\$558,405.41
September	\$2,731.65	\$1,427,307.11	\$1,430,038.76
October	\$518.40	\$793,924.60	\$794,443.00
November			
December			
January			
February			
March			

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April			
May			
June			

Statutory and Policy Implications:

WA Local Government Act 1995

Financial Management Regulations 1996

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

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

Budget Implications:

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

Communications Requirements: (Policy No. CS1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

Nil

Relevant Precedents:

Comment:

For a detailed listing of payments see Appendix 1.

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

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12.2 Financial Report – October 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:

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

Officers Recommendation:

That Council accept the Financial Report for October 2020 as presented in Appendix 2.

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 2.

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 2 is inclusive of the information required by the Local Government Act 1995 and includes information as set out in Council Policy.

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this, please contact Council Finance staff prior to the meeting.

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

Operating Income by Program

1. Governance is \$23,927 over budget mainly due to sundry revenue being over budget (timing of invoice raised for the legal fees reimbursement for the Renergi lease agreement and insurance contribution by the Collie Eagles Football Club).
2. **Transport is \$45,774 under budget mainly due to the timing of the Roads to Recovery grant claim.**

Operating Expenditure by Program

3. All the programs are under budget as admin allocation, plant allocation and depreciation have not been processed for July 2020, August 2020, September 2020 and October 2020. These will remain outstanding until the 2019/20 Annual Report has been finalised.

Operating Income by Nature and Type

4. Contributions and reimbursements are \$17,339 over budget mainly due to sundry governance being over budget (refer item 1).

Operating Expenditure by Nature and Type

5. Labour Overheads is \$27,322 under budget as plant allocation, depreciation and admin allocation have not been processed for July 2020, August 2020, September 2020 and October 2020.
6. **Materials and contracts is \$831,881 under budget as plant allocation is yet to be processed for July 2020, August 2020, September 2020 and October 2020 and delays in several projects such as the Throssell Street Façade Upgrade (\$338,701.36) and Collaborative Blackberry Control (\$189,160).**
7. Plant Direct cost is \$45,845 under budget as plant allocation, depreciation and admin allocation have not been processed for July 2020, August 2020, September 2020 and October 2020.
8. **Utility is \$41,460 under budget due to the timing of payment for several utility accounts.**
9. Depreciation is under budget as it is yet to be processed for July 2020, August 2020, September 2020 and October 2020.

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12.3 Indoor Warm Water Program Pool Facility

Reporting Department:	Corporate Services
Reporting Officer:	Allison Fergie – Acting Chief Executive Officer
Accountable Manager:	Allison Fergie – Acting Chief Executive Officer
Legislation	Local Government Act 1995 – Section 3.57 Local Government Function (Function & General) Regulations 1996
File Number:	CMG/268
Appendices:	Yes – Appendix 3
Voting Requirement	Simple Majority

Report Purpose:

For Council to endorse the detailed design documentation for the indoor warm water program pool facility and to consider going to tender for the construction of the pool.

Officer's Recommendation:

That Council;

- 1. Endorse the detailed design documentation developed by APOD Pty Ltd (T/A Donovan Payne Architects) for the indoor warm water program pool and swimming club office and storage space;*
- 2. Authorise staff to call for tenders for the construction of the indoor warm water program pool, with the swimming club office and storage space as a separable portion; and*
- 3. Note that the construction of the indoor warm water program pool will require the installation of an electrical sub-station on the site to be included in the cost of the project.*

Background:

In 2018 Council received an amount of \$150,000 from the State election commitment of \$2million for an indoor heated pool for the undertaking of an Indoor Heated Swimming Pool Needs Assessment & Feasibility Study (Feasibility Study) for an indoor, heated swimming facility in Collie. The purpose of the study was for the Shire of Collie to understand the cost of developing an indoor, heated, swimming pool at the current site, and establish likely demand and ongoing costs in order to make an informed decision on whether or not to proceed with the project.

Concept designs, capital and ongoing costs for three options were provided within the report with an indoor warm water program being the highest priority for respondents to the community survey and the recommended option from the feasibility study.

At its meeting held 21 April 2020 Council resolved:

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8421 – That Council request the election commitment be allocated as follows;
a) the construction of an indoor warm water program pool as described at Option 2 or similar of the feasibility study,
b) the addition of an office and storage space for the Collie Swimming Club on the eastern side (adjacent to the service yard) provided that the cost is fully covered by the available funds from the balance of the election commitment.

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

At its meeting held 14 July 2020 Council resolved:

8503 – That Council;

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

The detailed design documentation is now complete and presented to Council for endorsement (Appendix 3).

Statutory and Policy Implications:

Council is obliged to call tenders in accordance with the requirements of the Tender Regulations of the Local Government Act 1995 and Local Government (Function & General) Regulations 1996 where the value of the tender exceeds \$250,000 unless related to an emergency or the WALGA preferred option is selected. However, Council has adopted its own policy to tender works valued at more than \$100,000.

Budget Implications:

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

A further \$118,668 has been expended on development of the detailed design, quantity surveying, BCA certifier and electrical testing, leaving a balance of the election commitment available for construction of \$1,815,707.

The quantity surveying has produced a cost above the available funding, and there is an additional \$120,000 required for the construction of the new electrical substation. However, potential savings in the costings have been identified by the removal of paving, stormwater drainage, landscaping and fencing (could be done in-house for the cost of materials plus sunk costs allocated in the 2020/21 budget), removal of FHR (not required under BCA), shade sails not required, and reduction in builders preliminaries.

The original Feasibility Study quoted a square metre rate of approximately \$3,600 for the construction (without the swimming club office and storage) while the RBB report

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quotes \$4,600 (including swimming club office and storage) – and the view of staff is that a tender process could result in an intermediate rate giving a substantial saving.

Communications Requirements: (Policy No. CS 1.7)

Advertising of the tender in accordance with Local Government Function (Function & General) Regulations 1996.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 1 Our Community A thriving, supportive and safe community

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

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

Action 1.2.1.2 Revitalise Collie Mineworkers Memorial Pool precinct

Relevant Precedents:

Council regularly calls for tenders, including for the refurbishment of the Collie Mineworkers Memorial Swimming Pool.

Comment:

The staff recommendation is to go to tender and bring the results of the process back to Council for decision.

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13. DEVELOPMENT SERVICES REPORTS

13.1 Extended Retail Trading Hours – Summer 2020/21

Reporting Department:	Development Services
Reporting Officer:	Robert Quinn – Shire Planner
Accountable Manager:	Andrew Dover - Director Development Services
Legislation	Retail Trading Hours Act 1987
File Number:	EDV/012
Appendices:	No
Voting Requirement	Simple Majority

Report Purpose:

For Council to consider a proposal for change to the approved extended retail trading hours for the Shire of Collie over the 2020/21 summer period.

Officer's Recommendation:

That Council, supports the recommendation of the Collie Chamber of Commerce and Industry and authorises Council staff to make a formal application to the Minister for Commerce for 2020/21 summer period for extended retail trading hours for the Shire of Collie as per Table 2.

Background:

The Shire of Collie has as a standing approval from the Minister for Commerce to trade between the following hours:

TABLE 1

Day	Normal Trading Hours
Mondays, Tuesdays, Wednesdays and Fridays	8.00 am - 8.00 pm
Thursdays	8.00 am to 9.00 pm
Saturdays	8.00 am to 5.00 pm
Sundays	11.00 am to 5.00pm

The Minister for Commerce may approve extended retail trading hours for the Shire of Collie upon request.

Staff have liaised with the Collie Chamber of Commerce and Industry with regard to extending the retail trading hours over the 2020/21 summer period. The Collie Chamber of Commerce and Industry have advised Council that it has surveyed its members regarding extended hours and based on the feedback received recommends extensions to trading hours for Collie as per Table 2.

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TABLE 2

Day	Dates (2020/2021)	Christmas trading hours recommended by CCCI
<i>Monday – Friday</i>	<i>30 Nov – 4 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Saturday</i>	<i>5 Dec</i>	<i>7.00 am – 6.00 pm</i>
<i>Sunday</i>	<i>6 Dec</i>	<i>8.00 am – 6.00 pm</i>
<i>Monday - Friday</i>	<i>7 – 11 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Saturday</i>	<i>12 Dec</i>	<i>7.00 am – 6.00 pm</i>
<i>Sunday</i>	<i>13 Dec</i>	<i>8.00 am – 6.00 pm</i>
<i>Monday - Friday</i>	<i>14 – 18 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Saturday</i>	<i>19 Dec</i>	<i>7.00 am – 6.00 pm</i>
<i>Sunday</i>	<i>20 Dec</i>	<i>8.00 am – 6.00 pm</i>
<i>Monday</i>	<i>21 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Tuesday</i>	<i>22 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Wednesday</i>	<i>23 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Thursday</i>	<i>24 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Friday</i>	<i>25 Dec (Christmas Day)</i>	<i>CLOSED</i>
<i>Saturday</i>	<i>26 Dec (Boxing Day)</i>	<i>8.00 am – 6.00 pm</i>
<i>Sunday</i>	<i>27 Dec</i>	<i>8.00 am – 6.00 pm</i>
<i>Monday</i>	<i>28 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Tuesday</i>	<i>29 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Wednesday</i>	<i>30 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Thursday</i>	<i>31 Dec</i>	<i>7.00 am – 9.00 pm</i>
<i>Friday</i>	<i>1 Jan (New Year's Day, 2021)</i>	<i>8.00am – 6.00pm</i>
<i>Tuesday</i>	<i>26 Jan (Australia Day, 2021)</i>	<i>8.00am – 6.00pm</i>

Statutory and Policy Implications:

Ministerial approval is required in accordance with the *Retail Trading Hours Act 1987*.

Budget Implications:

Nil

Communications Requirements: (Policy No. CS 1.7)

There was a requirement to consult with appropriate stakeholders e.g. Collie Chamber of Commerce and Industry.

Once Ministerial approval is obtained the Council will inform local traders and the public generally of all the approved extended trading hours via the Collie Chamber of Commerce and Industry.

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Strategic Plan Implications:

4.0 Our Economy

Our Goal:

To promote a strong and diversified economic base, providing a range of business and employment opportunities.

Relevant Precedents:

Each year the Minister for Commerce approves retail trading hours over Christmas and New Year periods. In recent years, after consultation with the Collie Chamber of Commerce and Industry the Shire of Collie has generally applied for extended trading hours over the Christmas and new year period.

Comment:

The Collie Chamber of Commerce and Industry has recommended that trading be permitted as per Table 2. The added attraction and convenience of having retail outlets open is important and the Council can therefore support an application for Ministerial approval on the basis that the request is beneficial for the community and assists the local economy.

It is recommended that Council support the Collie Chamber of Commerce and Industry in their request for alterations to the standard package of extended trading hours.

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14. TECHNICAL SERVICES REPORTS

14.1 Servicing Minninup Pool Day Use Areas

Reporting Department:	Development Services
Reporting Officer:	Katya Tripp – Project Officer
Accountable Manager:	Brett Lowcock – Director Technical Services
Legislation	WA Local Government Act 1995
File Number:	CMG/251
Appendices:	Yes – Appendix 4 (Service Report)
Voting Requirement	Simple Majority

Report Purpose:

To seek Council approval for the final day use designs and costings for Minninup Pool to assume connection to services – power, water and sewerage.

Officer's Recommendation:

That Council hereby resolves to:

- 1. Receive the Minninup Pool service Report; and*
- 2. Proceed with the final draft day use designs and costings for Minninup Pool assuming the connection to services being power, water and sewerage will be made available.*

Background:

At a presentation to Council on 4 August 2020 Council provided feedback on the draft plans for the day use area at Minninup pool and approved them being advertised to the public for feedback.

The draft designs were advertised to the public from 13/08/20 to 14/08/20.

Feedback from Council, some community groups and some individuals is to have services such as lighting and flushing toilets.

As a result of this feedback, the initial service report that looked at the provision of services to the proposed campground was extended to include services to the day use areas (See Appendix 4).

This provides cost estimates for the different services to the different locations which can now be considered and direction provided as to if we design the day use areas with connection to services or not.

An Expression of Interest to lease Area 1 & Area 2, as per Council resolution made on 25 August 2020, is currently advertised with a closing date of 23 December 2020. The Expression of Interest assumes that Council will provide services to the lease

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boundary of Area 1 (old hockey field). Funding will need to be sought to achieve this.

Statutory and Policy Implications:

The initial service report was commissioned using a request for quotation process in line with the Purchasing Policy and Local Government processes.

Budget Implications:

The cost to get services to the campground was estimated at approximately \$1.02 - \$1.07million. To extend these services to the day use areas is estimated at approximately \$1.58 - \$ 1.76million. Therefore, to include the day use areas as serviced sites the Shire would need to seek an additional \$500 -700,000 funding.

It was always intended that the Shire would seek external funding to enable services to the campground and that the developer would then pay for the reticulation of services within the lease site.

Generally funding applications require some contribution from the Shire.

Communications Requirements: (Policy No. CS 1.7)

The Service Report is not required to be communicated however it is available as a supporting document to the EOI document.

The Minnipup Pool project has had strong community consultation and engagement throughout including surveys, forums/presentations, meetings/workshops, displays, and advertising from the initial concept of tourism camping and accommodation through to the draft day use designs and upgrades.

Strategic Community Plan/Corporate Business Plan Implications:

Goal 2: Our Economy

Outcome 2.3: A growing tourism industry

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

Goal 3: Our Natural Environment

Outcome 3.2: Water resources sustainability

Strategy 3.2.2: Continue the revitalisation of the Collie River environment in the town.

Relevant Precedents:

N/A

Comment:

Based on Council, Noongar and other community feedback and the increased costs of approximately \$500-700,000 to get services to the day use areas, officers recommend that they instruct the landscape designer to proceed with designs and costings based on the connection to services being available.

The alternative would be for the day use designs and costings to assume no access to services which would result in the design and costings reflecting the use of solar, bottled gas, water tanks and compostable toilets.

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Officers recommend option 2 for water and sewerage and option 3 for power. Option 3 for power is dependent on Western Power's finalised costs which would require a feasibility study by Western Power. If their costs are too high option 2 would be recommended to be pursued. This detail would be a part of implementing the day use area upgrades once funding had been secured.

If funding for service provision could not be secured as part of the day use upgrade project, day use designs would need to be revisited and re-costed to reflect the lack of services and an update provided to the community.

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15. **MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**
Elected Members have the ability to submit notices of motion between meetings and up to a time prescribed in standing orders before a meeting.
16. **QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN**
Members have the ability to submit notices of questions between meetings and up to a time prescribed in standing orders before a meeting.
17. **URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION**
18. **ANNOUNCEMENTS BY THE PRESIDING MEMBER AND COUNCILLORS**
19. **STATUS REPORT ON COUNCIL RESOLUTIONS**
Summary reports on the status of Council's resolutions are;
 - 'Closed Since Last Meeting' at Appendix 5
 - 'All Open' at Appendix 6
20. **CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**
21. **CLOSE**