



Shire of
Collie

AGENDA

for the

ORDINARY MEETING OF COUNCIL

to be held on

Tuesday, 8 July 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, 8 July 2025

in Council Chambers at 87 Throssell Street, Collie WA

A handwritten signature in blue ink, appearing to be "PA", is written over a horizontal line.

Phil Anastasakis
Chief Executive Officer

2 July 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 17 August 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 9 September 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 14 October 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday, 21 October 2025	Special Council Meeting (Election of President and Deputy President) 7.00pm in Council Chambers
Tuesday 11 November 2025	Ordinary Council Meeting 7.00pm in Council Chambers
Tuesday 9 December 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 of Interest (see below)

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

Name (Please Print)

Signature

Date

NB

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

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

Office Use Only:

Date/Initials

1. Particulars of declaration given to meeting
2. Particulars recorded in the minutes
3. Signed by Chief Executive Officer

Local Government Act 1995 - SECT 5.23

Meetings generally open to the public

- 5.23. (1) Subject to subsection (2), the following are to be open to members of the public
- (a) all Council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following --
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (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; and
 - (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; and
 - (e) a matter that if disclosed, would reveal --
 - (i) a trade secret; or
 - (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; and
 - (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; or
 - (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; and
 - (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.

5.23A. Electronic broadcasting and video or audio recording of council meetings

[illegible]

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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, 8 April 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

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

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 June 2025****Officer's Recommendation:**

That Council confirms the Minutes of the Shire of Collie Ordinary Meeting of Council held on 10 June 2025.

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 Annual Budget 2025/26

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:	Appendix 11.1A – 2025/26 Annual Budget
Voting Requirement:	Absolute Majority

Report Purpose

This report presents the 2025/26 Annual Budget for Council consideration and adoption. Following the endorsement of the draft Budget, the final 2025/26 Annual Budget papers have been formulated and presented to Council in the statutory format for final adoption at the 8 July 2025 Ordinary Council meeting.

Officer's Recommendation:

MUNICIPAL FUND BUDGET FOR 2025/26

1. That Council pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the 2025/26 Budget as contained in Appendix 11.1.A [Under Separate Cover] of this Agenda and the Minutes, for the Shire of Collie for the 2025/26 financial year which includes the following:

A. *Statement of Comprehensive Income;*

B. *Statement of Cash Flows;*

C. *Statement of Financial Activity;*

D. *Notes to and Forming Part of the Budget including:*

- i.) *Operating Income and Expenditure.*
- ii.) *Capital Income and Expenditure, including New, Upgrade and Renewal capital works.*
- iii.) *Revenue generated from the Schedule of Fees and Charges for 2025/26.*
- iv.) *Budget Program Schedules 3 to 14.*

By Absolute Majority

MUNICIPAL FUND BUDGET FOR 2025/26 – RESERVE TRANSFERS & LOANS

2. That Council pursuant to Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopts the Reserve Transfers and current and proposed loans drawdown and repayments detailed within the 2025/26 Budget as contained in Appendix 11.1.A [Under Separate Cover] of this Agenda and the Minutes, for the Shire of Collie for the 2025/26 financial year, with any variations from budget approved based on adjusted loan drawdown timing, the reserve purpose, actual expenditure and/or the transfer of unexpended 2024/25 capital works funding to Reserves, to be utilised and drawn down from the Carried Forward Projects Reserve in future years as required.

By Absolute Majority

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS, DISCOUNTS AND INTEREST

3. That Council:

- A. For the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2025/26 adopted at Recommendation 1 above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995 impose the following general rates and minimum rates on Gross Rental and Unimproved Values:

i.) General Rates

- Gross Rental Value (GRV) Rated Properties = \$0.084694
- Unimproved Value (UV) Rated Properties = \$0.005288

ii.) Minimum Payments

- Gross Rental Value (GRV) Rated Properties = \$1,291.50
- Unimproved Value (UV) Rated Properties = \$1,041.60

	Rate in the Dollar	\$ Rate Yield
Gross Rental value (GRV)	\$0.084694	\$4,850,735
GRV Minimum	\$1,291.50	\$2,198,133
TOTAL GRV		\$7,048,868
Unimproved Value (UV)	\$0.005288	\$699,121
UV Minimum	\$1,041.60	\$298,939
TOTAL UV		\$998,060
TOTAL GRV & UV YIELD		\$8,046,928

- B. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following dates for the payment in full by instalments:*
- *Option 1 (Full Payment)*
 - *Full amount of rates and charges including arrears, to be paid on or before 29 August 2025 or 35 days after the date of issue appearing on the rate notice, whichever is later.*
 - *Option 2 (Four Instalments)*
 - *First instalment to be made on or before the due date of 29 August 2025 or 35 days after the date of issue appearing on the rate notice, whichever is later and including all arrears and a quarter of the current rates and service charges;*
 - *Second quarterly instalment to be made on or before the due date of 31 October 2025, or 2 months after the due date of the first instalment, whichever is later;*
 - *Third quarterly instalment to be made on or before the due date of 9 January 2026, or 2 months after the due date of the second instalment, whichever is later; and*
 - *Fourth quarterly instalment to be made on or before the due date of 13 March 2026, or 2 months after the due date of the third instalment, whichever is later.*
- C. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates and charges (and service charges) through an instalment option of \$18.00 for each instalment after the initial instalment is paid (\$54.00 for four (4) instalment option).*
- D. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.0% where the owner has elected to pay rates and charges (and service charges) through an instalment option.*
- E. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 10.0% for rates and charges (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.*

By Absolute Majority

- F. Note that pursuant to Section 6.47 of the Local Government Act 1995, Council grant in 2025/2026 a 100% waiver/concession on the local government uniform rate charge to each of the following assessments:

Assessment Number	Owner	Property Address
A987	Ngalang Boodja Corporation	154-158 Forrest Street, Collie
A4295, A5219, A5833, A5838	Alliance Housing	Unit 3/25 Hutton Street, 21A Rogers Avenue, Unit 4/17 Moira Road, Unit 917 Moira Road, Collie
A3977	RSL Collie Cardiff	2 Lefroy Street, Collie
A3990	Country Women's Association	76 Throssell Street, Collie
A4337, A5321	Riverview Residence	1 Burt Street, Collie 3-5 Vernon Street, Collie
A4779	North Collie Hall	Lot1334 Princep Street, Collie
A150	Collie Pioneer Lodge	50 Venn Street, Collie
A5043	Collie Italian Club	19 Ewing Street, Collie
A995	Energy West Hall	6 Lefroy Street, Collie
A4813	Red Cross	73 Streere Street, Collie
A1880	Agencies for South West Accommodation	22-24 Wallsend Street, Collie

By Simple Majority

GENERAL FEES & CHARGES FOR 2025/26

4. That Council pursuant to Section 6.16 of the Local Government Act 1995 and other relevant legislation, adopts the Fees & Charges as contained in the 2025/26 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.

By Absolute Majority

OTHER STATUTORY FEES FOR 2025/26

5. That Council:

- A. Pursuant to Section 53 of the Cemeteries Act 1986, Council adopts the Fees & Charges for the Collie Cemetery as contained in the 2025/26 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.
- B. Pursuant to Section 67 of the Waste Avoidance and Resource Recovery Act 2007, Council adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2025/26 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.

By Simple Majority

- C. Pursuant to Section 67 of the Waste Avoidance and Resource Recovery Act 2007 and Section 6.16 of the Local Government Act 1995, Council adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2025/26 Budget included as Appendix 11.1.A [Under Separate Cover] of this Agenda and Minutes.

By Absolute Majority

COUNCIL MEMBERS' FEES AND ALLOWANCES FOR 2025/26**6. That Council:**

- A. *In accordance with Section 5.98(1) of the Local Government Act 1995, Regulation 30 of the Local Government (Financial Management) Regulations 1996, Part 6.2(1) and Part 6.3(1)(a) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual Council member meeting attendance fees be set at \$10,084 (55% of Band 3).*
- B. *In accordance with Section 5.98(1) of the Local Government Act 1995, Regulation 30 of the Local Government (Financial Management) Regulations 1996, Part 6.2(1) and Part 6.3(1)(a) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual meeting attendance fee for the President be set at \$15,612 (55% of Band 3).*
- C. *In accordance with Section 5.98(5) of the Local Government Act 1995, Regulation 33 of the Local Government (Financial Management) Regulations 1996, and Part 7.2(1) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for the Shire President be set at \$22,763 (55% of Band 3).*
- D. *In accordance with Section 5.98(1) of the Local Government Act 1995, Regulation 33A of the Local Government (Financial Management) Regulations 1996, and Part 7.3(1) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for the Deputy Shire President be set at \$10,347 (25% of Band 3).*
- E. *In accordance with Section 5.99A(b) of the Local Government Act 1995, Regulation 34A of the Local Government (Financial Management) Regulations 1996, and Part 9.2(2) of the Determination of Local Government Elected Members pursuant to Section 7B of the Salaries and Allowances Act 1975, the annual allowance for Information Communication Technology expenses for Council members be set at \$1,925 (55% of Band 3).*

MATERIAL VARIANCE REPORTING FOR 2025/26

- 7. *That Council in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 101 Presentation of Financial Statements, the level to be used in Statements of Financial Activity in 2025/26 for reporting material variances shall be 10% or \$50,000, whichever is the greater.*

By Simple Majority

Background:

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its four year Corporate Business Plan and ten year Long Term Financial Plan. The Corporate Business Plan and Long Term Financial Plan are reviewed annually, with the first year of the Long Term Financial Plan being 'sliced off' to form the basis of the draft annual budget.

The draft 2025/26 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council. The draft 2025/26 budget was considered and endorsed at the 10 June 2025 Ordinary Council meeting.

This report recommends Council endorse the final Shire of Collie 2025/26 Annual Budget, inclusive of the proposed 4.5% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure. [refer to Appendix 11.1.A].

Statutory and Policy Implications:***Local Government Act 1995.*****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 (Financial Management) 1996**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;*

Local Government (Administration) Regulations 1996**19DA. Corporate Business Plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
- (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- *Absolute Majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Budget Implications:

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2025/26 financial year.

The final 2025/26 budget has been prepared on the basis of a 4.5% rate revenue increase (excluding interim rate income), which is forecast to produce an end of year surplus of \$33,811. The small surplus enables Council to withstand minor unforeseen financial costs or revenue reductions that may occur during the year, with the mid-year budget review providing the opportunity in February/March each year to review and adjust the budget for more significant variances.

The current forecast end of year surplus for 2024/25 is \$94,740, which is reflected in the opening surplus at the start of the 2025/26 financial year. This forecast will vary when the final annual financial report is produced for 2024/25, with the final result reflected in the financial statements when the 2025/26 mid-year budget review is conducted in February/March 2026.

The fees and charges when adopted will determine the amount of revenue to be received during the 2025/26 financial year for certain areas. The fees and charges revenue has been forecast in the budget income projections and is based on the recent decisions of Council.

Working on a zero-based budgeting principle, the 2025/26 budget has produced a deficit of \$60,929 for the 12 month period 1 July 2025 to 30 June 2026. After taking into consideration all other sources of income, Council is required under the *Local Government Act 1995* to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2025/26 budget it is proposed a total of \$8,052,978 be raised from general property rates. This includes \$5,000 in forecast Interim Rate revenue that will be received during the 2025/26 financial year, based on new ratable properties being built or changes to the valuation of existing properties.

The expected yield from rates will be sufficient to balance the 2025/26 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

The Rating Strategy deployed by Council in the 2025/26 financial year has formed part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2025/26 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Communications Requirements: (Policy No. CS1.7)

Nil.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	5	Our Organisation
Outcome:	5.1	Innovative leadership, forward planning and mutually beneficial partnerships
Priority	5.1.1	To develop a long-term financial plan based on industry best practice
	5.1.2	To progressively improve the Shire's financial health indicators
Actions	5.1.1.1	Develop an initial 10-year budget

Relevant Precedents:

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Collie Long Term Financial Plan 2025/26 – 2034/35.

Council has resolved in the lead up to the final 2025/26 budget adoption the Rating Strategy, Reserves Management Strategy, Loan Management Strategy, Elected Members Fees & Allowances, Long Term Financial Plan (incorporating relevant elements of various Asset Management Plans and the Workforce Plan), and the draft 2025/26 Annual Budget.

Comment:

The final 2025/26 budget document follows a similar format to the draft budget but includes presentation of the budget in the statutory format. The final document includes the following information:

- Budget summary and overview, inclusive of the organisational structure and budget snapshot;
- Financial statements including the Statement of Comprehensive Income, Statement of Cash Flows, Statement of Financial Activity (by Nature), with a Statement of Financial Activity (by Program) provided as a summary of Schedules 3 to 14;
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants;
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2025/26 Budget; and
- Schedule of Fees & Charges.

The 2025/26 budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
 - Loan Management Strategy;
 - Reserves Management Strategy;
 - Rating Strategy;
- Workforce Plan;
- Asset Management Plans;
- Elected Member Fees, Expenses & Allowances; and
- Fees & Charges Schedule.

Elected Member and staff Budget Requests are considered within the body of this report.

While the 2024/25 financial year has not yet ended when the final budget was completed, the 2025/26 Budget document presented to Council represents the current forecast closing surplus on the 30 June 2025.

The final 2025/26 Budget document is presented to Council for adoption at the Ordinary Council Meeting on the 8 July 2025. The final budget document only varies from the adopted draft budget where there has been updated forecasts or new information provided to what was presented in the draft budget. The draft budget projected a forecast surplus at 30 June 2026 of \$19,805 compared to the final budgeted surplus of \$33,811.

- **Statement of Financial Activity – by Program (formerly Rate Setting Statement)**

An important part of local government budgeting is the classification of budget estimates into the various mandatory descriptions. Local Government accounting systems are required to have the capacity to output accounting reports in at least two classifications, being:

- Nature classifications; and
- Statutory Reporting Program (function or activity).

Historically local governments reported by Statutory Reporting Program as the primary method required by Australian Accounting Standard 27 (AAS27). From 1 July 2023, local government budgets and annual reports must be shown according to Nature classification. However, it is noted that several regulations and the WA Local Government Grants Commission still require information reported by Program.

For the above reasons, and to provide management with an established method to review and manage Program budgets, the final 2025/26 budget includes both a Statement of Financial Activity by Nature and a Statement of Financial Activity by Program. The final statutory budget only includes a Statement of Financial Activity by Nature, together with a Statement of Comprehensive Income and Statement of Cash Flows. This statement is designed to show how much must be raised from rates to record a breakeven result.

The Statement of Financial Position shows the proposed financial position for the year, after including all operating revenue and expenditure, capital expenditure, loan repayments, transfers to and from reserves, income from sale of assets and rates.

The final Budget for 2025/26 as presented produces a surplus of \$33,811 at the end of the financial year.

If grants, revenue and the estimated brought forward surplus do not meet expectations or there are requests to increase or add expenditure items, this position will not be achievable.

- **Rates**

The final 2025/26 Budget includes a 4.5% rate revenue increase (excluding interim rate income) spread across the two Uniform General Rates of Unimproved Value (UV) and Gross Rental Value (GRV). This in accordance with Council's previous resolution through the adoption of the Rating Strategy and Long Term Financial Plan, whereby Council endorsed a projected rate revenue increase of 4.5% for the 2025/26 budget.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.

For the 2025/26 budget it is proposed a total of \$8,052,978 be raised from general property rates. This includes \$5,000 in forecast Interim Rate revenue that will be received during the 2025/26 financial year, based on new ratable properties being built or changes to the valuation of existing properties.

The expected yield from rates will be sufficient to meet the 2025/26 budget requirements after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Based on a 4.50% rate revenue increase, the Gross Rental Value (GRV), Unimproved Value (UV) and Minimum Rates are included as follows:

	Unimproved Value Rate in Dollar	Gross Rental Value Rate in Dollar	GRV Minimum Rate	GRV Lesser Minimum Rate	UV Minimum Rate
2024/25 – Current	\$0.00507	\$0.08228	\$1,230.00	\$992.00	\$992.00
2025/26 – Future	\$0.005288	\$0.084694	\$1,291.50	\$1,291.50	\$1,041.60

The increase applied to GRV and UV properties represents Council's endorsement of an overall 4.5% rate revenue increase for the 2025/26 budget.

The endorsed Rating Strategy for 2025/26 includes the GRV - Developed minimum rate increasing by 5% to \$1,291.50, with the same minimum rate being applied to the GRV – Vacant minimum rate, as an incentive for owners to develop or release residential land and deter land banking by developers. The UV - Unimproved minimum rates will increase by the same 5% to \$1,041.60.

The outcome of the rates modelling required to produce an overall 4.5% rate revenue increase results in an average 3.1% increase in GRV (developed) properties not on the minimum rate, with a 5% increase in GRV (developed) minimum rates. The application of a single GRV minimum rate through the removal of the Lesser Minimum of \$992.00, will result in an increase of \$299.50 for GRV vacant land.

The following table provides a summary of the rates modelling produced, which reflects the percentage increase and shows the mean (average), median (midpoint) and mode (most common) rate for each rating category (excludes Specified Area Rates, Waste Charges and ESL Levy):

General Rate Category	Value	Properties on Minimum Rate	Properties on General Rate	Mean Rate	Median Rate	Mode Rate Range
UV – Rural	UV	287	294	\$1,717.83	\$1,052.31	\$1,001 - \$1,500
GRV – Developed	GRV	1,491	2,129	\$1,553.42	\$1,365.27	\$1,001 - \$1,500
GRV – Vacant	GRV	183	14	\$1,417.61	\$1,291.50	\$1,001 - \$1,500
GRV – Heavy Industry	GRV	0	3	\$98,994.86	\$11,142.34	
GRV – Light Industry	GRV	1	49	\$3,741.63	\$3,192.96	\$2,501 - \$3,000
GRV – Commercial	GRV	27	89	\$4,081.37	\$2,268.11	\$1,001 - \$1,500
GRV – CBD	GRV	0	3	\$62,898.28	\$57,168.45	\$85,001 - \$116,500
TOTAL		1,989	2,581	\$1,635.22	\$1,299.21	\$1,001 - \$1,500

It should be noted that some GRV and UV properties will receive either an increase or decrease in their rates due to Landgate GRV and UV revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however, property owners are entitled to appeal valuations issued by Landgate should they believe their UV valuation is not correct.

Household waste collection charges have been increased 5.0% from \$246.00 to \$261.00 to predominantly reflect the forecast increase in kerbside collection contract costs associated with the waste contract.

- ***Brought Forward Position***

The 2025/26 Budget includes an estimated brought forward surplus from 30 June 2025 of \$94,740. The surplus compares favourably with the original budget position of \$26,498. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

The final actual 2024/25 brought forward surplus will be calculated after the end of the 24/25 financial year, however it is anticipated that the late payment of 50% of the Local Government Grants Commission 2025/26 annual Financial Assistance Grant (FAG) will be made around the 23 June 2026 of approximately \$1,358,026. In future years this advance grant payment will be transferred to the new Unspent Grants Reserve, but as this new Reserve has not been created in 24/25 then it will be reflected in the final actual Carried Forward Surplus. Any future advance payments in 25/26 will be transferred to the Unspent Grants Reserve, which will result in the total value of grants received more closely reflecting the total budgeted FAG grants.

- ***Staffing***

As part of considering and adopting the Shire of Collie Long Term Financial Plan, the Workforce Plan for the 2025/26 – 2034/35 was incorporated. The Workforce Plan identifies the full-time equivalent staff required for Council's operations.

Based on the Workforce Plan, the total number of full-time equivalent (FTE) staff at the end of 2025/26 will be 70.38 FTE which is an increase of 1.36 FTE (previously 69.02 FTE). The total salaries and wages cost (including superannuation) associated with the employment of 70.38 FTE's is \$7,510,236, compared to \$6,915,000 in 2024/25.

Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

- ***Capital Works Programme***

A total of \$3,526,770 is to be spent in 2025/26 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets, including carried forward projects. These are summarised as follows:

- Land & Buildings	\$796,000
- Plant & Equipment	\$10,000
- Motor Vehicles	\$1,733,000
	(includes \$550k streetsweeper and \$800k landfill compactor)
- Furniture & Fittings	\$50,500
- Infrastructure	\$937,270
	(includes roads, paths, parks)

Council will allocate \$1,680,000 from Reserves to fund this expenditure, with the balance of funding sourced from external grants and contributions, proceeds from the sale of assets, or municipal funds.

Council has commenced the establishment of Asset Management Plans for its various classes of assets, which project over a 10+ year period the required capital upgrade, expansion and renewal requirements. These Asset Management Plans include the regular transfer of funds to Reserves to ensure the Council's cash flow requirements can be met each year. As these Plans are developed in future years, they will provide greater guidance on the asset renewal, upgrade and new asset requirements of the Shire of Collie.

- **Carried Forward Projects**

The 2025/26 draft budget includes a number of carried forward capital projects that were not able to be completed during the 2024/25 financial year due to a number of factors. These projects are predominantly capital Transport Construction and are identified in their respective sections of the budget.

Carried Forward Project	Job Ref	Expenditure \$	Funding Source
Building Construction			
Shire Administration - Repairs and refurbishment - Includes Carried Over from 24/25 of \$26,000.	BAP002	51,000	Building / Carried Over Projects Reserve
Waste Transfer Station Shed to house Compactor - Includes Waste Transfer Station Security funds Carried Over from 24/25 of \$35,000.	J1144	245,000	Building / Carried Over Projects Reserve, \$50k Renergi Contribution
Parks & Reserves Construction			
Soldiers Park Playground – Carry Over project of approx \$1.65m from committed re-allocated State Government funding from the former heated swimming pool election commitment. Swimming Club storage shed/meeting room approx \$150k. To be submitted to the mid-year budget review in Feb 2026 if ready.		0	External grant funds
River Revitalisation Strategy – Project of approx \$100,000 subject to external grant funding or contribution. To be submitted to the mid-year budget review in Feb 2026 if external funding secured.		0	
Transport Construction			
Forrest St (Design & Construct - Provision of Bio-Retention Basin at Margaretta Wilson Centre Carpark)	J3533	21,250	Municipal Funds / Carried Over Projects Reserve
Cemetery Drainage (Expand drainage infrastructure to accommodate new roads) - Carried Forward to 26/27		0	Municipal Funds

Carried Forward Project	Job Ref	Expenditure \$	Funding Source
Swinging Bridge	J8051	60,000	Municipal Funds / Carried Over Projects Reserve

- ***Changes from the Draft 2025/26 Budget***

1. Inclusion of Carried Forward projects and funding sources, together with the adjustments to capital works and reserve transfers.
2. Inclusion of rates non-payment penalty interest and increase waste site material costs.
3. Minor corrections to other income and expenditure items based on adjusted forecasts or new information.
4. Minor adjustments to the allocation of wages and various overheads.

- ***Materiality Limit***

The Local Government (Financial Management) Regulations (Reg 34(5)) require that each financial year a Local Government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically the intention is to highlight variances that are important or significant due to their value and possible impact. Too many low value variances can devalue and overcrowd this reporting process.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than \$50,000 or 10%, whichever is greater with reporting at the Program or Nature/Type level has historically been considered reasonable and good practice for highlighting material variances. Council currently has a material reporting variance of greater than \$10,000 or 10%, whichever is greater.

Council is requested to consider increasing the materiality threshold to a value greater than \$50,000 or 10%, whichever is greater, with reporting at the Program or Nature/Type level. This will assist in reducing the administration workload and level of reporting to Council in the Monthly Financial Statements while still highlighting variances in items of significance.

Overall the 2025/26 Budget continues to deliver on strategies and actions identified and prioritised by Council in the Strategic Community Plan and Corporate Business Plan, which in the future will be referred to as the Council Plan. This ensures Council maintains a high level of service across all programs while enabling new asset construction and existing asset upgrade and renewal is undertaken at sustainable levels

The final budget for 2025/26 is balanced and Councillors are encouraged to examine the document thoroughly. Councillors are welcome to contact the Chief Executive Officer prior to the Council meeting to discuss any questions.

12. OPERATIONS REPORTS

Nil.

13. DEVELOPMENT SERVICES REPORTS

13.1 Coalfields Museum and Historical Research Centre Business Case	
Reporting Department:	Development Services
Reporting Officer:	Alex Wiese – Director Development Services
Accountable Manager:	Alex Wiese – Director Development Services
Legislation:	Nil.
File Number:	RCS/038
Appendices:	Appendix 13.1.A - Coalfields Museum & Historical Research Centre Business Case V1.1 (CONFIDENTIAL APPENDIX)
Voting Requirement:	Simple Majority

Report Purpose

The purpose of this report is for Council to receive the Coalfields Museum and Historical Research Centre Business Case dated May 2025 and consider requesting the CEO to work with the Coalfields Museum and Historical Research Centre and the Collie Visitor Centre to investigate the preferred option.

Officer's Recommendation:

That Council

1. Receive the Coalfields Museum & Historical Research Centre Business Case V1.1 dated May 2025; and
2. Request that the Chief Executive Officer work with the Coalfields Museum and Historical Research Centre and the Collie Visitor Centre to investigate the feasibility of the recommended option in the Business Case (Option 2: Co-location with the Collie Visitor Centre), and provide a report on the outcome to a future Ordinary Council Meeting in 2025.

Background:

The Coalfields Museum and Historical Research Centre (CMHRC) currently leases Lot (1260) 161 Throssell Street, Collie, from the Shire of Collie and has off-site storage in a shed adjacent to Roche Park. The CMHRC is regularly gifted new additions to the museum collection and has also been offered museum pieces from both coal mining companies in Collie and the Muja and Collie Power Stations (when they close). The museum and storage facility are at capacity, and the buildings at 161 Throssell Street have become unsuitable for museum use due to structural and maintenance issues, which pose a risk to the current and future collection.

In recent years, the CMHRC has explored various options to protect the collection and for expansion, including redevelopment plans of the existing museum site at 161 Throssell Street, Collie.

In July 2020, the CMHRC received in principle support from the Council to investigate the redevelopment of the existing site on Throssell Street. Redevelopment did not progress due to the estimated cost (over \$6 million), difficulties in securing funding, and the complexity of relocating the entire collection during the construction phase.

In late 2020 and early 2021, the CMHRC explored relocation to other sites. However, no suitable locations were identified, and the CMHRC, being a volunteer-run, not-for-profit organisation, did not have the funds necessary to engage consultants or conduct feasibility studies or a business case. Instead, the committee developed desirable criteria, including items such as:

- land ownership,
- current approved land uses,
- vehicle access,
- parking,
- proximity to the CBD,
- Throssell Street frontage, and
- proximity to other visitor attractions.

The CMHRC committee concluded that the most favourable site is R47293 Throssell Street located next to the RSL building and the old Wallsend underground mine. R47293 is vested in the Shire of Collie with the power to lease. The current purposes for R47293 include tourist/historical display.

At its Ordinary Council Meeting on 19 January 2021, the Council resolved to provide in-principle support for the CMHRC's planning for a new museum development on R47293, noting that a further report would be required to be presented to Council before a decision could be made.

The main challenge with Reserve 47293 was the limited amount of available land (approximately 3,000 m²), which would have prevented the CMHRC from accessing a large museum piece. As shown below in Figure 1, Reserve 20038 is constrained as it contains the Collie Returned Services League (RSL), a truck stop, a car park, and borders the rail reserve and Throssell Street.



Figure 1

Later in January 2021, the CMHRC also commenced discussions on 161 (Lot 1260) Throssell Street, Collie (their existing site), and began developing detailed site plans and layout concepts. However, this did not progress to the lodgement of a development application.

In July 2021, the Shire was approached by the Rotary Club of Collie to discuss the relocation of a disused fire tower to the Collie townsite. After a series of meetings, the Council considered a report on 14 September 2021 regarding the Fire Tower Relocation, and resolved to provide in principle support, subject to a further report on the final preferred location(s).

As part of the Rotary Club of Collie's site selection process, 20 Throssell Street, Collie, was identified as a potential suitable site for relocating and restoring the fire tower, given that a large amount of laydown area was unused by the Forestry Products Commission (refer to Figure 2 below).



Figure 2

The Collie Rotary Club established an informal working group comprising of its members, consultants, and the Shire to scope out and progress the Munro fire tower project. Ownership of the project remained with Collie Rotary Club, and they simultaneously explored funding opportunities. However, these efforts stalled as there was no agreed-upon location for storing the tower in the Collie townsite.

In September 2021 at a briefing session, the Council received an update on the Coalfield's Museum and Munro Fire Tower and the Shire was advised that the Forestry Products Commission was not able to sell its land holdings to the open market but may be able to transfer the land to a government entity, which is the Shire. This led to Shire officers writing to the Forestry Products Commission in March 2022 to formally request the transfer of 20 Throssell Street, Collie, to the Shire of Collie so that it can work with the CMHRC and Collie Rotary Club to establish a new Coalfields Museum, incorporating (potentially) the Munro fire tower.

The CMHRC attended and expressed frustration with the delays in acquiring 20 Throssell Street, Collie, from the State (transfer) and the progress of the museum project at the Annual Electors' Meeting held on 12 April 2022.

The then Director of Development Services, Mathew Young, subsequently attended the CMHRC executive committee in early May 2022 to outline the Forestry Products Commission submission, to suggest the idea of establishing a working group with the Shire to progress the land transfer, to identify funding opportunities, and to progress museum plan development. However, discussions were placed on hold after the State Government announced the site was being considered for a new TAFE facility.

The CMHRC continued to pursue redevelopment options and funding after the State's announcement. In September 2024, it was awarded \$95,000 to plan its transformation into a contemporary tourist attraction through the State Government's Collie Futures Small Grants Program. The CMHRC used some of the grant funding and its own funds.

In late 2024, 20 Throssell Street, Collie, was listed for sale on the open market. Purchase and settlement occurred in January 2025. The property is now privately owned.

Statutory and Policy Implications:

Compliance with relevant planning and building legislative requirements and Shire policies.

Budget Implications:

No direct budget implications, however the outcome may result in future expenditure obligations being presented to Council for consideration.

Communications Requirements:

Nil.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	2	Our Economy
Outcome:	2.1	Economic Development
Priority:	2.1.1	Support the State Government Collie's Just Transition initiatives to achieve economic diversification and sustainability.
Outcome	2.2	Tourism Promotion and Attractions
Priority	2.2.3	To plan for a new cultural and heritage museum to celebrate Collie's unique history

Relevant Precedents:

Council has previously considered four separate reports related to CMHRC, which resulted in the following resolutions. The reported are available and can be accessed on the Shire website.

- At the Ordinary Council Meeting 19 January 2021, after considering a motion received from Cr Italiano, Council resolved.

That Council:

1. *Notes the work of the Coalfields Museum and Historical Research Centre Inc (CMHRC) undertaken to date with regard for the planning for a new museum development on Reserve 20038 (Lot 1260) Throssell Street Collie and vested in the Shire as a Museum site with power to lease; and also, investigations into various other sites around town (see attached);*
 2. *Provides in-principal support to preliminary investigation and due diligence for possible future development at a site in Throssell Street next to the RSL building (R47293); and*
 3. *Considers any final determination on the proposed redevelopment after receiving and considering the results of the CMHRC's due diligence report.*
- At the Ordinary Council Meeting 13 September 2021, after considering a report titled Rotary Fire Tower Relocation Project- Preliminary Site Analysis, Council resolved.

That Council:

1. *Provide in-principle support for the Rotary Fire Tower Relocation Project, for the Munro Fire Tower to be relocated to Collie;*
 2. *Authorise Officers to continue working with the Collie Rotary Club to identify and analyse site selections for the fire tower; and*
 3. *require the final preferred location(s) for the fire tower to be referred to Council for determination.*
- At the Ordinary Council Meeting 14 June 2022, after considering a report titled Alternative Site for Coalfields Museum and Historical Research Centre, Council resolved.

That Council:

Endorse Shire Officer request to the Forestry Products Commission to have land transferred to the Shire for the relocated Coalfields Museum and Historical Research Centre Inc (CMHRC) at 20 Throssell Street Collie.

- At the Ordinary Council Meeting 13 September 2022, after considering a report titled Alternative Site for Coalfields Museum and Historical Research Centre, Council resolved.

That Council;

1. *Provide in-principle support for the Rotary Fire Tower Relocation Project, for the Munro Fire Tower to be relocated to Collie;*
2. *Authorise Officers to continue working with the Collie Rotary Club to identify and analyse site selections for the fire tower; and*
3. *Require the final preferred location(s) for the fire tower to be referred to Council for determination.*

Comment:

For over a century, the Coalfields Museum and Historical Research Centre (CMHRC) has been serving as the primary custodian of the town's industrial, sawmilling, and forestry heritage.

To preserve and share the Shire's history and significance in Western Australia's growth, since 2020, CMHRC has been actively pursuing opportunities to address its ageing facilities, expand its collection, enhance the visitor experience, and achieve regional museum standards comparable to those across Australia.

Over the last five years, CMHRC has explored various options with stakeholders, including on-site redevelopment, relocation to an alternative site, and co-location. This led the CMHRC to apply for a grant in mid-2024 through the State Government's Collie Futures Small Grants Program to plan its transformation and growth.

The CMHRC was successful, and in August 2024, it was awarded a \$95,000 grant to complete a business case (and other necessary elements). The purpose was to assess the benefits, costs, and risks of various alternative options for redevelopment (both new and existing), and provide a recommended preferred solution that decision-makers and stakeholders could consider.

The CMHRC completed the business case in May 2025 (refer to Appendix 13.1.A - Coalfields Museum & Historical Research Centre Business Case V1.1) using both its funds and a portion of the grant and has provided a copy to the Shire of Collie as a key stakeholder for consideration. The business case considers four options

- Option 1: Redeveloping the Coalfields Museum at its current location
- Option 2: Co-location with Collie Visitor Centre
- Option 3: Other site locations
- Option 4: No action

The recommended option after stakeholder consultation is co-location with the Collie Visitor Centre. It is considered to offer the most cost-effective, sustainable, and synergistic solution for tourism growth, historical preservation, and of honouring Collie's place in the history of Western Australia.

Given the importance of the project and its long history in getting to this point. Council is asked to receive both the business case and request that the Chief Executive Officer work with the Coalfields Museum, Historical Research, and the Collie Visitor Centre to investigate the recommended option. It is proposed that a joint stakeholder investigation be undertaken over a period of up to six months to allow for appropriate engagement, and where necessary, board and executive consideration. A report on the outcome will be included in the December 2025 Ordinary Council Meeting. Should funds be required, the CMHRC has indicated that the use of their remaining grant funds could be considered.

14. CORPORATE SERVICES REPORTS

14.1 Accounts Paid – 16 May 2025 to 15 June 2025	
Reporting Department:	Corporate Services
Reporting Officer:	Karen Rushton – Finance Officer
Accountable Manager:	Geoff Lawrence – Finance and Business Excellence Coordinator
Legislation:	<i>Local Government Act 1995 & Local Government (Financial Management) Regulations 1996</i>
File Number:	FIN/024
Appendices:	Appendix 14.1.A – List of Accounts Paid
Voting Requirement	Simple Majority

Report Purpose

To present the accounts paid for the period 16 May 2025 to 15 June 2025.

Officer's Recommendation:

That Council receives the List of Accounts paid for the period 16 May 2025 to 15 June 2025 as presented in Appendix 14.1.A totalling \$2,107,309.24

Background:

Where a council has delegated authority to the Chief Executive Officer to make payments from the municipal or trust fund, a list of accounts paid is to be presented at the ordinary meeting each month.

In accordance with Delegation 2.2.21, the Chief Executive Officer is authorised to make payments.

Statutory and Policy Implications:

Local Government Act 1995

Local Government (Financial Management Regulations) 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *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 showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iv) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Council Policy**CS3.7 Payment of Creditors****5.0 List of Accounts Paid**

A list of all accounts paid shall be presented to the Council within two months. The list shall comprise of details as prescribed in the WA 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:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
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 receives the list of accounts presented.

Comment:

A listing of payments is included in Appendix 14.1.A.

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

14.2 Financial Management Report – May 2025

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 14.2.A – Financial Report – May 2025
Voting Requirement	Simple Majority

Report Purpose

To provide a summary of the financial position for the Shire of Collie for the month ending 31 May 2025.

Officer's Recommendation:

That Council receive the Financial Management Reports for May 2025 as presented in Appendix 14.2.A.

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 14.2.A.

Statutory and Policy Implications:

The Local Government Act 1995

6.4. Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation—*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) budget estimates to the end of the month to which the statement relates; and*
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) the net current assets at the end of the month to which the statement relates.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing*
- (a) deleted*
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown according to nature and type classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) recorded in the minutes of the meeting at which it is presented.*

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 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 AND CORPORATE BUSINESS PLAN		
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.

Comment:

The financial statements provided in Appendix 12.2.A 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 Statement does not incorporate all of the detail anticipated in future reports, it does include the identification of variances and a forecast end of year financial position.

With the 2023/2024 Annual Financial Statements finalised, it is anticipated that the future Financial Management Reports will incorporate additional reporting elements associated with Program and Sub-Program Reporting, which will provide greater detail on specific income and expenditure line items.

14.3 Acceptance of the Disability, Access and Inclusion Plan 2024-2029

Reporting Department:	Corporate Services
Reporting Officer:	Tamsin Emmett – Community Development Officer
Accountable Manager:	Alex Wiese – Director Development Services (Acting Corporate Services Director)
Legislation:	<i>Disability Services Act 1993</i>
File Number:	GOV/022
Appendices:	Appendix 14.3.A –Shire of Collie Disability Access and Inclusion Plan 2025-2029 – Copy for Advertising
Voting Requirement:	Simple Majority

Report Purpose

This report presents Council with the Shire of Collie Disability Access and Inclusion Plan (DAIP) 2025-2029 and seeks approval to release the DAIP for a public comment period.

Officer's Recommendation:

That Council:

- 1. Approves the advertising of the Shire of Collie Disability Access and Inclusion Plan 2024- 2029 as attached to this report for public comment for 21 days; and*
- 2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the proposed Disability Access and Inclusion Plan 2025-2029 at a subsequent 2025 Ordinary Council Meeting.*

Members of the community, people living with disability, their families and carers have the same rights to access programs and services, facilities, information, make complaints, to be consulted and to be employed.

These rights are protected within International, National and State legislation which make it unlawful to discriminate against a person living with disability.

The *Disability Services Act 1993* (amended 2004) requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIP) and to progressively build on the achievements of the previous Plan. The Shire has a statutory obligation to review the DAIP every five years

The draft Shire of Collie DAIP 2025–2029 has been developed through community and stakeholder consultation, and in alignment with the State Disability Strategy. It sets out goals and actions across seven outcome areas aimed at improving accessibility and inclusion in the Collie community.

The Shire's DAIP is a strategic guiding document that aims to actively address barriers faced by people with disability and demonstrate the Shire's commitment to:

- Eliminating discrimination against people with disability; and
- Providing inclusive and accessible information, facilities, services and workplaces.

The Shire's current DAIP has a review date of 30 November 2022. However, the review has been delayed due to staff turnover and vacancies at the Shire. During this time, the Shire has liaised with the Department of Communities about the review delay and submitted the required DAIP Progress Reports. Approval is now requested from Council to release the Shire of Collie DAIP 2025–2029 plan for public comment prior to returning to Council for final adoption.

Seeking feedback from the community and stakeholders ensures the Plan reflects diverse perspectives and promotes shared ownership of the actions within it.

Statutory and Policy Implications:

Section 29 of the *Disability Services Act 1993* (amended 2004) requires all local governments to have and implement a Disability Access and Inclusion Plan (DAIP).

The below legislation is also relevant in the development and implementation of Disability Access and Inclusion Plans.

- *Western Australian Equal Opportunity Act 1984 (amended 1988)*
- *Commonwealth Disability Discrimination Act 1992*
- *Disability (Access to Premises – Buildings) Standards 2010*
- *Local Government Act 1995*

Budget Implications:

There are no direct costs associated with releasing the draft Plan for public consultation. Advertising and promotional activities will be undertaken within existing budgets.

Communications Requirements:

The Draft Plan will be made available for public comment via:

- The Shire's website;
- Social media;
- Notices at the Shire administration office and community noticeboard;
- Direct engagement with relevant local organisations and stakeholders.

Strategic Community Plan/Corporate Business Plan Implications:

STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN		
GOAL:	1	Our Community
Outcome	1.2	Community connection, engagement and participation
Priority	1.2.3	Improve how we communicate with the community and other stakeholders.
GOAL:	3	Our Built Environment
Outcome:	3.1	Safe and well-maintained shire owned facilities and infrastructure
Priority:	3.1.1	To increase the Shire's capability to maintain and improve facilities and infrastructure

Relevant Precedents:

Council has previously adopted DAIPs, including the 2017–2021 DAIP, and has met all annual reporting requirements under the Disability Services Act.

Comment:

The draft DAIP 2025-2029 consists of the following seven (7) core outcomes as a requirement of the *Disability Services Act 1993 (amended 2004)* and includes actions to deliver on the outcomes:

- Outcome 1 – Access to Services: People with disability have the same opportunity as other people to access the services or, any events organised by the Shire.
- Outcome 2 – Access to Buildings and Other Facilities: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire.
- Outcome 3 - Access to Information: People with disability receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it.
- Outcome 4 – Level and Quality of Services: People with disability receive the same level and quality of service from the staff of the Shire as other people receive from the staff of the Shire.
- Outcome 5 – Complaints Handling: People with disability have the same opportunities as other people to make complaints to the Shire.
- Outcome 6 – Participation in Community Consultation: People with disability have the same opportunities as other people to participate in any public consultation by the Shire.
- Outcome 7 – Employment: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire.

The draft DAIP represents an opportunity to shape a more inclusive future for the Shire of Collie, and public consultation is an important step to validate and refine the DAIP actions and ensure they reflect community needs and aspirations. A consultation period of 21 days is proposed.

Following the consultation period, a final version of the DAIP, inclusive of community feedback, will be presented to Council for formal adoption and submission to the Department of Communities.

The Shire of Collie DAIP (Attachment 14.3.A) responds to feedback received during its development and continues the progress achieved in the previous DAIP. It also now references the adopted 2022 Community Strategic Plan. In addition to the continuance of many actions from the previous plan, there are new initiatives in the draft 2025- 2029 DAIP to support those with a disability in the community.

Comments received from the community and stakeholders will be considered and incorporated, and the final draft DAIP will then be presented to Council for adoption in August 2025. The adopted DAIP will then be forwarded to the Department of Communities responsible for ensuring the Plan is compliant.

15. MOTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

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

Nil

21. CLOSE