



Shire of
Collie

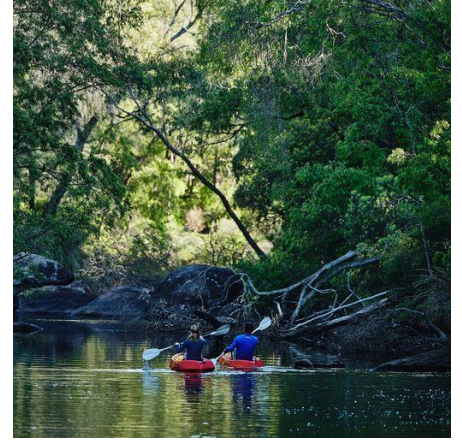
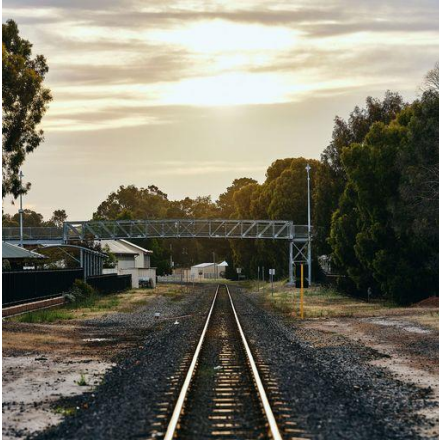
AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 11 February 2025



Our Vision

Collie - *A progressive community, rich in opportunities and as diverse as its heritage and landscape.*

Our Values

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

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision

We will support local business wherever possible

We will consult and engage with our community on issues that affect them

We will encourage, welcome and value feedback

We will encourage, support and advocate for our community

NOTICE OF MEETING

Please be advised that the



Ordinary Meeting of Council

commencing at **7:00pm**

will be held on

Tuesday, 11 February 2025

in Council Chambers at 87 Throssell Street, Collie WA

A handwritten signature in blue ink, appearing to read "Phil Anastasakis", is positioned above a horizontal line.

Phil Anastasakis
Chief Executive Officer

7 February 2025

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.

Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such. Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.



MEETING SCHEDULE

2025

Councillors are reminded of the following meeting. 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 March 2025

Ordinary Council Meeting

7.00pm in Council Chambers

Tuesday 8 April 2025

Ordinary Council Meeting

7.00pm in Council Chambers

Tuesday 13 May 2025

Ordinary Council Meeting

7.00pm in Council Chambers



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 Interest (see below)	of

* 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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Agenda for the Ordinary Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Tuesday, 11 February 2025 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 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

Previous questions raised during the Ordinary Council Meeting held in December 2024:

Ms Varian

Question 1 – Ms Varian raised concerns regarding the overgrown weeds and grass on a verge nearby her home on Wallsend street. Ms Varian requested confirmation of who was responsible for the verges and how often the Shire maintained them.

Answer - Mr Geere acknowledged the frustration with overgrown verges and confirmed that a lot of planning is underway currently to implement a new regime over the coming weeks to enhance the ability of the Operations team to attend to the verges.

Question 2 – Ms Varian also raised concerns over the lid to her green waste bin becoming lost and that she was struggling to have it replaced. Stated has spoken to Shire admin team who have advised her to place the bin out on the verge so that Cleanaway can replace the lid. However, noted that the lid has not been replaced to date.

Answer – Mr Geere asked to take the concern on notice to allow him time to investigate further and make contact with Cleanaway.

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

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

6.1 - Food Organic and Garden Organic (FOGO) Waste

7. ITEMS BROUGHT FORWARD DUE TO INTEREST BY ATTENDING PERSONS

8. CONFIRMATION OF THE PREVIOUS MEETINGS OF COUNCIL MINUTES

8.1 Ordinary Council Meeting – 10 December 2024

Officer's Recommendation:

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 10 December 2024.

9. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

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

Nil

11. CEO REPORTS

11.1 WA Endurance Riders Association – Tom Quilty Gold Cup 2027	
Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Nil
Voting Requirement:	Absolute Majority

Report Purpose

The Western Australian Endurance Rider's Association (WAERA) propose to host the Tom Quilty Gold Cup endurance horse ride event in Collie in 2027.

Council is requested to provide in-kind support for the event through the waiving of certain fees and charges and assisting in preparation of the Collie Race Club venue.

Officer's Recommendation:

That Council resolve to support the WA Endurance Riders Association proposal to submit a bid to hold the Tom Quilty Gold Cup horse riding event in Collie in 2027, with the Shire of Collie to provide in-kind support through:

- a) *assistance in preparing the vet ring located inside the racecourse by top dressing, fertilizing and mowing on two occasions, the first being 1 year before and the second during the week prior to the event.*
- b) *waiving all Shire of Collie fees and charges associated with running the event, eg camping fees, rubbish collection up to \$3,000.*
- c) *assistance in advertising the event locally eg placement of street banners.*
- d) *maintenance grading of the access road to the venue in the lead up to the event.*

Background:

On the 6 December 2024 the Shire President, Deputy Shire President and Chief Executive Officer met with Richard Summerfield (WA Endurance Riders Association – President) and Anna Erickson regarding the WA Endurance Riders Association proposal to submit a bid to hold the Tom Quilty Gold Cup horse riding event in Collie in 2027.

The Western Australian Endurance Rider's Association (WAERA) propose to host the Tom Quilty Gold Cup, Australia's premier endurance horse ride, in Collie in 2027. This prestigious championship equestrian event travels from state to state and was last held in WA in 2021.

The Tom Quilty Gold Cup event is an opportunity for Shires to showcase their area to National and International visitors. Participants from all over Australia and some international riders generally arrive several days before the event, with 100 – 150 competitors expected plus their support crews. There are also numbers of ride officials and support volunteers, who will be accommodated locally. Catering, feed supplies, fuel, accommodation and local services are

all required by competitors, ride officials, and spectators and this represents a significant economic opportunity for Shire of Collie and associated local businesses.

In 2021 WAERA successfully live-streamed from the event, and this was watched by viewers around the world. Out of state visitors often combine the event with tourist activities while they attend the event. Publicity promoting the event and the venue/area started several months in advance of the date in 2021.

The Tom Quilty event requires:

1. A ride base area capable of accommodating 100+ horse and rider combinations, with ablutions, firewood supplies, stock feeds, catering on site or able to be temporarily supplied.

The riders camp with their horses and vehicles, and generally an area of 15 X 30 m2 per competitor is required. The ride base also requires a flat, open area that can be used for the veterinary inspection of the horses: this is in situ at the Collie racetrack and only requires maintenance.
2. Facilities for holding ride meetings and briefings on site, capable of accommodating up to 150 people. This may be a permanent building or a marquee.
3. Other facilities (permanent or temporary) for catering, office work, merchandise sales, and for treatment of horses in the case of emergencies.
4. A facility (on site or nearby) capable of hosting a post event dinner for up to 200 people: in 2021 the Collie Miners Institute town hall was booked.
5. Local suppliers for fuel, stock feed, human groceries, services such as laundromat, medical and pharmacy,

A critical part of the requirements is safe and easy access to tracks and trails suitable for competitors to undertake a 160 km endurance ride. The track may cover sections several times, with the horses required to return to base for examination and a rest after at least every 40 km; therefore ease of access in and out is important.

In 2021 the Shire of Collie provided in-kind support through:

- Assistance in preparing the vet ring located inside the racecourse by top dressing, fertilizing and mowing 1 year before to a week prior to the event.
- Waving all fees and charges associated with running the event, eg camping fees, rubbish collection.
- Assistance in advertising the event locally eg placement of street banners.
- Maintenance grading of the access road to the venue.

This request was not able to be raised at the December 2024 Council meeting. Due to the need for the WAERA to obtain confirmation of Council's in-kind support for their submission which was due at the end of January 2025, before the next scheduled Council meeting on the 11 February 2025, all Councillors were contacted seeking their individual support. No objections were received from any Councillors.

This report seeks to formally ratify this in-principle support provided by Councillors in December 2024.

The responses received from individual Councillors unanimously supported the proposed in-kind support from the Shire of Collie.

Statutory and Policy Implications:

The Local Government Act 1995, Section 2.7 defines the role of Council.

2.7. Role of Council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law.*

Local Government Act 1995.

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

6.2. Local government to prepare annual budget

- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
- which is owed to the local government.

* Absolute majority required

Budget Implications:

If Council supports the WAERA – Tom Quilty Gold Cup 2027 event as proposed in this agenda item, there will be indirect budget implications through the loss of fees and charges, and the incurring of grading and reserve maintenance costs.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To increase tourism and marketing capability within the Shire with a focus on destination marketing

Relevant Precedents:

The Shire of Collie previously supported this event through fee waivers and in-kind works when the WAERA held the Tom Quilty Gold Cup endurance horse ride event in Collie in 2021.

Comment:

This agenda report recommends that Council provide formal in-kind support for the WAERA – Tom Quilty Gold Cup 2027 event to be held in Collie, based on it's benefit to the community.

11.2 Bunbury Geographe Tourism Partnership - Regional Tourism Strategy Update

Reporting Department:	Chief Executive Office
Reporting Officer:	Phil Anastasakis – Chief Executive Officer
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/049
Appendices:	Nil
Voting Requirement:	Simple Majority

Report Purpose

This report provides Council with an update on the Bunbury Geographe Tourism Partnership Regional Tourism Strategy 2024 - 2027.

Officer's Recommendation:

That Council:

1. *receives the update provided on the Bunbury Geographe Tourism Partnership - Regional Tourism Strategy 2024-2027;*
2. *supports the participation by the Shire of Collie in the newly negotiated Service Level Agreement for 2025/26;*
3. *supports the tourism marketing program continuing to be guided by the Bunbury Geographe Group of Council's (BGGC) CEO's, with this group setting the strategic directions of the program and endorsing the Strategic Plan; and*
4. *review the Shire's continued membership in the Bunbury Geographe Tourism Partnership beyond 30 June 2026 as part of Council's review of its strategic focus and financial evaluation associated with the Long Term Financial Plan.*

Background:

In late 2024 the Shire of Collie signed a Memorandum of Understanding (MOU) with the City of Bunbury and Shires of Capel, Dardanup, Donnybrook-Balingup and Harvey as the "Bunbury Geographe Group of Council's". The MOU remains in place until any or all participants withdraw from the agreement.

The purpose of the Bunbury Geographe Group of Councils is to:

- 1) Undertake the activities defined as Continuing Projects and Services in accordance with the MOU. These include:
 - a. Waste Minimisation: South West Regional Waste Group
 - b. Environmental Services:
 - i. Declared pests/weeds;
 - ii. Arum lilies control (a poisonous weed)
 - iii. Coastal Hazard Risk Management and Coastal Adaptation Planning (CHRMAP)
 - c. Regional Economic & Community Development:

- i. Bunbury Geographe Tourism Partnership**
 - ii. Bunbury Geographe Economic Alliance
 - d. Others Identified:
 - i. Regional Recycling
 - ii. Bunbury Harvey Regional Council / Subsidiary
 - iii. Land Care
 - e. Infrastructure Coordination:
 - i. Strategic Logistic Infrastructure
 - ii. Community Infrastructure
 - iii. Land, Housing & Accommodation
 - iv. Water surety and supply
 - f. Procurement Coordination
- 2) Provide a means for the Participants, through voluntary participation and the integration and sharing of resources, where the requirements of clause 7 are met, to:
 - a. Assess the possibilities and methodology of facilitating a range of services and facilities on a regional basis including, without limitation, the services and facilities described in Schedule 2 Part 1 .
 - b. Promote, initiate, undertake, manage and facilitate the services and facilities described in Schedule 2 Part 1
 - c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages.
 - d. Assess the possibilities and methodology of facilitating economic and community development for the benefit of the Region, including, without limitation, the matters described in Schedule 2 Part 2; and
 - e. Promote, initiate, undertake, manage and facilitate the matters described in Schedule 2 Part 2.

Services and Facilities included in Schedule 2 include:

- Insurance services
- Legal services
- Operational services
- Administration and financial services
- Public relations
- Coordination of policy, strategy and local planning activities
- Recreational and cultural services and facilities
- Regional library services
- Infrastructure planning.

The existing Bunbury Geographe Tourism Partnership and Service Level Agreement contracts concluded in October 2024. Australia's South West were approached to provide an extension to 30 June 2025 of the current contractual arrangement based on quotes being provided by external marketing consultants. The focus for the remainder of 2024/25 would be:

- Brand promotion on the website.
- Brand promotion on Social Media.
- Cessation of the Found magazine.
- Continuing employment of the Tourism Manager
- Marketing activities including the development of campaign activity to capitalise on the opportunities presented by the Bunbury Outer Ring Road (BORR)

Statutory and Policy Implications:

Local Government Act 1995

The Bunbury Geographe Tourism Partnership is a continuing project under the Bunbury Geographe Group Memorandum of Understanding, which has been signed by the Shire of Collie.

Budget Implications:

The 2024/25 budget includes within GL#198330 \$20,000 towards a Regional Tourism Development Strategy.

The draft Long Term Financial Plan is in the process of being developed and includes a general provision of \$20,000 towards Regional Tourism.

Budget – Whole of Life Cost

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Communications Requirements:

N/A

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.2	Tourism promotion and attractions
Strategic Priority:	2.2.1	To increase the tourism and marketing capability within the Shire with a focus on destination marketing.

Relevant Precedents:

The Shire of Collie has in previous years supported the Bunbury Geographe Tourism Partnership (BGGC) and regional tourism initiatives.

Comment:

The Shire of Donnybrook-Balingup have advised the group that their Council has resolved not to continue in the Bunbury Geographe Tourism Partnership from 2025/26, with their membership continuing for the remainder of 2024/25.

At the 7 February 2025 BGGC meeting, a presentation on the BGGC was provided by Australia's Southwest. Further discussion regarding the Bunbury Geographe Tourism

Partnership - Regional Tourism Strategy 2024-2027 and proposed Service Level Agreement occurred.

The Regional Tourism Strategy 2024-2027 proposes that the tourism marketing program continues to be guided by the BGGC CEO's, with this group setting the strategic directions of the program and endorsing the Strategic Plan.

It is recommended that the Shire of Collie continue to participate in the BGGC for 2025/26, with continued membership beyond 30 June 2026 being considered as part of Council's review of its strategic focus and financial evaluation associated with the Long Term Financial Plan.

12. CORPORATE SERVICES REPORTS

12.1 Accounts Paid – December 2024 and January 2025	
Reporting Department:	Corporate Services
Reporting Officer:	Tash Mellegers – Finance Officer
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 12.1.A – Accounts Paid – December 2024 Appendix 12.1.B – Accounts Paid January 2025
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid during the months of December 2024 and January 2025.

Officer's Recommendation:

That Council:

1. *receive the list of accounts paid in the month of December 2024 as presented in Appendix 12.1.A totalling \$1,681,566.98.*
2. *receive the list of accounts paid in the month of January 2025 as presented in Appendix 12.1.B totalling \$1,112,078.95.*

Background:

In accordance with Delegation 2.2.21- payments from the Municipal or Trust Funds adopted by Council on 8 August 2023, the Chief Executive Officer is authorised to incur expenditure in accordance with the Annual Budget provisions and limited over-expenditure, subject to subsequent budget amendment. In doing so, section 13 of the *Local Government (Financial Management) Regulations 1996* (the Regulations) is to be adhered to with a list of accounts for approval to be presented to the Council each month.

Statutory and Policy Implications:

The Regulations, if the local government has delegated to the CEO the exercise of its power to make payments from the Municipal fund or the Trust fund, a list of accounts paid by the CEO is to be prepared each month. The list is to include the payee's name; the amount of the payment; the date of the payment; and sufficient information to identify the transaction.

Council Policy CS3.7 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 Regulations.

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:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Each month Council is presented a list of accounts paid during the preceding month.

Comment:

A listing of payments is included in Appendix 12.1.A and Appendix 12.1.B.

Where possible, questions on specific payments should be submitted to the Director Corporate Services before noon on the day of the scheduled meeting. This will ensure a response can be provided at the Council Meeting.

12.2 Financial Management Report – November and December 2024

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 & Financial Management Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 12.2.A – Financial Report – November 2024 Appendix 12.2.B – Financial Report – December 2024
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending November and December 2024.

Officer’s Recommendation:

That Council receive the Financial Management Reports for November and December 2024 as presented in Appendix 12.2.A and 12.2.B.

Background:

In accordance with Council policy and the provisions of the *Local Government Act 1995*, the Financial Report required for the end of the period is presented to Council for information. Refer to Appendix 12.2.A and 12.2.B.

Statutory and Policy Implications:

Regulation 34 (1) (a) of the *Local Government (Financial Management) Regulations 1996* (the Regulations) states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates; budget estimates to the end of the month to which the statement relates; actual amounts of expenditure, revenue and income to the end of the month to which the statement relates, material variances between monthly budget and actual figures, and net current assets on a monthly basis.

In accordance with section 34(5) of the Regulations each year a local government is to adopt a percentage or value to be used in statements of financial activity for reporting material variances. In this case, the Shire of Collie has adopted the material variance of 10% or \$10,000, whichever is greater, for reporting variations to the Budget in the monthly statement of financial activity reported to Council.

Budget Implications:

The monthly Financial Management Report provides Council with an overview of budget compared to actual expenditure and revenue. Ongoing financial forecasts to the end of the financial year are being introduced to enable Council employees to closely monitor revenue and expenditure, and provide up to date forecasts for the end of the financial year. This will

provide more accurate budget monitoring, assist the mid-year budget review analysis, and will form a solid foundation for the estimated Surplus/(Deficit) at 30 June, which informs the future Budget and Long Term Financial Plan development process.

Communications Requirements: (Policy No. CS 1.7)

Nil

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships
Strategic Priority:	5.1.5	To imbed our strategic priorities throughout the organisation

Relevant Precedents:

Each month Council is presented a monthly Financial Management Report for the preceding month.

Comment:

The financial statements provided in Appendix 12.2.A and 12.2.B reports on the following information for the reporting period:

- Statement of Financial Accounts by Nature
- Statement of Finance Accounts by Program

Due to the need to focus on the end of financial year audit and the 2023/2024 Annual Financial Statements, the Monthly Financial Statements do not incorporate all of the standard reports. It is anticipated that the January 2025 Monthly Financial Statement will incorporate all of the required reporting elements.

Where possible, questions relating the report should be submitted to the Director Corporate Services before noon on the day of the scheduled meeting. This will ensure a response can be provided at the Council Meeting.

12.3 Attraction and Retention Packages for Regional Child Care Workers Funding

Reporting Department:	Corporate Services
Reporting Officer:	Tamsin Emmett – Community Development Officer
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation	<i>Local Government Act 1995</i>
File Number:	GAS/047
Appendices:	Nil
Voting Requirement	Absolute Majority

Report Purpose

For Council to note the funding arrangement with the Department of Communities for the Collie Childcare Workforce Program, which the Collie Early Education Centre is delivering, and to approve budget amendments to accommodate grant funds and expenditure.

Officer's Recommendation:

That Council:

- a) *notes the funding grant agreement between the Shire of Collie and the Department of Communities for the Collie Childcare Workforce Program; and*
- b) *approves the increase in the budget allocations for Care of Families and Children Early Childhood Development Grant income by \$25,000 (COA 8250) and Care of Families and Children Early Childhood Development operating expenditure by \$25,000 (COA 8150).*

Background:

The Shire of Collie has received a \$25,000 grant to support professional development for childcare workers in Collie. The program will be hosted and coordinated by the Collie Early Education Centre and will include in-person training workshops, online learning opportunities, and the establishment of two learning stations to enhance staff education and research.

The funding for the “Attraction and Retention Packages for Regional Child Care Workers Program 2024/2025” was only available to local governments. Without the Shire’s involvement, the local childcare workforce were not able to access the Program.

Statutory and Policy Implications:

In accordance with section 6.8 of the Local Government Act 1995, a local government is not to incur expenditure for an additional purpose, that is a purpose for which no expenditure estimate is included in the local government’s annual budget, except where the expenditure:

- a) is incurred in a financial year before the adoption of the annual budget,
- b) is authorised in advance by resolution, or
- c) is authorised in advance by the mayor or president in an emergency.

Budget Implications:

The grant income and associated expenditure will be managed through the Shire’s financial system. The Collie Early Education Centre will invoice the Shire for the expenses involved. A

budget amendment is required to recognise the funding and associated expenditures in the 2024-25 financial year.

The Shire's contribution is in kind support.

Communications Requirements: (Policy No. CS 1.7)

A request for ministerial consent will be undertaken if approved by Council.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	1.0	Our Community
Objective:	1.2	Community connection, engagement and participation.
Strategic Priority:	1.2.2	To work with sporting clubs and community groups to promote volunteering and increase participation.

Relevant Precedents:

The Shire has previously received and managed grant funding where the project coordinator was not able to apply for the funding directly, including event funding for the Collie River Mountain Bike Marathon event held in 2024.

Comment:

This project supports local workforce development and enhancement of early childhood education services. The objectives of the program are to:

- boost staff retention and attract new childcare workers;
- enhance the quality of childcare services and expand capacity;
- strengthen partnerships between local childcare providers; and
- improve access to learning resources and provide greater support for families in the Collie community.

It is proposed that a policy be developed to govern future opportunities for grant funding in partnership with, or on behalf of, third parties.

12.4 2025 Ordinary Election of Councillors

Reporting Department:	Corporate Services
Reporting Officer:	Nicole Wasmann – Director Corporate Services
Accountable Manager:	Nicole Wasmann – Director Corporate Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	GOV/038
Appendices:	Appendix 12.4.A Cost Estimate Letter Appendix 12.4.B Written Agreement Letter
Voting Requirement	Absolute Majority

Report Purpose

For Council to consider appointing the Electoral Commissioner to undertake the 2025 Council elections and to determine the method of conducting the election.

Officer's Recommendation

That Council:

1. *declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election together with any other elections or polls which may be required; and*
2. *decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a Postal election.*

Background:

Local government ordinary elections are held on the third Saturday in October every two years. The next ordinary election will be held on Saturday, 18 October 2025.

The election may be held as a postal election or a voting in person election. If the election is to be conducted as a postal election, the Electoral Commissioner is to be responsible for the conduct of the election. The Electoral Commissioner has written to the Shire (Appendix 12.4.B) providing written agreement to be responsible for the conduct of the election, should Council choose.

Council is to determine whether the election will be held as an "in person" election on the day, or as a postal election, as has been the Shire's practice since 1999.

Following a review in 2023, the number of elected members will reduce to nine following the 2025 election. The number of ordinary vacancies for the 2025 elections will be four. Those Councillors whose terms expire in October 2025 are:

- 1) Cr Michelle Smith
- 2) Cr Leonie Scoffern
- 3) Cr Shane Sadlier
- 4) Cr Brett Hansen
- 5) Cr John Kearney

With respect to recent postal elections the Shire of Collie has received above state average voter returns:

2015 – 34.3%	[State average participation rate 27.5%]
2017 – 43.0%	[State average participation rate 34.5%]
2019 – 34.7%	[State average participation rate 29.1%]
2021 – 33.3%	[State average participation rate 30.2%]
2023 - 38.7%	[State average participation rate 31.6%]

The 2023 election included a referendum.

Statutory and Policy Implications:

In accordance with section 4.20(4) of the *Local Government Act 1995*, a local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

A declaration under subsection (4) has no effect if it is made after the 80th day before election day and cannot be rescinded after the 80th day.

The election may be held as a postal election or a voting in person election in accordance with section 4.61 of the *Local Government Act 1995*. The decision to hold a postal election has no effect unless it is made after a declaration is made under section 4.20(4), that the Electoral Commissioner is to be responsible for the conduct of the election, or in conjunction with such a declaration.

Budget Implications:

The election cost will have no impact on the current budget.

A cost estimate for the 2025 election has been provided by the WAEC as \$43,988 (ex. GST). The cost of the 2023 election and referendum was \$46,024 (ex. GST).

The *Local Government (Elections) Regulations 1997*, stipulate that the Electoral Commissioner's expenses are to be determined on the basis of full accrual cost recovery.

The Shire of Collie traditionally allocates an amount to the Election Reserve annually so that the cost is spread evenly over two years, however due to the extraordinary election the amount was reduced in the 2024/25 Budget. The estimated closing balance of the Election Reserve in the 24/25 Budget was \$12,715.

An amount of \$35,000 was included in the 2023/24 Budget for the extraordinary election. The actual cost incurred was \$8,740 (ex. GST) as only one nomination was received, resulting in the candidate being elected unopposed. This will provide Council with the opportunity to consider transferring the difference between the budget and the actual amount to the Election Reserve during the mid year budget review.

Communications Requirements: (Policy No. C1.7)

Advice to the Electoral Commissioner of the Council decision.

Strategic Community/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	5	Our Organisation
Objective:	5.1	Innovative leadership, forward planning, and mutually beneficial partnerships

Relevant Precedents:

All Shire of Collie elections since 1999 have been conducted as postal elections by the Electoral Commissioner.

Comment:

The Electoral Commissioner has provided written agreement to be responsible for the conduct of the October 2025 Shire of Collie Council elections in accordance with section 4.20(4) of the *Local Government Act 1995*.

Having received this advice, if Council wishes to conduct the election as a postal election, Council needs to declare the Electoral Commissioner to be responsible for the conduct of the election, and to resolve by Absolute Majority the method of election and the appointment of the Electoral Commissioner in accordance with Section 4.61(2) of the *Act*.

The Western Australian Electoral Commission (WAEC) will then be responsible for all statutory advertising, the nomination process, preparation of election packages and their distribution and the appointment of a local Returning Officer.

A postal election will normally result in higher participation rates than a voting in person election. The appointment of the WAEC has the associated benefits of compliance with all statutory requirements, the provision of computer equipment and support.

It is recommended to declare the Electoral Commissioner to be responsible for the conduct of the elections in 2025 and the method of conduct to be postal.

13. DEVELOPMENT SERVICES REPORTS

13.1 Industrial Heritage and Mining Trail Project Scope and Grant Acceptance	
Reporting Department:	Development Services
Reporting Officer:	Yolanda Cool – Town Planner
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	<i>Local Government Act 1995</i>
File Number:	EDV/082
Appendices:	Appendix 13.1.A – Industrial Heritage and Mining Trail Project Scope and Budget Appendix 13.1.B – Grant Letter of Award and Grant Agreement (Confidential – circulated under separate cover)
Voting Requirement:	Simple Majority

Report Purpose

Council is asked to consider requesting a 3-month extension of time from the Heritage Council Western Australia to accept a \$30,000 Community Grant for stage 1 of the Industrial Heritage and Mining Trail. This will allow for the determination of the trail's overall ownership and the estimated whole-of-life costs and support informed decision-making.

Officer's Recommendation:

That Council :

1. *Authorise the CEO to request a 3-month extension of time from the Heritage Council Western Australia for the acceptance of the \$30,000 Community Grant for stage 1 of the Industrial Heritage and Mining Trail to allow for the determination of the trail's ownership and estimated whole-of-life costs;*
2. *Authorise the CEO to decline the Heritage Council WA \$30,000 Community Grant for stage 1 of the Industrial Heritage and Mining Trail should the Heritage Council Western Australia decline the Shire's request for an extension of time or the trail's ownership and estimated whole-of-life costs cannot be determined; and*
3. *Note that Industrial Heritage and Mining Trail will be subject to a further report to the Council.*

Background

In conjunction with the Just Transition - Celebrating Collie's History and Promoting its Future Working Group, the Shire of Collie has developed a project scope for a new 3-stage drive-type industrial heritage and mining trail (the trail). Below is a high-level summary of the stages and elements. This report relates to only Stage 1.

Stage 1 - Wellington Dam (both the mutual and hydro-scheme), Griffin/Wyvern Colliery rail line, the underground mine experience, the rail heritage precinct, the Old Collie Power Station, Stockton Lake, Bunnings Mill, Lake Kepwari and Open Cut Coal Lookout

Stage 2 - the Coal discovery site, Buckingham Hall, Cardiff mine, Cardiff rail line, Western Mine number 2, and the Collie Motorplex.

Stage 3 - Black Diamond Lake, the Round House, Muja Power Station, Bluewater Power Station, Collie Power Station, Collie-Darkan Railway, the Dragline, and Munro Tower.

The trail is intended to incorporate and interpret significant elements of Collie's history, including coal mining, energy generation, the timber industry, fire monitoring, and the railways and associated infrastructure.

The interpretive features are proposed to be developed following the existing Rail to River Heritage Trail and Collie Mural Trail in terms of map design, plaques, QR Codes, a website, and integration into the Collie Wambenger App.

The trail is aimed at tourists and those interested in Collie's history. It also aims to celebrate and promote Collie's long industrial heritage and contribution to powering Western Australia. The trail has been designed to complement the town's existing tourism offering and give insight into:

- The history and development of Collie;
- Collie's workers and their stories;
- Key industries; and
- Achievements and transition over time.

If completed in full, the trail will link Wellington Dam, Black Diamond Lake (located in Allanson and the original coal discovery site), Collie Roundhouse, old railway networks, the Visitors Centre, the underground mine experience, the Coalfields Museum, the town centre, the rail heritage precinct, the Collie Mine Workers Institute, Wallsend Mine, Lyalls Mill, rail trails to Collie-Cardiff and Collie-Burn townsites, pit-mine rehabilitation sites (Stockton Lake, and Lake Kepwari), Collie-Darkan rail-trail, and the open-cut coal mines to showcase Collie's history.

The project milestones for Stage 1 of the trail (the subject of this report) are to:

1. Identify industrial and mining interest points in a logical trail through a staged approach – completed.
2. Sourcing grant funding - completed.
3. Shire acceptance of a grant funding agreement and Stage 1 project scope and budget.
4. Research each Stage 1 site to collate a description of its history and significance, photographs, audio history, video description of its history and significance, photographs, audio history, and video.
5. Engage a consultant to consolidate research to be consistent, design the map, integrate it into the webpage/Collie Wambenger App, and implement QR Codes and plaques.
6. Installation of the Stage 1 QR makers and promotion of the trail and app.

Statutory and Policy Implications:

In accordance with section 6.8 of the *Local Government Act 1995*, a local government is not to incur expenditure for an additional purpose, that is a purpose for which no expenditure estimate is included in the local government's annual budget, except where the expenditure:

- a) is incurred in a financial year before the adoption of the annual budget,
- b) is authorised in advance by resolution, or
- c) is authorised in advance by the mayor or president in an emergency

Budget Implications:

The Shire applied for and has been offered a \$30,000 Heritage Council WA Grant. \$3,500 from Premier Coal Community Support Program is also included in the project's budget for digitising underground mine maps at the library, a separate but related project as the maps will be utilised. The project's cash budget of \$33,500 includes a \$5,500 contingency to provide for cost increases and initial maintenance. It is anticipated this will cover design and installation but not whole-of-life asset costs. Currently, there is no Shire budget allocation for the project, and for the project to proceed, the budget amendment would be needed to allow for the receipt, expenditure, and acquittal of the funds.

This report has no budget implications as the Council's endorsement of the project is not recommended at this stage.

Communications Requirements:

Public advertising was not required and has been undertaken for the project. However, the Shire completed government agency and community member/group consultation during the project development and research phases.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	2	Our Economy
Objective:	2.1	Economic Development
Strategic Priority:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
Objective:	2.2	Tourism Promotion and Attractions
Strategic Priority:	2.2.2	To optimize the value to the community of the various investments in trail installations.
GOAL:	3	Our Built Environment
Objective	3.1	Safe and well-maintained Shire-owned facilities and infrastructure
Strategic Priority:	3.1.1	To increase the Shire's capability to maintain and improve facilities and infrastructure.

Relevant Precedents:

Nil.

Comment:

The Industrial Heritage and Mining Trail has been identified by the Celebrating Collie Working Group (Just Transition sub-group) as a project that meets the objectives of the Collie Just Transition Plan.

Shire Officers have also engaged with the Industrial Heritage and Mining Trail Working Party and other stakeholders to discuss the project, sites, and content for the trail. Stakeholders included Synergy, Griffin, Yancoal, Collie Delivery Unit, Premier, South32, Water Corp, DBCA, Retired Miners Association, Rail Heritage Group, Coalfields Museum and Historical Research Centre, and the Mining and Energy Union.

If endorsed by the Council and the grant is accepted, the next step would be to complete milestones 3-6. Appendix 13.2 provides details of the project scope and proposed trail site listing, map concept, app design, and waypoint plaque designs. The trail waypoint plaques will include:

- Collie Heritage Trail branding
- Site name
- Brief site description / site information
- QR code (link to Wambenger Trails App & Trails WA, with further information, images etc)
- Shire of Collie / other logos as required.

Tandem Design (from Murdoch University) is proposed to assist (based on quotes) in designing the 25 site briefs for the Wambenger Trails and Trails WA App and developing the trail map and the waypoint plaques with QR codes. The Industrial Heritage and Mining Trail will align and integrate with the current popular *Mural Trail* and the *Rail to River Heritage Trail*.

The Heritage Grant Agreement (refer to Confidential Appendix 13.2.B) details the Shire's obligations in accepting the grant. Schedule 1 outlines the project amount, purpose, funding payment method, schedule, and grant conditions. While the Shire was asked to confirm its acceptance of the grant by 13 January 2025, an extension has been granted until 28 February 2025 to allow Council consideration.

The trail is expected to require minimum upkeep and maintenance. However, in line with Strategic Priority 3.1.1 of the Shire's Community Strategic Plan, it is recommended that the trail's overall ownership and the project's whole-life costs be determined before the grant is accepted or the project is commenced.

Possible future stages 2 and 3 are not included in this report. Should stage 1 proceed, these stages will be subject to an assessment and a further report to the Council.

Conclusion:

The Industrial Heritage and Mining Trail presents an opportunity to build on the Shire's Trail Town image while recognizing Collie's industrial heritage by developing an accessible, interactive, integrated trail that tells Collie's history. However, the author recommends that the trail's overall ownership and the project's whole-life costs be determined before the grant is accepted or the project commences. These outstanding elements are critical to ensure the trail will be sustainable and maintained to a standard that will support the Shire of Collies Tourism objectives.

It is therefore recommended that the Council authorise the CEO to request a 3-month extension of time from the Heritage Council Western Australia for the acceptance of the \$30,000 Community Grant for stage 1 of the Industrial Heritage and Mining Trail to allow for the determination of the trail's ownership and estimated whole-of-life costs.

14. OPERATIONS REPORTS

14.1 Tender 02/2024 Widening and Sealing of Shoulders on Harris River Road SLK 5.0 to 9.0	
Reporting Department:	Operations
Reporting Officer:	Scott Geere – Director Operations
Accountable Manager:	Phil Anastasakis – Chief Executive Officer
Legislation	<i>Local Government Act 1995 – Section 3.57 Local Government (Functions & General) Regulations 1996</i>
File Number:	CMG/303
Appendices:	Confidential Attachment 14.1.A – Tender Evaluation Report
Voting Requirement	Simple Majority

Report Purpose

This report provides Council with the results of the evaluation of tenders for Tender 02/2024 for the widening and sealing of road shoulders on Harris River Road SLK 5.0 to 9.0 and recommends that Council accept the tender for these works to the preferred Tenderer.

Officer's Recommendation

That Council:

1. *Accept the tender submission RFT 02/2024 Widening and Sealing of Shoulders on Harris River Road received from Carbone Bros Pty Ltd, recommendation detailed in Confidential Attachment A – Evaluation Report, which is identified as the most advantageous, for a lump sum value;*
2. *Delegates to the Chief Executive Officer in accordance with s 5.42(1) of the Local Government Act 1995, to negotiate minor variations to the contract for Tender 02/2024 Widening and Sealing of Shoulders on Harris River Road before and / or after its execution in accordance with Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996; and*
3. *Authorise the Chief Executive Officer, in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for Tender 02/2024 Widening and Sealing of Shoulders on Harris River Road;*
4. *If within 6 months of this resolution a contract is unable to be formed for Tender 02/2024 Widening and Sealing of Shoulders on Harris River Road with Carbone Bros Pty Ltd, identified in Evaluation Panel Report recommendation shown in Confidential Attachment A Tender 02/2024 as the most advantageous, then the Shire of Collie accepts the tender submission received from RCA Civil Group Pty Ltd, identified as the next most advantageous in the Evaluation Panel Report recommendation shown in Confidential Attached A Tender 02/2024.*

Background:

Harris River Road (between SLK ['straight line kilometres'] 5.0 to 9.0) is listed as a road of regional significance in the Roads 2040 strategy and therefore eligible for funding under the Regional Road Group program.

This is the first part of a 3-stage upgrade project for Harris River Road to achieve widening, resealing, and Audible Edge Lines (AEL's) from SLK 1.05 to SLK 11.74.

The Shire of Collie issued Tender RFT 02/2024 for the widening and sealing of shoulders on Harris River Road as an open Public Tender on the 8 January 2025.

TENDER DETAILS		
Request for Tender (RFT) Number:	Tender 02/2024	
RFT Title:	Widening and Sealing of Shoulders on Harris River Road	
Recommended Tenderer:	Westrac Pty Ltd	
Contract Term:	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates/Cost:	<i>Confidential Attachment A – Tender 02/2024</i>	
Advertising:	8 January 2025	West Australian
	20 December 2024	Tenderlink www.tenderlink.com/collie
Tender Deadline:	29 January 2025	Wednesday at 3.00pm WST
Tender Opening:	30 January 2025	
Tender Observers:	Two (2) Shire of Collie employees were present	
	Nil (0) members of the public were present	

Two Addendums were issued during the tender open period.

Statutory and Policy Implications:

The compliance requirements throughout the tender process have been in accordance with:

- *Local Government (Functions and General) Regulations 1996*; and
- CnG CP034 Procurement Policy.

The compliance requirements applicable to this report and Officer Recommendation are in accordance with the *Local Government (Functions and General) Regulations 1996*:

- Accept a tender [F&G.r.18(4)]

Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government, by means of a written evaluation, of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept

CS3.23 Purchasing Policy requirements formed part of tender criteria.

Budget Implications:

This Project is included in the 2024/25 Budget with a funding allocation of \$750,000 (GST excluded), comprised of two thirds grant funding from the South West Regional Road Group (\$500,000), and one third matching contribution from the Shire of Collie (\$250,000).

The Shire of Collie has committed to provide 600m³ of road base gravel for the project, which has an estimated cost of \$40,000.

Communications Requirements: (Policy No. CS 1.7)

The proposal has undergone public advertising in accordance with the following policy objectives:

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

Public advertising was undertaken in a statewide publication and made available through the Tenderlink supplier network.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN – ADOPTED DECEMBER 2022		
GOAL:	4	Our Built Environment – Infrastructure, amenities and developments that supports the needs and aspirations of the community
Objective:	4.3A	A safe and reliable transport system
GOAL:	5	Our Business
Objective:	5.1	Good Governance and leadership
Objective:	5.3	Financial sustainability and accountability

Relevant Precedents:

The Shire of Collie has previously entered into contracts for the widening and sealing of road shoulders.

Comment:

Tender Submissions

Three (3) submissions were received by the closing of the tender period on the 29 January 2025, with all three submissions deemed as compliant. The three (3) submissions were received from:

- Carbon Bros Pty Ltd
- Road Pavement Solutions Pty Ltd; and
- RCA Civil Pty Ltd

A Tender Evaluation Panel was formed in accordance with part 3 of the Shire of Collie CS3.23 Purchasing Policy. The panel comprised of three (3) members, including:

1. Director Operations
2. Technical Officer; and
3. Parks & Gardens Supervisor.

Probity Oversight

Process and probity advice during evaluation was provided by the Director Operations who also acted as Panel Chair and Evaluation Process Facilitator. All members of the Panel have made a conflict-of-interest declaration in writing, confirming they have no relationships with any of the Respondents. This evidences the probity and integrity considerations within the process.

The evaluation process consisted of:

- (a) each panel member individually read and assessed each tender. The assessment was based on the member allocating a score against the selection criterion resulting in an overall score determining their ability to provide the services. All three (3) assessments were then collated into a single collated and averaged scored outcome.
- (b) discussion with any technical consultants to the panel *-nil*
- (c) the panel discussed the tenders and reviewed the technical consultant's advice, and then reached a consensus on the shortlisted preferred top 2 Tenderers. These were reviewed again with focus on relevant experience and demonstrated understanding and the evaluation scores were amalgamated and averaged to provide a ranking for consideration.
- (d) Reference and ABN checks on recommended tenderer was undertaken;
- (e) a recommendation was drafted;
- (f) The evaluation report was endorsed by the Evaluation panel; and
- (g) The recommendation was finalised for CEO endorsement and approval.

The Panel have compiled an Evaluation Panel Report which includes the consensus amalgamated average (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria. In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential, in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person. The ranking of tender submissions and recommended tenderer in the Evaluation Panel Report is therefore referenced by non-identifying methods.

Evaluation of Tenders

The objective of the Tender Evaluation Panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirements of the abovementioned Request for Tender.

Based on evaluation of the received submissions and subsequent compliance assessments, the Tender Evaluation Panel recommends that the Respondent recommended in this report be accepted at the estimated Tender Value.

Submissions were deemed compliant and progressed for assessment against the following predetermined qualitative and price criteria:

CRITERIA PERCENTAGE

The weighted criterion of the assessment is outlined in **Confidential Attachment 14.1.A – Tender Evaluation Report.**

- (a) Relevant Experience 20%
- (b) Respondents Resourcing 15%
- (d) Demonstrated Understanding (25%)
- (c) Tendered Price 40%

TOTAL 100%

Evaluation Justification

The Tender Evaluation Panel recommends Carbone Bros Pty Ltd based on an assessment of submissions against the predetermined qualitative criteria shown above. The submission provided by the Respondent performed well across criteria's (a), (b) and (c) scoring 53.9 and scoring 21.4 for (d), bringing their overall score to 75.2.

Overall, the quality of submissions presented were high and each capable of delivering the required scope of work required for the Shire of Collie.

If within 6 months of this resolution a contract is unable to be formed for RFT 02/2024 Widening and Sealing of Shoulders on Harris River Road with Carbone Bros Pty Ltd identified in Evaluation Panel Report recommendation shown in as the most advantageous, then the Shire of Collie accepts the tender submission received from RCA Civil Group Pty Ltd, identified as the next most advantageous in the Evaluation Panel Report recommendation shown in [Confidential Attachment A - RFT 02/2024 Widening and Sealing of Shoulders on Harris River Road.

In determining Carbone Bros Pty Ltd as the preferred Tenderer, the supplier has provided the following information:

Due Diligence YES/NO

- Has the recommended Tenderer supplied Referees YES
- Has the recommended Tenderer supplied Financial Information YES
- Was a Conflict of Interest declared? If yes, please specify how it was managed? NO

The Evaluation Panel therefore recommends that the contract for the Widening and Sealing of Shoulders on Harris River Road be awarded to Carbone Bros Pty Ltd at the total estimated contract cost provided in the confidential attachment.

The expected timeframe for completion of the works is 30 May 2025, or earlier.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Notice of Motion – Cr Smith

That the Council request a meeting with the Main Roads Department of WA to discuss traffic speed limits and traffic safety in Throssell Street Collie.

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 19.1.A
- 'All Open' at Appendix 19.1.B

20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

20.1 Food Organic and Garden Organic (FOGO) Waste	
Reporting Department:	Operational Services
Reporting Officer:	Jackie Robinson – Environment & Waste Co-Ordinator
Accountable Manager:	Scott Geere – Director Operations
Legislation:	<i>Local Government Act 1995</i>
File Number:	N/A
Appendices:	Confidential Attachment A
Voting Requirement:	Simple Majority

21. CLOSE