



Shire of  
**Collie**

# AGENDA

for the

# ORDINARY MEETING OF COUNCIL

to be held on

**Tuesday, 11 May 2021**

**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, 11 May 2021**

in Council Chambers at 87 Throssell Street, Collie WA,

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Stuart Devenish  
Chief Executive Officer

6 May 2021

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### **DISCLAIMER**

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

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

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# MEETING SCHEDULE

## May 2021

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 11 May 2021**

**Ordinary Meeting of Council**

7.00pm in Council Chambers

**Monday 17 May 2021**

**Audit Committee**

10.30am in Council Chambers and Zoom

**Wednesday 26 May 2021**

**Local Emergency Management Committee**

10.00am in Council Chambers

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

**To: Chief Executive Officer**

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

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

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

\_\_\_\_\_

Name (Please Print)SignatureDate

**NB**

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

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

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

## **Local Government Act 1995 - SECT 5.23**

### **Meetings generally open to the public**

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



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SHIRE OF COLLIE  
**AGENDA - ORDINARY MEETING OF COUNCIL**  
Tuesday, 11 May 2021

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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 11 May 2021 commencing at 7:00pm.

**1. OPENING/ATTENDANCE/APOLOGIES & LEAVE OF ABSENCE**

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

Cr Harverson has been granted Leave of Absence for this Ordinary Meeting of Council at the meeting held 13 April 2021.

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**

Mr Devenish took questions on notice from the previous meeting from Mr Shae, Patstone Road.

1. Has Council audited items stored on the property to ascertain they are consistent with conditions of transport depot approval? Mr Shea has photographs and information that indicate items stored are not consistent with approval.

Response:

Shire Officers conducted regular inspections of the site following the development approval being granted 6 December 2019. Shire Officers sent correspondence to the Applicant in October 2020 advising that conditions of the development approval were not being complied with. The Applicant was requested to provide suitable clarification to demonstrate the site was being used in accordance with the conditions of approval, particularly condition 2, detailing that goods and materials being transferred may not be stored on the property for a period longer than three consecutive months.

As a result of this correspondence, the current development applications (P090/20 and P112/20) were lodged to amend the development approval.

2. Is Council of the view that the screening on Patstone Road is sufficient since the mature trees were removed along the verge?

Response:

Shire Officers have visited the site on multiple occasions and confirmed that the landscaping was initially planted in accordance with the approved landscaping plan,

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although has since not been established and maintained, as required by condition 9 of the development approval. It is the intention of the Shire that the issue of effective screening be addressed through the assessment of the current development applications (P090/20 and P112/20). As confirmed by the resolution of Council, from the meeting held 13 April 2021, the Applicant has been requested to provide additional information to demonstrate how the development will be adequately screened.

3. There are a number of heavy vehicles entering and egressing the property, though there is no crossover constructed – only a gravel driveway – and this was an approval condition. Will Council be following up on this condition?

Response:

Shire Officers will be enforcing compliance with all conditions of development approval for the site in due course. This will likely occur following Council's final determination on the current development applications (P090/20 and P112/20).

**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.

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

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

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

- There is one item which will be closed to the public being a staff matter.

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

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

**Recommendation:**

*That Council confirms the Minutes of the Ordinary Meeting of Council held on 13 April 2021.*

**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 Tourism and Marketing Advisory Committee**

**Recommendation:**

*That Council receives the minutes of the Tourism and Marketing Advisory Committee held on 15 April 2021.*

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**11. CEO REPORTS**

**11.1 Second Minninup Pool Tourism Accommodation Proposal**

<b>Reporting Department:</b>	Chief Executive Office
<b>Reporting Officer:</b>	Stuart Devenish – Chief Executive Officer
<b>Accountable Manager:</b>	Stuart Devenish – Chief Executive Officer
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>File Number:</b>	CMG/251
<b>Appendices:</b>	Appendix 1 – Minninup Pool Drawing No. COL20 29.1
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

To advise Council of a further expression of interest for tourist accommodation development at Minninup Pool and enable the preparation of a Memorandum of Understanding to progress the initiative.

**Officer's Recommendation:**

*That Council delegate authority to the Chief Executive Officer to enter into a Memorandum of Understanding with Desen Resources Pty Ltd to progress the planning and development of a tourist accommodation development at Site 2 (the old Hockey Ground) at Minninup Pool and as identified in drawing No. COL20 29.1 dated 06/07/2020. (Appendix 1)*

**Background:**

As previously reported to Council, a Master Plan has been prepared for the Minninup Pool area to both recognise the Aboriginal significance of the area while optimising tourism opportunities. The Master Plan, prepared under Government grant and overseen by the Shire and the South West Development Commission, identified a number of precincts. These include two potential accommodation areas described as Site 1 – Old Hockey Ground, and Site 2 – Kings Park see Appendix 1.

Late last year, 'expressions of interest' were sought to develop each of the two sites. Two submissions were received – both being expressions of interest in Site 2 – Kings Park. Both submissions of interest were determined to be acceptable and both proponents are believed to be capable of delivering high quality, amenity-based tourist accommodation. On 9 March 2021, Council endorsed Walia Resorts as the preferred proponent for Site 2 as the nature of the proposed was found more suited to the location. Negotiations are presently underway with Walia to progress this project.

The second expression of interest submitted by Mr Richard Wang involved a larger development, proposing 30-40 villas over two stages along with supporting guest services.

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Officers have held discussions and an on-site meeting with Mr Wang and his representative to discuss the suitability of the Old Hockey Ground for the development initially aimed at the alternative location.

Following the site meeting, the Managing Director of Desen Resources has written to the Shire advising:

*“Our company has been investigating accommodation developments in Collie since 3 years. We have experience on eco tourist development and we have done a proposal for Minninup Pool.*

*We confirm that we are interested in a short-term tourist accommodation development in the Old Hockey Ground area in Minninup Pool, Collie.”*

Quality tourist accommodation at Minninup Pool wholly supports strategic objectives for Collie, and will both increase capacity and broaden the range of tourist accommodation options available in the area. The South West Development Commission is supportive of the initiative and encourages the Shire to pursue this opportunity.

Further detailed planning is required to be undertaken to prepare the Old Hockey Ground site for development. This includes survey work, environment assessments, fire management planning and power feasibility. Further engagement with traditional owners is also required, along with the setting up leasehold arrangements through the Minister for Lands.

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

Planning and preparatory works to date have been funded through grant with no direct cost to the Shire. Future costs associated with leasehold arrangements will necessarily be offset by lease revenue.

A request for variation to the current grant agreement has been lodged with the Department of Primary Industries and Regional Development to enable further work required for both Sites 1 and 2.

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

The opportunity for tourist based accommodation has previously been subject to a publicly advertised expression of interest process, with Desen Resources Pty Ltd being one of the two proponents who lodged a submission.

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

Goal 4: Our Built Environment

Outcome 4.1 Appropriate Land Use, Development and Heritage Conservation;

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

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**Relevant Precedents:**

N/A

**Comment:**

It is recommended that a Memorandum of Understanding (MOU) be prepared between the Shire and Desen Resources to facilitate a collaborative approach to the delivery of a tourism project that will deliver clear benefits to Collie.

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**12. CORPORATE SERVICES REPORTS**

**12.1 Accounts Paid –March 2021**

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

**Report Purpose:**

To present the accounts paid during the months of March 2021.

**Officer's Recommendation:**

*That Council accepts the Accounts as presented in Appendix 2 being vouchers 41780-41781 totalling \$16,728.00 and direct payments totalling \$989,064.97 authorised and paid in March 2021.*

**Background:**

In accordance with clause 12 of the *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 *Financial Management Regulations (1996)* to be adhered to with a list of accounts for approval to be presented to the Council each month.

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Month	2020/21		
	Cheques	Electronic Transfer	Total Payment
July	\$592.30	\$1,064,546.86	<b>\$1,065,139.16</b>
August	\$818.20	\$557,587.21	<b>\$558,405.41</b>
September	\$2,731.65	\$1,427,307.11	<b>\$1,430,038.76</b>
October	\$518.40	\$793,924.60	<b>\$794,443.00</b>
November	\$3,916.20	\$584,125.81	<b>\$588,042.01</b>
December	\$1,358.10	\$949,468.96	<b>\$950,827.06</b>
January	\$32.25	\$818,804.38	<b>\$818,836.63</b>
February	\$134.98	\$755,597.58	<b>\$755,732.66</b>
March	\$16,728.00	\$989,064.97	<b>\$1,005,792.97</b>
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 shall be presented to Council within two months. 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 – March 2021**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Hasreen Mandry – Finance Manager
<b>Accountable Manager:</b>	Allison Fergie – Director of Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995 &amp; Financial Management Regulations 1996</i>
<b>File Number:</b>	FIN/024
<b>Appendices:</b>	Appendix 3 – Financial Report, March 2021
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

This report provides a summary of the Financial Position for the Shire of Collie for the month ending March 2021.

**Officers Recommendation:**

*That Council accept the Financial Report for March 2021 as presented in Appendix 3.*

**Background:**

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

**Statutory and Policy Implications:**

*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. The budget comparison figures used in this report is the estimated year to date (YTD) budget.

If Councillors wish to discuss the report contents or any other matters relating to this, please contact Council Finance staff prior to the meeting.

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**12.3 Adoption of Fees and Charges for 2021/22**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Hasreen Mandry – Finance Manager
<b>Accountable Manager:</b>	Allison Fergie – Director Corporate Services
<b>Legislation:</b>	<i>Local Government Act (1995)</i>
<b>File Number:</b>	FIN/005
<b>Appendices:</b>	Appendix 4 – Schedule of Fees and Charges
<b>Voting Requirements:</b>	Absolute Majority

**Report Purpose:**

For Council to consider the schedule of fees and charges for the 2021/22 financial year.

**Officer's Recommendation:**

*That Council;*

- 1. Endorses the attached schedule of fees and charges (Appendix 4) for inclusion and adoption in the proposed budget for the 2021/22 financial year;*
- 2. By ABSOLUTE MAJORITY adopts the schedule of Cemetery fees and charges as they appear in Appendix 4; and*
- 3. Advertise the 2021/22 cemetery fees and charges in the Government Gazette for a period of 14 days as required by the Cemeteries Act 1986.*

**Background:**

Historically Council has adopted the annual schedule of fees and charges separately from the budget document to enable more time to consider each proposed charge for the forthcoming year.

**Statutory and Policy Implications:**

Section 6.16 to 6.19 of the *Local Government Act 1995* governs the imposition of fees and charges.

Many of the fees and charges listed on the attachment are statutory charges and cannot be modified by the Council. They are included on the list to provide readers of the final budget document with a complete list of charges which the Council may levy.

Under section 53 of the *Cemeteries Act 1986*, the Council is required to advertise any amendment to its fees in the Government Gazette.

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**Budget Implications:**

Changes to proposed fees and charges will have an impact on the revenue collected for 2021/22.

Anticipated revenue for each individual account will be fully disclosed upon budget adoption. As required by section 6.17 of the Act, the following was taken into account in determining the amount of a fee or charge for a service;

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

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

The final schedule of Fees and Charges is required to be made available as part of the annual budget document.

A copy of the proposed Schedule Fees and Charges for 2021/22 can be found at Appendix 4.

Cemetery Fees are required to be gazetted if the Council increases the fees in 2021/22.

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

KEY OBJECTIVE 5.0

Our Business

Good governance and an effective, efficient and sustainable organisation.

Outcome 5.3:

Financial sustainability and accountability, with emphases on the below strategy; 5.3.5, provide corporate financial services that support the Shires operations and meet planning, reporting and accountability requirements.

**Comment:**

The methodology applied to the review of the fees and charges is:

- Identify the historical cost of providing each activity;
- Identify activities that are subsidised on the basis of their importance to the Collie community;
- Consideration of exclusivity of use for each activity; and
- Consideration of capacity to pay by the recipient of the activity.

The review concluded that majority of goods and services provided by the Shire are subsidised activities to the community for which part of the cost is then 'recouped' by other source of Shire revenue. This is due to the nature of goods and services provided by Local Governments and the fact that the majority of the recipients of these activities are community groups.

Other changes included in this review are:

1. Consumer Price Index increase (rounded).
2. Introduction of a Seniors discount at the Collie Pool.

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Sports and Recreation Ground Fees are not yet presented for endorsement as there is a need for further investigation and conversation around changes to these Fees taking into consideration:

- Administration fee adjustment for sporting ground maintenance as it involves multiple department and staff activity;
- Increase to a uniform 9% cost recovery (previously 7%).
- Removing the cap of \$2,500 to arrive at a more equitable cost recovery relative to other groups.

For groups for which these increases would result in a fee that may impact on their viability, consideration can be given to

- progressively raising the fees over 3 years until equity with other groups was achieved); or
- retaining the cap at a higher level.

There have been no changes to the Statutory fees and charges from 2020/21 to date. Any changes that may occur to the upper limit of the fees advised in the respective Regulations will be discussed during the budget process for amendment prior to adoption.

Cemetery fees are required to be adopted by Absolute Majority in advance of the budget adoption as section 53 of the *Cemeteries Act 1986* requires Council to advertise any amendment to its Cemetery fees in the Government Gazette for a minimum of 14 days prior to them coming into effect on 1 July 2021.

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**12.4 Tourism Destination Marketing Strategy**

<b>Reporting Department:</b>	Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	Allison Fergie – Director Corporate Services
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>File Numbers:</b>	GOV/136
<b>Appendices:</b>	No
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

For Council to receive and endorse the Tourism Destination Marketing Strategy (the Strategy) and consider the recommendations contained within the report.

**Officers Recommendation:**

*That Council:*

- 1. Receive the Tourism Destination Marketing Strategy as tabled; and*
- 2. Liaise with relevant stakeholders with a view to achieving a coordinated approach to progressing the Strategy.*

**Background:**

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.*

The Tourism and Marketing Advisory Committee undertook the process of engaging the marketing consultants and at its meeting held 27 October 2020 Council resolved:

*8593 – That Council appoint Distinctly Tourism Management to develop a tourism destination marketing strategy for \$28,500 (Excl. GST) for the Shire of Collie.*

**Statutory and Policy Implications:**

Nil

**Budget Implications:**

Council allocated an amount of \$30,000 in the 2020/21 annual budget for the Strategy. Allocation of an amount in the 2021/22 annual budget would provide leverage for seeking grant funding for implementation of the Strategy.

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

The consultants have engaged with stakeholders to develop the Strategy and conducted community workshops that have been very well attended. The consultants have worked with Council's Tourism and Marketing Committee which includes representation from the Collie River Valley Marketing group and the Collie Visitor Centre.

A media release to be prepared to accompany the release of the strategy.

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

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

*Outcome 2.3* A growing tourism industry

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

**Relevant Precedent:**

Nil

**Comment:**

When resolving in July 2020 to engage a consultant to undertake the Strategy, Council considered the following background:

*The Collie Shire is at an integral stage in how we move forward as a community. The Shire of Collie should be the main driver in our town's future, and this includes how we market our town to enhance tourism and cement Collie as a supreme tourist town.*

*We need to engage an expert to come up with a professional marketing strategy, branding and campaign to really put Collie on the map as a top adventure/trails town. Exciting things will be happening in the coming 12 months - Lake Kepwari will be open soon, \$10 million of new trails are getting built, the new murals etc.*

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

Since that time Collie's tourism industry has continued to expand – the opening of Lake Kepwari, MTB and other trails, the Wellington Dam mural and related mural trail, the impact of Covid-19 restricting travel to within WA, the State's tourism readiness project and operators expanding or opening new businesses have seen significant growth in Collie's tourism offerings in the last nine months.

Implementation of the recommendations contained within the Strategy will be able to build on the momentum that is currently driving tourism growth and opportunities, bringing significant economic benefit to Collie.

Following liaison with relevant stakeholders, a report will be brought back to Council through the Tourism and Marketing Advisory Committee with recommendations for progressing the implementation of the Strategy.

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**12.5 Local Roads and Community Infrastructure Phase 2**

<b>Reporting Department:</b>	CEO Office/Corporate Services
<b>Reporting Officer:</b>	Allison Fergie – Director Corporate Services
<b>Accountable Manager:</b>	Stuart Devenish – Chief Executive Officer
<b>Legislation</b>	WA Local Government Act 1995
<b>File Number:</b>	GAS/005
<b>Appendices:</b>	Appendix 5
<b>Voting Requirement</b>	Absolute Majority

**Report Purpose:**

For Council to consider the projects to be funded by the grant funding of \$454,129 allocated in Phase 2 of the Local Roads and Community Infrastructure (LRCI) program.

**Officer's Recommendation:**

*That Council allocate the funding received in Phase 2 of the Local Roads and Community Infrastructure Program to the following projects:*

- 1. Refurbishment of the Swinging Bridge - \$200,000;*
- 2. Refurbishment of the Jack Mears Springs boardwalk - \$194,429; and*
- 3. Replacement of fencing to recreation areas - \$59,700.*

**Background:**

The LRCI Program was announced on 22 May 2020. The LRCI Program supports local Councils to create jobs by delivering priority local road and community infrastructure projects across Australia.

In Phase 1 of the LRCI the Shire of Collie received \$339,254 which was recognised at the time of adoption of the 2020/21 Annual Budget.

On 6 October 2020, as part of the 2020-2021 Budget, the Federal Government announced a further \$1 billion to extend the LRCI Program. Guidelines for Phase 2 of the LRCI can be found at Appendix 5. Phase 2 of the LRCI Program will run from 14 December 2020 to 30 June 2022. Project construction can commence once Work Schedules are approved by the Department with projects required to be physically completed by 31 December 2021 (unless extension granted).

The extension of the LRCI Program is a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the first funding round for the LRCI Program, the Shire can select a broad range of projects to fund so that communities can continue to be provided with the

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infrastructure they require. It is expected that funding recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

**Statutory and Policy Implications:**

N/A

**Budget Implications:**

The projects are completely funded by the grant program.

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

N/A

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

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

*Outcome 5.3* Financial sustainability and accountability

*Strategy 5.3.5* Provide corporate financial services that support the Shire's operations and meet planning, reporting and accountability requirements.

**Relevant Precedents:**

Council received \$339,254 in Phase 1 of the LRCI program which was allocated to footpath projects (Jones and Steere Streets), cemetery (modular niche for cremation ashes and a walkway) and building upgrades (museum, Roche Park and the caravan park) and the upgrade of the chlorination system at the pool.

**Comment:**

Recommended projects for the grant funding are:

**1. Refurbishment of the Swinging Bridge - \$200,000.**

Refurbishment of the Swinging Bridge would complement the work that has been done on the Collie River trails and is needed for the bridge to remain in use.

**2. Refurbishment of boardwalk Jack Mears Springs - \$194,429**

Demolition of the existing walkway which is in poor condition and replacement with low maintenance materials.

**3. Replacement of boundary fencing to Recreation areas - \$59,700**

Replacement of fencing around the Collie Recreation Ground and the southern boundary of the Roche Park playing fields.

Work schedules for all grant activities are to be submitted for approval prior to payment of the grant.

The recommended projects represent the direction required to improve Council's financial position through allocation of capital expenditure to renewal and maintenance projects, rather than expenditure on new assets which come with associated operational and maintenance costs.

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The refurbishment of the Swimming Bridge and the Jack Mears Springs boardwalk are complementary to the work that has been done on the walking and MTB trails, the refurbishment of the Venn Street Weir and the revitalisation of the Collie River.

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**13. DEVELOPMENT SERVICES REPORTS**

**13.1 Collaborative Blackberry Project**

<b>Reporting Department:</b>	Development Services
<b>Reporting Officer:</b>	Katya Tripp – Project Officer
<b>Accountable Manager:</b>	Stuart Devenish – Chief Executive Officer
<b>Legislation</b>	Local Government (Functions and General) Regulations 1996
<b>File Number:</b>	CMG/277
<b>Appendices:</b>	Appendix 6 – Activity Work Plan
<b>Voting Requirement</b>	Simple Majority

**Report Purpose:**

To provide an update on the progress of the Federally funded blackberry control project, and to seek Council approval to vary the terms of Policy in relation to procurement exceeding \$100,000.

**Officer's Recommendation:**

*That Council resolves to:*

- 1. Note the proposed changes to the arrangements for the Blackberry Project across the Shires of Collie, Dardanup and Donneybrook-Balingup ; and*
- 2. Approve the procurement of project management costs in excess of \$100,000.*

**Background:**

In June 2020 the Shire received a grant of \$945,798.25 from the Federal Department of Agriculture, Water and the Environment to control blackberry across the three shires of Collie, Dardanup and Donnybrook-Balingup.

Following a Council decision (#8505) in July 2020 a Memorandum of Understanding (MOU) between the three Shires was entered into effective September 2020. The MOU sets out the working arrangements for the project across all Shires. A Steering Group was also formed with officers from the three shires.

A tender was advertised for the project management, mapping and engagement with landowners and community. Only one tender was received for a cost of \$339,984 and a Council decision (#8584) in October recommended not to award the tender.

The project was then divided into smaller components calling for quotes for project management with a separate tender planned for the mapping component. Quotes for hourly rates were to be sought from spray contractors who would be paid directly by the Shire of Collie.

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One quote was received for the project management component from the Leschenault Catchment Council (LCC) at a price of \$99,180 and this was accepted via email with a purchase order of \$45,000 issued. A contract was not entered into.

Spray contractors were engaged by LCC for the Shires of Dardanup and Donnybrook-Balingup with the Shire of Collie engaging their own contractors. Control works were undertaken across Collie between the months of December 2020 to March 2021. Control works were undertaken across the other Shires between the months of Feb-March 2021.

In February 2021 the CEO, in conjunction with the project officer, assumed project oversight. Following contact with the funding body we are now aware of an outstanding milestone, due July 2020, for an Activity Work Plan (AWP). The AWP outlines the activities to be undertaken and outputs to be achieved for the project.

This AWP has now been revisited and redrafted in consultation with the LCC and the Steering Group. The main changes to the AWP are:

1. A reconfiguration of the order for activities to be undertaken ie control and mapping of blackberry so that it is a true representation of how this project is being achieved;
2. The removal of any purchase of capital equipment as this is seen as not required and also a problematic liability; and
3. A 3-month extension to the timeline to allow a full second (summer) season of control.

Officers seek endorsement of these changes which will form the basis of a variation request to the Department of Agriculture, Water and the Environment.

A draft tender for the mapping component of the blackberry program has been prepared. Once the tender process has been undertaken a recommendation will be presented to Council for consideration.

Spraying is only effective during summer months, and as such, treatments have now ceased. A tender will be prepared for the second round of treatment and control in Spring 2021 with a recommendation to be presented to Council for consideration. It is likely that a panel of contractors rather than a sole contractor will be recommended.

Project management, which the LCC were engaged for is ongoing and, due to the request to extend the project, will require another \$25,000 in addition to the agreed quote of \$99,180. As a result, officers request approval for the LCC to undertake project management in excess of the \$100,000 without public tender.

While this is compliant with tender threshold requirements of the Act, it does represent a variation to Council Policy.

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**Statutory and Policy Implications:**

CS3.23 Purchasing Policy

Purchase Value Threshold (ex GST)	Purchasing Practice
Over \$100,001 (ex GST)	Public Tender undertaken in accordance with the Local Government Act 1995 and relevant Council Policy and procedures.

Officers request to exceed this threshold without tender to enable the LCC to continue project management until the project acquittal date of 25 March 2021. The expected total cost is \$125,000 (ex GST).

*Local Government (Functions and General) Regulations 1996* states tenders are to be invited if the contract is, or is expected to be, more, or worth more, than \$150,000. The contract with LCC for project management will remain below this threshold.

**Budget Implications:**

Project activities are wholly grant funded.

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

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.*

As contained within the revised Activities Work Plan communications to the community will occur via:

- written updates in newsletters, website and other media if possible. Approx. once per quarter;
- Social media post. At least one per month; and
- Two media releases to be sent to local media outlets

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

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

3.1.1 Sustainably manage bushland

3.1.2 Support community based environmental protection initiatives

3.1.3 Encourage industry to take a collaborative approach to environmental management

Outcome - 3.2 Water resources sustainability

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

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**Relevant Precedents:**

Nil

**Comment:**

This project has achieved good treatment and control of blackberry along water courses across three local governments. There have however, been some matters requiring attention and resolution. This includes:

- Achieving milestones as contained within the grant agreement;
- Procurement of project manager;
- Procurement of spray contractors;
- Communications between and the Shire of Collie, the Steering group and the project manager (LCC); and
- Communication between the Shire of Collie and the funding body to achieve the funding agreement milestones and report on the project progress.

These matters are now all being addressed through:

- Completion of the AWP (milestone 1 in the grant agreement);
- Approval for procurement of a project manager outside Council purchasing policy (but within statutory limits);
- Tender for mapping component;
- Future tender for panel of spray contractors;
- Regular steering group meetings plus regular emails and phone conversations;
- Achievement of the funding agreement milestones and reporting to the funding body.

Council's endorsement for the project variation is recommended, along with approval to appoint a project manager for a cost in excess of Council's purchasing policy.

14. **TECHNICAL SERVICES REPORTS**  
Nil

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